

WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

Online Orientation

Substitute Staff

WW-P Online Orientation: Acknowledgement/Disclaimer

This document is an overview of some of the most important information that relates to your employment. This orientation document does not create any legal rights, and it does not establish terms and conditions of employment.

This orientation document refers to specific Board of Education policies and regulations. These policies and regulations can be found on the district web site: [http://www.ww-p.org/about us/policy manual](http://www.ww-p.org/about_us/policy_manual). These policies, which have been formally adopted by the Board of Education, constitute the official position of this District, but are subject to review and revision by the Board of Education at any time. Should a Board policy be revised, the former policy shall no longer be in effect.

This orientation document also contains summaries of various laws, Board of Education policies and labor agreements. These summaries do not state the official position of the Board of Education. This orientation document does not in any way restrict the right of the Board of Education or the Superintendent to interpret this document, and the items referenced in this document (laws, policies, labor agreements, etc.), as the Board of Education or Superintendent deems appropriate.

This orientation document does not contain promises of any kind and is not an employment contract. Employment may be terminated by the employer at any time, with or without good cause, as long as there is no violation of Federal or State law or the appropriate negotiated agreements.

At this time, keep a copy of this document for your records. You can download this document for your records. You will be asked to accomplish a variety of activities in order to complete your employee orientation. A checklist at the end of this document is provided.

PLEASE REVIEW THIS DOCUMENT CAREFULLY.

WW-P Online Orientation: Introduction

Mission Statement

Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.

Strategic Goals

We believe that every individual has intrinsic worth, that embracing diversity enriches and empowers our community, and that people reach their full potential when encouraged to believe it is possible. Therefore, building upon our tradition of excellence, we will guide and support our students' growth, empowering them to value their individual learning journeys.

Goal 1

Understanding that all students have diverse needs, backgrounds, and approaches to learning, we will integrate tools and structures to appropriately challenge and enable students to realize their full potential.

Goal 2

Embracing a rapidly changing world, we will empower learners to assume active roles in their communities, to face and engage global challenges and to contribute proactively toward a more peaceful, just, inclusive, and secure world.

Goal 3

Recognizing that children need to balance physical, social, emotional and academic needs, we will maintain a supportive culture and build structures for the health, safety, and well-being of the Whole Child.

Goal 4

West Windsor-Plainsboro Regional School District will cultivate a diverse and inclusive community where members of every race, sexual orientation, gender, gender identity, ability, religion, socio-economic class, ethnicity, and national origin are welcomed, valued, respected and celebrated.

Again, welcome! We hope that your career here will be a gratifying one and that this orientation tool will be a useful start.

WW-P Online Orientation: Board of Education/Central Office Staff

The meetings of the West Windsor-Plainsboro Regional School District Board of Education are held at Central Office, 321 Village Road East, West Windsor, NJ 08550. The West Windsor-Plainsboro Regional School District Board of Education has nine members: five from West Windsor Township and four from Plainsboro Township:

Rachel Juliana, President
Graelynn McKeown, Vice President
Pooja Bansal
Elizabeth George-Cheniara
Louisa Ho
Dana Krug
Loi Moliga
Shwetha Shetty
Robin Zovich

The central office administration is as follows:

David Aderhold, EdD, Superintendent of Schools
Christopher Russo, EdD, Assistant Superintendent of Finance and Support Services
Pamela Nathan, EdD, Assistant Superintendent for Curriculum and Instruction
Lee McDonald, EdD, Assistant Superintendent for Pupil Services and Planning
Charity Comella, Director of Human Resources and Affirmative Action Officer
Patrick Duncan, Special Assistant for Labor Relations
Kia Bergman, Director of Communications
Barbara Gould, Director Counseling Health and Wellness

The staff of Human Resources, located in the Central Office, 321 Village Road East, West Windsor, NJ 08550, 609-716-5000, is as follows:

- Charity Comella, Director of Human Resources/Affirmative Action Officer
Charity.Comella@wwprsd.org 609-716-5000, extension 5015
- Patrick Duncan, Special Assistant for Labor Relations
Patrick.Duncan@wwprsd.org 609-716-5000, extension 5044
- Alison Milone, Human Resources Manager
Alison.Milone@wwprsd.org 609-716-5000, extension 5019
- Terri Gagliardo, Human Resources Specialist & Substitute Operator
Terri.Gagliardo@wwprsd.org 609-716-5000, extension 5042
- Catherine Arminio, Administrative Analyst for Human Resources
Catherine.arminio@wwprsd.org 609-716-5000, extension 5039
- Laura Degnan-Kobus, Health Benefits Coordinator
Laura.Degnan-Kobus@wwprsd.org 609-716-5000, extension 5011
- Lisa Urbani, Health Benefits Coordinator
Lisa.Urbani@wwprsd.org 609-716-5000, extension 5009

WW-P Online Orientation: Certification

New Jersey certification is required for all instructional positions. There are three types of certification, which are as follows: a certificate of eligibility (CE), a certificate of eligibility with advanced standing (CEAS), or standard certification.

A novice teacher has been issued a certificate of eligibility (CE) or a certificate of eligibility with advanced standing (CEAS). The difference is whether a candidate has student teaching experience as part of a traditional program of studies. A CE is issued to alternate route candidates.

Novice teachers are required to be registered in the Provisional Teacher Process through the NJ Department of Education--Office of Licensing and Credentials. All copies of certification must be sent to HR. In some situations, a certificated substitute teacher may be assigned a mentor when covering a long-term assignment.

WW-P Online Orientation: Background Check/Fingerprinting

Fingerprinting, as mandated by New Jersey state law, is processed by Human Resources (609-716-5000). Please see the receptionist for information before your contract is finalized. For bus drivers, transportation supervisors will distribute fingerprinting information to the recommended candidates upon hiring.

After completing the fingerprinting appointment process, download a copy of the confirmation of the fingerprinting registration and follow the directions below:

1. Forward your fingerprint appointment confirmation email to Human.Resources@wwprsd.org.
 2. Applicant Approval Employment History is not available online for at least fourteen (14) days after fingerprinting. The district will contact you once your fingerprint approval becomes available.
 3. If you would like to contact the NJDOE office of Student Protection directly, their number is 609-376-3999.
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WW-P Online Orientation: Arrest Reporting Requirement

Effective January 5, 2009, all staff shall report their arrest or indictment for any crime or offense to the superintendent within 14 calendar days. The report shall include the date of the arrest or indictment and charges lodged against the staff member. The disposition of the charges also must be reported to the superintendent within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" pursuant to *N.J.A.C. 6A:9-17.5*.

This office is required to make this code amendment known to all employees. This shift in responsibility for reporting now is the employees. Please take time to understand your responsibility should some unexpected issue take place in the future.

WW-P Online Orientation: Temporary ID Badge

If provided, you must use and wear your district temporary identification (ID) badge in school buildings. The front office staff in your school building will distribute your temporary ID badge upon arrival. You may be asked to leave your car keys in the main office in exchange for your use of the temporary ID badge and classroom key.

WW-P Online Orientation: Residency Requirements Per NJ First Act

Please review the full statute for more details. Each employee hired by the West Windsor-Plainsboro Regional School District on or after the effective date of this law [May 17, 2011] is advised, by copy of this notice, that he or she is solely responsible for complying with the requirements of the law for residency requirement with NJ First Act.

N.J.S.A. 52:14-7 Residency requirement for State officers, employees; exceptions.

a. Every person holding an office, employment, or position:

(1) In the Executive, Legislative, or Judicial Branch of this State, or

(2) With an authority, board, body, agency, commission, or instrumentality of the State, including any State college, university, or other higher education institution, and, to the extent consistent with law, any interstate agency to which New Jersey is a party, or

(3) With a county, municipality, or other political subdivision of the State, or an authority, board, body, agency, district, commission, or instrumentality of the county, municipality, or subdivision or

(4) **With a school district** or an authority, board, body, agency, commission, or instrumentality of the district, **shall have his or her principal residence in this State** and shall execute such office, employment, or position....

For the purposes of this subsection, **a person may have at most one principal residence**, and the state of a person's principal residence means the state (1) where the person spends the majority of his or her nonworking time, and (2) which is most clearly the center of his or her domestic life, and (3) which is designated as his or her legal address and legal residence for voting. The fact that a person is domiciled in this State shall not by itself satisfy the requirement of principal residency hereunder....

A person, regardless of the office, employment, or position, **who holds an office, employment, or position in this State on the effective date of P.L. 2011, c.70 [May 17, 2011] but does not have his or her principal residence in this State on that effective date shall not be subject to the residency requirement of this subsection while the person continues to hold office, employment, or position without a break in public service of greater than seven days....**

Any person may request an exemption from the provisions of this subsection on the basis of critical need or hardship from a five-member committee hereby established to consider applications for such exemptions.... The decision on whether to approve an application from any person shall be made by a majority vote of the members of the committee, and those voting in the affirmative shall sign the approved application. If the committee fails to act on an application within 30 days after the receipt thereof, no exemption shall be granted and the residency requirement of this subsection shall be operative....

d. Any person holding or attempting to hold an office, employment, or position in violation of this section shall be considered as illegally holding or attempting to hold the same; provided that **a person holding an office, employment, or position in this State shall have one year from the time of taking the office, employment, or position to satisfy the requirement of principal residency**, and if thereafter such person fails to satisfy the requirement of principal residency as defined herein with respect to any 365-period, that person shall be deemed unqualified for holding the office, employment, or position. The Superior Court shall, in a civil action in lieu of prerogative writ, give judgment of ouster against such person, upon the complaint of any officer or citizen of the State, provided that any such complaint shall be brought within one year of the alleged 365-day period of failure to have his or her principal resident in this State.

