

# Pemberton Township Schools



New Staff Orientation 22-23 SY  
August 24, 2022  
Human Resources Department



## *Staff*

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

Absence Management Coordinator - Gloria Santiago 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](http://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. Interim employees are not eligible for tuition reimbursement.

# 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](mailto:jbentham@pemb.org)

(609) 893-8141 ext. 1019



Visit HR Website: [www.pemberton.k12.nj.us](http://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 to 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

- **FMLA (NJFLA)**
  - 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](http://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. (PTEA)**  
**\*Single coverage until 1 yr. anniversary. (PTBDA)**

### OPEN ENROLLMENT

October- for medical/rx, dental and vision.

NJ 10, NJ 15 the NJEHP. October for effective change on January 1, 2023

April- for dental/vision/FLEX SPENDING/AFLAC  
Effective 7/1/23





# 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 at the time of loss of Full Time eligibility or AGE. There can be no lapse in coverage to continue.

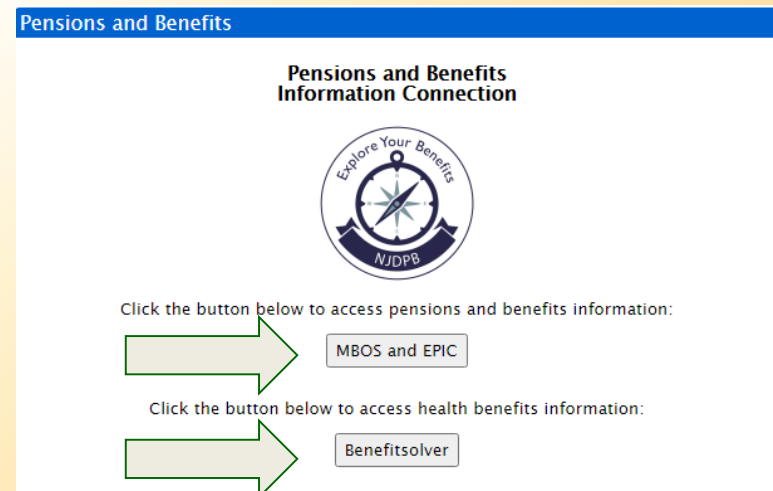
- Disability- sign up within 30 days of hire/90 day eligibility wait period
- Waiver Reimbursement- dependent upon SHBP enrollment (state or private coverage)

# 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, it says 'myNewJersey powered by tj@it'. Below that is the heading 'Log In to myNewJersey'. There are two input fields: 'Login ID:' and 'Password:'. Each field has a 'Forgot your login ID?' or 'Forgot your password?' link below it. A blue 'Log In' button is at the bottom, with a 'Need help?' link underneath.



The screenshot shows the 'Pensions and Benefits Information Connection' page. It features a blue header with the text 'Pensions and Benefits'. Below the header is a circular logo with a compass rose and the text 'Explore Your Benefits' and 'NJDPB'. The main content area contains two instructions with arrows pointing to buttons: 'Click the button below to access pensions and benefits information:' followed by a button labeled 'MBOS and EPIC', and 'Click the button below to access health benefits information:' followed by a button labeled 'Benefitsolver'.

# Registering for BenefitSolver



**How to access your benefits**

**NJDPB**  
Pensions & Benefits

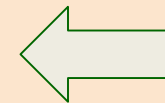
**HOW TO LOGIN:**  
Navigate to: <http://mynjbenefitshub.nj.gov> and click Register.  
Enter Social Security Number and Date of Birth.  
Company Key = SHBP/SEHBP

**LET'S KEEP IN TOUCH**  
You'll be asked to provide an email address so we can send you the latest information on your benefits, including Annual Open Enrollment information.

**EXPLORE YOUR SITE**  
Explore the site to learn about your benefits. You'll find lots of helpful information in the **Reference Center**.

**REVIEW YOUR BENEFITS**  
Click the **Benefit Summary** button on the home page to review your personal information, your covered dependents, and your medical, prescription, and dental plan details.

