

Agreement between The Plainfield
Board of Education and The Plainfield
Education Association

July 1, 2024 – June 30, 2029

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PREAMBLE

This Agreement is entered into this first day of July 1, 2024, by and between the Board of Education of Plainfield, the City of Plainfield, New Jersey, hereinafter called the "Board" and Plainfield Education Association, hereinafter called the "Association."

The parties agree that all terms and conditions of the collective bargaining agreement in effect for 2024-29 will remain in effect from July 1, 2024 through June 30, 2029 except as expressly modified herein.

WHEREAS the parties have reached certain understandings which they desire to confirm in this Agreement, be it resolved, in consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I RECOGNITION

The Plainfield Board of Education hereby recognizes the Plainfield Education Association as the exclusive representative for the purpose of collective negotiations under N.J.S.A. 34-13A-1 et seq. for employees of the Board as follows:

A.

1. All professional staff personnel who are required to hold an appropriate certificate issued by State Board of Examiners, ***including, but not limited to teachers, professional school counselors, school librarians, regularly-scheduled hourly employees, and nurses***, except as listed below in B.
2. Assistants, including, but not limited to, attendance, lunch room, teacher, clerical, library, bus, security, laboratory, and locker room and school monitors.
3. Custodial and maintenance personnel including, but not limited to, head custodians, custodians, custodian firemen, custodian-drivers, assistant custodians, groundskeepers, maintenance mechanics, maintenance mechanics helpers, heating, ventilation and air conditioning technicians.
4. All Administrative Assistants, clerical employees and medical clerks.
5. All security officers including Lead Security Officers.
6. All extra-curricular (athletic and non-athletic) advisors and coaches.
7. All technology support staff including, but not limited to: administrative system support technicians, communications coordinator, desktop support technicians, help desk support technician, junior network administrator, senior network administrator, systems analyst, system administrator, multi-media specialist, and project manager.
8. All family liaisons, the employment specialist, Adolescent Pregnancy Prevention Initiative (APPI) Counselor, I Have a Dream Coordinator, family support worker, project specialist, youth development outreach worker, senior case manager, multi-media specialist, educational media specialist, community parent involvement specialist, school-based youth services case manager, site coordinator, family development specialist, and truancy officer.
9. All non-certificated Licensed Practical Nurses.

B. But excluding:

1. Managerial executives
2. Supervisors within the meaning of N.J.S.A. 34:13A-5.3
3. Confidential employees within the meaning of N.J.S.A. 34:13A-5.3
4. Probationary custodians and maintenance personnel
5. Day-to-day substitutes

6. Temporary custodial/maintenance personnel employed for less than ninety (90) working days.
7. Titles existing on July 1, 2024 that are not listed in Paragraph A of this Article will not be challenged by the PEA provided the nature of the work of these titles remains unchanged.

C. The term "employee" shall, when used hereinafter, refer to all employees as listed in the bargaining unit defined above as A.1-9.

ARTICLE II NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws of 1974, in a good faith effort to reach agreement on matters concerning the terms and conditions of employment. Such negotiations shall begin in accordance with PERC rules. Any agreement so negotiated shall apply to all employees within the bargaining unit, be reduced to writing, be signed by the Board and the Association, and be submitted to the Board for adoption after ratification by the Association.
- B. The Board may be represented by a committee appointed by the president. The Association may be represented by a committee of its own choosing, not to exceed seven (7) in number. The parties concerned may call upon competent, professional, or lay representatives to represent them.
- C. The Board agrees not to negotiate concerning said employees in the negotiating unit with any organization other than the Association for the duration of this Agreement. The Board and the Association also agree that all negotiation sessions be conducted in private.
- D. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- E. This contract contains a full agreement between the parties. There shall be no verbal agreements, understandings, or warranties and any change hereto shall be by an instrument in writing and duly executed by both parties.

ARTICLE III GRIEVANCE PROCEDURE

A. Definition

- a. A *grievance* is defined as an appeal by an employee, or the Association, of the interpretations, application, or violation of the policies, agreements, and administrative decisions affecting them.

B. Procedure

- a. Any grievance to be considered under this procedure must be initiated by the employee within twenty calendar days of the time the employee knew or should have known of its occurrence.
- b. The Association on behalf of an aggrieved employee or group of employees shall file its grievance under the provisions hereof within twenty (20) workdays from the time when the grievant knew or should have known of its occurrence. Failure to act within said twenty (20) workdays shall be deemed to constitute an abandonment of

the grievance. Nothing shall prohibit the parties from making an effort to informally resolve their differences before the twenty day period elapses.

