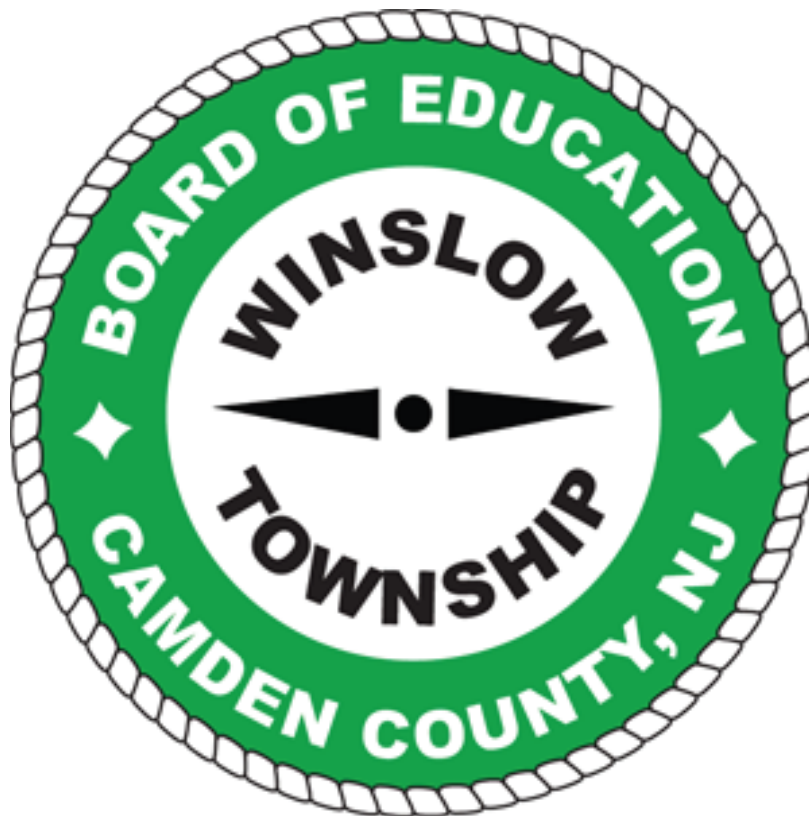


**WINSLOW TOWNSHIP
SCHOOL DISTRICT**

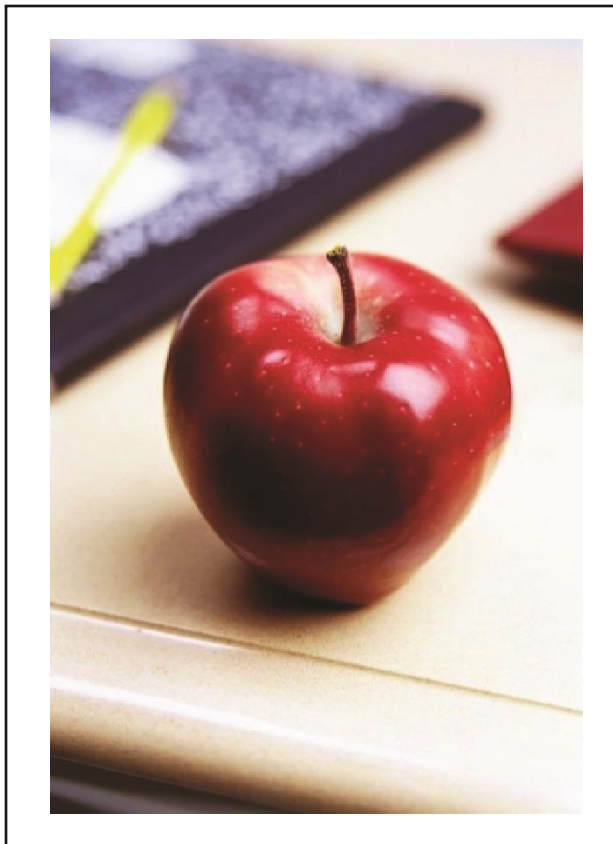


**2022-2023
DISTRICT HANDBOOK**

**H. Major Poteat, Ed.D.
Superintendent**

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On behalf of the Winslow Township Board of Education, welcome to the Winslow Township Public School District. You are a valued member of our team and essential to the educational success of our students. The administration is committed to providing you with the vital support and materials that will enable you to meet the district's goals and educational demands of our students.

This handbook is designed to serve as a resource for information regarding Board policies, regulations, and procedures that are in effect throughout the district. Your individual school may also have a building handbook that will reflect the procedures in your respective school.

Again, welcome to the Winslow Township School District family, and we wish you a successful school year.

District Mission Statement

The ***Mission*** of the ***Winslow Township School District***, a large, diverse and growing community, is to educate all students to become independent, life-long learners; critical thinkers; and caring and confident members of their community. The district, in partnership with the community, and in a climate of cooperation and mutual respect, will provide an academic environment which values excellence and diversity, encourages students to strive for personal excellence, and assists them in acquiring the knowledge, skills and attitudes necessary to contribute positively to a rapidly changing world.



SUPERINTENDENT'S VISION STATEMENT

The Winslow Township School District provides a culturally rich, academically strong and challenging educational environment designed to ensure success for all students. Students and staff are excited and committed to lifelong learning. The District provides state-of-the-art technology to enhance **good** teaching and learning practices and day-to-day operations. To this end:

- The School Board Members and the Superintendent lead the charge in building public trust and confidence in the Winslow Township School District by reinforcing the community's role as guardians of academic standards and student achievement.
- Schools are student, family and community friendly.
- Schools are kinder and gentler, changing from the inside out.
- All district employees are committed to the lifelong learning of our students.
- Teachers are committed to our primary purpose: Teach so that **ALL** children learn.
- Teachers are trained to teach to the individual needs of each student.
- Schools are clean and safe ensuring that our students are taught in an environment that is conducive to learning.
- Parents are actively involved in all aspects of our schools.
- Parent/teacher and student/teacher relationships are the core of our success.
- Student achievement is the district's primary objective and our students demonstrate measurable gain annually.
- Students attend school and absenteeism declines and graduation rates increase.
- Families choose to enroll in our district and take advantage of our educational programs.
- Winslow Township School District is in its rightful place as a model for public education in the state of New Jersey.

Winslow Township Board of Education Board of Education Members

Members

Cheryl Pitts, President
Julie Peterson, Vice President
Larry Blake
Lorraine Dredden
Rita Martin
Cynthia Moore
Rebecca Nieves
John Shaw
Kelly Thomas

Email

pittsch@winslow-schools.com
petersju@winslow-schools.com
blakela@winslow-schools.com
dreddlo@winslow-schools.com
martinri@winslow-schools.com
moorecy@winslow-schools.com
nievesre@winslow-schools.com
shawjo@winslow-schools.com
thomaske@winslow-schools.com

Winslow Township Board of Education 2022-2023 District Goals

1. Student Achievement- Continue to implement best practices for delivering instruction to students utilizing all available and appropriate instructional models. This shall include:
 - a. Ensuring articulation at all grade levels throughout the district.
 - b. Focus on innovative classroom instruction at all grade levels.
 - c. Ensuring all students have equal access to equipment and resources needed to facilitate and promote student learning in any setting.
 - d. Evaluation and updating all district programs, including athletics and extra-curricular activities.
 - e. Accountability of all district staff.
2. Continue to foster a positive school environment that is conducive to teaching and learning:
 - a. Focus on building relationships among staff and families that will result in increased learning and more effective instruction.
 1. Promote communication and feedback opportunities.
 - b. Emphasis on collaboration with all district stakeholders.
 - c. Promote an inclusive, diverse, and compassionate learning environment.
3. Market our strengths and achievements to all stakeholders to increase capacity for greater parent/caregiver/community support:
 - a. Continue with our public relations/marketing plan.
 - b. Continue to work with various advisory committees in the district.
 - c. Focus on refining our communication methods to better market our school district.

Board Office Staff Directory 2022-2023

Superintendent's Office

Dr. H. Major Poteat	Superintendent	856-767-2850 x7512
Stephanie McCrary	Confidential Secretary	856-767-2850 x7512

Assistant Superintendent's Office

Dr. Dorothy Carcamo	Assistant Superintendent	856-767-2850 x7511
Allison Kurpicki	Confidential Secretary	856-767-2850 x7511
Yalonda Gambrell	Bookkeeper	856-767-2850 x7513
Michael Aponte	District Supervisor of Technology	856-767-2850 x7109
Michael Falciani	Technology Network Supervisor	856-767-2850 x8570

Business Office

Tyra McCoy-Boyle	Business Administrator	856-767-2850 x7510
Regina Chico	Asst. Business Administrator	856-767-2850 x7516
Tina Wydrzynski	Accountant	856-767-2850 x7507
Dorena Sherman	Confidential Secretary	856-767-2850 x7510
Lori Blair	Bookkeeper	856-767-2850 x7515
Gail Smith	Bookkeeper	856-767-2850 x7519
Linda Ellis	Bookkeeper	856-767-2850 x7514
Jacqueline Butler	Bookkeeper	856-767-2850 x7503
Dana Walsh	Payroll Bookkeeper	856-767-2850 x7518
Lisa Pantalone	Payroll Bookkeeper	856-767-2850 x7509

Human Resources Office

Dion Davis	Director of Human Resources	856-767-2850 x7521
Courtney Rowan	Confidential Secretary	856-767-2850 x7521
Natasha Daniels	Confidential Secretary/Benefits	856-767-2850 x7517

Curriculum Office

Sheresa Clement	Director of Curriculum & Instruction	856-767-2850 x7499
John Innocenzo	Director of Research, Planning & Evaluation	856-767-2850 x7498
Darryl Scott	District Supervisor of Ed. Technology	856-767-2850 x7502
Cheryl Schwartz	District Supervisor of Language Arts	856-767-7222 x7998
Joyce D. Bombara	Secretary	856-767-7222 x7499
Rachel Cicchino	Secretary	856-767-7222 x7498

Student Support Services Office

Dr. Robert Riccardi	Director of Student Support Services	856-768-5108 x8503
Marchelle Coleman	Supervisor of Student Support Services	856-768-5108 x8502
Joy Jenkins	CST Secretary	856-768-5108 x8503
Pamela Shaw	CST Secretary	856-768-5108 x8502
Providencia Cardillo	CST Secretary	856-768-5108 x8505

Transportation Office

Tammy Wall	Director of Transportation	856-767-2850 x7603
Janice Pfluger	Asst. Director of Transportation	856-767-2850 x7620
Deborah Polisano	Dispatcher	856-767-2850 x7610
Kristine Iannaco	Secretary	856-767-2850 x7640

Before & After School Programs

Jack Mills	Coordinator of Special Projects	856-767-2850 x7575
Jacquelynn Maccarella	Secretary	856-767-2850 x7531

Winslow Township School District
40 Cooper Folly Road Atco, NJ 08004
Phone (856) 767-2850 • Fax (856) 767- 4782

School No. 1

413 Inskip Road
Blue Anchor, NJ 08037
609-561-8300
609-704-1032 Fax
Mr. Nathan Davis, Principal
Ms. Cynthia Schiavo, Assistant Principal
Ms. Carolyn Esposito, Secretary x 1101
Ms. Nicole Zolda, Secretary x1102

School No. 3

131 Sicklerville Road
Sicklerville, NJ 08081
856-728-1080
856-875-5147 Fax
Ms. Tamika Gilbert-Floyd, Principal
Ms. Cindy Schiavo, Assistant Principal
Ms. Cynthia Fletcher x 3301
Ms. Gianna Esposito x 3302

School No. 5

130 Oak Leaf Road
Berlin, NJ 08009
856-728-9445
856-875-5402 Fax
Dr. Nython Carter, Principal
Ms. Lauren Lee, Assistant Principal
Ms. Diane Brehm, Secretary x 5503
Ms. April Bey, Secretary x 5501

Winslow Township Middle School

30 Cooper Folly Road
Atco, NJ 08004
856-767-7222
856-767-5411 Fax
Ms. Stella Nwanguma, Principal
Ms. Dominique Upsey, Assistant Principal
Mr. Daron Wright, Assistant Principal
Ms. Jill Callahan, Secretary x 7011
Ms. Suzanne Glemser, Secretary x 7010

School No. 2

125 First Avenue
Sicklerville, NJ 08081
609-561-8450
609-704-1024 Fax
Ms. Christa McBride, Principal
Ms. Lauren Lee, Assistant Principal
Ms. Darlene Harris, Secretary x 2202
Ms. Evelyn White, Secretary x 2201

School No. 4

541 Kali Road
Sicklerville, NJ 08081
856-728-2440 & 856-767-6294
856-875-5401 Fax
Ms. Lori Kelly, Principal
Ms. Denise Barr, Assistant Principal
Ms. Sara Grande x 4401
Ms. Carol Pino x 4402

School No. 6

617 Sickler Avenue
Sicklerville, NJ 08081
856-875-4110
856-875-8052 Fax
Mr. Glen Jackson, Principal
Ms. Denise Barr, Assistant Principal
Ms. Linda Carroll, Secretary x 6601
Ms. Christina Perez, Secretary x 6602

Winslow Township High School

10 Cooper Folly Road
Atco, NJ 08004
856-767-1850
856-767-5670 Fax
Mr. Kurt Marella, Principal
Ms. Lynette Brown, Assistant Principal
Mr. Richard Dawkins, Assistant Principal
Dr. Stacy Diggs, Assistant Principal
Mr. William Shropshire, Assistant Principal
Mr. Mark Whittaker, Athletic Director
Ms. Trista Beaman, Secretary x 8011

School Hours and Closing Information

Schools #1, #2, #3, #4	<p>Staff Arrival - 8:50 a.m.</p> <p>Student Day Begins & Ends - 9:15 a.m. – 3:30 p.m.</p> <p>Delayed Opening - 11:15 a.m.</p> <p>Student Early Dismissal - 9:15 a.m. – 1:15 p.m.</p> <p>Staff Departure – 3:50 p.m.</p>
Schools #5 & #6	<p>Staff Arrival – 8:20 a.m.</p> <p>Student Day Begins & Ends - 8:45 a.m. – 3:00 p.m.</p> <p>Delayed Opening – 10:45 a.m.</p> <p>Student Early Dismissal - 8:45 a.m. – 12:45 p.m.</p> <p>Staff Departure – 3:20 p.m.</p>
Winslow Township Middle School	<p>Staff Arrival – 7:48 a.m.</p> <p>Student Day Begins & Ends - 7:58 a.m. – 2:18 p.m.</p> <p>Delayed Opening – 9:55 a.m.</p> <p>Student Early Dismissal - 7:58 a.m. – 12:00 p.m.</p> <p>Staff Departure – 2:48 p.m.</p>
Winslow Township High School	<p>Staff Arrival – 7:00 a.m.</p> <p>Student Day Begins & Ends - 7:19 a.m. – 1:38 p.m.</p> <p>Delayed Opening – 9:19 a.m.</p> <p>Student Early Dismissal - 7:19 a.m. – 11:19 a.m.</p> <p>Staff Departure – 2:00 p.m.</p>

Emergency Weather Closing Number – 572

Announcements will be made on the following stations beginning at 6:00 am: NBC 10 News, 6 ABC News, CBS 3, Fox 29, KYW AM 1060, WDAS AM 1480, WDAS FM 105.3, FM 101.5, WONZ 1590, WOND 1400 AM, WMGM 103.7 FM, and 98.3 FM.

In the event that school openings are delayed, all school buildings will open two hours after normal starting time. Please remember that when there is a delayed opening, the bus pickup will be about two hours later than the regular bus schedule.



Winslow Township School District

40 Coopers Folly Road, Atco, NJ 08004

(856) 767-2850 x7512

H. Major Poteat, Ed.D.

Superintendent

To: All Certified Staff Members

From: H. Major Poteat, Ed.D.
Superintendent

Subject: N.J.A.C. 6A: 9-17.1(c) – Arrest Reporting Requirements for Certified Staff

This memo is official notice to you of requirements contained in the New Jersey Administrative Code 6A:9-17.1 (c). It requires that:

Certificate holders report to their Superintendent within fourteen (14) days if they are arrested or indicted for any crime or offense by any jurisdiction and to report within seven (7) days the final disposition of such charge(s).

In addition, the code requires the Superintendent to make reporting requirements known to certificate holders. The subsection reads as follows:

1. All certificate holders shall report their arrest or indictment for any crime or offense to their Superintendent within fourteen (14) calendar days.
2. The report shall include the date of arrest or indictment and charge(s) lodged against the certificate holder.
3. Certificate holders shall also report to the Superintendent the disposition of any charges within seven (7) calendar days of disposition.

Failure to comply with these reporting requirements may be deemed “just cause” pursuant to N.J.A.C. 6A: 9-17.5.

In addition, an amendment to the code now requires the Superintendent to notify the Board of Examiners when substitute teachers in their employ resign, retire or are removed from their positions because of accusations of criminal charges or unbecoming conduct.

It is certainly my hope and expectation that it will not be necessary to enact the requirements contained in this section of the N.J.A.C. However, you are hereby notified that should you be affected by these new requirements, you are required by code, to report the situation to the Superintendent.

The “New Jersey First Act” Residency Requirements for Public Employees

Earlier this year Governor Christie signed into law the “New Jersey First Act” (P.L. 2011, c. 70). The law, which took effect on September 1, 2011, amended an existing law (R.S. 52:14-7) that regulated certain state government residency requirements. The new law establishes **new residency requirements for all public employees** and officers at all levels and types of New Jersey government agencies.

This notice summarizes the key elements of the law and provides interpretative guidance on its application. While focused on local government units, the guidance is generally applicable to all New Jersey government agencies.

The law requires that “every person holding an office, employment or position” in the State of New Jersey shall have their “principal residence” in the State of New Jersey. There are several limited exemptions to the law:

- 1) Employees hired on or after September 1, 2011 who are not a resident when hired receive a one year exemption. If they fail to establish residency within that year, they shall be deemed unqualified for holding the office, employment, or position.
- 2) Employees, officers, and appointees who did not meet the residency requirement on the effective date (i.e., residency was out-of-state on 9/1/2011), are exempted unless they break public service for a period of time greater than seven days.
- 3) Exemptions granted on the basis of critical need or hardship. The law established a committee to grant such exemptions. At the time of this Notice procedures for filing have yet to be developed. Once established, information will be available through the Civil Service Commission, Division of Local Government Services, and Department of Education websites.

The Frequently Asked Questions below elaborates on various circumstances surrounding these exemptions.

The law defines “principal residence” to mean:

- (1) where the person spends the majority of his or her non-working time, and
- (2) which is most clearly the center of his or her domestic life, and
- (3) which is designated as his or her legal address and residence for voting.

Simply having a home in New Jersey is not significant enough to meet the residency requirement; all the above requirements must be met.

The law specifically covers “every person holding an office, employment, or position:

- (1) in the Executive, Legislative, or Judicial Branch of this State, or
- (2) with an authority, board, body, agency, commission, or instrumentality of the State, including any State college, university, or other higher educational institution, and, to the extent consistent with law, any interstate agency to which New Jersey is a party, or
- (3) with a county, municipality, or other political subdivision of the State or an authority, board, body, agency, district, commission, or instrumentality of the county, municipality, or subdivision, or
- (4) with a **school district** or an authority, board, body, agency, commission, or instrumentality of the district.”

The use of the phrase “office, employment, or position” is interpreted to include individuals serving on boards or commissions as volunteers. Notwithstanding that, such individuals may fall under another exemption to the law.

C. 70 Frequently Asked Questions

1. What is the effective date of P.L., c.70?

September 1, 2011.

2. **Is there a "grandfather" provision in the law that allows employees who are already working for the State or local government to continue living out of state?

Yes. The statute provides that any "person, regardless of the office, employment, or position, who holds an office, employment, or position in this State on the effective date [Sept. 1, 2011] of P.L.2011, c.70 but does not have his or her principal residence in this State on that effective date shall not be subject to the residency requirement of this subsection while the person continues to hold office, employment, or position without a break in public service of greater than seven days." Thus, if a person is already an employee on September 1, 2011, and lives out of state, he is not required to move into New Jersey.

3. **Could a current employee have moved out of state prior to the effective date (September 1, 2011) of the law?

Yes. As long as the change in residency took place before the effective date of the law, September 1, 2011, a current employee could have moved out of the state and stayed eligible for the "grandfather" provision as set forth in question 1 above, which says that a person who holds employment but does not have residency in New Jersey **on the effective date** of the law shall not be subject to the residency requirement.

4. **Can a current employee who lives in New Jersey move out of state after the effective date of the law?

No. The language cited above, that a person who holds employment but does not have residency in New Jersey on the effective date of the act shall not be subject to the residency requirement, requires that all others **are** subject to the requirement. This includes any person who was a New Jersey resident on the effective date of the act but then later moved out of state.

5. **If an employee who lives in New Jersey and is employed on September 1, 2011 moves out of state after September 1, 2011, is that employee immediately subject to removal or does that employee have a window of time to move back in? If so, how long is that window? Is it one year, the same as new employees?

A current employee who moves out of state after September 1, 2011 **does not** get a window of time to move back in. The statute states that the one-year grace period is from the time the employee takes his office, position or employment, not one year from the time he moves out of state. An employee considering moving should apply for exemption before a move, if possible. If the employee moves without getting an exemption, an employer may want to give the employee notice to move back to New Jersey before initiating disciplinary action to remove him/her.

6. Will a current employee be able to apply for an "exemption" to move out of state after the effective date of the new law?

Yes. The employee will be able to request an exemption from the applicability of the law on the basis of "critical need or hardship" from the committee. The law does not limit the ability to apply to the committee for an exemption to only non-residents or new hires. However, if a current employee desires to move out of state, he should apply in advance for an exemption, rather than move and then ask for the exemption, since once the current employee moves out of state, the law applies to him.

7. **What constitutes a "break in public service" under the new statute which triggers the residency requirement for current employees?

The statute does not define "break in public service." The Civil Service Commission has proposed regulations, which include a definition of a break in public service for purposes of the new law as "an actual separation from employment for more than seven calendar days due to such causes as resignation, retirement, layoff, or disciplinary removal." A leave of absence or a resignation/new appointment pursuant to N.J.A.C. 4A:4-7.9 shall not be considered a break in public service." This definition can reasonably be applied to all local units.

8. If a person is given a letter prior to September 1, 2011 offering him an office, position or employment and that he is being hired pending a background, physical or psychological investigation, and did not start working until after September 1, what date is considered the start date for purposes of the residency law? If the person lives outside New Jersey, is he subject to the residency requirement if his offer of employment was made prior to September 1?

The date which triggers the application of the "grandfather" provision is the date he actually starts work, not the date he received the offer of employment. If he does not begin actually working until after September 1, the "grandfather" provision does not apply to him.

9. **Does the residency law apply to temporary or seasonal employees? Does it apply to part-time employees? Does it apply to employees of temporary agencies or other service providers who are assigned to work at government locations? Does it apply to unclassified employees?

No distinction is made between types of appointments, that is, temporary appointments, part-time appointments, or unclassified appointments. All appointments are treated similarly under the law - that is, New Jersey residency is required of all individuals on a government agency payroll or holding an office with a government agency. However, in the case of employees who work less than a year (Civil Service appointing authorities have specific rules to follow concerning temporary employees) the requirement that the employee attain New Jersey residency within one year may ultimately be moot since the appointment will have expired by that time.

By contrast, those individuals who are employees of temporary agencies or other service providers under contract with State and local governmental entities are not subject to the law. No contractual or other type of relationship exists between those individuals and the public entity, other than the fact that they are assigned to work at that location. The individuals' salaries are paid by the private organization and the terms of employment are governed by that relationship. Therefore, those individuals who are stationed to work at public offices are not required to live in New Jersey.

District Policy
3212- ATTENDANCE (M)

Section: Teaching Staff Members

Date Created: March 3, 2010

Date Edited: April 15, 2015

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a staff member's job performance.

A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences which may include the withholding of a salary increment, dismissal, and/or certification of tenure charges.

In accordance with NJSA 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the collective bargaining agreement negotiated with the member's majority representative, in an individual employment contract, or provided in the policies of the Board. In accordance with NJSA 18A:30-4, the Superintendent or Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among the staff members. The review will include the collection and analysis of attendance data, the training of teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 et.seq.

3216- DRESS AND GROOMING

Section: Teaching Staff Members

Date Adopted: August 24, 2022

The Board of Education believes that appearance dress of teaching staff members is an important component of the educational program of this school district. The attitude of teaching staff members about their professional responsibilities and the importance of education in the lives of their students are reflected in their dress and appearance. Accordingly, in order to create an atmosphere of respect for teaching staff members and an environment conducive to discipline and learning, the Board establishes the following rules for the dress of teaching staff members in the performance of their professional duties:

1. Acceptable attire for teaching staff members shall include, but not be limited to, dresses, skirts, blouses, suits, sweaters, pants, and dress shirts with or without a tie;
2. Inappropriate attire within the regular school day includes, but is not limited to, the following:
 - a. Jeans/leggings (unless approved by the Principal or designee for a special activity or event);
 - b. T-shirts;
 - c. Strapless shirts and dresses;
 - d. Sweatshirts, shorts, sweatpants, workout attire unless approved by the Principal or designee;
 - e. Beachwear;
 - f. Hats and/or head coverings unless approved by the Principal or designee for medical or religious reasons;
 - g. Open toe sandals;
 - h. Revealing clothing;
 - i. Tight-fitting clothing;
 - j. Lace up sneakers;

- k. Shoes without straps attached firmly to the heel.
3. The clothing an appearance of all teaching staff members shall be clean and neat;
 4. No clothing may be worn that constitutes a danger to health or safety to the wearer or to others; and no clothing may be worn that interferes with the instructional program;
 5. A teaching staff member may request a waiver of this dress code for the performance of particular duties. Such waivers may be granted by the Principal or designee.
 6. The Building Principal or the teaching staff member's supervisor, as appropriate, shall determine whether a violation of this dress code has occurred and shall discuss the violation with the teaching staff member concerned. Where a single violation so warrants or violations recur, the Principal or supervisor may enter a reprimand in the teaching staff member's file and may recommend other appropriate disciplinary measures.

District Policy
3281- INAPPROPRIATE STAFF CONDUCT

Section: Teaching Staff Members

Date Adopted: March 3, 2010

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all pupils within this school district. Furthermore, the Board recognizes there exists a professional responsibility for all school staff to protect a pupil's health, safety and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the well-being of all pupils attending the school district.

In support of this Board's strong commitment to the public's trust and confidence of school staff, the Board of Education holds all school staff to the highest level of professional responsibility in their conduct with all pupils. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated in this school district.

The Board recognizes and appreciates the staff-pupil professional relationship that exists in a school district's educational environment. This Policy has been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate staff conduct and conduct unbecoming a school staff member toward pupils.

School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to pupils or about pupils and shall not engage in inappropriate language or expression in the presence of pupils. School staff shall not engage in inappropriate conduct toward or with pupils. School staff shall not engage or seek to be in the presence of a pupil beyond the staff member's professional responsibilities. School staff shall not provide transportation to a pupil in their private vehicle or permit a pupil into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent/legal guardian.

A school staff member is always expected to maintain a professional relationship with pupils and protect the health, safety and welfare of school pupils. A staff member's conduct will be held to the professional standards established by the New Jersey State Board of Education and the New Jersey Commissioner of Education.

Inappropriate conduct or conduct unbecoming a staff member may also include conduct not specifically listed in this Policy, but conduct determined by the New Jersey State Board of Education, the New Jersey Commissioner of Education and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.

School personnel, compensated and uncompensated (volunteers), are required to report to their immediate supervisor or Building Principal any possible violations of this Policy. In the event the report alleges conduct by the Building Principal or the immediate supervisor, the school staff member may report directly to the Director of Human Resources. In addition, school personnel having reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the Division of Youth and Family Services in accordance with N.J.A.C. 6A:16-10.1 et seq. and inform the Building Principal or immediate supervisor after making such report. However, notice to the Building Principal or designee need not be given when the school staff member believes such notice would likely endanger the referrer or child(ren) involved or when the staff member believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the Director of Human Resources of all reports, including anonymous reports. The Director of Human Resources will investigate all reports with a final report to the Superintendent of Schools. The Director of Human Resources upon reviewing an initial report or the Superintendent, upon reviewing the Director of Human Resources' investigation report, may take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the Division of Child Protection and Permanency in accordance with N.J.A.C. 6A:16-10.2 et seq., and/or any other measure provided for in the law.

This Policy will be distributed to all school staff and provided to staff members at any time, upon request.

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

N.J.A.C. 6A:16-10.1 et seq.

District Affirmative Action

It is the policy of the Winslow Township Board of Education not to discriminate on the basis of race, color, creed, religion, ancestry, age, national origin, marital status, affectional or sexual orientation, gender, disability or social or economic status in its educational program, activities or employment.

Any student, parent, teacher, administrator, or member of the community who has a grievance involving Affirmative Action may contact the District's Affirmative Action Officer.

Affirmative Action Officers (2022-2023)

Dion M. Davis	District
Siobhan Funches	School No. 1
Xenia Perez	School No. 2
Kevin Hoffman	School No. 3
Scott Ritter	School No. 4
Stefanie McCarthy	School No. 5
Mia Gould	School No. 6
Irumu Breau	Middle School
Lynn DiMartino-Cowdin	High School

District Policies and Procedures Addressing Affirmative Action

Policy 1530- Equal Employment Opportunities (M)

Policy 1523- Comprehensive Equity Plan (M)

Policy 1550- Affirmative Action Program for Employment and Contract Practices/Employment Practices Plan (M)

Policy 2260- Affirmative Action Program for School and Classroom Practices (M)

Affirmative Action Grievance Procedures

Affirmative Action Grievance Report Forms

Policy 3362- Sexual-Harassment (M)

Policy 5512- Harassment, Intimidation & Bullying

Harassment, Intimidation & Bullying Report Form

Policy 5750- Equal Educational Opportunity (M)

Policy 5751- Sexual-Harassment (M)

Policy 5755- Equity in Educational Programs and Services (M)

Winslow Township Board of Education

Mr. Dion M. Davis

Affirmative Action Officer/Title IX Compliance Officer

40 Cooper Folly Road

Atco, NJ 08004

(856) 767-2850 x7521

Title IX

The Winslow Township School District honors its obligations to ensure that no student or employee suffers discrimination on the basis of sex, as defined in Title IX of the Education Amendments Act of 1972. Title IX, a federal law, enforced by the Office for Civil Rights (OCR), states: *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

Title IX protects people from discrimination based on sex in educational programs or activities that receive financial assistance. Under Title IX, discrimination on the basis of sex can include sexual harassment, which is defined as conduct on the basis of sex that satisfies one or more of the following:

- An employee of the District conditioning the provision of an aid, benefit, or service of the District on participation in unwelcome conduct;
- Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- Sexual assault, dating violence, domestic violence, or stalking, as defined by applicable law.

Reporting Harassment/Discrimination

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Title IX Reporting Form

Next Steps

After a report of sexual harassment has been made, the school and/or Title IX Coordinator will reach out to the individual affected by the alleged misconduct, provide supportive measures, discuss the grievance policy, and offer the opportunity for the complainant to file a formal complaint if the behavior meets the Title IX definition of sexual harassment. If a formal complaint is filed, appropriate steps will be taken to investigate. Upon completing the investigation, the outcome will be shared with all stakeholders.

Appeal Procedures

If a party does not agree with the final determination made by the school or has concerns of noncompliance with Title IX or actions that would be prohibited by Title IX, he/she may appeal the determination by submitting a letter to the Superintendent.

Title IX Compliance Officer
Mr. Dion M. Davis
davisdi@winslow-schools.com
856-767-2850 X7521

Anti-Bullying Bill of Rights

The New Jersey Anti- Bullying Bill of Rights Act was signed into law on January 5, 2011. The provisions of this law went into effect September 1, 2011 and require that:

- Every school district adopt a new harassment, intimidation, and bullying policy that is in compliance with the Act.
- Every school district assign an Anti- Bullying Coordinator and every school have an Anti- Bullying Specialist and School Safety Team.
- Every school district provide training to current and new school employees, volunteers and contracted service providers who have significant contact with pupils.
- Every teacher complete at least two hours of instruction in harassment, intimidation, and bullying prevention in each professional development period as part of the professional development requirement pursuant to NJSA 18A:37-22d.
- Winslow Township Policy 5512 -Harassment, Intimidation & Bullying Policy
- NJ Anti-Bullying Bill of Rights Act - (Parent Guide)
- Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act
- Winslow Township HIB Report Form

Anti-Bullying Coordinator:		Mr. Dion M. Davis
School #1 Anti-Bullying Specialist:		Ms. Siobhan Funches
School #2 Anti-Bullying Specialist:		Ms. Xenia Perez
School #3 Anti-Bullying Specialist:		Ms. Bethia Thomas
School #4 Anti-Bullying Specialist:		Ms. Laura Duca
School #5 Anti-Bullying Specialist:		Ms. Dana Bredell
School #6 Anti-Bullying Specialist:		Ms. Mia Gould
Middle School Anti-Bullying Specialists:		Ms. Irumu Breau Ms. Rachelle Kimbrough
High School Anti-Bullying Specialists:		Ms. Carrie Norlin Ms. Mackenzie Colliins



Winslow Township School District

40 Coopers Folly Road, Atco, NJ 08004
(856) 767-2850 x7512

H. Major Poteat, Ed.D.
Superintendent

403(b) UNIVERSAL AVAILABILITY NOTICE

The Opportunity

You have the opportunity to save for retirement by participating in Winslow Township School District's 403(b) retirement plan. We recommend that all employees view a brief, 3-minute video presentation explaining what a 403(b) plan is, and how to contribute. The video can be reached at: www.omni403b.com. If there are any questions, you may contact The OMNI Group at 877-544-6664.