Amended 1953, c.49, s.3; 1987, c.13; 2011, c.70, s2.

WW-P Online Orientation: Employment Classification

For 10-month employees, the appointment will be from September 1 to June 30.

Temporary Appointments

Leave Replacements (Assignments Over 90 Days)

Leave replacement teachers hired for 90 days or more must be certified in the area of the academic discipline and are considered a contracted employee eligible for employee health benefits. The replacement teacher will be on the appropriate step of the WWPEA salary guide according to experience.

Teachers hired as leave replacements will not accrue time toward tenure and will not be enrolled in the Teachers Pension & Annuity Fund. You will be enrolled in PERS if you are a replacement teacher for two consecutive years. You will be able to purchase your first year as a replacement teacher. Non-citizens will not attain tenure until they meet the requisite conditions for tenure and attain citizenship. A mentor will be provided for all provisional teachers, if necessary.

Substitute Teacher (Assignments Less Than 90 Actual Work Days)

Leaves of absence, which are less than 90 work days, are assigned through the district's substitute teacher program. Substitute teachers hired for the same assignment for more than 21 days are permitted to shadow the classroom teacher for one day prior to the substitute teacher assignment and one day at the end of the assignment; only certified substitutes will fill assignments over 21 days.

WW-P Online Orientation: School Hours

REGULAR SCHOOL DAY

High Schools: 7:40 a.m. to 2:50 p.m.

Middle Schools: 7:40 a.m. to 2:45 p.m.

Grades 1-5: 8:40 a.m. to 3:15 p.m.

Kindergarten: 8:40 a.m. to 11:25 a.m. (AM), 12:45 p.m. to 3:15 p.m. (PM)

Kindergarten Extension: 8:25 a.m. to 12:30 p.m. (AM); 11:25 a.m. to 3:00 p.m. (PM)

Kindergarten Special Services Programs Full-Day: 8:40 a.m. to 3:15 p.m.

Preschool Integrated: 8:45 a.m. to 11:15 a.m. (AM); 12:45 p.m. to 3:15 p.m. (PM)

Preschool Special Services Program Full-Day: 8:40 a.m. to 2:10 p.m.

Preschool Half-Day: 8:45 a.m. to 11:15 a.m. (AM); 12:45 p.m. to 3:15 p.m. (PM)

To read the school hours for a 90-Minute Delayed Opening and the Early Dismissal Schedules, please review the times on the district web site.

WW-P Online Orientation: Emergency Closings

Please check the front page of the district website for the latest information on school closings or delayed openings. In addition, emergency closings are shared via the following:

- SchoolMessenger email: Both home and school email (if applicable) listed in Genesis Employee Portal
- SchoolMessenger text message: If you are signed up to receive emergency notifications via text. For more information and how to register, please click [here](#). Your cell phone number must be listed in Genesis Employee Portal as a mobile number to ensure receipt of text messages.
- Twitter: [Twitter.com/WWP_Schools](https://twitter.com/WWP_Schools)
- Facebook: [Facebook.com/WWP.Schools](https://facebook.com/WWP.Schools)
- District Mobile App: Available for download on both the Apple and Google Play app stores. For more information, please click [here](#).

School administrators work hard to determine if it is safe for students to be transported to schools. The decision rests with the superintendent after consultation with the transportation department, the police departments of both townships, the highway authority, the buildings and grounds department, and the assistant superintendent for finance. The superintendent monitors reports from these sources to determine if students can be transported safely to all ten school buildings. In addition, road conditions beyond West Windsor and Plainsboro must be evaluated as employees might have delays in getting to work.

With a weather emergency, the process begins at approximately 4:00 a.m. with a decision to be made no later than 5:30 a.m. At this point, notification must be placed on the district website, communicated out via SchoolMessenger outlets and posted to social media and the mobile app.

If road conditions permit, a 90-minute delay can be utilized. For a delayed opening, the amount of time will be part of the message delivered.

There are times when school is in session and the weather begins to deteriorate, and an early school closing must be put into effect. While this decision is very difficult, as it involves making sure that all students who leave school have a place to go, the decision is reached by 10:30 a.m.

While any emergency closings or delays create disruption into the routine of school days, the superintendent must think first and foremost of the safety of transporting students to schools. The decision is not made lightly and not without thinking of the impact on students, employees, and parents. In addition, it is important to remember that weather problems can cause bus delays and parents should have their emergency plans for child care in effect.