LEVEL ONE: Any employee who has a grievance shall submit a written grievance to his or her supervisor and the supervisor shall schedule a conference with the aggrieved employee to discuss the grievance at a time mutually agreeable to all parties concerned but in no event later than fifteen (15) calendar days from the submission of the grievance. If, in the event, no conference is held within fifteen (15) calendar days from submission, the aggrieved shall have the right to submit the grievance to the next level. The aggrieved employee and/or the Association representative shall be present at such conference. The supervisor shall communicate his/her decision to the Association in writing with reasons within fifteen (15) calendar days of the completion of the conference.

LEVEL TWO: If, within fifteen (15) calendar days of the receipt of the decision at Level One, the employee is dissatisfied, the Association on his/her behalf may appeal that decision to the Superintendent of Schools or to his/her designee. The appeal to the Superintendent must be made in writing specifying:

- a. the nature of the grievance, including the contract provision, Board policy, or administrative decision being grieved; and
- b. the remedy being sought.

The Superintendent or their designee shall meet with the concerned parties within fifteen (15) calendar days. They shall attempt to resolve the grievance as quickly as possible, but shall render a decision within a period not to exceed fifteen (15) calendar days from the time of the meeting with the concerned parties. The Superintendent or their designee shall communicate their decision in writing with reasons to the employee, the principal or supervisor, and the Plainfield Education Association.

LEVEL THREE: Within fifteen (15) calendar days of receipt of the decision rendered at Level Two, the Association may appeal that decision to the Board of Education. The appeal shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the appeal to the Board of Education. The Board, or a committee thereof, shall review the grievance and the decisions rendered at all levels, and shall, at the option of the Board or upon the request of the Association, hold a hearing with the concerned parties and render a decision in writing with reasons to all parties within thirty (30) calendar days of receipt of the appeal.

LEVEL FOUR: A claim by an employee or a group of employees shall constitute a grievance beyond Level Three and shall be processed by the Association beyond Level Three only if it pertains to a dispute, difference or controversy involved in the interpretation, application or enforcement of this contract. If the decision of the Board does not resolve the grievance to the satisfaction of the Association and the Association wishes a review by a third party, it shall so notify the Board with fifteen (15) calendar days of receipt of the Board decision.

C. Procedure for Securing the Services of an Arbitrator

The following procedure will be used for securing the services of an arbitrator:

1. A request will be made to the Public Employment Relations Commission to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
2. The parties shall be bound by the rules and procedures of the Public Employment Relations Commission.
3. The arbitrator shall limit themselves to the issues submitted to them and the arbitrator shall consider nothing else. They can add nothing to, nor subtract anything from the contract between the Board and the Association. The recommendations of the

arbitrator shall be binding. This shall be accomplished within thirty (30) calendar days of the conclusion of the arbitrator's hearing.

D. Miscellaneous Provisions

1. Any employee may be represented at Level One of the grievance procedure by themselves. At succeeding levels, they shall be represented by the Association or its designee.
2. Failure at any level of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next level.
3. If the appeal is not forwarded by the grievant and/or the Association (whichever is applicable) within the required time limit, the appeal shall be considered terminated.
4. A grievance which is not settled by the last day of the academic year shall be expedited so that settlement may be achieved as soon as possible.
5. A grievance by a group of employees which is centered in one building shall be initiated at Level One. A grievance by a group of employees which is not centered in one building shall be initiated at Level Two.
6. Each party shall bear the total cost incurred by itself. The fees and expenses of the arbitrator are the only costs which will be shared equally by the two parties.
7. Written grievances must be countersigned by the Association.
8. Performance based Non-renewal of employment is not subject to the grievance procedures. Certificated staff will be provided a Donaldson hearing at their request pursuant to N.J.A.C. 6:3-4.2
9. Non-Certificated staff may pursue binding arbitration pursuant to P.L. 2020, Ch 66
10. No grievance alleging a violation of paragraphs G, H, I, J or K of Article XIX may be appealed above Level Two.

ARTICLE IV - EMPLOYEES' RIGHTS

A.

1. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth, but not to binding arbitration; however, disciplinary reprimands (as distinguished from evaluations) shall be subject to binding arbitration.
2. No Administrative Assistant shall be discharged, disciplined, reprimanded, reduced in rank or compensation for arbitrary or discriminatory reasons and without reasons and without reasonable grounds which can be substantiated; and any such action executed by the Board or any agent or representative thereof shall be subject to the grievance procedure herein set forth.
3. No other employee shall be removed from their position after the probationary period, or be given written reprimand or be reduced in compensation or have an increment withheld without just cause.
4. Prior notice to appear before the Board or any committee or member thereof or Superintendent or their designee concerning any matter which could adversely affect the continuation of that employee in their office, position or employment or the salary, or any increments pertaining thereto, shall be given in writing and shall include the reasons for such meeting or interview. In the event of an emergency

telephonic or other verbal notice may be given to the member and their Association Representative.

