

Paterson Public Schools
Paterson, NJ

Standard Operating Procedure:
Transfer of Staff Members

Subject: Transfer of Staff Procedures	Effective Date: 9/1/06	Page 1 of 2
	Approved by: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District Guidelines for the proper use in Paterson Public Schools.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions:**

Employee Requests For Transfers or Reassignment

Employees who desire a change in grade, subject and/or assignment or who desire to transfer to another building may file a written statement of such desire with the State District Superintendent not later than April 1. Such statement shall include the grade, subject and/or assignment to which the employee desires to be assigned and the building(s) to which the employee desires to be transferred in order of preference.

- a. Both Cohort Assistant Superintendents must sign-off on the Personnel Transaction Form that would be the sending and receiving Cohorts. In addition, both Principals must also sign the Personnel Transaction Form.
 - b. Staff members cannot be transferred to another grade level or school unless a Personnel Transaction Form is completed.
 - c. A Personnel Transaction Form drives position control numbers, accounts, budget and payroll.
 - d. A Personnel Transaction Form must be completed for all movement of staff in the District.
- IV. Reporting Procedures:**
- a. Transfer requests must be copied to the following individuals:
 - Building Principal
 - Cohort Assistant Superintendent
 - PEA (Paterson Education Association)

- b. Request responses are forwarded by Certificated and Non-Certificated Units of Human Resources to the staff member requesting a transfer.

V. Dissemination:

All Building Principals, Supervisory and Administrative employees of the Paterson Public School District

**Paterson Public Schools
Paterson, NJ**

**Standard Operating Procedure:
Hiring Employees**

Subject: Hiring Employee Procedures	Effective Date: 9/1/06	Page 1 of 2
	Approved by: Dr. Michael E. Glascoe	

I. Purpose:
To establish District Guidelines for the proper use in Paterson Public Schools.

II. Authority:
The State District Superintendent

III. Terms and Conditions:

Procedures for New Hires:

- a. A vacancy exists
- b. A resume is submitted to the Human Resources/Personnel Department for a specific position.
- c. The resume is sent to the school(s) and/or department that has a vacancy in a particular candidate's area of certification or interest (Alternate Route).
- d. The School Leadership Council at each school interviews the candidate when applicable, and makes a recommendation to hire. (Not all positions are interviewed by the School Leadership Council)
- e. A Personnel Transaction Form is completed and signed by:
 - ❖ Building Principal
 - ❖ Cohort Assistant Superintendent (If Applicable)
 - ❖ Subject Area Directors and/or Supervisors (If applicable)
- f. The Interview Data Sheet is attached to the Personnel Transaction Form, signed by the School Leadership Council and Assistant Superintendent.
- g. The Personnel Transaction Form is sent to the Director of Personnel, where the Personnel Transaction Form, resume and certification are reviewed.
- h. The Personnel Transaction Form is then forwarded to the Position Control Coordinator and the Business Administrator for approval of the position

control number, funds and position. Once approved the Personnel Transaction Form is returned to Human Resources.

- i. Personnel Transaction Form is manually logged and a new personnel file is set-up for this candidate.
- j. Paperwork is reviewed for all appropriate materials necessary for hiring. For Alternate Route and Emergency Candidates, additional paperwork is completed. (i.e., application, expedite, etc.)
- k. The Superintendent approves the Personnel Transaction Form. The candidate is then called in by Personnel to begin completing paperwork for hire.
- l. Once approved by the Superintendent, the individual appears in the Personnel section of the Board of Education packet.
- m. The Personnel Transaction Form is keyed into the system and becomes permanent record in the system.
- n. The candidate signs a contract and enrolls with Health Benefits and Pension.

IV. Reporting Procedures:

- a. Once a contract is signed a congratulatory letter is mailed to the employee and copied to the Building Principal and Cohort Assistant Superintendent.

V. Dissemination:

All Supervisory and Administrative employees of the Paterson Public School District

**Paterson Public Schools
Paterson, New Jersey**

**Standard Operating Procedure:
Certificated and Non-Certificated Evaluations**

Subject: Evaluation Procedures	Effective Date: 9/1/06	Page 1 of 3
	Approved by: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District Guidelines for the proper use in Paterson Public School District.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions:**

Evaluations, Tenured and Non-Tenured

- a. Completed evaluations for non-tenured and tenured staff members will be sent to the appropriate Director, Supervisor and Assistant Superintendent who will review the evaluations and submit them to the Human Resources/Personnel Department.
- b. A staff roster must be attached as a coversheet to the evaluations with each individual staff member checked-off whose evaluation is attached and their score (see attachment).
- c. All evaluations will be filed in each individual staff member's Personnel file.
- d. Scores on teacher evaluations must equal the necessary score for each year to continue employment and receive tenure.
- e. The final evaluation of the year for a non-tenured employee must equal the necessary score to be renewed. When an employee does not meet the necessary minimum score, a letter of recommendation for non-renewal is submitted. There are no exceptions.
- f. Evaluations and cover sheets for evaluations are on-line for your completion.

- g. Non-tenured minimum required employee evaluative scores are as follows:
- First year teacher 100
 - Second year teacher 110
 - Tenured year 125

*** The above mentioned scores are not subjective, they are a finite number which needs to be followed. If the employee does not meet the minimum score mentioned above, you must recommend non-renewal the employee for the following school year.**

Important

If an Administrator is recommending a non-renewal of a non-tenured staff member, the following is required at a minimum:

- At least 3 (three) observations and 3 (three) evaluations for teachers with the final score below the cut-off
 - Any additional documentation including but not limited to attendance records, warning letters, improvement plans, etc.
 - A cover letter indicating your recommendation along with a rational must accompany the above mentioned paperwork
- * Please be advised that all non-renewals require the signature of the Assistant Superintendent before moving forward with the recommendations. For recommendations of withholding an increment the following should be included and submitted:
- At least 3 (three) observations and 3 (three) evaluations for each employee are the minimal requirements. Additionally, the evaluator must check the box marked increment withholding and mention withholding of the increment in the narrative of the last summative evaluation.
 - Any additional correspondence relative to the individual staff member's performance throughout the year.
 - A cover letter indicating the recommendation along with a rational must accompany the above mentioned paperwork.

They must be signed and approved by the Cohort Assistant Superintendent before being submitted.

Remember ongoing documentation is critical when recommending non-renewal or withholding of increment.

IV. Reporting Procedures:

- a. Building Principals will evaluate staff and recommend renewal or non-renewal, increment approved or withholding of increment.
- b. The Assistant Superintendent must sign-off approving the recommendation before moving forward.

V. Dissemination:

All Building Principals, Supervisory and Administrative employees of the Paterson Public School District.

**Paterson Public Schools
Paterson, New Jersey**

**Standard Operating Procedure:
Coaching and After School Program Stipends**

Subject: Coaching and After School Program Stipend Procedures	Effective Date: 9/1/06	Page 1 of 3
	Approved by: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District Guidelines for the proper use in Paterson Public Schools.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions:**

Guidelines and Procedures

- a. A completed Personnel Transaction Form with the attached forms must be submitted to the Office of Personnel with the signatures of the Building Principal and Athletic Director prior to the beginning of each season by the following dates:
- Fall Coaches will be submitted no later than July 1st
 - Winter Coaches will be submitted no later than September 1st
 - Spring Coaches will be submitted no later than Jan. 1st
- b. Renewals must submit the following:
- Completed Application
 - Attach Copy of the Posting
 - Attach Coaches' Job Description
 - Attach Original Certificate
 - Attach Completed Coaches' Experience Approval Form
- c. Substitute Certificate Staff:
- Completed Application
 - Attach Copy of the Posting
 - Attach Original Substitute Certificate
 - Attach Coaches' Job Description
 - Attach Completed Coaches' Experience Approval Form
- d. Expired Substitute Certificates must be renewed by obtaining a Renewal Form from the Substitute Office and submit the following:
- Completed Application

- Attach Copy of the Posting
 - Attach Completed Renewal Form
- Attach Coaches Job Description
 - Attach Completed Coaches' Experience Approval Form
- e. Lost Substitute Certificates must be renewed by completing a Statement of Lost Form and a \$25.00 money order payable to the Commissioner of Education and submit the following:
- Completed Application
 - Attach Copy of Posting
 - Attach Coaches' Job Description
 - Attach Completed Coaches' Experience Approval Form
 - Attach Completed Statement of Lost Form
- f. Certified Staff (CE, CEAS,) Certificate of Eligibility/ Certificate of Eligibility with Advanced Standing must submit:
- Completed Application
 - Attach Copy of Posting
 - Attach Coaches' Job Description
 - Attach Original Certificate
 - Attach Completed Coaches' Experience Approval Form
- g. At any time before or during the season, if a coaching position should change, you must complete a Personnel Transaction Form specifically for that person filling the position or they will not be paid.
- h. At the end of each season resubmit the attached list of coaches for payment with accurate names, social security numbers and stipends. A disc will be provided with a coaches' roster form. Input coaches names and their information on the disc. Please, hand deliver a hard copy and completed paperwork to the Office of Personnel to insure it has been received.
- i. A name appearing on the list for payment and not on a Personnel Transaction Form will not be paid.
- j. Once the Office of Personnel approves all applications the Cohort Assistant Superintendent will sign off and approve. The packet will be hand delivered to the County Office for approval.
- k. Under no circumstances are any forms or applications to be brought or sent to the County Office.
- l. The time line with cut-off dates must be adhered to, so the applicants can be approved by the County Office and by the Paterson Public School District before the season begins.

After-School Program Hiring Procedures

- The Initiator must have funds available for the program
- A Posting request must be submitted to the Department of Human Resources/Personnel
- Appropriate individuals from the Business Office must approve that funds are available for the posting
- The Director of Human Resources/Personnel signs-off on the posting after the posting request is approved by the Business Office
- The Posting for required staff necessary for the program is posted for a period of 21 days
- Interviews are conducted and staff are selected
- A Personnel Transaction Form is completed with the appropriate back up which includes the following:
 1. List of staff members names and social security numbers to be hired
 2. Total days and hours to be worked
 3. Appropriate NJ Teacher Certificate (if applicable)
 4. Copy of the Posting

IV. Reporting Procedures:

- a. The Building Principal, Athletic Director, and Cohort Assistant Superintendent will sign off on Personnel Transaction Form to hire for the posted positions.

V. Dissemination:

All Building Principals, Athletic Directors, Cohort Assistant Superintendents, Supervisory and Administrative employees of the Paterson Public School District

**Paterson Public Schools
Paterson, New Jersey**

**Standard Operating Procedure:
Provisional Teacher State Evaluations**

Subject: Provisional Teacher State Evaluation Procedures	Effective Date: 9/1/06	Page 1
	Approved by: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District guidelines for the proper use in Paterson Public Schools.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions:**
The enclosed **Formative** and **Summative Evaluations** are to be used to evaluate teachers who are provisionally licensed. These forms are to be completed after 10, 20, and 30 weeks of full-time teaching from the time at which the provisional teacher assumes full responsibility for the classroom.
- a. The **Formative Evaluations** are to be used for the first two assessments and may be completed by the building principal or administrator's designee.
- b. The **Summative Evaluation** is to be used for the last assessment. If the candidate is a part-time teacher, these forms should be submitted at proportionally longer time periods. (For example, if the teacher is employed on a half-time basis and is an Alternate Route candidate, he/she completes the program in 68 weeks, rather than 34 weeks. The forms, therefore, should be submitted after 23, 46 and 68 weeks from the time at which the Provisional teacher assumed full responsibility of his/her class).
- c. On the **Summative Evaluation**, the building principal must make a final recommendation regarding the Provisional teacher's eligibility for a Standard Teaching Certificate.
- IV. Reporting Procedures:**
a. Building Principals and/or Designee must sign off on the evaluations.
- V. Dissemination:**
All Building Principals and Cohort Assistant Superintendents of the Paterson Public School District

