

Pemberton Township Schools



New Staff Orientation 21-22 SY
August 25, 2021
Human Resources Department



Staff

Director of Human Resources- Jannett Pacheco ext. 1021
Administrative Assistant to Director of HR - Susan Luker
ext. 1021

Aesop Coordinator - Christine Schneider ext. 1030

Benefits Coordinator - Cheri Anderson ext. 1020

HR Info Systems Specialist - Elizabeth Welsh ext. 1036

HR Specialist -Joshua Bentham ext. 1019

Tuition Reimbursement and Salary Upgrades

Elizabeth Welsh ext. 1036
ewelsh@pemb.org

All Forms and Procedures can be found on

HR Website: www.pemberton.k12.nj.us

Click: Departments > Human Resources > For Current Employees

Salary Guides on District Website

Click on Staff > Employee Contracts



*Classes must be applicable to a Master's Degree program. Continuing Education and Professional Development Credits are not eligible.

Short Term Absences



Sick Days

- **1 day per month of contract**
 - 10 months = 10 days
 - 12 months = 12 days
 - Unused sick days shall accumulate into sick day bank
 - Doctor's Note Required:
 - 3 or more consecutive days
 - Before or after holiday
 - First & last day of school
 - No pay days are not available by contract

Family Illness

- For use with immediate family only
- Contract language states “In the event of a serious illness”
- Up to 3 days/year awarded | 5 days max. allowed
- Doctor’s note required
- Not to be used for routine medical appointments or check-ups
- Unused days roll over each year
 - Employees cannot exceed the maximum of 5 days per year

Death

- **Up to 5 days for “immediate family”**
 - *Parents, parent-in-law, spouse, civil union partners, children, brother, sister, son-in-law, daughter-in-law, grandchildren, members of immediate household*
- **1 day for other family members on day of funeral or memorial service**
 - *Grandparent, brother-in-law, sister-in-law, aunt, uncle, niece, nephew*

Please refer to your union contract for additional information

Personal Leave

“...to take care of personal business which cannot be accomplished outside of the school day.”

- 1 day awarded after six months of employment
- After 1 year of service, employees receive 3 days per year
- Not to be used during the beginning or ending of school year (5-15 days depending on position)
- Unused personal days accumulate into sick day bank
- Not to be used in conjunction with multi-day holidays or NJEA convention
- **Must be pre-approved**

Extended Leaves of Absences

Joshua Bentham

jbentham@pemb.org

(609) 893-8141 ext. 1019



Visit HR Website: www.pemberton.k12.nj.us

Click: Departments; Human Resources; For Current Employees



Types of Leaves

****If you need to be absent 7 or more consecutive days, you'll need to request a leave of absence***

- Maternity/Child Rearing
- Disability
- Illness in the Family
- Military
- Sabbatical
- Personal

New Jersey Family Leave Act (FLA) paid or unpaid and the Federal Family and Medical Leave Act (FMLA) may also be applicable.

LOA Procedures

- Employees that are eligible for FMLA/NJFLA must give at least a **thirty-day written advance notice** to the Director of HR. The written notice should include the reasons for the leave, the anticipated duration and the anticipated start of the leave.
- The district may delay the staff member taking leave for thirty days if the staff member fails to give thirty days' notice for foreseeable leave with no reasonable excuse for the delay
- Have your treating physician complete the Certification of Health Care Provider Form (provided by HR) in accordance with NJFLA within 15 days of receiving the paperwork.
- It is critical that you contact HR if your leave is going to extend beyond the anticipated return to work date. In order for the district to manage the appropriate substitute staff, we need to update any change to your return as soon as possible.
- While on a leave of absence, you should not be on school property or at any school functions other than the HR office for purposes of updating your LOA paperwork.
- If you are contributing toward your medical premiums, and your leave is without pay, you must remit the contribution amount in accordance with the pay period in which the deduction will be missed. A separate memo will be provided with the details.
- A doctor's note must be provided and reviewed by our HR Director a week prior to your return.

