



The Monmouth-Ocean Educational Services Commission  
900 Hope Road, Tinton Falls NJ 07712

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Corey McCook  
Director of Special Services

### **Aides Placed in Public Schools (APPS) Program**

#### **Employee Handbook**

The Aides Placed in Public School (APPS) program of The Monmouth-Ocean Educational Services Commission is designed to provide assistance and services to students in the public school who are identified as having unique needs. Employees in the APPS program offer support that is meaningful to their students, and provides students with the basis that constitutes their success.

The APPS collaborate with the classroom teachers to carry out instructional efforts that give assistance to the students, while encouraging growth and independence. Employees in this program provide the students with the support and assistance that they require to fully participate in their educational setting. This may be on a one-to-one basis, or in the capacity of providing overall classroom support, with the student's Individual Educational Plan (IEP) and classroom setting accounting for the variability of the position. The APPS position does not take the place of the regular classroom teacher and employees in this role cannot act as a teacher's substitute. The role of this position is to give students the attention necessary to carry out instructional efforts and encourage development and progress.

#### **Employment Contract**

Signatures on the employment contract ensure that each of the APPS employees agrees to be employed by MOESC subject to the availability of funding and in accordance with the terms of the position. As indicated, the contract may at any time be terminated by either party without cause during its term upon giving the other 15 days notice in writing. In the event of such termination, the compensation shall be apportioned to the date of the termination and paid on or about the first day of the month following the termination. As noted on the contract, employees shall not be entitled to compensation for unused sick or personal days in the event of termination. The contract is from September to June, not exceeding one school year.

### **Personal Days**

APPS who are employed for the September to June school year are entitled to the following:  
Two (2) personal days, with each day accrued over every five months.

Request for personal leave should be made at least five (5) days in advance of the date requested and should not be taken before or after a holiday break period.

### **Sick Days**

APPS who are employed for the September to June school year are entitled to the following:  
Ten (10) sick days, with one day accrued for each month worked.

If you do not have the sick days accrued, and you are out more than one sick day per month, please be advised that any additional days that you are out sick will be unpaid. **If an employee exceeds three (3) sick days, a medical note is required** to be sent to your supervisor whereupon it will be furnished to the MOESC Personnel office for retainment.

Sick days may only be used for the MOESC employee, and not taken to care for a family member.

Regular attendance is an important component of employment with MOESC, and an essential element in the role in the APPS program. Absenteeism is disruptive to the educational program, and can interfere with efforts to provide the consistency necessary for our students to have success. Anyone who fails to give prompt notice of an absence, fails to verify an absence in our

AESOP system, is repeatedly tardy, or accumulates an excessive number of absences will be subject to a verbal and/or written warning or termination of employment.

**\* Please note that APPS are not entitled to any vacation or bereavement days.**

### **Jury Duty**

An employee who is summoned to jury duty must promptly report the summons to his/her supervisor. On return from jury duty, the employee must submit court documentation indicating the number of days served.

### **Leave of Absence**

The Board may grant leaves of absence upon written request by the employee in accordance with normal Board policy, New Jersey law, and Federal law.

### **Salary**

The salary is set forth in each individual contract and applicable for one school year.

### **Health Benefits**

For each employee who remains in the employ of the Board for the full school year, the Board shall make payments of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing July 1st and ending June 30th. In the event an employee ceases the employment with the Board, such coverage shall cease upon the date of separation. All information on potentially applicable benefits, such as COBRA, shall be provided to employee.

All new employees hired to begin employment on 9/1/13 or after working 30 hours per week, shall be provided with fully paid health insurance through the School Employees Health Benefits Program (SEHBP), Direct 15.

If the employee waives the health benefit coverage, the employee would be entitled to: for single coverage, \$1000 to be payable in June of the school year for which the waiver is used. This is subject to State and Federal laws, as well as State and Federal taxes.

### **Pay Periods**

Employees will be paid on the 15<sup>th</sup> and the last day of each month provided that the information entered is correctly and has been approved by a school supervisor. Payments continue in this way until June 30<sup>th</sup>.

Pay stubs can be viewed through “Doculivery,” which is our online pay stub management system. Doculivery provides secure record-keeping, with pay stubs and e-statements available 24/7 from internet-accessible locations. Directions for using Doculivery are provided to new employees, including the steps involved for setting up a profile and logging in with an individualized user id and password.

