

**Lumberton Township Board of Education  
Business Office Standard Operating  
Procedures**



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## **1. Introduction**

This document has been developed by the School Business Administrator and all the Business Office staff in order to provide information pertaining to procedures related to the Business Office. Every effort will be made to keep the information current.

## **2. Overview**

The first section of this manual includes information that the Business Administrator must follow in order to be compliant with Federal Law, State Law, State Regulations, Lumberton Township Board Policies and Lumberton Township Board Regulations. The subsequent sections provide detailed guidelines for the various departments within the Business Office. For additional information, please review the Board Policies and Procedures posted on the district's website at [www.lumberton.k12.nj.us](http://www.lumberton.k12.nj.us).

**3. Board Secretary/School Business Administrator's Office**

**3.1 Purchase Order Approval/Payment/Procedures. Refer to the Lumberton Township Board of Education's Purchasing Manual for more detailed information.**

- (a) School/Department secretarial personnel will input a requisition into the Systems/3000 Financial Software after the Principal/Director/Supervisor approves the paper copy.
- (b) The Board Secretary/School Business Administrator will approve requisition verifying account accuracy and budget amount. The Board Secretary/School Business Administrator will seek additional approval and guidance from the Superintendent if the purchase is out of the ordinary or an equipment purchase over \$5,000.
- (c) Purchase Orders will be printed and accounting staff will attach back up documentation to the printed purchase order.
- (d) All purchase orders are then given to the Board Secretary/School Business Administrator for his/her review and signature.
- (e) Once the purchase order is signed, no information can be changed on that purchase order without canceling that purchase order and issuing a new requisition or with an additional excess purchase order issued by the Accounting Office.
- (f) In order for the Accounting Specialist to pay purchase orders, all vouchers must be accompanied by an original invoice (no copies or faxes are acceptable). They must also have receiving report certifying goods/services have been received.
- (g) No payment is to be made to a vendor without a Business Registration Certificate on file or with an explanation if not needed.

**3.2 Unauthorized purchases will not be tolerated!**

- (a) A purchase order is considered authorized when said order has been printed and signed by the Board Secretary/School Business Administrator
- (b) **A requisition CANNOT be faxed in place of a purchase order. An order CANNOT be called into the vendor without a signed purchase order.** The following penalties will apply:

**(c) Penalties for Unauthorized Purchases**

First Offense:	Letter in Personnel File	Pay for Purchase
Second Offense:	Suspension	Pay for Purchase
Third Offense:	Loss of Increment	Pay for Purchase

**3.3 Purchasing Procedures must be Improved and the District Enforce Time Schedule for Submission of Purchase Orders**

- (a) The Business Office will not accept any purchase order payment requests after the due date for the upcoming board meeting.
- (b) Only the Board Secretary/School Business Administrator and/or Superintendent can approve a hand check. A hand check is defined as appropriate when it is an emergency of the school district.
- (c) Any request for a hand check should be submitted in writing to the Board Secretary/School Business Administrator.
- (d) The Board Secretary/School Business Administrator will approve/disapprove and if needed, get the Superintendent's approval.
- (e) If approved, the Accounting Specialist will process the purchase order and check for Board Secretary/School Business Administrator's signature.

**3.4 Procedure for Bidding Process**

- (a) Purchases over the N.J.S.A. 18A:18A bid threshold limit (Lumberton Township Board of Education district threshold is \$36,000 in the aggregate) must be advertised in the newspaper for sealed bids to be opened on a specific date and time. The lowest responsible bidder will be awarded the contract.
- (b) Any requested purchases over the bid limit must be sent to the Board Secretary/School Business Administrator, including the specifications of the product or services.
- (c) If approved by the Superintendent, the advertisement and awarding of bids will be processed by the business office.
- (d) The business office will then notify the appropriate party of award and the person requesting will process requisition for purchase order approval.
- (e) In order to review aggregate expenses, the Accounting Specialist will submit to the Board Secretary/School Business Administrator a monthly list of vendors who have received cumulative payments of over \$20,000 for that fiscal year.

**3.5 Procedure for Obtaining Quotes**



- (a) Employees purchasing good/services over \$5,400 must obtain two quotes from competitors. State contract vendors are exempt from the quote and bid threshold. Bid threshold is \$36,000.00 since the Board Secretary/School Business Administrator is a New Jersey Qualified Purchasing Agent.
- (b) The employee requesting purchases above quote limit must contact two vendors who sell the products or services and receive written quotes from each. These written quotes **MUST** be attached to the purchase order as backup.
- (c) The Board Secretary/School Business Administrator will review quotes for accuracy and approve purchase order for completion.

### **3.6 Request For Proposal (RFP) Process**

Submit the specifications for an RFP to the Business Office for advertisement. The Business Office will receive RFP's and analyze them with the employee who submitted the request. A recommendation will be made to the Superintendent and the Board for approval.

### **3.7 Pay-to-Play Law Affecting the Board of Education**

- (a) Any contract to be awarded through a "non-fair and open" procurement process and exceeding the threshold of \$17,500 must complete a *Political Contribution Disclosure Form*.
- (b) The form must be completed by the vendor and on file in the Business Office ten (10) days prior to board approval.
- (c) Schools should plan accordingly when submitting resolutions for board approval.

### **3.8 Procedure for Attendance Verification Process**

- (a) All teachers, aides and custodians/maintenance/grounds personnel will scan in and out via the hand scanners located at the front and back entrances of each of the four schools. Each teacher, aide and custodians/maintenance/grounds personnel may scan in/out at either or the two hand scanners at each school. Shared employees should scan in/out of each school that they work if they travel to different schools during a work day.
- (b) Each school Principal and School Secretaries will receive an e-mail several minutes before the children are scheduled to be in their classrooms in the morning. Any teacher or aide that does not scan

in will be included in that e-mail to the Principals and School Secretaries. This will provide the school time to cover a class, if needed.

- (c) All Substitute teachers and aides will sign in on the daily sign-in sheet at each school and will include the person's name that the substitute is filling in for that day. This list will be sent to the Board Office weekly. This list may also be verified with the hand scanning report for that day to verify attendance. All other employees report days out to their immediate supervisor and verifies submission of the proper forms to the Board Office. **All employees** not in attendance must be reported (sick, leave, school business, etc).
- (d) Employees' paychecks include the number of available sick, vacation, personal leave days remaining. Employees may verify these days monthly when paychecks are distributed. Employees will receive yearly attendance reports from Payroll to assist them in completing the Report of Absence Form and requesting a personal/funeral/vacation day(s), etc. in advance. The form is then submitted to their supervisor for approval.
- (e) The supervisor or his/her designee will review the attendance records to ensure the employee has the day(s) available to be absent without the need to be docked for that absence.
- (f) If the employee has the day(s) available, the supervisor can approve it. If this employee does not have the day available, the employee needs to request the day without pay in writing for Board approval. The request should be submitted to the Superintendent.
- (g) The Superintendent's office will forward the form to Payroll who will verify the available days and update the system. If Board approval is required, payroll will be notified of the outcome.
- (h) It is the employee's responsibility to inform the Principal/Supervisor if they do not take an approved day(s). The Principal/Supervisor needs to notify via e-mail to Payroll informing them of the cancelled date.

### **3.9 Sick Days**

- (a) The employee will complete a Report of Absence Form the day after they return to work.
- (b) The supervisor or his/her designee will review the attendance records to ensure the employee has the sick day(s) available. If they do, they indicate that, sign and send to the Superintendent for approval.

- (c) If the employee does not have the sick day(s) available, the supervisor should indicate that and have employee request for Board approval for days without pay. If the supervisor, employee and Superintendent are agreeable, the employee may take a personal or vacation day, if available instead of requesting the time without pay.
- (d) The supervisor will sign and forward to the Superintendent for approval. The Superintendent's office will send to Payroll for implementation.

### **3.10 Personal Leave Days**

- (a) Employees are entitled to three (3) Personal Leave Days per year during the first three years of their employment.
- (b) Employees are entitled to four (4) Personal Leave Days per year after four full years of employment.
- (c) Support staff employees who work fewer than 25 hours per week shall be entitled to one (1) Personal Leave Day per year.
- (d) Teachers working .6 or more are entitled to the same Personal Leave Days as full-time employees. However, Personal Leave Days are given on the number of hours worked per day. Teachers working less than .6 are entitled to one (1) Personal Leave Day on the number of hours worked per day.
- (e) Unused personal days will be added to the employee's accumulated sick leave days.

