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TO: All Staff

FROM: Dr. Christopher Nagy, Superintendent of Schools

DATE: October, 2021

### Some Helpful Reminders for Staff

Dear Staff,

As we approach the end of October, I wanted to thank you for your cooperation, collaboration and dedication to our schools and mission. I also wanted to share this updated information pertaining to key areas of District operations.

BCSSSD staff information, district standard operating procedures (SOP), and board policies are available via the district website [www.burlcoschools.org](http://www.burlcoschools.org). Please remember to login via User Options at the top right of the webpage to fully expand menu options.

#### Business Team

The Business Team, [bcsssdbusinessoffice@burlcoschools.org](mailto:bcsssdbusinessoffice@burlcoschools.org), is your contact for accounts payable/receivable, billing, cash deposits, cash receipts, purchase orders, and student activities account.

- Confirming procurement orders (purchases made by circumventing the purchase order process) are considered unauthorized purchases and are illegal in New Jersey.
- Requisitions are processed twice a week.
- Student activity checks are processed twice a month on the 15<sup>th</sup> and the last day of the month.
- Reimbursements for mileage, tuition, etc. must be submitted by the 10<sup>th</sup> day of the month and will be added to the following month's Board of Education meeting for approval.
- Direct deposit: A720/S2090 requires direct deposit for all State employee compensation on and after July 1, 2014. BCSSSD direct deposit application, along with payroll dates and timesheets can be found on the website. Payroll will be electronically distributed with pay stubs available for review on the employee portal.

## Facilities

All facilities requests and work orders must be entered through School Dudes

- All facilities requests and work orders must be entered through School Dudes.
- Scheduled cleaning and disinfection of high traffic and frequently touched areas are high priorities.
- Where appropriate, classrooms were reconfigured to ensure proper social distancing is followed.
- Odorox Hydroxyl Air Processors have been installed in all BCSSSD and BCIT nurses offices.
- Signs have been posted in highly visible locations that promote everyday protective measures and describe how to stop the spread of germs.
- Installation of physical barriers, such as sneeze guards and partitions, in high traffic areas (main office/reception areas) where staff interacts with students, parents, and visitors.
- Ongoing review of HVAC system to ensure ventilation systems operate properly and provide acceptable indoor air quality.
- Please visit the district website and Restart and Recovery Plan and appendices.
- Remember:
  - ❖ Do not prop open any exterior doors or block any doors.
  - ❖ Wires should be kept in order to prevent tripping hazards.
  - ❖ Do not hang anything from the ceiling or store anything within 24' of the ceiling.
  - ❖ Do not store anything on top of an HVAC unit.
  - ❖ Leave personal items at home (especially space heaters, chemicals, lotions, sprays, plants and fish).

## Personnel

The Personnel Team, [bcsssdpersonnel@burlcoschools.org](mailto:bcsssdpersonnel@burlcoschools.org), is your contact for attendance, employee portal, employee data changes, health benefits, payroll, direct deposit, pension, salary adjustments, and leaves of absence. As a reminder, please communicate with the department not any individual person as job responsibilities may have changed and leaving a voicemail or emailing the wrong individual could result in a delayed response to your inquiry. Feel free to request an appointment if you would prefer to come to the office in person. Please be aware that in-person visits require that you wear a mask, follow social distancing guidelines and have your temperature taken.

- Attendance: BCSSSD employees are required to use ESS to request an absence. Administrators are required to approve/deny absences daily and while it is understood that family or personal emergency may not allow for advance notification, this should be the exception and not the norm.

- Official employee attendance can be found on the EduMet Employee Portal.
- Employees are responsible to monitor their own absences (ESS and EduMet) and immediately report discrepancies to the Personnel team.
- Employee Portal: Employees access the BCSSSD Employee Portal with the same username and password used to access their BCSSSD computer. Employees have access 24/7 to detailed payroll data, W2's, document, and attendance, as well as electronic timesheets. It is the employee's responsibility to retrieve any and all documents from the portal, and employees are strongly advised to save documents in a secure location. The Employee Portal is not a document storage program; information provided on the portal will be stored for a limited time, approximately one year.
- Electronic Time Sheets: BCSSSD will continue to utilize electronic time sheets. Staff members are assigned the appropriate drop downs for entering their time electronically based on BoE approval. Please refer to the Electronic Time Sheet SOP on the BCSSSD website.
- Health Benefits: Employees are required to contribute the higher of the following two options: 1.5% of base salary or a mandated health benefit contribution. Additional information is available by logging into the Health Benefits section of the district website. REMINDER: Section 125 Waivers must be submitted no later than 11.30.2021.

## Security

All employees are required to:

- Enter the designated entrances for their school.
- \*Wear an identification badge at all times and swipe identification badges at the reader. Identification badges must be visible at all times and the photo must resemble your current appearance. Visitors and staff arriving without their ID badge are required to obtain a temporary badge.
- All policies regarding COVID-19 should be followed at all times on school property
- \*ID badges must remain in the provided hard plastic protective cover. Badges stored in the protective cover will not break. Identification badges not stored in the protective cover will be the responsibility of the employee. A \$15.00 replacement fee will be charged for any badge lost or damaged. The replacement fee will be waived for campus change, name change or change of job description.
- If the ID badge is realized to be missing, contact the campus secretary as soon as possible. Campus secretary will notify the security team. Security will deactivate the badge while the employee attempts to locate.
- Principals/Supervisors: Please collect ID badges from staff upon retirement, resignation or termination. Collected badges will be returned to on-site security staff and followed up with an email [security@burlcoschools.org](mailto:security@burlcoschools.org).
- Staff entering or exiting building will swipe their identification badge. An audible alarm will be activated upon exit.
- Staff does not have access to all doors in the campus buildings. Only doors equipped with a reader are authorized.
- Staff should not hold doors for anyone, staff or visitor. When arriving in groups, everyone must swipe the reader prior to entering the building.

- System-generated daily reports monitor errors, including staff not swiping in or out, doors held open for an extended period of time, misreads, etc. Disciplinary action may be warranted for repeated violations and any disregard of district security policies. Security protocols are designed to ensure schools remain safe for all students, staff and visitors.

## **Technology**

- Please help us in keeping our internet access safe. Never provide your passwords to anyone. As a reminder, the BCSSSD Technology department will never ask you for your passwords via email or through a website.
- Websites: You should never type confidential information (including your password) into a website that is unsecure. Any website that starts with http://, and not https://, is not secure. In addition, your browser will normally indicate whether a site is secure by displaying a locked padlock in the address bar.
- Emails: Even if an email looks and sounds official, if it is coming from an unrecognized email address, or uses terms that aren't typically used in the email's context, be suspicious of it. Do not click on any links that are in the email until you verify the validity of it. In addition, never open an attachment from an unknown user. Viruses can commonly infect networks by way of zipped up email attachments.
- Software installation: All software is to be installed by the Technology Department. Unauthorized installation or software is not permitted. Employees are not authorized to install software purchased outside of the district or brought from home.
- Printing/Copying: Only information pertaining to school activities is acceptable to print and/or copy. All campus printers are monitored by district auditing software for usage and consumables/supplies, including paper. Staff members will be required to enter a code to release print jobs sent to the campus central printer.
- All technology requests must be made through the Help Desk.
- Employees must also be mindful of their social media presence as it relates to their status as a public employee. District policy clearly addresses expectations and violations.

This information will also be placed on the district website under Staff, STAFF information.

Information contained in this memo is accurate to the date of publication and is subject to change.