WW-P Online Orientation: Confidentiality

All personnel matters relating to Human Resources are confidential. Personnel files are viewed only by the appropriate administrative personnel. Access to your personnel file is permitted by appointment only. To schedule an appointment, please contact Human Resources at Human.Resources@wwprsd.org.

WW-P Online Orientation: E-Mail Information

mail.google.com

- Generally substitutes do not receive an email address; however, if you are provided with one, please use the following:
- If you receive a message from an “ALL” group, for example, please do not reply to the message unless you intend for “ALL” to view it. You can, though, reply to an individual sender.
- If you have a sender who is being blocked, please get the e-mail address. Send it to Technology via a Tech Ticket; the link can be found on the front of the district website.
- Blocked senders receive a message to reply to if they would like to be added to the “white” list.
- If there are any inconsistencies in the spelling of your name or if you find you are not on the district directory, please contact Technology at 609-716-5000.<http://www.wwprsd.org/email>

WW-P Online Orientation: Pensions

Substitute teachers are not enrolled in the Public Employee Retirement System (PERS). If you work ten days a month for ten months, the following year you may be enrolled in PERS.

Leave replacement teachers are not required to complete pension forms the first year. If you are a replacement teacher for two consecutive years, you are required to enroll in PERS. Information can be obtained at the New Jersey Division of Pensions web page at www.state.nj.us/treasury/pensions.

Also, please review the information found on the Member Benefits Online System at: <http://www.state.nj.us/treasury/pensions/pension-info-active.shtml>

WW-P Online Orientation: Worker's Compensation

If you are injured on the job you MUST call 1-800-425-3222

Report your injury to your immediate supervisor and then proceed to the school nurse for evaluation/treatment. Employees who are not in a specific school building with a nurse available will report injuries to the nurse at the school site designated below. If you travel and need immediate assistance, report to the closest school nurses office.

Transportation

HS South

The School Nurse or Supervisor will tell the employee to call **Qual-Lynx** at 1-800-425-3222 the employee must be prepared to give all detailed information to the Qual-Lynx representative.

Use of a medical provider approved by **Qual-Lynx** is required if treatment beyond the school nurse is needed. The listing of approved medical providers; is as follows:

Princeton Healthcare Systems 609-853-7474

Occupational Health
5 Plainsboro Rd, 5th Fl, Suite 560
Plainsboro, NJ 08536

RWJ Occupational Health 609-584-6654
2 Hamilton Health Place
Hamilton, NJ 08690

Family Practice of Central
Jersey 609-426-1555
158 South Main St
Hightstown, NJ 08520

The following information must be given to the medical provider:

- The name of the Managed care provider **Qual-Lynx**
- West Windsor-Plainsboro Regional School District as place of employment
- Your injury is a work related

A copy of all doctors' notes, medical bills, etc., should be forwarded to:
QualCare, Inc., PO Box 309, Piscataway, NJ 08855-0309

WW-P Online Orientation: I-9 Form

All U.S. employers are responsible for completion and retention of Form I-9 for each individual they hire for employment in the United States. This includes citizens and non-citizens. On the form, the employer must verify the employment eligibility and identity documents presented by the employee and record the document information on the Form I-9. This form can be found at the end of this document.

Employees are expected to maintain the legal status of any work visas and to notify the HR Department when an employment document has been updated or expired.

WW-P Online Orientation: Substitute System

West Windsor-Plainsboro Regional School District utilizes an online substitute system to report absences for certified staff. The system is available 24 hours/7 days a week to report your absences. The system is called Absence Management (formerly AESOP). If you have questions, contact Human Resources at 609-716-000, extension 5042.

Here is the link to Absence Management: www.frontlinek12.com/aesop

For more about Absence Management:

http://www.west-windsor-plainsboro.k12.nj.us/departments/human_resources/a_e_s_o_p

Here are some highlights of Absence Management:

- Attendance calendars are available through Absence Management to view past, current and future scheduled absences.
- Traveling teachers can specify their location and exact times for a substitute teacher to report.
- Teachers can create 'preference lists' for specific substitute teachers.

Note: You will receive a system-generated e-mail with your login access. The e-mail you will receive will appear in your inbox as "From: netpost@aesoponline.com [mailto:netpost@aesoponline.com]"

WW-P Online Orientation: Time Sheet Pay Schedule

Payroll Dates for Timesheets		
Weeks Pd	Timesheets Due	Scheduled 12 Month Paydates
5/31-6/21 (3Wks)	6/21/2022	7/1/2022
6/22-7/1	7/5/2022	7/15/2022
7/4-7/15	7/19/2022	8/1/2022
7/18-7/29	8/2/2022	8/15/2022
8/1-8/12	8/16/2022	9/1/2022
8/15-8/26	8/30/2022	9/15/2022
8/29-9/9	9/13/2022	9/30/2022*
9/12-9/23	9/27/2022	10/14/2022*
9/26-10/7	10/11/2022	11/1/2022
10/10-10/29 (3 wks)	11/1/2022	11/15/2022
10/31-11/11	1/15/2022	12/1/2022
11/14-11/25	11/29/2022	12/15/2022
11/28-12/9	12/13/2022	1/3/2023**
12/12-12/30 (3wks)	1/2/2023	1/13/2023*
1/2-1/13	1/17/2023	2/1/2023
1/16-1/27	1/31/2023	2/15/2023
1/30-2/10	2/14/2023	3/1/2023
2/13-2/24	2/28/2023	3/15/2023
2/27-3/10	3/14/2023	3/31/2023*
3/13-3/24	3/28/2023	4/14/2023*
3/27-4/7	4/10/2023	5/1/2023
4/10-4/28 (3 wks)	5/2/2023	5/15/2023
5/1-5/12	5/16/2023	6/1/2023
5/15-5/26	5/30/2022	6/15/2023
5/29-6/20 (3wks)	6/21/2022	6/30/2023

Scheduled Paydates for 10 Months
9/1/2022
9/15/2022
9/30/2022*
10/14/2022
11/1/2022
11/15/2022
12/1/2022
12/15/2022
1/3/2023**
1/13/2023*
2/1/2023
2/15/2023
3/1/2023
3/15/2023
3/31/2023*
4/14/2023*
5/1/2023
5/15/2023
6/1/2023
6/15/2023

WW-P Online Orientation: Employee Withholding Information (W4)

If you live in New Jersey, you will need to fill out both the NJ-W4 form and the federal Form W-4. If you live in Pennsylvania, you only need to fill out the federal Form W-4.

Your name on the W4 form should be the same as your social security card. If your name has changed due to marriage or divorce, contact your local social security office to update your name and receive a new social security card.

To change your payroll records, you will have to complete a new W4 form and attach a copy of your new Social Security card.

Please download the federal W 4 Form and the NJ State W4 Form (link below in employee checklist).

WW-P Online Orientation: Direct Deposit

As of July 1, 2014, the West Windsor-Plainsboro Regional School District, in accordance with state law, P.L. 2013, Chapter 28, requires all employees to have direct deposit of their net pay. Live paychecks will not be distributed to employees, with the exception of the first payroll each September, which will be a live check for all employees. Paystubs will be available on the online employee self-service portal.

Please complete the Direct Deposit Authorization Form in the employee portal.

You can view your pay stub and documents on the Employee Portal with the below link, To view paystub select Payroll>Document>View <https://portal.ww-p.org/schoolfi/>
The username will be your WW-P email address.

Effective for the July 1, 2019 payroll, the district has transitioned to a new payroll software. Below are screenshots to illustrate how to access your Genesis paystubs through the Employee Portal.

To view your paystub:

Log into the Employee Portal:

<https://portal.ww-p.org/schoolfi/>

All staff should use email for their username:

Pay Stubs		
Title	Date	Type of File
Pay Stub for 7/15/2021	7/15/2021	pdf View Download
Pay Stub for 7/1/2021	7/1/2021	pdf View Download

WW-P Online Orientation: 403(b) and 457 Plans

All employees are entitled to participate in the 403(b), Roth 403(b), and/or the 457 plan. If you are interested to participate, please follow the guidelines listed below.

The plans allow normal deferral limits established under section 402(g) of the Internal Revenue Code. The annual limit for 2017 remained the same as 2016, which is \$18,000 for the 403(b) and for the 457 plans. Participants can contribute the maximum annual limit in both the 403(b) and the 457 plans. The maximum annual limit applies to 403(b) and Roth 403(b) accounts in the aggregate, e.g. if an employee (under age 50) contributed \$10,000 to a 403(b), the maximum contribution to a Roth 403(b) plan would be \$8,000.

The plans allow age 50 catch-up elective deferral contributions. The annual limit for 2017 remained the same as 2016, which is \$6,000 for the 403(b) and for the 457 plans. Participants are eligible if they are 50 years old or over, or if they turn age 50 in 2016. As of January 1, 2009, the 403(b) and 457 plans no longer allow salary deferrals that relate to 15 years of service. Contact your Representative below with questions.

AXA/Equitable	Anthony Girgis anthony.girgis@equitable.com	848-241-3236 732-773-7201 (cell) 732-701-0026 (fax)
	Brian Ahearn brian.ahearn@equitable.com	732-606-8443 732-233-6203 (cell) 732-240-9380 (fax)
Metlife/Brighthouse	David Maurer davidmaurer@financialguide.com	609-986-2106 609-535-3638 (cell)
VALIC/AIG	Elizabeth (Betsy) Newman elizabeth.newman@valic.com	800-892-5558 x89837 732-718-0204 (cell) 908-470-4114 (district)
Lincoln Investment Planning	Jeffrey Faller jfaller@lincolninvestment.com	800-528-8924 908-276-1400 908-276-4600 (fax)
VOYA	John Murray johnhmurray@voyafa.com	856-439-0770 609-234-3369 (cell) 856-439-1199

WW-P Online Orientation: Extra Duty/Co-Curricular Pay Information

All opportunities for extra duty or co-curricular activities will be posted through TalentEd.

