

# POLICY

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Nutley Public Schools  
TEACHING STAFF MEMBERS  
#3124 Page 1-1  
EMPLOYMENT CONTRACT

## **3124 EMPLOYMENT CONTRACT**

The Board of Education requires that every nontenured teaching staff member employed by this district annually sign an employment contract for a term of not more than one year.

The employment contract shall include the specific title of the position to which the teaching staff member is appointed; the term for which employment is contracted, including beginning and ending dates; a full description of the certification held by the teaching staff member and the date, if any, on which certification will expire, if applicable; the salary at which the teaching staff member will be employed; and the intervals at which the salary will be paid.

The employment contract will also include a provision for termination of the contract by either the teaching staff member or the Board of Education unless the teaching staff member is represented by a collective bargaining agreement and the agreement has termination provisions.

In the event that the salary entered on the written contract differs from that approved by the Board in a resolution duly adopted, the salary approved by the Board shall be the salary paid.

N.J.S.A. 18A:27-2 et seq.; 18A:28-8  
N.J.A.C. 6A:9B-5.1; 6A:9B-5.4

Adopted: 03 May 2004  
Revised: 31 Aug 2015  
Revised: 23 May 2022



# POLICY

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Nutley Public Schools  
TEACHING STAFF MEMBERS  
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RESIGNATION

## 3141 RESIGNATION

The Board of Education will enter a contract with each nontenured teaching staff member providing, in part, for the termination of employment by either party on proper notice in accordance with Policy 3124.

An employee's resignation must be tendered in writing via paper or electronic mail to the Board through the Superintendent who may accept the resignation on behalf of the Board. Any such acceptance of a resignation will be ratified by the Board at its next meeting.

A member who offers insufficient notice of resignation will be paid only through the last day of service. In addition, the Board may notify the Commissioner of Education of any tenured teaching staff member who terminates his/her position without having given sixty days written notice to the Board unless the Board approves the tenured teaching staff member's release on shorter notice. The Commissioner of Education may suspend the tenured teaching staff member's certificate for not more than one year for failure to give such notice.

N.J.S.A. 18A:26-10; 18A:28-8  
N.J.A.C. 6A:9B-4.8

Adopted: 03May 2004  
Revised: April 2005  
Revised: 14 Sept 2015  
Revised: 23 May 2022



# POLICY

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Nutley Public Schools  
TEACHING STAFF MEMBERS  
#3151 Page 1-1  
ASSESSMENT OF PAY

## 3151 ASSESSMENT OF PAY

The Board of Education believes that the proper performance of a teaching staff member's professional duties requires the punctual commencement and proper completion of all assigned services.

The Superintendent or designee shall assess the following penalties when a teaching staff member fails to render or only partially renders services for which the Board has contracted:

1. The accumulation of 8 unexcused instances of tardiness in an assigned period in any one school year will result in a wage deduction in the amount of ½ day pay;
2. Each unexcused instance of tardiness after the 8 in the same school year will result in a wage deduction in the amount of ½ day pay for each such instance;
3. Any unexcused absence during the working day will result in a wage deduction equal to the ratio of the periods missed to the total periods scheduled, times one two-hundredths of the employee's annual salary.

The Building Principal shall determine whether a teaching staff member's tardiness or absence is excused or unexcused.

A record of instances of tardiness and absences will be maintained in each teaching staff member's personnel file in accordance with Board Policy No. 3212.

The Superintendent or designee is authorized to direct properly cautioned teaching staff members who are repeatedly tardy not to report at all on those days when they cannot report on time and to suffer such wage penalties as may be appropriate.

N.J.S.A. 18A:25-7; 18A:27-4; 18A:29-4

Adopted: 23 May 2022



# POLICY

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Nutley Public Schools  
TEACHING STAFF MEMBERS  
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GRIEVANCE

## 3340 GRIEVANCE

The Board of Education shall develop and practice reasonable and effective means for the resolution of disputes that may arise in the employment of teaching staff members not covered by the terms of a negotiated agreement.

The Board directs that any grievance not provided for by negotiated agreement be resolved by submission to the following grievance procedure, which is designed to promote proper and equitable settlement of grievances at the lowest appropriate level and to facilitate an orderly process for the resolution of grievances.

For the purposes of this policy, "grievance" means an unresolved problem concerning the application or interpretation by an officer or employee of this district of law, regulations of the State Board of Education, the bylaws or policies of the Board, or the administrative regulations of the Superintendent; "grievant" is a district employee who alleges a grievance or the employee's representative; "party" means the grievant or any person named in the grievance as allegedly having violated a law, bylaw, policy, or regulation; and "day" means a school day.