How Can I Participate?

You can participate in the Plan with pre-tax contributions by submitting a Salary Reduction Agreement ("SRA") online via OMNI's website (www.omni403b.com) or by submitting a completed SRA form, found on the same website, to OMNI either by facsimile to (585) 672 6194 or by mail to 1099 Jay St., Bldg. F, Rochester, NY, 14611. Additionally, prior to contributing you must open an account with an investment provider participating in the Plan. A list of the Plan's participating investment providers may be viewed on OMNI's website after submitting your Employer's name and state.

How Much Can I Contribute Annually?

You may contribute up to \$20,500 in 2022; this amount is subject to change annually. If you have at least 15 years of service with your employer or you are at least 50 years old, you may be entitled to make additional contributions. For appropriate limits for your particular circumstances, please contact OMNI's Customer Care Center at 877-544-6664.

What If I Already Have An Account?

If you are already contributing to the Plan, and you want to change your contribution amount or investment provider, simply complete and submit a new SRA. See directions above for on-line and paper submission options.

What If I Do Not Want To Contribute?

If you do not want to take advantage of this program, simply submit an SRA with the option "I do not wish to participate at this time" selected. See directions above for on-line and paper submission options.

How can I get more information?

You can access further information at www.omni403b.com.

Winslow Township Board of Education
Tax Shelters/Disability Insurance
Tax Shelters

Amerprise / River Source Life	Contact: Stephanie Tacco	856-741-8000 ext. 367
Primerica	Contact: Rob Williams	609-261-3324
Franklin Templeton	Contact: Dave Guy	856-228-8588
*Citi-Street (Existing Citi-Street clients should contact Met Life)		800-560-5001
*Met Life (No longer authorized to start new plans)		800-560-5001
Midland National	Contact: Joyce and Troy Shorts	856-642-4074
Lincoln Investment	Contact: Harold Hill:	856-596-4830 ext.2633
	Rian Steinbiss	856-596-4830 ext. 2406
	Joan Glenn	856-566-8330
	Sabrina Smith	877-213-5860
AXA Equitable Access		856-751-5999
Vanguard		800-662-2739
Fidelity Investments	Contact: Aaron Skloff	908-531-6422
*The Legend Group (Formerly Thomas Seely- Existing clients should contact Lincoln Investment)		877-819-7455

Disability Insurance

Prudential		800-704-1365
MGM/Aetna (Unum)		866-881-2255 or 800-421-0344
Aflac	Contact: Maryann Meyers	609-602-2700
Phifer (American General)	Contact: Sharon Rattay	856-853-8400
Colonial Life	Contact: Charles "Tank" Harris	609-405-0775

Life Insurance

New York Life Insurance	Contact: Dan Giusti	609-412-4165
	Mike Valentine	215-933-8506
Colonial Life	Contact: Charles "Tank" Harris	609-405-0775



The Company You Keep®



We're adding value to your employee benefits package.

Winslow TWP Board of Education

Introducing a new voluntary benefit offering for all employees and their eligible family members:

Guaranteed Issue Whole Life Insurance

Why Consider This?

Fact: You'll lose your life insurance coverage upon retirement

Solution: Our new life insurance benefit can solve this! You and your family can obtain permanent life insurance now & lock in your rates forever, guaranteed not to change!

GUARANTEED ISSUE NO Medical Questions Asked!

GUARANTEED ISSUE FAMILY COVERAGE

Also available for your eligible Spouse, Children, & Grandchildren

Permanent & Portable

Continue and keep your policy if you ever leave or retire - guaranteed to never change in price!

Flexible & Payroll Deducted

Choose anywhere from \$5,000 - \$ 100,000 of Whole Life Insurance Coverage

Cash Value

In addition to permanent life insurance protection, your policy builds guaranteed tax-deferred cash value that you can borrow against to meet various needs, such as your children's college funding, helping you pay off a mortgage, or supplementing retirement income*

Instant Coverage Upon Completion of Application!

Your participation in the payroll deduction insurance program is completely voluntary. Since this program is not intended to be subject to the Employee Retirement Security Act of 1974 (ERISA), your employer cannot contribute to or endorse this program. *Employees must have been employed with the employer on a full-time basis, working 30 hours a week with paid vacation and sick time for at least 6 months. *Employee must participate in order to purchase a policy on a spouse/ domestic partner, child or grandchild. *Loans against your policy accrue interest and decrease the death benefit and cash value by the amount of the outstanding loan and interest. Legacy Benefits Group LLC is not owned or operated by New York Life Insurance Co. or its affiliates.

We can all use some financial security.

When you purchase Guaranteed Issue Employee's Whole Life, you're protecting your family's financial future.

Office: (215) 441-6554

Anita Sears, Office Manager
www.legacybenefitsgroup.com

Dan Giusti, Co-Founder
(609) 412-4165
dgiusti@legacybenefitsgroup.com

Mike Valentine, Co-Founder
(215) 933-8506
mvalentine@legacybenefitsgroup.com

Winslow Township School District

Change of Address/Benefits

In order to assist us with meeting staff needs and maintaining accurate records, we ask your assistance with providing us written notification of any personal data changes. Please be reminded that it is your responsibility to notify us, in writing, of any changes.

A. *Personal Information Changes* – Name, address, telephone number, emergency contact information, etc. require completion of the *Personal Information Change Form*, which should be returned to the Office of Human Resources (hr@winslow-schools.com). You can find the *Personal Information Change Form* on your respective SCHOOL website.

Your Username= first initial last name (i.e. jdoe) and the Password= WinslowS(number of school) for Schools #1- #6; WinslowMS (for MS staff) and WinslowHS (for HS staff).

* Please note that you cannot change your name in any district databases (email, Genesis, payroll, Professional Growth or Absence Management) without providing a NEW social security card, reflecting the name change. Upon receipt of the appropriate documentation, we will update your name in ALL systems.

B. *W-4 Forms (Federal and NJ)* – When making changes to marital or dependent status, you may wish to complete a new W-4 form, if you desire tax exemption changes. Changes to your W-4 may be done at ANY time. Your updated W-4 forms should be submitted to the Payroll Department for processing.

C. *Medical Benefits Changes* – Questions or changes pertaining to dependent status, marriage, divorce, death of a spouse/child, birth/adoption of a child, a child who no longer qualifies for coverage, or Cobra, should be directed to Ms. Daniels at ext. 7517. Please note that effective July 1, 2011, unmarried dependents are covered until the end of the calendar year in which they attain age 26 or until they have secured employer based coverage. Please notify Ms. Daniels within three (3) weeks of a change in status for the necessary paperwork to

be completed. Failure to report your change in a timely manner may result in status changes being held until the next open enrollment period.

NJ Division of Pension and Benefits- Update (eff. 8/2022)

Benefitsolver

The NJ Division of Pensions & Benefits no longer accepts paper applications for health benefit enrollment. All applications must be initiated through *Benefitsolver*, where you can access information about your major medical and RX benefits and update your status online (i.e. add new dependents, upload supporting documentation, confirm your coverage, and get links to health benefit vendors). All actively employed members who are enrolled in NJ SHBP/SEHBP health plans are eligible to access *MyChoice Find a Provider* to find and book qualified In-Network providers (general and mental health) and *Included Health* for expert second opinions.

To initiate *Benefitsolver*, navigate to <http://mynjbenefitshub.nj.gov>

- Click Register
- Enter Social Security Number and Date of Birth
- Enter Company Key= SHBP/SEHBP
- Click Continue

Grand Rounds

The SHBP/SEHBP recently provided access to Grand Rounds, which allows members to obtain an expert second opinion- with no out-of-pocket costs. This added benefit applies to all covered members on your medical plan. You can enroll at: www.grandrounds.com/shbp.

R Health

As a member of the NJ State Health Benefits plan, you and your dependents have dedicated access to a personal R-Health doctor. R-Health offers same-day appointments, evening/weekend hours, and access to a personal doctor that knows you by name, whenever you want. By using R-Health, there are no co-pays or out-of-pocket costs, ever. Learn more at www.R-Health.md/NJ.

Health Benefit Contribution Percentage Change

Pursuant to Chapter 78, PL 2011, all Winslow employees will remain at Tier 4 of the health benefit contribution. For employees who wish to estimate their expected health benefit contribution amounts, rate charts, salary based percentage scales, worksheets, and Percentage of Premium Calculators are available on the SHBP/SEHBP website: www.state.nj.us/treasury/pensions/calculators-2021.shtml.

Pension Loan Process

Effective January 2020, all pension loans must be disbursed by Electronic Fund Transmittal (EFT), also known as Direct Deposit. This requirement applies to all loans to eligible members of the Public Employees' Retirement System (PERS) and Teachers' Pension and Annuity Fund (TPAF).

- You must be an active contributing member of the NJ Pension system (with a minimum of three years of contributing membership to your account) to take a loan. You are permitted no more than two loans in a calendar year.
- Eligible members who wish to borrow against their pension account must have a valid bank routing and account number when submitting a Pension Loan Application through the Member Benefit Online System (MBOS).
- Paper loan checks will no longer be produced under any circumstance.
- Once your loan application is submitted, the loan cannot be canceled. If you wish to satisfy your full loan balance, you must request and complete a lump-sum loan payoff which will include your entire principal loan balance plus any accrued interest.

Member Contribution Rate for pensions is currently 7.5% of your salary.

Personal Benefit Statement

The Division of Pensions and Benefits no longer issues Annual Personal Benefit Statements. Access to your Personal Benefit Statement is available to retirement system members through their personal accounts on the Member Benefits Online System (MBOS). **You can find your pension account number on your paystub (right corner).** The online Personal Benefit Statement provides the following benefits:

- A secure, fast, and efficient way for employees to verify pension account information and to plan for retirement.
- Quarterly updates using the current posted account information from the Division of Pensions and Benefits.
- All of the information presented on the paper statement, including: pension service credit; total contributions; loan balance; estimate of retirement benefit; group life insurance value; and health benefit enrollment information.
- Instead of waiting for an annual printing, the online statement is available when employees need it- 24 hours-a-day, seven days-a-week on their MBOS account; and
- The statement can be viewed online or printed if a paper copy is needed.

