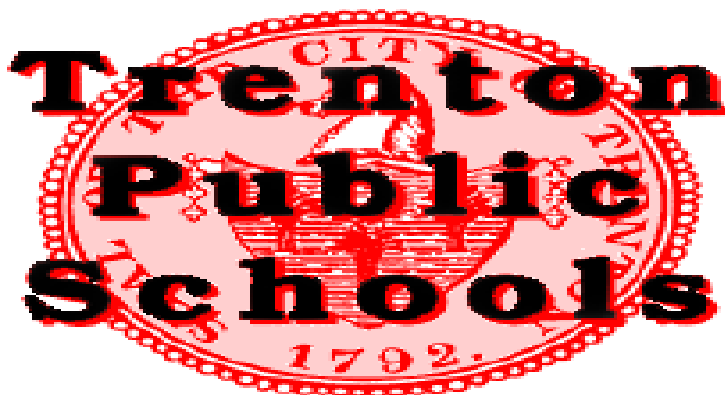


Trenton Public Schools
TALENT ACQUISITION AND DEVELOPMENT

EMPLOYEE HANDBOOK
2016 - 2017



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The District is an Equal Opportunity Employer. Employees are guaranteed equal access to all categories of employment as well as retention and advancement regardless of race, creed color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnerships status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, AIDS and HIV status, political activities, domicile, or membership or participation in or association with activities of any employee organization.

Any employee who believes he/she has been subject to discrimination within employment opportunities on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status may submit a written complain to his/her immediate supervisor or administrator.

**Trenton Public Schools
Employee Handbook**

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DISCLAIMER

Welcome to the Trenton Public School District. The material covered within this Employee Handbook is for general informational use only. It is intended as a method of communicating to employees general District information, rules, and regulations, and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement.

The handbook is not a contract of employment, and it does not contain any promises or agreements by the School District, nor does it give any additional rights to the employee. No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration. Employees entitled to only those rights as provided in the applicable collective bargaining agreement or by law. The School District has the right to change any aspect of this handbook at any time consistent with collective bargaining agreements and the law.

INTRODUCTION

This handbook has been designed to facilitate the flow of information among all staff members and Talent Acquisition and Development. It will provide all employees with information concerning mutual expectations. It is based on policies and regulations adopted and issued by the Board. Please read the handbook carefully and keep it for future reference. It is intended as a method of communicating to employees general District information. The purpose of this handbook is to be a resource to quickly answer questions that may arise concerning employees' careers with the Trenton Public Schools. The District reserves the right to add, delete and/or revise any policies, regulations or other provisions set forth in this handbook. It is the responsibility of each employee to remain informed as to all such changes. A member of Talent Acquisition and Development will be glad to assist if additional information is required.

Employees are guaranteed equal access to all categories of employment, as well as retention and advancement regardless of race, creed, color, national origin, nationality, ancestry, age, gender, familial status, marital status, domestic partnerships status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, AIDS and HIV status, political activities, domicile, or membership or participation in or association with activities of any employee organization.

DISTRICT MISSION and PHILOSOPHY

Policy #2110

MISSION

All pupils will graduate with a vision for their future motivated to learn continually and prepared to succeed in their choice of college or career.

PHILOSOPHY

It is the expectation of this School District that all pupils achieve the New Jersey Core Curriculum Content Standards at all grade levels and be prepared to enter post-secondary education and/or training.

JOINING TRENTON PUBLIC SCHOOLS

JOB POSTINGS

All employment opportunities will be posted on-line on the district's website at www.trenton.k12.nj.us.

JOB OFFER

Talent Acquisition and Development extends job offers for employment in the District. Talent Acquisition and Development reviews all credentials prior to any offer of employment in the District. A completed on-line application, appropriate certification, and satisfactory references are required. All recommendations for employment are contingent upon successful completion of the onboarding process to include fingerprinting, physical examination, appropriate certifications (if warranted) and Board of Education approval. The candidate has no right to employment until a formal appointment is approved by the Trenton Board of Education.

REQUIRED DOCUMENTS FOR HIRING

(No photocopies are accepted for the onboarding process)

• Identification (Driver's License or Government ID)
• Original Social Security Card
• Original New Jersey Certificates (if required)
• High School Diploma or GED (if required)
• Official Transcripts
• Medical Clearance (processed by Talent Acquisition and Development)
• Approval of Emergent Hire (processed by Talent Acquisition and Development)
• W-4
• Authorization for Direct Deposit Form
• MorphoTrak Form and PCN Receipt
• Applicant Authorization and Certification Receipt (AA and C)
• I-9 Form (US Dept. of Justice – Immigration and Naturalization Form)
• Required If non-citizen: Passport and Form I-94/I-94A
• NJ Residency Law Form
• Emergency Contact Form
• Board Policies
• Online Application and Resume
• Reference Sheet
• NJ DOE Criminal History Final Approval (Blue Seal Letter)

