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#4010 CREATING A POSITION

The Board of Education has reserved the right in its discretion to create new positions and specify the number of employees in each category. In compliance with that policy the Board has adopted the following guidelines for the creation of a district position:

- A. Each position shall be preceded by the preparation of a job description for the new position.
- B. The new position will be presented to the Board of Education with a recommendation for adoption.
- C. No person shall be employed to fill the position until Board approval is obtained.

Reference: Policy #401

#4021 PROCEDURES FOR HIRING SCHOOL AIDES

School Aides serve the children of the school district by performing non-certified duties required for the efficient operation of the particular school. All persons residing in or outside of the township seeking employment as a school aide with the Woodbridge Township School District must complete a school aide application form and file it in the Office of Personnel Services.

The applicants must have complied with all requirements outlined in the job description for school aides. After the Director of Personnel Services has determined whether the applicant has the necessary qualifications, he/she shall recommend that the applicant be interviewed by the principal where the vacant position exists. An interview report form is to be completed by the person interviewing the applicant.

After the applicants have been interviewed by the principal of the school where the vacant position exists, the Director of Personnel Services shall recommend to the Superintendent of Schools the applicant who will best meet the needs of the school district. The Superintendent will recommend to the Board of Education the school aide to be employed for the vacant position.

Finally, the Board of Education must officially accept the recommendation of the Superintendent at the next public Board meeting before said aide may be employed.

Reference: Policy #402

#4022 PROCEDURES FOR HIRING TEACHER AIDES

All persons residing in or outside of the Township seeking employment as a teacher aide with the Woodbridge Township School District must complete a teacher aide application form and have it filed in the Personnel Office. All candidates for teacher aide positions must successfully complete a teacher aide test which is administered in the Personnel Office, usually when the application is filed. At the time that the application is acknowledged, letters of reference are to be sent to all references listed on the application.

Upon the successful completion of the test, the candidate shall be contacted for an interview with the Associate Superintendent. The applicant must have successful experience in working with children as well as success in effective human relations skills. He/she must be in good physical condition, must show maturity and possess integrity. A high school diploma is required and college courses are desired. Other educational experience and background is desirable. He/she also should have demonstrated ability to work effectively with certified and non-certified staff members and students, as well as the general public.

After the Associate Superintendent has determined that the candidate has adequately achieved a level needed for employment, the Associate Superintendent should then recommend that the candidate be interviewed by the appropriate director and the principal where the vacant position exists. An interview report form should be filed in the personnel office by each interviewer of the applicant. After the principal has interviewed three or more candidates for the vacant position, a determination should then be made regarding the advisability of hiring the person for the vacant teacher aide position.

From among the individuals interviewed, the Associate Superintendent and the principal should recommend through the Personnel Office to the Superintendent of Schools the candidate who will best meet the needs of the school district and the particular school where the vacancy exists. The Superintendent will recommend to the Board of Education the teacher aide to be employed for the vacant position.

Finally, the Board of Education must officially accept the recommendation of the Superintendent at the next public Board meeting before said aide may be employed.

Reference: Policy #402

#4023 PROCEDURES FOR HIRING TEACHER ASSISTANTS

All persons residing in or outside of the township seeking employment as a teacher assistant with the Woodbridge Township School District must complete an application form and have it filed in the personnel office. At the time that the application is acknowledged, letters of reference are to be sent to all persons listed as references on the application.

When a teacher assistant position becomes available, all teacher assistant applications are to be reviewed and interviews scheduled with the Associate Superintendent. The Associate Superintendent in interviewing the candidates shall explain the duties and responsibilities in relation to this position. All candidates for teacher assistant positions must be willing to serve the teacher of the Special Education classes by performing the non-certified duties required for the effective operation of the class. Candidates for the position of teacher assistant must successfully complete a district test.

The candidates must have successful experience in working with children and success in effective human relations skills. They must be in good physical condition and must be mature and possess integrity. A high school diploma is desirable.

After the Associate Superintendent has determined whether the candidate has a general knowledge of the position, the personal qualities needed to be a successful teacher assistant, and possesses a satisfactory understanding of the handicapped children, he/she should then recommend that the candidate be interviewed by the Director of Special Education. An interview report form is to be filled out by each person who interviews the candidate.

After three or more individuals have been interviewed by the principal of the school where the vacant position exists, the Associate Superintendent shall recommend to the Superintendent of Schools, through the Personnel Office, the candidate who will best meet the needs of the school district. The Superintendent will recommend to the Board of Education the teacher assistant to be employed for the vacant position. Finally, the Board of Education must officially accept the recommendation of the Superintendent at the next public Board meeting before said teacher assistant may be employed.

Reference: Policy #402

#4024 PROCEDURES FOR HIRING CLERKS

All persons residing in or outside of the Township seeking employment as a clerk with the Woodbridge Township School District must complete a clerical application form and have it filed in the Personnel Office. All candidates for clerical positions in the district must take a clerical/secretarial test which is to be administered in the Office of Personnel usually at the time the application is filed. At the same time that the application is acknowledged, letters of reference are to be requested from the references listed on the application.

Upon the successful completion of the clerical test, the candidate shall then be contacted for an interview with the Associate Superintendent. A diploma from an accredited high school is required, and the applicant should have successfully completed a secretarial course while in high school or at a post high school institution. He/she must have successful clerical experience in a school situation or the business world and must have demonstrated success in clerical skills and human relations. He/she must be of sound physical and mental health. He/she must be mature and possess integrity as well as the ability to get along with members of the staff and community.

The role of the Associate Superintendent in the interview process should initially be to determine whether the candidate has a knowledge of clerical skills and has the personal qualities needed to be a successful clerk. He/she should further attempt to determine the level of maturity of the candidate and the degree of sensitivity and perception of the individual. Having determined that the candidate has adequately achieved a level needed for employment, the Associate Superintendent should then recommend that the individual be interviewed by the administrator where the vacancy exists. An interview report form should be filed in the Personnel Office by each person interviewing the candidate. A determination should then be made regarding the advisability of hiring the person for the vacant clerical position.

It should be the practice of the Personnel Department to have a minimum, if possible, of three qualified candidates interviewed for each available position. From among the individuals interviewed, the Associate Superintendent should recommend to the Superintendent of Schools the candidate who will best meet the needs of the school district, particularly the school or office where the vacant position exists.

The Superintendent will recommend to the Board of Education the clerk to be employed for the vacant position. Finally, the Board of Education must officially accept the recommendation of the Superintendent at the next public Board meeting before said clerk may be employed.

Reference: Policy #402

#4025 PROCEDURES FOR HIRING CUSTODIANS

All persons residing in or outside the township seeking employment with the Woodbridge Township School District must complete a custodian application form and have it filed in the Office of Personnel Services. Interviews are to be held whenever there are vacancies in the custodial staff. All applicants for custodial positions may be interviewed by several district representatives, which may include the Supervisor of Building and Grounds, the Business Administrator/Board Secretary and/or the principal of the school where the vacancy exists.

Applicants should have considerable knowledge of occupational hazards and necessary safety precautions involved in custodial work as well as the knowledge of the operation of low-pressure steam heating and ventilating equipment, including a Black Seal License.

Applicants must have the ability to establish and maintain effective working relationships with the other custodial employees, faculty, students, and the general public. They also should have the ability to maintain routine records and paper reports. They also must have the physical ability to perform the assigned tasks. Graduation from a general or technical high school and some experience in custodial work is desired. Candidates must be able to pass a physical.

Applicants are to be rated in the areas outlined on the interview report form by each interviewer. The interviewers then recommend to the Director of Personnel Services the name/s of the candidates to be considered for the vacant position or positions. The Director of Personnel Services then recommends to the Superintendent of Schools the candidate who will best meet the needs of the school district. The Superintendent then recommends to the Board of Education the candidate to be employed for the vacant custodial position.

Finally, the Board of Education must officially accept the recommendation of the Superintendent at the next public Board meeting before said custodian/s may be employed.

Reference: Policy #402

#4026 PROCEDURES FOR PROMOTION OF CUSTODIANS

All positions above the level of custodian should be advertised by posting of a notice of such vacancy in all the schools and administration buildings of the Woodbridge Township School District. After ten school days of advertising the vacant position in the schools and administration buildings of the district, the period of application should be closed.

The Business Administrator/Board Secretary and the principal of the school where the vacancy exists, should review all applications for the advertised position which were received in the Office of Personnel Services and should then interview all the applicants who are qualified with regard to the job description attached to the advertisement.

Each interviewer should complete an interview form after each applicant has been seen. Immediately following the last interview, the interviewers should determine the final selection based upon the information recorded on the interview report forms.

The successful candidate's name should be presented to the Superintendent of Schools through the Office of Personnel Services. The Superintendent will recommend to the Board of Education the individual to be employed for the vacant position. The Board of Education must officially accept the recommendation of the Superintendent at the next public Board meeting before the position can be filled.

Reference: Policy #402 and #405

#4030 EMPLOYMENT OF SUBSTITUTE NON-CERTIFICATED PERSONNEL

The Board of Education must approve the employment and fix the compensation for each substitute non-certificated employee. Such approval shall be given only to those applicants for employment recommended by the Superintendent. The screening procedure shall be as follows:

- A. All applicants for non-certified substitute positions shall be made through the Office of Personnel Services on forms provided by the Board of Education.
- B. Each applicant should show evidence of good health, good character, knowledge, ability, and skills to carry on the work in the area in which substitute employment is sought.
- C. Each applicant should demonstrate sufficient maturity to deal with pupils and other employees.
- D. Preference will be given to candidates for non-certificated employment who are residents of this school district.
- E. The administration may administer such screening tests as may bear upon the candidate's ability to perform the tasks for which he/she is being considered.
- F. The administration shall review recommendations from former employers and others as this may be of assistance in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only.
- G. Each applicant must submit a valid fingerprint clearance form issued by the State of New Jersey, Department of Education.

Reference: Policy #403

#4040 NON-CERTIFICATED EMPLOYEE CONTRACTS

The Board of Education has adopted the following regulations governing the appointment (and reappointment) of non-tenured, non-certificated staff:

- A. Non-certificated employees may be appointed for a term of 10 months, from September 1 to June 30 inclusive, as specified by the district.
- B. The Director of Personnel Services shall notify all employees in writing of their appointments. The notification shall be on the approved contract form. One fully executed copy shall be retained by the employee and the original fully executed contract shall be maintained in the employee's confidential personnel file.
- C. The employee shall agree to perform his/her work faithfully and observe and enforce all rules prescribed by the Board of Education or the administration, and to report to work on those days specified on the applicable calendar as work days.
- D. The contract may be terminated by either party after the start of the employment year giving to the other 60 days notice in writing of intention to terminate same.

Reference: Policy #404

#4050 ASSIGNMENT AND TRANSFER

Relocation of non-certificated personnel may become necessary to meet load conditions, building or program requirements, or for any other good reason. However, relocation shall not be made capriciously, vindictively or arbitrarily. Transfers between buildings require the approval of the Superintendent.

A. Administrative Transfers

Administrative transfers may be made for any of the following reasons:

1. Factors in the present location require staff reductions.
2. A school is opened or closed.
3. For the good of the district.

Reasons for transfer shall be made known to those affected and be in the best interests of the schools.

B. Voluntary Transfers

The following guidelines shall be allowed in requesting a transfer:

1. Request, in writing, may be made at any time during the year for transfer to either a specified or an unspecified location.
2. The principal and the immediate supervisor of the employee must be made aware of the request for transfer.
3. The principal and the immediate supervisor of the receiving school or department must approve the request, unless the Superintendent directs that the transfer be made.
4. The filing of a Request for Transfer shall be without prejudice to the employee, and shall not jeopardize his/her present assignment. The request may be withdrawn at any time prior to the official confirmation that the transfer has been effected.
5. Voluntary transfers shall be made effective at a time of the best interest of the district.

C. Reclassification

1. Reclassification may be voluntary, or due to a reevaluation of capabilities and/or duties, both with Board approval.
2. An employee may request reclassification into an area requiring lesser skills. Voluntary reclassification must be approved by the Superintendent, based upon the employee's ability to satisfactorily perform in the lower classification and the meeting of the qualifications for the lower classification.
3. Salary shall be at the range for the new classification closest to the employee's present salary.

Reference: Policy #405

#4070 SUSPENDING AN EMPLOYEE FOR REASONS OF HEALTH

The Board of Education reserves the right to place an employee on sick leave or retire an employee for physical or mental disability who is unable to perform assigned duties.

In the case of a non-certificated staff member who, in the opinion of the Superintendent, is unfit to teach in this district or in any public school of the state by reason of physical or mental condition, the following procedures shall be followed:

- A. The Superintendent shall present to the Board the grounds for questioning the physical or mental condition of the employee. The Board may transfer the employee upon the recommendation of the Superintendent and in accordance with the policy of the Board.
- B. When the Board determines that the grounds given constitute sufficient cause to order an examination of the employee, it shall give the employee written notice, in ordinary and concise language, of their finding of sufficiency, a full statement of the grounds, and an opportunity to appear before the Board within 10 days to explain or refute the grounds.
- C. When an employee requests a hearing, it shall be conducted in accordance with the following rules:
 - 1. The employee may be represented by counsel or an individual of the employee's own choice.
 - 2. The employee may present witnesses on his/her behalf.
 - 3. Witnesses need not present testimony under oath and will not be subject to cross-examination.
 - 4. Witnesses will be called individually and excused after making their statements.
 - 5. The hearing will be privately held.

