OLDTAPPAN BOARD OF EDUCATION Old Tappan, NJ 07675

Policy

FILE CODE: 4148

<u>EMPLOYEE PROTECTION</u> – <u>CERTIFIED STAFF</u>

The Board of Education directs the Superintendent to develop rules and procedures to protect its employees from physical assault or psychological harassment in the performance of their duties. Such procedures shall include, but not be limited to:

- A. Official channels for parent/guardian or student grievances or complaints;
- B. Disciplinary regulations which reduce the possibility of student violence;
- C. Reporting techniques that bring potentially problem situations to the immediate attention of the Superintendent.

The use of personal property by District employees during the performance of their duties must be approved by the appropriate administrator beforehand. The Board of Education shall not be responsible for any damage to or loss of personal property utilized in the performance of duties. It shall be the responsibility of the employee to ensure that proper insurance coverage Is available to cover any such losses as may occur.

<u>Legal References</u>: N.J.S.A. 18A:16-6 Indemnity of officers and employees

N.J.S.A. 18A:18A-46 No action for damages

N.J.S.A. 34:19-1 et seq. Conscientious Employee protection Act

<u>Cross References</u>: 3530 Insurance management

*5131 Conduct and discipline

*Indicates policy is included in the Critical Policy Reference Manual.

Key Words

Employee Protection, Use of Personal Property

Approved: March 24, 2008

Revised: