# Human Resources

## Task #1

**Coordinates the recruitment, screening and onboarding of recommended applicants**

### Process

- Principal/Administrator generates a Position Request Form (PRF) for processing and approval by Superintendent, Assistant Superintendent, and Human Resources Director.

- Job is posted for minimum of seven business days through internal applicant system and external resources.

- Principal/Administrator conducts interviews with qualified applicants.

- Recommendation packet submitted via email to Assistant Director of Human Resources

- Assistant Director of Human Resources verifies vacancy to be filled, reviews resume for qualifications, and salary decision.

- Contacts candidate with offer and schedules onboarding meeting.

- During onboarding meeting, provides applicant with I-9 form.

- Remaining onboarding documents such as HR/Payroll forms, benefits, fingerprint approval instructions, physical, policies are electronically provided to new hire via Schoolfi to be completed 2 weeks prior to hire date.

- Administrator notified via email of status and meeting date of applicant.

- After onboarding meeting, name, position, salary, and building location is given to HR Confidential Secretary for upcoming monthly agenda for Board approval.

- Applicant completes all onboarding and approved fingerprints for Asst. Director HR prior to their start date.

- Check list reviewed to make sure all required documents were completed and submitted.

- Applicant data entered into HR/Payroll database, Frontline, and employment is activated with start date.

- New employee accounts are setup for Frontline Time/Attendance & Professional Growth, and Safe Schools.

- Teachers who require provisional certifications are registered through the State NJCert System.

# Task #2
## Manage District Vacancies and Position Codes

### Process

- A vacancy list is maintained using the position code report.

- Each vacant position must be assigned to a position code which is generated through SchoolFi if one does not already exist.

- Vacancies are obtained as a result of resignations, retirements, transfers, and newly created positions.

- New positions must be requested by an administrator and approved through a Position Request Form. This process is generated through docu-sign.

- Once the new position has been approved, the administrator can interview and recommend a candidate for the position.

- Position codes for new positions are created through SchoolFi via the following steps:

- Current vacant positions are confirmed by school and department administrators on a monthly basis.

# Task #3
### Manage Frontline Staff Evaluation System

### <u>Process</u>

- Ensure all new employees and internal transfers are in the Frontline Professional Growth Evaluation Platform under the appropriate school/department.

- Employees are assigned an evaluation plan based on their job title.

- Employee is assigned to building administrator by placing them in the administrator's evaluation queue where they can start evaluating.

- Manage form updates/changes for all employee evaluation plans as requested by Superintendent, Assistant Superintendent and/or Directors.

- Support administrators with ongoing evaluation processes and system issues.

- Provide evaluation status reports as requested by administration.

- At the end of the school year, confirm all employees received appropriate evaluations. Edit and finalize all evaluations.

- Extract and prepare all certificated staff evaluation summary ratings, student growth objectives, Student Growth Percentiles, and Administrator Goals Score for each school building.

- Submit and certify final certificated staff evaluation report through the State Evaluation Information System (EIS) via the State Homeroom webpage by first week of August. Reconcile any errors that prevents the successful submittal. Errors: No ratings (give reason), inappropriate format, missing data, etc. Once submittal is free from errors the data will upload successfully.

- Complete the Annual Evaluation Survey before finalization is complete. The survey pertains to the evaluation platform used, projected evaluation plans used for upcoming school year, duration & number of evaluations per tenure/non-tenure certificated staff by job title, evaluation training resources used, and current vacant certificated positions.

- The final step requires the Superintendent to acknowledge the report is accurate and align with State requirements.

- Evaluations are stored yearly in the Frontline Professional Growth Evaluation Platform.

- After State reporting is complete, the evaluation data is rolled over for the new school year with empty evaluation forms by end of August.  This allows administrators to start evaluation planning and teachers to create Student Growth Objectives in the beginning of the school year.

**Task #1:  Staff Data Input into SchoolFi**
**Manage the Personnel File**

(Enter New Hire, Salary Adjustments/Promotions, Transfers)

Process of New Hires - Steps done before Onboarding process starts in SchoolFi
1. Receive New Hires folders from the Human Resources Specialist
   a. File folder for **CHR/Certifications**
   b. Pocket folder for **Human Resources**
2. New hires must be in SchoolFi system before next payroll (depending on start date)
   a. Payroll deadline – All New Hire should be in system two days after last payroll (Example: Last payday 1/15 of current month, must be in system by 1/17)
3. **Enter in SchoolFi system (Contractual - Certified and Non-certified)**
   **Demographics tab**
   a. Add Union Eligible Code
   b. Add Title
   c. Add Category
   d. Add Ethnicity
   e. Add Language
   f. Add Citizen status
   g. Add Employee Flags
   h. Add Location
   i. Add Department
   **Contacts tab**
   j. Enter Contact Information for staff
   k. Enter Emergency contact information
   **Attendance tab**
   l. Select the correct Calendar for staff member
   **Certifications tab**
   m. Add Certifications for Certified Staff
   **Education tab**
   n. Add Education by degree
   **Employment History tab**
   o. Add Employment History – Use Data Sheet to Select Entry Code
   **Job Role tab**
   p. Input Job Role for all non-certified staff
   **Position tab**
   q. Enter Position – Edit start date (position is created by HR Specialist before documents come to HR Secretary)
   r. Select Salary Guide – Column - Step
   **Qualifications tab**
   s. Enter Highest Education Level for all staff
   **Years of Service tab**
   t. Add Years of Service for Certified staff
4. **Enter in SchoolFi system (Non-Contractual)**

a. Receive documentation from HR Data Specialist
b. Create Position for Hourly and/or Substitute in SchoolFi
c. Enter all Demographic information
d. Add Title
e. Add Category
f. Add Location
g. Add department
h. Select Employee Flag (in Demographics screen)
i. Add Contact Information
j. Add Education (if any)
k. Enter Employment History (add *Employment Status, Entry Code)*
l. Enter Job Roles for all Non-certified staff Only (Licensing & Credentials will complete for Certificated staff)
m. Enter staff member in Position
n. Enter Hourly rate or Position Salary as per Contract
o. Enter Years of Service

5. **Create File folder** – Use label maker to create Staff Name (Last Name, First Name)
   a. Blue for Certified Staff
   b. Yellow for Non-Certified Staff

6. **Make Changes to Salary Adjustments/Promotions**
   a. Receive *Salary Adjustment* form from Human Resources Specialist
   b. Edit title (if applicable) in SchoolFi
   c. Edit Union Eligible code – (Example: Teacher from PEAT to Administrator PASA)
   d. Check *Certified* in demographics (if moving to a certified position Example: TA to Teacher)
   e. Edit Category according to Position
   f. Edit location and department (if necessary)
   g. Edit Term Code under *Demographics* (if applicable)
   h. Enter credentials (if necessary)
   i. Edit OLD position end date to date before *Effective Date*
   j. Add Position from Vacancy list to match *New* position title
   k. Add Position start date
   l. Edit Term Code under *Position* (if applicable)
   m. Add *Salary Guide – Column – Step*
   n. File *Salary Adjustment* form along with other documents in personnel file
   o. Ensure *Job Description* is attached to align with promotion

**Score Sheets Recommendation & back up:**
1. All supporting interview documentation Score sheets must be kept separate from personnel file
2. Score sheets are filed & labeled in Room 317
3. Recommendation & resumes are filed with the personnel file
4. Active Personnel File Cabinets located in Room 317 in alphabetical order by last name
5. Blue files (Certified staff) are kept separate from Yellow files (Non-certified staff)
6. Inactive Personnel File Cabinets located in closet of Room 317 in alphabetical order by last name
7. Older Inactive Personnel File Cabinet located in closet of Room 315 in alphabetical order by last name

7. **Transfers**
   a. Receive *Notice of Transfer* form from Human Resources Specialist

    b. Edit title (if applicable) in SchoolFi
    c. Edit Category according to Position
    d. Edit location and department (if necessary)
    e. Edit OLD position end date to date before *Effective Date*
    f. Add Position from Vacancy list to match *New* position title
    g. Add Position start date
    h. Edit Term Code (if applicable)
    i. Add/Edit (if applicable) *Salary Guide – Column – Step*
    j. File *Notice of Transfer* form along with other documents in personnel file

8. **Resignations/Retirements/Terminations**
    a. Select Inactive in SchoolFi, Demographics tab
    b. Enter *Contractual End Date*
    c. Check *Resigned/Retired* in Employee Flags
    d. *Employment History* tab enter Employment End Date
       i. Select *Exit Code*
       ii. Select *Separation Type*
    e. Select *Position*

9. **Resignations/Retirements/Terminations Files and Letters**
    a. Employee will email a resignation letter to the Director/Asst Director of Human Resources with a copy to his/her administrator.
    b. The Director of HR will acknowledge the receipt of the letter and send the employee further instructions along with the link to an exit survey for completion. A copy of this notification will also go to the administrator.
    c. A copy of the letter will be sent to the appropriate HR Specialist
    d. Print letter/email of resignation/retirement
    e. Document in Excel Spreadsheet for HR
    f. Document in Excel Spreadsheet for I.T. dept.
    g. Pull Inactive Files from Active cabinet
    h. File inactive file in Archived cabinets

## Task #3: Collect Electronic Equipment from Resigned/Retired Staff
    i. Reach out to the staff member two weeks before last day
    j. Make appointment for individual to drop-off equipment
    k. Document in Equipment Collected Excel Spreadsheet for I.T. dept.
    l. Store equipment in Room 317 closet
    m. Reach out to I.T. Dept for pick equipment when a few electronic equipment has been collected

## Task #3: File Physicals/TB Test for New Hires
1. Receive *Employee Health History and Physical Examination* form from Human Resources Specialist
2. All *Employee Health History and Physical Examination Forms* are to be maintained separately filed in the annual binder. Alphabetical order by employee last name along with Mantoux/TB test results (if results given in separate form).

## Task #4: Create Frontline Accounts for New Hires
Process for Contractual and Non-Contractual Staff

1. Once the staff member has been entered in SchoolFi

2. Process of entering Staff in Frontline begins by looking-up Staff name in *Recruiting & Hiring* application - *Notes* enter all necessary information
3. *Absence Management* application - Find Employee by last name or Staff ID number
4. Absence Reasons - Add Absence Reasons
    a. Enter days based on Contract specifications of Personal Business, Personal Illness and Vacation days (vacation only to 12 month staff)
    b. Death and Family Illness days are given to all contractual staff
    c. Hourly staff receive sick time only
5. *Time & Attendance application* - Users - Look-up staff by last name or Staff ID number
    a. Modify User Settings
    b. Select User Template - Kiosk Users - Auto Deduct - Next
    c. Add Position Assignment
    d. Search by position name - Select
    e. Change Effective date - Needs to match date of hire
    f. Add Contract type
    g. Add Location
    h. Add Expected Hours
    i. Save Changes
6. *Professional Growth application*
    a. *Administration tab*
    b. *PG User Info* - Look up staff by name first to ensure no duplicate is created
    c. Add PG User
    d. Enter all necessary information
7. *Manage User Access* tab
    a. Look up staff member
    b. Send Account Invitation to individual for Frontline setup
8. Send email to New Staff member to advise of a separate Frontline Account Invite sent from the system
9. **Badge Id Numbers**
    a. Badge ID numbers are sent from Security department via email, once the ID Badge has been printed
    b. HR Secretary would need to go to *Time & Attendance* application
    c. *Modify User Settings*
    d. Enter ID badge number in *Alternate Scanning ID* field


**Task #5: Process <u>Hiring</u> paperwork for Coaches Position**

1. Receive name of prospective employee from Athletic director
2. Send email and attach *Support Staff Packet New Staff*
3. If Substitute Certificate is needed
    a. Send instructions to coach to apply for the Substitute Certificate thru the NJED Certification website
    b. https://njedcert.force.com/manage/s/
4. All documentation must be submitted to the website directly from NJ Ed Certification website
5. After the prospective coach has received their Criminal History Clearance Letter, Print or make copy of the form (for file folder)
6. Meet with them to go over their paperwork
    a. Collect W4, I-9 Form, make a copy of their License (*Steps before SchoolFi Onboarding process*)
7. Once I have met with them, process their paperwork move forward to legalize their employment through the following process

8. Input the staff in SchoolFi
9. Make file folder Last Name, First Name
10. Make a copy of Payroll Enrollment Form
11. Attach W4 and Direct Deposit forms for Payroll
12. Give necessary documentation to Payroll department for processing

## Athletic Coaches Job Postings
1. Job postings are sent by Athletic department director
2. Postings have to be submitted via PRF process
3. PRF's are processed by other HR Secretary who creates Job Postings in Applitrack
4. Postings are open for 7 days

## Athletic Coaches Agenda Resolutions
1. Athletic director sends the names of the coaching staff per season
2. HR Secretary will check correct spelling of staff names and make corrections if necessary
3. HR Secretary will also check correct position titles and edit if necessary
4. The agenda items need to be totaled and formatted according to the HR Agenda criterias
5. HR Secretary will send corrections to the Athletic Department so that the Resolution and Agenda Items can be placed in one document for submission to hragenda@plainfield.k12.nj.us
6. The Athletic Secretary will create the Resolution and Agenda Items document
7. Any corrections and edits are usually sent from the Athletic Director for removal of name and/or addition of position
8. All has to be submitted to the HR Agenda secretary by the last week of each month for submission to the next month's Board Meeting (HR committee will be meeting the first full week of each month to review the HR Agenda).

## File Locations
1. All coaching personnel folders are filed in alpha order in cabinet - room 317
2. Active and Inactive folders are in the same cabinet. Active files are in the beginning of drawer and

## Task #6:  Criminal History

1. The Superintendent of school receives notification from the Office of Student Protection Investigator with ineligible for employment notifications
2. The Superintendent's office then forwards to HR Director

## Disqualification & Arrest Letters

Disqualifications & Steps the district have take:
**Arrest only**
1. Confirm if the person is currently employed or is a prospective employee who has done their fingerprints for Plainfield at any point after 2/21/2003
2. A letter is mailed to the individual regarding the findings which states the following: "Until this issue has been resolved you will not receive final approval from the Criminal History Review Unit and you are no longer eligible for employment with the Plainfield Public School System".
3. A letter stating the district's action will be sent to the employee
4. A copy of the letter is also faxed to the State Special Investigator.
5. If the employee is no longer employed the state only needs a letter stating such

6. If the individual believes there is an error in the State findings, the investigator is contacted to see if anything is needed from the district (normally faxes are exchanged). The individuals are directed to speak with the investigator directly to plead their case and to submit supporting documentation to the investigator.
7. Letters are on the U: Drive under Criminal History, Arrest

## Disqualified because of Conviction:
1. Confirm if the person is currently employed or is a prospective employee who has done their fingerprints for Plainfield at any point after 2/21/2003.
2. A letter is mailed to the individual regarding the findings which states the following:
"You will not receive final approval from the Criminal History Review Unit and you are no longer eligible for employment with the Plainfield Public School System."
3. Letters are on the U: Drive under Criminal History, Disqualifications.
A letter stating the district's action as well as a copy of the letter that was sent to the employees is mailed to the State CHRU. If the employee is not longer employed the state only needs a letter stating such.
4. If the individual believes there is an error in the State findings, the investigator is contacted to see if anything is needed from the district (normally faxes are exchanged). The individuals are directed to speak with the investigator directly to plead their case and to submit supporting documentation to the investigator.

## Report Sent by Marilyn Perez
1. Union County Office of Education will send a report in Excel format with names of *Licensing/Revocations/Suspensions/Reinstatement list for Union County*
2. If a Staff Member is listed for Plainfield BOE
3. Lookup staff member to verify that person is employed with Plainfield BOE
4. If active staff member, a letter must go to employee stating the following:
    a. *"Our office has received a letter from the State of New Jersey Department of Education in reference to your Criminal History Background Check. It has been brought to our attention that the results of the search indicate the presence of a charge for a crime or offense considered to be disqualifying in nature. Therefore, until this matter has been resolved you are no longer eligible for employment with the Plainfield Public School system at this time."*
    b. Letter to Criminal History Review Unit stating the following
    *"The Plainfield Public School District is in receipt of your letter in reference to the Criminal History Background Check on the above-named individual. Staff name has been notified of his employment status with Plainfield Public School System. Attach Copy of letter for records.*
5. Copy of letters can be found in U Drive: Letters

## NJ Department of Education Criminal History Review
1. Report 7 Listing of Approvals contains all *District 4160* Staff that have submitted CHR for the Plainfield school district
2. Report 7 Listing of Contractor/Vendor Criminal History Review all Bus drivers listed in this report separately
3. Report is stored in the HR Secretary desk file

## Task #7: Unemployment
1. Respond to *Request for Monetary Information (BC2 and BC3E )*
2. Submit response by going to website
    a. https://nj.gov/labor/myunemployment/labor/myunemployment/employers/eadjudication/
3. Click on corresponding report

4. Answer all questions in automated questions and correspondence accordingly
5. Upload any corresponding documentation

Report B18Q -Unemployment Benefits Charged to Reimbursable Account
6. Go thru report with names and comment any *Reason for Protest*
7. Respond based on staff payroll history utilizing KEMS for anyone hired before December 31st of 2022
8. Copy any Resignation letters as Reason for Protest
9. Substitutes on the list are "Per diem employees, work was available for the individual. Stopped accepting jobs"

Unemployment Insurance Wage Audit Notice
10. Wage Audit Notice is sent from NJ Department of Labor
11. It will specify Claimant Name
12.