<https://westwindsorplainsboro.tedk12.com/hire/index.aspx>

Substitute employees may apply for posted positions. Examples of these activities include summer school, homebound instruction, stipend positions, chaperone supervision, bus duty grants, federal projects, and coaching. Timesheets must be submitted to the Payroll Department. Timesheets are not required for stipend positions or coaching.

WW-P Online Orientation: District Policies

The complete Policy and Regulation Manual is available on the district web site: www.ww-p.org.

Here are some selected policies to review:

- 1523: Comprehensive Equity Plan
- 1530: Equal Employment Opportunity
- 2361: Acceptable Use of Computer Network and Computers and Resources
- 3321: Acceptable Use of Computer Network and Computers and Resources by Teaching Staff Members
- 3362 Sexual Harassment
- 5512: Harassment, Intimidation, and Bullying
- 5751: Sexual Harassment
- 7230: Gifts, Grants, and Donations
- 7422: School Integrated Pest Management
- 7434 Smoking in School Buildings and on Schools Grounds
- 7435: Alcoholic Beverages on School Premises
- 7436: Drug-Free Workplace
- 8462: Reporting Potentially Missing or Abused Children

WW-P Online Orientation: State and Federal Laws

Please review the following information covered in online resources:

“Women’s Health and Cancer Act of 1998”

https://www.cms.gov/CCIIO/Programs-and-Initiatives/Other-Insurance-Protections/whcra_factsheet.html

“Americans with Disabilities Act”

<http://www.usdoj.gov/crt/ada/workta.htm>

“Right to Know”

<http://www.nj.gov/health/workplacehealthandsafety/right-to-know/>

“Blood Bourne Pathogens”

<http://www.osha.gov/SLTC/bloodbornepathogens/index.html>

“Wage and Hour”

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

“HIPAA Compliance”

<http://www.state.nj.us/treasury/pensions/hipaa-notice.shtml>

**WW-P Online Orientation:
New Jersey Conscientious Employee Protection Act**

West Windsor-Plainsboro Regional School District is to inform employees about the New Jersey Conscientious Employee Protection Act. The New Jersey Conscientious Employee Protection Act, *N.J. Stat. § 34:19-1* (CEPA), prohibits any retaliatory action against an employer because the employee discloses, or threatens to disclose to a supervisor or to a public entity any activity, policy or practice of the employer that is a violation of a law, or a rule or regulation. The New Jersey CEPA explicitly references violations involving deception or misrepresentation to shareholders, investors, clients, patients, customers, employees, former employees, retirees or pensioners of the employer, or any governmental entity. The law also applies when an employee who is a licensed or certified health care professional discloses information that the employee reasonably believes constitutes improper quality of patient care.

To read about this Act, click on this link: [NJ Conscientious Employee Protection Act](#)

WW-P Online Orientation Information: Health Insurance Portability and Accountability Act (HIPPA)

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY. Effective April 2004. Revised April 2007

West Windsor-Plainsboro Regional School District (WWPRSD), is required by the Federal Health Insurance Portability and Accountability Act (HIPAA) and the State laws, to maintain the privacy of any information that is created or maintained by WWPRSD that relates to your past, present or future physical or mental health. This Protected Health Information (PHI) includes information communicated or maintained in any form. Examples of PHI are your name, address, social security number, birth date, health care services, diagnosis codes, procedure codes etc.

During the course of providing you with health coverage, the Plan will have access to information about you that is deemed to be “protected health information”, or PHI, by the Health Insurance Portability and Accountability Act of 1996, or HIPAA. The procedures outlined in this section have been added to the Plan to ensure that your PHI is treated with the level of protection required by HIPAA. This notice describes the medical information practices of WWPRSD group health plan (the “Plan”) and that of any third party that assists in the administration of Plan claims.

OUR PLEDGE REGARDING MEDICAL INFORMATION

We understand that medical information about you and your health is personal. We are committed to protecting medical information about you. This notice applies to all of the medical records we maintain. Your personal doctor or health care provider may have different policies or notices regarding the doctor’s use and disclosure of your medical information created in the doctor’s office or clinic.

This notice will tell you about the ways in which we may use and disclose medical information about you. We also describe your rights and certain obligations we have regarding the use and disclosure of medical information.

We are required by law to:

- Make sure that medical information that identifies you is kept private;
- Give you this notice of our legal duties and privacy practices with respect to medical information about you; and
- Follow the terms of the notice that is currently in effect.

Your PHI will be disclosed to certain employees of WWPRSD. These employees may only use your PHI for Plan administration functions including those described below, provided they do not

violate the provisions set forth herein. Any employee of WWPRSD who violates the rules for handling PHI established herein will be subject to adverse disciplinary action.

WWPRSD has certified that it will comply with the privacy procedures set forth herein. WWPRSD may not use or disclose your PHI other than as provided herein or as required by law. Any agents or subcontractors who are provided your PHI must agree to be bound by the restrictions and conditions concerning your PHI found herein. Your PHI may not be used by WWPRSD for any employment-related actions or decisions or in connection with any other benefit or employee benefit plan of WWPRSD. WWPRSD must report to the Plan any uses or disclosures of your PHI of which WWPRSD becomes aware that are inconsistent with the provisions set forth herein.

HOW WE MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU.

The following categories describe different ways that we use and disclose medical information for purposes of health plan administration. For each category of uses or disclosures we will explain what we mean and try to give some examples. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of the categories.

For Treatment (as described in applicable regulations). We may use medical information about you to facilitate medical treatment or services. We may disclose medical information about you to doctors, nurses, technicians, medical students, or other hospital personnel who are involved in taking care of you.

For Payment (as described in applicable regulations). We may use and disclose medical information about you to determine eligibility for Plan benefits, to facilitate payment for the treatment and services you receive from health care providers, to determine benefit responsibility under the Plan, or to coordinate Plan coverage. For example, we may tell your health care provider about your medical history to determine whether a particular treatment is experimental, investigational, or medically necessary or to determine whether the Plan will cover the treatment. We may also share medical information with a utilization review or pre-certification service provider. Likewise, we may share medical information with another entity to assist with the adjudication or subrogation of health claims or to another health plan to coordinate benefit payments.

For Health Care Operations (as described in applicable regulations). We may use and disclose medical information about you for other Plan operations. These uses and disclosures are necessary to run the Plan. For example, we may use medical information in connection with: conducting quality assessment and improvement activities; underwriting and soliciting bids from potential carriers, premium rating and setting employee contributions, and other activities relating to Plan coverage; submitting claims for stop-loss (or excess loss) coverage; conducting or arranging for medical review, legal services, audit services, and fraud and abuse detection programs; business planning and development such as cost management; and business management and general Plan administrative activities.

As Required By Law. We will disclose medical information about you when required to do so by federal, state or local law.

To Avert a Serious Threat to Health or Safety. We may use and disclose medical information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat.

SPECIAL SITUATIONS

Disclosure to Health Plan Sponsor. Information may be disclosed to another health plan maintained by [Employer] for purposes of facilitating claims payments under that plan. In addition, medical information may be disclosed to [Employer] personnel solely for purposes of administering benefits under the Plan.

Organ and Tissue Donation. If you are an organ donor, we may release medical information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate organ or tissue donation and transplantation.

Military and Veterans. If you are a member of the armed forces, we may release medical information about you as required by military command authorities. We may also release medical information about foreign military personnel to the appropriate foreign military authority.

Workers' Compensation. We may release medical information about you for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.

Public Health Risks. We may disclose medical information about you for public health activities (e.g., to prevent or control disease, injury or disability).

Health Oversight Activities. We may disclose medical information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

Lawsuits and Disputes. If you are involved in a lawsuit or a dispute, we may disclose medical information about you in response to a court or administrative order. We may also disclose medical information about you in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

Law Enforcement. We may release medical information if asked to do so by a law enforcement official in response to a court order, subpoena, warrant, summons or similar process.

Coroners, Medical Examiners and Funeral Directors. We may release medical information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also release medical information about patients of the hospital to funeral directors as necessary to carry out their duties.

National Security and Intelligence Activities. We may release medical information about you to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.

Inmates. If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release medical information about you to the correctional institution or law enforcement official. This release would be necessary (1) for the institution to provide you with health care; (2) to protect your health and safety or the health and safety of others; or (3) for the safety and security of the correctional institution.

YOUR RIGHTS REGARDING MEDICAL INFORMATION ABOUT YOU.

You have the following rights regarding medical information we maintain about you:

Right to Inspect and Copy. You have the right to inspect and copy medical information that may be used to make decisions about your Plan benefits. To inspect and copy medical information that may be used to make decisions about you, you must submit your request in writing to the WWPRSD Privacy Officer. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request.

We may deny your request to inspect and copy in certain very limited circumstances. HIPAA provides several important exceptions to your right to access your PHI. For example, you will not be permitted to access psychotherapy notes or information compiled in anticipation of, or for use in, a civil, criminal or administrative action or proceeding. WWPRSD will not allow you to access your PHI if these or any of the exceptions permitted under HIPAA apply. If you are denied access to medical information, you may request that the denial be reviewed.