CRIMINAL BACKGROUND CHECKS

A criminal history background check is mandated by the New Jersey State Department of Education. Any finalist recommended to be employed in a paid or volunteer position with the District, involving regular access to students in schools, shall submit to a fingerprint criminal background investigation conducted by the appropriate law enforcement agency before consideration of the recommendation for employment or appointment by the Board. Any subsequent offer of employment or appointment will be contingent upon the results of the fingerprint criminal history background check. A criminal history background check shall also be applied to all employees of a person or firm holding a

contract with the District, if the employee is working on school property. All information required to begin the fingerprinting process and associated cost will be provided by Talent Acquisition and Development. Registration for fingerprinting may be completed either by telephone or on-line at <http://www.nj.gov/education/educators/crimhist/>. Upon completion of the fingerprinting process, the receipt of fingerprints taken by IdentGO NJ must be submitted to Talent Acquisition and Development. Once fingerprints have been processed and cleared, the New Jersey State Department of Education Criminal History Review Unit will provide a clearance report for the employee. This process usually takes approximately two weeks. The report must be brought to Talent Acquisition and Development to obtain authorization to begin the employee's work assignment. A copy of the clearance report will be maintained in the employee's personnel file.

DRESS and GROOMING

Policy #3216

The appearance and dress of staff members is an important component of the educational program of this district. The attitude of staff members about their professional responsibilities and the importance of education in the lives of pupils are reflected in their dress and appearance. In order to create an atmosphere of respect and an environment conducive to discipline and learning, the clothing and appearance of all staff members shall be clean and neat and be reflective of the position, responsibilities, and job tasks of the employee.

EMPLOYMENT ELIGIBILITY FORM I-9

All employees are required to complete Form I-9. This includes citizens and non-citizens. On the form, the employer verifies the eligibility and identity documents presented by the employee. Acceptable documents are listed on the back of the form. This form becomes part of the employee's personnel file.

NEW EMPLOYEE ORIENTATION

Policy and Regulation #3126

The new employee training program shall provide essential knowledge and skills through training that includes on-going mentoring, observations and evaluations, formal instruction in professional education aligned with the Professional Standards for Teachers, and other provisions as outlined in N.J.A.C. 6A:9-8.3(b).

All new employees hired with a Certificate of Eligibility with Advance Standing (CEAS) or a Certificate of Eligibility (CE) are required to participate in a mentoring program that takes place over a period of thirty weeks. These teachers shall participate for a proportionally longer period of time if in a part-time teaching position. The mentoring program shall be implemented by the mentor teacher, supervised by the school Principal, and conducted within the parameters of the School District's local mentor plan and the requirements of N.J.A.C. 6A:9-8.3.

PHOTO IDENTIFICATION

Talent Acquisition and Development will issue a photo identification card to new employees once they have completed the onboarding process and are authorized to report to their work location. The photo identification card must be visible at all times when in district buildings.

PHYSICAL EXAMINATION

Policy and Regulation #3160 and 4160

Each candidate for employment shall submit to a physical examination that includes a health history, health screening, medical examination, and training in Blood Borne Pathogens.

PROBATIONARY PERIOD

Policy #4123

Unless otherwise provided for in accordance with a collective bargaining agreement, classified employees hired by the Board of Education shall serve a probationary period of ninety days duration during which the employee may be summarily dismissed without notice.

ATTENDANCE POLICY

Policy and Regulation #3212 and #4211

The regular and prompt attendance of staff members is an essential element in the efficient operation of the School District and the effective conduct of the educational program. The privilege of district employment imposes on each teaching staff member the responsibility to be on the job on time every scheduled working day. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents, both on and off the job, and manage his/her personal affairs to avoid conflict with district responsibilities. Chronic absenteeism and tardiness may be subject to discipline and may be cause for dismissal.

REPORTING AN ABSENCE

Policy and Regulation #3212 and #4211

All employees are required to adhere to the absence procedures established at their work location. Failure to do so may result in disciplinary action. Requests for a long-term leave of absence must be submitted to Talent Acquisition and Development and must include a Healthcare Provider Form.

When reporting an absence, Teachers, Paraprofessionals and Secretaries must contact Source 4 Teachers to report their absence(s) and request a substitute at www.source4teachers.com/SAMS.

All other Non-Instructional Staff must contact the secretary in charge of monitoring attendance or the immediate supervisor at their work location.

All Central Office Staff must contact their immediate supervisor to report an absence.

BENEFITS

ANTICIPATED DISABILITY

Policy #3435 and #4435

An employee who anticipates a disability may request a leave of absence to commence before the 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.

Leaves of absence shall be provided in accordance with law and the policy for any employee of this district not covered by the terms of a negotiated agreement whose absence from duties will be required for a foreseeable event of disability such as childbirth or surgery.

Because of the potentially disabling nature of pregnancy and the certainty of temporary disability at birth, it will be presumed that a pregnant employee is disabled for work thirty days before the anticipated date of childbirth and continues to be disabled for thirty days after birth, 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 to commence and/or terminate the leave at times that ensures continuity of the educational program.

COBRA

Consolidated Omnibus Budget Reconciliation Act (COBRA) is provided to all employees and their dependents as an option to continue identical group health coverage that would otherwise end due to a specific qualifying event.