**Paterson Public Schools
Paterson, New Jersey**

**Standard Operating Procedure:
Bereavement Leave**

Subject: Procedures for Bereavement Leave	Effective Date: 9/1/06	Page 1
	Approved by: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District guidelines for the proper use in Paterson Public Schools.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions:**
- a. Paterson Public School employees must call in to notify their Administrator regarding the request of bereavement days.
 - b. All PEA members who require substitute coverage for bereavement days should report their absence by calling the SubFinder Automated System at (973) 321-2370, before 7:15 a.m. the day of the absence.
 - c. Staff members who are not required to call the automated system must report their absence by calling their Administrator. Upon returning to work, all employees must submit the Bereavement Form to their immediate Administrator, who will initial it and send it to the Staff Attendance Office.
- IV. Reporting Procedures:**
- a. The Bereavement Form must be submitted by the District employee.
 - b. The Bereavement Form must be submitted to the Staff Attendance Office upon returning to work.
 - c. Bereavement forms for Paterson Education Association, Cafeteria, Cosa, Directors, Confidential Secretaries, Paterson Administrator's Association, Paterson Custodial Maintenance Association, Principal's Association and Non-Bargaining Members can be obtained from the Staff Attendance Office. (See attached Forms C-K).
- V. Dissemination:**
All District employees of the Paterson Public School District

**Paterson Public Schools
Paterson, New Jersey**

**Standard Operating Procedure:
Jury Duty**

Subject: Procedures for Jury Duty	Effective Date: 9/1/06	Page 1
	Approved by: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District Guidelines for the proper use in Paterson Public Schools.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions:**
Employees must submit the following documentation to their immediate Administrator, who will initial it and send it to the Staff Attendance Office:
 - a. Original petition to serve as juror from the county in which they live; a copy of confirmation of days served from the county clerk;
 - b. If excused from jury duty prior to 11:00 a.m. you must report back to work.
 - c. The District will confirm time excused by contacting the jury duty manager.
- IV. Reporting Procedures:**
 - a. Documentation regarding jury duty must be submitted to the Time and Attendance Office.
 - b. All documents must be initialed and submitted by the immediate supervisor.
- V. Dissemination:**
All District employees of the Paterson Public School District

**Paterson Public Schools
Paterson, New Jersey**

**Standard Operating Procedure:
Tardiness**

Subject: Procedures for Tardiness	Effective Date: 9/1/06	Page 1
	Approved by: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District Guidelines for the proper use in Paterson Public Schools.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions:**
 - a. Once the Sign-In Book has been removed an individual is required to sign the late book and/or scan-in late.
 - b. On the fourth (4th) tardy, a warning will be issued; on the fifth (5th) tardy and any subsequent tardy thereafter, a half day's pay will be deducted from an employee's paycheck. (See attached Forms Q-Q111).
- IV. Reporting Procedures:**
 - a. All documents must be initialed and submitted by the immediate administrator to the staff attendance office.
- V. Dissemination:**
All Supervisory and Administrative employees of the Paterson Public School District

**Paterson Public Schools
Paterson, New Jersey**

**Standard Operating Procedure:
Failing to Sign-in and Sign-out**

Subject: Procedures for Failing to Sign-in and Sign-out	Effective Date: 9/1/06	Page 1 of 2
	Approved by: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District Guidelines for the proper use in Paterson Public Schools.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions:**

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 SubFinder automated system at (973) 321-2370, 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 their administrator.*

As new or transferred employees enter a location, they should be advised by the Administrator of the procedures for signing-in/signing-out and/or scanning-in/scanning-out, absence reporting, and introducing them to the timekeeper responsible for their attendance. Employees who have shared time at more than one site should be identified in the manual sign-in/sign-out and in the automated system where they are each day of the week.

Sign-In/Sign-Out and/or Scan-In/Scan-Out Procedures

Effective September 1, 2006, all employees will indicate his/her presence for duty and departure by initialing the sign-in/sign-out book and/or by scan-in/scan-out in accordance with District policy.

Failure to Sign-In/Sign-Out and/or Scan-In/Scan-Out

- a. Employees are required to sign-in/sign-out and/or scan-in/scan-out each day. The District shall develop a system that does not require a member to be delayed more than two (2) minutes to accomplish signing out and/or scanning out. If the Paterson Education Association asserts the process is taking longer than two (2) minutes to sign-out and/or scan-out, it may file a grievance immediately to arbitration to address a system which will accomplish the

timely sign-in/sign-out and/or scan-in/scan-out procedure.

- b. It is expressly understood a member unable to sign-out due to an emergency situation, e.g., personal illness or other personal emergency, may sign out at the next sign-out opportunity.

Penalty Procedure

- a. Should the District allege a staff member failed to sign in /sign-out and/or scan-in/scan-out as required in this Article, the employee shall be notified by the District no later than the end of the next work day. In this way, the employee shall be given the opportunity to explain or challenge the claim she/he did not sign-in and/or scan-in. If not notified, the allegation of failure to sign-in and/or scan-in shall be waived for that incident.
- b. **Upon the first occasion** during a school year of failure to sign-in/sign-out and/or scan-in/scan-out, while present for work, the building Administrator/Designee or other Administrator will issue a verbal warning to the employee, maintaining a record of the notice.
- c. **After the second incident**, the same procedure will be followed. In addition, a written notice of the sign-in/sign-out and/or scan-in/scan-out requirement and the staff member's obligation to sign-in/sign-out and/or scan-in/scan-out will be given to the employee.
- d. **After the third incident** the Administrator will conference with the staff member to ascertain why a problem with signing-in/signing-out and/or scanning-in/scanning-out still exists. The Administrator will make every attempt to help the staff member to remove any obstacles to her/his signing-in and/or scanning-in/scanning-out. A warning letter of possible disciplinary action upon the next incident shall be issued.
- e. **After the fourth incident**, and provided that the required notice has been given by the Administrator, employees shall be penalized by being docked as follows:
 - *Certificated Staff* \$33.00
 - *Support Staff* \$16.50
- f. **After the fifth incident**, and for each incident thereafter, the employee shall forfeit one day's pay.
- g. In those cases when a staff member is assigned to report to an alternative work site, the employee shall sign-in/out and/or scan-in/scan-out at the alternative site in fulfillment of the requirements of District Policy.
- h. After each occasion of failure to sign-in/out and/or scan-in/scan-out, while claiming to have been present for work, the employee may provide proof of presence, which must include confirmation of the time of arrival and/or departure. (See attached Forms U-V).

