

AGREEMENT
between the
BOARD OF EDUCATION
OF NORTH PLAINFIELD
and the
NORTH PLAINFIELD
EDUCATION ASSOCIATION
2022-2025

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ARTICLE 1

RECOGNITION

- A. Pursuant to the provisions of N.J.S.A. 34:13A-1 et seq, the North Plainfield Board of Education, an Equal Opportunity Employer, hereby recognizes the North Plainfield Education Association as a majority representative and as the exclusive and sole representative for collective negotiations concerning terms and conditions of employment for all personnel under contract or on leave, now employed or as hereafter may be employed by the Board including;

1. Certificated
2. Custodial
3. Maintenance
4. Paraprofessionals
5. Secretarial
6. Transportation
7. Athletic Trainer

personnel of the North Plainfield Board of Education, but excluding;

1. Superintendent of Schools.
2. Assistant Superintendent.
3. Secretaries to the Superintendent.
4. Director of Operations.
5. Administrative Personnel.
6. Supervisory Personnel.
7. Board Secretary/Business Administrator.
8. Secretary to the Secretary of the Board.
9. Payroll Secretary.
10. Accounts Payable Bookkeeper
11. Secretary to the Assistant Superintendent.
12. Data Manager.
13. Director of Human Resources.
14. Registrar/Family Resources Coordinator.
15. Manager of Technology Systems and Computerized Administrative Services.
16. Computer Technicians.
17. Safety and Security Specialist
18. Security Officers.

- B. Unless otherwise indicated, the term "employee," when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined.
- C. Administration or administrator when used hereafter in this Agreement refers to the Superintendent of Schools, Assistant Superintendent of Schools, Business Administrator, Director of Operations and all professional employees represented by the NPAEAS.

ARTICLE 2

NEGOTIATION OF SUCCESSOR AGREEMENT

- A. Changes

1. In accordance with PERC rules, the Board agrees to commence negotiations with the Association on a mutually agreeable date over a Successor Agreement in accordance with the procedures set forth herein in good-faith effort on both sides to reach continuing Agreement on salaries and other terms and conditions of employment. The Association and the Board agree to a simultaneous exchange of proposals for the Successor Agreement. Any Agreement so negotiated shall apply to all members of the negotiating unit and shall be reduced to writing and signed by all the parties after ratification.

2. Whenever members of the bargaining unit are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings or in negotiations respecting the collective bargaining Agreement, they will suffer no loss in pay.

B. Modification

This Agreement shall not be modified in whole or in part by the parties except by mutual Agreement.

ARTICLE 3

GRIEVANCE PROCEDURE

A. Definition

A "grievance" shall mean a claim or allegation by an employee or the Association that there has been a personal loss or injury because of a violation, a misinterpretation, or an inequitable application of this Agreement.

B. Right of Employee to Representation

When an employee is not represented by the Association in the processing of a grievance, the Association shall have the right at the time of the submission of the grievance to the Superintendent or at any later level:

1. To be notified that the grievance is in process.
2. To be present and to present its position in writing at all hearing sessions held concerning the grievance.
3. To receive a copy of all decisions rendered.

C. Procedure

1. Failure at any step of the following procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step.
2. Failure at any step of the following procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
3. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance has been fully determined.
4. A grievance may be initiated and pursued by the aggrieved employees and/or the Association herein referred to as the "employee" or "grievant". A grievance shall commence with an informal discussion between the employee and the administrator with whom the grievance originates or the administrator from whom the remedy can be reasonably sought. Discussion shall take place within thirty (30) calendar days of the occurrence, knowledge, or impact on the employee which prompts the grievance. If the employee is not satisfied with the results of the informal discussion, the grievance shall be stated in writing and shall be submitted at this step within five (5) working days of the informal discussion. The formal written grievance shall specify
 - a. The nature of the grievance.
 - b. The nature and extent of the loss or injury.
 - c. The results of previous discussions/decisions.
 - d. The remedy sought by the grievant.

5. Step 1

The employee shall present the grievance to the immediate supervisor as designated below:

Teacher	Department Supervisor or Principal
Child Study Team	Director of Special Services
Paraprofessional or	
Building Secretary	Principal or Supervisor
Custodian	Principal or Director of Operations
Maintenance, Grounds,	
or Transportation Worker	Director of Operations
Central Office Secretary	Business Administrator

The immediate supervisor shall respond in writing within five (5) working days of receipt of a formal grievance.

6. Step 2

In the event that the grievance is not resolved at Step 1 to the satisfaction of the aggrieved employee, the employee shall present the grievance and all written documents and supporting information previously submitted at the lower level of the grievance procedure to the Human Resources or Designee who shall respond, or have a designee respond, in writing within five (5) working days of receipt of a formal grievance.

7. Step 3

In the event that the grievance is not resolved at Steps 1 or 2 to the satisfaction of the aggrieved employee, the employee shall present the grievance and all written documents and supporting information previously submitted at the lower level of the grievance procedure to the Superintendent who shall respond, or have a designee respond, in writing within five (5) working days of receipt of a formal grievance.

8. Step 4

In the event that the grievance is not resolved at previous steps to the satisfaction of the aggrieved employee, the employee may request in writing through the Superintendent a hearing with the Board of Education. The employee shall submit all written documents and supporting information previously submitted at the lower levels of the grievance procedure. Within thirty (30) calendar days of receipt of the request, the Board, at its option, may hold a hearing with the employee and render its decision in writing within five (5) calendar days of the hearing. Should the Board choose to deny the request for a hearing, it shall communicate its response to the formal grievance in writing within the allotted thirty (30) calendar days. Beyond this step a grievance shall not be processed if it applies to:

- a. Any matter for which a method of review is prescribed by Title 18 A.
- b. Any rule or regulation of the State Commissioner of Education.
- c. Any matter which according to law is beyond the scope of Board authority.
- d. A complaint of a nontenured employee which arises by reason of his not being reemployed.
- e. A complaint by any employee occasioned by appointment to, or lack of appointment to, retention in, or lack of retention in any position for which tenure is either not possible or not required.

9. Step 5

If the decision of the Board of Education does not resolve the grievance to the satisfaction of the employee, and the employee wishes review by a third party, he shall refer the grievance to the Association. Within ten (10) working days of receipt of the Board's decision by the employee, the Association may request arbitration of the grievance by notifying the Board through the Superintendent. The following procedure shall be used to secure the services of an arbitrator:

- a. The Association shall request that the American Arbitration Association submit a roster of persons fully qualified to function as arbitrators of the grievance in question. Thereafter, the parties shall be bound by the rules of the AAA.
- b. The arbitrator shall be limited to the issue submitted and shall consider nothing else. The arbitrator shall add nothing to, nor subtract anything from, the Agreement between the parties or from any policy of the Board of Education. The recommendations of the arbitrator shall be binding within thirty (30) calendar days of the completion of the arbitrator's hearings; copies of the arbitrator's finding and recommendations shall be given to the Board and to the aggrieved and his/her representatives only.

10. In order to resolve a grievance, the timelines required by this procedure may be extended by the mutual written agreement of the parties involved.

ARTICLE 4

RIGHTS AND RESPONSIBILITIES OF BOTH PARTIES

- A. The Board recognizes the rights, duties and responsibilities of the Association toward its members, in protecting their rights in employment.
- B. The Association recognizes the Board's right to manage the school system and to do so by, among other things, assigning work tasks and work stations to members of the Association, and by regulating and evaluating their performance in accordance with the rules and regulations made by the Board to carry out the Board's managerial function and responsibilities.
- C. Any employee who is required to appear for a formal hearing before the Board of Education shall receive prior written notice of the reasons for said hearing and be advised of the right to be accompanied by a representative of his choice.
- D. Any items of public record on file in the office of the Secretary of the Board of Education shall be available for examination by any bona fide representative designated by the President of the Association.
- E. The Association shall enjoy the same privileges regarding use of building and equipment therein as presently provided and consistent with Board policy.
- F. Rights to a workplace free of bullying and harassment: The School District and the Association agree that mutual respect between and among building administration, employees, coworker, and supervisors is integral to the efficient conduct of the school. Behaviors that contribute to a hostile, humiliating or intimidating work environment including abusive language or behavior, are unacceptable and will not be tolerated. Employees who believe they are subject to such behavior should raise their concerns with an appropriate administrator or supervisor as soon as possible, but not later than ninety (90) days from the occurrence of the incident(s). An alleged violation of the provision is subject to the existing grievance procedures.

G. Health and Safety

1. The Employer agrees that it will provide a safe and healthy workplace and to any unsafe condition or safety or health hazard. The Employer agrees to promptly investigate all hazards, unsafe conditions and accidents brought to its attention and to promptly remedy all hazards and unsafe conditions its investigation reveals.
2. The Employer will provide employees with mutually-acceptable orientation and training to perform their jobs safely, including instruction in proper work methods, use of protective equipment, and safe maintenance, handling and use of materials and equipment. Said training will take place either during a regularly scheduled work time or during a professional development day.
3. All staff shall have a designated place to keep their personal items secure adjacent to their work station.

ARTICLE 5

BOARD STAFF AND LIAISON

A. Board Staff and Liaison

1. The Board and the Association shall each select a Committee, including a chair, to attend Board Staff meetings. The Association Committee shall include the Association President, Vice Presidents, and at least one representative from each of the following schools: East End, West End, Somerset, Stony Brook, High School, and Middle School. The Board Committee shall consist of the Central Office Administrators, two (2) Board representatives, and the Principal of each school.
2. The Board Staff Committee shall meet once a month during the effective period of this contract to discuss issues occurring within the District, excluding grievances. Board Staff Meetings may be canceled if there are no issues to review or discuss.
3. The parties shall develop an agenda one (1) week prior to the scheduled date of meeting. The Association President (or designee) and the Superintendent (or designee) shall develop a mutually agreeable agenda for each meeting. The agenda shall be received by committee members at least three (3) school days prior to the meeting. The agenda shall consist of non-operational issues and/or items related to policy. Issues discussed by the Board Staff Committee shall be issues occurring within the District. All building specific issues shall be initially directed to Building Liaison Committee and discussed at the building level. Anonymous submissions will not be considered by the Board Staff Committee.

B. Building Liaison

1. The Association shall select a Liaison Committee for each of the following building units:
 - a. East End School
 - b. West End School
 - c. Somerset School
 - d. Stony Brook School
 - e. North Plainfield High School (Grades 9-12)
 - f. North Plainfield Middle School (Grades 7-8)
2. The committee shall consist of not more than one (1) member for every twenty (20) staff members in each building unit but shall in no event have fewer than three (3) members. For the duration of the school year, the committee shall meet with the principal once a month. Primary responsibility to call meetings shall rest with the Association. The parties shall develop an agenda one (1) week prior to the scheduled date of meeting. The committee shall review and discuss issues related to that building. No building practices shall be adopted in any unit without the approval of the Superintendent of Schools.

ARTICLE 6

SICK LEAVE

- A. "Sick leave is hereby defined to mean the absence from his or her post of duty, of any person because of personal disability due to illness or injury, or because he/she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined from such a disease in his or her immediate household." (Section 18A:30-1)
- B.
 - 1. All persons holding any office, position or employment for the North Plainfield Board of Education, who are steadily employed under contract, or who are protected by tenure in their office or position of employment shall be allowed sick leave days as follows:

10 month-employees - 11 days
12 month employees - 13 days.
 - 2. Employees who do not work the same number of hours each day shall be paid the average of the number of hours worked per day when absent on paid sick leave.
- C. Sick leave allowable under the above conditions shall accumulate for use as may be needed for sickness in subsequent years.
- D. Immediately upon return to work, a physician's certificate attesting to the physical disability of an employee may be required as provided by statute.
- E. Notification of accumulated sick leave as of the first day of any school year shall be given by September 30th of that year.
- F.
 - 1. Members of custodial and maintenance crews must notify the Director of Operations of their absence at least one hour prior to the beginning of their shift except for unforeseen emergencies.
 - 2. Teaching staff members must notify either the substitute service or their immediate supervisor prior to 5:30 a.m. if planning to be absent except in cases of emergency when the teacher shall give notice as soon as possible. When calling the substitute service, teaching staff members shall advise as to assignment, length of absence, and when expected to return to work.
 - 3. All employees must enter all absences on the automated attendance system one (1) and a half hours before the start of shift.