### **3.11 Procedure for Custodial/Maintenance/Grounds Overtime**

- (a) Custodians/maintenance/grounds personnel will be provided equal access to overtime opportunities depending on their seniority and qualifications for the overtime offered. Overtime offered on a seniority basis is noted in the collective bargaining agreement.
- (b) The custodian/maintenance/grounds person shall scan in and out, including overtime. The Director of Facilities will review and approve this overtime for payment by the payroll department. The Director of Facilities will also use this document to monitor and implement the rotating scheduling of overtime by seniority. Overtime will not be approved unless the hand scan document is approved by the Director of Facilities.

- (c) The next custodian scheduled for overtime on the rotating schedule must sign indicating whether they will accept or decline the overtime offer.
- (d) If the custodian declines, the opportunity will be offered to the next custodian on the list, and so on until the overtime is covered.

#### 4. Accounting Department Procedures

Please refer to the Purchasing Manual for more details

##### 4.1 Requisitions

- (a) The Lumberton Township Board of Education utilizes the services of Educational Data Services for the purchase of general school, office, art and physical education supplies. This service bids these good and services grouped with many other New Jersey public school districts to obtain the best volume price discounts. Sometimes there are good and services that can not be purchased via this cooperative bid. In those instances, the district instructs the use of state contract vendor whenever possible. The use of non-state contract vendors for ordering general supplies or any other items covered by a state contract vendor is strongly discouraged.
- (b) State contract vendors do not require shipping charges. However, there could be a freight charge on state contract furniture orders
- (c) Two quotes are required for vendors that do not have a state contract number when you exceed the quote threshold of \$5,400. If the aggregate of the goods/services are \$36,000 or more, the bidding process must be utilized.
- (d) To expedite orders, obtain current catalogs with correct prices and shipping charges prior to submitting a requisition. When in doubt, overestimate on the shipping charges. The district recommends 10% shipping and handling charges if not known.
- (e) Once the requisition is complete, send a copy of the requisition page along with any necessary documentation to the Accounting Office via inter-office mail.
- (f) **Purchase orders without the necessary backup detail will NOT be mailed out to the vendor, until such information is received. (Registration forms, original receipts, quotes, mileage logs, detail specifications for computer orders, etc.) A copy of the requisition page is necessary even if you have no other necessary documentation. This indicates the requisition is final.**
  - Revised documentation required. All requisitions for technology orders that require installation by the Technology Department must have been reviewed by the Director of Educational Technology to ensure compatibility with the district's computer network

- (g) All requisitions, signed vouchers, receiving reports (anything pertaining to accounting) should be forwarded to the Accounting Specialist within the Business Office. All calls pertaining to requisitions and purchase orders processing should be addressed to the Accounting Specialist in the Board Office. All calls pertaining to the specifics of the order should be directed to the originator of the purchase order.
- (h) *Remember to finalize your requisitions in Systems/3000. Either approve them or cancel them. Refer to the on-line Systems/3000 Manual for additional details.*

#### **4.2 New Vendor Requests**

- (a) The Board Office would like to limit the amount of new vendor numbers being issued. *Please contact the Accounting Specialist if a new vendor is needed. **A vendor will not be paid in Systems/3000 until the Accounting Specialist secures a copy of the vendor's Business Registration Certificate or proof of exemption.***
- (b) It is a state law that all vendors seeking contracts with school districts register with the New Jersey Division of Revenue. We are required to keep the certificates on file. Non-profit, tax-exempt or governmental agencies are exempt but it is our policy to have proof on file.
- (c) If you would like to expedite your vendor request, ask the company or individual if they have a business registration certificate. If the answer is no, please obtain a contact name and a fax number and notify the Board Office. The Accounting Specialist will fax a set of instructions to the vendor on how to obtain a Business Registration Certificate on line.
- (d) Please be sure to include a description of the type of items/service etc. when submitting a vendor request form. This will enable the Board Office to categorize the vendor and to use this information to better serve you with suggestions as to what vendor to use.
- (e) Use the Systems/3000 software to research vendors before requesting a new vendor number.

#### **4.3 Purchase Orders**

- (a) We can help expedite an order if you call to make arrangements with the Accounting Specialist but please do not abuse this privilege --- **Learn to plan ahead.**

- (b) New procedure instituted October 9, 2007: Blanket purchase orders are no longer permitted or accepted.
- (c) Items that were never listed on a purchase order cannot be added to a processed order. A new purchase order should be submitted.
- (d) **Once the purchase order is signed, it can no longer be altered.** It must be replaced with a new order unless the total invoice is less than 10% different in price. This change must be authorized by the School Business Administrator/Board Secretary.
- (e) Letters have gone out to the vendors indicating that the District will not pay for excess charges (s/h, price increase) unless written notification is sent to the Accounting Specialist.

#### **4.4 Allocation of Expenditures**

- (a) When charging expenditures to more than one GAAP account, you must support your allocation.
- (b) What was the method or basis used to distribute the expense? It can not be arbitrary. Is it by item classification, was a percentage used? You need to provide written documentation on the requisition form that will be sent to the Board Office. It will be attached to the purchase order for possible auditor review.
- (c) **If you do not have enough money in the proper account to charge off expenditures, you will need to ask for a transfer of funds prior to the purchase.**
- (d) Transfer of funds must be submitted in writing to the Board Secretary/School Business Administrator for board approval. Transfers for more than 10% of the line item and all equipment accounts regardless of the amount will be sent by the Board Office to the State of NJ for approval via the Burlington County Office of Education.

#### **4.5 Resolutions**

- (a) We are now requiring a board resolution for amounts at or over the bid threshold of \$36,000. Two written quotes are required to be attached to the purchase order if the purchase order amount is 15% of the bid threshold (\$5,400). Cooperative agreements with other school districts are exempt from the bidding and quote process.

a. 18A:18-2 Definition of professional services

- i. Professional services" means services rendered or performed by a person authorized by law to practice a recognized profession and whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training. Professional services may also mean services rendered in the provision or performance of goods or services that are original and creative in character in a recognized field of artistic endeavor.

- (b) When submitting board resolutions please make sure to state the nature, duration, service, amount and (*if applicable*) the grant to be charged. **All contracts must be submitted to the Board Office for signature. No other employee is permitted to sign contracts.**
- (c) The Board Office will publish a notice in the official newspaper as per title 18A regulations to disclose professional services contracts.
- (d) Once a resolution is board approved, the originator should enter a requisition in the Systems/3000.
- (e) The Board Office will sign the contract and forward to the appropriate parties.

**4.6 Reimbursements**

- (a) **AS A GENERAL RULE, THE BOARD DOES NOT REIMBURSE EMPLOYEES FOR ITEMS AND GOODS PERSONALLY PURCHASED BY THE EMPLOYEE. The district recognizes that there are occasions when items may need to be purchased immediately and will make every effort to expedite purchase orders.**
- (b) "If the total of the monthly expenses does not exceed \$20, it shall be carried over to the following month, unless the employee does not expect to incur travel expenses in the following month, has been on or about to take a leave of absence, or whose employment has been or is about to be terminated. At the close of the fiscal year, however, even though the amount is less than \$20, a travel voucher must be submitted, since expenses can not be carried forward into the next fiscal year." (State Circular 08-013 OMB)
- (c) Petty Cash

The Board maintains a petty cash account for purchases under \$20.00, except for special postage requirements. Employee



submits request with documentation to the Accounting Specialist. The Accounting Specialist analyses the request and submits to the Board Secretary/School Business Administrator for approval. Accounting Specialist then disburses cash to employee.

(d) Travel/Conferences

*All travel requires prior approval from the Assistant Superintendent and the Board of Education unless there are provisions contained in personal employment contracts to the contrary.*

**New Travel Regulations went into effect December 2007:**

(State Circular 08-013 OMB) received February 2008

- Overnight travel in the State of New Jersey is no longer reimbursable.
- One day trips are not eligible for meal reimbursements
- An employee can no longer purchase their own airline or non-local rail tickets. They must be done through the purchasing procedure.
- Only federal reimbursement rates can be utilized at conferences or conventions. The previous convention exception is no longer in effect.
- IT related training and travel must first be approved by the State's Chief Technology Officer.
- Training to maintain a certification that is not required as condition of employment is not authorized.
- For third party funded events payment arrangements should be on the third party organization's letterhead. Travel of this type of event is permissible only if the third party funds the entire cost of the attendance.
- Local Same Day Travel: Travel to New York City or Philadelphia metropolitan areas but only if (1) the travel does not include an overnight (hotel) stay, (2) the amount of any reimbursement for gas, tolls, etc. does not exceed \$50 per day, and (3) registration fees do not exceed \$100 per person.