**Paterson Public Schools
Paterson, New Jersey**

**Standard Operating Procedure:
Highly Qualified Teacher Verification (HQT)**

Subject: Highly Qualified Teacher (HQT) Verification Procedures	Effective Date: 9/1/06	Page 1 of 3
	Approved by: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District Guidelines for the proper use in Paterson Public Schools.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions:**

Certification

- a. Candidates must possess one of the following certifications in order to be eligible to teach in the Paterson Public Schools:
 - ❖ Certificate of Eligibility – Alternate Route
 - ❖ Certificate of Eligibility with Advanced Standing
 - ❖ Standard NJ Certification
- b. GPA – 2.75
- c. Praxis Scores
- d. Official Transcripts
- e. Resumé
- f. Letters of recommendation (i.e.: present employer, principal, administrator, etc).
- g. Any documentation that might be required of candidates for specific positions.

The **Federal No Child Left Behind Act (NCLB)**, reauthorized in 2001 requires that all teachers be or become highly qualified in the core academic content area(s) they teach. No Child Left Behind (NCLB) places major emphasis upon teacher quality as a factor in improving achievement for all students. This emphasis grows out of the research showing that teachers' mastery of the academic content they teach is critical to engaging students and is a significant factor in raising levels of student achievement.

I.A. – 60 credits – Paraprofessionals/Instructional Assistants in Title I Federal Programs will also have to meet higher standards.

These standards include:

- ❖ Completion of two years of study at an institution of higher learning;
- ❖ An Associate's (or higher) Degree; or
- ❖ Meeting a rigorous standard of quality that demonstrates, through a formal assessment, knowledge of and ability to assist in reading, writing and mathematics instruction or reading, writing, and mathematics readiness.

The No Child Left Behind Act 2001, (NCLB) places major emphasis upon teacher quality as a factor in improving student achievement. NCLB requires states to develop plans with annual measurable objectives to ensure that all teachers in core academic subjects are highly qualified by the end of the 2005-2006 school year.

The No Child Left Behind Components of a Highly Qualified Teacher include the following:

- a. Holds at least a bachelor's degree
- b. Is fully certified/licensed
 - ❖ Traditional or alternate route
 - ❖ Should have passed a state licensing exam for Grades K-5 Elementary, 6-8 Middle School content area and 9-12 content area
 - ❖ Licensure requirements have not been waived (i.e. emergency certificate)

The No Child Left Behind Components of a Highly Qualified Teacher:

- a. Demonstrates competence in the academic subject(s) they teach (and teaching skills for elementary teachers) by either
 - ❖ Passing a rigorous State test or completing an academic major, graduate degree, coursework equivalent to an undergraduate academic major, or advanced certification or credentialing

OR

 - ❖ Meeting the requirements of a high objective uniform state standard of evaluation (HOUSE)

Veteran NJ Elementary Teachers will be Highly Qualified under NCLB according to the following:

- a. Elementary (K-5) teachers certified in 1985 or later meet the NCLB definition because they have:
 - ❖ A BA/BS degree with an academic major or a 30 credit coherent sequence of courses; or
 - ❖ Passed a State licensing exam; Grades K-5 Elementary, 6-8 Middle School content area and 9-12 content area; or
 - ❖ A graduate degree or advanced credentials (i.e. NBPTS certification) in the content area they teach.

Veteran NJ Middle School Teachers will be Highly Qualified under NCLB according to the following:

- Middle school teachers certified in 1985 or later meet the NCLB definition *if* they have:
 - ❖ A NJ Elementary (K-8) certification, he/she only needs to pass a specific middle school content area test to become certified. In other words, a teacher already possessing a K-8 can take and pass the middle school language arts, math, science, social studies test and become certified in each discipline.
 - ❖ A NJ Elementary (K-5) certification, he/she needs fifteen (15) credits in a specialized area, pass the related Praxis test and have completed a course in Adolescent Psychology.
 - ❖ Thirty (30) credits in a specialized area, passes the Praxis in that specialized area, his/her NJ certificate will specify an N-12 endorsement in that specialized area.

IV. Reporting Procedures:

- a. Each school will input their individual teacher HQT information in the Edumet System and maintain the documentation in the teacher school file.
- b. In September, new hires and transferred staff must complete the HQT Teacher forms on-line and provide documentation to their Principals. All HQT information must be updated annually.
- c. A summary report is submitted to the Director of NCLB for each school regarding Highly Qualified Teacher (HQT) status.

V. Dissemination:

All Building Principals, Cohort Assistant Superintendents and the Director of No Child Left Behind must be notified of teachers not meeting the No Child Left behind Highly Qualified Status. In addition, the Director of No Child Left Behind will also notify by letter, to all the student's parents of the staff member not meeting the Highly Qualified status.

**Paterson Public Schools
Paterson, New Jersey**

**Standard Operating Procedure Policy:
Principal Selection**

Subject: Principal Selection Procedures	Effective Date: 9/1/06	Page 1 of 3
	Approved by: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District Guidelines for the proper use in Paterson Public Schools.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions:**

Screening of All Applicants

- a. A vacancy exists for the position of Building Principal.
- b. The position is advertised outlining the qualifications and requirements for the position.
- c. The Cohort Assistant Superintendent will conduct a ranking survey of parents/ community members and a ranking survey for staff to gain input in hiring the best and most highly qualified person to lead the school.
- d. The ranking survey will be shared with the School Leadership Council (hereinafter referred to as "SLC") identifying a list of characteristics that the staff, parents and school community would like the new Building Principal to possess.
- e. Applicant resumes are screened by the Superintendent and his Leadership Team to ensure that all applicants meet the qualifications for the positions and have the knowledge, skills and characteristics to be an effective instructional leader.

Roles and Responsibilities of the School Leadership Council and Personnel Sub-Committee

- a. The SLC is responsible for submitting the names of three (3) candidates to the Superintendent for his approval. To accomplish this, the SLC must establish a Personnel Subcommittee consisting of two (2) parents who have children attending the school where the vacancy occurs, two (2) teachers and one support staff member from the school. The Personnel Subcommittee should be the representative of the school community. Members of the SLC Personnel Subcommittee must recuse themselves whenever there is a conflict of interest. The name and title of the members of the Personnel Subcommittee must be submitted to the Cohort Assistant Superintendent for his or her approval.