5. Employees shall be entitled to have a representative of the Association to advise the employee and represent the employee at any meeting or interview which might adversely affect his/her employment status. Additionally, employees shall be entitled to have a representative of the Association observe any Corrective Action Plan Conferences.
- B. An employee shall be suspended with pay pending an investigation, hearing or trial thereof except pursuant to N.J.S.A 18A:6-B.3: (1) If the reason for the suspension was a criminal indictment, and (2) if charges have been filed in accordance with the tenure law, the suspension may be with or without pay at the Board's discretion.
 - C. The Board and the Association agree that when and if a grade is to be changed, the teacher should be consulted before the change is made. If the grade is changed without consultation or approval by the teacher, the person making the change shall sign it. The teacher shall be notified within two weeks of the change provided that the teacher is still in the employ of the Board.
 - D. The Board shall conduct a fair hearing of all grievances. On hearings pertaining to matters restricted going to arbitration in accordance with Article III B, Level Four, only the question of the fairness of the grievance hearing shall be possible to be submitted to arbitration.
 - E. Any employee who desires may wear a pin or other identification of membership in the Association or its affiliates, providing that the wearing of such pin or identification does not adversely affect the operation or morale in the office or work station.
 - F. Maintenance/custodians, assistants, and security officers, and all other non-certificated staff(except those outlined in A.2) shall be placed on a ninety (90) day probationary period after initial hiring as a regular employee and during such time may be removed with or without cause. No reason need be given for such removal and such removal shall not be subject to the grievance procedure.
 - G.
 1. Notice of termination and non renewal of a teacher's contract shall be governed by statute. Administrative Assistants, security officers, assistants and custodians shall be notified by June 1 if their contract will not be renewed for the following school year. Employees other than teachers shall receive thirty (30) days notice or thirty (30) days pay if their contract is terminated during the school/work year. Notice shall be deemed to have been given upon formal roll call of the Board of Education at a business meeting. Non-certificated employees who are voluntarily resigning shall give thirty (30) days notice.
 2. Upon termination or non-renewal of a support unit here represented, it is agreed that for the life of this contract, said unit members shall receive ninety (90) days prior notification of the board's intent to terminate or non-renew the unit's contractual services. Further, it is agreed that said unit's members shall be entitled to ninety (90) days health benefits beyond their termination or non-renewal date.
 3. In accordance with 34:13A(44-48) No employer shall enter into a subcontracting agreement which affects the employment of any employees in a collective bargaining unit represented by a majority representative during the term that an existing collective bargaining agreement with the majority representative is in effect. No employer shall enter into a subcontracting agreement for a period

following the term of the current collective bargaining agreement unless the employer:

- a. Provides written notice to the majority representative of employees in each collective bargaining unit which may be affected by the subcontracting agreement and to the New Jersey Public Employment Relations Commission, not less than 90 days before the employer requests bids, or solicits contractual proposals for the subcontracting agreement: and
 - b. Has offered the majority representative of the employees in each collective bargaining unit which may be affected by the subcontracting agreement the opportunity to meet and consult with the employer to discuss the decision to subcontract, and the opportunity to engage in negotiations over the impact of the subcontracting. The employer's duty to negotiate with the majority representative of the employees in each collective bargaining unit shall not preclude the employer's right to subcontract should no successor agreement exist.
4. Each employee replaced or displaced as the result of a subcontracting agreement shall retain all previously acquired seniority during that period and shall have recall rights whenever the subcontracting terminates.
 - a. The grievance procedures that employers covered by this act are required to negotiate pursuant to section 7 of P.L.1968, c.303 (C.34:13A-5.3) shall be deemed to require binding arbitration as the terminal step with respect to disputes concerning imposition of reprimands and discipline as that term is defined in this act.
 - b. In any grievance procedure negotiated pursuant to this act, the burden of proof shall be on the employer covered by this act seeking to impose discipline as that term is defined in this act.
 - c. In addition to any rights provided pursuant to subsection a. of this section, an employee who is not a teaching staff member shall have the right to submit to binding arbitration any dispute regarding whether there is just cause for a disciplinary action, including, but not limited to, reprimands, withholding of increments, termination or non-renewal of an employment contract, expiration or lapse of an employment contract or term, or lack of continuation of employment, irrespective of the reason for the employer's action or failure to act, and irrespective of any contractual or negotiated provision or lack thereof. In the arbitration, the burden of proof shall be on the employer.
 - d. Nothing in this section shall be regarded as affecting the right of any teaching staff member or majority representative to submit to binding arbitration any dispute involving or relating to a teaching staff member.

5. All employees not granted tenure shall be placed on a seniority list. Whenever possible, every effort shall be made to follow the last in first out procedure when determining non-renewal or reduction in force.

H.