**Out-of-State Travel**

1. Complete the ***Request for Out-of-State Travel*** form and submit your request to the Assistant Superintendent of Schools with a copy to the Business Administrator for State Department approval. **The State Department requires at**

**least 15 business days prior to the event notification.**

Please make sure to include the following: *who* (names of individuals), *what* (name of conference), *where* (location and dates of travel), *why* (educational value to the students) and the total *cost* of the trip.

2. Departments shall patronize hotels and motels that offer that offer special rates to government employees unless alternative lodging offers greater cost benefits and is more advantageous to the conduct of the State business. Agencies must search <http://www.fedrooms.com> and select the State employee's option for a hotel with government rates at or below the per diem rates.
3. If an event has a total cost that exceeds \$5,000, regardless of the number of attendees, or more than five individuals from the department are to attend, the approval of the Director, OMB must be obtained and an OMB override must be applied to increase the Event Agency Table (EVAG) to permit the travel authorization to be processed in the NJCFS Travel Module.
4. Documentation requesting increases to the EVAG must be submitted to OMB for approval at least 15 business days prior to departure to allow for the review of the request. Such requests must include the following information:
  - Event code, name and dates of event.
  - A list of employees to attend and their titles.
  - Justification of the importance for these individuals to attend the event.
  - Estimated cost associated with travel. (If lodging is to be shared jointly with others, the fact must be stated on the request.)
  - Copy of agenda or itinerary for travel and subsequent schedule of events.
  - In the case of training to maintain a certification, evidence that such training is required as a condition of employment.
  - Account number and funding source: federal, state, revolving fund, etc.

- In the case of annual events, total attendance and cost for previous year.
- Governors Office approval, if applicable.

2. Once you are approved, select one of the following options:

- Contact a travel agency. (Wherever Travel accepts purchase orders for travel and hotel arrangements). You must put through a requisition. Airline arrangements must now be made with a purchase order. The most economical air travel must be used, including the use of discounted and special rates. The following is recommended be considered by the State:
  - Use of connecting versus non-stop flights
  - Use of “low-cost” airlines
  - Departing earlier or later
  - Exploring alternative arrival and departure dates
- If making your own hotel arrangements, you must secure your reservation with your credit card. A board of education check can be cut and brought with you to pay for your stay. Please make every effort to do a requisition and have the check cut at a board meeting.

- (e) You are eligible for food, travel (hotel, airline) and transportation (mileage, bus, train, taxi, parking and toll charges) expenses pertaining to approved travel. Room tax, occupancy tax will be reimbursed. *Original receipts should be submitted. Credit card receipts are not acceptable alone; need itemized receipts. Sales tax will not be reimbursed if in New Jersey.*
- (f) The travel regulations dictate that the amount reimbursable for meals and incidentals per region <http://www.gsa.gov> website. This per diem chart dictates what is reimbursable for breakfast, lunch and dinner. **You will not be reimbursed for expenses beyond these amounts. Reimbursement for breakfast on the day of travel and dinner on the day from travel are not allowed.**
- (g) The maximum rate for NJ is \$51 per day (includes meal tip) and \$3 for incidentals (tips to baggage handlers, hotel maids). [www.gsa.gov](http://www.gsa.gov) Alcoholic drinks are not reimbursed. Original receipts should be submitted along with a calculator tape that should prove

to the requisition. Please remember to deduct sales tax if in New Jersey and also identify meal category.

- (h) Lodging – Lodging rates are set by the [www.gsa.gov](http://www.gsa.gov) website. **The previous convention exception is no longer in effect.** Staff members shall document their effort to secure the lowest convenient price for hotels and airfares by attaching, if possible quotes from different hotels.
- (i) Taxi reimbursement to and from hotel or airport only. Valet parking is not reimbursable.

#### **4.7 Field Trips**

- (a) The State now requires that all field trips be board approved. All requests must be sent to the Curriculum Office for approval. Then the Curriculum Office forwards the list of request to the Business Office for board approval. Please plan ahead.
- (b) Mileage rate is set by the New Jersey Department of Education and is currently \$.31/mile. The Lumberton Township Board of Education policy is to use that rate for the entire school calendar year. Please submit a mileage log. Out-of-district and in-district mileage shall be submitted with an Expenses Statement Form to be paid through a purchase order at the rate listed earlier.

#### **4.8 Refreshments for Meetings**

- (a) The Commission of Education issued recent regulations noting meeting refreshments. Please review these regulations prior to requesting refreshment at meetings.
- (b) If you are requesting refreshments at any meeting, please contact the Board Secretary/School Business Administrator for guidance in this issue. In most cases, the request will be denied unless the refreshments are for a student activity.
- (c) If refreshments are approved, the Food Service Department services **MUST** be utilized unless prior approval is received or the event occurs during the summer months.

#### **4.9 Professional Services**

- (a) **A board resolution is required for any professional service over \$5,400.00. See definition in the Business Office section.**

- (b) Curriculum or grant related resolutions should be sent to the Assistant Superintendent for Administrative approval.
- (c) Other resolutions should go directly to the Superintendent for approval. The Board Office only accepts resolutions approved by the Superintendent and the Assistant Superintendent.
- (d) All contract information should be attached to the resolutions. Contracts can only be signed by the Board Secretary/School Business Administrator or by the Board President.
- (e) Approved resolutions are then placed on the agenda for Board approval.
- (f) Please be sure, when writing a resolution, to include the name of the grant to which it will be charged.
- (g) **Whoever initiates a resolution should follow up with the purchase order after board approval.**
- (h) If a resolution is approved to an individual, that should be the name of the vendor on the purchase order. If a resolution is approved to a company, the purchase order must be made out to the same name.
- (i) To expedite the purchase orders please submit a copy of the approved resolution and the contract along with your requisition.

## 5. Payroll Department Procedures

### 5.1 Payroll Procedures

Please visit the Lumberton Township Board of Education's website for forms regarding Payroll issues and board approved minutes. Please review the most current Lumberton Township Education Association, Association of Lumberton School Administrators' Employment Agreements and Board Policy for additional payroll schedules, stipend information, longevity and hourly rates.

<http://www.lumberton.k12.nj.us/StaffUse/CentralOfficeForms/tabid/184/Default.aspx>

#### Timesheets

- (a) All employees performing extra work **must** be board approved prior to commencement of the task. Additional task pay will be paid in accordance with the most current Lumberton Township Education Association, Association of Lumberton School Administrators' Employment Agreements and Board Policy. Most extra task pay will be paid in the next payroll in a separate paycheck stub. Yearly stipends will be paid twice a year.
- (b) Deadlines for submission of timesheets will be strictly enforced. **Hand checks to employees are no longer permitted.**
- (c) Timesheets need to reflect the program title as approved in the Board Minutes.
- (d) Timesheets must be filled out completely, signed by the individual, and followed by the signature of the appropriate administrator of the program.
- (e) The Administrator should forward the approved timesheets to Payroll on a timely manner.
- (f) **Timesheets not properly processed will be returned.** This will delay the processing of the timesheet and quite possibly cause nonpayment.
- (g) The holding of timesheets to be processed in a group (i.e. holding timesheets to have more money paid at a particular time of year) is not allowed.

#### Stipends

- (h) Please see the district website for timesheets. Timesheets for Sports and Intramural Clubs should be submitted when the activity is completed.

**Paychecks/paystubs**

- (i) Effective July 1, 2008, all contracted employees shall be paid through direct deposit only. Please refer to the website for direct deposit forms or contact the Board Office payroll department.
- (j) Please distribute paychecks/stubs only to personnel present and working in your building on payday. Absent employee's paychecks/stubs should be kept in a secure place until their return. Effective with the 2008/09 school year, all employees must come to the Board Office periodically to collect their paychecks/stubs. All employees **MUST** show picture ID and sign for their paycheck/stub. Any unclaimed paychecks/stubs will be forwarded to the Board Secretary/School Business Administrator for resolution. Staff shall be notified in advance as to the date that identification and signature will be required between the months of October and May.
- (k) An employee may present a signed note permitting another individual the authority to pick up that employee's paycheck/stub
- (l) Contact the Payroll Department immediately if you have checks for staff who are not working in your building.
- (m) Please refer to the appendix for the following:
- Listing of Days Allowed for Absences
  - Listing on How to Read your Paycheck
  - Instructions to Follow When an Employee Has a Name Change
  - Listing of contacts for Tax-Sheltered Annuity Program
  - Pay Schedule
  - Proper submittal of a Timesheet

**5.2 Attendance Reporting**

- (a) All employees are to register their attendance in their building by using the hand scanners. The scanning software will record the employee being present in the district.
- (b) An employee's absence is recorded after the secretary reviews the daily report received via e-mail from the scanning software. This

information is placed on the “Staff Absence Report for ALL PERSONNEL”.

- (c) A Daily Absentee and Substitute Report is to be sent via inter-office mail to the Payroll Department. A Weekly Sign-In Substitute Report is to be sent via inter-office mail to the Payroll Department each Friday morning for the purpose of reporting the substitutes.
- (d) The employee is required to complete a Request Due to Illness Form when they return to work following an illness from work.
- (e) The employee is required to fill out an “Absence or Leave Request Form” in advance of any other leave day requested prior to an absence for approval (i.e. vacation day, school business day, personal day, etc.). A personal leave request must be made four (4) days prior to the requested day except in an emergency situation. Please refer to the most current Lumberton Township Education Association, Association of Lumberton School Administrators’ Employment Agreements and Board Policy for additional explanation in these matters.
- (f) It is the employee’s responsibility to e-mail his/her Principal/Supervisor and Payroll indicating that a previously approved day was not taken. In the event that it was a professional day, the Assistant Superintendent’s Office should also be notified via e-mail.

### **5.3 Procedure for Payment to Substitute Teachers**

- (a) The building secretary will ensure that every name is legible on the Staff Absence Report for all employees that are absent on a daily basis. This will include the type of day they are using for their absence.
- (b) The substitute teacher’s name should be written legibly on the same line as the person they are covering for. The substitute teacher must sign next to their name.
- (c) The principal or administrator will review and sign the report on a daily basis.
- (d) The report is then sent inter-office mail to the Payroll Office daily.

## **6. Health Benefits Procedures**

### **6.1 Staff Procedure Requesting a Leave of Absence**

- (a) Submit a letter requesting a leave for medical, maternity, or personal to the Superintendent’s Office.



- (b) Include the start date, type of leave and whether you wish to utilize sick/personal days (if available).
- (c) If the request is a medical/maternity leave, then a Doctor's note must accompany the request. Please see the Board Secretary/School Business Administrator's secretary for the medical form that needs to be completed by the employee and their medical Doctor.
- (d) Copy the School Principal, Payroll and Board Office Departments.
- (e) Once the letter is received, your request will be reviewed and submitted to the school board for approval, and a response letter will be mailed at that time.

## **6.2 Procedure for reporting Staff Injuries**

- (a) Upon injury the employee is seen **immediately** by the school nurse for first aid. If a life-threatening situation exists 911 emergency is called.
- (b) The school nurse helps the employee complete the **Employee Report**. Both the nurse and the employee sign the report. The nurse's signature verifies the employee was present in her office. At this time the employee is given the list of panel physicians for all follow-up treatment (in order for a case to become compensable the member must be seen by a worker's compensation doctor). The **Employee Report** is faxed or sent via interoffice mail to the Board Office (609 267-0002 FAX). The school nurse retains a copy.
- (c) If a 911 call is placed, you must notify **the Board Office at (609) 267-1406 ext. 6615**. She will record all inpatient hospitalizations within eight hours of the occurrence. **ONLY** work related employee fatalities shall be reported by a school official by calling the 24 Hour Hotline: 1-800-624-1644 (OSHA). **THE BOARD OFFICE MUST BE NOTIFIED IN BOTH CASES.**
- (d) The school nurse completes the top section of the Supervisor's Report and informs the principal/supervisor immediately of the employee accident. The school nurse **does not** give the principal/supervisor a copy of the Employee Report, as the interviewing of the employee by the principal/supervisor is to be an independent evaluation of the incident. This evaluation is intended to improve the safety of employees and students and shall not impact on the employee negatively.

- (e) The principal/supervisor shall interview the employee regarding the accident and will complete sections 1 through 6 of the Supervisor's Report, which includes the supervisor's signature and date. The Supervisor's Report must be received by the Board Office within six working days of the occurrence of the injury.
- (f) If a physician's visit is necessary, an approved panel physician only may treat the employee. The physician shall receive a copy of the Employee Report (from the employee) which was provided to the employee by the school nurse. This will be given to the physician at the time of the appointment. The employee risks not having his/her bills covered under worker's compensation if he/she do not comply with this mandate.
- (g) A panel physician is responsible for approving worker's compensation for the employee. Until the physician approves workers' compensation, the employee is charged sick time for his/her absences. If the panel physician requests that the employee return to work or assigns the employee light duty, the Assistant Superintendent for Personnel, the Principal/Supervisor and the Board Office will determine if the employee may be reassigned to other duties, or if workers' compensation should be granted. The determination is formulated based on the duties of the employee and the injury they have. With workers' compensation approval, the employee will be reimbursed his/her sick days. The Board Office completes the procedure of filing for the employee's workers' compensation. If an employee requests a second opinion, the employee should contact the Board Office to arrange another appointment with a panel physician.
- (h) The approved panel physician may refer the employee to a specialist for further treatment or diagnosis. If an employee refuses to comply with a panel physician's treatment plan, the employee may jeopardize his/her workers' compensation claim.
- (i) If visitors are injured, that individual must complete the Tort Claims Act Form for his/her own liability claim against the Lumberton Township Board of Education. The school nurse's responsibility is to administer first aid or call 911, if necessary, and complete the Report of Accident for Visitor Form.

## **7. Student Activity Account Procedures**

### **7.1 School Responsibilities**

- (a) Purchases made through School Activity Accounts may not be reimbursed with board funds.

- (b) Purchase orders made payable to School Activity accounts for the aforementioned purpose will not be signed.
- (c) Remember to have documentation for every check written.

### **7.2 School Responsibilities – Receipt of Funds**

- (a) Once funds are received, they become public dollars and subject to 18A and criminal code
- (b) Fill out the cash receipts books immediately upon receipt of funds.
- (c) Make sure the voucher is filled out completely.
- (d) Make sure the principal and donor both sign.
- (e) After both signatures make a copy for donor.
- (f) Deposit funds within 48 hours of receipt of funds.
- (g) Attach deposit and receipt book slip to this receipt.
- (h) Make copy for your records then send originals to the business office.

### **7.3 School Responsibilities – Expenditure of Funds**

- (a) Fill out expenditure approval voucher completely
- (b) Attach the original invoice to voucher (check will not be processed without invoice)
- (c) Send to Business Office for the Business Administrator's signature
- (d) All checks must have two signatures
- (e) Make a copy for your records before sending.
- (f) You will be contacted by the Board Office when the check can be picked up.
  - Do not pay for sales tax
  - Checks cannot be made out to cash
  - Checks must be student activity related
  - Be very clear about the purpose of the check

### **7.4 Board Office Responsibilities – Receipt of Funds**

- (a) The Board Office retains the original deposit and receipt book slip in their files

**7.5 Board Office Responsibilities – Expenditure of Funds**

- (a) A check is processed upon receipt of the original invoice and voucher from school.
- (b) Vouchers and original invoices are retained in the business office files.

**7.6 Board Office Responsibilities – Bank Reconciliation**

- (a) All receipt and disbursement journals are completed for monthly reconciliation.
- (b) All district student activity accounts are reconciled on a monthly basis.

## 8. Technology Department Procedures

### 8.1 Contacting the Technology Department

- (a) Please utilize the “Trouble Trakker” software located on the website when reporting technology issues within the Lumberton Township Public Schools([www.lumberton.k12.nj.us](http://www.lumberton.k12.nj.us)). Under Staff Use, choose the Trouble Trakker option and complete the on-line forms. You will receive an e-mail or a personal visit from one of the district’s technology people.
- (b) If you need to contact district technology people, please direct Lumberton Township School District technology questions to your building’s assigned Technology Trained Assistant (TTA) or the Director of Educational Technology at 609-702-5555 ext. 3610 or via e-mail at [mleun@lumberton.k12.nj.us](mailto:mleun@lumberton.k12.nj.us).
- (c) Refrain from calling a TTA or the Director of Education Technology unless you have been contacted.

### 8.2 Procedures for the Purchase of All Technology Items

- (a) Any school/department who wishes to order any technology items must first speak with the Director of Educational Technology.
- (b) Request should be made in writing and should include a detailing of the location where the equipment should be installed and how it should be configured.
- (c) **Please make sure that when submitting a “Trouble Trakker” order that you have already confirmed that there is enough space and electrical capacity to handle the new equipment when it is installed.**
- (d) Upon receipt of your request for a quote, the Director of Educational Technology will review the request and advise you if the request is the best fit for the district. The Director of Educational Technology may enlist the assistance of the Assistant Superintendent in determining the best course of action.
- (e) Type the requisition in Systems/3000 and print a copy of the requisition and send it along with a copy of the quote that you received from the Director of Educational Technology and a copy of the work order to the Board Office.
- (f) All technology orders will be delivered by the building custodians to the Technology Department. Upon receipt, you will be e-mailed

that your equipment has arrived and you will be given an approximate date that the equipment will be installed.