- b. The Human Resource Department must train all SLC Personnel Subcommittee members on the following topics:
 - ❖ Roles and Responsibilities of the Subcommittee
 - ❖ Personnel Policy, including interview questions and rating forms
 - ❖ Affirmative Action policy and procedures
 - ❖ Requirements for the position (e.g. qualifications, skills, knowledge and characteristics)
- c. The Cohort Assistant Superintendent must certify that the Subcommittee has been formed in accordance with these procedures and that its members have the required training to participate in hiring and to serve on the Personnel Subcommittee. The Cohort Assistant Superintendent must also ensure that there is no conflict of interest.
- d. The Cohort Assistant Superintendent will certify that all SLC Personnel Subcommittee members have the necessary training. Any SLC Personnel Subcommittee member who has not received the necessary training cannot participate in the Personnel Subcommittee.
- e. The Cohort Assistant Superintendents will provide the resumes of the candidates to be interviewed to the SLC Personnel Subcommittee.

Interview Process

- a. The Personnel Subcommittee will interview the candidates for the Building Principal position.
- b. The Human Resource Department will provide the SLC Personnel Subcommittee with interview questions and the rating form.
- c. A structured interview using the same questions and timelines for each candidate per position will be conducted by the SLC.
- d. A Human Resource Representative will bring copies of the questions and scoring sheets to the interviews and will observe to ensure that the Personnel Subcommittee is complying with the Department of Human Resource hiring procedures.
- e. The SLC Personnel Subcommittee will decide the schedule of interviews, location and the procedures for how the interviews will be conducted.
- f. The Personnel Subcommittee of the SLC will complete the interviewing score sheet with comments and scores for each question, for each candidate interview. At the conclusion of the interviews, three (3) candidates will be recommended to the State District Superintendent.
- g. The Human Resource Representative will collect all interviewing materials and the names of the three (3) recommended candidates to be submitted to the State District Superintendent.
- h. If the interviews are conducted over a 2 or 3 day period, the Human Resources Representative will collect all materials and return with them at the next interviewing session.
- i. The State District Superintendent will appoint the candidate to the Building Principal position.

IV. Reporting Procedures:

- a. Once the School Leadership Council has made their (3) recommendations the State District Superintendent appoints the candidate to the appropriate building.
- b. Letters to the non-successful candidates must be sent out thanking them for interviewing and applying for the position.
- c. The Cohort Assistant Superintendent will receive a copy of the Human Resources congratulatory letter verifying the appointment.

V. Dissemination:

All Building Administrators, Supervisors, Directors and Cohort Assistant Superintendents

**Paterson Public Schools
Paterson, New Jersey**

**Standard Operating Procedure Policy:
Hiring Student Workers**

Subject: Hiring Procedures for Student Workers	Effective Date: 9/1/06	Page 1 of 2
	Approved by: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District guidelines for the proper use in Paterson Public Schools.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions:**

Procedures For New Hires:

- a. Students are recommended by the High Schools Co-Operative/DECA Education Programs.
- b. Interviews are conducted by the initiator/designee.
- c. A Personnel Transaction Form is completed and signed by the Administrator.
- d. The Personnel Transaction Form is sent to the Director of Personnel with a copy of the student worker's social security card, working papers (if applicable), birth certificate, Personnel Data Sheet, Employee Demographic Sheet, W4 and NJ W4 Income Tax Forms.
- e. The Personnel Transaction Form is manually logged and a new personnel file is created for this candidate.
- f. Paperwork is reviewed for all appropriate materials necessary for hiring.
- g. Once the Personnel Transaction Form has been approved by the Superintendent, the individual appears in the Personnel section of the Board of Education packet.
- h. The Personnel Transaction Form is keyed into the system and becomes a permanent record in the system.

IV. Reporting Procedures:

- a. The Personnel Transaction Form will be forwarded to the Position Control Coordinator for approval of position control number, funds and position.
- b. The Personnel Transaction Form will then be forwarded to the Business Administrator and the State District Superintendent for signatures.

V. Dissemination:

All Supervisory and Administrative employees of the Paterson Public School District

**Paterson Public Schools
Paterson, New Jersey**

**Standard Operating Procedure Policy
Verification of Employment**

Subject: Verification of Employment	Effective Date: 9/1/06	Page 1
	Approved by: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District guidelines for the proper use in Paterson Public Schools.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions:**
- a. A letter of request must be submitted 1 to 2 days in advance to the Department of Human Resources/Personnel.
 - b. A contact number must accompany the request to verify information regarding the request.
 - c. Upon completion of the Verification of Employment, the staff member is contacted to pick up the verification or may request to have the Verification of Employment Statement mailed.
- IV. Reporting Procedures:**
- a. The employee is contacted and the Verification of Employment is forwarded or picked up by the staff member.
- V. Dissemination:**
All District employees of the Paterson Public School District

**Paterson Public Schools
Paterson, New Jersey**

**Standard Operating Procedure Policy
Reviewing Personnel Files**

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Subject: Procedures for Reviewing Personnel Files	Effective Date: 9/1/06	Page 1
	Approved by: Dr. Michael E. Glascoe	

- I. **Purpose:**
To establish District guidelines for the proper use in Paterson Public Schools.
- II. **Authority:**
The State District Superintendent
- III. **Terms and Conditions:**
 - a. All requests to review Personnel files must be submitted in writing 1 to 2 days in advance to the Department of Human Resources/Personnel with a contact number.
 - b. An appointment will be scheduled once the request is received.
 - c. A Human Resource Representative will be present at all times with the staff member during the review of their file.
 - d. At the completion of reviewing the Personnel file, the staff member signs and dates The Personnel Review File Form and the Human Resource Representative must initial the form.
 - e. The Personnel Review File Form will be placed in the staff member's file.
- IV. **Reporting Procedures:**
 - a. Requests to review files must be submitted to the Department of Human Resources.
 - b. Upon completion of the review, the Review Form will be signed by the employee and the representative from Human Resources overseeing the review of the file.
- V. **Dissemination:**
All District employees of the Paterson Public School District

Paterson Public Schools
Paterson, New Jersey

Standard Operating Procedure Policy
Postings

Subject: Posting Procedures	Effective Date: 9/1/06	Page 1 of 2
	Approved by: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District guidelines for the proper use in Paterson Public Schools.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions:**
- a. A Posting Request Form is submitted by the Building Principal or Supervisor/Administrator.
 - b. The Posting Request Form is submitted to the Department of Human Resources/Personnel and date stamped upon receipt.
 - c. The Posting Request Form is then copied and forwarded to the Position Control Coordinator and Business Office for approval.
 - d. Once the Posting Request Form is approved, the Position Control Coordinator forwards the request to the appropriate accountant and /or Business Administrator for budget approval.
 - e. The Posting Request Form is returned to Human Resources for processing the request with a posting number and deadline date, consisting of 21 calendar days.
 - f. A database is created for each Posting including a posting number, initiator, posted position, original date the Human Resource Department received the request, date posted and deadline date.
 - g. The Posting is copied for distribution throughout the District. It is inputted on the District's Web page and posted in the lobby of 33 Church Street and the Human Resource reception area.
 - h. At the conclusion of 21 days, a copy of the Posting, all applicant resumes/letters of interest and the response sheet approved by the Director of Human Resources is sent to and/or picked up by a representative for the initiator.
- IV. Reporting Procedures:**
- a. All posting requests will be forwarded to the Position Control Coordinator and the Business Administrator for approval of the Position Control number, funds and position.

- b. Once approved, the posting request is processed in the Department of Human Resources and distributed throughout the district.

V. Dissemination:

All District sites in the Paterson Public School District

**Paterson Public Schools
Paterson, New Jersey**

**Standard Operating Procedure Policy
Demographic Change Form**

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Subject: Demographic Change Form Procedures	Effective Date: 9/1/06	Page 1
	Approved by: Dr. Michael E. Glascoe	

- I. **Purpose:**
To establish District guidelines for the proper use in Paterson Public Schools.

- II. **Authority:**
The State District Superintendent

- III. **Terms and Conditions:**
 - a. The Demographic Change Form is included in the Certificated and Non-Certificated Hire Packets.

 - b. The Demographic Change Form is sent out quarterly to be completed if any of the following changes have occurred:
 - ❖ Name
 - ❖ Address
 - ❖ Telephone
 - ❖ Martial Status
 - ❖ Death

 - d. Currently, the Demographic Change Form is sent to the Health Benefits Department to be entered in the Edumet System.

 - e. Upon completion of inputting the information, copies are then distributed for updating to the Personnel and Payroll Departments.

- IV. **Reporting Procedures:**
A Demographic Change Form update is sent out quarterly to all District Schools sites for all employees to update and submit to the Health Benefits Office.

- V. **Dissemination:**
All Building Principals, Supervisory, and Administrators of Paterson Public School District

Paterson, New Jersey

Standard Operating Procedure Policy Interviewing

Subject: Procedures for Interviewing	Effective Date: 9/1/06	Page 1 of 2
	Approved by: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District guidelines for the proper use in Paterson Public Schools.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions:**

Screening of All Applicants

- a. A vacancy exists for a position.
 - b. The position is posted outlining the qualifications and requirements.
 - c. The applicant resumes and cover sheets are sent to the Administrator who initiated the posting.
 - d. Applicant resumes are screened by the Administrator to ensure that all applicants meet the qualifications for the position and have the knowledge, skills and characteristics to be a highly qualified staff member.
 - e. Structured interviews are conducted using the same questions and the same timeline for each candidate.
 - f. Thank you letters are sent to the non-successful candidates who applied for the position.
-
- IV. Reporting Procedures:**

- a. After reviewing the resumes for qualifications, the Administrator submits the qualified resumes to the interview committee.
- b. Interviews are then set up for the qualified candidates to be interviewed by the School Leadership Council. (If Applicable)

V. Dissemination:

All Building Principals, Supervisory and Administrators of Paterson Public School District

Calling SubFinder

Subject: Procedures for Calling SubFinder for Substitute	Effective Date: 9/1/06	Page 1
	Approved by: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District guidelines for the proper use in Paterson Public Schools.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions:**
 - a. Staff members requiring substitute teacher coverage must call SubFinder at (973) 321-2370 by 7:15 a.m. the morning of the absence. Absences can be recorded up to sixty (60) days in advance.
 - b. The correct options must be selected to assign a prearranged substitute, request a specific substitute, or to have SubFinder select a substitute.
 - c. The staff member's Substitute Teacher Preference List card can be utilized to keep a personal record of the IDs for preferred substitutes.
- IV. Reporting Procedures:**
 - a. Staff members not requiring a substitute must call their immediate Supervisor.
 - b. Problems or concerns regarding SubFinder must be directed to the Supervisor of Substitutes.
- V. Dissemination:**
All Building Principals and Cohort Assistant Superintendent of the Paterson Public School District

Paterson Public Schools
Paterson, New Jersey

Standard Operating Procedure Policy
Evaluating a Substitute

Subject: Procedures for Evaluating a Substitute	Effective Date: September 1, 2006	Page 1 of 1
	Approved by: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District guidelines for the proper use in Paterson Public Schools.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions:**
- The form *Evaluation of Substitute Teacher Performance* is utilized to report the poor performance of substitute teachers. (See Attachment)
 - Substitute teachers are evaluated with regard to three main categories – Professionalism, Classroom Management, and Classroom Instruction.
 - The form is completed by the building principal and/or their designee and faxed to the Substitute Office at ext. 12312.
- IV. Reporting Procedures:**
All Building Principals and/or designee must submit an Evaluation Form on all substitutes to the Substitute Office.
- V. Dissemination:**
All Building Administrators and Cohort Assistant Superintendents of the Paterson Public School District

**Paterson Public Schools
Paterson, New Jersey**

**Standard Operating Procedure Policy
Substitute Feedback Form**

Subject: Procedures for Completing a Substitute Feedback Form	Effective Date: September 1, 2006	Page 1 of 1
	Approved by: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District guidelines for the proper use in Paterson Public Schools.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions:**
- The form *Substitute Teacher's Feedback on Information/Support Received* will be made available to the substitute teacher employees at the schools, the substitute website and/or the lobby of 33 Church Street. (See Attachment)
 - Substitutes will complete the form at the end of each day they work.
 - The form will be faxed, mailed, or dropped off to the Substitute Office.
- IV. Reporting Procedures:**
- a. All Substitutes will complete the Feedback Form and submit the information to the Substitute Office.
 - b. A copy of the Feedback form could be faxed and or mailed to the Substitute Office.
- V. Dissemination:**
The Feedback Form will be available in the main offices of the schools, on the District's Web Page and in the lobby of 33 Church Street – Board of Education Building. The Feedback Form once completed, must be forwarded to the Substitute Office at 33 Church Street.