1. An employee shall have the right at reasonable times and places, to review their personnel file, with the exceptions noted below to receive one (1) copy, at Board expense, of each item contained therein and within five (5) days of the initial review, to append comments to such materials. An employee may have a representative of the Association accompany him during such review. The following types of documents shall not be subject to review, (a) Letters of Reference; (b) Comparative Evaluations used for purposes of promotions.
2. No material derogatory to an employee's conduct, service, character, or personality shall be placed in their personnel file unless the employee has been afforded an opportunity to review the material. The employee shall acknowledge that they had the opportunity to review such material by affixing their signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material and attach it to the file copy. The exclusions set forth in H.1. shall be applicable. In the event an employee refuses to sign, the administrator will make a note on the document. The document is not null and void.
3. An employee shall receive a copy of any evaluation materials, letters of complaint, or, commendation, excluding material cited before such material is inserted into their file.

- I. For Twelve Month employees: Non Federally Funded summer school/summer enrichment programs will be made available to the children of twelve month employees, during the summer months, space permitting.

ARTICLE V - ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board shall meet with the Association's Executive Committee at least two (2) times in each year of this Agreement at mutually acceptable times. The Association and the Superintendent set the agenda for such meetings.
- B. The Superintendent and the Association's Executive Committee shall meet at least twice a year during the months of October and February. Other meetings may be scheduled at mutually acceptable times at the request of the Association.
- C. The Association shall appoint people to serve on an orientation committee for new employees and on in-service program planning committees. This language is not intended to require the establishment of either an orientation or in-service program planning committee, other than referred to in Article XX.
- D. The Board will pay 50% of the salary and benefit cost for the Full Time Release President. The Association will reimburse The Plainfield BOE for its share of the salary & benefits February 1 and June 30

- a. The Association and The Board agree that when a non-certificated staff member is elected President of the Association, the President shall, for the duration of that presidency, be provided with a stipend that equates to the difference between the non-certificated staff member President's then existing salary and the dollar amount on the "non instructional 2" guide corresponding step of the guide in which they are currently classified.
 - b. The stipend will be paid in accordance with the district's scheduled payroll on the 15th and last day of the month.
 - c. Under no circumstance will the non-certificated President receive a stipend bringing the President's compensation to a level that exceeds the salary of the dollar amount provided on the top step on the BA Column of the teacher's guide. This Agreement shall not apply in the event the President is a certificated staff member or to a non-certificated staff member compensated above the top step on the BA Column of the teacher's guide.
 - d. When that President either loses the following election, resigns the position or for any other reason ceases to remain in that position, the President shall no longer receive the stipend, effective immediately.
 - e. The Association and the Board shall each contribute 50% of the cost for the Full Time Release President.
- E. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available public information concerning the educational program and the financial resources of the district.
- F. The Association shall be notified and consulted prior to the Board of Education taking action resulting in a reduction in force of ten (10) or more unit members.
- G. The Association and its representatives shall have the right to use school buildings at reasonable hours for meetings. Approval for use of the buildings shall be acquired through the appropriate channels. Such approval shall not be unreasonably denied.
- H. Where facilities exist, the Association shall have the right to use the inter-school mail facilities, including electronic communication such as e-mail, and school mailboxes for association business.
- I.
- 1. The PEA grievance chairperson shall be permitted to be released immediately after the dismissal of their students on those days that the said chairperson is actively engaged in handling grievance matters, provided such person signs out with the building principal and indicates where they are going to conduct such activity.
 - 2. Such assignment shall not interfere with the necessary aid or assistance due parents or students required outside of class time, which time shall take precedence over the release time for investigating grievances. The building principal shall determine the priorities of time in the event of a scheduling conflict at Level One only.
 - 3. Should the PEA grievance chairperson be a non-teaching employee and be assigned to the first or second shift, they shall be permitted to be released from work responsibilities thirty (30) minutes on those days that said chairperson is actively engaged in handling grievance matters, but no more than a total of one (1)

hour per week, provided such person signs out with the supervisor and indicates they are going to conduct such activity.

4. Such assignment shall not interfere with the necessary job responsibilities or emergency situations which shall take precedence over the release time for investigating grievances. The building principal shall determine the priorities of time in the event of a work conflict at Level One only.

J. In the event the need arises for a meeting to be held during normal school hours:

1. For Administrative Assistants only, the President of the Association is authorized to request permission for early dismissal of Administrative Assistants for said meeting. Such approval for early dismissal shall be at the discretion of the Superintendent of Schools.
2. The Association shall be granted the right upon the conclusion of negotiations only, for conducting one general membership meeting beginning at 3:30p.m. for the purpose of ratifying the agreement.

L. Each new employee, when hired by the Board of Education, shall be informed by the Personnel Department of the existence of the Plainfield Education Association and shall be given a copy of this Agreement.