DISABILITY INSURANCE

Employees may elect disability insurance through Prudential, AFLAC or a disability provider of their own.

DENTAL

Employees are eligible for dental coverage under 3 options:

- Delta Dental Plan of NJ, Inc.
- Dental Services Organization, Inc.
- Horizon Dental

For more specific information, please check the appropriate Collective Bargaining Agreement.

HEALTH and MEDICAL INSURANCE CHOICES

All full time employees and their dependents (if qualified) are eligible for medical, prescription, vision and dental coverage beginning the first of the month following their date of hire. The options are:

- Horizon Blue Cross/Blue Shield Tradition Plan
- Horizon Blue Card PPO Plan
- Horizon HMO of New Jersey

Employees may waive their medical coverage and shall be entitled to a monetary reimbursement. Proof of coverage must be verified. A health waiver application must be submitted annually during the Open Enrollment period. For more specific information please check the appropriate Collective Bargaining Agreement.

PRESCRIPTION

Prime Therapeutics coverage is offered. Employees may waive their prescription coverage and shall be entitled to a monetary reimbursement. Proof of coverage must be verified. A health waiver application must be submitted annually during Open Enrollment. For more specific information, please check the appropriate Collective Bargaining Agreement for specific coverage.

VISION

Employees have an option to select from the following plans:

- Horizon Discount Program
- Vision Service Plan (VSP)

For more specific information, please check the appropriate collective bargaining agreement for specific coverage.

WORKER'S COMPENSATION

For questions about Worker's Compensation, contact Talent Acquisition and Development at 609-656-4900, ext. 5462 or fax 609-695-4160.

All employees should be aware of the proper procedures to follow when a work-related injury occurs. All injury reports, telephone notifications, and questions regarding claims handling should be directed to Talent Acquisition and Development, Administration Building, 108 North Clinton Avenue, Trenton, New Jersey 08609.

WHAT IS WORKER'S COMPENSATION?

Worker's Compensation is a statutory benefit in the State of New Jersey. If employees are injured in the course and scope of their employment, Worker's Compensation insurance covers employees for medical and lost wages.

WHO IS COVERED?

All employees, whether full or part-time, are covered under Worker's Compensation. The insurance only covers those employees who have sustained an injury while working.

HOW ARE WORK RELATED INJURIES REPORTED?

All work-related injuries must be reported to a District Nurse, Principal, Supervisor and Paul Apollon immediately, and in no instance greater than 24 hours, as required by Board of Education Policy # 8442. In accordance with this policy, disciplinary action may be taken for failure to report work-related injuries in the established timeframe. Be advised that acceptance of claims for Worker's Compensation may be delayed or denied if not reported within 24 hours. Employees must complete an Employee Accident Form for all injuries. These forms, including Witness Statement Reports may be obtained from the School Nurse, as well as the Immediate Supervisor. These forms may also be downloaded from the District's website.

WHAT IF AN INJURY OCCURS AFTER NORMAL WORKING HOURS?

If an injury occurs after the regular workday, the employee must complete the Employee Accident Form and fax it to 609-695-4160 or scan immediately to papollon@trenton.k12.nj.us.

WHERE DO EMPLOYEES REPORT IF MEDICAL TREATMENT IS REQUIRED?

The first action is to report to the School Nurse if available. Medical treatment for work-related injuries beyond first aid must be provided by District Authorized Physicians; or in emergency cases only, by the emergency department of the nearest public hospital. All Trenton Board of Education employees will continue to report all work-related injuries to Qualcare, Inc., the Trenton Board of Education Workers Compensation Managed Care Services Provider. Employees may call 24 hours a day to the toll-free number: 1-800-425-3222. Qualcare Inc. will direct all employees for initial evaluation and treatment to: Robert Wood Johnson Medical Center located at Hamilton Occupational Health, 2 Hamilton Health Place, Trenton, NJ 08690, 609-584-6654. All injuries requiring medical treatment must be reported to a Supervisor, Principal, and Paul Apollon immediately following the doctor's appointment stating the physician's diagnosis and return to work status. Please see Board of Education Policy 4425.1 Modified Duty Program.

WHAT IF PRESCRIPTIONS ARE NEEDED?

If a prescription needs to be filled pertaining to a work-related injury, go to any Pharmacy. Employees should not use their personal insurance. Employees should use the Jordan Reses Prescription Card.

EARLY RETURN TO WORK

Policy #3425.1 and #4425.1

Employees on Worker's Compensation as a result of an on-the-job accident, injury, or occupational disease may be eligible to return to their work environment with modified work duties. The modified work duty is designed to enable injured employees to return to work in a limited capacity until such time as the employee is released by a physician for regular duty. The modified work duty will be administered and interpreted in order to increase productivity and increase employee morale. The job duties will have requirements consistent with the employee's health limitations as certified by his/her physician and confirmed by the district's medical facility.

CODE OF CONDUCT

CODE OF ETHICS

Policy #3211 and #4215

The Board of Education endorses the Code of Ethics for professional educators published by the National Education Association.