The Board does not consider a hearing for reasons of health to be an adversary hearing, rather the staff is provided an opportunity to convince the Board that it made an incorrect determination by requesting said examination. The Board shall notify the employee in writing of the outcome of the hearing.

- D. When an employee fails to persuade the Board or fails to request an appearance before the Board within the time allowed, the Board shall order the employee to submit to an appropriate examination by a physician designated and recompensed by the Board or by a physician or institution of the employee's choice at the employee's expense.
- E. Where the physician designated by the Board disagrees with the physician designated by the employee, the Board and employee shall agree in good faith on a third impartial physician who shall be conclusive and binding on the issue of medical capacity to perform assigned duties. The expenses of a third examination shall be borne by the Board.

- F. If, as a result of such examination, the employee is found to be unfit to perform assigned duties, the employee shall be placed on sick leave with such compensation to which he/she is entitled until proof of recovery, satisfactory to the Board, is furnished.
- G. Should an employee refuse to submit to the examination requested by the Board and the employee has exercised his/her rights under the provisions herein above set forth, such refusal shall subject the employee to disciplinary action which action may include the preferring of formal tenure charges before the Commissioner of Education, or dismissal where the employee is not tenured.

Reference: Policy #407

#4080-1 DISCIPLINARY ACTIONS FOR JANITORS

In the event of an infraction of district rules and/or unsatisfactory job performance by a janitor, the following steps are required:

A. First Violation - Documented Verbal Warning

Conducted by the principal and/or the Supervisor of Buildings & Grounds, or his/her designee, the janitor shall be advised in a private conference of specific area(s) of concern and be made aware of satisfactory performance expectations. A written memorandum of the participants, date, time, and substance of this meeting will be forwarded to the Business Administrator/Board Secretary's Office, the Office of Personnel, and to the janitor.

B. Second Violation - Written Observation

Conducted by the principal and/or the Assistant to the Business Administrator, this written appraisal will include a remedial plan aimed at correcting the cited deficiency. At this conference, the janitor will be advised in writing of the start of a thirty (30) day period during which satisfactory improvement will be required.

C. Third Violation - Written Observation

Conducted by the principal, this written appraisal will cite unsatisfactory performance items and the performance required to remediate and/or correct the problem. The janitor shall be advised that his/her continued failure to perform his/her job in a satisfactory manner will result in disciplinary action of up to and including five (5) days of suspension after a hearing with the Business Administrator/Board Secretary.

D. Fourth Violation

Continued unsatisfactory job performance by a tenured janitor will result in a hearing with the Superintendent and/or Business Administrator/Board Secretary, who may present a recommendation for the withholding of an increment to the Board of Education for confirmation. The janitor shall have the right to be present at this meeting, be represented by an attorney or a representative of the association, and present testimony in his/her own behalf. In the case of a non-tenured janitor, the Superintendent and/or Business Administrator/Board Secretary may present a recommendation for dismissal to the Board of Education.

E. Fifth Violation

Further disciplinary action(s) aimed at the discharge of tenured janitors will be consistent with Title 18A.

The nature of a particular infraction may result in the principal and/or the Business Administrator instituting disciplinary procedures at a step in the procedure outlined above which is more appropriate than "A."

#4080-2 DISCIPLINARY ACTIONS FOR CLERICAL WORKERS

In the event of an infraction of district rules and/or unsatisfactory job performance by a clerical worker, the following steps are required:

A. First Violation - Documented Verbal Warning

Conducted by the principal, the immediate Supervisor, or his/her designee, the clerical worker shall be advised in a private conference of specific area(s) of concern and be made aware of satisfactory performance expectations. A written memorandum of the participants, date, time, and substance of this meeting will be forwarded to, the Office of Personnel, or the Business Administrator/Board Secretary's Office, and to the clerical worker.

B. Second Violation - Written Observation

Conducted by the principal, the immediate Supervisor, and/or the Business Administrator/Board Secretary, this written appraisal will include a remedial plan aimed at correcting the cited deficiency. At this conference, the clerical worker will be advised in writing of the start of a thirty (30) day period during which satisfactory improvement will be required.

C. Third Violation - Written Observation

Conducted by the principal, the immediate Supervisor, and/or the Business Administrator/Board Secretary, this written appraisal will cite unsatisfactory performance items and the performance required to remediate and/or correct the problem. The clerical worker shall be advised that his/her continued failure to perform his/her job in a satisfactory manner will result in disciplinary action of up to and including five (5) days of suspension after a hearing with the Superintendent/Business Administrator/Board Secretary.

D. Fourth Violation

Continued unsatisfactory job performance by a tenured clerical worker will result in a hearing with the Superintendent and/or Business Administrator/ Board Secretary, who may present a recommendation for the withholding of an increment to the Board of Education for confirmation. The clerical worker shall have the right to be present at this meeting, be represented by an attorney or a representative of the association, and present testimony in his/her own behalf. In the case of a non-tenured clerical worker, the Superintendent and/or Business Administrator/Board Secretary may present a recommendation for dismissal to the Board of Education.

E. Fifth Violation

Further disciplinary action(s) aimed at the discharge of tenured clerical workers will be consistent with New Jersey law as outlined in Title 18A.

The nature of a particular infraction may result in the principal and/or Business Administrator/Board Secretary instituting disciplinary procedures at a step in the procedure outlined above which is more appropriate than "A."

#4080-3 DISCIPLINARY ACTIONS FOR BUS DRIVERS

In the event of an infraction of district rules and/or unsatisfactory job performance by a bus driver, the following steps are required:

A. First Violation - Documented Verbal Warning

Conducted by the Supervisor of Transportation, or his/her designee, the bus driver shall be advised in a private conference of specific area(s) of concern and be made aware of satisfactory performance expectations. A written memorandum of the participants, date, time, and substance of this meeting will be forwarded to the Business Administrator/Board Secretary's Office, the Office of Personnel Services, and to the bus driver.

B. Second Violation - Written Observation

Conducted by the Supervisor of Transportation, this written appraisal will include a remedial plan aimed at correcting the cited deficiency. At this conference, the bus driver will be advised in writing of the start of a thirty (30) day period during which satisfactory improvement will be required.

C. Third Violation - Written Observation

Conducted by the Supervisor of Transportation, this written appraisal will cite unsatisfactory performance items and the performance required to remediate and/or correct the problem. The bus driver shall be advised that his/her continued failure to perform his/her job in a satisfactory manner will result in disciplinary action of up to and including five (5) days of suspension after a hearing with the Business Administrator/Board Secretary.