Right to Amend. If you feel that medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for the Plan.

To request an amendment, your request must be made in writing and submitted to the Privacy Officer. In addition, you must provide a reason that supports your request.

We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:

- Is not part of the medical information kept by or for the Plan;
- Was not created by us, unless the person or entity that created the information is no longer available to make the amendment;
- Is not part of the information which you would be permitted to inspect and copy; or
- Is accurate and complete.

WWPRSD must act on your request for an amendment of your PHI no later than 60 days after receipt of your request. WWPRSD may extend the time for making a decision for no more than 30 days, but it must provide you with a written explanation for the delay. If WWPRSD denies your request, it must provide you a written explanation for the denial and an explanation of your right to submit a written statement disagreeing with the denial.

Right to an Accounting of Disclosures. You have the right to request an "accounting of disclosures" (other than disclosures you authorized in writing) where such disclosure was made for any purpose other than treatment, payment, or health care operations.

To request this list or accounting of disclosures, you must submit your request in writing to the Privacy Officer. Your request must state a time period which may not be longer than six years and may not include dates before April 2003. Your request should indicate in what form you want the list (for example, on paper, electronically). The first list you request within a 12 month period will be free. For additional lists, we may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

Note that HIPAA provides several important exceptions to your right to an accounting of the disclosures of your PHI. WWPRSD will not include in your accounting any of the disclosures for which there is an exception under HIPAA. WWPRSD must act on your request for an accounting of the disclosures of your PHI no later than 60 days after receipt of the request. WWPRSD may extend the time for providing you an accounting by no more than 30 days, but it must provide you a written explanation for the delay. You may request one accounting in any 12-month period free of charge. WWPRSD will impose a fee for each subsequent request within the 12-month period.

Right to a Paper Copy of This Notice. You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice.

You may obtain a copy of this notice at our website, www.ww-p.org.

To obtain a paper copy of this notice, you may contact the Privacy Officer.

WWPRSD must make its internal practices, books and records related to the use and disclosure of PHI received from the Plan available to the Secretary of Health and Human Services for purposes of determining compliance by the Plan with these privacy protections.

When WWPRSD no longer needs PHI disclosed to it by the Plan, for the purposes for which the PHI was disclosed, WWPRSD must, if feasible, return or destroy the PHI that is no longer needed. If it is not feasible to return or destroy the PHI, WWPRSD must limit further uses and disclosures of the PHI to those purposes that make the return or destruction of the PHI infeasible.

CHANGES TO THIS NOTICE

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for medical information we already have about you as well as any information we receive in the future. We will post a copy of the current notice on the Plan website. The notice will contain on the first page, in the top right-hand corner, the effective date.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with the Plan or with the Secretary of the Department of Health and Human Services. To file a complaint with the Plan, contact the Privacy Officer. The contact information for the Privacy Officer is listed below. All complaints must be submitted in writing.

You will not be penalized for filing a complaint.

OTHER USES OF MEDICAL INFORMATION.

Other uses and disclosures of medical information not covered by this notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or disclose medical information about you, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose medical information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care that we provided to you.

CONTACT INFORMATION

Privacy Officer:

Director of Human Resources
West Windsor-Plainsboro Regional School District
321 Village Road East
West Windsor, NJ 08550

Telephone Number: 609-716-5000 Ext. 5015

Fax Number: 609-716-5038

WW-P Online Orientation Information: Retirement and Resignations

The Windsor-Plainsboro Regional School District is an outstanding district dedicated to excellence in education. Your contribution has been critical in fulfilling our mission and ensuring sustained success. The mission of the West Windsor-Plainsboro Regional School District, valuing our tradition of excellence, is to develop all of our students as passionate, confident, life-long learners who have competence and strength of character to realize their aspirations and thoughtfully contribute to a diverse and changing world.

Upon your retirement or resignation, you must submit a written letter to the director of Human Resources. You need to clearly state your intention to leave the district and the date that you are leaving, i.e. last day of a school year. When this letter is received, you will receive confirmation from Human Resources. Please note that if you resign over the summer (for ten-month employees), you are resigning during the previous year's contract; hence, your date would be the last day of June.

For Leave Replacements: Upon leaving the district, you must surrender your school district ID badge, computer equipment, if appropriate, and district materials or books. You should review your e-mail account as you no longer will have access to these communications.

WW-P Online Orientation: Mandatory Trainings

The New Jersey Department of Education requires annual training for all school employees on a number of topics.

To comply with this NJDOE regulation, WW-P contracted with Global Compliance Network (GCN), an internet-based training program. WW-P staff members are required to complete specific training requirements. WW-P will utilize the Global Compliance Network (GCN) to meet these required professional development trainings

Substitutes will be e-mailed instructions for logging into the GCN web site after Board of Education approval.