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nature of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of pupils, of parent(s) or legal guardian(s), and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designated by the NEA or its affiliates.

Principle I -- Commitment to the Pupil

The educator strives to help each pupil realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the pupil, the educator--

1. Shall not unreasonably restrain the pupil from independent action in the pursuit of learning.
2. Shall not unreasonably deny the pupil access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the pupil's progress.
4. Shall make reasonable effort to protect the pupil from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the pupil to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly--
 - a. Exclude any pupil from participation in any program
 - b. Deny benefits to any pupil
 - c. Grant any advantage to any pupil
7. Shall not use professional relationships with pupils for private advantage.

8. Shall not disclose information about pupils obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

Principle II -- Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator--

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

Adopted: 16 May 2011

All 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;
- Thoroughly complete 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.

ARREST REPORTING REQUIREMENTS

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

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

CORPORAL PUNISHMENT

Policy #3217

Teaching staff members shall not use physical force or the threat of physical force to maintain discipline or compel obedience except as permitted by law, but may remove pupils from the classroom or school by the lawful procedures established for the suspension and expulsion of pupils.

DISCRIMINATION/HARASSMENT

Policy #3351 and #4351

Employees need not tolerate harassment in the workplace. When any employee feels they have been subject to any form of discrimination/harassment (sexual, racial, political, social, or religious) they may provide a written complaint to the Superintendent of Schools or designee. The district does not condone or tolerate harassment in any way and such conduct may lead to dismissal or other appropriate action being taken with respect to the person found guilty of such conduct.

SEXUAL HARRASSMENT

Policy and Regulation #3362 and #4352

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. 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.

Any employee who believes he/she has been subject to sexual harassment with in the educational programs or employment opportunities on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status, may submit a written complaint to his/her immediate supervisor or administrator.

UNBECOMING CONDUCT

Policy and Regulation #3281 and 4281

Employees are held to the highest level of professional responsibility in their conduct with all students. Such conduct should be solely purposed to protect the health, safety and welfare of each student. Staff members shall conduct themselves appropriately at all times and shall not engage in inappropriate conduct, language and/or expression towards or in the presence of students; staff members shall not be in the presence of students outside of their professional responsibilities; and staff shall not permit students in their vehicles. Further, to the extent not covered above, staff member shall not behave in a manner that avoids actual or the appearance of inappropriate conduct.

When an employee, creates conditions, either within or outside the School District, which affects the proper operations of the School District, the BOE shall, in accordance with law, proceed against the employee for acts or any non-action which constitutes unbecoming conduct. Unbecoming conduct sufficient to warrant board review may result from a single flagrant incident or from a series of incidents.

DISCIPLINARY PROCEDURES

DISCIPLINE PROCESS

Policy #3150 and #4150

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

Discipline will include, as appropriate, verbal and written warnings, transfer, suspension, withholding one or more increments, freezing wages, and dismissal; discipline will provide, wherever possible, for progressive penalties for repeated violations.

EXAMINATION FOR CAUSE

Policy #3161 and #4161

The Board may, in accordance with law, require the psychiatric or physical examination of any staff member who shows evidence of deviation from normal physical or mental health that adversely affects the performance of the employee. 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.

INCREMENT WITHHOLDING

Policy #3152 and #4152

The Board recognizes that any advancement on a salary schedule, including annual increments and raises, is not automatic but rests within the discretion of the Board. The withholding of an increment shall be based on evaluations of the employee's performance and conduct.

TENURE CHARGES

Policy #3144

Tenure charges may be instituted against a tenured teaching staff member in accordance with the provisions of N.J.A.C. 6A:3-5.1 et seq. In all instances of filing and certification of tenure charges, other than for reasons of inefficiency, the procedures and timelines outlined in N.J.A.C. 6A:3-5.1(b) shall be observed.

EMPLOYMENT RELATED LAWS

POLICIES AND REGULATIONS

Throughout this Employee Handbook there are references to Board Policies and Regulations, which may be found on the district website at www.trenton.k12.nj.us. It is incumbent upon all employees to become familiar with these policies and regulations and state and federal laws governing public education.

STATE AND FEDERAL LAWS

- Americans with Disabilities Act – www.usdoj.gov/crt/ada/workta.htm
- Right To Know – www.state.nj.us/health/eoh/rtkweb/index.shtml
- Blood Borne Pathogens – www.osha.gov/SLTC/bloodbornepathogens/index.html
- Wage and Hour – http://lwd.dol.state.nj.us/labor/wagehour/content/general_information.html
- HIPPA Compliance – www.state.nj.us/treasury/pensions/epbam/exhibits/pdf/hb0364.pdf

AMERICANS WITH DISABILITIES ACT

Policy #1510

In accordance with applicable law and district policy and regulation, all employees and job applicants will be provided with reasonable accommodations for a disability. Staff needing accommodations shall complete and submit the REQUEST FOR EMPLOYEE ACCOMMODATIONS FORM to Talent Acquisition and Development.