M. With permission of the principal or superintendent, up to a maximum of five (5) PEA executive officers shall be allowed to modify their daily lunch/break schedule by thirty (30) minutes in order to be released thirty (30) minutes early at the end of the workday, to attend each of the three (3) Association meetings scheduled each month during the school year. No request shall be unreasonably denied.

ARTICLE VI - HOURS AND WORK LOAD

I. TEACHERS

A. For the purpose of this section, Special Education Teachers will be considered elementary or K-8 center or secondary school teachers according to the school to which they are assigned.

B. The workday for various categories shall be as follows:

1. Teachers at the elementary school will have a maximum workday of seven (7) hours and five (5) minutes.
1. Teachers at the middle school, at the high school and K-8 center teachers assigned to teach grades 6, 7, and/or 8 will have a maximum workday of seven (7) hours and twenty (20) minutes.

C. The Board shall have the right to establish staggered schedules to permit the scheduling of instructional classes outside the regular school day provided that teachers assigned to such staggered schedules are scheduled for a workday and work load not in excess of the limits established in other provisions of this Article, and further provided that such staggered assignments shall not begin more than one (1) hour before the start of the regular school day nor end more than two (2) hours after the end of the regular school day.

1. Staggered schedule positions shall be posted district-wide in accordance with Article XIX.
 2. The Board shall assign qualified volunteers to said staggered schedules prior to involuntarily assigning a teacher to the staggered schedule.
 3. In the event there are no qualified volunteers, the Board shall have the right to assign a teacher to the staggered schedule involuntarily.
- D. Early dismissal (Fridays/Holiday) Teachers are on duty after school to help students, confer with parents, and carry on other professional duties. A principal may occasionally excuse a teacher at dismissal time for good cause. At the discretion of a principal, teacher(s) may be excused at dismissal on Fridays and days preceding a school holiday. Requests to be excused at dismissal time on Fridays and days preceding a holiday shall not be unreasonably denied.
- E. Teachers shall have a duty-free lunch period of at least the following lengths:
- a) Elementary - 40 minutes
 - b) Middle and K-8 center teachers assigned to teach grades 6, 7, and/or 8 forty (40) minutes
 - c) Senior High - (40) minutes

Except in cases of emergencies involving the health and safety of students and teachers.

The Board shall have the right to reduce the High School lunch to as few as thirty (30) minutes. In the event this change is implemented, the difference between the new lunch period and forty (40) minutes shall be provided to teachers as added preparation time, scheduled at the end of the day. Teachers may leave school at the start of this additional end-of-day preparation time. This shall apply only to those teachers whose lunch period is reduced to thirty (30) minutes. The Board reserves the right to determine the length of the period.

- F. Effective July 1, 2024, High School teachers shall be assigned to teach to a maximum of two hundred and eighty (280) minutes of instruction per school day. Up to 40 of the 280 minutes shall be utilized during the FLEX period. Assignments to FLEX period duties that require grading will be assigned based on certification, and assigned equitably, including but not necessarily on a joint or rotating basis.
- G. The Board continues to expect teachers to work productively during the entirety of their workday, excepting duty-free breaks. If a teacher has otherwise-unassigned time, excluding duty-free breaks and the time required to travel from assignment-to-assignment, that otherwise-unassigned-time shall be used for preparation. The preparation time shall be used at the discretion of the teacher for activities related to the instructional program. These may include, but not be limited to, parent/teacher contact time, lesson planning, professional development activities, classroom-related tasks, etc.
- H. The Board further agrees to continue its practice of granting to teachers at the senior high school, the middle schools, and K-8 center teachers assigned to teach grades 6, 7, and/or 8 a minimum of forty (40) continuous minutes per day for preparation time, except for English and Special Education teachers at the senior high school, who shall be granted a minimum of eighty (80) minutes per day for preparation time, which may be provided in two (2) separate forty (40) minute spans in light of the requirements of Composition review and Individualized Educational Plans. At the principal's discretion, each week up to eighty (80) minutes of the preparation time provided to the English and Special Education teachers at the senior high school may be used for other purposes including PLC's, department planning, training and professional development but not to cover a class.

I.

1. Building-based teachers may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending building faculty or other professional meetings on Monday no more than five (5) days each month. Such meetings shall begin no later than ten (10) minutes after the student dismissal time and shall run for no more than sixty (60) minutes, except in cases of emergencies involving the health and safety of students and teachers. An Association representative shall have the privilege to speak after the conclusion of such meetings.
 - a. 1st Monday of each month- Staff/Faculty Meeting
 - b. 2nd & 3rd Mondays of each month - Anything related to Student Achievement. PEA input is welcomed and encouraged.
 - c. 4th Monday of each month- Professional Development Administratively lead. PEA input is welcomed and encouraged.
2. In the event that Monday is not a working day, a building faculty or professional meeting may be held the first working day of the week not followed by a non-working day.
3. Whenever practicable, meetings which take place on a voluntary attendance basis shall not be called on Fridays or on any day immediately preceding any holiday or other day on which teacher attendance is not required at school.
4. Whenever practicable, notice of an agenda for meetings shall be given to teachers involved at least two (2) school days prior to the meeting, except in an emergency. Teachers shall have the opportunity, whenever practicable, to suggest items for the agenda.