**FOR HELP**  
Sofia, your personal benefits assistant, can answer questions and guide you through the site.  
Contact your local Human Resources Department, Benefits Administrator, or your Certifying Officer for additional assistance.

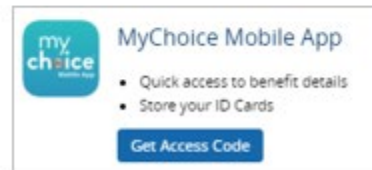
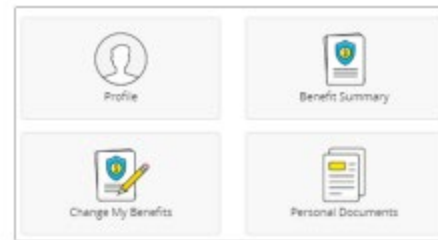


Once you have registered once, you will be able to connect to this directly on MBOS.

From BenefitSolver, you can make changes to your benefits when you have a life event, need to upload verification documents and more!

The MY CHOICE mobile app is also a great way to connect to your benefits right from your cell phone.

Please also make me aware of your changes!



### CHANGE YOUR BENEFITS OR INFORMATION

To report a Qualifying Life Event, such as a Marriage or Birth/Adoption, start by clicking the Change My Benefits button.

Select your Life Event from the Life Event box and enter the effective date of the change.

To change your contact information, start by clicking the Change My Benefits button.

Select Basic Info and click Address and Phone Number Information Change. Enter the effective date of the change.

### CONTINUE YOUR CHANGE

The next set of screens will walk you through your enrollment step by step, showing you the available options relevant to the change you'd like to make.

Make sure your personal information, elections, and dependents are accurate, then click **Looks Good!**

To complete your transaction, click **Approve**. On the Confirmation screen, click **I Agree**.

If you've added new dependents, you will be prompted to provide supporting documentation. Your employer will verify all uploaded documents before your dependent is approved.

When your enrollment is complete, you will receive a confirmation number and can print your **Benefit Summary** for your records.

### AFTER YOU ENROLL

Return to the Home page to check for any additional tasks needed to complete your enrollment. View or download your Benefit Summary, and download the **MyChoice Mobile App**.

Visit this site anytime you want to learn more about your benefits or even search for a new provider and Book an Appointment using **Amino!**



# 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](http://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

# Board of Education Policies

- 3216: Dress and Grooming (teaching staff)
- 4216: Grooming, Appearance, and Dress (support staff)



# **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.**



# HR Attendance Meetings

- Attendance Policy
  - 3212- Teaching Staff
  - 4212- Support Staff
  
- 15 or more absences
  - Sick
  - Personal
  - Family Illness

# Frontline Absence Management

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

Gloria Santiago Ext. 1030  
Absence Manager Coordinator  
[gsantiago@pemb.org](mailto:gsantiago@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 Gloria Santiago (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 Gloria 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 Gloria Santiago at ext. 1030 or [gsantiago@pemb.org](mailto:gsantiago@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](http://www.aesoponline.com)
- You can also access AESOP on our district website at [www.pemberton.k12.nj.us](http://www.pemberton.k12.nj.us). Click on STAFF and select the AESOP button.



# Questions & Answers



# Pemberton Township Schools



Business Office  
2022- 2023

# **Business Office Staff**



**Business Administrator / Bd. Secretary– DAN SMITH**

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

**Accountant - Monica Baranosky ext. 1014**

**Payroll Specialist – Anna Wade ext. 1017**

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

**Accounts Payable Specialist – Susan Beck ext. 1023**

**Medicaid Reimbursement Specialist - June Walsh ext. 1116**

# Worker's Compensation Got hurt on the Job?

Susan McGuinness ext. 1004



# Payroll

10 Month Employees – 20 pays

12 Month Employees – 24 pays

Calendar –

W-4 Federal & State

First pay - Sept. 15, 2022

Last pay - June 14, 2023

June 29, 2023



# 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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20131009\_200218

Email:

Password:





Anna Wade  
[awade@pemb.org](mailto:awade@pemb.org)  
ext. 1017

# Questions & Answers