AFFIRMATIVE ACTION

Policy #1550

Employees are guaranteed equal and bias-free access to all educational programs as well as retention and advancement regardless of race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnerships status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, AIDS and HIV status, political activities, domicile, or membership or participation in or association with activities of any employee organization.

Any employee who believes he/she has been subject to discrimination on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status may submit a written complaint to his/her immediate supervisor or administrator.

ASSIGNMENT AND TRANSFER

Policy #3130

Requests for transfers may be considered as long as the transfer contributes to the provision of a thorough and efficient educational system. Any employee that desires a transfer needs to file a written request no later than May 1 of each year. Check collective bargaining agreements for specifics. No teaching staff member shall be transferred for disciplinary reasons.

Staff members shall be given written notice of their annual assignments in accordance with the collective bargaining agreement, but nothing in this policy shall preclude the reassignment of a teaching staff member at any time.

COMPLAINTS AND DUE PROCESS

Policy and Regulation #9130

Any person or group having a legitimate interest in the schools of this district may present a written request, suggestion, or complaint concerning district personnel, the educational program, instructional or resource materials, or the operations of the district to the Superintendent of Schools.

CONFLICT OF INTEREST

Policy #3214 and 4214

Employees must not undertake any activity or have any interest (e.g. memberships, directorships, shares, or contact) with any person or in any organization that may constitute a conflict of interest with the district. Employees are required to notify their immediate supervisor upon becoming aware of any potential or actual conflict of interest involving the employee or another staff member during their employment.

CONSCIENTIOUS EMPLOYEE PROTECTION ACT (CEPA) AND REPORTING VIOLATIONS

CEPA (Whistleblower Act) prohibits an employer from taking any retaliatory action against an employee because that employee disclosed or may disclose that the Board or district officer may be in violation of a law or rule.

DRUG-FREE WORKPLACE POLICY

Policy #7436

The Board of Education prohibits the unlawful manufacture, distribution, dispensing, possession or use of any controlled dangerous substance by any person in any school building, on school grounds, or during any activity or event sponsored by the Board.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Policy #1530

The District is an equal opportunity employer. Employees are guaranteed equal access to all categories of employment as well as retention and advancement regardless of race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnerships status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, AIDS and HIV status, political activities, domicile, or membership or participation in or association with activities of any employee organization.

Any employee who believes he/she has been subject to discrimination with in employment opportunities on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status may submit a written complaint to his/her immediate supervisor or administrator.

HAZARDOUS SUBSTANCES

Policy #7433

Employees shall be informed of the hazards related to the handling of certain substances and trained to work with hazardous substances. Hazardous substance means any substance or substance in a mixture included on the hazardous substance list developed by the New Jersey Department of Health and Senior Services

HATE CRIMES AND BIAS

Policy and Regulation #8465

Employees will work closely with local law enforcement and the county prosecutor's office to report or eliminate the commission of hate crimes and bias-related acts.

PHYSICAL RESTRAINT

Policy and Regulation #5561

On occasion, during an emergency, a situation may arise making it necessary to temporarily restrain a pupil. An emergency is defined as a situation in which the pupil's behavior poses a threat of imminent, serious physical harm to the pupil or others or imminent, serious property destruction.

In accordance with N.J.S.A. 18A:6-1, no person employed or engaged in school or educational instruction, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution. However, any such person may, within the scope of his/her employment, use and apply such amounts of force as is reasonable and necessary: to quell a disturbance, threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil, for the purpose of self-defense; and for the protection of persons or property.

POLITICAL ACTIVITIES

Policy and Regulation #3233 and #4233

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

PROFESSIONAL RESPONSIBILITY

Policy and Regulation #3270

All teachers are required to maintain and use an updated curriculum guide for preparation of lesson plans for each subject taught. Lesson plans must include objectives that specify what pupils should know, or be able to do, at the completion of that lesson. Lesson plans should be prepared in enough detail with enough clarity to enable a substitute teacher to carry on the program during the absence of a teacher.

RESIDENCY REQUIREMENT

Policy #1631

Every person holding an office, employment, or position in the School District shall have his or her principal residence in New Jersey in accordance with the provisions of N.J.S.A. 52:14-7.

SEARCH AND SEIZURE

Policy #3324 and #4324

Staff members should be aware their expectation of privacy in district facilities and/or the School District-owned property provided by the Board of Education is reduced by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by legitimate School District policies or regulations. In addition, staff members shall have a reduced expectation of privacy in these facilities and school district-owned

property if there is reasonable suspicion the staff member is violating a law or school policy. School staff members shall be on notice this reduced expectation of privacy may result in such facilities and/or school district-owned property being searched without a search warrant. In order to avoid exposing personal belongings to such a search, school staff members are discouraged from storing personal papers and effects in these facilities or school district-owned property.

SOCIAL NETWORKING

Policy #4282

Staff members are 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 also 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.

SUBSTANCE ABUSE

Policy and Regulation #3218 and #4218

All employees are clearly prohibited from 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.

Every effort will be made to educate 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.