Family Medical Leave Act Law (FMLA) & NJ Family Leave Act (FLA)

- FMLA

- FMLA provides certain employees with **up to 12 weeks of job-protected leave within a 12 month period**. It also requires that their group health benefits be maintained during the leave.
- FMLA can be used for the following purposes:
 - Birth and care of the newborn child of an employee
 - Placement with the employee of a child for adoption or foster care
 - To care for an immediate family member (i.e., spouse, child, or parent) with a serious health condition
 - To take medical leave when the employee is unable to work because of a serious health condition.
- Employees are eligible for this leave if they have worked for their employer at least 12 months (1,250 hours) over the past 12 months
- **Once an employee's 12 weeks of FMLA is exhausted (60 working days), health insurance benefits will be terminated.**

- NJFLA

- NJFLA Applies only to maternity leave of absences
- NJFLA entitles employees **up to 12 weeks on bonding** with their child, this law is congruent with FMLA



Insurance Protection

Cheri Anderson ext. 1020

canderson@pemb.org

Call or Email to schedule an appointment

(Walk-ins may not be able to be accommodated)

Visit HR Website: www.pemberton.k12.nj.us

Click: Departments; Human Resources; For Current Employees;



Insurance Companies



HORIZON

- NJ DIRECT15
- NJ DIRECT10
- NJEHP- Educator's Health Plan- only option for new hires after July 1 2020.
- Dependent Children are covered to end of year -age 26 -
Medical and RX only.

***Single coverage until 2 yr. anniversary.**

OPEN ENROLLMENT

October- for medical/rx, dental and vision.

NJ 10, NJ 15 the NJEHP. October for effective change on January 1, 2022

April- for dental/vision/FLEX SPENDING/AFLAC



Dental/Vision and other



- Horizon Dental (Traditional or Dental Choice)
- Vision Service (VSP)

Dependent children-contact our office at age 19 for FULL TIME STUDENT VERIFICATION or COBRA

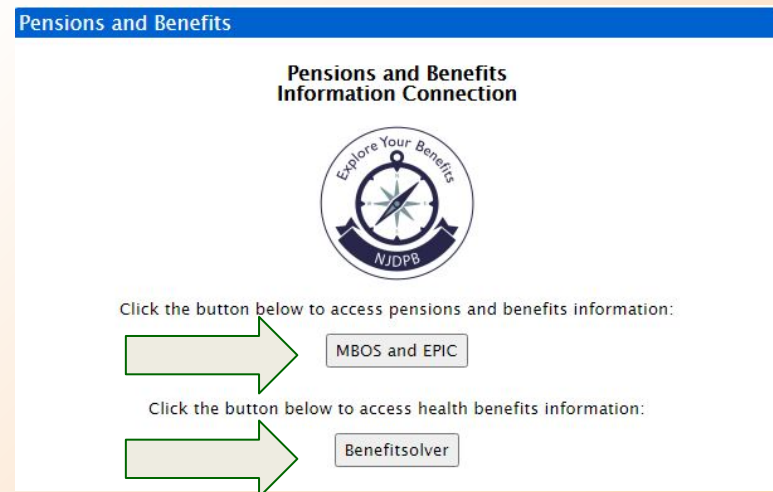
- Disability- sign up within 30 days of hire/90 day eligibility wait period
- Waiver- dependent upon SHBP enrollment

MBOS and the BENEFITSOLVER HUB

- Register for MBOS (active member)-need pension # (paystub)
- <https://www.nj.gov/treasury/pensions/mbos-intro.shtml>
- Link to the My New Jersey LOGIN
- You will be able to see **MBOS** and have access to the New **BENEFITSOLVER** portal for making changes to Medical/RX.



The screenshot shows the 'myNewJersey' login page. At the top left is the logo 'myNewJersey powered by tjoi'. Below the logo is the heading 'Log In to myNewJersey'. There are two input fields: 'Login ID:' and 'Password:'. Below each field is a link: 'Forgot your login ID?' and 'Forgot your password?'. At the bottom left is a blue 'Log In' button. At the bottom right is a link: 'Need help?'.



The screenshot shows the 'Pensions and Benefits Information Connection' page. At the top is a blue header with the text 'Pensions and Benefits'. Below the header is the title 'Pensions and Benefits Information Connection'. In the center is a circular logo with a compass rose and the text 'Explore Your Benefits' and 'NJDPB'. Below the logo is the text 'Click the button below to access pensions and benefits information:'. There are two buttons: 'MBOS and EPIC' and 'Benefitsolver'. Below the 'Benefitsolver' button is the text 'Click the button below to access health benefits information:'. There are two green arrows pointing to the right, one above the 'MBOS and EPIC' button and one above the 'Benefitsolver' button.

Health Advocate Program

- The Standard Insurance Co. Health Advocate Services
 - All calls and services are strictly confidential
- Call (888) 293-6948
- www.healthadvocate.com/standard3

Search:

**Pemberton Township
Board of Education**



Supervision & Evaluation

Jannett Pacheco x1021

jpacheco@pemb.org

Pemberton Township BOE – District Policy Manual

Conducted by Department Administrator, Building
Principal and/or Respective Supervisor

Pemberton uses the Danielson Model as our evaluation
rubric for certificated staff.