If the same or substantially the same alleged grievance is made by more than one employee, a single grievant may process the grievance through the grievance procedure on behalf of all grievant. The names of all the grievant will appear on all documents related to the settlement of the grievance.

A grievant may be represented or accompanied at any time by a person whom the grievant chooses.

A grievant may use personal leave time when it becomes necessary to process a grievance during school hours. A grievance that arises late in the school term will be submitted to an expedited process in order that the grievance may be resolved as soon after the school term as possible. There will be no reprisal of any kind taken against any employee or employee's representative for participation in a grievance.



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Nutley Public Schools  
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GRIEVANC

All documents, communications, and records regarding the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants of the grievance.

Any alleged grievance should, at the first instance, be discussed in one or more private, informal conferences between the parties involved or between the grievant and his/her immediate supervisor. A grievance not resolved in one or more such private meetings may be processed in accordance with the following procedure.

## Level One

Within twenty working days of the occurrence of the act or omission giving rise to the grievance, the grievant must present his/her grievance in writing to the grievant immediate supervisor. The written document will be a clear, concise statement of the grievance and will include the law, rule, policy, or regulation that the grievant alleges to have been violated; the factual circumstances on which the grievance is based; the person or persons involved; the decision, if any, rendered at the private conference; and the remedy sought.

Any party to the grievance may request a personal conference with the supervisor in order to resolve the grievance.

Within seven working days the supervisor shall present a decision to the grievant in writing. If the supervisor does not respond during the time permitted, the grievant may appeal to the next level.

## Level Two

A grievant not satisfied with a decision at Level One may appeal that decision in writing to his/her principal / assistant superintendent or supervisor within three working days after receipt of the decision or the expiration of the time during which the decision must be rendered. The written appeal will include a copy of the original grievance; the decision rendered, if any; the name of the grievant representative, if any; and a clear, concise statement of the reasons for the appeal of the decision.

Any party to the grievance may request a personal conference to discuss the grievance.

The supervisor shall present a decision to the grievant within five working days. If no decision is rendered within that time limit, the grievant may appeal to the next level.



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## Level Three

A grievant not satisfied with a decision at Level Two may appeal that decision in writing to the Superintendent within five working days after receipt of the decision or the expiration of the time during which the decision must be rendered. The written appeal to the Superintendent will include copies of the original grievance, the appeal of that grievance at Level Two, and the decision, if any, rendered at Level Two. Within ten working days after the delivery of the appeal, the Superintendent shall investigate the grievance, giving all persons who participate in Levels One and Two a reasonable opportunity to be heard.

Within ten working days of the presentation of the appeal, the Superintendent shall submit a decision in writing together with the reasons that support that decision to the grievant and any other party to the grievance. If the Superintendent does not render a decision within that time limit, the grievant may appeal to the next level.

## Level Four

A grievant not satisfied with the Superintendent's decision may appeal that decision in writing to the Board within ten working days after the receipt of the decision or the expiration of the time during which the decision must be rendered. The written appeal to the Board will include copies of the original grievance, the appeal of that grievance at Level Two, and the decisions, if any, rendered at Levels Three and Four.

The Board shall schedule the grievance for hearing at a private session to be held within forty-five calendar days of the presentation of the appeal. The grievant shall be present at the hearing and may require the presence of a party to the grievance.

Within fifteen calendar days of the hearing, the Board shall submit its decision in writing together with reasons that support the decision to the grievant. A copy of the decision shall be given to the Superintendent and to any other party to the grievance.

The decision of the Board shall be final.

## Level Five

The grievant may appeal the decision of the Board to an arbitrator mutually chosen by the grievant and the Board. In the event the grievant and the Board are unable to agree on the



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selection of an arbitrator within ten working days, the grievant and the Board shall each select an arbitrator and the arbitrators so selected shall select a third arbitrator by agreement.

The arbitrator or arbitrators shall receive evidence and hear testimony concerning the grievance at a private hearing.

The arbitration award shall be final and binding.

N.J.S.A. 34:13A-5.3

Adopted: 23 May 2022



# POLICY

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Nutley Public Schools  
TEACHING STAFF MEMBERS  
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SHORT TENURE PERIOD

## 3371 SHORT TENURE PERIOD

The Board of Education recognizes that it is authorized by statute to create a probationary period shorter than that required by statute for any category of district employment.

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

Adopted: 23 May 2022





# POLICY

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Nutley Public Schools  
SUPPORT STAFF  
#4124 Page 1-1  
EMPLOYMENT CONTRACT

## **4124 EMPLOYMENT CONTRACT**

The Board of Education requires every nontenured support staff member annually sign an employment contract for a term of not more than one year.