- (g) After the equipment is installed you will receive a copy of the completed work order for your records.
- (h) Any requests for quotes without a work order attached will be returned. Any requisition that is sent to Accounting without a copy of the work order will not be processed.

### **8.3 Trouble Trakker Submission for General Repairs**

- (a) Contact your building's TTA with the room number, make, model, serial number and description of the problem.
- (b) The TTA will inspect the problem and attempt a repair if it is a simple problem.
- (c) If the TTA cannot repair the problem, they will forward the "Trouble Trakker" order on to the Director of Educational Technology.
- (d) The Director of Educational Technology will assign the "Trouble Trakker" to the appropriate staff member or outside consultant. Work order priority is assigned by the Director of Educational Technology.
- (e) The technician will note any pertinent information on the work order detailing the problem and the repair status.
- (f) Upon completion of the repair, the technician will close-out the work order in Edu-Met.
- (g) A weekly work order report will be prepared by the Technology Department and e-mailed to all Principals and Technology Teachers.

### **8.4 Request a Quote for Hardware, Software or Supplies**

- (a) A Work Order Request must be entered in "Trouble Trakker" for all quote requests. Please follow the appropriate Work Order submission procedure above.
- (b) Please include a detailed description of your quote request including the maximum dollar amount that you are able to spend.
- (c) Requests for items with many options must include the appropriate details before a quote can be generated. For example, a request

for a printer quote should describe if this printer should be an ink-jet or laser, local or networked, color or black and white.

- (d) The Director of Educational Technology will send or e-mail the quote to the individual who requests the information.

### **8.5 E-Mail Accounts – Requesting a New Account**

- (a) A Work Order Request must be entered in “Trouble Trakker” for all e-mail account requests. Please follow the appropriate Work Order submission procedure above.
- (b) Any individual requesting an e-mail account must agree to abide by all applicable laws, policies, regulations and procedures for the use of district technology hardware/software. Board Policies and Regulations are located on the district website at [www.lumberton.k12.nj.us](http://www.lumberton.k12.nj.us).
- (c) The Director of Educational Technology will create the account.
- (d) All District e-mail accounts are created in the same format, the user’s first initial and last name followed by @lumberton.k12.nj.us.
- (e) The district also groups e-mail accounts within building, department and job description to send announcements to district employees.
- (f) It should be noted on the work order if the user should be assigned to any other e-mail groups for their school/department.
- (g) The Director of Educational Technology will close-out the work order when the account is setup.

### **8.6 E-Mail Accounts – Problems**

- (a) A Work Order Request must be entered in “Trouble Trakker” for all e-mail account problems. Please follow the appropriate Work Order submission procedure above.
- (b) Please detail the problem with your e-mail account on the work order.
- (c) If you receive a message that your mailbox is full, please delete all unnecessary e-mails in your “Inbox”, “Drafts”, “Sent” and “Deleted” Items folders. Please note that if you create any new folders, these items will still count toward your storage capacity and they should be stored on your computer.

- (d) The Director of Educational Technology will review your issue and investigate an appropriate corrective action.
- (e) The Director of Educational Technology will close-out the work order when the issue is resolved.

### **8.7 Submissions/Changes to District WebPages**

- (a) The Technology Department maintains the District's website.
- (b) A Work Order Request must be entered in "Trouble Trakker" for all webpage submissions or changes. Please follow the appropriate Work Order submission procedure above.
- (c) Please e-mail all web pages to [mleung@lumberton.k12.j.us](mailto:mleung@lumberton.k12.j.us).
- (d) The Technology Department will close-out the work order when the webpage is posted or corrected.

### **8.8 Phones – Requesting a New Phone**

- (a) The Principal/Supervisor of the school/department must send an e-mail requesting a new telephone to the Board Secretary/School Business Administrator. The e-mail should indicate if the request is a new telephone or a replacement of an existing telephone. The requestor should specify the type of telephone that they are requesting and the reason(s) why.
- (b) The Board Secretary/School Business Administrator will determine if there is a need for a new/replacement telephone.
- (c) If the Board Secretary/School Business Administrator determines that a new/replacement telephone is warranted, the Board Office will order the telephone via Purchase Order and have the telephone company install (if necessary) when the telephone arrives in the district.
- (d) If a new telephone jack is needed, the e-mail to the Board Secretary/School Business Administrator should include that detail. The Board Office will contact the telephone company to install the telephone jack.

### **8.9 Phones/Fax Machines – Reporting a Problem**

- (a) The Principal/Supervisor of the school/department must send an e-mail indicating the problem with the fax machine to the Board Secretary/School Business Administrator.



- (b) The Board Secretary/School Business Administrator will review the problem and determine if the fax machine should be repaired or replaced.
- (c) If the Board Secretary/School Business Administrator determines that a replacement fax machine is warranted, the Board Office will order the fax machine via Purchase Order and have the fax machine delivered to the school/department's main office.

#### **8.10 Emergency Requests**

- (a) The Technology Department realizes that all problems are emergencies to end users; however, we must prioritize all work order requests ("Trouble Trakker").
- (b) We try to give priority to all hardware/software issues.
- (c) If you have an emergency, you must still submit the request via "Trouble Trakker" but please contact your TTA or the Director of Educational Technology to report the problem so that we may expedite it.

#### **8.11 Special Requests**

- (a) On occasion, users may have special requests to provide technicians, equipment or services from the Technology Department.
- (b) These requests must be entered as work orders in "Trouble Trakker" with as much detail as possible.
- (c) Please follow-up with the Director of Educational Technology with a phone call or e-mail after the request is entered in "Trouble Trakker".

#### **8.12 Systems/3000 Installation/Problems**

- (a) The Technology Department is responsible for installing Systems/3000 and verifying that you can connect to the Systems/3000 software. If you get the Systems/3000 login box and you have any problems beyond that point, you must contact the Accounting Specialist or the Board Secretary/School Business Administrator for assistance.

- (b) To request Systems/3000 installation or to report a problem, please follow the above procedures for submitting a Work Order Request in “Trouble Trakker”.

### **8.13 Discarding of Equipment**

- (a) District equipment may not be thrown away or given away by any individual in the district.
- (b) Any school or department wishing to dispose of any technology equipment should prepare a list including the make, model, serial number and condition of the equipment. The list must be forwarded to the Board Secretary/School Business Administrator.
- (c) The Board Office will prepare a Board resolution requesting that the Board of Education authorize the disposal if the item was valued at \$2,000.00 or over when originally purchased. Once the Board of Education approves the disposal of a fixed asset, the item(s) will be removed from the fixed asset report.
- (d) If the item being disposed was less than \$2,000.00 when originally purchased, the Board Secretary/School Business Administrator may authorize its disposal. The item(s) will be removed from the fixed asset inventory list upon his/her authorization.
- (e) Once the Board of Education or Board Secretary/School Business Administrator approve the disposal of the equipment/fixed asset, the school or department wishing to dispose of the item(s) must request that the Maintenance Department dispose of the item(s) through a “Maintenance Request” from the website.
- (g) The Director of Educational Technology will attempt to place any working equipment in another building or department. Any working equipment that is not wanted anywhere else in the district may be donated to another non-profit entity. Any remaining equipment will be disposed of through an electronics recycling vendor.

### **8.14 Data Backups For Computer Users**

- (a) The Director of Educational Technology encourages all users of the district network to save files to their network drive (normally H:\ drive). The data stored on the network drive will be backed up at least weekly.
- (b) All users of Lumberton Township Board of Education computers are responsible for backing up their personal documents and files (normally C:\ drive). The Technology Department will assist with

backups if necessary, but the department does not backup user's data from their computers.

- (c) Please backup all files on your local computer that you do not wish to lose in the event of a hard drive failure. A hard drive is a mechanical device that is prone to failure so proper archiving of important data is critical since it may not be retrievable depending on the nature of the hard drive failure.
- (d) The Director of Educational Technology recommends that all users review their network and local computer drives to delete or archive files that are no longer utilized.
- (e) The Technology Department maintains a set of backup tapes for the network drive data in a fire-proof safe as well as an off-site location at the home of the Director of Educational Technology for added security.