D. Fourth Violation

Continued unsatisfactory job performance by a bus driver will result in a hearing with the Superintendent and/or Business Administrator/Board Secretary. The bus driver shall have the right to be present at this meeting, be represented by an attorney or a representative of the association, and present testimony in his/her own behalf. The Superintendent and/or Business Administrator/ Board Secretary may present a recommendation for dismissal to the Board of Education.

The nature of a particular infraction may result in the Supervisor of Transportation in consultation with the Superintendent of Schools and the Business Administrator/Board Secretary instituting disciplinary procedures at a step in the procedure outlined above which is more appropriate than "A." This would include a recommendation to the Board of Education for automatic dismissal from his/her position for the following infractions:

1. Failing to drop off a student at his or her correct stop and/or leaving a student on the bus for any period beyond the end of the bus route.
2. Allowing persons other than persons authorized by the Woodbridge Township School District to board the bus at any time, whether or not children are present on the bus.

Authorized persons shall be limited to only those persons described as follows:

- a. A current district employee, in good standing, namely an employee who is currently on the Woodbridge Township School District payroll, and not absent due to illness, Worker's Compensation, disability, suspension or other nonattendance.
- b. A district student, namely, a child who is a current resident of Woodbridge Township enrolled in Pre-K through 12th Grade in a Woodbridge Township public school, or a student whose parent/guardian is paying tuition for the child to attend a Woodbridge Township school.
- c. A pre-approved chaperone, namely, an individual who is approved prior to a school-authorized event by school administration.
- d. A law enforcement officer, after proper identification, who is performing official duties.
 Anyone outside these descriptions is, therefore, unauthorized.
 - 3. Leaving students unattended on the bus at any time.
 - 4. Failure to know assigned bus routes, which would result in the student's being dropped off at the wrong location.
 - 5. Failure to stop at a railroad crossing or failing to obey traffic laws and regulations.

I have read Regulations #4080-3 and acknowledge my understanding of the above.

 (Print Name)

 (Signature)

 (Date)

#4080-4 DISCIPLINARY ACTIONS FOR CAFETERIA WORKERS

In the event of an infraction of district rules and/or unsatisfactory job performance by a cafeteria worker, the following steps are required:

A. First Violation - Documented Verbal Warning

Conducted by the Supervisor of Cafeterias, or his/her designee, the cafeteria worker shall be advised in a private conference of specific area(s) of concern and be made aware of satisfactory performance expectations. A written memorandum of the participants, date, time, and substance of this meeting will be forwarded to the Business Administrator/Board Secretary's Office, the Office of Personnel, and to the cafeteria worker.

B. Second Violation - Written Observation

Conducted by the Supervisor of Cafeterias, this written appraisal will include a remedial plan aimed at correcting the cited deficiency. At this conference, the cafeteria worker will be advised in writing of the start of a thirty (30) day period during which satisfactory improvement will be required.

C. Third Violation - Written Observation

Conducted by the Supervisor of Cafeterias, this written appraisal will cite unsatisfactory performance items and the performance required to remediate and/or correct the problem. The cafeteria worker shall be advised that his/her continued failure to perform his/her job in a satisfactory manner will result in disciplinary action of up to and including five (5) days of suspension after a hearing with the Business Administrator/Board Secretary.

D. Fourth Violation

Continued unsatisfactory job performance by a cafeteria worker will result in a hearing with the Superintendent and/or Business Administrator/Board Secretary. The cafeteria worker shall have the right to be present at this meeting, be represented by an attorney or a representative of the association, and present testimony in his/her own behalf. The Superintendent and/or Business Administrator/ Board Secretary may present a recommendation for dismissal to the Board of Education.

The nature of a particular infraction may result in the Supervisor of Cafeterias and/or the Business Administrator/Board Secretary instituting disciplinary procedures at a step in the procedure outlined above which is more appropriate than "A."

#4080-5 DISCIPLINARY ACTIONS FOR TEACHER AIDES/ASSISTANTS

In the event of an infraction of district rules and/or unsatisfactory job performance by a teacher aide/assistant the following steps are required:

A. First Violation - Documented Verbal Warning

Conducted by the principal, the immediate supervisor, or his/her designee, a teacher aide/assistant shall be advised in private conference of specific area(s) of concern and be made aware of satisfactory performance expectations. A written memorandum of the participants, date, time, and substance of this meeting will be forwarded to the Office of Personnel and to the teacher aide/assistant.

B. Second Violation - Written Observation

Conducted by the principal, this written appraisal will include a remedial plan aimed at correcting the cited deficiency. At this conference, the teacher aide/assistant will be advised in writing of the start of a thirty (30) day period during which satisfactory improvement will be required.

C. Third Violation - Written Observation

Conducted by the principal, this written appraisal will cite unsatisfactory performance items and the performance required to remediate and/or correct the problem. The teacher aide/assistant shall be advised that his/her continued failure to perform his/her job in a satisfactory manner will result in disciplinary action of up to and including five (5) days suspension after a hearing with the Superintendent and/or his/her designee.

D. Fourth Violation

Continued unsatisfactory job performance by a teacher aide/assistant will result in a hearing with the Superintendent who may present a recommendation for the withholding of an increment to the Board of Education for confirmation. The Superintendent may, however, present a recommendation for dismissal of the teacher aide/assistant to the Board of Education.

The nature of a particular infraction may result in the Superintendent and/or his/her designee instituting disciplinary procedures at a step in the procedure outlined above which is more appropriate than "A."

**#4090 OUTSIDE ACTIVITIES OF
NON-CERTIFICATED EMPLOYEES**

So that non-certificated employees may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district, the following regulations are provided:

- A. Refrain from making public utterances about private associations if such remarks are likely to violate community standards of propriety.
- B. Avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.
- C. Do not give job time to outside activities when there is no valid reason to be excused from assigned duties.
- D. Do not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- E. Refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials.
- F. Do not engage in political activities during assigned hours of employment.
- G. Do not conduct unapproved solicitations on school property.
- H. Do not reveal confidential information to which you were privy at school.

Reference: Policy #409

#4100 FREEZING WAGES

Any advancement on a salary schedule for non-certificated staff, including annual increments and raises, is automatic but rests within the discretion of the Board of Education.

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

The Superintendent will base a recommendation for wage freeze on evaluations of the employee's performance and conduct. Should he/she recommend to the Board that an employee's wage be frozen, said employee shall be notified of the date when that recommendation will be discussed and shall be given the opportunity to request a public meeting on the matter.

Reference: Policy #410

#4110 PERSONNEL FILES

The Board of Education requires that sufficient records exist to insure an employee's qualifications for the job held, compliance with federal, state and local benefit programs, conformance with district rules and evidence of completed evaluations. The Board has delegated the maintenance of official personnel records to the Director of Personnel Services.

Only that information which pertains to the assigned role of the employee and submitted by duly authorized school administrative personnel and the Board of Education may be entered in the official record file.

Personnel wishing to review their own records shall:

- A. request access from the Office of Personnel Services;
- B. review the record in the presence of the administrator designated to maintain said records, or designee;
- C. make no alterations, or additions to the record nor remove any material therefrom;
- D. sign a log attached to the file indicating date and person reviewing.

Personnel wishing to appeal material in their record shall make a request in writing to the Director of Personnel Services and specify therein: name and date, material to be appealed and reason for appeal. The Director of Personnel Services shall review the appeal and make a determination.

Personnel may request copies of their file at the set fees in accordance with Board Policy #801, Public Records.

Reference: Policy #411

#4120 GRIEVANCE PROCEDURE

The Board of Education intends, in this grievance procedure, to expedite the process for all persons not otherwise covered by a valid negotiated agreement. The procedure shall be as follows:

- A. Meetings between the immediate supervisor and the employee as soon as practical, but in no event later than three (3) working days after the occurrence of the dispute. Failure to raise any dispute within three (3) working days of its occurrence renders the dispute null and void.
- B. If not resolved pursuant to Step I, then a meeting may be called between the employee and the Superintendent of Schools or his/her designee. This meeting should be arranged as soon as practical, but in no event later than five (5) working days after conclusion of Step I.

Reference: Policy #412

#4140 JOB RELATED EXPENSES

The rate of reimbursement to district personnel using their personal car on approved school business shall be 20 cents per mile.

Reference: Policy #414

#4170 ANTICIPATED DISABILITY

The Board of Education will provide for leaves of absence, in accordance with law and the following regulations of this district, for any employee of this district not otherwise 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.

- A. Any employee who anticipates disability because of a specific future event, such as pending surgery or other medical procedures, shall report that status to his/her immediate supervisor as soon as the employee becomes aware of same. If the anticipated disabling event is childbirth, the employee who becomes pregnant shall provide such notice at least 90 days prior to the expected date of delivery. At the time of notification, the employee shall submit a physician's certificate attesting to the pending disabling condition.
- B. Requests for disability/sick leave relating to anticipated disability shall include dates of onset and return from such leave.
- C. Any employee may request unpaid leave of absence to prepare for an anticipated disabling event, which request must be submitted as soon as possible. Such unpaid leaves are subject to the provisions on unpaid personal leave.
 - 1. In the case of pregnancy, the employee, if she so desires, will be granted an unpaid leave to prepare for the birth of her child.
 - 2. Employees whose expected date of onset of disability occurs during periods which would be disruptive to the continuity of the educational process, and who do not take unpaid personal leave prior to the disability, shall be subject to transfer to alternative duty without loss of pay or benefits while so assigned until such time as the disability occurs.
- D. The employee who anticipates a specific disabling event and who does not request unpaid leave of absence prior to the anticipated disabling event shall remain eligible for applicable sick leave benefits. The Board may require certification of such disability.
 - 1. Requests by employees for extension of sick leave benefits shall be governed by law under N.J.S.A. 18A:30-6.
 - 2. If the anticipated disabling event is childbirth, the Board shall presume that the pregnant employee becomes disabled for work four weeks before the anticipated date of childbirth, at which time the pregnant employee shall become eligible for sick leave benefits if she does not present a certificate attesting to her ability to work during said four-week period of time. This option is granted only to employees actively employed and not to those employees on unpaid personal leave.
 - 3. If, as a result of the pregnancy, the employee becomes disabled prior to this four-week period, said employee may use any sick leave benefits to which she is entitled providing that (1) the employee's physician provides the Board with a certificate attesting to her inability to continue working, and (2) the Board reserves the right to verify the employee's inability to continue working.

- E. The Board may require that an employee anticipating a disabling event may be placed on sick leave if the employee's physical condition leads to unsatisfactory performance of assigned duties, and/or the continued performance of those duties impairs the employee's health. Such incapacity must be established by the following. The Board of Education's physician and the employee's physician agree that the employee cannot continue. If there is a difference of medical opinion between the Board's physician and the employee's physician, then the two physicians shall agree in good faith on a third impartial physician, who shall examine the employee and whose medical opinion shall be conclusive and binding on the issue of physical capacity to continue working.
- F. If the employee's disability is caused by childbirth and such employee is receiving disability/sick leave benefits, the employee is presumed to be disabled for a recuperative period of four weeks following childbirth, during which time such employee shall continue to receive sick leave pay to which she is entitled under sick leave policy. This applies only to those employees who have been actively employed prior to childbirth and not to those employees who have been out on unpaid personal leave.
 - 1. If, as a result of pregnancy, an employee continues to be disabled after this four week period, said employee may use any sick leave benefits to which she is entitled providing that (1) the employee's physician provides the Board with a certificate attesting to her inability to resume work and (2) the Board reserves the right to verify the disability.
 - 2. If the employee whose disability is caused by childbirth wishes to return to her duties prior to the expiration of the recuperative period, she must present medical certification of fitness to the Board. The Board reserves the right to verify her medical certification.
 - 3. If the Board of Education's physician and the employee's physician disagree as to the employee's fitness, then the two physicians shall agree in good faith on a third impartial physician who shall examine the employee, and whose medical opinion shall be conclusive and binding on the issue of fitness to return to duties prior to the expiration of the recuperative period.
- G. Upon termination of disability an employee is no longer entitled to receive sick leave benefits for that particular disability. Unpaid personal leave for the purposes of recovery following disability may be requested and shall be subject to the provisions on unpaid personal leave. Requests by tenured persons for personal leave prior to childbirth, following childbirth and/or adoption shall be granted for the duration of the school year in which these events occur, plus one additional academic year, if requested by the employee.
- H. In no event shall the Board of Education be obligated to extend a non-tenured employee's leave of absence beyond the contract year for which the employee is employed.
- I. If an employee on personal leave shall become pregnant before the expiration of her leave of absence, she shall be able to apply for a personal leave of absence for pregnancy. The same rules which apply to personal leaves for pregnancy shall apply to the new request for leave of absence for pregnancy.
- J. If an employee, who has been granted leave of absence for pregnancy, has lost her baby by reason of miscarriage, stillbirth, or death of the infant before the expiration of her leave of

absence, the employee shall be restored by the Board on her request, as soon as possible, to a position as nearly the same as the position she held when her leave was granted.

Reference: Policy #417

#4180 JURY DUTY

The Board of Education will insure all full-time employees against loss of pay occasioned by a call to jury duty. Should an employee be called for jury duty, he/she shall report same to his/her immediate supervisor.

- A. Employees called for jury duty are permitted to serve and will not be penalized in any way for doing so. The administration will request that an employee be excused only if the period of service occurs during a peak work load period or the employee brings a unique capability to his/her assignment.
- B. Employees will receive full pay during a period of jury duty if they endorse the check received from the court to the district or pay the amount shown on their record slip less travel allowance.
- C. While on jury duty, employees are required to report daily their schedule for the following day and must report to work when excused for a day or more or suffer loss of pay.
- D. The time spent on jury duty will not be charged against personal leave and will count as time on the job.