J.

1. Whenever possible, middle school or high school subject area teachers or K-8 center teachers assigned to teach grades 6, 7, and/or 8 shall not be required to teach more than two (2) subject areas, nor more than a total of two (2) teaching preparations (different subjects) at any one time, except when a curriculum change necessitates such a practice.
2. Whenever possible, regular classroom teachers in the middle and high schools and K-8 center teachers assigned to teach grades 6, 7, and/or 8 shall not be required to change subject area teaching stations more than two (2) times during the school day, except when a curriculum change necessitates such a practice.
3. Whenever possible, except in those situations where the practice already exists or where a change in the curriculum necessitates such a practice, elementary school teachers (K-6 and K-8 center teachers assigned to teach grades K-5) shall not be required to change subject area teaching stations.
4. Prior to the adoption of any educational program which would result in an exception to the provisions of E. 1, 2, or 3 herein, the teachers affected shall be given the opportunity to consult with the members of the administration who are making the decision. The teachers affected may be represented by the Association. Sections 1, 2, and 3 above, are not subject to binding arbitration.

- K. Teachers shall be required to make themselves available four (4) evenings each year for two (2) consecutive hours between 6:30 p.m. and 9:30 p.m. for the purpose of conferring with parents or other interested persons, but not for registrations. The 6:30 p.m. to 9:30 pm.

times may be changed on two of these evenings, providing the teachers and the principals concur. The Board and the Association encourage voluntary attendance at additional worthwhile evening meetings.

L.

1. High school teachers will have a 40-minute duty period during the semester in which they teach two blocks. The duty period may include hall duty, study hall and assisting at assemblies.

During the semester in which they teach two blocks, high school teachers may be assigned to participate in staff development/team planning and development of content area-based assessment (e.g. mid-terms and final exams). The duration of this assignment shall be for no more than 80 minutes per week. No less than one week's written notice shall be provided to staff for scheduling this time.

2. Elementary Preparatory Time:

- a. All certified teachers in elementary schools and OEC certified staff shall have one planning period per day.
- b. Given the nature of elementary schools, preparation periods should be within a site. Annually, the principal, in consultation with staff, should schedule preparation periods with the faculty.
- c. The preparation periods shall be used at the discretion of the teacher for activities related to the instructional program. These may include, but not be limited to, parent/teacher contact time, lesson planning, professional development activities, classroom-related tasks, etc.

M. Librarian Responsibilities

1. At the beginning and end of the school year, a minimum of three (3) days shall be provided for the librarians in each building to which they are assigned. Libraries will be open for pupil use, but librarians will not be required to teach classes. Librarians will be required to perform other duties necessary to the operation of the library. Students may use the library for reference purposes during this period and classes may visit the library if they are supervised by a regular classroom teacher or substitute.

N. INTERACTIVE TELEVISION

1. A teacher may be assigned to only one interactive course at a time.
2. An assignment to teach an interactive television course shall be considered as one of the required instructional periods per day to meet the normal load for the grade and the department.

O. Grading

The system for inputting grades shall be open two (2) days before each grading period ends. Grades must be posted within three (3) days after the end of the grading period. (Thus two (2) days before the end of the grading period, the day the grading period ends and three (3) days after the end of the grading period for a total of six (6) days for inputting grades.)

Teachers will enter into the district on-line grading system a minimum of one grade per week per subject or period taught, with a minimum of 10 grades per marking period.