## 9. Receiving Department Procedures

### 9.1 Receiving & Processing of Incoming Goods - Responsibilities & Procedures

- (a) The custodial/maintenance/grounds department is responsible for the receipt and distribution of all goods delivered through each school receiving.
- (b) It is district policy to have orders delivered to the loading dock at each individual location. The "Ship To" address must be present on each and every purchase order.
- (c) The Board Office sends the green copy of every purchase orders to the custodial/maintenance/grounds department in the appropriate building notifying that department of the impending delivery.
- (d) After receiving and inspecting purchased materials, the custodial/maintenance/grounds department will transport such items to the appropriate delivery point and obtain appropriate signatures on the corresponding receiving documents.
- (e) The custodial/maintenance/grounds department will inspect shipments for obvious damage, irregularities, or other discrepancies. After the order is shipped, the custodial/maintenance/grounds department should sign the green copy of the purchase order and send it to the Board Office. However, the originator of the requisition (purchase order) is ultimately responsible for the acceptance of the merchandise, and should advise the Board Office, in writing, immediately upon discovery of any damages, irregularities, nonconformity with specifications or other discrepancies.
- (f) Problems with the order should be addressed by the purchase order originator. They should make a copy of the pink copy of the purchase order and note the problems with the order. The copy should be sent to the Board Office. The purchase order originator should not send the signed pick to the Board Office unless the order has been shipped complete.

### 9.2 Receiving & Processing of Incoming Goods – Additional Responsibilities

- (a) The moving of equipment, furniture and other items request must be submitted to Director of Facilities in writing. All move requests pertaining to Technology items should be directed to the Director of Educational Technology

- (b) Move orders procedures:
- All move orders are to be handled by the Director of Facilities.
  - Each move order is completed based upon its effect on the continuance of academic activities.
  - Move request are usually completed within five (5) working days.
  - Move orders should be completed and mailed via inter-office mail.
  - **Faxed requests to move materials will not be honored.**

### **9.3 Receiving & Processing of Incoming Goods - Exceptions**

- (a) When schools are closed due to holidays or normal closings, there will be no deliveries made that will require a signature for proof of delivery. Items that are of bulk, furniture moves and copier supplies will continue to be delivered as arranged by the custodial/maintenance/grounds personnel of each school or location.

### **9.4 Materials Return – Responsibilities & Procedures**

- (a) It is the responsibility of the originator of the purchase order to arrange the filing of all claims for damaged materials, and to initiate requests for replacement shipments. The Central Copy Person can assist you with shipping items back to vendors, if necessary. However, a call tag from the vendor is best way to accommodate returns.
- (b) The return of any supplies or materials to the vendor, whether resulting from damage, missed-shipment, or other reasons, should be arranged through the purchase order originator who will then notify the Accounting Specialist to assure applicable credits or refunds are received.
- (c) The department responsible for the purchase order should notify the vendor immediately of any problems with the delivery. The information should also be copied to the Accounting Specialist. The following information should be provided:
- Vendor name and purchase order number.
  - Date received.
  - A list of the items damaged or affected by differences, irregularities, or non-conformity with specifications, and a detailed description thereof.
  - Condition of the parcel(s) upon receipt.
  - Location of the parcel(s).

- (d) Purchase Order originator will notify the Accounting Specialist of the discrepancy in order to update its records of the purchase order.
- (e) After arrangements have been made to return the items to the vendor, the purchase order originator will schedule a pick-up with the vendor and let the custodial/maintenance/grounds staff know of expected pick-up information. The purchase order number must be prominently displayed along with the return label supplied by the vendor, on all items being processed for return.

#### **9.5 Materials Return – Exceptions**

- (a) Materials may be returned for immediate exchange directly to the supplier. The exchange should be for the same item(s) or comparable item(s) of equal value. The department responsible for the exchange will notify the Accounting Specialist who will update the purchase order to reflect the changes. *You may not substitute an item for a different item even if they are of equal value. A new purchase order should be generated.*

## 10. Facilities

### 10.1 Building Coordinator

- (a) While any staff member or faculty person may contact the Head Custodian or the Director of Facilities or Buildings, the building principal/supervisor or his/her designee has the responsibility to be the contact person for the facility to handle communications and administrative details. The building principal/supervisor generally reviews the building maintenance requirement and forwards a written request to the building secretary to enter into the "Maintenance Request" software via the district web page.
- (b) During the periods of school vacations, the head building employee will assume the responsibility to forward the work order requests to the secretary for entry into the "Maintenance Request" software via the district web page.

### 10.2 Planning for Alterations & Remodeling

- (a) The first step that a school must take before deciding on all major and minor elective alterations or change of use of space is to communicate, in writing, to the Board Secretary/School Business Administrator. He will review and submit all requests for remodeling and space allocation to the Superintendent of Schools.
- (b) After the Superintendent approves the request, it will be sent to the Director of Facilities to obtain a Project Cost Estimate for the proposed work. A source of funding must be identified before the project will move to the design and construction phases. Once the project is funded, the Director of Facilities and the Board Secretary/School Business Administrator will prepare the proper documentation to submit to the County Superintendent or the Department of Education for approval. Application for building permits, bid specifications, plans and drawings and to assist the requestor through the design and construction phases and keep all concerned informed of scheduling and major events.

### 10.3 Maintenance and Repairs of Equipment

- (a) The Buildings & Grounds Department holds contracts with several service companies who provide maintenance and repair services such as elevators, fire alarms, burglar alarms, clock repairs, public address system repairs, gym door repairs and roof repairs.
- (b) The Maintenance Department is prepared to carry out some renovations, alterations or improvements and support buildings in

order to offer a constant safe environment. These operations must be scheduled in advance.

#### **10.4 Work Orders Submission for General Repairs**

- (a) Contact a secretary in your building/department with the room number, make, model, serial number and description of the problem.
- (b) The secretary will complete a Work Order Request in the "Maintenance Request" software via the district web page.
- (c) Requests for repairs are submitted to the Director of Facilities. Upon review, all work orders are classified by category and are given a priority.
- (d) Once it is established who will perform the work the Buildings & Grounds Department will assign the work order to a maintenance employee or to an outside contractor.
- (e) The assigned maintenance employee will report to the school and address all work orders that have been assigned.
- (f) The maintenance employee will note any pertinent information on the work detailing the problem and the repair status.
- (g) Upon completion of the repair, the maintenance employee will close-out the work order in the "Maintenance Request" software via the district web page.

#### **10.5 Outside Contractor**

- (a) Requests for service are submitted by the Director of Facilities to a contract service company.
- (b) Before there is any addition or replacement of equipment the contractor will submit a quote for the Director of Facilities approval and a purchase order, with the proper account number, should be issued.
- (c) In some cases, the installation of equipment may require unusual utility services or may exceed the capacity of the Maintenance staff. When this occurs, the Buildings & Grounds Department is prepared to assist by requesting information, cost calculation and preparation of specifications to ensure a problem free installation.

#### **10.6 Handling of Requests for Repairs**



- (a) All service requests are handled at the Buildings & Grounds office. Each is assigned a priority (emergency, urgent or routine) based upon their effect on the life safety and continuance of academic activities.
- (b) Emergency and urgent requests are dispatched to the correspondent maintenance personnel immediately.
- (c) Routine service requests requiring less than four man-hours of effort are usually completed within five (5) working days.
- (d) Larger more complex work requests are handled based on the availability of man power.
- (e) Service requests should be entered into the “Maintenance Request” software via the district web page.
- (f) Emergency phone calls will be honored, but a work order request must still be entered into the “Maintenance Request” software via the district web page.
- (g) It should be noted that backlogs are common and inevitable. It may be several weeks or longer in any trade.
- (h) Work orders may be entered into the “Maintenance Request” software via the district web page for immediate complex repairs, those requests may be sent to the engineering consultants so that formal plans can be drawn and costs estimated. Scheduling of the work may have to wait until this preliminary work is completed and funds are made available. Once bids are awarded by the Lumberton Township Board of Education, you will be kept informed.

## **10.7 Work Order Classification**

- (a) **Emergency Service Request** - Service provided in emergencies extends to those problems which threaten life and safety or will damage a building severely. Examples of this would be:
  - Water main breaks
  - Major electrical power failures
  - Project in jeopardy
- (b) **Urgent Service Request** – Maintenance staff provides prompt service for urgent maintenance and repair problems such as:
  - Malfunctioning temperature controls resulting in absence of heat in academic and administrative areas

- Leaks
  - Plumbing problems
  - Defective electrical fixtures
  - Broken windows and other security problems
  - Broken locks
- (c) **Routine Service Request** - Service is provided as soon as it can be scheduled for routing problems such as:
- Painting
  - Shelf installation
  - Cracked ceilings
  - Floor tiles
- (d) The Maintenance Department is anxious to keep all inquiries free of entanglement in a web of red tape. When a work order is received through the “Maintenance Request” software via the district web page, it is immediately processed and the maintenance staff is contacted for prompt responses to emergencies and urgent situations.