Reference: Policy #418

#4190 UNPAID PERSONAL LEAVE

The Board of Education recognizes that certain personal situations occasionally occur where an employee seeks absence from work without pay. Where this is not inconsistent with the best interests of the district, the Board of Education may grant individual unpaid personal leave. Such leave will be granted within the following guidelines:

- A. Employees may apply for unpaid personal leave for such purposes as preparation for, or recovery from an employee's physical disability, unique family situation, or the achievement of personal growth goals. Mere convenience or pleasure of the employee shall not be considered a valid reason.
- B. Requests for personal leave shall be addressed in writing to the employee's immediate superior.
- C. The request shall be submitted a minimum of 60 days prior to the onset of the requested leave. In cases of emergency, as determined by the Board, such requests may be submitted less than 60 days prior to the onset of the requested leave. Requests for personal leave that grow from emergency situations shall be addressed directly to the Director of Personnel Services.
- D. The request shall include the reason for the petition and supportive data, in accordance with administrative procedures, as well as the time period for which it is being requested.
- E. The Board of Education reserves the right to grant personal leave so that the period of leave will coincide with the established schedule for affected activities and other concerns.
- F. Requests for extension of personal leave received from individuals already on leave will be treated as new requests for leaves and judged in accordance with this policy. Such requests shall be addressed directly to the Director of Personnel Services.
- G. In no event shall the Board of Education be obligated to extend a non-tenured employee's unpaid personal leave of absence beyond the contract year for which the person is employed.

Reference: Policy #419

8/07

#4220 PROCEDURES FOR HIRING NON-CERTIFIED PERSONNEL

It is the intention of the Woodbridge Township Board of Education to only appoint individuals who have served as substitute employees in each of the non-certified employment categories existing in the district.

Appointment of all employees to non-certified permanent positions will be made from the substitute list for each category. The Assistant Superintendent for Personnel Services shall recommend to the Personnel Committee of the Board of Education individual substitutes based on the time they have spent as a substitute in the district in addition to the performance as identified by supervisory evaluations. All employees recommended for non-certified positions by the Assistant Superintendent for Personnel Services shall be made from the substitute list based on seniority and performance.

Reference: Policy #422

#4230-1 EMPLOYEE ATTENDANCE

In an effort to implement the Board of Education on employee attendance, the following administrative guidelines shall be followed:

- A. Every effort shall be made to reduce employee absenteeism.
- B. While the administration recognizes the need to be absent during periods of illness, procedures shall be followed which should eliminate abuses in this area. These efforts may include:
 - 1. Contact with employees upon their return to work, who are absent three or more days, by the school administrator/supervisor;
 - 2. Requiring the employee to file a physician's verification of illness for each absence.
- C. Every effort shall be made to ensure that personal days as granted by contractual language are used for the strict purpose of effectuating personal business which cannot be managed outside of the normal working day.
- D. While it is the intent of the Board to have all employees in attendance each workday, it is recognized that there are times when situations arise which could be considered for an unpaid personal days. Any unpaid personal leave of absence requested by an employee which is not covered by statute, Board policy, or contractual agreement shall be considered on the merits of each individual request.

A request in this content generally shall not be granted for the following reasons:

- 1. Going on a vacation;
 - 2. Extending a vacation;
 - 3. Accompanying a spouse on a business trip;
 - 4. Attending non-educationally related conventions;
 - 5. Other vacation/leisure type activities.
- E. These requests for unpaid personal leave days must be made in writing prior to the requested day(s) to the Office of Personnel Services.

Reference: Policy #423

#4230-2 EMPLOYEE ATTENDANCE

A. Staff Attendance Improvement Plan

In an effort to implement the Board of Education Policy #423, the following Staff Attendance Improvement Plan should be implemented by all school administrators and supervisors:

1. All school administrators/supervisors shall review the Perfect Attendance Program with the staff.
2. Upon the staff member's return to work from an absence of three or more consecutive days, it is recommended that the school administrator/supervisor initiate personal contact to demonstrate interest in the welfare of the staff member.
3. An individual attendance record card for all non-certified staff members will be maintained by designated staff at each building location.
4. After the sixth day of occasional absence, it is recommended that upon the staff member's return to work, the school administrator/supervisor should demonstrate an interest in the welfare of the staff member and also remind him/her that his/her attendance will be closely monitored.
5. After the eighth day of occasional absence, if the school administrator/supervisor has concerns that a staff member is abusive of the attendance policy, he/she will express this concern to the staff member. The school administrator/supervisor will inform the staff member that on the next occasional absence, the school administrator/supervisor will send a letter to the Superintendent requesting that the staff member's incremental pay increase for the next year be subject to review.
6. After the ninth day of occasional absence, if the school administrator/supervisor maintains concerns that the staff member is abusive of the attendance policy, the school administrator/supervisor will forward a letter to the Superintendent requesting a review of the staff member's incremental pay raise for the next school year.
7. All school administrators/supervisors will document excellent attendance on the annual evaluation report of said staff member.
8. The Superintendent of Schools will annually submit to the Board of Education the names of staff members who achieve perfect attendance during the preceding school year.
9. The Board of Education will officially acknowledge with a letter of commendation to the members of the non-certified staff who achieve perfect attendance, a copy of which will be placed in the staff member's personnel file.

B. Assessments for Tardiness

1. The accumulation of five tardy marks to an assigned duty within a given school year will result in a deduction from pay of 25 percent of the daily salary computed at 1/200 of the employee's annual 10 month salary; 1/240th of the employee's annual 12 month salary.

2. Each lateness after the first accumulation of five in a given school year will result in a deduction from pay of 25 percent of the daily salary computed at 1/200 of the employee's annual 10 month salary; 1/240th of the employee's annual 12 month salary.
3. Inexcusable failure to report to work will result in the forfeiture of 1/200 of the employee's annual 10 month salary for each day missed; 1/240th of the employee's annual 12 month salary for each day missed.
4. Inexcusable absence during a portion of the working day shall result in an assessment equal to the ratio of the time missed to the total time offered, times 1/200 of the employee's annual 10 month salary; times 1/240th of the employee's annual 12 month salary.

Whether failure to perform an assigned or contracted duty is excusable or not shall be determined by the principal or the Superintendent of Schools in accordance with applicable Board regulations. Tardiness records shall not be cumulative from one school year to the next. Records of tardiness and assessments for this or other causes for failure to perform assigned or contracted services will be retained in the employee's file.

