

Staff Attendance Procedures for New Employees 2017-2018

Please note that all new employees must go to the offices listed below:

Security Office- 973-321-0801 All employees will be issued an identification badge to be worn at all times and to scan-in/scan-out daily at their assigned location.

Technology Department- 973-321-0905 You will receive your email address and printer access. You will receive an email with your Employee Portal access to view all your personal data including demographic, salary, attendance and benefits.

- Paterson Public School employees are required to notify their administrator, supervisor and/or timekeeper if planning to be absent, and must indicate what type of absence will be taken (Personal Day, Sick Day, etc.). *All PEA members who require substitute coverage must report their absence by calling the AESOP automated system at (800)942-3767 before 7:15 am the day of the absence. Staff members who are not required to call the automated system must report their absence by calling and/or emailing their administrator. It is common courtesy to both call AESOP and contact the administrator directly for those who must call AESOP.*
- New employees are eligible for 1 sick day and .5 personal day per month of employment for a total of 10 Sick, 5 Personal, and 1 Family Illness days. All unused sick and personal days are carried over into the next year
- Attendance Incentives for Paterson Education Association, Paterson Administrators, Custodial/Maintenance, and Food Service members-Employees with zero (0) absences receive a stipend per semester or annually. Employees with one (1) to three (3) absences can purchase up to ten (10) unused sick days
- Leaves of absences are available as needed:
 - Medical
 - Maternity
 - Childcare
 - Family Leave Act- 12 weeks of additional health benefits
 - New Jersey Family Leave Act – 12 weeks of additional health benefits
 - NJFLA-paid leave (6 weeks) for caregiving
 - Sabbatical Leave-Minimum of seven years in the district
 - Paid half salary for one school year
 - Full health benefit coverage
 - Full pension credit
 - Sick and personal days accrue
- Professional Development: Attendance to conferences, workshops, and District In-service days are excused absences
- Vacation days are posted on an accrual basis according to bargaining unit for twelve month employees only. Vacation is based on years of service ranging from one week to four weeks of annual paid leave