

Parsippany-Troy Hills Township Schools

Robert Sutter, Ed.D.
Assistant Superintendent of Human Resources
rssutter@pthsd.net

PO Box 52, 292 Parsippany Road
Parsippany, NJ 07054
(973) 263-7200 ext. 7207

MEMORANDUM

TO: All Non- Certified Staff Members

FROM: Dr. Sutter, Assistant Superintendent of Human Resources

RE: **ARREST REPORTING FOR NON-CERTIFIED STAFF ANNUAL NOTIFICATION**

As per policy **4159- SUPPORT STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES:**

All support staff members shall be required to report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment. For purposes of this policy, “support staff members” shall include all school district employees who hold a position in the school district for which no certificate issued by the New Jersey State Board of Examiners is required.

The report submitted to the Superintendent shall include the date of the arrest or indictment and charge(s) lodged against the support staff member. Such support staff members shall also report to the Superintendent the disposition of any charges with seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed “just cause” for disciplinary action, which may include termination or non-renewal of employment in accordance with the law.

Teaching staff members are required to report their arrest or indictment for any crime or offense in accordance with Policy 3159 and N.J.A.C. 6A:9B-4.3.

The school district shall make these reporting requirements known to all new support staff members upon initial employment and to all employees on an annual basis.