II. ADMINISTRATIVE ASSISTANTS

- A. A normal work week for Administrative Assistants shall consist of five (5) working days, namely, Monday, Tuesday, Wednesday, Thursday, and Friday.
- B. A normal work week shall consist of thirty-seven (37) hours per week. Dismissal on Fridays will be 1/2 hour earlier than the other days of the week.
- C. During the school year when schools are closed for spring break and from July 1 through the Friday preceding the last two weeks in August, a normal work week shall consist of thirty (30) hours per week.
- D. During the school year when schools are closed for holidays, the workday shall be from 9 a.m. to 4 p.m.
- E. Each workday shall have a fifteen (15) minute break period in the morning as well as a fifteen (15) minute break period in the afternoon.
- F. Each workday shall have a lunch period of one (1) hour which shall not be included or considered as part of the workday.
- G. Each administrative assistant, on request, shall be given in writing by her immediate supervisor a definition of the duties for which she/he is responsible.
- H. The starting and quitting times of Administrative Assistants shall be as uniform as practicable from building to building taking into account scheduling requirements as determined by the building administrator. Changes in the starting and quitting time on any day shall not be made without first affording the Administrative Assistants involved a minimum notice of four (4) working hours. If the starting and quitting time is to be changed permanently, the Administrative Assistants involved shall be given a minimum notice of two (2) weeks.
- I. An Administrative Assistant or Administrative Assistants requested to work in an emergency falling on a holiday or vacation day shall be required to fulfill the request in inverse order of length of service in the district. A roster of Administrative Assistants for such assignments shall be compiled, distributed and brought up to date every six months. An Administrative Assistant shall be excused from their turn only upon verified personal illness or other clear proof of unavoidable absence. In such case, the Administrative Assistant involved shall be placed next in order of availability.
- J. Administrative Assistants shall not be required to escort work site visitors to their destinations.
- K. Staff are eligible for overtime (payable at time and a half) after they have worked forty (40) hours in any given week.
- L. During State of Emergency and/or Early Closing due to inclement weather, natural disasters, administrative assistants shall be dismissed once students have been safely dismissed.

III. MAINTENANCE/CUSTODIANS/BUS DRIVERS

- A. The standard work week for all employees of this category, regardless of the shift to which they are assigned, shall be forty (40) hours consisting of five (5) eight (8)-hour periods of

work, exclusive of one (1) hour duty-free lunch.

- B. One (1) week's notice must be given in order to change any shift assignment, except in cases of emergencies.
- C. Breaks: Regularly employed staff members will be entitled to two (2) fifteen (15) minute breaks during the eight (8) hour workday. Breaks will be scheduled during the workday by the immediate supervisor so as to not conflict with the continuity of work assignments and may be rescheduled, if possible, by the immediate supervisor in cases of emergency.
- D. All custodians/bus drivers will be offered overtime on a rotating basis based upon building and bus route assignments except when the specific licenses and/or skills are necessary in order to legally and/or satisfactorily perform the overtime assignment. Staff are eligible for overtime (payable at time and a half) after they have worked 40 hours in any given week.
- E. Drivers may be assigned to custodial work when they are not transporting students.

IV. ASSISTANTS

- A. Effective July 1, 2024, all Assistants will be offered full time employment, assistants hired prior to July 1, 2024 will be offered, but not compelled to work full time. This does not apply to two (2) or three (3) hour lunch aides.
- B. Full time Assistants shall be entitled to a forty (40) minute paid lunch.
- C. Breaks: Regularly employed Assistants will be entitled to a ten (10) minute break if they work between 9:00 a.m. and 11 :00 a.m. or between 1:00 p.m. and 3:00 p.m. on a continuous schedule. The ten (10) minute break will be one for the morning and one for the afternoon. These breaks are considered part of the regular working day and are to be taken at a time or times mutually agreed upon between Assistant and supervisor.
- D. Assistants may be assigned to monitor students in school when they are not transporting students.
- E. For the duration of this contract, any Assistant who first gains eligibility for health insurance coverage after June 30, 2024, shall be eligible for single insurance benefit coverage only.

V. SECURITY OFFICERS

- A. The normal workday shall be seven (7) hours and thirty (30) minutes inclusive of one (1) half-hour duty-free lunch and one (1) fifteen (15) minute break.
- B. Up to four (4) security personnel hired prior to 7/11/99 may be assigned hours between 7 a.m. and 6 p.m. If sufficient personnel do not volunteer, personnel shall be assigned according to the least senior person first.
- C. All security personnel hired after 7/1/99 may be assigned hours between 7 a.m. and 6 p.m.
- D. Overtime assignments shall be offered on a rotating basis for the purpose of equity.
- E. Staff are eligible for overtime (payable at time and a half) after they have worked forty (40) hours in any given week.

VI. SCHOOL SOCIAL WORKERS (Not Assigned to a Child Study Team)

- A. A normal work week for School Social Workers shall consist of five (5) working days, namely, Monday, Tuesday, Wednesday, Thursday, and Friday.
- B. School Social Workers will work the established workday of the certificated staff of their respective buildings. Office of Early Childhood (OEC) social workers will work the established workday of elementary school staff.
- C. Each workday shall have a lunch period of forty (40) minutes inclusive of the workday.
- D. School Social Workers shall be provided a minimum of forty (40) minutes of uninterrupted preparation time each full day of school.
- E. The workday of School Social Workers will begin and end two (2) hours earlier or later than usual twice per month. These days will be scheduled at least sixty (60) days in advance. These workdays will allow social workers to be available to work with the community for two hours before/after the regularly scheduled school day. Schedule will be mutually developed by the Social Worker and Supervisor.