### **Absence Management (“AESOP”)**

AESOP is the absence management service that MOESC uses for recording and managing employee absences. AESOP can be accessed either by phone (800) 942-3767 or online at <http://www.frontlinek12.com/AESOP>. It is important that personal days and sick days are entered into the AESOP system so that we can keep an accurate record of employee absences. Entries into the AESOP system for a sick day must be made prior to 6 am. Additionally, it is important to notify your designated school of your absence as early as possible.

Failure to provide notice of sick or personal days through AESOP within the guidelines stated above may result in wages being reduced for that day.

### **Time and Attendance (“VeriTime”)**

VeriTime is an online time management system that interfaces with AESOP to accurately keep track of employee attendance. This system will replace the traditional, paper timesheets and will help MOESC to improve accountability of the days and times worked. Timesheets logged into VeriTime will continue to be approved by the public school administration, and all hours must be completed by each employee every Friday, no later 4pm. Timesheets should have all information accurately filled out, including calculations and confirmation of the hours worked. Employees must have a principal/supervisor (or school designee) review and electronically sign the timesheets, which verifies that employees worked the days and hours indicated on the timesheet. Once received and reviewed for accuracy, they will be signed and approved by MOESC staff

personnel and an MOESC supervisor. All employees will continue to be required to sign-in when reporting to their individual school buildings.

Please note: Unless given prior specific approval by public school administration, APPS are only compensated when students are present.

### **Smoking**

MOESC is a smoke-free workplace. Smoking on the premises shall not be permitted.

### **Solicitation**

In order to limit the possibility of disruption of operations and annoyance of employees, the following must be observed without exception:

Solicitation by an employee of fellow employees, during the working time of either employee, on behalf of any individual, company, club or cause is not allowed.

Distribution of any literature, pamphlets or materials to an employee by another employee during working time of either employee, or at any time in any working area, is not allowed.

Any solicitation by any person who are not employed by the organization is prohibited at all times throughout the entire facility.

These policies apply to solicitations for all purposes, including lotteries, raffle or political organizations, labor organizations, fraternal organizations, charities and the like. Any employee violating these policies will be subject to disciplinary action.

### **Role and Responsibility**

The roles and responsibilities of each of the APPS positions will vary based upon the individual needs of the student and the educational setting in which he/she is placed. Expectations may develop as necessary to meet distinctive student developmental and educational requirements.

The classroom teacher provides the direct instruction in the classroom. Under the direction of the classroom teacher, APPS may complete reinforcement activities to help his/her designated student(s) in skill development and task completion. *The classroom teacher* may develop the

materials and activities such as study guides, organizers, and specific notes from the lesson that the APPS can use to help his/her designated student(s).

The APPS provide the students with the support and assistance that they require to fully participate in their educational setting. Under the direction and guidance of the classroom teacher, the responsibility of the APPS is to guide students in reaching instructional goals, assist in some physical tasks, clarify assignments, and assist them in the use of instructional materials and resources. The APPS give students the attention necessary to carry out instructional efforts and encourage their development and progress.

Under the direction of the classroom teacher, APPS can help to modify instructional materials, monitor student behavior, provide consistency, and perform various organizational tasks necessary for student growth and development. Providing positive support and feedback to students is encouraged to help foster social and emotional development.

APPS are **not** responsible for directing student discipline. The teacher may direct the APPS to help with student discipline to the extent of monitoring student behavior and following a plan outlined by the classroom teacher.

### **Communication**

Communication is a vital element to a successful and coordinated classroom. An open dialogue between the paraprofessional and the classroom teacher should take place daily, and be personally documented to ensure that any student issues or concerns are remediated in a timely manner. This includes the sharing of information, the discussion of concerns, and the review of learning strategies that would be beneficial to the progress and growth of the students.

Additionally, it is important to correspond with an MOESC supervisor regarding matters of a serious nature. By working in collaboration, there can be a better understanding of how to effectively implement supports that will help the students to reach their goals.

There should not be correspondence between employees and the parents/guardians. If an employee has information that they feel would be helpful to the parents, it should be relayed to the classroom teacher who is then responsible for the communication with the parents/guardians.

To respect the privacy of the students, discretion should be used when speaking to the teacher and done so in a confidential manner.