MBOS Designation of Beneficiary- Retirement Application

Mandatory implementation of Multi-Factor Authentication (MFA) is now a requirement for access to MBOS via the *myNewJersey* portal. After MFA is activated, authentication may be done through SMS text on your cellphone. Registered MBOS users who have not already done so will be required to immediately implement MFA upon logging onto the *myNewJersey* portal.

Effective July 1, 2021, members filing for retirement are required to supply the following information for their designated beneficiaries:

- Social Security Number
- Date of Birth
- Mailing Address
- Relationship to the Member

*As a security precaution, this information will no longer be optional, and retirement applications will not be processed without the necessary information.

Service Credit

Since retirement benefits are based in part on accumulated service credit, it is important that you receive the correct amount of credit for the amount of time you work. You receive one month of service credit for each month you make a full pension contribution. Employees paid on a ten-month contract from September through June will receive credit for the July and August that preceded September, if a full month's pension deduction is taken for September.

TPAF Membership Tier

Tier 1- members who were enrolled prior to July 1, 2007, and who earn a minimum pensionable salary of \$500 or more.

Tier 2- members who were enrolled on or after July 1, 2007 and prior to November 2, 2008, and who earn a minimum pensionable salary of \$500 or more.

Tier 3- members enrolled on or after November 2, 2008 and on or before May 21, 2010, and who meet or exceed a pensionable minimum salary set for the current year, subject to future adjustment.

Tier 4- members enrolled after May 21, 2010 and prior to June 28, 2011, and who work the minimum number of hours per week (fixed hours of 32 or more).

Tier 5- members enrolled on or after June 28, 2011, and who work the minimum number of hours per week (fixed hours of 32 or more).

Vesting

You are vested in the TPAF after you have attained 10 years of service credit. Being vested in the TPAF means that you are guaranteed the right to receive a retirement benefit. For Tier 1 and Tier 2 members, this is when you reach age 60. For Tier 3 and Tier 4 members, this is when you reach age 62. For Tier 5 members, this is when you reach age 65.

ACCESS YOUR PENSION ACCOUNT ONLINE THROUGH THE

MEMBER BENEFITS ONLINE SYSTEM (MBOS)

REGISTRATION INSTRUCTIONS FOR FIRST TIME USERS

To use MBOS you must register with both MBOS and the myNewJersey Web site.

These instructions will guide you through both processes.

REGISTRATION FOR MBOS IS FREE

READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY!

STEP ONE — SET UP YOUR MBOS ACCOUNT WITH THE DIVISION OF PENSIONS AND BENEFITS.

1. Go to: www.state.nj.us/treasury/pensions
2. On the Division of Pensions and Benefits home page click the link "Register for MBOS".
3. Read the "Disclaimer Page" that opens and click the "Continue" button if you are an Active Member or a Retiree.
4. Complete all of the information requested on the MBOS "Member Registration" page.
5. Be sure to select whether you are an **Active Member** or a **Retiree**. You will need both your Social Security number and your pension Member ID Number.

Your pension Member ID can be found on your paystub (right corner)

Note: *If you register for MBOS as an active member, do not register again when you retire – you can continue to use your Logon ID and password from your active account.*

Pension ID Number: _____

6. When all of the information has been entered click the "Submit" button.

Note: *At this point, MBOS checks to see if you have already registered. If it finds that you are a registered MBOS user, it will automatically take you to the myNewJersey "Log On Page." If the "Log On Page" opens, see the MBOS log –on instructions for registered users.*

Otherwise, continue to item #7.

7. The myNewJersey Account Page will open.

STEP TWO — SIGN-ON TO, OR CREATE, YOUR myNewJersey ACCOUNT

- If you already have a myNewJersey account, click "Yes" on the myNewJersey Account Page and follow these directions starting with item #1 below.
- If you do not have a myNewJersey account, you need to create one. Click "No" on the myNewJersey Account Page and follow these directions starting with item #4 below.

MBOS REGISTRATION INSTRUCTIONS FOR FIRST TIME USERS *(Continued)*

1. If you already have a *myNewJersey* account, enter your **Logon ID** and **Password** on the *myNewJersey* Account Page.
2. When done, click the "Link MBOS to My Account" button.
3. Proceed to "STEP THREE"

If you do not have a myNewJersey account, Start Here!

4. To create your personal *myNewJersey* account, enter all of the information requested on the *myNewJersey* Account Page.
5. Be sure to select a **Logon ID** and **Password** that is easy to remember!

Note: *Forgotten Logon IDs and Passwords are the most common problem members have when using MBOS. Be sure that you can remember your Logon ID and Password for future use.*

Passwords must be at least 6 characters long and must include attributes from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes and \).

6. When done, click the "Create this new *myNewJersey* Account and Link MBOS to it" button.
7. Proceed to "STEP THREE"

STEP THREE — START USING MBOS

1. Once you successfully create, or link to, your *myNewJersey* account your "MBOS Home Page" will open.

Members with Multiple User Roles

If you have MBOS access to other pension fund accounts or employer access to the *Employer Pensions and Benefits Information Connection* (EPIC), you will need to select the "user role" you wish to open each time you log on to MBOS or EPIC.

After you log on to MBOS or EPIC you can click the "Select Different Role" button to leave the current MBOS or EPIC session and access your other accounts or user roles.

2. From the MBOS Home Page you can access the MBOS Applications that are currently available to active or retired members. MBOS Applications provide information about your pension account and link you to benefit calculators and online application forms.

Additional information about using MBOS Applications is provided online in the *MBOS User's Guide* — just click the "Search Help" button on the MBOS Home Page.

If you need help, call the MBOS Help Line at: (609) 292-7524.

SP-0743-0813 Emp

Forms

The following forms are available for download on your respective SCHOOL website under the Staff Resources tab.

District Handbook (2022- 2023)

WTEA Agreement (2019- 2022)

District Mentoring Plan (2022- 2023)

Calendars

- District Calendar (2022- 2023)

Employee Fact Sheets

For your convenience, the following forms may be downloaded and forwarded to Human Resources for processing:

- Absence Request Form
- Field Trip Request Form
- Fundraiser Request Form
- Professional Development Request Form
- *Personal Information Change Form*
- *W4-Form (Federal)*
- *NJ W4- Form*
- *W-9*
- *Omni 403(b) Salary Reduction Form*
- *Direct Deposit Authorization (A blank "Voided" check must accompany this form. Both documents should be submitted to the Payroll Department for processing)*
- *Summer Pay Form*
- *Overtime-Extra-time Payroll Voucher*
- *Payroll Voucher Due Dates 2022- 2023*
- *Tax Shelters-Disability Insurance Carriers*
- *Tuition-Reimbursement-Procedures*
- *Course Reimbursement Form (Support Staff)*
- *Course Reimbursement Form (Certificated Staff)*
- *TPAF Handbook*
- *PERS Handbook*
- *NJ First Act*
- *Flexible Spending Plan 2022-2023*

To ensure you and your family are adequately covered, the following Fact Sheets and forms are available for download courtesy of the NJ Division of Pensions and Benefits.

Health Benefits

- *Chapter-78, PL-2011*
- *Medical Plan Designs 2022*
- *SEHBP Premium Calculation Charts for 2022*
- *SEHBP and Benecard Rates for 2022*
- *Reporting a Death- Fact Sheet #10*
- *Employer Responsibilities Under COBRA- Fact Sheet #25*
- *The Continuation of Health Benefits Under COBRA- Fact Sheet #30*
- *Family Status Changes- Fact Sheet #48*
- *Continuing Health Benefits for Overage Children with Disabilities- Fact Sheet #51*
- *Benefits Under the Domestic Partnership Act- Fact Sheet #71*
- *Health Benefit Coverage of Children Until Age 31 Under Chapter 375, P.L. 2005, Fact Sheet #74*
- *Health Benefits Options when terminating employment – Fact Sheet #26*
- *Civil Unions- Fact Sheet #75*

Purchase of Service & Pension Loans

- *MBOS Registration Directions*
- *Purchasing Service Credit- Fact Sheet #1*
- *Estimating the Cost of Purchasing Service Credit- Fact Sheet #2*
- *Pension Loans- Fact Sheet #81*

Retirement

- *Applying for Retirement- Fact Sheet #4*
- *Pension Options- Fact Sheet #5*
- *Retirement Checklist- Fact Sheet #6*
- *Enrolling in Health Benefits Upon Retirement- Fact Sheet #11*
- *Taxation of Retirement Benefits- Fact Sheet #12*
- *Disability Retirement- Fact Sheet #15*
- *Calculating Your Own Retirement Allowance- Fact Sheet #54*
- *About Your Retirement Check- Fact Sheet #64*
- *Designating a Beneficiary- Fact Sheet #68*

Additional information may be downloaded and/or printed directly by visiting:

www.state.nj.us/treasury/pensions

Health Benefits Information

The following links contain important information regarding your health benefits with the Winslow Township Board of Education:

- Chapter 78- PL 2011
- NJSHB Fact Sheet
- NJ SEHBP Overview (NJ Direct and NJ Educators)- 2022
- NJ SEHBP Monthly Rates (NJ Direct and NJ Educators)- 2022
- Garden State Health Plan Overview- 2022
- Garden State Health Plan Rates- 2022
- Optum RX Website
- SEHPB Premium Calculation Charts
- Required Documentation for SHBP Dependent Eligibility and Enrollment
- Delta Dental Plan Summary
- Delta Dental **Website**
- VSP Summary
- VSP **Website**
- Employer Responsibilities Under COBRA- Fact Sheet #25
- The Continuation of Health Benefits Under COBRA- Fact Sheet #30
- Health Benefit Coverage of Children Until Age 31 Under Chapter 375, P.L. 2005, Fact Sheet #74
- Notification of Health Benefits Rights 2021
- Flex Spending Account Application (2022-2023)
- Qualified Transportation and Parking Fringe Benefit Plan (2022- 2023)
- Employee Assistance Plan (HMS)
- Reporting a Death- Fact Sheet #10
- Health Benefits Options when terminating employment – Fact Sheet #26
- Benefits Under the Domestic Partnership Act- Fact Sheet #71
- Civil Unions- Fact Sheet #75

NJSHB FACT SHEET

Eligibility: Employee must appear on regular payroll as a contracted employee and work Full-time (over 30 hours/week).

Effective Date: There is a waiting period of approximately two (2) months following an employee's date of contracted employment. Coverage will begin the first day following the two (2) months of employment (assuming that the employee properly completed an SEHBP Enrollment Application in a timely manner). There are three exceptions to this effective date of coverage rule:

- If an employee had at least two months of service on the date the employer joins SEHBP, coverage starts on the date the employer enters the program;
- If an employee has an annual contract, is paid on a 10- month basis, and begins work at the beginning of the contract year, coverage begins on September 1st;
- If an employee was enrolled in the SEHBP with a previous employer and the employee's coverage is still in effect on the day work begins with the current employer (COBRA coverage excluded), coverage begins immediately so there is no break in coverage.