Reference: Policy #423

6/08

#4240-1 WHEN AN INJURY OCCURS

- A. Employee reports the injury.
- B. First aid, when needed, is rendered.
- C. Employee is directed or transported to initial treating physician.
- D. An injury investigation is completed along with required forms.
- E. Employee is contacted within 24 hours to inquire as to his/her condition and explanation of benefits is given. Afterward, the employee is contacted a minimum of weekly with a telephone log maintained.
- F. The treating physician is provided with an analysis of the employee's regular job, and requested to complete a physical capacities evaluation.
- G. The treating physician is asked whether the employee can be released to regular duty.
- H. If the non-certified employee cannot be released to regular duty, the treating physician is provided with an analysis of a modified, temporary job and asked whether the employee can be released in a modified capacity.
- I. Once the non-certified employee is released, he/she is sent a letter indicating a release to a modified job in agreement with his/her physician.
- J. The employee returns to work.
- K. A review date is established to determine if the non-certified employee is capable of going back to his/her regular job.
- L. Each open case should be reviewed monthly.

#4240-2 GENERAL SAFETY RULES

- A. It is a requirement of the job for all non-certified employees to wear slip resistant shoes.
- B. All employees using a knife will wear a glove on the opposite hand. All employees using (or cleaning) a slicer will wear gloves on both hands.
- C. All employees involved in heavy (over 40 lbs.) or awkward lifting will wear a back support belt. Proper lifting techniques will be followed at all times.
- D. Protective equipment and/or clothing must be worn as required. Oven mitts and apron when preparing oven, fryer, or grill. Rubber gloves, apron, and goggles when handling chemicals, hot grease, or oven cleaner.
- E. Report promptly to your manager any item of equipment that appears defective or in need of repair.
- F. Keep floors clean and free of grease residue. Clean up food and water spills immediately. Use wet floor signs.
- G. High traffic areas must be cleaned in stages and in a fashion that provides a dry walk surface at all times.
- H. Report any hazardous conditions or unsafe work habits immediately to the supervisor.
- I. Promptly replace all safety guards after cleaning machinery.
- J. Horseplay, running, and practical jokes are not permitted.
- K. Machinery and tools, including knives and slicing equipment, must be used only for the purpose for which they were intended.
- L. Employees must disclose to their manager, the use of any substances, legal or illegal, that create drowsiness, slowed reaction time, hallucinations, etc.
- M. Any accident must be reported immediately to the manager and/or supervisor.

#4240-3 EARLY RETURN TO WORK

In an effort to minimize serious disability due to on-the-job injuries and to reduce workers' compensation costs, the district has developed an early return-to-work program for janitors, bus drivers, and food service employees.

The program will consist of a team effort made by supervisors, the insurance carrier, the physician, and district administrators. All team members will be asked to take an active role in returning the injured employee to a productive status.

Supervisors will assist by directing the employee to appropriate care and assisting in proper reporting of injury or incident, and maintaining a positive and constant flow of communication with the injured employee. They will also assist in arranging light-duty work, as needed, to reduce lost time. The Business Office will work with the insurance carrier to insure timely payments and assessment of the employee's return to work. Together they will actively encourage the treating physician to release the injured employee to work as soon as possible.

By this joint effort, the district will help the injured employee to recover at a more rapid rate, gain more production for wages paid, and cut workers' compensation costs.

A. Occupational Injury and Illness Procedure

1. Treatment of injury or illness:

- a. All injured employees who need treatment during their shift will be transported to the nearest hospital by ambulance.
- b. Except in a life threatening emergency, before the employee leaves the school for treatment, the employee shall be given a "Notice to Physician"* form to take to the attending physician, with directions on when to return the reports.
- c. An employee who is unable to complete the shift, as a result of a work related injury or illness, can be excused from work only by a medical provider or the employee's supervisor.
- d. All employees are required to return the "Notice to Physician" release to their immediate supervisor upon return to work or within 24 hours.
- e. Failure to report to work or to contact the employee's supervisor or a school district representative after treatment of injury will lead to disciplinary action.
- f. If an employee cannot report to work because of the extent of the injury (such as being admitted to the hospital or ordered to bed by the doctor) it shall be the supervisor's responsibility to contact the injured employee at the hospital or at home and report the employee's condition to the Business Office.
- g. The supervisor shall provide the following information to the Business Office:
 - 1) Name of attending physician.
 - 2) Medical status, including any recommendations for light-duty.
 - 3) All injury report forms.
 - 4) Estimated return date.

2. Report of injury:

- a. All work related injuries or illnesses shall be reported immediately to the department supervisor.
- b. A written injury report of all injuries shall be completed by the employee's immediate supervisor or the supervisor most knowledgeable of the injury.
- c. Injury reports will be forwarded to the Business Office by the next work day.

3. Employee on time loss:

An employee who has been excused from work as a result of an injury or illness will be required to report his/her condition to the Business Office on a weekly basis. Failure to do so could lead to disciplinary action.

4. Wage and payment:

- a. Employees injured in the course of work will receive regular wages for the time lost from work while receiving medical attention on the date of the injury. Wages will be paid as if the employee completed the regular scheduled shift.
- b. Workers' compensation insurance will cover the medical treatment expenses and loss of wages expenses that arise from work related injury or illness.
- c. An employee assigned to accompany an injured or ill employee will be paid for the time spent on such an assignment. If the use of an employee's personal vehicle is required to transport an injured employee, mileage will be paid at a rate stipulated in the negotiated agreement.
- d. Employees returning to light-duty will receive the same rate of pay that they were receiving at the time of injury.

B. Supervisors' Responsibilities:

Employees who are not working because of work-related injuries will be encouraged to return to work as soon as possible. Supervisors should make every effort to return the injured employee to work by modifying the existing position or placing the employee in a "light-duty" position. It will be the supervisor's responsibility to see that the employee stays within the restrictions provided by the doctor. The connotation of "light-duty" is temporary and is something other than the employee's regular job.

Remember to express concern for the injured employee and keep in contact with him/her. The personal contact and caring attitude conveyed by the supervisor can be the deciding factor in returning the injured employee to work.

1. Give the injured employee all pertinent forms and information. Explain the responsibilities for reporting requirements and how and when to return to work after treatment.
2. Contact the injured employee, as necessary, to obtain information and forms they are required to return, i.e., Notice to Physician form and/or a release for work.
3. Express concern for the employee's health and recovery and encourage his/her speedy return.

4. If the employee does not return, on the day of the injury, contact the injured employee (by personal visit if at all possible) and maintain frequent contact with the employee for progress reports and offer assistance from the district.
5. Keep the Business Office informed of the employee's medical condition, name of physician, and potential problems, and the potential light-duty jobs available. If the employee does not return that day, or to the next shift, contact the Business Office.
6. Encourage the injured employee or other family members to contact the Business Office if they have any questions or concerns about the claim, benefits, or return to work.
7. Continue monitoring the employee's medical condition while working light-duty and see that the employee does not exceed physician's limitations.

