

**Welcome New Teachers
of the
East Orange School District
to the
2016 – 2017 School Year!**



COMPENSATION

- ▶ Employees are paid on a bi-monthly basis, on the 15th and 30th of each month.
- ▶ Questions regarding contracted salary may be addressed to the Division of Labor Relations & Employment Services.
- ▶ Questions regarding issues of payroll should be addressed:
 1. First with the timekeeper in the locations assigned
 2. Secondly with the Payroll Department in the Division of Business Services

REQUESTS FOR TEMPORARY ABSENCE

We expect you at work every day, on time and ready to work, *but* life happens:

- ▶ 15 sick days annually
- ▶ 3 personal days, which must be requested and approved in advance by your principal and by the Labor Relations & Employment Services Director, using the appropriate form. *Personal days taken on an emergency basis must be documented.*
- ▶ Public obligations, such as jury duty, do not count against your leave allotment
- ▶ Forms are located on/at: your work location; Employee Service Portal; and the district website (under the LR&ES page)

ABSENCE REPORTING

AESOP System*

- Create or cancel absences online or over the phone
- Leave notes and attachments for the substitute
- Track your absence history

*Automated Substitute Placement and Absence Management System

ABSENCE REPORTING

Your Responsibilities:

1. Notify your Building Administrator, **AND**
2. Notify the System no later than 7:00 AM (but preferably the night before)

How to Report an Absence:

1. Visit: www.aesonline.com
2. Dial: 1-800-942-3767
 - Enter your ID Number*, followed by the # Key
 - Enter your PIN Number*, followed by the # Key

*Individual ID & PIN numbers will be provided by LR&ES

JOB-RELATED INJURIES

- The East Orange School District's Workers' Compensation Program is managed by Inservco Insurance Services
- Procedures for Reporting a Job Related Injury:
 - You must report all injuries to the School Nurse and/or Principal
 - All appropriate forms must be completed within 48 hours of the incident
 - Authorization is required from the Division of Labor Relations & Employment Services for medical treatment of all new injuries

DISTRICT POLICIES

The District Policy Manual can be accessed on-line at our website:

<http://www.eastorange.k12.nj.us>

*Click on About Us → Board of Education → then scroll down to the “District Policies” heading on the left side

DISTRICT POLICIES

All employees should pay special attention to the following district policies:

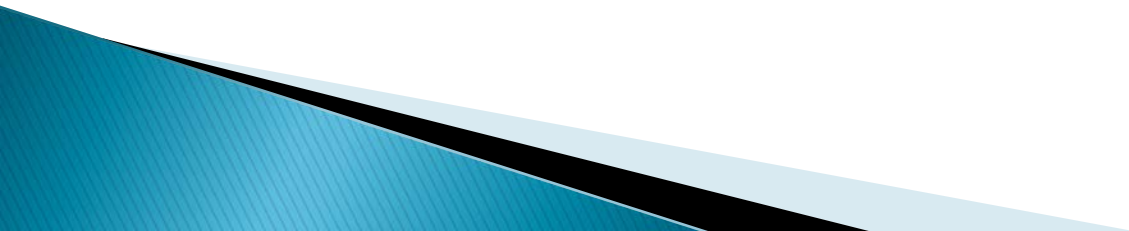
- ▶ Attendance (3212)
- ▶ Dress and Grooming (3216)
- ▶ Inappropriate Staff Conduct (3281)
- ▶ Arrest Notification by Certificate Holders (3284)
- ▶ Acceptable Use of Computer Network(s)/Computers and Resources by Teaching Staff Members (3321)
- ▶ Staff Member's Use of Cellular Telephones (3322)

LR&ES PROCEDURES

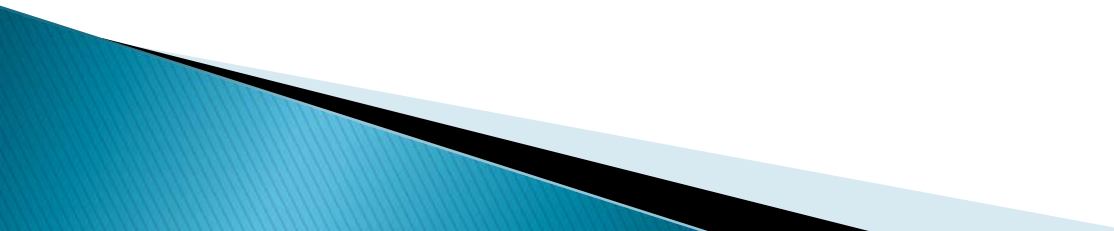
All employees should also pay special attention to the following LR&ES procedures:

- ▶ Delay Opening Reporting Times
- ▶ Return to Work Procedure (*after an Extended Absence or Leave*)
- ▶ Staff Attendance Improvement Plan
- ▶ Workers' Compensation

CERTIFICATION



CERTIFICATION

- You must be certified *and* highly qualified for any content that you teach
 - If your assignment is changed from that for which you were originally hired, you must be certified *and* highly qualified for that new assignment
 - For all provisional teachers with a CE or CEAS, you must have a mentor
- 

CERTIFICATION

PTP Components for Candidates Beginning in 2016–2017:

- ▶ Evaluation (*new*): All novice teachers are evaluated using the school district's approved teacher practice instrument and ACHIEVENJ requirements
 - To be recommended for a standard certificate they must receive two Achieve NJ summative evaluations of effective or highly effective within three consecutive years
 - Note that candidates initially enrolled in the PTP prior to School Year 2015–16 could earn a standard within one year, but candidates initially enrolled in PTP in School Year 2015–16 and later must take a minimum of two years to achieve their standard certificate
- ▶ CE/Alternate Route Instruction: Candidates must register themselves for formal instruction **no later than Wednesday, August 31st**

CERTIFICATION

CE Candidates in 2015–2016

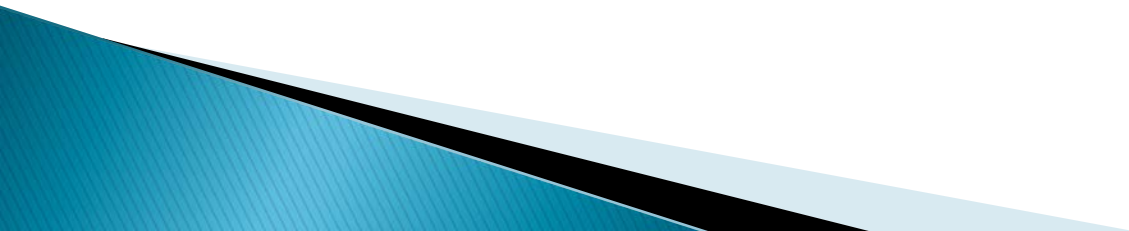
Formal Instruction for CE Candidates:

- ▶ Elementary and pre–K–12 subject area candidates who will attend regional training centers must register themselves in a center.
 - List of centers and contact information:

<http://www.nj.gov/education/educators/license/advisories/applicant.htm>

- ▶ Credit–Bearing CE Programs (*Requirements Remain the Same*)
 - Candidates who hold ESL, P–3, TOSD, or bilingual CEs are required to complete a for–credit program at a NJ college or university.

ON-BOARDING/ CLEARANCE



ON-BOARDING/CLEARANCE

➤ Clearance

- Criminal History Clearance, Medical Clearance, Signed Contract, New Hire Paperwork, etc.
- Note: Principals **CANNOT** clear you to start work. Only LR&ES makes this decision. **NO EXCEPTIONS!**

➤ Salary Adjustments

- Verification letters must be written on business letterhead, dated, signed and include the following:
 - Position/Title Held
 - Full Dates of Employment (F: mm/dd/year – T: mm/dd/year)
 - Work status (i.e. full-time, part-time, seasonal, etc.)
 - Work year (i.e. 10-month, 12-month, etc)
- Letter must be received within thirty (30) calendar days from date of hire

➤ ID Card Production

- Tuesdays/Thursdays: 2 PM to 4 PM (No Appt. Required)

THE DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES IS HERE TO ASSIST YOU!

- ▶ Marissa C. McKenzie, *Director of LR&ES*
marissa.mckenzie@eastorange.k12.nj.us
- ▶ Deliris Lorenzo, *Specialist*
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- ▶ Anita Tucker, *Specialist*
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- ▶ Jessica Pierresaint, *LR& ES Assistant*
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- ▶ Cassandra Rodriguez, *Assistant Secretary*
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QUESTIONS?