Changes in Coverage/Family Status:

Generally, active employees cannot change their type of coverage or dependent coverage until the next Open Enrollment period. The following exceptions overturn this rule:

- A newly married employee may enroll their spouse and/or newly eligible dependent children. An SEHBP application must be filed within **60** days of the marriage. *Marriage and birth certificates must accompany the application.
- When the birth or adoption of a child occurs, a SEHBP application must be filed within **60** days of the birth or adoption. Adoption would require legal documentation to be filed with the SEHBP application.
- When a change in family status involving the loss of a family member occurs (divorce, death, child marries, no longer lives with the employee, or turns 26).
- The employee is on a leave of absence and cannot afford to pay for coverage. Coverage can be reduced from Family to Single or Parent/Child while the employee is on the leave. When the employee returns to work, coverage can be increased back to Family coverage.
- An employee's spouse loses health benefit coverage; the employee has **60** days from the date of the loss of coverage to add a spouse to his or her coverage. The enrollment application **MUST** be accompanied by the spouse's HIPAA certification form showing the date coverage was lost.

- If an employee is on leave during an Open Enrollment period, the employee may elect to make coverage changes upon returning to work. The employee must complete and submit an application within **60** days of returning to work. The effective date of these changes will be the date the employee returned to work.

**Coverage changes involving the addition of dependents are effective retroactively to the date of the event of eligibility, if the SEHBP application is filed within 60 days of the event. Active employees may decrease dependent coverage at any time. Deletions of dependent coverage are effective on a timely or prospective basis, that is, when they are processed by the Health Benefits Bureau.*

Coverage Upon Termination:

An employee paid under a 10-month contract that starts work at the beginning of the school year (September 1st) and terminates services with the employer at the end of that school year (June 30th), will be entitled to a full year's coverage comparable to that of any employee paid on a 12-month basis, **AS LONG AS THE FOLLOWING IS TRUE:** The employee has worked for the number of months prescribed by the contract.

**This means that SEHBP coverage for ten month employees and their dependents will continue during the summer months subsequent to the end of the school year (July and August), provided that proper deductions are taken for dependent coverage (if applicable).*

Note: *In the event termination of employment at the end of the school year is due to a member's retirement effective July 1st, coverage under the active group ends July 31st, at which time coverage under the retired group plan goes into effect on August 1st.*

The New Jersey Family Leave Act

The New Jersey Family Leave Act entitles certain employees to take up to 12 weeks of family leave in a 24-month period without losing their jobs. With some exceptions, employers must provide this type of leave if:

- The EMPLOYER has at least 50 employees (or at least 30 employees as of June 30, 2019), or is a government entity, regardless of size.
- The EMPLOYEE has worked for that employer for at least one year, and has worked at least 1,000 hours during the last 12 months.
- The LEAVE OF ABSENCE is being taken to care for or bond with a child within 1 year of the child's birth or placement for adoption or foster care, OR to care for a family member, or someone who is the "equivalent" of family, who has a serious health condition.

Note that the New Jersey Family Leave Act does not provide leave for the employee's own health condition.

Employees may be eligible for additional leave under the federal Family and Medical Leave Act.

Except when emergent circumstances require shorter notice, the employee must give the employer the following notice before taking Family Leave:

- For intermittent leave, at least 15 days' notice;
- For consecutive leave to care for a newborn or a child placed for foster care or adoption, at least 30 days' notice; and
- For consecutive leave to care for a family member with a serious health condition, notice "in a reasonable and practicable manner."
- In emergent circumstances, the employee should give the employer as much notice as possible.

To ensure that the employee meets the eligibility requirements, the employer may require the employee to provide a certification from a health care provider regarding the family member's serious health condition, the date of a newborn's birth or the date of placement for adoption or foster care.

To get more information or to determine whether you can file a complaint with DCR, visit www.NJCivilRights.gov or contact one of the regional offices listed below:

Northern Regional Office
31 Clinton Street
Newark, NJ 07102
Phone: (973) 648-2700
Fax: (973) 648-4405

Central Regional Office
140 East Front Street
P.O. Box 090
Trenton, NJ 08625-0090
Phone: (609) 292-4605
Fax: (609) 984-3812

Southern Regional Office
5 Executive Campus
Suite 107
Cherry Hill, NJ 08034
Phone: (856) 486-4080
Fax: (856) 486-2255

South Shore Regional Office
1325 Boardwalk
Tennessee Ave. & Boardwalk
Atlantic City, NJ 08401
Phone: (609) 441-3100
Fax: (609) 441-3578



State regulations require all employers covered by the New Jersey Family Leave Act to display this official poster in places easily visible to all employees. N.J.A.C. 13:8-2.2.



rev.4.5.19

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



Your employer is subject to the
Family Leave Insurance
provisions of the New Jersey Temporary Disability Benefits Law

New Jersey law provides up to 6 weeks of family leave insurance benefits. Beginning July 1, 2020, the law will allow up to 12 weeks of continuous family leave or 56 days of intermittent leave. Employees who are covered by family leave insurance can apply for benefits to:

- bond with a child within 12 months of the child's birth or placement by adoption or foster care. The applicant, or the applicant's spouse or domestic or civil union partner, must be the child's biological, adoptive or foster parent, unless a surrogate carried the child.
- care for a family member with a serious health condition. Supporting documentation from a health care provider is mandatory.
- care for a victim of domestic violence or a sexually violent offence or for a victim's family member.

"Family member" means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, civil union partner, and any other person related by blood to the employee or with whom the employee has a close association that is the equivalent of a family relationship.

"Child" means a biological, adopted, or foster child, stepchild or legal ward of a parent. A child gained by way of a valid written contract between the parent and a surrogate (gestational carrier) is included in this definition.

State Family Leave Insurance Plan ("state plan")

You can get program information and an application for family leave benefits (form FL-1) online at myleavebenefits.nj.gov, by phone at 609-292-7060, or by mail: Division of Family Leave Insurance, P.O. Box 387, Trenton, NJ 08625-0387.

New mothers who receive temporary disability benefits through the state plan for their pregnancy will get instructions on how to file for family leave benefits after the child is born.

Private Family Leave Insurance Plan ("private plan")

An employer may provide family leave insurance through a private insurance carrier, if this Division approves the plan. If your employer has an approved private plan, your employer must provide information about coverage and provide the forms to apply for benefits.

Who pays for Family Leave Insurance?

Payroll contributions from employees finance this program. Family leave insurance coverage under the state plan will require contributions to be deducted from employee wages. The deductions must be noted on the employee's pay envelope, paycheck, or on some other form of notice. In 2018, the taxable wage base for family leave insurance benefits is the same as the taxable wage base for unemployment and temporary disability insurance.

Enforced by: NJ Department of Labor and Workforce Development
Division of Temporary Disability Insurance, PO Box 387, Trenton, NJ 08625-0387

This and other required employer posters are available free online at nj.gov/labor, or from the Office of Constituent Relations, PO Box 110, Trenton, NJ 08625-0110 • 609-777-3200.

The New Jersey Department of Labor and Workforce Development is an equal opportunity employer with equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities.

NEW JERSEY DEPARTMENT OF

LWD

LABOR AND WORKFORCE DEVELOPMENT
nj.gov/labor

Display this poster in a conspicuous place

PR-2 (4/19)

New Jersey Law Prohibits **Discrimination in Employment**

ON THE BASIS OF:	Race, Creed, Color, National Origin, Age, Ancestry, Nationality, Marital or Domestic Partnership or Civil Union Status, Sex, Pregnancy, Breastfeeding, Gender Identity or Expression, Disability, Liability for Military Service, Affectional or Sexual Orientation, Atypical Cellular or Blood Trait, Genetic Information (including the refusal to submit to genetic testing)
BY:	Private or State and Local Government Employers, Employment Agencies, or Labor Unions
WITH RESPECT TO:	Hiring, Promotion, Transfer, Demotion, Termination, Salary, Benefits, Other Privileges, Conditions or Terms of Employment, Layoff, Harassment, Apprenticeship and Training Programs, Job Referrals, or Union Membership
OR:	In Retaliation for Filing a Complaint, Participating or Testifying in Any Proceedings or for Opposing Any Acts Forbidden under the New Jersey Law Against Discrimination
REMEDY MAY INCLUDE:	An Order Restraining Unlawful Discrimination, Back Pay, Damages for Pain and Humiliation Experienced as a Result of Unlawful Discrimination, Punitive Damages, and Attorney's Fees

It is also unlawful to publish employment advertisements which discriminate against persons in violation of the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq.

Violations should be reported to the nearest office of the NJ Division on Civil Rights at **866-405-3050** (Toll-Free) or online **www.NJCivilRights.gov**

Northern Regional Office
31 Clinton Street
Newark, NJ 07102
Phone: (973) 648-2700
Fax: (973) 648-4405

Central Regional Office
140 East Front Street
P.O. Box 090
Trenton, NJ 08625-0090
Phone: (609) 292-4605
Fax: (609) 984-3812

Southern Regional Office
5 Executive Campus
Suite 107
Cherry Hill, NJ 08034
Phone: (856) 486-4080
Fax: (856) 486-2255

South Shore Regional Office
1325 Boardwalk
Tennessee Ave. & Boardwalk
Atlantic City, NJ 08401
Phone: (609) 441-3100
Fax: (609) 441-3578



The regulations of the New Jersey Division on Civil Rights require that all employers, employment agencies and labor organizations who are covered by the New Jersey Law Against Discrimination shall display this official poster in places easily visible to all employees and applicants. N.J.A.C. 13:8-1.2.



rev. 4.8.18

Your employer is subject to the New Jersey Unemployment & Temporary Disability Benefits Laws

Unemployment Insurance

Benefits are payable to workers who lose their jobs or who are working less than full time because of a lack of full-time work and who meet the eligibility requirements of the law.

If you become totally or partially unemployed, file a claim for unemployment insurance benefits as soon as possible. The easiest, quickest way is to file online at myunemployment.nj.gov. You can also file a claim over the phone by contacting our Reemployment Call Centers at one of these numbers listed below. Note, if you were a maritime employee in the last 18 months or live outside of the United States, you must file your claim over the phone. Be prepared to have information about yourself, your employer and your work history available when filing your claim.

Cumberland Call Center856-507-2340
Union City Call Center201-601-4100

Freehold Call Center 732-761-2020
Out of State..... 1-888-795-6672

Disability Insurance

Benefits are payable to New Jersey workers who suffer a non-work-related illness, injury, or other medical condition that prevents them from working. Temporary disability insurance coverage includes new and expecting mothers during their final weeks of pregnancy and recovery. If you become disabled and wish to apply for disability benefits, start by asking whether your employer participates in the state disability insurance plan or has a private insurance plan.

New Jersey State Disability Insurance Plan* ("state plan")

If you are covered under the state insurance plan, you may apply for disability benefits (or download a paper application — Form DS-1) online at myleavebenefits.nj.gov. Applying online is faster.