C. Employee's Medical Report Packet:

The Woodbridge Township School District is concerned about the employee's health and recovery. To assist the employee in obtaining the best treatment and a smooth return to work, the attached information has been put together to help the employee understand the procedures for obtaining treatment and his/her responsibilities in this matter.

Although expenses related to on-the-job injuries are processed through the insurance carrier, the district is directly responsible for those costs and will make every effort to assist the employee in getting the claim processed promptly. This includes loss time payments or reimbursement of any other expenses connected to the claim.

If an employee's claim becomes a loss time claim, a representative from the insurance company will contact the injured employee.

D. Employee's Responsibilities:

1. Report injuries to your supervisor and obtain medical treatment, if needed.
2. Provide a Notice to Physician form to the doctor. The district has light-duty positions available and will make every effort to return you to work as soon as possible, within the doctor's prescribed limitations as stated on the form.
3. Return the Notice to Physician form, completed by the doctor to your supervisor and have him/her assist you in completing an injury form. (If you cannot locate your supervisor, contact the Business Office.)
4. If you are required to be off work, report your medical condition to the Business Office on a weekly basis.
5. While you are off work, it is your responsibility to supply your supervisor, or the Business Office with your current telephone number (unlisted or not) and an address where you can be reached.
6. Failure to comply with these responsibilities may result in disciplinary action.

(*NOTE: Accompanying form follows this regulation.)

#4240-4 COMMITMENT TO SAFETY

It is the commitment of the Safety Committee and district administration to take an active role in safety and loss control. The attack on the loss problem must start in an organized approach to the situation.

The Safety Committee is responsible for developing a comprehensive loss control program and manual.

Our commitment is a never ending journey to avoid work-related injuries and to bring the district's costs under control.

#4260 DRUG-FREE WORKPLACE / EMPLOYEE ASSISTANCE PROGRAM

Possession, use, and distribution of illicit drugs and alcohol by employees and students in the Woodbridge Township Board of Education is prohibited. At the onset, it should be clearly understood that the district, consistent with the alcohol and substance abuse program, recognizes that addiction is a treatable illness and encourages any employee experiencing difficulty with the use of alcohol and/or drugs to seek counseling. For the purpose of this regulation "work place" shall include any school building, or any school premises and any school-owned vehicles or any other school approved vehicle used to transport students to and from school-sponsored or school-approved activity, event, or function, such as, but not limited to, a field trip or athletic event, where students are under the jurisdiction of the school district.

- A. When any employee is suspected to be under the influence of alcohol and/or drugs, the following will occur:
 1. Any suspicion of an employee being under the influence of alcohol or drugs in school or at a school activity shall be brought to the attention of the employee's immediate supervisor, the building principal, and/or a District Administrator.
 2. The building principal, supervisor, or District Administrator will meet with the employee and may ask the school nurse or doctor to participate in the meeting.
 3. If the suspicion is validated, the employee will be directed to submit to a substance abuse assessment for further evaluation. In the case of a positive test result, or refusal by the employee to submit to the testing process, administrative disciplinary action will occur.

- B. When an employee is suspected of possession and/or distribution of alcohol, drugs, or steroids the following will occur:
 1. Suspicion of possession and/or distribution of alcohol and/or illegal drugs and/or anabolic steroids on school property or at school activities by an employee shall be brought to the attention of the building principal or immediate supervisor.
 2. The building principal or immediate supervisor will determine if the suspicion is valid. The school nurse or doctor may be consulted.
 3. If the suspicion of illegal drugs or anabolic steroid possession and/or distribution is confirmed to the reasonable satisfaction of the principal, the building principal shall immediately contact the Superintendent of Schools or his designee. The Superintendent of Schools shall immediately report that information to the appropriate law enforcement agency. If, after consultation with the law enforcement official, it is determined that further investigation is necessary, the Superintendent of Schools will cooperate with the law enforcement authorities in accordance with the law and administrative code. The employee will be referred to the Board of Education for disciplinary action. Violation of this policy shall subject an individual to disciplinary action by the Board which could result in termination of employment or tenure proceedings.
 4. In the case of alcohol possession and/or distribution, the employee may be placed on suspension or probation and may face disciplinary action resulting in termination of employment or tenure proceedings.

5. When the Woodbridge Township Board of Education is notified of any drug related criminal involvement of any district employee, decisions as to consequences will be recommended by the Superintendent of Schools pending outcome of court action.
- C. In order to ensure the implementation of this policy the following will take place:
1. All employees will be informed of the dangers of alcohol/drug abuse/anabolic steroid use in the work place including the standards of conduct that clearly prohibit the unlawful use, possession, or distribution of such on school property or as a part of any school function.
 2. Distribute information to all employees about the Employee Assistance Program and any independent alcohol/drug related counseling options within the local vicinity.
 3. Distribute a copy of the adopted "Alcohol and Drug-Free Workplace Policy" to all employees and clearly present the consequences of policy violations.
- D. In order to provide assistance to employees, the Woodbridge Township Board of Education shall implement the following Employee Assistance Program:
1. Recognize that a wide range of human problems can adversely affect an employee's job performance and health such as: physical, mental, and emotional illnesses, marital or family distress, alcoholism or other drug dependencies, financial, legal, or other stressful problems.
 2. Offer counseling, diagnosis, and referral to an independent facility for appropriate treatment for conditions described above.
 3. Provide that an employee referred for counseling and/or treatment will be treated with dignity, respect, and the confidentiality given the same consideration as employees having other illnesses or disabilities.
 4. Provide that an employee's job security and promotional opportunities are in no way jeopardized by their willingness to accept referral to an Employee Assistance Program.
 5. Provide that no records of an employee's involvement in any phase of the referral will be kept in an employee's personal file.
 6. Provide that implementation of this policy will not result in any conflict with existing administrative procedures in contractual agreements.
 7. Provide opportunities for all staff members to be inserviced regarding the Employee Assistance Program.

Cite: 4CFR Part 86 V55 #159 p.33580
P.L.1987, cc: 101 and 106;
N.J.A.C.-7:3, 6:3-6.4; 6:3-6.5; 6:3-6.6
Memorandum of Agreement with local police per
N.J.A.G. Executive Directive #1988-1 (as modified 4/92)
N.J.S.A. 18A:16-2; N.J.S.A. 6:29-7.4(f)

#4260-1 EMPLOYEE SMOKING

Smoking by employees in school buildings or on all school properties in Woodbridge Township is prohibited. Any employee discovered smoking on school properties or at school events will be disciplined.

Any employee violating this policy shall be given a formal written notice of the violation after the first offense. Should the policy be violated a second time, the employee shall have a complaint signed against him/her at municipal court and a possible fine will be levied. A third or more offense will require one day suspension without pay for each offense.

Reference: Policy #326