SUICIDE PREVENTION

Policy and Regulation #5350

All school personnel are to be alert to the pupil who exhibits behavioral warning signs of potential self-destruction or who threatens or attempts suicide. Any such signs or the report of such signs from another pupil or staff member should be taken with the utmost seriousness and reported immediately to the Building Principal, who shall notify the pupil's parent(s) or legal guardian(s) and other professional staff members in accordance with administrative regulations.

USE OF CELLULAR TELEPHONES

Policy #3322 and #4322

Employees are prohibited from the use of personal cell phones, pagers, walkie-talkies or other "Electronic Portable Communication Devices" while they are performing their assigned duties (class time, duty periods). During meeting time, personal cell phones should be turned off and not used. Personal cell phones may be used during planning/free periods, lunch periods, and before and after the regular workday.

"Electronic Portable Communication Devices" are defined to include portable two-way communication devices, including but not limited to cellular telephones, walkie-talkies, personal digital assistants, and other hand-held computing devices (when such device is being used as a communication device). This definition will also include any new technology developed for similar

purposes. Excluded from this definition is any device with communication capabilities that has been approved for instructional purposes.

This policy does not prohibit the use of personal cell phones in emergencies or in the conduct of school business.

USE OF TECHNOLOGY

Policy #2360

The use of technology in the educational process is an essential part of the schooling experience. Technology is to be viewed as a resource to enhance the learning process among other resources available to teachers and pupils. In addition, technology can be used to enhance the administration of the schools and the district. In order to provide direction and meaning to the use of technology as an instructional resource, employees are encouraged to use of technology as a component of the learning process.

For purposes of this policy “technology” includes, but is not limited to, the use of computers and computer peripherals, communications networks, access to databases and libraries of information and the integration of audio, video, multimedia devices and media for purposes of teaching and learning.

USE OF TOBACCO

Policy #7434

In accordance with law, the Board prohibits smoking at all times anywhere on school grounds.

For purposes of this policy, “smoking” means the burning of, inhaling the smoke from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked.

For the purposes of this policy, “school grounds” means and includes land, portions of land, structures, buildings, and vehicles owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. “School grounds” also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities or other individuals during those times when the School District has exclusive use of a portion of such land.

LEAVES OF ABSENCE

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the District provides a leave to its employees. A written request and supporting documentation must be submitted to Talent Acquisition and Development for Board approval before the leave begins. For more specific information concerning leaves, please refer to the appropriate collective bargaining agreement.

FAMILY MEDICAL LEAVE ACT (FMLA)

Policy #3431.1 and #4431.1

The Board of Education will provide family leave in accordance with the federal Family and Medical Leave Act (FMLA). FMLA leave for eligible staff members shall be for up to a twelve week leave of absence in any twelve month period upon advance notice to the district for the birth of a son or daughter of the staff member and in order to care for such son or daughter; for the placement of a son or daughter with the staff member for adoption or foster care; in order to care for the spouse, son, daughter, or parent of the staff member if such spouse, son, daughter, or parent has a serious health condition; or for a serious health condition that makes the staff member unable to

perform the functions of the position of such staff member. Requests for a long-term leave of absence must be submitted to the Department of Talent Acquisition and Development and must include a Healthcare Provider Form.

NJ FAMILY LEAVE ACT (NJFLA)

Policy #3431.3 and #4431.3

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

JURY DUTY

Policy #3439 and #4438

Any staff member will be indemnified 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 employee is absent on jury duty will not be charged against personal leave and will count as School District service.

MILITARY

Policy #3437 and 4437

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.

PERSONAL LEAVE

Policy #3436 and #4436

The Board of Education will provide compensated absence for reasons of personal necessity for staff members not covered by the terms of a negotiated agreement or in an individual contract with the Board. The Board reserves the right to determine the reasons for which personal leave will be granted, the number of days that may be used in any one school year for personal leave, and the manner of proof of personal necessity.

SICK LEAVE

Policy and Regulation #3432 & #4432

Sick leave shall be granted in accordance with law, to staff members absent from work because of personal disability or quarantine. Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy or in an individual contract with the Board.

VACATION

Policy #4433

Persons employed to work twelve months a year shall be given periodic relief from the responsibilities of their position without loss of compensation. The Board reserves the right to determine the conditions under which vacation time may be taken when not otherwise covered by the terms of a negotiated agreement or in an individual contract.

PAYROLL - COMPENSATION

Every employee shall be paid his/her regular salary semi-monthly as outlined in his/her collective bargaining agreement. Payroll is issued according to a schedule approved annually by the Board.

DIRECT DEPOSIT

In accordance with the NJ Direct Deposit Law, employees must have their salary deposited directly into a bank account of their choice. Employees are to complete the Authorization Agreement for Direct Deposit and submit the form to Payroll.

MENTOR PROGRAM

Every novice teacher that is enrolled in the Provisional Teacher Program will be provided with a mentor at the beginning of employment. The novice teacher and mentor should develop a professional and collegial relationship by discussing expectations and issues pertaining to instruction. The mentor will meet with the novice teacher on regular basis. The mentor program shall consist of:

- Pairing effective, experienced teachers with first year teachers
- Observation, feedback and coaching
- Opportunities for modeling
- Confidential support and guidance
- Conferencing on the Professional Standards for Teachers and the evaluation rubric adopted
- Enhancing teacher knowledge of and strategies related to the core curriculum content standards in order to facilitate student achievement and growth
- Identifying exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching.