## Contacts

State Criminal History                   (609) 292-0507
     CHR Fax               (609) 777-4016

CHR Investigators Contact
     James C. Scaringelli       (609) 376-3615
     James C. Scaringelli Email:   James.Scaringelli@doe.nj.gov
     Investigators Fax #       (609) 633-6674

CHR Administrative payments     www.nj.gov/education/educators/crimhist/

Union County Superintendent     (908) 654-9865
     Marilyn Perez        (908) 654-9863
     Fax#           (908) 654-9409

**Office of Student Protection Status Website: (Fingerprint Status)**
https://homeroom5.doe.state.nj.us/chrs18/?app-emp-history

**NJ Educator Certification (NJEdCert) Website: (Educator License Search)**
https://njdoe.my.site.com/manage/s/

**Frontline Website**
https://login.frontlineeducation.com/login?signin=fd5bb1ae70f17f033575fccde274590d&productId=ta&clientId=ta#/login

**Genesis Staff Management Website**
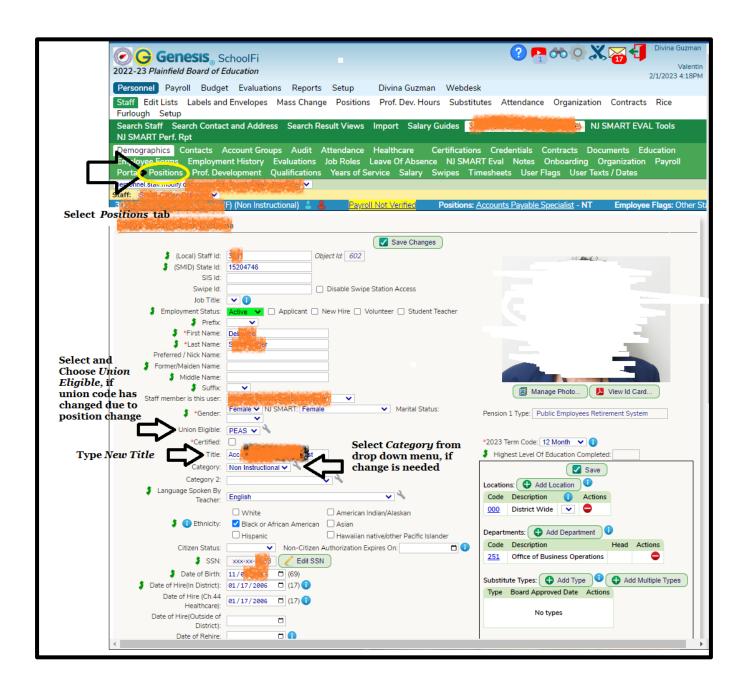https://staff.plainfieldnjk12.org/schoolfi/control?tab1=personnel&action=form

## How to Make changes in SchoolFi to staff for
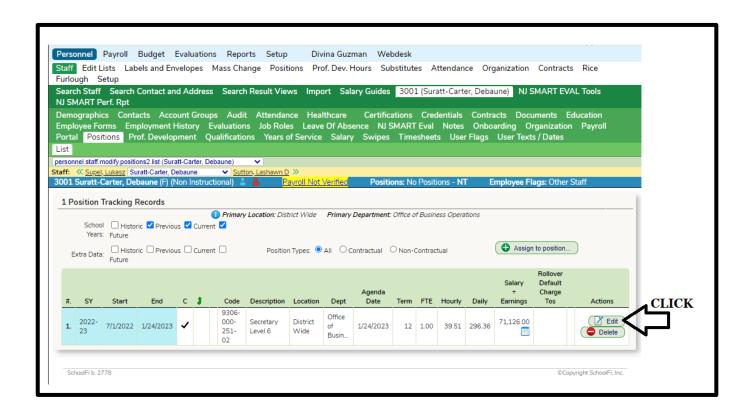## Salary Adjustments/Promotions/Transfers

**STEP 1**

Lookup Staff Name

**Step 2**
Make necessary changes in *Demographics* tab

**Step 3**
Click *Positions* tab
Click *Edit* to adjust

**Continued Salary Adjustments/Promotions/Transfers**
**Positions – Edit Screen**

**Personnel** Payroll Budget Evaluations Reports Setup Divina Guzman Webdesk

**Staff** Edit Lists Labels and Envelopes Mass Change Positions Prof. Dev. Hours Substitutes Attendance Organization Contracts Rice
Furlough Setup

Search Staff Search Contact and Address Search Result Views Import Salary Guides ▓▓▓▓▓▓▓▓▓ NJ SMART EVAL Tools
NJ SMART Perf. Rpt

Demographics Contacts Account Groups Audit Attendance Healthcare Certifications Credentials Contracts Documents Education
Employee Forms Employment History Evaluations Job Roles Leave Of Absence NJ SMART Eval Notes Onboarding Organization Payroll
Portal **Positions** Prof. Development Qualifications Years of Service Salary Swipes Timesheets User Flags User Texts / Dates

List **Edit**

personnel.staff.modify.positions2.edit (Suratt-Carter, Debaune) 1120 ▾
**Staff:** ≪ Supel, Lukasz | Suratt-Carter, Debaune ▾ | Sutton, Lashawn D ≫
**Position:** ≪ Accounts Payable Specialist 1/25/2023 - 6/30/2023 | Secretary Level 6 7/1/2022 - 1/24/2023 ▾ ≫
**3001 Suratt-Carter, Debaune** (F) (Non Instructional) 👤 👤 | Payroll Not Verified | **Positions:** Accounts Payable Specialist - NT | **Employee Flags:** Other Sta

**2022-23   7/1/2022-1/24/2023   Secretary Level 6**

| | |
|---|---|
| *Staff Member: | **Suratt-Carter, Debaune** (SMID: 15204746) |
| *School Year | 2022-23 |
| Position Code: | 9306-000-251-02 *PEAS-010* |

Object Id: 1353

**Add *Board Agenda Date* if you have it (Not Required)**

Contract Template: *(None)*
Position: Secretary Level 6    Seniority Assignment:
(Position Data) Job: Secretary Level 6    Location: District Wide    Dept: Office of Business Operations
*Position Start Date: 07/01/2022    *Position End Date: 01/24/2023 📅   ⊕ Close and Open New Record

**Edit *Position End Date* to day before *Effective Date***

⬇

➡ *Board Agenda Date: 01/24/2023 📅  ⓘ Term Code: 12 Month ▾  ☐ Will not return next year  ☐ Include in Budget Built if not returning
Full/Part Time: ▾
☐ Do not substitute
Salary Guide: PEA_S12 Secretaries (12M) 🔍 Column: Level 6 ▾ Step: 9 ▾ $70,626.00 View Guide
☐ Do not advance to next step when rolled over to next school year
Override Salary: $ [        ]    ☐ Not Contractual Salary 💲   ☐ Include in the *StaffCompensationAnnualSupplement* field for NJSMART SMID Submission.
*FTE 1.0000   Salary: **$70,626.00** 📅   Salary With Earnings: **$71,126.00** 📅
Payroll Category: ▾   ☐ Overtime Allowed
Hourly Rate: 39.51    Min. Hourly Rate: [        ]    Event Rate: [        ]    Daily Rate: 296.36   Daily Overtime Rules:
▾
ⓘ Override Salary Guide Hours per Day: [        ] Override Days in school year: [        ]
ⓘ Time Week Set: ▾   ⓘ Max. Hours per Week for Time Week Set: [        ]
Max. Hours per School Year: [        ]   Total Hours in Timesheets Per School Year: 0
Comment: [                                                    ]
ⓘ Pension: ▾   Use only when more than one position AND each is a different pension
Used in payrolls: 1/15/2023 1/31/2023
☐ Utilize default charge tos from Position for Budget Build and Rollover

Charge To:

| Fixed Amt (Annual) ⓘ or Percent | Account | Calculated Amount | | |
|---|---|---|---|---|
| 100% | 11-000-251-100-04-B-0000 Business Sal Of Cen Serv-Bkkng | $70,626.00 | ✏ Edit | ⊖ Delete |

⊕ Charge To...

Timesheets:

| #. | Timesheet | Open To All ⓘ | Current Hours for School Year |
|---|---|---|---|
| | There are no timesheets available for this position. | | |
| | Total: | | |

⊕ Assign timesheet to this position...