**Paterson Public Schools
Paterson, New Jersey**

**Standard Operating Procedure Policy
Permanent Substitute Guidelines**

Subject: Permanent Substitute Guidelines and Procedures	Effective Date: 9/1/06	Page 1 of 2
	Approved by: Dr. Michael E. Glascoe	

I. Purpose:
To establish District guidelines for the proper use in Paterson Public Schools.

II. Authority:
The State District Superintendent

III. Terms and Conditions:

Procedures For Permanent Substitute:

- a. A vacancy exists in the District.
- b. A resume is submitted to the Human Resources/Personnel Department for a specific position.
- c. The resume is sent to the school(s) and/or department that has a vacancy in a particular candidate's area of certification or interest (Alternate Route).
- d. The School Leadership Council at each school interviews the candidate when applicable, and makes a recommendation to hire. (Not all positions are interviewed by the School Leadership Council)
- e. A Personnel Transaction Form is completed and signed by:
 - ❖ Building Principal
 - ❖ Cohort Assistant Superintendent (If Applicable)
 - ❖ Subject Area Directors and/or Supervisors (If applicable)

- f. The Interview Data Sheet is attached to the Personnel Transaction Form, signed by the School Leadership Council and Cohort Assistant Superintendent.
- g. The Personnel Transaction Form is sent to the Director of Personnel. The Personnel Transaction Form, resume and certification are reviewed.
- h. If the candidate is not properly certified for the content area that he /she will be teaching, on the Personnel Transaction Form the title of Permanent Substitute is added. Once the proper certificate is issued and received by the Personnel Department, the salary and title are changed in the system. (This is for critical positions that cannot be filled timely.)
- i. Personnel Transaction Form is manually logged and a new personnel file is set-up for this candidate.
- j. The Superintendent approves the Personnel Transaction Form. The candidate is then called in by Personnel to begin completing paperwork for hire.
- k. Once approved by the Superintendent, the individual appears in the Personnel section of the Board of Education packet.
- l. The Personnel Transaction Form is keyed into the system and becomes permanent record in the system.
- m. The candidate signs a contract and enrolls with Health Benefits and Pension.

IV. Reporting Procedures:

- a. Once a contract is signed a congratulatory letter is mailed to the employee and copied to the Building Principal and Cohort Assistant Superintendent.

V. Dissemination:

All Supervisory and Administrative employees of the Paterson Public School District

**Paterson Public Schools
Paterson, New Jersey**

**Standard Operating Procedure:
Leave Requests**

Subject: Leave of Absence Request Procedure	Effective Date: 9/1/06	Page 1 of 2
	Approved by: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District Guidelines for the proper use in Paterson Public Schools.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions:**
- a. A “Leave Form” must be completed by the employee requesting a leave of six (6) or more days. The Leave Form must be approved/signed by the immediate Administrator and Assistant Superintendent, who will initial it and submit it to the Staff Attendance Office.
 - b. A medical leave requires a properly completed and signed Doctor’s note and projected date of return to work. A medical clearance note must be presented when an employee returns to work and sent on to the Staff Attendance Office.
 - c. All leaves of absences with or without pay will not be approved for an indefinite period of time, therefore, a return to work or re-evaluation date must be provided. If the medical diagnosis is not clear, the leave of absence may not be granted or may be delayed.
 - d. Return to work date must be called into Maria Gonzalez, Supervisor of Staff Attendance at ext. 10748, so the employee may be placed back on payroll. If Maria Gonzalez is not notified, the individual will not be on payroll and therefore will not be paid promptly. Failure to report return to work date to the Staff Attendance Office will result in discrepancies with the calendar bank and payroll. (See attached Forms L-M).

IV. Reporting Procedures:

The Administrators are to submit the necessary documents from their staff members to the Staff Attendance Office.

V. Dissemination:

All District employees of the Paterson Public School District

**Paterson Public Schools
Paterson, New Jersey**

**Standard Operating Procedure:
Personnel Transaction Form**

Subject: Personnel Transaction Form Procedures	Effective Date: 9/1/06	Page 1 of 2
	Approved by: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District Guidelines for the proper use in Paterson Public Schools.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions:**
- a. All Personnel Transaction Forms must be typed and include the following information for new hires:
 - ❖ Position Control Number
 - ❖ Funding Account Number
 - ❖ Employee Social Security Number
 - b. All Personnel Transaction Forms must have copies of the candidates resume, copy of certificate and/or Praxis Scores (If applicable)
 - c. Personnel Transaction Forms must be signed by the initiator, Building Principal, Cohort Assistant Superintendent, Assistant Superintendent, Director, and Content Area Supervisors if applicable.
 - d. Personnel Transaction Forms for employee transfers must include the following information:
 - ❖ Position Control Number To and From
 - ❖ Title of Position
 - ❖ Sending and Receiving Principals
 - ❖ Sending and Receiving Cohort Assistant Superintendents

e. Personnel Transaction Forms for Part-Time Employees must include the following information:

- ❖ Title of Program and/or Department
- ❖ Time and Dates
- ❖ List of Hours
- ❖ Dollar Amount
- ❖ Social Security Number
- ❖ Position Control Number (If applicable)

IV. Reporting Procedures:

The initiator of the Personnel Transaction Form will submit a completed Personnel Transaction Form to the Department of Human Resources once a candidate has been selected. The Personnel Transaction Form is then forwarded to the Business Office for approval. Once the Personnel Transaction Form has been approved, it is returned to the Department of Human Resources with the appropriate signatures. A Personnel File will then be created and the candidate will be scheduled for a New Hire appointment to sign a contract (If applicable). Full-Time and Part-Time Employees will receive a congratulatory letter from the Department of Human Resources and copied to the appropriate Administrators.

V. Dissemination:

All Building Principals, Assistant Superintendents, Directors, Supervisory and Administrative employees of the Paterson Public School District

**Paterson Public Schools
Paterson, New Jersey**

**Standard Operating Procedure Policy
Four (4) Days Absent**

Subject: Procedures for Four (4) Day Absenteeism	Effective Date: 9/1/06	Page 1
	Approved by: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District guidelines for the proper use in Paterson Public Schools.

- II. Authority:**
The State District Superintendent

- III. Terms and Conditions:**
 - a. Staff members who have four (4) consecutive absences (sick days) may be requested by the Administrator or District to submit a doctor's note. The doctor's note must be forwarded to the Staff Attendance Office.