PERSONAL INFORMATION

The district maintains an employee database of information that is kept with confidentiality and is accessible only by those in the Talent Acquisition and Development. If, while employed with the district, an employee's personal information (name, phone number, address, etc.) changes, the employee should immediately complete the Employee Change Form available on-line and/or in Talent Acquisition and Development. It is imperative that the district maintains the most current employee information in their database.

PERSONNEL FILES

Policy and Regulation #8320

A personnel file is assembled and maintained for each person employed by this district. No information will be placed in an employee's file that does not pertain to the employee's position in the district and the performance of the employee's duties. Personnel records shall be maintained in Talent Acquisition and Development, who shall serve as records manager responsible for the day-to-day maintenance of the files and for supervising access to the files.

Each employee shall be granted access to his/her personnel file in accordance with Board of Education regulations, except as may have been negotiated with the employee's majority representative. Written request for access shall be submitted to Talent Acquisition and Development. Except in unusual circumstances, access shall be granted only during the regular working hours of the office in which the file is kept.

The employee must review his/her file in the presence of a representative from the Talent Acquisition and Development, and may at the employee's request, a representative of the employee.

PERFORMANCE DEVELOPMENT

ACHIEVENJ

In schools, teachers have the greatest influence on student learning. All New Jersey students deserve great teachers, and all New Jersey teachers deserve meaningful opportunities for growth. In 2012, the New Jersey Legislature unanimously passed the TEACHNJ Act, which mandated implementation of a new teacher evaluation system starting in the 2013 -2014 school year and links tenure decisions to evaluation ratings. AchieveNJ is designed to recognize those who excel, identify those who need additional support, and provide meaningful feedback and professional development to all teachers.

CONTINUING EDUCATION

(Consult Collective Bargaining Agreements for specifics)

To improve student achievement, coursework, graduate study, workshops, conferences and programs will be available to all employees as deemed appropriate and attendance is pre-approved by administration.

EVALUATION

Policy and Regulations #3221, #3222 and #4220

Consistent and continuing evaluation of staff members is essential to the achievement of the educational goals of this district. The purpose of a program of evaluation is to promote professional excellence and improve the skills of staff members, improve pupil learning and growth, and provide a basis for the review of staff member performance. The Board of Education will provide leadership, adequate resources for supervision and professional development, time for the proper conduct of evaluations, and time for in-service training.

The basis for each teacher evaluation is the Danielson Framework for Teaching rubrics. They are a set of research-based components of instruction aligned to INTASC standards and grounded in a constructionist view of teaching and learning. The framework consists of 22 components and 76 elements that fall under four domains: Planning and Preparation, Classroom Environment, Instruction, and Professional Responsibilities. Teachers are scored on their annual summative rating as Ineffective, Partially Effective, Effective or Highly Effective.

Kim Marshall offers a principal evaluation system that provides a common language to describe outstanding school leadership and offers the tools and training to measure and enhance the efficacy of school leaders, with the end result of improving learning outcomes for student.

The aim is to provide guidance, to help achieve job and career goals, to recognize achievements and to ensure that district achievement goals are met. Employees will have the opportunity to participate in planning their work and setting their goals in collaboration with their supervisor on a regular basis and formally during their annual appraisal conference. The supervisor will also provide employees with regular coaching and feedback. The performance appraisal process is an opportunity for two-way communication and honest feedback concerning the employee's work and future career with the district.

If any tenured teacher, Principal, Vice Principal is rated ineffective or partially effective in two consecutive years according to the chart below, that employee will be charged with inefficiency.

NJ TENURE LAW

Tenure Acquisition

N.J.S.A. 18A:28-5

Any teacher, principal, or vice principal employed after August 6, 2012 must complete four years of employment to be eligible for tenure under the following requirements:

Teachers: Must complete district mentorship during first year of employment. After completion, the teacher must be rated either effective or highly effective in two of three subsequent years on their annual summative evaluation.

Principals/ Vice Principals: Must be rated either effective or highly effective in two annual summative evaluations within the first three years of employment, with the first effective rating on or after completion of the second year.

PROFESSIONAL DEVELOPMENT

Policy #3240 and #4240

It is the responsibility of all employees to continually improve their skills. The district will provide opportunities to all staff members to be trained in topics required by state and federal law, as well as topics and strategies relevant to their assignment.

TUITION REIMBURSEMENT

Authorization for tuition reimbursement requires pre-approval of work-related courses. The following documents must be submitted to Talent Acquisition and Development:

1. Course Pre-approval Form (submitted at least 2 weeks prior to commencement of class)
2. A completed Course Reimbursement Form
3. A letter of matriculation/course outline for certification/degree
4. An invoice from the educational institution
5. An official transcript
6. Verification that the tuition was paid (on school letterhead with a raised seal).