### **Cell Phones**

Employees may not use cell phones while in the classroom, or in the presence of students or staff. Personal calls and messaging should be handled during personal time, which would include before school, employee lunch, and after school.

### **Observations**

A minimum of one *formal* observation will take place each school year. There may also be informal visits to the school by a supervisor or director to be sure that the procedures and guidelines are being followed by the MOESC staff in the public schools. A copy of the formal report will be provided to the employee following the observation, as well as documentation of informal visits if action was needed.

### **Accident Procedure**

Care should be taken to avoid any accidents and to ensure the safety and well-being of all students, staff and visitors. If and when an accident does occur, the following procedures must be followed:

- Determine the severity of the accident and assess the need and degree of intervention.
- Utilize a continuum of intervention from the least intrusive to the most extreme.
- If the problem is severe enough, call 911 immediately.
- Notify the office of the Principal to report the nature of the accident and person(s) involved.
- Follow up with a written report. Utilize the Incident/Accident form for this purpose.
- Report the incident/accident and then email/fax/mail a copy of the report to the MOESC

Central Office. Be sure to write objectively, clearly, and concisely. State facts only, taking your time to document everything.

### **Confidentiality**

It is extremely important to practice confidentiality and respect students' academic, behavioral, social, and/or family issues. Staff members should use discretion when speaking to a classroom teacher or school principal, and do so in a private setting. Please be sure to maintain confidentiality and professionalism at all times.

### **Conduct and Dress**

MOESC is cognizant of the rights of employees to express their individuality through their attire. It also recognized the value of tasteful and appropriate dress which is conducive to a dignified environment for learning and the fostering of respect and discipline. The Board observes that employees serve as role models for the students of our educational programs and help to shape attitudes and values concerning neatness, pride and cleanliness.

Balancing these factors, MOESC adopts a dress code for employees that is only minimally restrictive, but sets reasonable standards for grooming and appearance during work hours and at work functions. The dress codes for employees are to be enforced fairly and evenhandedly at all times. These shall be reviewed annually for reasonableness under the standard of generally accepted dress in business and social context consistent with changing community attitudes. Responsibility for acceptable dress will rest primarily with the employee as a professional. All employees shall be neatly attired and groomed while fulfilling their responsibilities to MOESC.

#### Attire shall meet the following criteria:

- Females shall not wear jeans, sweat pants, tee shirts, or shorts. The wearing of sneakers is not permitted.
- Males shall not wear jeans, sweat pants, sweat shirts, tee shirts, pullover shirts, jogging suits or shorts. The wearing of sneakers is not permitted.



### Departure from adopted code - prior approval

If any employee has cause to seek temporary relief from this code, a letter seeking relief may be submitted to the Chief School Administrator stating the reasons for the temporary relief. The Chief School Administrator shall respond in writing to the employee within three days.

### Enforcement

An employee violating the dress code will be issued a letter of reprimand, a copy which will be placed in the employee's personnel file. Upon the fifth letter of reprimand, the Chief School Administrator may recommend appropriate disciplinary measures.

### Severability

This dress code shall be deemed to be severable. If any section is found to be unreasonable or void by a competent jurisdiction, only the section shall be deemed deleted.

### **Harassment**

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

## **Alcohol and Substance Abuse**

MOESC is a drug and alcohol-free workplace. The use of or being under the influence of illegal drugs and/or alcohol is inconsistent with the behavior expected of employees. The use of illegal drugs and alcohol and misuse of prescribed and over the counter drugs subjects employees and visitors to unacceptable safety risks that undermine the MOESC's ability to operate safely, effectively and efficiently.

The use, possession, distribution or sale of controlled substances such as drugs or alcohol, being under the influence of such controlled substances (drugs and alcohol) or testing positive for alcohol or any drug including, but not limited to, inactive components or metabolites associated with the use of such drugs is strictly prohibited while on duty, while on MOESC premises or work sites or while operating the MOESC's equipment or vehicles.

## **Bullying**

MOESC is committed to providing a safe and healthy work environment for all employees. As such, MOESC prohibits bullying of any kind and will deal with complaints accordingly. This policy applies to employees while working, at work functions and while traveling on business. Bullying is defined as unwelcome or unreasonable behavior that demeans, intimidates or humiliates an individual or a group of individuals.