**Click *Save* After changes made**

➡ ☑ Save    ✏ Long Term Substitute...    ✏ Transfer employee to new position...    ✛ Move history to new position...
⊖ Delete

**Resignations/Retirements**

Go to *Personnel*

**Select Positions tab**
Make changes
**Edit this screenshot for resignations!!!!**



2022-23 *Plainfield Board of Education*                                                         2/1/2023 1:26PM

| Personnel | Payroll | Budget | Evaluations | Reports | Setup |   | Divina Guzman | Webdesk |

Staff | Edit Lists | Labels and Envelopes | Mass Change | Positions | Prof. Dev. Hours | Substitutes | Attendance | Organization | Contracts | Rice
Furlough | Setup

Search Staff | Search Contact and Address | Search Result Views | Import | Salary Guides |                      | NJ SMART EVAL Tools
NJ SMART Perf. Rpt

Demographics | Contacts | Account Groups | Audit | Attendance | Healthcare | Certifications | Credentials | Contracts | Documents | Education
Employee Forms | Employment History | Evaluations | Job Roles | Leave Of Absence | NJ SMART Eval | Notes | Onboarding | Organization | Payroll
Portal | Positions | Prof. Development | Qualifications | Years of Service | Salary | Swipes | Timesheets | User Flags | User Texts / Dates
List | Edit

personnel.staff.modify.positions2.edit (Suratt-Carter, Debaune) 1120 ▾

**Staff:** « Supel, Lukasz  Suratt-Carter, Debaune  ▾  Sutton, Lashawn D »
**Position:** « Accounts Payable Specialist 1/25/2023 - 6/30/2023  Secretary Level 6 7/1/2022 - 1/24/2023  ▾
3001 Suratt-Carter, Debaune (F) (Non Instructional) 👤 👤   Payroll Not Verified   **Positions:** Accounts Payable Specialist - NT   **Employee Flags:** Other St

2022-23  7/1/2022-1/24/2023  Secretary Level 6

| | |
|---|---|
| *Staff Member: | **Suratt-Carter, Debaune** (SMID: 15204746) |
| *School Year: | 2022-23 |

Position Code: 9306-000-251-02 *PEAS-010*                                         Object Id: 1120

**Edit *Position End Date* to day before *Effective Date***

Contract Template: *(None)*
Position: Secretary Level 6     Seniority Assignment:
(Position Data) Job: Secretary Level 6   Location: District Wide   Dept: Office of Business Operations
*Position Start Date: 07 / 01 / 2022   *Position End Date: 01 / 24 / 2023   ⊕ Close and Open New Record

**Add *Board Agenda Date* if you have it (Not Required)**

*Board Agenda Date: 01 / 24 / 2023 ⓘ  Term Code: 12 Month ▾  ☐ Will not return next year  ☐ Include in Budget Built if not returning
Full/Part Time: ▾
☐ Do not substitute
Salary Guide: PEA_S12 Secretaries (12M) 🔍 Column: Level 6 ▾ Step: 9 ▾ $70,626.00 View Guide
☐ Do not advance to next step when rolled over to next school year.
Override Salary: $ [        ]   ☐ Not Contractual Salary   ☐ Include in the *StaffCompensationAnnualSupplement* field for NJSMART SMID Submission.
*FTE 1.0000  Salary: **$70,626.00** 🔲  Salary With Earnings: **$71,126.00** 🔲
Payroll Category: ▾  ☐ Overtime Allowed
Hourly Rate: 39.51  Min. Hourly Rate: [     ]  Event Rate: [     ]  Daily Rate: 296.36  Daily Overtime Rules:
        ▾
ⓘ Override Salary Guide Hours per Day: [     ]  Override Days in school year: [     ]
ⓘ Time Week Set: ▾  ⓘ Max. Hours per Week for Time Week Set: [     ]
Max. Hours per School Year: [     ]  Total Hours in Timesheets Per School Year: 0
Comment: [                                        ]
ⓘ Pension: [        ▾]  *Use only when more than one position AND each is a different pension*
Used in payrolls: 1/15/2023  1/31/2023
☐ Utilize default charge tos from Position for Budget Build and Rollover
Charge To:

| Fixed Amt (Annual) ⓘ or Percent | Account | Calculated Amount | | |
|---|---|---|---|---|
| 100% | 11-000-251-100-04-B-0000 Business Sal Of Cen Serv-Bkkng | $70,626.00 | ✎ Edit | ⊖ Delete |

⊕ Charge To...

**Timesheets:**

| #. | Timesheet | Open To All ⓘ | Current Hours for School Year |
|---|---|---|---|
| | There are no timesheets available for this position. | | |
| | Total: | | |

⊕ Assign timesheet to this position...

**Click *Save* After changes made**

☑ Save | ✎ Long Term Substitute... | ✎ Transfer employee to new position... | ✛ Move history to new position...
⊖ Delete

SchoolFi b. 2778                                                          ©Copyright SchoolFi, Inc.

## Select Employment History tab
Make changes to fields



Enter Last Date

Select Exit Code (accordingly)

Select from drop-down menu Separation Type (accordingly)

Click Save Changes after all selections have been made

Divina Guzman

**Genesis** SchoolFi
2022-23 *Plainfield Board of Education*

Valentin
2/1/2023 2:12PM

| Personnel | Payroll | Budget | Evaluations | Reports | Setup | Divina Guzman | Webdesk |

Staff   Edit Lists   Labels and Envelopes   Mass Change   Positions   Prof. Dev. Hours   Substitutes   Attendance   Organization   Contracts   Rice
Furlough   Setup

Search Staff   Search Contact and Address   Search Result Views   Import   Salary Guides   NJ SMART EVAL Tools   NJ SMART Perf. Rpt

personnel.staff.list 2022-23

School Year: « 2021-22 | 2022-23 ▼ | 2023-24 »

**Search by** *Staff Last Name, Local Staff Id* or *Any Name*

2022-23 Staff Search

| Staff Ids: | Local Staff Id: | | SIS Id: | | Swipe Id: |
| | SSN: | | SMID Id: | | Object Id: |
| Demographics: | Any Name: | | Last Name: | brank* | First Name: |
| | *Status: | Active ▼ * Using: Employment Status ▼ | ☐ Applicant  ☐ New Hire  ☐ Volunteer  ☐ Student Teacher |

Locations: ☰ ( ☑ Primary )   Staff Departments: ☰ ( ☑ Primary )
Category: ☰   Category 2: ☰
Title:   Job Titles: ☰ ⓘ   Union Eligible:
User Flags: ☰ ⓘ   Employee Flags: ☰ ⓘ   Endorsements:

Positions:   Contractual: ▼ ⓘ   Contr. Start On/After: 🗓   Contr. End On/After:
Salary Guides: ☰   PCR Departments: ☰ ⓘ   Board Agenda Date:
Current Salary Guide: 🔍 ▼ ▼ 🗓 ⓘ   ☐ Not Fully Charged ⓘ   ☐ Not Charged ⓘ   ☐ No Default

Payroll:   Payroll Verified: ○ Verified ○ Not Verified ● All   Term Codes: ☰ ⓘ
Pension Types: ☰   Pension Member #:

Attendance:   Calendars: ☰   ☐ Has Multiple Calendars in 2022-23   Longevity Categories:

NJSMART Evals:   Eval. Categories: ☰ ⓘ   NJSMART Score Types: ☰   Tenures:

Other:   Staff Lists: ☰   Created On/After: 🗓   Sort By:
Expression:   fx 🛍

**Click** *Search* **after entering information above**

🔍 Search   🔍 Named Search...   🔄 Reset   ➕ Add Staff...   Cr...
Search Results View: Default [Edit]   Staff Records: 1,539 (Active: 1,301)   ☑ Staff Ids ☑ Demographics ☑

**To select staff member CLICK** *Staff Id Number*

1 Staff Records

Add Checked to a Static List called:   Add To Existing Static List:   Replace Staff in Existing Static List:
○   ○   ○

| ☐ | #. | Obj Id | Staff Id | SIS Id | Swipe Id | Smid | Title | Last | Former | First | Today Status | Job Title | User Id | Portal Id | Category | Cat 2 | Calendar | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | 1. | 57 | 6843 | | | ▬▬▬▬ | Teacher | Branker | | Lisa A | A | | | lbranker@plainfield.k12.nj.us | Teacher | | 10STAFF | ▱ Properties |

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**Task #1:  Manage the Frontline Recruiting & Hiring** (**Vacancies)**

Plainfield Public Schools advertise through the Frontline system website.

## Objective

Through advertisement the school district improves the recruitment, retention, and development of district staff.

| <div align="center">**Job Postings Process**</div> |
| --- |
| 1.  Receive a Position Request Form (PRF) from the administrator through DocuSign.<br>2.  Create and post positions on Frontline's Recruiting & Hiring system.<br>3.  Set automatic open and closed dates. Positions are posted for a minimum of 7 business days<br>4.  Share posted positions to other Platforms for Hiring (NJSchooljobs, EdWeek, K12JobSpot, Facebook, Instagram)<br>5. Forward posting to Principal Secretaries and PEA President to post and share in buildings with staff.<br>6. Copy/print, e-mail and/or forward applicants' resumes to administrators as needed.<br>7. After the appropriate Department/School has interviewed and selected the candidates. File all supporting interview documentation and recommendation resumes by subject area and by school year for auditing purposes. |

## File Location

**Job Postings:**
1.  Job postings are created by number and by Title and store in a binder labeled Position Request Forms.
2.  Position Request Forms are accessible through the district website and on the HR U:Drive

**Recommendation & back up:**
1.  All supporting interview documentation, recommendation & resumes are in a banker's box located in the closet of room #317.