Submit the completed paper application by fax to: 609-984-4138
or mail to: Division of Temporary Disability Insurance
PO Box 387
Trenton, New Jersey 08625-0387

For more information, visit myleavebenefits.nj.gov or call 609-292-7060.

Private Disability Insurance Plan ("private plan")

New Jersey employers have the option of providing coverage to their employees through an approved private plan instead of the state plan. If you are covered under a private plan, your employer's insurance carrier is responsible for processing and paying benefits on your disability claim. If you become disabled, ask your employer for the form you need to claim benefits under the private plan.

Who pays for Unemployment & Temporary Disability Programs?

These programs are paid for by payroll taxes paid by employers and employees. Your employer is **authorized to deduct worker contributions (tax) from your wages. The deductions must be noted on your pay envelope, paycheck, or on some other form of notice.** The amount of wages that are taxable changes from year to year.

The deduction may be allocated at varying rates to the Unemployment Insurance Trust Fund, the Temporary Disability Insurance Fund and the Workforce Development/Supplemental Workforce Funds. If an approved private plan is non-contributory, no contributions can be deducted from workers' wages for disability insurance.

Your employer's contributions are based in part on their employment experience.

Enforced by: NJ Department of Labor and Workforce Development
Division of Temporary Disability Insurance, PO Box 387, Trenton, NJ 08625-0387
This and other required employer posters are available free online at nj.gov/labor, or from the Office of Constituent Relations, PO Box 110, Trenton, NJ 08625-0110 • 609-777-8200.
The New Jersey Department of Labor and Workforce Development is an equal opportunity employer with equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities.

Display this poster in a conspicuous place



PR-1 (6/19)

Wage and Hour Law Abstract

N.J.S.A. 34:11-56a et seq.

Statutory Minimum Wage Rate

Employees are to be paid not less than the New Jersey minimum wage in accordance with the schedule below.

Date	Most Employers	Seasonal & Small Employers (fewer than 6)	Agricultural Employers	*Cash Wage for Tipped Workers
January 1, 2019	\$8.85	\$8.85	\$8.85	\$2.13
July 1, 2019	\$10.00	NO CHANGE	NO CHANGE	\$2.63
January 1, 2020	\$11.00	\$10.30	\$10.30	\$3.13
January 1, 2021	\$12.00	\$11.10	NO CHANGE	\$4.13
January 1, 2022	\$13.00	\$11.90	\$10.90	\$5.13
January 1, 2023	\$14.00	\$12.70	\$11.70	NO CHANGE
January 1, 2024	\$15.00	\$13.50	\$12.50	NO CHANGE
January 1, 2025	TBD	\$14.30	\$13.40	TBD
January 1, 2026	TBD	\$15.00	\$14.20	TBD
January 1, 2027	TBD	TBD	\$15.00	TBD

* Cash wage plus tips must equal the minimum wage

Wage Order and Regulations

Employees in the occupations found below are covered by this wage order and regulations and must be paid not less than the statutory minimum wage rate.

- First processing of farm products
- Hotel and motel
- Food service (restaurant industry)
- Seasonal amusement

These regulations are contained in N.J.A.C. 12:56-11.1 et seq.

Exemptions

Exempt from the statutory minimum wage rate are full-time students employed by the college or university at which they are enrolled at not less than 85% of the effective minimum wage rate; outside sales person; sales person of motor vehicles; part time employees primarily engaged in the care and tending of children in the home of the employer; and minors under 18 (except that minors under 18 in the first processing of farm products, hotels, motels, restaurants, retail, beauty culture, laundry, cleaning, dyeing, light manufacturing and apparel occupations are covered by the wage order rates as above and vocational school graduates with special permits under the Child Labor Law are covered by the statutory rate).

Overtime

Overtime is payable at the rate of 1.5 times the employee's regular hourly rate for hours worked in excess of 40 in any week except where otherwise specifically provided by wage order.

Exempt from the overtime entitlement are

- executive, administrative, and professional employees
- employees engaged in labor on a farm or relative to raising or care of livestock; and
- limousine drivers.

Employees at summer camps, conferences and retreats operated by any nonprofit or religious corporation or association are exempt from minimum and overtime rates during the months of June, July, August and September.

Labor on a Farm at Piece-Rate

Employees engaged on a piece-rate basis to labor on a farm shall be paid for each day worked not less than the minimum hourly wage rate multiplied by the total number of hours worked.

Penalties

Any employer who violates any provisions of this act shall be guilty of a disorderly persons violation and upon conviction shall be punished by a fine of not less than \$100 nor more than \$1,000.

As an alternative to or in addition to any other sanctions provided by law for violations, the Commissioner is authorized to assess and collect administrative penalties, up to a maximum of \$250 for a first violation and up to a maximum of \$500 for each subsequent violation.

The employer shall also pay the Commissioner an administrative fee equal to not less than 10% or more than 25% of any payment due to employees.

Penalties for violation of this order are set forth in N.J.S.A. 34:11-56a22.

Enforced by: NJ Department of Labor and Workforce Development
Division of Wage and Hour Compliance, PO Box 389, Trenton, NJ 08625-0389 • 609-292-2305

This and other required employer posters are available free online at nj.gov/labor, or from the Office of Constituent Relations, PO Box 110, Trenton, NJ 08625-0110 • 609-777-3200.

If you need this document in Braille or large print, call 609-292-2305. TTY users can contact this department through the New Jersey Relay: 7-1-1.



Display this poster in a conspicuous place

MW-220 (6/19)

New Jersey SAFE Act

The New Jersey Security and Financial Empowerment Act ("NJ SAFE Act"), P.L. 2013, c.82, provides that certain employees are eligible to receive an unpaid leave of absence, for a period not to exceed 20 days in a 12-month period, to address circumstances resulting from domestic violence or a sexually violent offense. To be eligible, the employee must have worked at least 1,000 hours during the immediately preceding 12-month period. Further, the employee must have worked for an employer in the State that employs 25 or more employees for each working day during each of 20 or more calendar workweeks in the then-current or immediately preceding calendar year.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19, or a victim of a sexually violent offense, as that term is defined in N.J.S.A. 30:4-27.6. Leave may also be taken by an employee whose child, parent, spouse, domestic partner or civil union partner is a victim of domestic violence or a sexually violent offense.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities as they relate to an incident of domestic violence or a sexually violent offense:

- (1) Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's child, parent, spouse, domestic partner or civil union partner
- (2) Obtaining services from a victim services organization for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner
- (3) Obtaining psychological or other counseling for the employee or the employee's child, parent, spouse, domestic partner or civil union partner
- (4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety from future domestic violence or sexual violence or to ensure the economic security of the employee or the employee's child, parent, spouse, domestic partner or civil union partner
- (5) Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence; or
- (6) Attending, participating in or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, was a victim.

Leave under the NJ SAFE Act must be used in the 12-month period immediately following an instance of domestic violence or a sexually violent offense. The unpaid leave may be taken intermittently in intervals of no less than one day. The unpaid leave shall run concurrently with any paid vacation leave, personal leave, or medical or sick leave that the employee elects to use or which the employer requires the employee to use during any part of the 20-day period of unpaid leave. If the employee requests leave for a reason covered by both the NJ SAFE Act and the Family Leave Act, N.J.S.A. 34:11B-1 et seq., or the federal Family and Medical Leave Act, 20 U.S.C. 2601 et seq., the leave shall count simultaneously against the employee's entitlement under each respective law.

Employees eligible to take leave under the NJ SAFE Act must, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave. The employee must provide the employer with written notice as far in advance as reasonable and practicable under the circumstances. The employer has the right to require the employee to provide the employer with documentation of the domestic violence or sexually violent offense that is the basis for the leave. The employer must retain any documentation provided to it in this manner in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is authorized by a federal or State law, rule or regulation.

The NJ SAFE Act also prohibits an employer from discharging, harassing or otherwise discriminating or retaliating or threatening to discharge, harass or otherwise discriminate against an employee with respect to the compensation, terms, conditions or privileges of employment on the basis that the employee took or requested any leave that the employee was entitled to under the NJ SAFE Act, or on the basis that the employee refused to authorize the release of information deemed confidential under the NJ SAFE Act.

To obtain relief for a violation of the NJ SAFE Act, an aggrieved person must file a private cause of action in the Superior Court within one year of the date of the alleged violation.

This notice must be conspicuously displayed.



STATE OF NEW JERSEY
DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS

APPENDIX

I. RESOURCES AND ADVOCACY INFORMATION

Statewide Domestic Violence Hotline 1-800-572-SAFE (7233).

Guide to Services for Victims of Domestic Violence

**NJ Division on Women
Department of Children and Families
50 East State Street
PO Box 729
Trenton, NJ 08625-0729
Phone: (609) 888-7164**

Web: <https://www.nj.gov/dcf/women/>

New Jersey Coalition to End Domestic Violence

1670 Whitehorse-Hamilton Square Road • Trenton, New Jersey 08690-3541
24HR Helpline: 800-572-7233 / DV Legal Helpline: 844-403-2111 / VP: 609-434-3838
info@njcedv.org Training Institute <https://www.njcedv.org/>

The New Jersey Coalition to End Domestic Violence (NJCEDV) is a statewide coalition of domestic violence service programs and concerned individuals whose purpose and mission is to end domestic violence in New Jersey. NJCEDV performs its work through advocacy for survivors of domestic violence; collaboration with state agencies and its member programs; education and training; and technical assistance for its members and the community.

Futures Without Violence

FUTURES has been providing groundbreaking programs, policies, and campaigns that empower individuals and organizations working to end violence against women and children around the world. <https://www.futureswithoutviolence.org/>

Washington, DC Office
1320 19th St. NW
Suite 401
Washington, D.C. 20036
Phone: (202) 595-7382

II. LAWS PROTECTING VICTIMS OF DOMESTIC VIOLENCE

The State of New Jersey Policy on Discrimination in the Workplace. Under this policy, forms of employment discrimination or harassment based upon the following protected categories are prohibited and will not be tolerated: race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability.

<https://www.state.nj.us/csc/about/divisions/eeo/laws.html>

The New Jersey Law Against Discrimination (N.J.S.A. 10:5-12) (LAD) makes it unlawful to subject people to differential treatment based on race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, and AIDS and HIV status. The LAD prohibits unlawful discrimination in employment, housing, places of public accommodation, credit and business contracts. Not all of the foregoing prohibited bases for discrimination are protected in all of these areas of activity. For example, familial status is only protected with respect to housing. The Division has promulgated regulations that explain that a place of public accommodation must make reasonable modifications to its policies, practices or procedures to ensure that people with disabilities have access to public places. The regulations also explain that under the LAD, these reasonable accommodations may include actions such as providing auxiliary aides and making physical changes to ensure paths of travel.