ARTICLE 7

TEMPORARY LEAVES OF ABSENCE

- A. An employee may be absent without loss of pay when:
 - 1. Absence as the result of a court order or if the employee is required by law to attend a legal proceeding related to their employment, except when the employee has filed legal action against the District.
 - 2. In the case of death of an immediate family member (spouse, parent, step-parent, adult residing with employee in a spousal-like relationship, long term member of immediate household, child, grandchild, sibling, or parent-in-law) up to five (5) working days of bereavement leave shall be granted immediately following the death provided there are no more than three (3) consecutive scheduled holidays or vacation days for the employee during the bereavement period. "Long Term" for purposes of this paragraph is defined as one year or greater.

In the case of the death of the employee's grandparent, three (3) days of bereavement leave shall be granted.

In the case of the death of any other family member, not listed above, one (1) day of bereavement leave shall be granted.

Name and relationship shall be entered on "Notes to Administrator" on the automated attendance system.

3. The Superintendent of Schools may excuse an employee at the Superintendent's discretion in advance for other urgent reasons.

4. Temporary Leave

- a. An employee may be granted three (3) days of leave which may be used for family illness or to attend to personal matters which cannot be handled outside school hours. Application for personal leave must be entered on the automated attendance system at least twenty-four (24) hours before taking such leave, except in emergencies. In non-emergency cases, reasons beyond the signing of the required form shall not be required of the employee. When an emergency day is requested the reason will be included on the "Notes to Administrator" on the automated attendance system.
- b. Leave for personal matters or family illness, except where attendance by the employee is certified to by a physician, may not be taken on the last workday before, or the first workday following, a holiday, a school vacation or recess, or during the first or last week of school, except for the purpose of religious observance. Maximum number of employees to utilize personal days shall be ten percent (10%) of a classification on any given day.
- c. An employee using personal days for family illness will be required to name the family member and state the reason for the absence on the "Notes to Administrator" on the automated attendance system.
- d. Unused temporary leave shall accumulate as sick leave.

5. Jury Duty

- a. Jury duty shall be granted to an employee who is required to serve. The employee shall be paid the difference between the jury stipend and the employee's daily rate of pay.
- b. The employee shall be required to report to work whenever the employee is excused from jury duty sufficiently early to be present in the school district for at least two (2) hours of the employee's regular workday. When an employee is summoned for jury duty during the student school year, he/she shall submit a written request to the Court for jury duty during the summer months. A copy of the summons must be submitted to the Superintendent's office.

6. Special Examinations

Examination by the New Jersey Department of Labor and Industry Firemen's license examination will constitute part of the regular workday.

7. Professional Days (Certificated Staff)

The Superintendent of Schools may approve, in advance, a teacher's request to be absent to visit other schools or to attend educational meetings.

8. An employee absent for reasons other than those specified above shall receive no pay for the time lost.
9. An employee wishing to apply for an exception to the rules stated above must apply in writing for a review of the employee's case at the June meeting of the Board of

Education. Such application must be received before the first Monday in June.

10. Nothing herein shall be construed to be in conflict with the Workers' Compensation law of the State of New Jersey.

ARTICLE 8

INSURANCE PROTECTION

- A. The Board shall provide the health-care insurance protection outlined in present policies and designated below. Effective July 1, 2014, employees shall contribute towards health benefits in accordance with the amounts set forth in statute.
 1. The Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing on July 1 and ending on June 30 for each employee who remains in the employ of the Board for the full school year.
 2. The Direct Access Program shall be the Base Medical Benefit Program. The Board may offer other voluntary medical benefit programs. Employees may enroll in any medical benefit program offered by the Board.
 3. Provisions of the health-care insurance program shall be detailed in master policies and contracts agreed upon by the Board and the Association and shall include but not necessarily be limited to:
 - a. Hospital room and board and miscellaneous costs.
 - b. Outpatient benefits.
 - c. Laboratory fees, diagnostic expenses, and therapy.
 - d. Maternity costs.
 - e. Surgical costs.
 - f. Major-medical coverage.
 4. Effective July 1, 2005, the Board shall provide a \$20/\$ 10/\$ 10 co-pay prescription plan (brand, generic and mail, respectively), including contraceptives. The Board may offer other voluntary prescription benefit plans.
 5. The Board shall provide a full dental plan for each employee. Employees may purchase dental coverage for their family through payroll deduction, subject to the consent of the provider, agreement on the payment plan, payroll deduction, and mutual agreement between the parties on the specifics.
 6. The Board shall provide a long term disability income benefit which shall begin ninety (90) calendar days after continuous disability and remain in effect to age 65 for accidents and sickness. Said benefit shall be paid at sixty percent (60%) of the individual's monthly salary, exclusive of bonuses and overtime, to a maximum benefit of \$6,000 per month.
 7. Effective July 1, 2005, employees must work in excess of twenty three (23) hours per week in order to be eligible for Health Benefits. All current employees who have Health Benefits shall be exempt from this provision.
 - a. Notwithstanding the above provision, effective July 1, 2019, paraprofessionals must work for thirty (30) or more hours per week in order to be eligible for health benefits.
 8. Effective July 1, 2020, all new employees shall be enrolled in EHP or its Board equivalent and pay towards the premium in accordance with Chapter 44.
- B.
 1. Employees may voluntarily waive medical and/or prescription health benefits in any year and receive a taxable stipend depending on the level of eligible coverage waived. The annual stipends are as follows:

Husband/Wife: Medical - \$2,500
Prescription - \$750
Total - \$3,250

Family: Medical - \$3,500
Prescription - \$750
Total - \$4,250

2. The waiver of health benefits for the following year shall not be considered automatic. Every employee shall be considered to be covered for health benefits unless and until such time as an employee shall affirmatively notify the Board that the employee is requesting a waiver of health benefits in return for the stipend. Any employee who requests a waiver of health benefits shall notify the Board as follows:
October 31st effective January 1, May 31st effective July 1
 3. Documentation as to proof of other current health insurance coverage must be provided with submission of a waiver request.
 4. Health benefits waiver notification by the employee must be submitted annually by October 31st in order to receive continued health benefits stipend.
 5. Any employee who voluntarily waives health benefits shall be entitled to re-establish coverage at the level he/she is eligible for upon the occurrence of a major life event as defined by the New Jersey Department of Insurance: *marriage, divorce, birth or adoption of a child, loss of coverage by a spouse or death of a spouse*. In the event that an employee re-establishes coverage during a school year, the stipend in lieu of health benefits will be forfeited. Should any employee wish to re-enroll for any other reason, he/she must wait until the open enrollment period October 1st to 31st and the plan will take effect January 1st of the subsequent year.
- C. The Board shall establish a Section 125 Plan.
- D. The Board shall establish a flexible spending account.

ARTICLE 9

EXTENDED LEAVES OF ABSENCE

- A. Two (2) tenured employees designated by the Association may be granted a leave of absence for a period not in excess of two (2) years to work for the Association and/or its affiliates. Such leave shall be without accumulation of credit on the salary guide and without pay or benefits.
- B. A tenured employee may be granted a leave of absence for a period not in excess of two (2) years:
1. To join the Peace Corps, VISTA, National Teachers' Corps., or similar program as a full-time participant.
 2. To serve as an exchange or overseas teacher as a full-time participant.
- Such leave shall be with accumulation of credit on the salary guide but without pay.

- C. Disability
1. An employee who anticipates a period of disability shall notify the Superintendent in writing at least ninety (90) days prior to the commencement of a disability leave. In the case of maternity related disability, the employee shall notify the Superintendent of the anticipated date of delivery. The employee shall be entitled to use accumulated sick leave during the period of disability. In the case of an emergency the employee shall notify the Superintendent in writing as soon as possible.

2. Should the Administration determine that an employee is unable to fulfill the requirements of his/her position due to disability, the Board may commence the disability leave at an earlier date. This additional leave time required by the Board shall be with pay and all benefits. This additional leave time shall not reduce the employee's accumulated sick leave.

D. Child Care

1. An employee shall be entitled to an unpaid leave of absence for reasons of child care. An employee seeking such leave shall file written notice with the Superintendent not less than ninety (90) days prior to the commencement of the leave. Such leave shall commence on the first day following the end of the disability period.
2. An employee who adopts an infant shall be entitled to an unpaid leave of absence for reasons of child care. An employee seeking such leave shall file written notice with the Superintendent not less than ninety (90) days prior to the commencement of the leave. The leave shall commence upon receipt of *de facto* custody of the child or earlier, if necessary, to fulfill the requirements for adoption.
3. A child care leave shall be for the balance of the school year in which it commences, and at the option of the employee, shall be for half or all of the following year.
4. An employee returning from child care leave must return at the beginning of the school year or at the mid-year break, within two (2) years of the commencement of the leave. If the employee elects to continue the leave into that period beyond the year in which the leave commenced, he/she must notify the Superintendent accordingly, in writing, by April 1st for a September 1st return or by October 1st for a February 1st return. Such leave shall be without accumulation of credit on the salary guide, without pay, and without health benefits except as provided for by Statutory and Federal Family Leave Acts. Any leave, other than maternity disability or Statutory and Federal Family Leave Act leave, shall not count towards the accrual of tenure.
5. An employee may opt for the benefits of the State and Federal Family Leave Acts to run concurrent with contractual child care leave. Any leave, other than maternity disability or State and Federal Family Leave Act leave, shall not count towards the accrual of tenure.
6. Extensions or other adjustments to the duration of a leave for child care must be requested in writing and shall be granted at the full discretion of the Board of Education.
7. An employee on an unpaid leave of absence shall not be eligible to either receive or accrue benefits except as statutorily required. The employee may continue health insurance coverage at the employee's expense, in accordance with the rules of COBRA.
8. To be eligible for a salary increment and credit toward longevity payments and sabbaticals, a ten (10) month employee must work at least five (5) months in the school year and a twelve (12) month employee must work at least six (6) months in the fiscal year (July 1 to June 30) in which the leave commences or terminates.

E. A tenured employee may be granted a leave of absence for advanced study at the discretion of the Board of Education.

F. All applications for leaves, extensions or renewals thereof must be made and granted in writing.

G. A tenured employee upon the resumption of employment shall have restored all benefits to which he/she was entitled prior to his/her leave of absence.

H. At the conclusion of a leave granted pursuant to Sections A, B, C, D or E employees shall, upon return to work, be placed on a step on the salary guide that reflects their years of service completed prior to the start of the leave of absence.

ARTICLE 10

AGENCY FEE

The parties shall agree to abide by the "Workplace Democracy Enhancement Act," P.L.2018,c.15.

ARTICLE 11

SALARY PROVISIONS

- A. When requested, salary deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A.) 52:14-15,9e.) and under rules established by the State Department of Education. When requested by an employee, the Board of Education agrees to enter into an Agreement to reduce the employee's salary to purchase on behalf of the employee an annuity which qualifies under the provisions of Section 403b of the Internal Revenue Code of 1954, as amended.
- B. Twelve-month employees must be paid for at least six months and ten month employees must be paid for at least five months of a school year to be eligible for an increment.
- C. The guidance counselors who attend evening events shall be paid at the Instructional Extended Day rate in Appendix G for up to 15 hours. This shall not include Back to School Night.

ARTICLE 12

RETIREMENT ALLOWANCE

- A. Any employee who intends to retire during a school year, shall submit to the Superintendent of Schools a written notice of intention to retire on February 1 of the preceding school year. However, any employee who retires during the month of June may submit their notice of their intention to retire by February 1 of the same school year.

The employee must also file a retirement application through the TPAF or PERS prior to retirement. Payment of the retirement allowance will be paid by next July 15th.

Failure to submit notice of retirement as defined above will delay payment of the retirement allowance until the second July 15th following the end of the school year. Effective July 1, 2022, all payments of the retirement allowance may be made to a 403(b) or 457 retirement account.

- B. The retirement allowance shall be computed at the rate of one (1) day's pay for each four (4) days of accumulated unused sick leave to the employee's credit at the time of the announced contemplated retirement. That daily compensation to the employee under these provisions shall be at the daily rate of pay which the employee earned in his/her last year in the district. Subsequent absences will reduce the retirement allowance. The maximum payment under this section will be fifteen thousand dollars (\$ 15,000) effective July 1, 1996. The maximum payment to employees hired on or after July 1, 1996 shall be six thousand dollars (\$6,000) in 2022-23, seven thousand (\$7,000) in 2023-24 and eight thousand dollars (\$8,000) in 2024-25.
- C. Employees who would have been eligible to file a retirement application but who die while employed shall have the benefits specified in Section B. above paid to their estate.

ARTICLE 13

POSTING OF VACANCIES

- A. Posting
 - 1. Post all vacancies that occur in positions that are covered by this contract and/or promotional positions.
 - 2. The Board shall send notification of vacancies by District email distribution as far in advance as practicable, ordinarily at least five (5) days before the final date for submission of applications.

3. No later than June first of each school year, the Superintendent shall post in all school buildings a list of the known vacancies expected to occur during the following year.

B. Filling Vacancies

1. When vacancies are posted, the qualifications for the position shall be clearly set forth. Employees shall submit applications for such vacancies to the Superintendent or his/her designee.
2. Vacancies will not be filled on a permanent basis until posted as above, except vacancies in teaching positions occurring during the school year.
3. Extra and co-curricular positions will be posted district wide, and all employees shall be eligible to apply for said positions.

ARTICLE 14

EDUCATIONAL IMPROVEMENT

- A. The Board agrees to pay the full tuition and other reasonable expenses incurred in connection with courses, workshops, seminars, conferences, in-service training sessions, or other such sessions which an employee is required and/or requested to take by the administration or to maintain employment.
 1. Teachers who work in self-contained classrooms shall attend a two (2) day training seminar when school is not in session and shall be paid their per diem salary for each day of attendance. Teacher assignments for the subsequent school year shall be made by June 1st of each school year. Trainings shall be scheduled during the last two (2) weeks of August.
- B. The Board agrees to pay fifty percent (50%) of the cost per credit hour of the accredited institution or approved provider of graduate courses approved by the Superintendent at the Rutgers University rate. Each certificated staff member may be reimbursed for up to eighteen (18) semester hours per year. Reimbursement shall be for courses directly related to the staff member's subject area assignment, present or probable assignment, and/or required in order to obtain the certificate/degree appropriate to the aforementioned conditions.
- C. The Board agrees to pay fifty percent (50%) of the accredited institution or approved provider of courses approved by the Superintendent at an amount not to exceed \$800. Each teacher will only be reimbursed for a seminar/workshop directly related to the teacher's present or probable assignment.
- D. The form requesting reimbursement must be submitted to the Superintendent within sixty (60) days of course completion.
- E. The Board agrees to pay up to \$800 towards the cost of a seminar/workshop/conference approved by the Superintendent. Each secretary will only be reimbursed for a seminar/workshop/conference directly related to the secretary's present assignment.
- F. After receiving tuition reimbursement, an employee shall remain an employee of the Board of Education. If the employee voluntarily leaves the employment of the Board of Education, he or she must repay to the Board of Education the tuition reimbursement received according to the following schedule:
 - Depart within one (1) year after reimbursement: 100% repayment
 - Depart on or after (1) years and within (2) years after reimbursement: 66% repayment
 - Depart on or after (2) years and within (3) years after reimbursement: 33% repayment

ARTICLE 15

MISCELLANEOUS PROVISIONS

- A. This Agreement shall be honored by the Board of Education and by the Association for the duration of the Agreement.
- B. If any provisions of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, such provision or application shall not be deemed valid and subsisting except to the extent permitted by law. All other provisions or applications shall continue in full force and effect.
- C. Any individual contract between the Board of Education and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with the Agreement, this Agreement shall be controlling.
- D. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement.
- E. The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association for the life of this Agreement each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both parties at the time that they negotiated or signed this Agreement.
- F. Copies of this Agreement shall be reproduced within thirty (30) days after the Agreement is signed. Copies shall be presented to all employees now employed or hereafter employed by the Board. The Board and Association agree to pro rate expenses of printing copies of the Agreement.
- G. Whenever any notice is required to be given by either party to this Agreement to the other, pursuant to the provisions of this Agreement, such party shall do so in writing at one of the following addresses:
 - 1. If by the Association, to:
The Board of Education
Watchung School
North Plainfield, New Jersey 07060
 - 2. If by the Board, to:
President
North Plainfield Education Association
_____ School
North Plainfield, New Jersey 07060
- H. If, after the Agreement has become effective, it is felt by either the Board of Education or the Association that an amendment to this Agreement is warranted, such amendment may be added by mutual consent.
- I. The Association agrees to respond in writing to correspondence from the Board of Education within twenty (20) school days.

- J. The Board agrees to respond in writing to correspondence from the Association within twenty (20) school days or the second Board of Education meeting, whichever is applicable.

ARTICLE 16

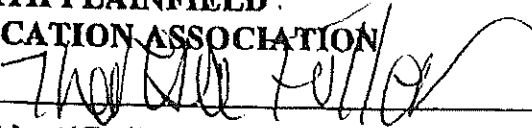
DURATION OF THE AGREEMENT

This Agreement shall become effective as of July 1, 2022, for wage and salary provisions and upon signing for all other modified provisions, and shall continue in effect until June 30, 2025.

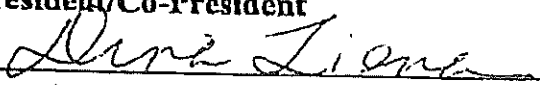
This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated unless extended by mutual Agreement.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their respective presidents, attested to by their respective secretaries, all on the day and year first written above.

**NORTH PLAINFIELD
EDUCATION ASSOCIATION**



President/Co-President



Secretary

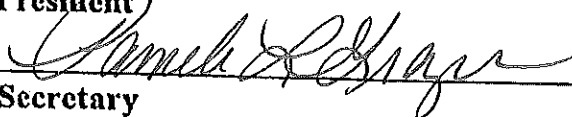


Negotiations Chair

**NORTH PLAINFIELD
BOARD OF EDUCATION**



President



Secretary

Negotiations Chair

Attachment A

NORTH PLAINFIELD PUBLIC SCHOOLS
Office of the Superintendent

To: Professional Staff Members

Subject: Reimbursement for Courses

In order to encourage members of the professional staff to take courses which will improve their effectiveness and their value to the school system, the Board of Education will pay tuition charges and necessary fees for graduate courses, subject to the following limitations:

- I. The courses must be directly related to the teacher's subject area assignment in the North Plainfield Public Schools.
- II. All courses must be approved in advance by the administration.
- III. The only costs for which the Board will be partly responsible are tuition, registration fees, and laboratory fees. The Board will not pay for textbooks, reference books, transportation charges, or parking fees.

The Board agrees to pay fifty percent (50%) of the cost per credit hour of the accredited institution or approved provider of graduate courses approved by the Superintendent at the Rutgers University rate. Each certificated staff member may be reimbursed for up to eighteen (18) semester hours per year. Reimbursement shall be for courses directly related to the staff member's subject area assignment, present or probable assignment, and/or required in order to obtain the certificate/degree appropriate to the aforementioned conditions.

- A. Any reimbursement to a staff member who has taken approved graduate courses during the spring and summer shall be paid as soon as feasible in the fall, provided that the person is a member of the staff of North Plainfield Public Schools at the time of reimbursement.
- B. Any reimbursement to a staff member who has taken approved courses during the fall semester shall be paid in February or March, or as soon as it is feasible.
- V. No reimbursement will be made for courses which are required by the State Department of Education for certification.
- VI. The Board will not reimburse the teacher for the cost of more than six semester hours in any given semester; for more than nine (9) semester hours in any summer session; or for more than eighteen (18) semester hours taken between July first of one year and June thirtieth of the following year.
- VII. No reimbursement will be made for the cost of courses taken during the employee's first semester in the North Plainfield Public Schools.
- VIII. There will be no reimbursement unless the employee receives a mark of at least "C" or equivalent; the administration will determine the equivalence of marks.
- IX. A teacher who expects to be reimbursed for a course must submit his/her application on the form prescribed by the administration. Reimbursement will not be made until the employee submits a receipted bill and the official transcript covering the courses taken. Applications may be obtained from the principal or from the Superintendent.

PART 2: SPECIFIC WORKING CONDITIONS FOR SECRETARIES

ARTICLE 17

DAILY WORK HOURS

- A. The work week for full-time secretaries shall consist of thirty-seven and one-half (37-1/2) hours excluding lunch periods.
- B. Summer work hours shall be in effect from the Monday after school closes through the third week in August and shall consist of thirty-two and one-half (32-1/2) hours per week excluding lunch periods.
- C. In accordance with and to the extent required by New Jersey Statutes, required overtime above forty (40) hours per week shall be compensated at the rate of time and one-half (1-1/2) above the regular hourly rate. All overtime must have the advanced approval of the immediate supervisor.
- D. Inclement Weather

When school is closed for a full day due to inclement weather secretaries shall not be required to work on that day. However, if school is opened at a later hour during the day, secretaries shall be required to report fifteen (15) minutes prior to the student arrival time. Such days shall be granted without loss of pay.

ARTICLE 18

VACATIONS AND HOLIDAYS

- Vacations: In order for a secretarial employee to be eligible for paid vacation, the employee must work full time on a twelve-month basis. The following vacation benefit is provided to twelve-month full-time secretaries.
- A. One-half (½) day for each full month for employees who have been with the Board for at least one (1) month and not more than eleven (11) months as of July 1.
 - B. Two (2) weeks annually for employees who have been with the Board for at least one (1) year and no more than five (5) years as of July 1.
 - C. Two (2) weeks plus one (1) day per year after five (5) years for employees who have been with the Board for at least five (5) years but less than ten (10) years as of July 1.
 - D. Three (3) weeks plus one (1) day per year for employees who have been with the Board for at least ten (10) years but less than fifteen (15) years as of July 1.
 - E. Four (4) weeks per year for employees who have been with the board fifteen (15) years or more as of July 1.
 - F. Vacations will not be approved during the last week of school nor during the week preceding the opening of school and the first week of school.
 - G. For vacations of two (2) days or less, secretaries shall provide notice of at least three (3) days prior to taking said vacation. For vacations of three (3) days or more, secretaries shall provide notice of fifteen (15) days prior to taking said vacation. All vacation requests must receive the prior approval of the Superintendent or designee. The notice requirements may be waived in the event of an emergency and at the discretion and with the approval of the Superintendent or designee.
 - H. Employees may carry forward up to a maximum of five (5) days of unused vacation time to the following year.

I. Secretary Evaluation:

1. All secretarial employees shall receive an annual written evaluation. The evaluation reflects the secretary's total performance as an employee of the District. (See Attachment B annexed.)
2. All secretarial staff shall receive a copy of the annual evaluation prior to May 1 and meet with the appropriate administrative or supervisory staff member to review the annual evaluation.
3.
 - a. The evaluation report ("evaluation") shall be discussed at an evaluation conference ("conference") between the evaluator and staff member.
 - b. The staff member shall be given a copy of the evaluation at least one day prior to the conference.
 - c. The purpose of the conference shall be to discuss the contents of the evaluation.
 - d. The evaluation may be modified by the evaluator, and must be finalized and signed by the staff member within ten (10) working days of the conference.
 - e. The staff member may submit a written response to the evaluation within ten (10) working days of receipt of the final evaluation.
 - f. The written response will be attached to the evaluation in all file locations.
4. Every evaluation shall be signed by both the evaluator and the secretarial staff member evaluated. The secretarial staff member's signature, however, shall not be interpreted as an assent to the contents signed. In no event shall anyone be asked to sign an incomplete evaluation.
5. Non-tenured secretarial employees shall attend an informal conference with an appropriate administrative or supervisory staff member on or by February 1.

Holidays: The Board will provide paid holidays for full-time, twelve-month and full-time, ten-month employees in accordance with the school calendar. Twelve-month employees will also receive Independence Day and Labor Day as paid holidays.

ARTICLE 19

PROMOTIONS, TRANSFERS AND REASSIGNMENTS

- A. Announcements of all open secretarial positions in the school district shall be posted in each building with five (5) working days allowance to file notice of interest with the Superintendent.
- B. Employees who desire to transfer to an available position may file a written statement of such desire with the Superintendent. It is expressly understood that such determination resides solely with the Board.
- C. All requests for promotion shall be made in writing to the Superintendent. All applications shall be submitted between February 1 and April 1 of each year. Secretaries filing such requests shall be advised in writing of the disposition by June 1 of each year. It is expressly understood that the Board retains the sole right of approval and/or rejection.
- D. Five (5) working days' notice of an involuntary transfer or reassignment shall be given to employees except in cases of emergency. In no case will an involuntary transfer be made without a prior meeting with the Superintendent

Attachment B
North Plainfield Public Schools
Evaluation Report for Secretaries

Name _____ School Year _____
Date _____ School Assignment _____
Evaluator _____ Position _____

Professional Competencies

Evaluation Key: ME (Meets District Expectations); NA (Needs Attention); NO (Not Observed, Evaluated, or Assessed at this Time)

I. Professional Responsibilities

Accomplishes assignment and duties accurately and completely.	ME	NA	NO
Devotes time and energy effectively to the position.	ME	NA	NO
Exercises good judgment and dependability in the performance of duties.	ME	NA	NO
Meets deadlines and carries fair share of workload.	ME	NA	NO
Possesses knowledge of job responsibilities and district procedures/policies	ME	NA	NO
Maintains all necessary records.	ME	NA	NO
Demonstrates confidentiality related to school records and other information.	ME	NA	NO
Makes positive contributions to school and district.	ME	NA	NO

II. Professional Knowledge and Relationships

Demonstrates knowledge and skills in matters pertaining to assignment.	ME	NA	NO
Engages in professional growth and improvement activities as requested.	ME	NA	NO
Fosters positive and respectful interactions with the following:			
a. Students and Staff	ME	NA	NO
b. Parents and Community Members	ME	NA	NO
Works cooperatively to meet district/school/department objectives.	ME	NA	NO
Maintains an effective working relationship with administration and staff.	ME	NA	NO
Assumes additional secretarial responsibilities willingly when necessary.	ME	NA	NO

Items marked NA will include an explanation.

III. Administrative Recommendations

- A. Professional Strengths:
- B. Professional Improvements:

Recommended for contract renewal at this time. _____

Date of Conference: _____

Date of Report: _____

X _____
Secretary's Signature

X _____
Principal/Supervisor's Signature

PART 3: SPECIFIC WORKING CONDITIONS FOR CUSTODIAL
AND MAINTENANCE PERSONNEL

ARTICLE 20

HOURS AND OVERTIME

- A. The standard work week of all employees of the unit, regardless of the shift on which they may work, shall be based on a forty-hour week consisting of five (5) eight-hour days excluding lunch period. The standard work week shall be either Monday to Friday or Tuesday to Saturday. Employees hired on or after July 1, 1999 may be assigned to either week. When assigning employees to either work week, volunteers will be solicited before the assignment of employees. There shall be no involuntary assignment of current employees to the Tuesday to Saturday work week. Employees shall be granted a ten-minute period for personal wash-up at the end of each shift except for abnormal circumstances. Starting times and lunch periods shall be determined by the school principal and/or the Director of Operations.
- B. Two (2) fifteen-minute break periods, one in each half of each shift, shall be permitted at times mutually agreed upon by the employee and his immediate superior.
- C. Overtime at the rate of one-and-one-half (1-1/2) times the employee's regular hourly rate shall be paid for all authorized work performed in excess of forty (40) hours per week. Time granted for holidays, emergency leave, vacation, and sick leave shall be included in the forty-hour work week.
- D. Overtime and double time shall be rounded to the nearest half-hour at the end of each pay period. Payment for overtime and double time shall be made on the fifteenth day of the month following the month in which the overtime and/or double time is worked. It is agreed that any emergency matters requiring an employee's attention beyond his regular hours stated above will be performed by him as part of his total job responsibility at the overtime rate and in keeping with the terms of the Agreement contained herein.
- E. Custodians and/or maintenance men who are called back to work due to emergencies shall be guaranteed a minimum of two hours work. There shall be no overlapping of two-hour time periods.
- F. Holiday work shall conform to established time schedule and shall be paid at double time rate.

ARTICLE 21

VACATION, HOLIDAYS AND SNOW DAYS

- A. The summer* vacation schedule for employees shall be established by the Director of Operations and deemed final by April 30 each year. Any change in the schedule subsequent to May 1 shall be by mutual agreement of the employee and the Director of Operations.

Employees may take no more than 10 vacation days during the summer, unless the Director of Operations provides them with written approval.

*Summer is defined to mean the day after the last day of the 10-month employee work year through the fourth day before the first scheduled day of the 10-month employee work year.

- B. During the regular school* year, for vacations of two (2) days or less, custodians and maintenance staff shall provide notice of at least three (3) days or more before taking said vacation. For vacations of three (3) days or more, custodians and maintenance personnel shall provide notice of no less than fifteen (15) days before taking said vacation. All vacation requests must receive the prior approval of the Director of Operations. The Director of Operations will provide the decision within ten (10) days of said request.

*Regular school year is defined to mean the first day of the 10-month employee work year through the last day of the 10-month employee work year.

- C. Blackout period: No vacation and/or personal days will be approved on and between the three work days prior to the first scheduled day of the 10-month employee work year and four consecutive work days after the first scheduled day of the 10-month employee work year.
- D. All vacation requests must be approved by the Director of Operations and are subject to availability at the time of the request. No more than 30% of custodial/maintenance staff may be on vacation on any day throughout the year unless approved by the Director of Operations. Approvals will be made on a first come-first served basis.
- E. Employees may carry over up to a maximum of five (5) days of unused vacation time to the following year. Carry-over days shall be applied before newly accrued days.
- F. Employees will be granted paid vacation allowance as follows:
1. One-half (½) day for each full month for employees who have been with the Board for at least one (1) month and not more than eleven (11) months as of July 1.
 2. Two (2) weeks annually for employees who have been with the Board for at least one (1) year and no more than five (5) years as of July 1.
 3. Two (2) weeks plus one (1) day per year after five (5) years for employees who have been with the Board for at least five (5) years but less than ten (10) years as of July 1.
 4. Three (3) weeks plus one (1) day per year for employees who have been with the Board for at least ten (10) years but less than fifteen (15) years as of July 1.
 5. Four (4) weeks per year for employees who have been with the board fifteen (15) years or more as of July 1.

G. Holidays

The Board will observe paid holidays for full time twelve-month and full time ten-month employees according to a list published by the Superintendent after the school calendar is adopted each year. Holidays shall include but not be limited to the following:

Independence Day
Labor Day
Election Day (when no staff is required to report)
Thanksgiving Day and the day after
Winter Recess (commencing with December 23 or 24 and ending with January 1, 2, 3 as consistent with school calendar for the year)
Martin Luther King Day
Memorial Day

In addition to the foregoing, employees will receive three fixed holidays and two floating holidays. The floating holidays shall be scheduled at the request of the employee and with prior approval of the Superintendent or designee. No requests will be arbitrarily denied.

- H. If one or more of the designated holidays above falls on a non-scheduled workday, then the Superintendent, after consultation with the Association President or the President's designee, shall designate an alternate compensatory day.

I. Snow Days

Custodial and Maintenance employees are required to report for duty on days which schools are closed due to snow and other climatic conditions. All snow work shall be assigned by the Director of Operations. Double time will be paid for snow removal only when schools are closed or when snow removal exceeds the forty (40) hour work week.

- J. The Board shall permit two representatives of the custodial maintenance unit to attend the NJEA Convention without loss of pay. The President of the Association shall advise the Superintendent or designee of the names of the representatives by October 1st of each year.

ARTICLE 22

TERMINATION/SUSPENSION/JUST CAUSE

- A. 1. In the case of unsatisfactory performance, the Director of Operations will give the employee a written evaluation and have a discussion of his/her performance on the job and give him/her thirty days to bring his/her work up to acceptable standards. Failure to bring his/her work up to acceptable standards shall be considered just cause for a letter of termination.
2. Furthermore, the Board or its representative reserves the right to terminate or to suspend an employee without pay upon evidence of just cause. Just cause shall include, but not be limited to, violation of Board regulations or terms of this Agreement, fighting, being under the influence of unprescribed intoxicating drugs or alcohol while on duty, smoking in unauthorized areas, failure to report for duty, insubordination, job-related immoral behavior, or conviction of criminal activities. In no case shall the period of suspension exceed thirty (30) days.
- B. In the event of a work location reduction in force, including reductions caused by the discontinuance of a facility or its relocation, the employees shall be laid off in the inverse order of seniority of the employees in the department involved consistent with Title 18 A: 17-4.

ARTICLE 23

MISCELLANEOUS

- A. A list of open custodial and maintenance positions in the school district shall be posted within ten (10) days of such opening. Within five (5) days after such posting, any qualified employee who desires to apply for such open position may file a written request with the Director of Operations. Any change will be at the discretion of the Director of Operations.
- B. Employee transfers from one work location to another within the district may be made at the discretion of the Director of Operations. Notice of such transfer or reassignment shall be given to the employee five (5) working days before the transfer or reassignment. Emergency transfers shall be at the discretion of the Director of Operations.
- C. Work Expectations
Employees will be expected to perform duties related to their basic work function and their personal skills as is deemed necessary by the Director of Operations or the Principal.
- D. Employee Facilities and Equipment
All employees, where applicable, shall be provided with the appropriate equipment necessary to do a high quality of work. The Board shall supply to each employee the following personal equipment:
1. Up to four (4) uniforms per year, two (2) summer and two (2) winter. Replacement uniforms will be issued when worn or damaged articles are turned in.
 2. Appropriate safety equipment when required by the nature of the work performed.
 3. One (1) set of complete rain gear (hat, coat and boots) when required by the nature of the work performed.

4. Two Hundred Dollars (\$200.00) will be allotted to each member of the Association toward the purchase of one pair of safety/work shoes per contract year upon submission of a receipt. Safety/Work shoes must be worn at all times.
 5. Upon termination of employment keys and equipment shall be returned to the Board prior to issuance of the employee's last paycheck.
- E. Custodians shall be granted up to two (2) months leave. A custodian will not be eligible for more than one such leave during his employment in the school district. The leave will be unpaid and will not be granted during the months of June, July, August, and September. Time spent on an unpaid leave shall not count towards seniority.

ARTICLE 24

SALARY PROVISIONS FOR CUSTODIAL/MAINTENANCE PERSONNEL

- A. Salary increments, movement from step to step, on the enclosed schedule, will be awarded only on employee's satisfactory performance over the last twelve (12) months or less in case of new employees. All increases will be effective as of July 1st.
- B. No salary of a satisfactory employee shall be below the appropriate step on the guide.
- C. For the purpose of determining years of experience for placement on the salary guide, service for six (6) full months or more as of July 1st constitutes one year.
- D. Head custodians checking their respective school buildings on weekends and holidays are not entitled to any extra pay.
- E. Custodians who are involuntarily transferred to the day shift will retain their shift differential until the next time a vacancy occurs on the second and third shift. Custodians involuntarily transferred shall be given first preference when vacancies occur. New hires (those hired after July 1, 1999) may be involuntarily transferred from the second shift to the day shift. In the event of such an involuntary transfer of a new hire, the new hire will lose the differential. Any involuntary transfer shall be done by inverse order of seniority. This shall not apply to temporary shift changes such as summer hours or substituting for a day shift employee.
- F. Overtime shall be distributed by a continuous rotational seniority roster within the school building. The continuous rotational overtime roster within each building shall start with the most senior employee and proceed to each less senior employee on a continuous basis. Any refusal of overtime shall be noted on the rotation schedule and said employee shall forfeit any right to reclaim said overtime. A refusal of overtime allows the rotation to continue and shall be noted on a conspicuously posted schedule in an area known to all employees.

PART 4: SPECIFIC WORKING CONDITIONS FOR PARAPROFESSIONALS AND
TRANSPORTATION PERSONNEL

ARTICLE 25

HOURS, OVERTIME AND LAYOFF/RECALL RIGHTS

A. PARAPROFESSIONALS

1. Hours of Work

Whenever a paraprofessional is called to work at a time that is not adjacent to his/her regular work hours, such personnel shall be guaranteed a minimum of two (2) hours of pay. Whenever a paraprofessional is required to extend his/her regular work hours, he/she shall be paid for the total hours worked.