The employment contract shall include the date; name of the employee; the beginning and ending dates of service (fixed term appointment); the salary to be paid and the manner of payment; an authorization for salary deductions as applicable; and such other terms and conditions as may be necessary to a complete statement of the employment relationship.

The contract may include a provision for a probationary employment period with a provision providing the Board the right to terminate the employment of the nontenured support staff member at the completion of the probationary employment period. The contract will include a provision for the termination of the nontenured support staff member's contract on 60 days' notice duly given by either party.

In the event the salary entered on the written contract differs from that formally approved by the Board, the salary approved by the Board shall be the salary paid.

Adopted: 03 May 2004

Revised: 23 May 2022



# POLICY

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Nutley Public Schools  
SUPPORT STAFF  
#4151 Page 1-1  
ASSESSMENT OF PAY

## **4151 ASSESSMENT OF PAY**

The Board of Education believes that district operations suffer without the punctual commencement and proper completion of all assigned services.

The Superintendent or designee shall assess the following penalties when a support staff member fails to render or only partially renders services for which the Board has contracted:

1. The accumulation of eight unexcused instances of tardiness to an assigned period in any one school year will result in a wage deduction in the amount of half day pay and thereafter;
2. Any unexcused absence during the working day will result in a wage deduction equal to the ratio of the periods missed to the total periods scheduled, times one-two hundredths.

The Direct Supervisor shall determine whether an employee's tardiness or absence is excused or unexcused.

A record of instances of tardiness and absences will be maintained in each employee's personnel file.

The Superintendent is authorized to direct employees who are repeatedly tardy not to report at all on those days when they cannot report on time and to suffer such wage penalties as may be appropriate.

Adopted: 23 May 2022



# POLICY

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Nutley Public Schools  
SUPPORT STAFF  
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EMPLOYEE TRAINING

## **4240 EMPLOYEE TRAINING**

The Board of Education believes that continuing training and study is essential to the improvement of employee performance and the acquisition of technological skills. The Board encourages all employees to participate in appropriate training programs.

The Superintendent or designee shall prepare rules for employee participation in programs of job skill improvement. The rules will include methods of reporting and verifying claims for participation in such activities.

The Board will reimburse employee requests for attendance at training programs provided participation has been approved in advance by the Superintendent or designee and the costs of participation do not exceed the amount approved annually by the Board.

Adopted: 23 May 2022



# POLICY

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Nutley Public Schools  
SUPPORT STAFF  
#4360 Page 1-1  
SUPPORT STAFF MEMBER TENURE

## **4360 SUPPORT STAFF MEMBER TENURE**

The Board of Education directs that the tenure status of support staff members be determined only in accordance with law and this policy and such contractual terms as may have been negotiated with the employee's majority representative.

N.J.S.A. 18A:17-2; 18A:17-3

Adopted: 23 May 2022



# POLICY

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Nutley Public Schools  
COMMUNITY  
#9150 Page 1-1  
SCHOOL VISITORS

## **9150 SCHOOL VISITORS**

The Board of Education welcomes and encourages visits to school by parent(s) or legal guardian(s), other adult residents of the community, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, the Board directs the enforcement of rules governing school visits.

The Superintendent and Building Principal each possess the authority to prohibit the entry of any person into a school of this district or to expel any person from the school when there is reason to believe the presence of such person would be inimical to the good order of the school. If such a person refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Visitors shall be required to register their presence in the school. The district may utilize a visitor screening system, to check against public safety agencies. No staff member shall transact business with or permit the continuing presence in the school of a visitor who has not been duly registered.

No visitor may confer with a student in school without the approval of the Principal; any such conference may take place only in the presence of a teaching staff member and/or administrator.

The Superintendent shall develop regulations that will protect students and employees of the district from disruption to the educational program and the efficient conduct of their assigned tasks.

N.J.S.A. 2C:18-3

N.J.S.A. 18A:17-42; 18A:20-1; 18A:20-34

Cross reference: Policy Guide No. 5520, 7440

Adopted: 23 May 2022



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# REGULATION

Nutley Public Schools  
COMMUNITY  
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## R 9150 SCHOOL VISITORS

### A. Definition

“Visitor” means any person present in a school building on a school day during the hours school is in session, other than those persons whose presence is required by their enrollment in the school or employment by the Board and includes, but need not be limited to, parents or legal guardians, family members, district residents, guests, educational researchers, and members of the Board. For the purposes of this regulation, “visitor” does not include persons present in school buildings to attend meetings of the Board or events sponsored by organizations granted permission by the Board to meet in the school.