Bullying can be:

- An isolated incident or persistent incidents
- Carried out by a group or an individual
- Either direct or indirect, verbal or physical

Some examples of bullying include:

- Abusive or offensive language
- Unwelcome behavior
- Unreasonable insults or criticism (especially in public)

- Teasing and/or spreading rumors
- Trivializing of work or achievements
- Exclusion or isolation

Bullying can have devastating and traumatic results. If you witness bullying or suspect bullying is taking place, report it to your supervisor and/or to Human Resources immediately. All suspected incidents of bullying will be thoroughly investigated and disciplinary measures will be taken accordingly.

#### **ACKNOWLEDGMENT OF RECEIPT OF THE MOESC "APPS" EMPLOYEE HANDBOOK**

The purpose of the Employee Handbook is to provide employees with information regarding the Human Resources Policies and Procedures within The Monmouth-Ocean Educational Services Commission. Whilst the Employee Handbook shall serve as a direct guide, it will not form the conclusive decision in every case, as specific circumstances may call for individual consideration.

NEITHER THIS HANDBOOK NOR ANY PROVISION OF THIS HANDBOOK IS AN EMPLOYMENT CONTRACT OR ANY OTHER TYPE OF CONTRACT.

The Monmouth-Ocean Educational Services Commission reserves the right to rescind, modify or deviate from these or other policies, practices or procedures relating to employment matters from time to time as it considers in its sole discretion, either in individual or in company-wide situations, with or without notice.

Any modifications or changes to policies, benefits or other matters either contained herein or not, will be made with consideration of the impact that such changes might have on employees and on Monmouth-Ocean Educational Services Commission. Should the contents of the Employee Handbook be changed in any way, The Monmouth-Ocean Educational Services Commission may require additional signatures from its employees, which indicate an awareness and understanding of any policy changes.

I HAVE READ AND UNDERSTOOD THE ABOVE STATEMENTS AND HAVE READ THE EMPLOYEE HANDBOOK. I FURTHER AGREE TO ABIDE BY ALL THE POLICIES AND RULES SET FORTH HEREIN, INCLUDING THOSE RULES WHICH APPLY AFTER I LEAVE THE EMPLOYMENT OF THE MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION.

\_\_\_\_\_  
Employee's Name (Printed)

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**ACKNOWLEDGMENT DISCLAIMER**



MONMOUTH OCEAN EDUCATIONAL SERVICES COMMISSION

Accident Log # \_\_\_\_\_

In order for all claims to be filed correctly, this form must be filled out completely and accurately.

Name of Injured \_\_\_\_\_ SS# \_\_\_\_\_

Address of Injured \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

Is injured an employee?  No  Yes

Injury Date \_\_\_\_\_ Time \_\_\_\_\_

If employee, state last day employee worked \_\_\_\_\_ (If no time was lost, state "same")

Date Returned \_\_\_\_\_

Witnesses (if testimony taken, attach pages.)

	Name	Address	Phone	SS#
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____



Brief description of accident: \_\_\_\_\_

Weather conditions? (if applicable) \_\_\_\_\_

Police Report # \_\_\_\_\_



Nature and extent of known injuries. Please be specific. \_\_\_\_\_

Were medical services rendered at the time of the accident?  No  Yes

If yes, to whom: \_\_\_\_\_

If yes, list name and address of all doctors, hospitals, medics or other medical personnel who provided services: \_\_\_\_\_

If medical services were sought at a later date, explain. \_\_\_\_\_

Report Prepared by \_\_\_\_\_ Title \_\_\_\_\_ Time \_\_\_\_\_

## Provider Instructions:

- PRE-CERTIFICATION IS REQUIRED PRIOR TO TREATMENT
- Call QualCare at 1-800-425-3222 for approval
- SUBMIT ALL BILLS TO:  
QualCare, Inc.  
P.O. Box 309  
Piscataway, NJ 08855-0309  
Attn: Worker's Compensation Claims Dept.



Jordan Reses  
Prescription Management Services

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

SS# (Member ID): \_\_\_\_\_

Bin Number#: 600518      Group #: 30011022

Authorized Administrator: QualCare – 800.425.3222

Eligibility and Drug Coverage Inquiries: 800.848.4050

\*\*\* First Fill maximum 5 day supply \*\*\*