The Application of Title VII and the ADA to Applicants or Employees Who Experience Domestic or Dating Violence, Sexual Assault, or Stalking: Questions and Answers

https://www.eeoc.gov/eeoc/publications/qa_domestic_violence.cfm

New Jersey SAFE Act

The New Jersey Security and Financial Empowerment Act ("NJ SAFE Act"), P.L. 2013, c.82, provides that certain employees are eligible to receive an unpaid leave of absence, for a period not to exceed 20 days in a 12-month period, to address circumstances resulting from domestic violence or a sexually violent offense. To be eligible, the employee must have worked at least 1,000 hours during the immediately preceding 12-month period. Further, the employee must have worked for an employer in the State that employs 25 or more employees for each working day during each of 20 or more calendar workweeks in the then-current or immediately preceding calendar year.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19, or a victim of a sexually violent offense, as that term is defined in N.J.S.A. 30:4-27.6. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, or civil union partner is a victim of domestic violence or a sexually violent offense.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities as they relate to an incident of domestic violence or a sexually violent offense:

- (1) Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's child, parent, spouse, domestic partner or civil union partner
- (2) Obtaining services from a victim services organization for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner
- (3) Obtaining psychological or other counseling for the employee or the employee's child, parent, spouse, domestic partner or civil union partner
- (4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety from future domestic violence or sexual violence or to ensure the economic security of the employee or the employee's child, parent, spouse, domestic partner or civil union partner
- (5) Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence; or
- (6) Attending, participating in or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, was a victim.

Leave under the NJ SAFE Act must be used in the 12-month period immediately following an instance of domestic violence or a sexually violent offense. The unpaid leave may be taken intermittently in intervals of no less than one day. The unpaid leave shall run concurrently with any paid vacation leave, personal leave, or medical or sick leave that the employee elects to use or which the employer requires the employee to use during any part of the 20-day period of unpaid leave. If the employee requests leave for a reason covered by both the NJ SAFE Act and the Family Leave Act, N.J.S.A. 34:11B-1 et seq., or the federal Family and Medical Leave Act, 20 U.S.C. 2601 et seq., the leave shall count simultaneously against the employee's entitlement under each respective law.

Employees eligible to take leave under the NJ SAFE Act must, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave. The employee must provide the employer with written notice as far in advance as reasonable and practicable under the circumstances. The employer has the right to require the employee to provide the employer with documentation of the domestic violence or sexually violent offense that is the basis for the leave. The employer must retain any documentation provided to it in this manner in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is authorized by a federal or State law, rule or regulation.

The NJ SAFE Act also prohibits an employer from discharging, harassing or otherwise discriminating or retaliating or threatening to discharge, harass or otherwise discriminate against an employee with respect to the compensation, terms, conditions or privileges of employment on the basis that the employee took or requested any leave that the employee was entitled to under the NJ SAFE Act, or on the basis that the employee refused to authorize the release of information deemed confidential under the NJ SAFE Act.

To obtain relief for a violation of the NJ SAFE Act, an aggrieved person must file a private cause of action in the Superior Court within one year of the date of the alleged violation.

<https://nj.gov/labor/>

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III. RESOURCES

The Department of Children and Families Office of Domestic Violence Services (ODVS) funds 23 domestic violence programs and the New Jersey Coalition to End Domestic Violence. There is at least one DCF-funded domestic violence program in each of New Jersey's 21 counties. The **Office of Domestic Violence Services** funds domestic violence services that serve the needs of victims in every county. Services for survivors, victims, and their families include emergency shelters, 24-hour hotlines, counseling, children's services, and financial, housing and legal advocacy.

The **Office of the Prevention of Violence Against Women** funds services that serve the needs of sexual assault victims and sexual violence prevention programs in every county. Services include a 24-hour hotline, crisis counseling, accompaniments by a confidential sexual violence advocate, and financial, housing and legal advocacy.

Through displaced homemaker programs, the **Office of Support, Employment, and Training** helps individuals gain or upgrade their skills for today's work force and become economically self-sufficient. Individuals can attend short term educational or training programs.

DOW Services

- Funds, monitors, and evaluates programs for the advancement of women
- Develops new programs to serve women
- Refers women to direct service providers
- Provides information on women's issue to the public
- Provides technical assistance to agencies representing women
- Represents women on boards, commissions, councils, committees, and task forces and provides input and recommendations on issues pertaining to the Division's Mission

The Family and Community Partnerships/Division on Women

Community Program Directory

<https://www.nj.gov/dcf/families/dfcp/DFCPDirectory.pdf>

This FCP/DOW Community Program Directory represents an ongoing commitment by DCF to increase access to resources that are designed to strengthen families, prevent child abuse or neglect, and empower survivors of domestic and sexual violence. The services identified in this Directory are funded by DCF's Family and Community Partnerships, a grant-making and best practices team committed to strengthening New Jersey's families. The directory receives continuous updates online as additional resources for families become available or as changes occur.

Other Programs in New Jersey through the Division on Women Office of Domestic Violence Services :

To find domestic violence resources by county, click on the related link to view [DFCP/DOW's Community Program Directory](#).

For more information, contact DOW at DOW@dcf.state.nj.us or at 609-888-7164.
<http://www.nj.gov/dcf/women/domestic/>

Legal Services

Legal Services of New Jersey and Central Jersey Legal Services

New Jersey Legal Services assists victims who cannot afford legal advice and/or representation. Assistance includes referral, advice, brief assistance, preparation of a letter or routine legal document, extended representation, and technical assistance. The program also offers training to domestic violence legal advocates, programs, attorneys and others.

Legal Services of New Jersey Domestic Violence Representation Project:

(888) LSNJ-LAW (888) 576-5529

Central Jersey Legal Services (908) 354-4340

Website: www.LSNJLawHotline.org

Culturally Specific Services

Bolo Behen (Speak Sister)

Bolo Behen works with different faith-based leaders throughout Hudson County, collaborating with leaders of temples, mosques, Islamic centers, Gurudwaras, and more. Bolo Behen facilitates groups called Community Chai where women can come and express their problems and concerns openly, comfortably, and without fear. People listen to each other's story and offer support. Services are based on a holistic approach that addresses the large range of client needs. Using culturally and linguistically appropriate methods, Bolo Behen builds trust with clients and creates an environment where South Asian women feel safe, respected, and understood.

24/7 Bilingual Hotline: (201) 795-5757

Project S.A.R.A.H (Stop Abusive Relationships at Home)

Project S.A.R.A.H. is a program that works to overcome cultural, legal, and religious barriers confronting victims of domestic violence and sexual abuse. Project S.A.R.A.H. operates within an environment that is sensitive to a victim's cultural and religious needs, serving as a bridge between abuse victims in the Orthodox community and support systems and resources. Project S.A.R.A.H. works closely with rabbis and rebbetzins, kallah teachers and mikvah attendants, camp directors and school administrators, parents, and the general public to keep the community safe for everyone. The program provides therapeutic interventions that enable victims to process the often unspeakable trauma they experienced and restore them toward fully functional and productive lives. Project S.A.R.A.H. connects victims and survivors with a broad array of services, including pro bono legal consultations, evaluations, individual and group therapy, psychiatric services, as well as emotional, financial and vocational support.

Confidential Hotline: (973) 777-7638.

Special Initiatives

Address Confidentiality Program

The New Jersey Address Confidentiality Program (ACP) assists individuals who, as a result of domestic violence, have relocated for their safety. This program limits the access to personal information that would reveal the new location of an ACP participant. ACP provides eligible victims of domestic violence with a substitute address that has no connection to their actual location. This substitute mailing address may be used when creating a new record with state or local government agencies.

New Jersey Address Confidentiality Program (ACP) Hotline 1 (877) 218-9133 Toll Free-Non-Emergency

The New Jersey Address Confidentiality Program Hotline provides services including – but not limited to – access to domestic violence information and referral services, including application procedures, and advocacy.

State of New Jersey

Department of Law and Public Safety

Office of the Attorney General

NJ State Police Victim Services Unit:

The Victim Services Unit will coordinate with State, County, and Municipal agencies to develop and implement domestic violence and sexual violence training programs, and continue to effectively work with road troopers to enhance training on the proper handling of these types of crimes.

<https://www.njsp.org/division/operations/domestic-violence-info.shtml>

Conscientious Employee Protection Act “Whistleblower Act”



Employer retaliatory action; protected employee actions; employee responsibilities

1. New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:
 - a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;
 - b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
 - c. Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
 - d. Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
 - e. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
 - (1) is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
 - (2) is fraudulent or criminal; or
 - (3) is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment. N.J.S.A. 34:19-3.
2. The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given the employer a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the situation is emergency in nature.

CONTACT INFORMATION

Your employer has designated the following contact person to receive written notifications, pursuant to paragraph 2 above (N.J.S.A. 34:19-4):	
Name:	Mr. Dion M. Davis
Address:	Winslow Township School District 40 Cooper Folly Road, Atco, NJ 08004
Telephone Number:	856-767-2850 X7521

This notice must be conspicuously displayed.

Once each year, employers with 10 or more employees must distribute notice of this law to their employees.
If you need this document in a language other than English or Spanish, please call 809-292-7832.

You have the right to a safe and healthful workplace.

IT'S THE LAW!



PUBLIC EMPLOYEES

- You have the right to notify your employer or New Jersey Public Employees Occupational Safety and Health (NJPEOSH) about workplace hazards. You have a right to keep your name confidential upon request.
- You have the right to request a NJPEOSH inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative are entitled to participate in that inspection.
- You have a right to file a complaint within 180 days for retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights under the NJPEOSH Act (N.J.S.A. 34:6A-25 et seq.).
- You have a right to see NJPEOSH citations issued to your employer and your employer must post the citations at or near the place of the alleged violation.
- You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions.



PUBLIC EMPLOYERS

- You must report all work-related fatalities within 8 hours; and in-patient hospitalizations, amputations, and loss-of-eye incidents within 24 hours. This information must be called in to 800-624-1644 and faxed to 609-292-3749.
- You must furnish your employees with a place of employment free from recognized hazards.
- You must comply with all occupational safety and health standards.
- You must correct identified workplace hazards and must certify that these hazards have been eliminated by the date indicated on the citation.
- You must post this notice in your workplace as per N.J.A.C. 12:110-3.5 (c).
- Through its on-site consultation and training program NJPEOSH offers employers free assistance in identifying and correcting hazards or complying with standards, without citation or penalty.

**24-hour Complaint Hotline
(800) 624-1644**

FOR MORE INFORMATION:

■ **Occupational Safety Hazards**

NJ Department of Labor & Workforce Development (NJDLWD)
Office of Public Employees Occupational Safety and Health (OPEOSH)
Phone: (609) 292-7036
Email: peosha@dol.nj.gov
Website: http://lwd.dol.state.nj.us/labor/lss/employer/Public_Employees_OSH.html

■ **Occupational Health Hazards**

NJ Department of Health (NJDOH)
Public Employees Occupational Safety and Health (PEOSH)
Phone: (609) 984-1863
Email: peosh@doh.nj.gov
Website: nj.gov/health/peosh

Additional copies of this poster may be obtained by contacting the New Jersey Department of Labor and Workforce Development, Office of Constituent Relations, PO Box 110, Trenton, NJ 08625-0110; (609) 777-3200.

The New Jersey Department of Labor and Workforce Development is an equal opportunity employer with equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities.

Public Employees Occupational Safety and Health (PEOSH)