Non-Tenured Staff

- Certified Staff: Minimum of 3 times per year
- At least 20 minutes long
 - Face-to-face post-observation conferences
- Non-Certificated Staff: Minimum once per year
 - 45 and 90 day probationary period
- Annual Review



Board of Education Policies

Superintendent's Office ext. 1003

Click the Navigation Bar under ***Board & Community***

Click: ***Policies & Protocols***

Then Click on:

[Click here to access all district by-laws and policies](#)



Policies to Review

- 0177
- 1521
- 1631
- 2260
- 2360
- 2361
- 2431.4
- 2631
- 3159
- 3221
- 3222
- 3223
- 3224
- 3281
- 3283
- 3362
- 4159
- 4281
- 4283
- 4352
- 5331
- 5338
- 5350
- 5512
- 5519
- 5530
- 5600
- 5611
- 5612
- 5613
- 5615
- 5751
- 6230
- 7420
- 7422
- 7441
- 7510
- 8420
- 8431
- 8462
- 8601
- 8690
- 9120
- 9320
- 9713

ARREST REPORTING REQUIREMENTS FOR STAFF

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.

State Mandated Training

Pemberton Township Schools

Safe Schools

Trainings are assigned automatically according to positions so that everyone is compliant with state requirements.

Frontline AESOP

**(Automated Educational Substitute Operator)
Your Absence and Substitute Management
System**

**Christine Schneider Ext. 1030
Absence Manager**

Cschneider@pemb.org



What is AESOP?

- **An Absence Management System allowing Employees to report absence via *internet or phone*.**
- **Aesop is also used to create *reports for all administrators* to monitor and manage classroom coverage and obtain qualified substitutes.**
- **Aesop also maintains your personal *Absence Reason Balances* AND maintains them for rollover purposes.**
- **Aesop uses a variety of methods to fill your absences and vacancies.**
- ***There are instructional videos available for setting up your own personal preference lists for substitutes.***

Confirmation or Job Numbers



- Each absence reported is assigned a confirmation number.
- A substitute will receive the same confirmation number when accepting a job.
- Confirmation numbers must be used when accessing an existing job for review or cancellation.
- Take your time when entering an absence.
The process is not complete until you receive your confirmation number.

Some Points to Remember

- Absences can be created up to one *(1) hour* before your reporting time. If you miss this deadline you **MUST** contact your *Administrator AND Christine Schneider (ext. 1030)* so that we can work together to cover your assignment.
- Absences can only be cancelled up to *twelve (12) hours* prior to your reporting time in the Aesop System. All cancellations missing the cutoff time must be done by contacting Christine at ext. 1030. This will enable us to find alternative work for the substitute that was scheduled.
- Make sure when entering your absence online that you choose the CORRECT date, time and reason. **MOST** of all make sure you check whether you **NEED** a substitute to cover this absence.



LETTERS

- Each employee will receive a “Welcome Letter” from Frontline/Aesop, at their New Hire meeting or by email. If you have not received one, please contact Christine Schneider at ext. 1030 or cschneider@pemb.org
- The welcome letter will ask you to create your own personal login ID and Password. If internet access is down for any reason the letter will also include an alternate phone access using your phone number and a pin number.
- Links for Basic Training Videos have also been included.
- Absences can be created in advance for any date during the current school year.
 - By Phone at: 1-800-942-3767
 - By internet at: www.aesoponline.com
- You can also access AESOP on our district website at www.pemberton.k12.nj.us. Click on STAFF and select the AESOP button.

Questions & Answers



Pemberton Township Schools



Business Office
2021-2022

Business Office Staff



Business Administrator / Bd. Secretary– DAN SMITH

Amin. Asst. to Bus. Admin. - Susan McGuinness ext. 1004

Accountant - Robert Green ext. 1014

Payroll Specialist – Anna Wade ext. 1017

**Procurement Manager / Acct. Payable – Lorraine Preziosa
ext. 1015**

Accounts Payable Specialist – Susan Beck ext. 1023

Worker's Compensation Got hurt on the Job?

Susan McGuinness ext. 1004



Payroll

10 Month Employees – 21 pays

12 Month Employees – 26 pays

Calendar –

W-4 Federal & State

First pay - Sept. 10, 2021

Last pay - June 16, 2022



Pension Tax Shelters



Direct Deposit

Paperless

Did you sign the Computer Agreement and return to HR?



[Home](#) | [Help](#)

Login

[Forgot Password / New User Registration](#)

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Email: *
Password: *





Anna Wade

awade@pemb.org

ext. 1017

Questions & Answers