SEPARATION FROM THE TRENTON PUBLIC SCHOOLS

SEPARATION PROCESS

An employee wishing to resign or retire must submit a written letter to Talent Acquisition and Development noting the type and anticipated date of separation. The request will be placed on the board agenda for approval. Talent Acquisition and Development will schedule the employee for an exit interview. At this time, Talent Acquisition and Development will collect any items belonging to the district (i.e. ID badge, laptop, iPhone, iPad, keys, etc.). Upon receipt of all district property, a representative of Talent Acquisition and Development will verify employee's attendance and process final payout and salary due if eligible.

NON-RENEWAL

Policy and Regulation #3142 and #4146

When the non-tenured staff member's performance does not meet the standards of the district, the Superintendent shall recommend not renewing the staff member's contract. A non-tenured staff member who is not recommended for renewal by the Superintendent shall be deemed non-renewed. The non-tenured staff member shall have the right to an appearance before the Board to permit the staff member an opportunity to convince the members of the Board to offer reemployment. The staff member must request the appearance before the Board within ten calendar days of receipt of the statement of reasons.

REDUCTION IN FORCE

A reduction in force (RIF) occurs when the Board abolishes one or more positions. Non-tenured employees have no seniority rights and will be non-renewed. When a position is abolished in a RIF, a tenured employee in the affected category of employment is entitled to employment over a non-tenured employee or a less tenured employee. The district seniority list is used to make final determinations of employment rights. RIFs are governed by N.J.S.A. 18A:28-9 and N.J.A.C. 6A:32-5

RESIGNATION

Policy #3141

A teaching staff member must give a sixty-day notice, (classified employees a thirty-day notice) when tendering a resignation to the Board of Education. The Superintendent may accept a notice of resignation, which will be ratified by the Board at its next meeting.

An employee who offers insufficient notice of resignation will be paid only through the last day of service. In addition, the Board may notify the Commissioner of Education of any tenured teaching staff member who terminates his/her position without giving a sixty-day notice to the Board and without the express permission of the Board. The certificate of any such member may be suspended.

RETIREMENT

Employees desiring to retire from Trenton Public Schools should:

1. First contact the NJ Division of Pension and Benefits to notify them of the anticipated retirement date
2. Complete the MBOS process as outlined below
3. Submit a letter to the Talent Acquisition and Development indicating the retirement date for Board approval.

MEMBER BENEFITS ONLINE SYSTEM (MBOS Process)

Effective October 1, 2012, all Applications for Retirement must be submitted online using the Retirement Application program of the Member Benefits Online System (MBOS). This requirement applies to all eligible members of the Public Employees' Retirement System (PERS) and Teachers' Pension and Annuity Fund (TPAF), who wish to submit an application for retirement. MBOS is a set of applications that allow registered members access to their pension account information using the Internet.

- MBOS provides you a secure, fast, and efficient method to apply for retirement
- MBOS allows applications to be submitted for all types of retirement—including disability.
- Before applying, use MBOS to obtain the most accurate estimate of Retirement Benefits that is available.
- With MBOS, receive immediate confirmation on screen and by follow-up e-mail that the Retirement Application has been received.
- MBOS eliminates printing and mailing costs and improves retirement processing, saving you time and money.
- Employees that are currently registered MBOS users, have access to the online Retirement Application through their MBOS account.
- Employees that are new to MBOS may access MBOS after registering with both the MyNewJersey

website and MBOS. Registration is free at: www.state.nj.us/treasury/pensions/mbosregister.shtml

Registration requires several steps — new users should read and carefully follow the MBOS Registration Instructions. In addition, as of October 5, 2012: Paper Applications for Retirement Allowance received by mail will be returned to members with instructions on submitting the retirement application using MBOS. If, after following the MBOS Registration Instructions, employees still need assistance registering for or using MBOS, should call the MBOS Help Desk at 609-777-0534 or send an e-mail with the subject line "MBOS E-mail" to: pensions.nj@treas.state.nj.us.

TERMINATION

Policy #3143 and #4140

The Board of Education may terminate the employment of an employee for incompetence, immorality, unfitness for service, insubordination, reduction in force, or other good cause. Any notification of termination for cause will include a full statement of the reasons for the dismissal.

TRENTON PUBLIC SCHOOLS

ACKNOWLEDGMENT FORM

I, _____, have received a copy of the Employee Handbook issued by Talent Acquisition and Development, and understand and agree that I am to review this handbook in detail. If I have any questions concerning its contents I will contact the Talent Acquisition and Development for assistance.

I understand that:

1. This Handbook is intended as a general guide to District personnel policies and procedures and that it is not intended to create any sort of contract between the District and any one or all of its employees;
2. In the event there is a conflict between this Handbook and District policies and procedures, the policies and procedures will control;
3. The District may modify any or all of these policies and procedures, in whole or in part, at any time, with or without prior notice; and
4. In the event the District modifies any of the policies or procedures contained in this Handbook, the changes will become binding on me immediately upon issuance of the new policy or procedure by the District.

I understand that as an employee of the District I am required to review and follow the policies and procedures set forth in the Employee Handbook and I agree to do so.

Signature

Date