Paraprofessionals required to work a full-time schedule shall receive an unpaid thirty (30) minute duty free lunch and up to two (2) fifteen (15) minute breaks.

On school days when there is a delayed opening or early dismissal, the days shall be split between a.m. and p.m. paraprofessionals. In the alternative, upon the prior approval of the Superintendent or designee, the paraprofessionals may agree to split time in some other manner.

2. Overtime

Paraprofessionals shall be paid at the rate of one and one-half (1-1/2) times their normal hourly rate of pay for work in excess of forty (40) hours per week.

3. Seniority

In the event of a district reduction in force wherein a paraprofessional shall no longer be employed, paraprofessionals shall be laid off in the inverse order of seniority. Recall of paraprofessionals shall be in the order of last in/first out. This shall not apply where there is a change in the number of hours in paraprofessional employment.

4. Paraprofessionals shall receive Thanksgiving and Christmas as paid holidays.

5. The initial employment physical for paraprofessionals, if required by the Board, shall be conducted by the Board's designated physician without cost to the employee. If the employee chooses to use a different physician other than the one selected by the Board, the employee shall bear the cost.

6. The Board may employ part-time paraprofessionals as needed based upon a requirement of an Individualized Educational Plan (IEP) or the staffing needs of a special education class or program. In such cases, the Board shall determine the individual appointed to the position. Upon the conclusion of the assignment, if the position is filled from within the District, the paraprofessional appointed shall be entitled to resume a part-time position at a minimum of the hours of his/her last part-time position.

7. A paraprofessional who substitutes for another paraprofessional will be compensated at his or her hourly rate for the time the paraprofessional substitutes. A paraprofessional who substitutes for a teacher will be compensated at the higher of his or her own hourly rate or the teacher's substitute rate prorated for the time the paraprofessional substitutes.

8. At least one paid in-service training will be provided for paraprofessionals.

9. Instructional paraprofessionals who work in self-contained classrooms will be paid a stipend of \$1,000 per year.

10. Instructional paraprofessionals who work in self-contained classrooms shall attend a two (2) day training seminar when school is not in session and be paid their per diem salary for each day of attendance. Assignments for the subsequent school year shall be made by the last day of the current school year. Trainings shall be scheduled during the last two (2) weeks of August.

B. TRANSPORTATION PERSONNEL

1. Hours of Work

Whenever transportation personnel are called to work at a time that is not adjacent to their regular work hours, such personnel shall be guaranteed a minimum of two (2) hours of pay. Whenever transportation personnel are required to extend their regular work hours, they shall be paid for the total hours worked.

2. Overtime

Transportation personnel shall be paid at the rate of one and one-half (1-1/2) times their normal hourly rate of pay for work in excess of forty (40) hours per week.

3. Seniority

In the event of a district reduction in force, including reductions caused by the discontinuance of a facility or its location, the employees shall be laid off in the inverse order of seniority of the employees in the department involved, that is, within the transportation classification. Recall of such employees shall be made on the basis of his/her departmental seniority, i.e., last in/first out, etc.

4. Transportation Work Assignments

A seniority rotation roster for: 1) regularly assigned routes and 2) extra work shall be distributed on a continuous rotational seniority roster within the unit. (Rotation to be on strictly seniority basis with refusals signifying a pass on the list). When all employees refuse a turn on the rotation roster the Board shall first seek qualified staff members from other classifications. In the absence of qualified staff members from other classifications the Board shall have the right to assign the next employee on the rotation roster to the extra work including summer work. Employees may not relinquish other work assignments to do transportation work unless directed to do so by the administration.

5. Transportation personnel shall be paid for all hours for which they are contracted even if they work fewer hours due to inclement weather or other emergency. This section applies exclusively to hours lost due to inclement weather. When school is closed for inclement weather, transportation personnel will make up these days in accordance with the adjusted calendar proposed by the Superintendent. Transportation personnel do not get paid for days when school is closed for inclement weather or other emergency but will be paid for the make-up day.

6. Transportation personnel shall receive Thanksgiving and Christmas as paid holidays.

7. All transportation personnel licenses and costs, both initial and renewal, shall be reimbursed by the Board.

8. The initial employment physical for transportation personnel, if required by the Board, shall be conducted by the Board's designated physician without cost to the employee. If the employee chooses to use a different physician other than the one selected by the Board, the employee shall bear the cost.

ARTICLE 26

JUST CAUSE

- A. In the case of unsatisfactory performance, the Superintendent or his/her designee will give the employee a written evaluation and have a discussion of his/her performance on the job and give him/her thirty (30) days to bring his/her work up to acceptable standards. Failure to bring his/her work up to acceptable standards shall be considered just cause for a letter of termination.
- B. The Board and its representatives reserve the right to terminate or to suspend an employee without pay upon evidence of just cause. Just cause shall include, but not be limited to, violation of Board regulations or terms of this Agreement, fighting, being under the influence of unprescribed intoxicating drugs or alcohol while on duty, smoking in unauthorized areas, failure to report for duty, insubordination, job related immoral behavior, or conviction of criminal activities. In no case shall the period of suspension exceed thirty (30) days.

ARTICLE 27

EMPLOYEE EQUIPMENT

Cellular telephones will be provided to all transportation workers. Transportation workers will be held responsible for the telephones if they are damaged, stolen or lost due to transportation worker's negligence.

PART 5: SPECIFIC WORKING CONDITIONS FOR CERTIFICATED STAFF

ARTICLE 28

TEACHER EMPLOYMENT

- A. All teachers shall be notified of their contract and salary status for the ensuing year by May 15th, unless another date is established by law. Teachers shall sign their contracts or letters of intent and return them to the Office of the Superintendent or designee within ten (10) days of receipt, unless an extension has been granted by the Superintendent or designee.
- B. The secondary lunch break shall be at least thirty (30) minutes. All other lunch breaks to remain the same for elementary schools as in current practice:
 - 1. The Somerset School lunch break shall be at least thirty (30) minutes.
 - 2. The East End, Stony Brook, and West End lunch break shall be forty-five (45) minutes.
 - 3. Effective July 1, 2005, new teachers shall be expected to attend five (5) days of seminars, workshops, orientation, and professional development prior to their first day of employment. Those teachers hired after the first day of school shall attend these five (5) days of seminars, workshops, orientation, and professional development prior to their second year of employment.
 - 4. The Association Leadership will be given an opportunity to address the staff during the five (5) days.

The lunch break of all child-study team members and nurses shall be one (1) hour in length.

Effective July 1, 2004, the in-school work year shall include one (1) additional in-service day.

- C. The length of the in-school work day for teachers shall be in accordance with present practice.
 - 1. At the secondary level, teachers shall arrive twenty (20) minutes before the start of the student day and be available to supervise and/or work with students and shall leave fifteen (15) minutes after student dismissal.

2. At Somerset School, teachers shall arrive twenty-five (25) minutes before the start of the student day and be available to supervise and/or work with students and shall leave five (5) minutes after student dismissal.
 3. Effective September 1, 2023 teachers at East End, Stony Brook and West End schools, shall arrive twenty-five (25) minutes before the start of the school day and be available to supervise and/or work with students for fifteen (15) minutes prior to the start of the instructional day. Effective September 1, 2024 teachers at East End, Stony Brook and West End schools, shall arrive twenty (20) minutes before the start of the school day and be available to supervise and/or work with students for ten (10) minutes prior to the start of the instruction day. Effective September 1, 2024, teachers at East End, Stony Brook and West End schools, shall provide fifteen minutes more instructional time. Effective September 1, 2024, Teachers shall otherwise be available to supervise and or work with students and shall leave ten (10) minutes after student dismissal.
 4. The work day of all child-study team members shall be seven (7) hours and thirty (30) minutes.
 5. Teachers assigned to Grades 6-12 shall have a duty period except special education staff and Academic Support Staff.
- D. When school is closed for a full day due to inclement weather teachers shall not be required to work on that day. However, if school is opened at a later hour during the day, teachers shall be required to report fifteen (15) minutes prior to the student arrival time. Such days shall be granted without loss of pay.
- E. Athletic Trainer:
1. The Athletic Trainer shall be required to work the same number of days as Certificated Staff. These days shall include holidays and weekends when appropriate based on athletic schedules and bound to the standard certificated staff academic calendar.
 2. The Athletic Trainer shall be required to begin their school year in August for preparations for fall sports and continue to work through June. The Athletic Trainer shall not be required to work in the month on July.
 3. Any days worked in excess of the standard certificated staff academic year shall be paid at the Athletic Trainer's per diem rate calculated at 1/200th of their annual salary. These additional days shall be pensionable.

ARTICLE 29

SCHOOL CALENDAR

- A. Prior to February 15, the Association representatives shall meet with the Superintendent and make their recommendations concerning the school calendar.
- B. The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which teacher attendance is required.
- C. The Board and the Association agree to continue the present policy for drawing up the school calendar.

ARTICLE 30

TEACHER ASSIGNMENT AND EVALUATION

- A. All teachers shall be given written notice of their tentative class and/or subject assignments for the forthcoming year not later than June 1. In the event that changes in such schedules, class and/or subject assignments, building assignments or room assignments are proposed after June 1, the affected teacher shall be notified in writing of the new assignment.

B. Staff Evaluation

The teachers' evaluations will be consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACH NJ) N.J.S.A. 18A:6-117 et seq.

1. A written evaluation of the teacher's total performance as an employee of the district board of education, shall include, but not be limited to:

a. Areas of professional strength of the teaching staff member;

b. Areas of need of professional growth

c. Recommendations

2. Before any evaluation report is finalized, submitted to the Central Administration, or placed in the personnel file, such report shall be discussed at a post-evaluation conference of the teaching staff member and the evaluator. At least one day prior to this meeting, the teaching staff member shall be given a copy of the written evaluation of his/her performance. Review of the observation report and the signing of said report will be completed within fifteen (15) working days of the review. The teaching staff member shall have the right to submit a written response to any material within the report within fifteen (15) days of the post-evaluative conference. This response will be reviewed by the evaluator and will be attached to copies of the report in all file locations.

3. Every evaluation shall be signed by both the evaluator and the teaching staff member evaluated. The teaching staff member's signature, however, shall not be interpreted as an assent to the contents signed. In no event shall anyone be asked to sign an incomplete evaluation.

4. Evaluative reports will be presented to the teaching staff member in the following manner:

a. Such reports will be issued in the name of the building principal or the immediate administrative supervisor.

b. Such reports will be addressed to the teaching staff member with copies being forwarded to the Superintendent of Schools and kept by the building principal or supervisor.

ARTICLE 31

NON-TEACHING DUTIES

A. Teachers, as a matter of general practice, shall not be required to perform the following duties unless the best interests and safety of their students are in jeopardy:

1. Collect money from students. However, a person initiating an event or project which involves the collecting of money shall be responsible for the collection procedures and the collection of moneys.

2. Deliver books to classrooms.

3. Use teacher's lunchtime for student supervision.

B. Elementary teachers shall be released from classroom duties when physical education, art, librarian, and music teachers are instructing their classes.

C. At all grade levels, whenever conferences with parents and Department of Pupil Services are required when classes are in session, they shall be conducted during preparation time.

- D. At all grade levels, teachers shall remain in the building during their preparation period unless they have agreement from the building principal that they may leave during that time.
- E. Any teacher who covers classes or a portion thereof for another staff member who is absent shall henceforth be paid at the per period rate equal to one-fifth (1/5th) of the per diem substitute's daily rate effective after the first event.
- F. Teachers may be required to attend up to twenty (20) after-school meetings per year. Each meeting may be up to sixty (60) minutes duration. Teachers are to be advised at the beginning of the school year as to the tentative days on which meetings will, if scheduled, occur. In the event of an emergency, an additional meeting or meetings may be scheduled by the administration. District wide meetings shall begin ten (10) minutes after the latest teacher departure time. During their first year of employment teachers may be required to attend up to five (5) extra meetings.
- G. In the event of a long term absence, if one teacher is assigned to cover and assume all responsibilities of one of the absent teacher's classes within his/her area of certification for the duration of the long term absence, the assigned teacher shall be paid \$60.00 per period for the first 30 school days and a per period rate of individual salary thereafter (salary/200/6).
- H. Teachers will be paid one-sixth (1 /6th) of their annual salary when assigned to a full year of teaching six (6) periods.
- I.
 - 1. One Session Days. Part time teachers who are contracted for a minimum of 50% of the day will be in attendance for the entire session.
 - 2. Delayed Opening. Part time teachers who have classes canceled due to delayed opening will report to school at the delayed opening time and will proceed to teach those classes in session. All other part time teachers will report at their assigned time and will follow their regular teaching schedule.
 - 3. In-service Days. Required attendance at in-service days will be pro-rated based on contracted time. Part time teachers who remain beyond their required time do so voluntarily and will not be reimbursed for the extra time.
 - 4. District and Building Meetings. The required number of meetings will be prorated based on contracted time. Supervisors and principals, jointly, will determine which meetings the employee is to attend.
- J. Teachers assigned to teach a sixth period shall not be paid for the sixth period after the fifth consecutive day of absence from work. Payment shall resume upon return to work.
- K. Elementary school teachers (K-4 classroom teachers, physical education teachers, art teachers, music teachers, special education teachers, English as a Second Language teachers, and academic support teachers) will receive a minimum of 195 minutes of prep time per week.

ARTICLE 32

SABBATICAL LEAVE

The policy of granting sabbatical leave of absence is established solely to help the district maintain the highest level of instructional competence. In no case is an application for such leave recommended by the Superintendent or approved by the Board of Education unless, in their considered judgment, the professional competence of the staff member and the general efficiency of the school system will be benefitted thereby.

A. Eligibility

A certificated full-time employee completing seven (7) or more years of continuous satisfactory service in North Plainfield Public Schools may, upon recommendation of the Superintendent, be granted a leave of absence for one (1) or two (2) semesters for:

1. Study on a full-time basis
2. Travel on a full-time basis
3. Any other reason that the Board and the Superintendent shall approve.

The employee shall not be granted subsequent sabbatical leave until that person has reestablished eligibility by serving another seven (7) years of continuous satisfactory service.

B. Number of Leaves Authorized

No more than two (2) staff members shall be granted sabbatical leave during any school year.

C. Application for Leave

Application for sabbatical leave shall be made on or before December 1 on a form prescribed by the Superintendent. Such form shall provide for an outline of the program or itinerary to be followed by the staff member during the period of the leave. The Superintendent shall notify the applicant in writing of the decision of the Board on or before February 15. If granted, such leave shall begin in the next school year on the first day of the semester or on February 1.

D. Physical Examination

Any applicant favorably considered by the Superintendent may be required by the Board of Education to have a physical examination. The purpose of such an examination is to determine whether there is reasonable probability that the applicant will be physically able to return to service for the minimum period required.

E. Subsequent Service

As a condition to being granted leave, the employee shall enter into a contract (in terms to be mutually agreed upon) to continue in the employ of the North Plainfield Board of Education for a period of not less than two (2) years following the leave of absence.

Should an employee violate the terms specified above, he shall repay to the Board of Education a sum of money bearing the same ratio to the amount of salary received while on leave of absence that the unperformed part of the two (2) subsequent years of service bears to the full two (2) years. An employee may be released from such obligation if he is:

1. Incapacitated.
2. Discharged.
3. Released for good and sufficient reason by the Board of Education.

F. Status of Pension and Tenure

Contributions by the employee to the retirement fund shall continue as usual during the sabbatical leave period. Tenure rights shall not be impaired.

G. Illness or Accident

Serious accident or illness (established by evidence satisfactory to the Board) interrupting the program of study or itinerary being pursued by an employee shall not constitute a breach of the conditions of such leave. Neither shall it prejudice the employee against receiving all the rights and benefits provided for under the terms of sabbatical leave, provided that the Superintendent was notified of such accident or illness by registered letter within ten (10) days of its occurrence or as soon as feasible.

H. Forfeiture of Leave

If the Superintendent is convinced that an employee on sabbatical leave is not fulfilling the purpose for which the leave of absence was granted, the Superintendent shall report this fact to the Board of Education. The Board after giving the employee an opportunity to be heard may

terminate the leave of absence as of the date of its abuse. A sabbatical leave shall not be forfeited should the employee become the recipient of a grant or scholarship.

I. Sabbatical to Maternity Leave

If an employee on sabbatical leave ascertains that she is pregnant, she shall immediately report this fact to the Superintendent. Sabbatical leave shall be transferred to maternity leave subject to the rules regulating maternity leave.

J. Return to Active Duty

An employee who has been on sabbatical leave for the first semester shall notify the Superintendent on or before December 1 of the employee's intention to return to duty the following semester. If leave has been granted for the second semester or the entire school year, the employee shall notify the Superintendent on or before April 1 of the employee's intention to return to duty the following school year. Failure of an employee on leave to give such notification shall be interpreted as an indication that such employee does not wish to return to the North Plainfield School System.

K. Reinstatement

Unless conditions have arisen that necessitate change in subject or building assignment, the employee who has complied with Section J above shall be reinstated in the position the employee held at the time the employee's leave was granted. Reinstatement is further conditioned by submitting a written report to the Superintendent describing the significant activities engaged in while on sabbatical leave. If the leave is taken during the first semester, such report is due by March 30 of the following semester. If the leave is taken during the second semester or for the entire school year, the report is due by the following September 30.

L. Salary

The salary of an employee on sabbatical leave for a full year shall be fifty-five percent (55%) of the salary to which the employee is entitled if not on leave, minus the regular deductions for Social Security, Income Tax, Teachers' Pension Fund and any other deduction required. The salary of an employee on sabbatical leave for one (1) semester shall be seventy-five percent (75%) of the half-year salary to which the employee is entitled if not on leave, minus the regular deductions listed above.

Salary shall be paid in accordance with the salary payment schedule of the North Plainfield School System.

The decision of the Board to grant or to refuse to grant a sabbatical leave shall be final. It shall not be subject to the grievance procedure.

M. Reimbursement

Neither tuition nor costs of any professional growth activity undertaken during sabbatical leave will be reimbursed.

ARTICLE 33

DISTRICT EVALUATION ADVISORY COMMITTEE

- A. The District, in collaboration with the Association, shall establish and maintain a District Evaluation Advisory Committee (DEAC) composed of a diverse group of stakeholders to advise the District on the implementation of AchieveNJ, New Jersey's educator evaluation system. The DEAC will coordinate efforts to plan and implement educator evaluation; maintain open lines of communication and provide a consistent message about evaluation throughout the District; provide an integrated vision connecting multiple initiatives that districts are implementing and provide coherent professional development plan for the District based on evaluation data.

- B. The DEAC shall, at all times, represent the best professional interests and objectives identifiable by the membership of said DEAC. It shall be authorized to establish, when necessary, special study committees for specific projects.
- C. The DEAC shall encourage the institution of ideas, and shall accept suggestions from individual teachers, departments, grade levels, Association committees, administrators, Board of Education members, students, parents, or any other interested party.
- D. Nothing in this Article shall be interpreted to prevent the DEAC from seeking professional consultation from within the professional staff of the public schools of North Plainfield or from recommending that outside consultation be obtained. However, any costs relating to the function of the DEAC shall be approved by the Board of Education.
- E. The DEAC shall establish its own rules of procedure and shall provide for a rotating chairman who shall be responsible for the arrangement and conduct of meetings.
- F. The DEAC shall meet at least quarterly.
- G. The Board of Education and the Association shall study and consider all written recommendations submitted by the DEAC for action, and the Board shall reply in writing within twenty (20) school days, its decision on such recommendations.
- H. Reports of the DEAC or any study committee of the DEAC may include minority as well as majority views.

ARTICLE 34

MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

- A. When, in the judgment of a teacher, a student requires the attention of the principal, counselor, psychologist, physician, or other specialist, the teacher shall so inform the principal. The principal shall arrange, as soon as possible, to meet with the teacher (and one or more specialists, if the teacher deems it necessary) to discuss the matter, and to decide upon the appropriate steps to be followed. The principal shall advise the parent or guardian of the recommendations and actions.
- B. When, in the judgment of a teacher, a student is seriously disrupting the instructional program, the teacher may exclude the student from the classroom and immediately refer the student to a principal or designee. In such cases the principal shall arrange as soon as possible (and under normal circumstances not later than the conclusion of the following school day) to meet with the teacher. A parent or guardian, and possibly an appropriate specialist, may be called in to discuss the matter and to decide upon the appropriate steps to be followed.

ARTICLE 35

SALARY PROVISIONS FOR TEACHERS

- A. The salaries of all teachers covered by this Agreement are set forth in the approved salary guide attached hereto, except that the Board, at its discretion, in individual cases with just cause, may continue a salary lower than that provided for in the attached schedule and may withhold salary increases or portions thereof.
- B. Teachers employed on a ten (10) month basis shall be paid in twenty (20) semi-monthly installments.
- C. Pay days shall be on the fifteenth (15th) day and on the last school day of the month.
- D. When a pay day falls on or during a school holiday, vacation, or weekend, teachers shall receive their pay checks on the working day immediately preceding the holiday, vacation, or weekend.
- E. A teacher shall receive the final pay check on the last working day in June after the teacher has completed all assigned duties.

- F. If at least twenty-five (25) employees elect to have ten percent (10%) of each semi-monthly salary installment withheld by the Board, the total of the sums so withheld shall be paid by the Board to the teacher without interest, in one of the following ways:
1. To the employee should the employee terminate employment.
 2. To the employee in two (2) equal installments on the fifteenth (15th) days of July and August immediately following the end of the teaching period in which the sums were withheld.
 3. To the employee's estate upon the employee's death.
- G. All extra-curricular and co-curricular stipends shall be made in two (2) installments as follows and shall contain identification of the duty performed:
- | | |
|-----------------|----------------------------|
| Full Year | January 15 and May 31 |
| First Semester | November 30 and January 15 |
| Second Semester | March 15 and May 31 |
| Fall | October 15 and November 30 |
| Winter | January 15 and March 15 |
| Spring | April 15 and May 31 |
- H. Application of Accredited Experience
- A new employee shall be granted no more than four (4) years of credit for military service. A year of military service shall be defined as twelve (12) months.
- I. Teachers employed utilizing emergency or provisional certificates of eligibility or with or without advanced standing who are not dismissed by the Board, shall remain in the employ of the Board for one additional year after completion of the mentoring process or reimburse the Board for all costs and expenses associated with the mentoring process.
- J. All teachers new to the District, not requiring a mentor in accordance with statute, will receive a mentor. The mentor shall be paid \$500 by the District per school year.

North Plainfield				
APPENDIX A - SECRETARIAL SALARY GUIDES – 2022-2023				
Step	I	II	III	IV
1	47,105	48,595	51,035	53,465
2	48,655	50,145	52,585	55,015
3	50,205	51,695	54,135	56,565
4	51,755	53,245	55,685	58,115
5	53,290	54,780	57,220	59,650
6	54,870	56,360	58,800	61,230
7	56,420	57,910	60,350	62,780
8	57,970	59,460	61,900	64,330
9	59,525	61,015	63,455	65,885
10	61,080	62,570	65,010	67,440

APPENDIX A - SECRETARIAL SALARY GUIDES – 2023-2024				
Step	I	II	III	IV
1	48,560	50,050	52,490	54,920
2	50,110	51,600	54,040	56,470
3	51,660	53,150	55,590	58,020
4	53,210	54,700	57,140	59,570
5	54,760	56,250	58,690	61,120
6	56,340	57,830	60,270	62,700
7	57,895	59,385	61,825	64,255
8	59,445	60,935	63,375	65,805
9	61,000	62,490	64,930	67,360
10	62,555	64,045	66,485	68,915

APPENDIX A - SECRETARIAL SALARY GUIDES – 2024-2025				
Step	I	II	III	IV
1	50,245	51,735	54,175	56,605
2	51,795	53,285	55,725	58,155
3	53,345	54,835	57,275	59,705
4	54,895	56,385	58,825	61,255
5	56,445	57,935	60,375	62,805
6	57,995	59,485	61,925	64,355
7	59,555	61,045	63,485	65,915
8	61,110	62,600	65,040	67,470
9	62,665	64,155	66,595	69,025
10	64,220	65,710	68,150	70,580

2022-2025

LONGEVITY:

10 years	\$475.00
15 years	\$675.00
20 years	\$875.00

Notes:

1. Placement of personnel on the above salary columns is the sole prerogative of the Board of Education.
2. Secretaries initially employed during the term of this Agreement will be hired within their respective category at the lowest step indicated above unless the individual is given credit for years of experience in excess of the number of the lowest step in that category.

North Plainfield

APPENDIX B: MAINTENANCE & CUSTODIAL SALARY GUIDES

2022-2023			2023-2024		
Step	Custodian Grounds	Head Custodian Maintenance	Step	Custodian Grounds	Head Custodian Maintenance
1	44,595	53,515	1	45,805	54,965
2	45,220	54,265	2	46,430	55,715
3	45,845	55,015	3	47,055	56,465
4	46,470	55,765	4	47,680	57,215
5	47,095	56,515	5	48,305	57,965
6	48,230	57,875	6	49,425	59,310
7	49,425	59,310	7	50,620	60,745
8	50,670	60,805	8	51,865	62,240
9	51,970	62,365	9	53,165	63,800
10	53,320	63,985	10	54,515	65,420
11	54,720	65,665	11	55,915	67,100
12	56,170	67,405	12	57,365	68,840

2024-2025		
Step	Custodian Grounds	Head Custodian Maintenance
1	47,115	56,540
2	47,740	57,290
3	48,365	58,040
4	48,990	58,790
5	49,615	59,540
6	50,735	60,880
7	51,935	62,320
8	53,185	63,820
9	54,485	65,380
10	55,835	67,000
11	57,235	68,680
12	58,685	70,420

B. Differentials

Boiler License	\$675 effective July 1, 2003
Shift Differential	6% Second shift
	9% Third shift (for employees hired prior to July 1, 1999)
	6% Third shift (for employees hired after July 1, 1999)
Outdoor work	\$675 effective July 1, 2003
High School Stipend	\$ 800

C. Longevity

10 years	\$575
15 years	\$875
20 years	\$1,150
25 years	\$1,450

APPENDIX C: PARAPROFESSIONALS AND TRANSPORTATION

WAGE RATES — 2022-2025

**PARAPROFESSIONALS
(LUNCHROOM, KINDERGARTEN AND LIBRARY)**

Paraprofessionals hired on or before June 30, 2015 shall be compensated per hour as follows:

2022-2023	2023-2024	2024-2025
23.45	23.92	24.50

Paraprofessionals hired on or after July 1, 2015 shall be compensated per hour in accordance with the following salary guide:

2022-2023				2023-2024				2024-2025			
Step	Non-Inst	Inst- ND	Inst - Deg	Step	Non-Inst	Inst- ND	Inst - Deg	Step	Non-Inst	Inst- ND	Inst - Deg
1	17.04	18.04	19.04	1	17.56	18.56	19.56	1	18.17	19.17	20.17
2	17.49	18.49	19.49	2	18.01	19.01	20.01	2	18.62	19.62	20.62
3	17.96	18.96	19.96	3	18.46	19.46	20.46	3	19.07	20.07	21.07
4	18.48	19.48	20.48	4	18.96	19.96	20.96	4	19.52	20.52	21.52
5	19.03	20.03	21.03	5	19.51	20.51	21.51	5	20.08	21.08	22.08
6	19.60	20.60	21.60	6	20.08	21.08	22.08	6	20.67	21.67	22.67
7	20.19	21.19	22.19	7	20.67	21.67	22.67	7	21.27	22.27	23.27
8	20.81	21.81	22.81	8	21.29	22.29	23.29	8	21.88	22.88	23.88
9	21.45	22.45	23.45	9	21.92	22.92	23.92	9	22.50	23.50	24.50

TRANSPORTATION WORKERS

2022-2023	2023-2024	2024-2025
\$36.43	\$37.63	\$38.95

LONGEVITY

10 years	\$275
15 years	\$325
20 years	\$400

YEAR 1 – July 1, 2022 – June 30, 2023

2022-2023

APPENDIX D – TEACHER SALARY GUIDE

North Plainfield – Certified Teachers

Step	BA	MA	MA+30	PHD
1-2	64,195	67,195	70,195	73,195
3	64,395	67,395	70,395	73,395
4	64,595	67,595	70,595	73,595
5	64,925	67,925	70,925	73,925
6	65,925	68,925	71,925	74,925
7-8	66,925	69,925	72,925	75,925
9-10	68,150	71,150	74,150	77,150
11-12	70,145	73,145	76,145	79,145
13-14	72,140	75,140	78,140	81,140
15-16	74,135	77,135	80,135	83,135
17	76,130	79,130	82,130	85,130
18	78,125	81,125	84,125	87,125
19	80,120	83,120	86,120	89,120
20	82,115	85,115	88,115	91,115
20a	84,110	87,110	90,110	93,110
21	86,105	89,105	92,105	95,105
22	88,100	91,100	94,100	97,100

MA+30 shall be defined as thirty (30) graduate credits earned after the Master's degree is earned.

LONGEVITY

The following amounts shall be added to the salary of all certificated personnel who have completed ten (10) years of service within the North Plainfield School System. Up to four (4) years of military service during employment with the North Plainfield School System, shall be counted toward longevity pay.

2022-2023 \$400

2023-2024 \$475

2024-2025 \$600

The following amounts shall be added to the salary of all certificated personnel who have completed twenty (20) years of service within the North Plainfield School System. Up to four (4) years of military service during employment with the North Plainfield School System, shall be counted toward longevity pay.

2022-2023 \$775

2023-2024 \$850

2024-2025 \$975

YEAR 2

2023-2024

APPENDIX D – TEACHER SALARY GUIDE

North Plainfield – Certified Teachers

Step	BA	MA	MA+30	PHD
1	65,270	68,270	71,270	74,270
2-3	65,470	68,470	71,470	74,470
4	65,670	68,670	71,670	74,670
5	66,000	69,000	72,000	75,000
6	67,000	70,000	73,000	76,000
7	68,000	71,000	74,000	77,000
8-9	69,225	72,225	75,225	78,225
10-11	71,220	74,220	77,220	80,220
12-13	73,215	76,215	79,215	82,215
14-15	75,210	78,210	81,210	84,210
16-17	77,205	80,205	83,205	86,205
18	79,200	82,200	85,200	88,200
19	81,195	84,195	87,195	90,195
20	83,190	86,190	89,190	92,190
21	85,185	88,185	91,185	94,185
21a	87,180	90,180	93,180	96,180
22	89,175	92,175	95,175	98,175

MA+30 shall be defined as thirty (30) graduate credits earned after the Master's degree is earned.

LONGEVITY

The following amounts shall be added to the salary of all certificated personnel who have completed ten (10) years of service within the North Plainfield School System. Up to four (4) years of military service during employment with the North Plainfield School System, shall be counted toward longevity pay.

2022-2023 \$400

2023-2024 \$475

2024-2025 \$600

The following amounts shall be added to the salary of all certificated personnel who have completed twenty (20) years of service within the North Plainfield School System. Up to four (4) years of military service during employment with the North Plainfield School System, shall be counted toward longevity pay.

2022-2023 \$775

2023-2024 \$850

2024-2025 \$975

YEAR 3

2024-2025

APPENDIX D – TEACHER SALARY GUIDE

North Plainfield – Certified Teachers

Step	BA	MA	MA+30	PHD
1-2	66,765	69,765	72,765	75,765
3-4	66,965	69,965	72,965	75,965
5	67,295	70,295	73,295	76,295
6	68,295	71,295	74,295	77,295
7	69,295	72,295	75,295	78,295
8	70,520	73,520	76,520	79,520
9-10	72,515	75,515	78,515	81,515
11-12	74,510	77,510	80,510	83,510
13-14	76,505	79,505	82,505	85,505
15-16	78,500	81,500	84,500	87,500
17-18	80,495	83,495	86,495	89,495
19	82,490	85,490	88,490	91,490
20	84,485	87,485	90,485	93,485
21	86,480	89,480	92,480	95,480
22	88,475	91,475	94,475	97,475
23	90,470	93,470	96,470	99,470

MA+30 shall be defined as thirty (30) graduate credits earned after the Master's degree is earned.

LONGEVITY

The following amounts shall be added to the salary of all certificated personnel who have completed ten (10) years of service within the North Plainfield School System. Up to four (4) years of military service during employment with the North Plainfield School System, shall be counted toward longevity pay.

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2022-2023 \$775

2023-2024 \$850

2024-2025 \$975

Guide Movement

<i>Base</i>		<i>Year 1</i>		<i>Year 2</i>		<i>Year 3</i>
1	→	1-2	→	2-3	→	3-4
2	→	3	→	4	→	5
3	→	4	→	5	→	6
4	→	5	→	6	→	7
5	→	6	→	7	→	8
6-7	→	7-8	→	8-9	→	9-10
8-9	→	9-10	→	10-11	→	11-12
10-11	→	11-12	→	12-13	→	13-14
12-13	→	13-14	→	14-15	→	15-16
14-15	→	15-16	→	16-17	→	17-18
16	→	17	→	18	→	19
17	→	18	→	19	→	20
18	→	19	→	20	→	21
19	→	20	→	21	→	22
19A	→	20A	→	21A	→	23
20	→	21	→	22	→	23
20A	→	22	→	22	→	23
21	→	22	→	22	→	23

APPENDIX E: PART-TIME/HOURLY TEACHERS'

WAGES AND BENEFITS

A.

STEP	2022-2023		2023-2024		2024-2025	
	BA	MA	BA	MA	BA	MA
	\$49.03	\$50.58	\$49.03	\$50.58	\$49.03	\$50.58
	\$49.61	\$51.28	\$49.61	\$51.28	\$49.61	\$51.28
	\$50.49	\$52.11	\$50.49	\$52.11	\$50.49	\$52.11
	\$51.20	\$53.72	\$51.20	\$53.72	\$51.20	\$53.72
	\$54.24	\$56.99	\$54.24	\$56.99	\$54.24	\$56.99
	\$57.44	\$60.66	\$57.44	\$60.66	\$57.44	\$60.66

B. These employees shall also receive:

1. Pro rata tuition reimbursement.
2. Pro rata insurance if entitled under master policies and employed twenty-three (23) hours or more per week regularly.
3. Pro rata sick leave in accordance with current New Jersey State Board of Education mandates.

C. Appropriate part-time and hourly employees will be required to attend and will be compensated for the in-service programs. The Superintendent's determination as to who is appropriate shall not be grievable.

APPENDIX F:
EXTRA-CURRICULAR SALARIES

The Board of Education agrees to the following extra-curricular salaries. It is understood that the Board, as it deems necessary, may eliminate any of these positions or create additional ones. Any employee who receives a separate stipend will not be entitled to any additional compensation for supervising students during the activity or event for which the employee is already receiving pay.