2. Boxes are filed & labeled by school year.

**Task #2: Verification of Employment**

## Process

Employment requests are received through fax, by phone, mail and/or emailed to
employmentverification@plainfield.k12.nj.us,.

**Mortgage/ Rental verifications** are received by Human Resources. HR completes their portion then
brings form to Payroll to complete the financial portion and emailed or faxed back to the requested
recipient. Mortgage companies will call to verify information over the phone as well. They are
requested to provide a signed release form via fax or email to verify financial information. If no
financial information is requested, we ask that they provide what employee provided to them and
confirm or deny accuracy.

**Records of Professional Experience Forms**, (ROPE) are initially provided by the employee. The
Department of Education sends an email to verify the applicant's information.

**Loan Forgiveness forms** are provided by employees, information is verified through KEYNET/
School Fi  and given to the Chief Administrator to be signed. Information is scanned back to the
employee so that they can Submit to their Loan Provider.

**Sexual Misconduct/ Child Abuse Disclosure form** keeps record of the last 20 years of employment
at a school district or academic institution. Past employees or the hiring School district will provide a
form to be completed. Information is verified through KeyNet/ School Fi or employee file for accuracy
of position, time of employment.

**Verification of employment letter** requests are completed through the district website through the
verification of employment form requests. Completed requests are sent to
employmentverification@plainfield@k12.nj.us where information is verified and provided in a letter
with district Letterhead and sent to current or former employees. Information is collected through.

## File Location

File is located in Room #317 in a three file cabinet on the top row. Divided by year with different color
folders with tabs.

**Task #3: Network Account Request Form**

## Process

1. Receive new Network Account Request Forms from HR Specialist
2. Scan form to IT department
3. Once email is received from Information Technology the information submitted is used to create a Vector Solutions account.

**Task #4:  Manage the Vector Solution Trainings**

| Task | Process |
|---|---|
| New User | Create account for new employee/staff |
| New Training | Add mandated trainings to the system based on the State recommended timelines or dates |
| Run Reports | Run Reports for administrators to see who is in compliance with the trainings for the school or department |
| Delete Users | Delete any users that resign/ retire from the Board Agenda |
| Troubleshooting | Provide tips to employees to help rectify any problems that they may have with the Vector Solutions training. Reach out to Vector solutions for extra support if need be.<br><br>www.support@safeschools.com  800-434-0154 |

## Troubleshooting Tips:

If you are accessing training from a computer:

1. Restart your browser. Note: On a Mac you'll need to fully quit the browser.

2. Make sure you are using a recent version of Google Chrome, Mozilla Firefox, Internet Explorer, or Safari. If you have any pending updates, they may need to be completed to move forward with training.

3. Clear your browser's cache, which is typically located under your browser's history settings.

4. It is possible that device-specific browser extensions and/or pop-up blockers may be interfering with your training. Try accessing the training from another browser to rule out this possibility.

If you are accessing training from a mobile device:

Our system is compatible with many mobile devices; however, some users may have

personal configurations that prevent certain courses from loading. Additionally, some

custom and policy courses are best displayed on a computer. If you are experiencing

difficulty loading our training on a personal device, try accessing the courses through a

laptop or desktop computer.

**Task #5:  Manage the Personnel File**

## Process

| Task | Process |
|---|---|
| New Files | Create new hire packets for the onboarding process. Forms are updated and printed/ copied to place in packets with onboarding information and District Policies. Two folders are provided with Labels. Human Resources and CHR/ Certificates. |
| Review files | Employees request a file review and schedule an appointment. Meet with employees to review file. Make copies if needed. |
| Filing | Any paperwork that the Administrator provides that may need to go in file. (Job descriptions reprimands, transfers, letters, attendance counseling |
| Name/ address changes | Update file with name changes, email HR and Payroll employees to update their systems to reflect changes made. File form in personnel files. |

## File Locations

Current files are in Room #317.

Inactive files are located in the closets of room #317 and #315. Microfiche are located in the closet room #315 in a small file above the cabinet and would need to be reviewed by scheduling appointments at the Plainfield Public Library.

**Task #6: Substitute Teacher Certification for Teacher Assistant & Early Childhood Staff, Renewal, Volunteer Paperwork**

## Substitute/Renewal Process

On the District's website under Human Resources the process can be found under Substitute Information.

Substitute Credential Application https://nj.gov/education/license/tcis/index.html

1. Apply for Certification
2. Click on New Jersey Educator Certification System
3. Click on Create Account or Login for returning applicants (renewals)
4. System will ask applicant to upload all required documents
5. Substitute Credentials will be issued electronically
6. Employees will provide Human Resources with the received confirmation of issued certification to update in their records.
7. Fee is $125.00 and valid for 5 years.

## Volunteer Process

1. Click on the link to the Dept. of Education Website to pay for the State Administrative fee and complete the Criminal History Authorization and Certification Form Prints can be archive or transferred http://www.state.nj.us/education/educators/crimhist/

   Criminal background authorization must be completed before any assignments can begin.

2. After receiving clearance from the NJ Dept. of Education, have results from the Intradermal Tuberculin Test (TB – must be negative)

   a. Criminal History Clearance Letter
   b. Completed I-9 form
   c. Intradermal Tuberculin Test (within the last six month)

**Task #7:  Job Fairs**

## **Process**

Human Resources Department meets as a team and collectively make up the process for the Job Fair

1.  Date is chosen for the event.
2.  Location is secured and confirmed with Buildings & Grounds
3.  Job Fair posting is created in R&H to see how many applicants applied and to see where they heard about the event and to pre-register for the event.
4.  Reach out to administrators and principal secretaries to remind them of event (remind them to bring items to event that represent their school) Confirm vacancies.
5.  Flyer is made to advertise on district websites and social media platforms. (NJSchoolJobs, K12JobSpot, TapInto, Facebook, Instagram)
6.  Video made including the Superintendent to advertise Event.
7.  Add event to Message Board on R&H as a daily reminder as well as Job Board Display
    .

**TASK:**              **Leaves of Absences**


**PEA CONTRACT:**    Article X – Personal Sick Leave
                     Article XI – Personal, Other Days of Absence and Leaves


**How to Process:**


1. Retrieve request from website "Leave of Absences" email
   leaveofabsence@plainfield.k12.nj.us
2. Employee will receive automatic Leave of Absence Checklist from processor
3. Review Leave Request – Confirm accrued time available for leave
   - ✓ Personal Illness – Doctor's Note
   - ✓ FMLA – FMLA Paperwork (Completed by Doctor) Employee in a no-pay status
   - ✓ FMLI – Employee complete on-line with the State of NJ
     www.myleavebenefits.nj.gov

   Personal Leave – (1) Exhausted Personal Illness Time (2) Exhausted FMLA
   & FMLI (12 weeks) (3) Not Eligible for FMLA (4) Sabbatical/Personal
4. Communicate status of Leave Request to employee
5. Retrieve doctor's note and FMLA paperwork if applicable
6. Input absences in Frontline & School Fi
   - i.  Frontline – Click on Create absences
   - ii. School Fi - Click on tab Leaves of Absences
7. Report absences to school and add absences to running excel Leave of Absence
   spreadsheet and Board Agenda.




### Leave of Absence Request – Checklist


1.    Submit on-line leave of absence request – District Website (HR tab)

2.    Notify Administrator of Leave request

3. Submit Doctor's note to Human Resources confirming the dates of your medical leave

4. Submit On-line – Family Medical Leave Insurance (FMLI) (When in a no-pay status) - If applicable www.myleavebenefits.nj.gov (When taking care of a family member or bonding with a baby)

5. Complete the Family Medical Leave Act (FMLA) form to be returned to the HR Office (When in a no-pay status)

Division of Temporary Disability and Family Leave Insurance | Family Leave Insurance Family Leave Insurance provides New Jersey workers cash benefits to bond with a newborn, newly adopted, newly placed foster child, or to provide care for a seriously ill or injured loved one. While most New Jersey workers who take family leave are covered under the State's family leave program, some employers provide Family Leave Insurance through a plan with a private insurance carrier instead. www.myleavebenefits.nj.gov

6. Contact Ms. Waithe – (908) 731-4324 in the Payroll department regarding your Health Benefits - If you are in a no pay status

7. Return to Work – Notify Human Resources

8. Note: To be eligible for a salary increment and credit toward longevity payments a 10 -month employee must work at least five and a 12-month employee must work at least 6 months in the year that the leave commences or terminates.

**TASK:**        **Educational Growth Improvement**

                 **(Tuition Reimbursement)**

**PEA Contract: Article XIII – Educational Growth Improvement**

**How to Process:**

1. Retrieve submission request from DocuSign. (Must have access code to log in)
2. **Review the following documents:**

   1. Invoice
   2. Receipts
   3. Official Transcript – B- minus or better

3. **PASA Members**
   1. Paid at the Rutgers rate. (BA –School of Education)
   2. 21 Credits per year
4. **PEA Members**
   1. Paid at the Rutgers rate. (BA –School of Education)
   2. Hired after 9/2017 are capped at 10,000.00 lifetime.
   3. 12 credits per year
   4. Eligible amounts are prorated – limited for total PEA submission $50,000.00

5. Prorated amounts are placed on the Board Agenda for approval. August/October/March.

6. Add Prorated amounts to the running excel spreadsheet.

7. Process requisitions via School Fi (Budget) for payment – Upload a copy of the Tuition Reimbursement Request, a copy of the Board approved agenda item with employee's name and paid receipt.

8. Payment(s) upon Board Approval are due on October 30th, March 31st, August 31st

9. Release payments through School Fi


**TASK:**        **Salary Advancement**

                 **PEA Contract:**      **(Article XIII 4) – Salary Guide Movement Procedures**

## How to Process:

1. Retrieve submission request from DocuSign. (Must have access code to log in)

**2. Review the following:**

Official Transcript for Credits

Transcripts are sent electronically to email address [tuitionreimbursement@plainfield.k12.nj.us](mailto:tuitionreimbursement@plainfield.k12.nj.us)

3. Based on educational credit – Employee will advance to the next educational level, but stay on the same step.

4. Salary Advancements are placed on the Board Agenda for approval. October/March.

**TASK:** **Human Resources Board Agenda**

**DATES:** **Tuesdays - Once a Month**

**LOCATION:** **Announced by the Business Office and on the District Website. In person and or virtual**

**RICE LETTER:** **To Employees – Week before Meeting**

**PUBLISHED:** **Saturday before the Board Meeting**

**How to Process:**

Review Educational Services calendar for deadlines for agenda items to be submitted.

Refer to previous agendas for that month for formatting and agenda items that may be processed for a specific month.

Submissions are sent from Lead Departments to Board Docs  for approval from the Chief of Human Resources for placement on the HR agenda.

HR internal items will be sent to the HRagenda@plainfield.k12.nj.us email address.


**Listed are standard resolutions:**

1.  **Contractual Appointments** – Appointments will come from Director of Human Resources and the Human Resources Specialist

2.  **Leaves of Absence** – Leaves of Absence are pulled from the Leavesofabsence@plainfield.k12.nj.us email address and processed by the Confidential Secretary for placement.

3.  **Resignations** – Resignations are received from the employee.  All resignation letters are forwarded to the Confidential Secretary and the HR Secretary for processing.  The resolution for the agenda must have years of service and effective date and the reason why the employee is resigning only on the board section.

4.  **Retirements** – are received from the employee.  All retirement letters are forwarded to the Confidential Secretary and the HR Secretary for processing.  The resolution for the agenda must have years of service and effective date.

5.  **Transfers/Reassignments/Salary Advancement** – Transfers and reassignments will come from the Chief of Human Resources and the Human Resources Specialist.  Letters will be processed for notification of activity.

6.  **Athletics** - Athletics Agenda Resolution is confirmed HR Secretary.  The HR Secretary interacts with the Athletic Director and processes all District Coaches.

7.  **Extra Period –** Extra Periods will be sent from schools.  Number of classes must be confirmed, because each secondary school may be different.

8.  **Extra Curricular** - Submissions from Instruction and Programs.

9.  **Intramurals** - Intramural units are assigned by the Athletic Department and School Administrator.   Each unit is valued at $374.00.  Submissions will come from Instruction and Programs.


**All Agenda Resolutions will come from Instruction and Programs Department or Student Services.**

**Review all agenda items for the following information:**

> Dates
> Locations
> Names
> Titles
> $ Amounts

Total Amounts

All information is transferred to Board Docs. Board Docs is a platform for Board Meetings that are held during the month. Board Meetings are set up by the Business Administrator's Office and the Board of Education. When meetings are announced on the District website it will contain the location, date and time.

Agenda Reviews will be held the week before the agenda is to be made public. Finance, Curriculum and Instruction and Human Resources will meet with the Superintendent of Schools to review the entire agenda.

Changes may be made to the agenda because of this meeting.

The Chief of Human Resources will meet with the HR Committee to review the HR agenda. Changes may be made due to the result of this meeting.

# Board Doc Process of Board Agenda

*Copy the Board Agenda into Board Docs*

Sign into Board Docs (Board Members section)
Click on Meetings
Click on My Agenda Items
Click on icon ═  New Agenda Item


## Agenda Item Details

## This information is entered for each Subject

| | |
|---|---|
| **Meeting** | Click on Agenda Meeting Date |
| **Category** | Human Resources |
| **Subject** | Resolution Title (Each Subject is separate) |
| **Access** | Public |
| **Type** | Check Action, Discussion and Information |
| **Goals** | Click on Manage Attached Goals |
| | Human Resources Goal 2 |
| | **Approval Tree** Select Administrator – (Bonnie Cummings) |
| | Do not select this until you are complete with your agenda. |

There are two areas for data input - Public Content and Administrative Content.

All information is the same except - Public Content is minus
        the money in the Transfers and Reassignments
        the reasons for resignations
        the names and location of leaves of absences

Administrative Content – Attachments are uploaded Resumes and items on file

Once all subjects (Resolutions) are entered into Board Docs – Each subject has to be sent to the Administrator – (Bonnie Cummings, Confidential Secretary)

Resumes and items on file (Attachments) should be copied and manually given to the Business Office, Confidential Secretary.

# Licensing & Credentials Process

Managing all licenses and credentials for administrators and teachers is no small task. Organization, organization, organization – redundancy, redundancy, redundancy.

This guide provides an overview of each task and in depth steps for

each. **Annual Reports**

- Mentoring & Induction Plan *November

- Staff Certification *(Internal for State) *September – October

- Provisional Audit *(Internal for State) *October - November

- Mentor Audit *(Internal) *October - November

- NJ Smart Staff Submission Report *October – November

- Union County Matrix Report *November

**Responsibilities**

- Orientation

- Provisional Process
    - Administrator
    - Teacher

- BIL/BIC, ESL, and P-3 Certifications

- Limited CE/CEAS Pilot Program

- Mentor Training
  - o New Mentor
  - o Veteran Mentor

- New Teacher Training *Monthly Learning Seminars

- Updating
  - o Genesis School Fi
  - o Google Sheets
    - ▪ Certification
    - ▪ Mentoring
    - ▪ Office of Early Childhood
    - ▪ Highly Qualified
    - ▪ Limited CE/CEAS

**SOP L&CS**

- Interns • Job Fairs

  - ▪ Kean: General Ed, Special Education, Speech-Language Pathology ▪ Rutgers: School of Social Work, School of Nursing
  - ▪ Seton Hall: General Education, Special Education, Speech Language Pathology
  - ▪ Grand Canyon University
  - ▪ Liberty University

  - o Virtual: October, June
  - o In Person: December, May

| Primary Areas/Duties | Additional Areas/Duties |
|---|---|
| Certification: Coordinates and assists with the certification process of newly hired certified district staff to support NJ State requirements | Support the recruiting process through educational job fairs throughout the state |

| | |
|---|---|
| Certification: Manage Provisional Teacher Certification Process for PPS and Early Childhood New Teacher Staff | Attend State and County meetings for certification and updated requirements, as offered |
| Certification: Manage the Closeout of Provisional Certificated Staff Documentations | Expedite Certifications through Union County, NJ office |
| Learning Seminars: Develop and implement Monthly District New Teacher Support Seminars | Investigate new training ideas via NJDOE, NEA, NJEA, etc. |
| Maintain School Building Certification Staff List to ensure certification matches job assignments | Request annual update to School Staff Roster's *School Secretaries may upload to Shared Google Drive |
| Manage the Mentor Program for new staff and teacher mentors | |
| Annual update of the Mentoring and Induction Plan | |
| Develop and Implement Teacher Mentor Seminars | |
| Provide District, State, and County Certification Reporting | |
| Collect and process college Student Intern/ Observation Requests | |
| Maintain accurate files and records pertaining to certificated staff data | |
| Provide support for the August New Teacher Day-1 Orientation | |

**SOP L&CS**

## MANAGE THE CERTIFICATION PROCESS TO SUPPORT STATE REQUIREMENTS AND DISTRICT IMPROVEMENTS.

Process

Once the new teacher is fully processed, via onboarding, if they do not currently hold a Standard Certificate, meet with them to review the process and steps to obtaining their Standard, whether Alternate Route (CE) or Traditional Route (CEAS).