- IV. Reporting Procedures:**
 - a. The doctor's note should be presented to the Administrator and on to the District Staff Attendance Office.

- V. Dissemination:**
All District employees of the Paterson Public School District

Paterson Public Schools
Paterson, New Jersey

Standard Operating Procedure:
Hiring a Consultant

Subject: Procedures for Four (4) Day Absenteeism	Effective Date: September 1, 2006	Page 1 of 1
	Approved by: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District Guidelines for the proper use in Paterson Public Schools.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions:**
- a. Depending on the service one must ascertain from the Business Office if they need to go out to bid or get three quotes.
 - b. Once the process is determined a board resolution must be completed with an account number, and accompanied by a proposal from the service provider and a contract.
 - c. The State District Superintendent must sign the contract, no one else is permitted to sign.
 - d. The Service should not be done or promised to anyone until it is approved the State District Superintendent and the School Board.
- IV. Reporting Procedures:**
- a. Requests for consultants must go to the respective Assistant Superintendent.
 - b. Completed paperwork must go the Business Administrator and on to the State District Superintendent. (See Attachment)
- V. Dissemination:**
All District employees of the Paterson Public School District

**Paterson Public Schools
Paterson, New Jersey**

**Standard Operating Procedure:
Position Control Verification**

Subject: Position Control Verification	Effective Date: September 1, 2006	Page 1 of 1
	Approved by: Dr. Michael E. Glascoe	

I. Purpose:

To establish District Guidelines for the proper use in Paterson Public Schools.

II. Authority:

The State District Superintendent

III. Terms and Conditions:

- a. Position Control (PC) reports will be disseminated monthly to the Assistant Superintendents and Building Administrators.
- b. PC Reports should be reviewed and corrected with Job Titles, PC Numbers, Names, FTE, full time employees and vacancies.
- c. If a staff member is not present on the PC Report and/or is on the PC Report but not in the building the PC Report must be corrected to reflect who is in your building and their position and PC number.
- d. The report must be corrected and signed monthly by the Building Administrator and Assistant Superintendent and returned to the PC Analyst, Michele Fiorello.
- e. The PC Report must be reviewed monthly for vacancies.

IV. Reporting Procedures:

- a. PC Reports illustrating changes must be sent to the Assistant Superintendent for their review and signature monthly.
- b. When the PC Report is submitted to Michele Fiorello without the Assistant Superintendent's signature the report will be returned.

V. Dissemination:

All Supervisory and Administrative employees of the Paterson Public School District.

**Paterson Public Schools
Paterson, New Jersey**

**Standard Operating Procedure:
Overtime and Compensatory Time for Non-Bargaining Employees**

Subject: Overtime and Compensatory Time for Non-Bargaining Employees	Effective Date: March 1, 2008	Page 1 of 3
	Approved: Dr. Michael E. Glascoe	

- I. Purpose:**
To establish District Guidelines for the proper use of Overtime and Compensatory Time for exempt and non-exempt non-bargaining staff in the Paterson Public School District.
- II. Authority:**
The State District Superintendent
- III. Terms and Conditions for the Use of Overtime and Compensatory Time:**

Exempt Employees
(Administrators)

- a. Compensatory time may be earned for work performed beyond a 40 hour work week (exclusive of lunch time) or, in extenuating circumstances, for work that is performed during an approved leave of absence.
- b. Compensatory time must be approved by an Assistant Superintendent. Exempt employees, as defined by the regulations of the Internal Revenue Service, are not eligible for overtime compensation.

Non-Exempt Employees

(Confidential Secretaries and Clerical Positions)

- a. Non-exempt non-bargaining employees work a 35 hour work week excluding lunch.
- b. Non-exempt non-bargaining employees who receive advanced approval from an Assistant Superintendent, can earn up to 5 hours per week in compensatory time by performing work in excess of 35 hours per week but not more than 40 hours per week.
- c. Any time worked after 40 hours per week excluding lunch and leave time for non-exempt employees warrants overtime. Any time worked after the 40 hour work week must be pre-approved by an Assistant Superintendent.

Accrual and Use of Compensatory Time by Exempt and Non-Exempt Employees

- a. Compensatory time should only be granted for work that is unusual for the position, beyond the job responsibilities of the employee and/or cannot be

completed within the regular work day/work week for reasons beyond the control of the employee.

- b. Compensatory time can only be accrued in increments of a half hour, nothing less will be approved.
- c. Compensatory time cannot be used for complete days off unless all vacation leave and personal leave have been exhausted and the compensatory time is for a personal emergency, absent advanced written approval from an Assistant Superintendent. Decisions concerning whether to grant such approval shall be made on a case-by-case basis taking into account the employee's overall performance, attendance and reasons for the request.
- d. Requests to utilize compensatory time must be made at least twenty-four (24) hours in advance. Compensatory time must be approved in writing prior to being utilized.
- e. Compensatory time must be taken and used within 30 days of it being accrued or it will be forfeited.

IV. Reporting Procedures:

- a. Compensatory time forms must be signed by the Assistant Superintendent, in advance of the work being performed. Once the compensatory time form is signed by the Assistant Superintendent for accrued compensatory time to be utilized the form must be sent to the Staff Attendance Office. (See Attachment)

V. Approval Process:

- a. See attached form for approval process.

VI. Consequences:

- a. Compensatory time will not be granted if advanced approval is not given and the Compensatory Time form is not fully completed.
- b. If compensatory time is taken without prior approval to utilize an individual's compensatory time, the time will be considered unauthorized leave and the employee will be docked for the time taken.

VII. Dissemination:

All Supervisory and Administrative employees of the Paterson Public School District.

**COMPENSATORY TIME
FOR
PATERSON PUBLIC SCHOOL EMPLOYEES**

Name: _____ School/Department: _____

SS#: _____

HOURS ACCUMULATED

Date	Description of Work	Time From	Time To	Total Time

GRAND TOTAL _____

Employees' Signature: _____ Date: _____

Approved by Assistant Superintendent/: _____ Date: _____

HOURS USED

Date	Time From	Time To	Total Time

Grand Total _____

Total hours accumulated: _____ **Total hours used:** _____ **Total hours left:** _____

Employees' Signature: _____ Date: _____

Approved by Assistant Superintendent/: _____ Date: _____