I. HIGH SCHOOL ATHLETICS

	2022-2023	2023-2024	2024-2025
FOOTBALL			
Head Coach	\$12,062	\$12,665	\$12,665
Assistant Coach (6)	\$8,405	\$8,825	\$8,825
Equipment Manager	\$6,284	\$6,598	\$6,598
Filming	\$1,829	\$1,920	\$1,920
SOCCER (Boys and Girls)			
Head Coach	\$7,832	\$9,274	\$9,274
Assistant Coach (2)	\$6,018	\$6,319	\$6,319
CROSS-COUNTRY			
Head Coach – Fall	\$6,939	\$7,286	\$7,286
Winter Track	\$6,939	\$7,286	\$7,286
BASKETBALL (Boys and Girls)			
Head Coach	\$9,146	\$10,653	\$10,653
Assistant Coach (4)	\$6,892	\$7,237	\$7,237
WRESTLING			
Head Coach	\$9,147	\$9,604	\$9,604
Assistant Coach	\$6,892	\$7,237	\$7,237
BASEBALL			
Head Coach	\$8,032	\$9,484	\$9,484
Assistant Coach	\$6,121	\$6,427	\$6,427
TRACK (Boys and Girls)			
Head Coach	\$8,032	\$9,484	\$9,484
Assistant Coach (4)	\$6,121	\$6,952	\$6,952
SOFTBALL (Girls)			
Head Coach	\$8,032	\$9,484	\$9,484
Assistant Coach (1)	\$6,121	\$6,427	\$6,427

CHEERLEADING

Fall	\$5,033	\$5,810	\$5,810
Winter	\$5,033	\$5,285	\$5,285
Assistant (1 – Fall)	\$3,070	\$3,224	\$3,224

FIELD HOCKEY (Girls)

Head Coach	\$7,832	\$8,224	\$8,224
Assistant Coach	\$6,018	\$6,319	\$6,319

TENNIS (Boys and Girls)

Head Coach	\$7,832	\$8,749	\$8,749
Assistant Coach – Fall	\$6,018	\$6,319	\$6,319

Volleyball (Boys)-

Head Coach	\$7,832	\$7,832	\$7,832
Assistant Coach	\$6,018	\$6,018	\$6,018

Volleyball (Girls)-

Head Coach	\$7,832	\$7,832	\$7,832
Assistant Coach	\$6,018	\$6,018	\$6,018

II. HIGH SCHOOL INTRAMURAL**Weight Training**

Fall	\$2,365	\$2,483	\$2,483
Winter	\$2,365	\$2,483	\$2,483
Spring	\$2,365	\$2,483	\$2,483
Summer	\$4,333	\$4,550	\$4,550

III. MIDDLE SCHOOL INTRAMURAL

Football	\$2,204	\$2,314	\$2,314
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IV. MIDDLE SCHOOL INTERSCHOLASTIC

Track (Boys & Girls)	\$4,138	\$4,345	\$4,345
Baseball/Softball	\$5,682	\$5,966	\$5,966
Basketball (Boys and Girls)	\$5,682	\$5,966	\$5,966
Cross Country	\$3,381	\$3,550	\$3,550
Field Hockey	\$5,682	\$5,966	\$5,966
Soccer – Boys	\$5,682	\$5,966	\$5,966
Soccer – Girls	\$5,682	\$5,966	\$5,966
Volleyball - Boys	\$5,682	\$5,966	\$5,966
Volleyball - Girls	\$5,682	\$5,966	\$5,966
Wrestling	\$5,682	\$5,966	\$5,966

V. ELEMENTARY SPORTS

If there are any deviations in hours required for an activity, the salary for that activity shall be prorated according to the number of hours actually worked.

AFTER SCHOOL SPORTS

West End Advisor Fall/Winter/Spring	\$8,046	\$8,448	\$8,448
East End Advisor Fall/Winter/Spring	\$8,046	\$8,448	\$8,448
Stony Brook Advisor Fall/Winter/Spring	\$8,046	\$8,448	\$8,448
Somerset Advisor/ Fall/Winter/Spring	\$2,800	\$2,940	\$2,940

VI. HIGH SCHOOL CO-CURRICULAR

Clubs

Art Club (HS/MS)	\$1,757	<u>\$1,845</u>	<u>\$1,845</u>
Chess Club	\$1,328	\$1,394	\$1,394
Cultural Alliance Club	\$1,064	\$1,117	\$1,117
Dance Club	\$1,327	\$1,393	\$1,393
Debate Club	\$1,064	\$1,117	\$1,117
GSA	\$1,595	\$1,675	\$1,675
Girls Who Code	\$1,732	\$1,819	\$1,819
Robotics and First Robotics	\$3,250	\$3,413	\$3,413
Step Team	\$1,379	\$1,448	\$1,448
Volleyball	\$2,365	\$2,483	\$2,483
World Language	\$1,224	\$1,285	\$1,285
Interact	\$4,121	4,327	4,327
Steppers	\$1,379	\$1,448	\$1,448

Band/Band Front

Director (Marching)	\$7,053	\$7,406	\$7,406
Assistant Director	\$4,778	\$5,017	\$5,017
Percussion Arranger	\$2,795	\$2,935	\$2,935
Band Front Instructor	\$2,924	\$3,070	\$3,070
Percussion Instructor	\$1,874	\$1,968	\$1,968
Band Front Advisor	\$5,303	\$5,568	\$5,568
Stage Band	\$2,713	\$2,849	\$2,849
Winter Guard	\$2,065	\$2,168	\$2,168
Assistant Winter Guard	\$1,563	\$1,641	\$1,641

Class Advisors

Freshman	\$1,763	\$1,851	\$1,851
Sophomore	\$1,763	\$1,851	\$1,851
Junior	\$2,186	\$2,295	\$2,295
Senior	\$3,292	\$3,457	\$3,457

Honor Societies

Art	\$1,199	\$1,259	\$1,259
Dance Arts	\$1,064	\$1,117	\$1,117
French	\$1,199	<u>\$1,259</u>	<u>\$1,259</u>
<u>History</u>	<u>\$1,187</u>	<u>\$1,246</u>	<u>\$1,246</u>
Italian	\$1,199	<u>\$1,259</u>	<u>\$1,259</u>
National	\$1,267	<u>\$1,330</u>	<u>\$1,330</u>
Spanish	\$1,199	<u>\$1,259</u>	<u>\$1,259</u>

Miscellaneous Activities

Drill/ROTC-Advisor and Assistant (split)	\$6,856	\$7,199	\$7,199
E-Sports	\$1,595	\$1,675	\$1,675
ESL After-School Tutoring	\$1,224	\$1,285	\$1,285
H.O.P.E.	\$1,595	\$1,675	\$1,675
H.O.P.E. Jr.	\$1,366	\$1,434	\$1,434

Heroes and Cool Kids	\$500	\$525	\$525
Canuck Mentors	\$1,328	\$1,180	\$1,180
Speak Out	\$1,064	\$1,117	\$1,117
Student Activities Director	\$4,124	\$4,330	\$4,330
TSA (per advisor)	\$4,829	\$5,070	\$5,070
Music/Drama Others			
Choral Accompanist	\$930	\$977	\$977
Drama/Speech	\$6,808	\$7,148	\$7,148
NPHS Spring Choral Concert	\$6,808	\$7,148	\$7,148
<u>Tri M Music</u>	\$1,199	\$1,259	\$1,259
Vocal Music Director	\$6,808	\$6,808	\$6,808
Publications			
Canuckling	\$3,437	\$3,609	\$3,609
Tunlaw	\$4,829	\$5,070	\$5,070
Yearbook	\$4,829	\$5,070	\$5,070
Music/Drama Productions			
Production Director	\$5,315	\$5,581	\$5,581
Assistant Production Director	\$2,154	\$2,262	\$2,262
Musical Director	\$5,277	\$5,541	\$5,541
Assistant Musical Director	\$2,180	\$2,289	\$2,289
Technical Director	\$2,468	\$2,591	\$2,591
Assistant Technical Director	\$2,119	\$2,225	\$2,225
Choreographer	\$2,883	\$3,027	\$3,027
Lighting Director	\$1,642	\$1,724	\$1,724
Sound Technician	\$1,153	\$1,211	\$1,211
VII.MIDDLE SCHOOL EXTRACURRICULAR			
Choral Accompanist	\$930	\$977	\$977
Drama Advisor	\$2,632	\$2,764	\$2,764
E-Sports	\$1,732	\$1,819	\$1,819
GSA	\$1,732	\$1,819	\$1,819
Assistant Drama Advisor	\$1,445	\$1,517	\$1,517
Junior Honor Society	\$961	\$1,009	\$1,009
Robotics	\$1,732	\$1,819	\$1,819
Stage Band	\$2,713	\$2,849	\$2,849
Student Council Advisor	\$2,133	\$2,240	\$2,240
Volleyball	\$2,204	\$2,314	\$2,314
Walnut Review	\$2,398	\$2,518	\$2,518
Yearbook	\$2,456	\$2,579	\$2,579
Vocal Music Director	\$2,057	\$2,160	\$2,160

VIII. ELEMENTARY EXTRACURRICULAR

After-school Art	\$1,757	\$1,845	\$1,845
Newspaper	\$1,331	\$1,398	\$1,398
Student Council	\$1,527	\$1,603	\$1,603
Computer Club	\$1,595	\$1,675	\$1,675
Band	\$1,913	\$2,009	\$2,009
Chorus	\$1,913	\$2,009	\$2,009
Technology Club	\$1,595	\$1,675	\$1,675

IX. SOMERSET SCHOOL EXTRACURRICULAR

After School Sports (Fall)	\$2,800	\$2,940	\$2,940
After School Sports (Winter)	\$2,800	\$2,940	\$2,940
After School Sports (Spring)	\$2,800	\$2,940	\$2,940
Art	\$1,757	\$1,845	\$1,845
Band	\$1,913	\$2,009	\$2,009
Book Club	\$1,103	\$1,158	\$1,158
Business/Entrepreneurs Club	\$1,103	\$1,158	\$1,158
Choral Accompanist	\$825	\$866	\$866
Chorus	\$1,913	\$2,009	\$2,009
Computer Club	\$1,595	\$1,675	\$1,675
Drama Club	\$1,617	\$1,698	\$1,698
GEMS	\$1,103	\$1,158	\$1,158
Literary Magazine	\$2,346	\$2,463	\$2,463
Origami	\$1,103	\$1,158	\$1,158
Student Council	\$2,068	\$2,171	\$2,171
TV/Media & Production	\$1,103	\$1,158	\$1,158
Tumblers	\$1,103	\$1,158	\$1,158

APPENDIX G:
SUPPLEMENTAL SALARIES

	2022-2023	2023-2024	2024-2025
I. Learning Consultant	6052.47	6052.47	6052.47
SUMMER ACTIVITIES SPORTS			
	2022-2023	2023-2024	2024-2025
Hourly Rates	\$35.80	\$35.80	\$35.80
II. Where feasible, teachers shall be notified no later than May 15 th of their supplemental contract status for the ensuing year. Teachers shall sign their supplemental contracts or letter of intent by May 25 th , unless at the request of the teacher, an extension has been granted by the Superintendent.			
III. Guidance Counselors may be required to perform guidance functions for up to six (6) days between the close and opening of the school year at their individual per diem rate. Any days beyond six (6) will be at the curriculum in summer rate unless the guidance counselor is required to perform guidance work which will be paid at the per diem rate.			
IV. Pay rate for the following hourly positions will be:			
<u>Curriculum in Summer</u>			
\$50.00 for the term of the Agreement			
<u>Bedside Instruction/Summer School</u>			
\$53.00 for the term of the Agreement			
V. The Curriculum work shall be paid once at the conclusion of the project when the completed project is submitted to the Superintendent or designee. Number of hours for summer curriculum project shall be fixed prior to the commencement of the project.			
VI. District			
a. Facilitators			
i. Computer	\$1,200		
ii. Testing	\$1,200		
iii. Community Outreach			
District	\$3,000		
School	\$1,200		
iv. ELL	\$1,200		
v. Grade Group Leader			
K-5	\$1,200		
vi. Technology	\$1,200		
b. CST Summer Rates			
i. Meeting Attendance	\$50/hr		
ii. Summer Case Manager	Per diem rate		
iii. Testing Case Manager	\$50/hr		
iv. Evaluations	\$450/per evaluation		
c. Nurse Rates			
i. After School	Per diem rate		
ii. Summer School	\$53/hr		
iii. Trips	Per diem rate		
iv. Registration	\$41/hr		

- d. Instructional
 - i. Extended Day \$53/hr
 - ii. Tutoring \$53/hr
 - iii. Home Instruction \$53/hr
- e. Non-Instructional
 - i. Extended Day \$30/hr

VII. MIDDLE SCHOOL/HIGH SCHOOL

Middle School and High School Missed Prep Rate	1/5 of Substitute Rate
Breakfast/Morning Supervision	\$16.00 per duty

VIII. HIGH SCHOOL

High School Credit Recovery Facilitator	\$1,200
Alternative High School – Teachers	\$53/hr
Alternative High School Supervisor	\$59/hr
CTE Facilitator	\$1,500

IX. MIDDLE SCHOOL

Team Leaders/Grade Level Activity Coordinator \$1,200