### **10.8 Noise Control**

- (a) The Maintenance Department attempts to schedule work with high noise potential at times least likely to be disruptive. However, it is not always possible to delay emergency repairs.
- (b) When you are bothered by noise caused by repair projects, call the Director of Facilities or the Head Custodian so we can try to accommodate your needs.

### **10.9 Keys and Locks**

- (a) Classroom and other instructional rooms are left locked after the normal school hours unless they are to be used by an after school program.
- (b) Building custodians are not authorized to open those areas unless instructed by the school principal or his/her designee.
- (c) Offices and storage rooms are opened only at the request of the person assigned to that office.

### **10.10 Pest Control**

- (a) The Buildings & Grounds Department provides exterminator service to rid the district buildings of rodents, insects, and other pests. Please call the buildings & grounds department if you should have a need for this service. Please review the Board approved Integrated Pest Management plan for additional information in this area.

### **10.11 Recycling**

- (a) Materials such as newspaper, glass containers, aluminum cans, office paper and corrugated cardboard are recycled. Recyclable materials are to be left in containers properly labeled and located in areas throughout the buildings.

### **10.12 Refuse Collection Services**

- (a) Trash collection is provided by contract and under the supervision of the Director of Facilities. It is done on a regularly scheduled basis. Requests for special pickups should be directed to the Head Custodian or the Director of Facilities.

### **10.13 Disposal of Hazardous Wastes**

- (a) Chemicals, oils, paints, radioactive or other hazardous waste should not be disposed of in trash or waste-water collection systems. If you have any questions regarding the storage or disposal of these materials, please contact the buildings and grounds department.

## **11. Food Services Procedures**

### **11.1 Daily Lunch Claim Amounts**

- (a) Each school submits a Sales Activity Report (SAR) to the food service office on a daily basis which reports the amount of students in what eligibility category to claim for reimbursement. (see lunch application procedures to recognize how student lunch eligibility is determined). These numbers are tallied through the Comalex point of sale (POS) computerized counting system.
- (b) Eligibility lists are generated via the School Business Administrator/Board Secretary's Office, electronically distributed to food service director, school nurses and school secretaries and imported to the student database automatically daily.

- (c) School Business Administrator/Board Secretary's Office updates Eligibility list daily and submits to Food Service via e-mail. Food Service Director (FSD) verifies with POS system.
- (d) When students come through the lunch line, they input their personal identification number (PIN), student's picture and individual lunch status codes are displayed on screen for cashiers. Cashiers are trained on the significance of each lunch code.
- (e) If an "amount due" is displayed based upon the information in the POS, the cashier collects the money due from the student and completes the sale.
- (f) If the student does not have his/her money, the cashier enters it as a charged meal. Students are permitted to charge 5 meals and they receive a bagged lunch. After 5 charged meals, they will receive a cheese or peanut butter and jelly sandwich.
- (g) At the end of the day, the POS system is closed out and generates a report of the totals categorically.
  - These are the numbers that are reported on the SAR and submitted to the State for reimbursement (only for lunch).

#### **11.4 State Report**

- (a) A state report is completed by FSD for each above program on a monthly basis.
- (b) Lunch and Milk (Milk only at the Florence L. Walther School), daily reported amounts are reviewed by School Business Administrator/Board Secretary's Office and corrected, if necessary by referencing SAR and Milk Report for each site and/or by conferring with the site supervisors or the FSD.
- (c) FSD then enters amounts into Food Service Management (FSM) accountability program which projects any seeable errors and generates an "edit check" worksheet. Worksheet is reviewed, approved and signed by the Director.
- (d) Once approved, amounts are entered into web based reimbursement program.

**All claims are first approved by Food Service Director, then approved and signed by School Business Administrator/Board Secretary's Office and/or Superintendent prior to submission to government.**

#### **11.5 Maintenance/Technical Repairs & Work Orders**

- (a) All technology requests are usually communicated directly to the Director of Educational Technology or office staff that enters the request by way of Trouble Trakker for each individual site.
- (b) If the repair is not completed within an acceptable time period, the requestor should send a reminder e-mail to the Director of Educational Technology or a second request through the Trouble Trakker.
- (c) Technology/Buildings & Grounds Secretary or the Director of Educational Technology will call or e-mail with an explanation as to why an order was not completed or a TTA will call requesting further information needed to expedite the order.
- (d) All orders that are above and beyond normal, routine maintenance or installation are approved by School Business Administrator/Board Secretary prior to submission to either above department.

#### **11.6 Inventory Management**

- (a) Every time a delivery of frozen foods is scheduled from the government, a processor, or a distributor, these items are perpetually added into inventory by the Food Service Director.
- (b) Government inventory is divided between the Bobby's Run, Florence L. Walther and Lumberton Middle Schools via Paul's hauling deliveries to each site.
- (c) Government inventory is not comingled with purchased food products and a separate end of month inventory is performed on all government products.
- (d) Food purchases are performed by the FSD through an online ordering system via Sodexo. Deliveries are made to each school, and counted and verified by each school leader.
- (e) Every month, an actual inventory of all school freezer and dry storage rooms is conducted by the unit leader and inputted by FSD into a distribution based program through Sodexo for calculation.
- (f) This inventory is compared to the totals of our purchased and usage. (Any discrepancies are addressed and resolved and/or documented, if necessary.)
- (g) If the Food Service Director feels as though the schools have similar items in individual inventory that they are not going to need in the near future, the site leaders will be called and told to use the

items that they have and their order of the similar items will be cancelled.

**11.7 Department Timesheets/Payroll**

- (a) The district sub-contracts the food service program for the National School Lunch Program (NSLP) only. All employees work for the sub-contractor and this company manages it payroll in-house.

# APPENDIX

- Listing of Days Allowed for Absences
- Listing on How to Read your Paycheck
- Employee Name Change Instructions
- Listing of Contacts for Tax-Sheltered Annuity Program

## Days Allowed For Absences

11 Sick Days	◆ Ten-month staff working .6 or more, receive 11 days based on the time they work per day. Part-time professional .5 or less and under 25 hours per week support staff receive 10 sick days plus accumulated sick days
12 Sick Days	◆ For 12 month employees only, plus accumulated sick days
Personnel Day(s)	◆ Full-time employees receive 3 days per year for the first three years of employment. Full-time employees receive 4 days per year starting with the 4 <sup>th</sup> year of employment. Unused personnel days are converted to accumulated sick days. For part-time employees, please refer to section 3.10 of the standard operating procedures.
Religious Day(s)	◆ <b>NONE ARE PERMITTED</b> – Anyone taking a religious day must take it as a personal day or vacation day.
Jury Duty	◆ The Lumberton Township Board of Education recognizes the civic duty of school employees to serve as jurors. The employee who is summoned for jury duty must attach a copy of the jury summons notice to the Absence Request Form and submit same to the Board Office. That employee will be paid for days missed due to Jury Duty. Any check paid by the legal agency to the employee must be endorsed and submitted to the Payroll Department for full salary on the effected day(s). The only exception to this is mileage and meals reimbursement.
Bereavement Leave	◆ 5 days – death in immediate family or household relative ◆ Maximum of 10 days per year
Substitutes and Monthly Substitutes	◆ Do not get any sick, personal, vacation, jury duty, bereavement or professional days
School Injury	◆ Any day taken as a school injury will not be acknowledged unless an accident report is sent to Debbie Harper, Business Administrator's Secretary, Central Office (Re: Worker's Compensation) ◆ All absences due to school injury must be documented with a doctor's note from one of our Worker's Compensation Doctors
❖ Professional and School Business Days	◆ All Professional and School Business days, even those recommended by a supervisor or principal to a teacher <b>must</b> be applied for via the Assistant Superintendent's Office and sent to the <b>Superintendent</b>

Please Note: The difference between Professional and School Business Days is as follows:



- ❖ **Professional Days** – they must be related to your areas of work
- ❖ **School Business Days** – Days one must attend or is requested to attend by his/her Supervisor, Principal. The name of the person who requests your attendance **MUST** appear on the Advanced Approval Form, or a *professional day will be designated and charged to the number of days permitted.*

# HOW TO READ YOUR PAYCHECK

Employees of the Lumberton Township Board of Education are paid every 2 weeks during the time they work, according to the official pay calendar.

**The pay stub attached to your paycheck will list your bi-weekly Base Salary**, any extra monies earned, and your gross pay, as well as all taxes and other assigned deductions. Finally, you will find the net amount for the check of the month listed below the gross pay.

If you are a 10 month employee, your gross pay (before deductions) will be 1/22 or 1/21 of your annual salary, depending on the payroll calendar for that school year. If you are 12 month employee, your gross pay will be 1/26 of your annual salary.

Hourly employees or employees paid on a daily basis will see a listing of earnings and deductions with every paycheck issued.

Should you have any questions about your paycheck that cannot be resolved using the information below, please call the Payroll Department at 609-267-1406 ext. 6907.

Following are lists identifying numbers and letters for deductions other than taxes:

Def. Code	Description	Check Desc	Def. Code	Description	Check Desc
<b>Pensionable Wages</b>			<b>Imputed Income</b>		
1010	REG SAL 10-MONTH	EARN	2010	IMPUTED TPAF	FRINGE
1012	REG SAL 12-MONTH	EARN	2012	IMPUTED PERS	FRINGE
1030	PENS EXTRA PAY	P EXPY	2013	IMPUTED INCOME HOURLY	FRINGE
1031	PENS EXTRA PAY RATE BASE	P EXT	2030	TAXABLE HEALTH BENEFITS	FEDHB
1032	PENSIONABLE HOURLY 10MO	EARN			
1033	PENSIONABLE HOURLY 12MO	EARN			
1034	BLACK SEAL	BLCKSL			
1035	RETRO PAY	RETRO			
1036	RETRO CUST/MAINT/GR	RETRO			
1037	RETRO-10 MONTH SUPPORT	RETRO			
1038	RETRO-PROFESSIONAL	RETROP			
1039	RETRO REVISED	RETROV			
1040	AIDE 10 MO. PENSIONALBE	AIDE			
<b>Stipends and Non-Pensionable Wages</b>			<b>Stipends and Non-Pensionable Wages</b>		
3001	EXTRA PAY	EXPAY	3027	EXTRACURRICULAR	XCURRC
3002	EXTRA PAY RATE BASE	EXTRA	3028	ACCRUED SICK LEAVE	SICKLV
3003	SUBSTITUTE	SUBS.	3029	CONSECUTIVE DAYS 21 +	SUB++
3004	10 MO. NON-PENSIONABLE W	WAGE	3030	CST SUMMER EVAL.	CSTSUM
3005	12 MO. NON-PENSIONABLE	HOURLY	3031	PERFECT ATTEND. STIPEND	ATTEND
3006	12 MO SALARY	12M0	3032	CHAPERONE	CHPRNE
3007	EDC HOURLY	EDCHR	3033	SPORTS OFFICIALS	REF
3008	SUBSTITUTE CALLER	SUBCAL	3034	SUMMER PROGRAMS	SUMMER
3009	TUTORING	TUTOR	3037	10 MONTH SALARY	10 MO
3010	DETENTION	DETENT	3038	12 MONTH SALARY	EARN
3011	SUBSTITUTE SECRETARY	SUBSEC	3039	PASS PROGRAM	PASS
3012	HOME TUTORING	HOME	3040	DISCRETE TRIAL	DISCRE
3013	CUSTODIAN OT & SUB	OT&SUB	3041	RETRO DENTION	RETROD
3014	SPORTS STIPEND	SPORTS	3042	RETRO OT	RET OT
3015	SUBSTITUTE AIDE	SUBAID	3043	RETRO CHAPRONE	RET CH
3016	LONG TERM SUBSTITUTE	LT SUB	3044	RETRO HOME INSTRUCTION	RET HM
3017	PARENT PROGRAMS	PROGRM	3045	RETRO X CURRICULAR ACT	RETROX
3018	ADDITIONAL AIDE HOURLY	AIDEHR	3046	RETRO CURRICULUM	RETROC
				REVISAL	
3019	CLASS COVERAGE	CLCOVR	3047	RETRO AIDE HRLY	RETOAD
3020	STAFF DEVELOPMENT	STAFFD	3048	RETRO SPORTS	RETSPR

3021	SUBS. CONSC. DAYS 11-20	SUB+	3049	RETRO STAFF DEVELOPMENT	RETSTF
3022	DRUG FREE PROGRAMS	DRGFRE	3050	RETRO EXTRA	RET EX
3023	WAIVED BENEFITS	WAIVED	3051	MATH TRAINING	TRAIN
3024	CURRICULUM	CURRIC	3052	SUMMER PROGRAMS	SUMMER
3025	TITLE IV	TITLE4	3900	WRK COMP REINBURSEMENT	WCREIM
3026	SAC	SAC	3901	WRK COMP SUPPLEMENTAL	WCSUPP

**Payroll Deductions**

7010	TPAF PENSION	PENS
7011	TPAF CI	INSUR
7012	TPAF LOAN	LOAN
7013	TPAF ARREARS	ARREAR
7014	TPAF ANNUITY	ANNUIT
7015	TPAF SHORTAGE	TPAFSH
7016	TPAF COINS SHORTAGE	INSHOR
7018	TPAF BACK PENSION	BKPENS
7019	TPAF BACK CI	BKCI
7020	PERS PENSION	PENS
7021	PERS CI	INSUR
7022	PERS LOAN	LOAN
7023	PERS ARREARS	ARREAR
7024	PERS ANNUITY	ANNUIT
7025	PERS CI SHORTAGE	CISHRT
7026	PERS SHORTAGE	PSHORT
7028	PERS BACK PENSION	BKPENS
7029	PERS BACK CI	BKCI
7033	UNUM-DISABILITY INSURANC	UNUM
7034	PRUDENTIAL INSURANCE	PRUDTL

**State and Federal Taxes**

8001	FEDERAL TAX	FED
8002	EXTRA FEDERAL AMOUNT	XFED
8003	FEDERAL FLAT %	%FED
8010	FICA	FICA
8011	MEDICARE	MEDI
8012	STATE UI/DI	SUI
8015	FAMILY LEAVE INSURANC	F.L.I.

**Payroll Deductions**

7100	TSA EQUITABLE	TSAEQU
7101	TSA LINCOLN	TSALIN
7103	VANGUARD	TSAVAN
7104	TSA 457	TSA457
7300	NJEA DUES - FULL TIME	NJEFT
7301	NJEA DUES - PART TIME	NJEPT
7302	NJEAP CATCH UP	NJEA
7400	GARNISHMENT	GARNSH
7401	PERS PENSION HOURLY	PENS-H
7402	PERS CI HOURLY	INS-H
7403	ABCO CREDIT UNION	ABCO
7404	AGENCY PENSION	PEN90
7405	AGENCY COINS	PEN91
7406	PERS SHORTAGE	PSHORT
7407	PENSION LOAN REIMBURSEME	LOANPD
7408	AGENCY MISC	MISC
7409	BACK FLI	BCKFLI
7410	HEALTH BENEFITS	HEALTH
7411	GARNISHMENTS	GARN
7412	HEALTH BENEFITS	HEALTH

**State and Federal Taxes**

8020	NJ STATE A	NJA
8021	NJ STATE B	NJB
8022	NJ STATE C	NJC
8023	NJ STATE D	NJD
8024	NJ STATE E	STE
8025	NJ STATE EXTRA	NJ EX
8030	STATE PA	ST PA

Additional descriptions may be added as needed.

**ALL CHECK STUBS SHOULD BE RETAINED BY THE EMPLOYEE FOR AT LEAST ONE YEAR.**

## **Employee Name Change Instructions**

1. Contact the Social Security Office and inform them of your name change and apply for a new card. (Only the name will be changed, the Social Security Number will remain the same)
2. Complete a new W-4 Form with name change and enclose a copy of your new Social Security Card and send both to the Payroll Office. Enclose a slip of paper with your old name.
3. If you want to change your beneficiary:
  - ❖ Complete “Designation of Beneficiary”  
The form may be completed on-line through MBOS found on the District webpage under Staff Use
4. Fill out the changes on the Benefits Add/Term/Change Form. Copies of marriage license, divorce decree, birth certificate(s) are required for changes.
5. Please **do not use your new name** on any school forms (Absence Due to Illness forms, etc.). Do not sign any school document with your new name **until you have provided the Payroll Department with a copy of your new Social Security Card indicating your name change.**

**LUMBERTON TOWNSHIP BOARD OF EDUCATION  
Tax-Sheltered Annuity Program  
Approved 403B and 457 Providers**

AXA Equitable  
Steven W. Higley  
1433 Hooper Avenue, Suite 339  
Toms River, NJ 08753  
(732) 606-8400 phone  
(732) 240-9380 fax

Lincoln Investment Planning, Inc.  
Gregory J. Taglienti  
6111 Main Street  
Voorhees, NJ 08043  
(800) 375-1133 Ext. 2043 phone  
(856) 489-4122 fax