Alternate Route (CE) Traditional Route (CEAS) Certificate of Eligibility w/Advance Standing Certificate of Eligibility w/Advance Standing

| | |
|---|---|
| Meet with novice teacher to review Alternate Route (CE) Process. Meeting held via Zoom. 10-15 minutes time. | Meet with novice teacher to review Traditional Route (CEAS) Process. Meeting held via Zoom. 10-15 minutes time. |
| Register novice teacher in provisional program by utilizing Provisional Licensure Registration Management System (PLRMS). | Register novice teacher in provisional program by utilizing Provisional Licensure Registration Management System (PLRMS). |
| Follow-up on Provisional Certification Issuance and obtain a copy for provisional file. | Follow-up on Provisional Certification Issuance and obtain a copy for provisional file. |
| Assignment of mentor by providing Mentor Coordinator with teacher's provisional registration data and ensuring teacher pays fee.<br><br>• Teacher complete mentor payroll deduction form ($1,000)<br><br>• 20-day consecutive intensive mentoring<br><br>• 30-weeks of mentored teaching<br><br>• Submit Mentor Fee Deduction forms to Payroll and ensure all fees are paid by teacher.<br> o If novice teacher was employed elsewhere or enrolled into the provisional program under another district – request a Mentor Transfer Template be submitted, asap. This will confirm the number of weeks they were previously mentored. If weeks were completed previously, calculate how many ours they have remaining and the cost, prior to submitting Mentor Fee Deduction Form to Payroll. (30wks/$1000*remaining weeks). Update the Mentor Fee Documentation Form with this amount. | Assign experienced mentor by providing Mentor Coordinator with teacher's provisional registration data and ensuring teacher pays fee.<br><br>• Teacher complete mentor payroll deduction form ($550)<br><br>• 30-weeks of mentored teaching<br><br>• Submit Mentor Fee Deduction forms to Payroll and ensure all fees are paid by teacher. o If novice teacher was employed elsewhere or enrolled into the provisional program under another district – request a Mentor Transfer Template be submitted, asap. This will confirm the number of weeks they were previously mentored. If weeks were completed previously, calculate how many ours they have remaining and the cost, prior to submitting Mentor Fee Deduction Form to Payroll. (30wks/$550*remaining weeks). Update the Mentor Fee Documentation Form with this amount. |

**SOP L&CS**

| Certificate of Eligibility (CE) Cont'd | Certificate of Eligibility w/Advance Standing Cont'd |
|---|---|
| | |

| | |
|---|---|
| Request Verification of Program Completion for Certificate of Eligibility - Educator Preparation Program (CE-EPPs) is used when the teacher completes his/her/they/their 50-hr Pre-Professional Experience Program and must be submitted – prior to – entering them into PLRMS. This form must come directly from the school to certapplication@doe.nj.gov. Additionally, credit-based candidates must also submit official transcripts directly from the registrar to certapplication@doe.nj.gov. *Verification of Program Completion (VOPC), prior to registering them into the PLRMS. The form should be completed and submitted to the teacher/you from the regionally accredited school. | No Training Required |
| Provide teacher with NJDOE training requirements and resources for 400-hrs/credit courses. | Follow-up on completion of evaluations for 10 Week, 20 Week and 30 Week Summative. Review and send to State. |
| Input last two years of Evaluation ratings into PLRMS | Input last two years of Evaluation ratings into PLRMS |
| Copy of Standard in personnel file and close out provisional file by terminating from PLRMS, updating Cert Spreadsheets and merging Provisional file w/ district file. | Copy of Standard in personnel file and close out provisional file by terminating from PLRMS, updating Cert Spreadsheets and merging Provisional file w/ district file. |

## PROVISIONAL TEACHERS WITH THE FOLLOWING CERTIFICATES OF ELIGIBILITY (CE) <u>DO NOT</u> HAVE TO GO THROUGH THE ALTERNATE ROUTE 400 HOUR PROGRAM:

Candidates with P-3 Certificates of Eligibility must enroll in and complete a minimum of 24 credit college-based preschool through grade three alternate route program.

Candidates with Students with Disabilities Certificates of Eligibility must enroll in and complete a 21-27 credit DOE approved students with disabilities alternate route program.

Candidates with Bilingual/Bicultural Certificate of Eligibility must enroll in and complete a DOE approved 12 credit bilingual/bicultural alternate route program.

Candidates with ESL Certificates of Eligibility must complete 400 hours of instruction at a

regional training center or college based alternate route program. They must also enroll in and  complete an approved ESL program of 15-21 credits.

## File Locations

All provisional documents for certificated staff are filed in School Year, then alphabetic order in the first draw of Cabinet #3 (tall cabinet). Early Childhood files are in the third draw of Cabinet #3 (tall cabinet). The Certification Spreadsheet is located on Google Drive and has been shared with the entire HR Team.

State Provisional Contact: Michael O'Neil, Examiner, Provisional Teacher Program may be  reached at Michael.O'Neill@doe.nj.gov. Jewel Johnson may be reached at jewel.johnson@doe.nj.gov or called at 609-292-2070 for any questions.

## EXPEDITE CERTIFICATES THROUGH THE COUNTY OFFICE

## Process

- In order to expedite a certificate for an individual, the first step is to email the county

    office and ask them to follow-up on the submitted documents.

- Once the County Certification Specialist have checked into the submitted documents,

    they then come back to the school district and provide feedback and/or notification of  missing documents.

- Based on the status and specific needed documents the following documents are

    prepared  and sent to the County Office: Expedite form, Certification Application, Original  Transcripts and any missing documents.

- The County then act as a bridge with the State to assist with the issuing of a

certificate. • Applicants may apply for any cert within NJEdCert

- LCS will go into NJEdCErt and "Approve" expedited cert – but must be in "Pending

    Review" status.

## File Location

All expedite forms and information can be found "Certification Expedites" are possibly on the  U/: Drive

# REVIEW AND EDIT DATA FOR STATE CERTIFICATED FALL REPORT

Process

- Update the Web-Based Certificated Staff Collection software by using updated data

   from  Highly Qualified teacher district initiatives and Certificated Staff Report Sheet. This  information must be accurately input by using coding manual generally during the Fall of  the new school year.

- Pull the following reports/data prior to inputting updates: New Employees, Salary

   Advancements/Degrees, School Rosters/Transfers/Job Changes, Years of Service, Number  of Classes Teacher's Teach, Terminations/Retirements, and Certificated Staff Sheets.

- Identify any certification issues and take steps to correct them based on

   State  requirements and district plans.

- Provide report summary to superintendent when collection is

complete. • Transmittal of updated database is automatic after due date.


File Locations

- Database from State is accessed via the State website. The State will inform

   Superintendent when data is available for updated. Download access and procedures are  also available at that time.

**SOP L&CS**


**Management of HQ Teacher initiatives to ensure all active teachers working in the Plainfield School District satisfy the HQ status.**

## Process

• At the beginning of the school year ensure that each school principal complete and submit State HQ Teacher Identification Forms by end of September of each school year.  Forms are to be completed for new teachers, existing teachers who are not yet HQ and  teachers who change teaching assignments.

• Once the HQ forms and supporting documents are received, they are reviewed for accuracy and a decision is made on the next steps to support teachers on moving toward  HQ. The steps are based on school district's existing HQ plans.

• All original State HQ forms are retained in the Human Resources department and filed by school and subject area.

• Provide Plainfield School District's Supervisor of Mandated Programs with a list of teachers who are not highly qualified by the first week in October so that they may notify  parents if any of their child's teachers have not satisfied HQ status.

• Update and document the highly qualified status of all teachers in the district for reporting and audit purposes.

## File Locations

• HQ Excel Spreadsheet can be found on the T drive. To find file: T Drive, Certification, HQ Log, HQ Alpha List by School 2010-2011.

• Binders by school contain all Teacher HQ documents. These binders can be found on the top of cabinet behind my desk.

**Task #1:  Manage the district's Attendance System (Frontline Absence Management)**

**Process**

Update/Input employee data, Employee absences, co-manage leaves inputs, allotment balances, substitute data, Manage System Calendars and demographics, analyze & troubleshoot the system, Assist/Train Campus users, work with system vendor, run Adhoc Employee Data reports as needed by employees, administrators, State entity, etc.

Serves as a liaison to substitutes, teachers, administrators, committees and/or organizations.

**File Locations**

**Frontline Absence Management is a web-based system:**
**https://absence.frontlineeducation.com**

**Task #2:  Manage the district's Timesheet System (Frontline Time & Attendance).**

## Process

Update/Input employee's data, Employee clock in/out as needed, co-manage leaves inputs, Manage System Calendars and demographics/department changes, substitute data, analyze & troubleshoot the system, Assist/Train Campus users, work with system vendor, run Adhoc Employee Data reports as needed by employees, administrators, State entity, etc.

Serves as a liaison to substitutes, teachers, administrators, committees and/or organizations.

## File Locations

**Frontline Absence Management is a web-based system:**
**https://time.frontlineeducation.com/**

**Task #3:  Staffing of Substitute Secretary, Custodian, Security Officers, Hourly Bus Drivers & Bus Assistants, Home Instructors, 21ˢᵗ century and summer programs College/Student Interns.**

## Process

- Email all recommended candidates a welcome letter and hiring packet with detailed instructions.
- Once the prospective substitutes have received their Criminal History Clearance Letter, I meet with them to review their hiring paperwork and discuss the substitute process/responsibilities.
- After I have met with the new hire, I process their paperwork. I move forward to finalize the employment through the following process:

    Attach and make a copy of the following:
    - ✔ Complete a Payroll Enrollment Form
    - ✔ Attach (W4 & Direct Deposit form to Payroll Enrollment Form)
    - ✔ Make two copies (one for the file & one for the Board Agenda)

- After the onboarding meeting, name, position, salary, and Budget code are given to HR Confidential Secretary for the upcoming monthly agenda for Board approval
- New hire data is entered into HR/Payroll database, Frontline, and employment is activated with a start date.

## File Location

Substitute files are filed in alpha order in the first draw of the right cabinet as soon as you walk into the office. Former/prior to Kelly Services Substitute Teacher files are filed in alpha order across from my desk.

**Task #4:  Oversee Kelly Services for our Substitute's needs.**

## **Process**

- Manage Substitute long-term assignments and district needs.
- Communicate with our District's Account manager and Recruiter to develop hiring/fulfillment strategies.
- Manage invoices and ensure District payments are processed in a timely manner.


**Task #5:  Criminal History Specialist**

## **Process**

- Answer questions/concerns about State law, regulations, and requirements.
- Handle auditors and State reports as needed.


**Task #6:  Sick Bank**

## **Process**
- As part of the Sick Bank Committee, we review all requests from members
- Keep track of new applicants and approved requests
- Deduct 1 day from every individual member at the beginning of the school year
- Keep track of new school year balances based on approved deductions and donations.

**Task #6:  PI Donated Sick Bank**

## **Process**

Once I receive the Donation forms from staff member, we have to do the following.
- Check donor's balance, deduct the donated days and inform them of their new balance.
- Update the recipient staff member

## Frontline products Contact

Start a chat by clicking the question mark on the right top corner for a faster response.


## Kelly Services

**Dawn Tennent M.A.**
**Interim Account Manager**
**523 Hollywood Avenue, Ste 100, Cherry Hill, NJ 08002**
**Fax - 844-315-4370**
**Kelly Hotline 800-991-5157**


## Contacts


State Criminal History        (609) 292-0507
    CHR Fax                     (609) 777-4016

CHR Investigators Contact
    Mr. Kanz                (609) 984-0649
    Mr. Lazur              (609) 292-8003
    Mr. Kackett           (609) 633-7450
    Mr. Lucherini         (609) 341-2135
      Mr. Orsini           (609) 984-0919
      Investigators Fax #       (609) 633-6674



State CHR Web Site          https://education.state.nj.us/chrs/

CHR Administrative payments       www.nj.gov/education/educators/crimhist/


Union County Superintendent     (908) 654-9865
        Marilyn Perez           (908) 654-9863

Interview Process

- Complete the position request form which is located on the HR page of the district website.
- Upon approval of the CSA and BA, the HR department will notify the building/department administrator that the position has been approved (or not).
- The HR department will post the position and send a copy of the posting to the administrator. The position will be posted at a minimum of 7 business days, as per the Plainfield Education Association collective bargaining agreement.
  - The administrator can request that the position be open longer or request to have the position reopened if there are not enough candidates.
- All applicants will be required to take a specialized talent assessment screen via TestGorilla. The test will be a part of the District application.
- Prior to scheduling interviews, the administrator should contact the HR department for a copy of the assessment results to determine who will be interviewed. (Minimum weighted score of 75 for external candidates to come in for an interview). All internal candidates who meet the minimum qualifications should be invited in for an interview regardless of the assessment score.
- Each administrator will schedule interviews for their own department/school. Human Resources will schedule interviews for Director level and above. The interview panel should consist of a minimum of 3 people, when possible.
- Interviews must be conducted using the standard electronic interview packet.
- The completed interview packet is emailed to the Asst. Director of HR for all non-administrative recommendations. Administrative recommendations are emailed to the Director of Human Resources.
  - Final interviews for administrative positions are conducted by the Superintendent.
- The candidate will be contacted within 24 -48 hours. The administrator will be notified of the candidate status and approximate start date.
- The candidate appointment will be submitted to the HR agenda for Board approval. Administrative staff are requested to attend the Business Meeting.

Progressive Disciplinary Process

1. Verbal Warning

Conduct an informal conversation with the employee and his/her union representative. The purpose of the warning is to address the specific concern(s), clearly communicate the issue and then discuss expectations moving forward. The employee should be provided with guidance on how to improve his/her performance or behavior.

2. Written Warning

If the situation persists or the severity of the situation warrants further action, a written warning must be issued in a scheduled meeting along with the union representative. This is a formal document that outlines the employee's performance/behavior concerns, the specific incidents and the expected improvements. The employee will be asked to acknowledge receipt of the written warning and should be given the opportunity to provide their perspective or version of the situation. All documentation should be submitted to HR for filing.

3. Corrective Action Plan

In cases where performance or behavior issues persist despite prior warnings, a Corrective Action Plan (CAP) should be implemented.  The PIP should outline the specific goals, objectives and expectations for the employee to meet within a designated timeframe. The CAP includes regular check-ins and feedback sessions to monitor progress and provide support to help the employee meet the outlined expectations.  Each check-in should be documented.

4. Termination

Termination is considered when all other remedies are exhausted or when the performance or behavior are egregious enough that there is no remedy available.  The District attorney is consulted at this level.  Termination decisions must follow all legal and statutory requirements and must be Board approved. This process is driven by the HR Department.

Non-Tenured Staff Non-Renewals

Non-Tenured certificated staff and non-tenured secretaries are subject to non-renewal.  All non-tenured certificated staff must be notified no later than May 15th of each school year of non-renewal.
- The Director/Asst Director of HR will distribute the  non-renewal recommendation form to administrators in March of each year.  If the administrator has a non-tenured staff member to be non-renewed, the administrator will complete the form and submit by the required due date.
- The recommendation will be reviewed by the Director of HR and the Superintendent.  If there is enough documentation to warrant the non-renewal, the administrator must notify the staff member of the recommendation for non-renewal.
- The HR department will create the non-renewal and schedule a meeting with the administrator, the employee, and the union representative to issue the letter.
- The employee will be given the option to resign in lieu of the non-renewal.  If the employee chooses to resign, the non-renewal letter will be rescinded, only upon receipt and Board approval of the resignation.
- The Board of Education is not required to approve the non-renewal but will be given a list of of the staff to be non-renewed.
- Non-renewed staff have the right to request an informal appearance (Donaldson hearing) with the Board to state their case for continued employment.  Should this take place, the administrator will be asked to appear at the Board meeting to answer any questions the Board may have.

Keep in mind that administrators should have continuous conversations with staff about the possibility of non-renewal as early as February.  The notification of non-renewal should never be a surprise. Constant feedback and communication with an employee reduces the possibility of a hostile meeting and a smoother exit from the District.

Withholding of Increment

Withholding of increment recommendations can be submitted with employees who have chronic attendance issues and have had multiple attendance conferences or for those who have performance or behavior issues.

- The progressive disciplinary process must have been followed.

- The Director/Asst Director of HR will distribute the  non-renewal/withholding of increment recommendation form to administrators in March of each year.  The administrator will complete the form and submit by the required due date.
- The recommendation will be reviewed by the Director of HR and the Superintendent.  If there is enough documentation to warrant the withholding of increment, the administrator must notify the staff member of the recommendation.
- The HR department will create the letter and schedule a meeting with the administrator, the employee, and the union representative to issue the letter.
- The withholding of increment will be submitted to the Board for approval.


Accommodation Requests
Employees who need special accommodations for physical or mental reasons would complete the 504 Accommodation Request form located on the HR page of the District website.
- The form is submitted to the Supervisor of School Health who begins the interactive process with the employee and his/her request.
- The form is then submitted to the District doctor for review and evaluation.
- The Supervisor of School Health notifies the employee and the administrator of the status of the accommodation.

Student Allegation Against Staff Incidents
On the occasion that a student (or parent) alleges verbal or physical abuse of a student, an investigation must immediately take place.
- Written statements from all parties must be gathered.
- Notify the employee and his/her union representative
- Where applicable, view video footage.
- The incident report form must be completed.
- Institutional Abuse must be contacted.
- Contact the Director of Human Resources.
- If Institutional Abuse takes the case, the employee must be immediately sent to HR at which time he/she will be placed on Administrative leave with pay, pending the outcome of an investigation.  The employee will be instructed not to report to any district facilities at any time, including after school events.
- If Institutional Abuse does not take the case but there is still evidence of inappropriate conduct, the employee must be issued a warning/reprimand by the administrator and a copy of the documentation sent to HR for file.