### B. Registration

1. Every visitor is required to register in the school office, by scanning their driver’s license or other official identification document, for verification by the identify management system, and checking against the sexual offender’s registry.
2. A notice will be prominently posted at each entrance to the school building, advising visitors to report to the school office before advancing to any other part of the school. Additional signs should be posted in the lobby of each building to advise visitors not to proceed without registering in the school office.
3. The Principal will maintain a logbook in the main office of the school. Each visitor shall enter his/her name and the purpose of his/her visit in the logbook except that the Principal may exempt trades persons who make regular and frequent visits to the school.
4. Each visitor will be given an identification tag or badge, printed by the visitor management system, which must be worn while the visitor is in the school. The Principal



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# REGULATION

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may give a permanent identification tag or badge to a trades person who makes regular and frequent visits to the school.

5. The Principal or office personnel designated by the Principal shall arrange for an escort to accompany each visitor to his/her destination except that the Principal may permit visitors familiar with the school and personally known to the Principal to proceed unaccompanied.

6. A staff member who encounters a visitor without identification will request the visitor to report at the school office, and if feasible, conduct the visitor to the school office. A visitor who resists the request or refuses to be conducted to the school office shall be reported to the Principal immediately.

7. A teacher shall not admit a visitor to his/her classroom unless the visitor has the identifying tag or badge or is accompanied by the Principal or the Principal's designee.

8. When a visitor has completed the business of his/her visit, he/she will return directly to the school office, return the identification tag or badge, and promptly leave the building.

9. The provisions of this paragraph may be waived for parents or legal guardians attending scheduled parent-teacher conferences.

## C. Permission to Visit Classroom

1. Permission to visit a classroom in session must be sought from and granted by the Principal.

2. In general, arrangements to visit a classroom should be made at least one day in advance of the intended visit.

3. If the intended visit would interfere with the planned instructional program, the Principal will so advise the visitor and suggest another time for the visit.



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# REGULATION

Nutley Public Schools  
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4. The Principal is authorized to exclude a visitor from a classroom if the Principal has reason to suspect that the visitor may disrupt the educational program or threaten the health and safety of students or staff members.
5. The parent(s) or legal guardian(s) who arrives at school without having sought advance approval of a classroom visit may be admitted to the classroom at the discretion of the Principal.
6. The Principal may arrange visits to classrooms by educators and student teachers with the cooperation and consent of the classroom teachers.
7. Teachers may invite guest speakers or observers to their classrooms with the approval of the Principal. Each such guest speaker and observer must sign the school logbook.
8. The Principal has the authority to evaluate all requests to visit a classroom. A denied request will be accompanied by an explanation of the denial. The parent(s) or legal guardian(s) who has been denied access to his/her child's classroom may appeal the Principal's decision to the Superintendent, whose determination may be appealed to the Board of Education in accordance with Policy No. 9130.

#### D. Limitations on Visits to School

1. Visitors are permitted in the schools only during school hours.
2. A visitor may remove a student from school only in strict accordance with Policy No. 5230.
3. A visitor may confer with a student in the school only with the approval of the Principal and in the presence of a teaching staff member.





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# REGULATION

Nutley Public Schools  
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4. A visitor to a classroom shall not interrupt the instructional program, speak to or disturb students, or distract the teacher. A visitor who wishes to confer with the teacher must make arrangements for a conference at a later date.

5. A visitor may not bring a child or children to a classroom without the express permission of the teacher and the Principal.

6. A classroom visit may ordinarily not exceed sixty minutes without the express permission of the teacher and the Principal.

7. The Principal may restrict the number of visitors to any classroom at any one time. Preference will be given to the parent(s) or legal guardian(s) of students in the classroom.

## E. Disruptive Visitors

1. The Principal has complete authority to exclude from school premises any person whom he/she believes may:

- a. Disrupt the instructional program;
- b. Disturb teachers or students; or
- c. Commit an illegal act.

2. A visitor whose presence or conduct is disruptive or whose conduct in the past suggests that he/she may be disruptive may be requested to leave the school premises. If the visitor so requested does not withdraw, the Principal may summon assistance from the Police Department.

3. A visitor who presents a serious and immediate threat to the health and safety of persons in the school may be subdued by appropriate means pending the arrival of law enforcement officers.



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# REGULATION

Nutley Public Schools  
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4. If the Principal has been alerted to dangerous persons in the vicinity of the school or has been informed that a person intends to enter the school with the intent of doing harm, the Principal may, in his/her discretion:
  - a. Assign personnel to patrol entrances to the school and deny entrance to any person not properly identified or personally known to them;
  - b. Secure the services of professional security personnel to monitor entrances; and/or
  - c. Lock all school entrances other than the main entrance so that doors cannot be opened from the outside (taking all necessary steps to ensure that doors can be opened from the inside by pressure on crash bars).

Adopted: 23 May 2022