VII. NON-INSTRUCTIONAL SUPPORT STAFF

- A. A normal work week for Non-Instructional Support Staff shall consist of five (5) working days, namely, Monday, Tuesday, Wednesday, Thursday and Friday.
- B. A normal work week shall consist of forty (40) hours per week inclusive of a one (1) hour lunch and inclusive of two (2) 15-minute breaks. Dismissal on Fridays will be thirty (30) minutes earlier than the other days of the week.
- C. For 12-month non-instructional staff, when ten-month employees are not present, and during Administrators Retreat week, a normal work day shall consist of seven (7) hours per day. The working hours on these days may be staggered and will be mutually agreed upon by the member and the direct supervisor.
- D. 10-month non-instructional staff will follow the 10-month staff calendar.
- E. Each employee, on request, shall be given in writing by the human resources department a definition of the duties for which the employee is responsible.
- F. The starting and quitting times of Non-Instructional Support Staff shall be as uniform as practicable, taking into account scheduling requirements as determined by the Department Administrator. If the starting and quitting time is to be changed permanently, the employee involved will be given a minimum notice of two (2) weeks.
- G. For overtime, the employee needs to be present at least one workday prior to the scheduled overtime event, unless the day was used as an approved personal or vacation day.

VIII. Child Study Team Members

- A. A normal work week for Child Study Team Members shall consist of five (5) working days, namely, Monday, Tuesday, Wednesday, Thursday, and Friday.
- B. Child study Team Members will work the established workday of the elementary school staff with flexible start times, as approved by department supervisors, with a maximum workday of 7 hours and 5 minutes.
- C. Each workday shall have a lunch period of 60 minutes inclusive of the workday.

- i. Child Study Team Members may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending a faculty or other professional meetings on Monday no more than five (5) days of each month. Such meetings shall begin no later than ten (10) minutes after the district elementary student dismissal time and shall run for no more than sixty (60) minutes except in cases of emergency involving the health and safety of students and teachers. An association representative(s) shall have the privilege to speak after the conclusion of such meetings.
 - ii. In the event that Monday is not a working day, a building faculty or professional meeting may be held the first working day of the week not followed by a non- working day.
 - iii. Meetings which take place on a voluntary attendance basis shall not be called on Fridays or on any day immediately preceding any holiday or other day on which child study team attendance is not required at school.
 - iv. Notice of an agenda for meetings shall be given to Child Study Team involved at least two (2) school days prior to the meeting, except in an emergency.
 - v. Child Study Team members shall have the opportunity to suggest items for the agenda.
- D. Child Study Team members shall be required to make themselves available four (4) evenings each year for two (2) consecutive hours between 6:30 p.m. and 9:30 p.m. for the purpose of conferring with parents or other Interested persons, but not for registrations. The 6:30 p.m. to 9:30 p.m times may be changed on two of these evenings, providing the teachers and the principals concur. The Board and the Association encourage voluntary attendance at additional worthwhile evening meetings.
- E. Any ten (10) month child study team member who is requested to work beyond the regular teacher in school work year as defined by the School Calendar and Article XXIII of this contract shall be compensated at the rate of 1/200 of their annual salary per day. Any child study team member who is requested to work beyond the regular teacher in-school work-day shall be compensated at the prorated hourly rate equal to 1/200 of their annual salary per day.

IX. Speech-Language Specialists and Occupational Therapists

- A. A normal work week for speech-language specialists and Occupational Therapists shall consist of five (5) working days, namely, Monday, Tuesday, Wednesday, Thursday, and Friday.
- B. Speech-language specialists and Occupational Therapists will work the established workday of the elementary school staff with flexible start times, as approved by department supervisors, with a maximum workday of seven (7) hours and five (5) minutes.
- C. Each workday shall have a lunch period of forty (40) minutes and a prep period of forty (40) minutes inclusive of the workday.

- D. Each work week shall have one hundred twenty (120) minutes for case management and/or speech evaluation.
- E. Speech-language specialists and Occupational Therapists may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending a faculty or other professional meetings on Monday no more than five (5) days of each month. Such meetings shall begin no later than ten (10) minutes after the district elementary student dismissal time and shall run for no more than sixty (60) minutes except in cases of emergency involving the health and safety of students and teachers. An association representative(s) shall have the privilege to speak after the conclusion of such meetings.
 - i. In the event that Monday is not a working day, a building faculty or professional meeting may be held the first working day of the week not followed by a non- working day.
 - ii. Meetings which take place on a voluntary attendance basis shall not be called on Fridays or on any day immediately preceding any holiday or other day on which Speech-language specialists' or Occupational Therapists' attendance is not required at school.
 - iii. Notice of an agenda for meetings shall be given to speech-language specialists involved at least two (2) school days prior to the meeting, except in an emergency.
- F. Speech-language specialists and Occupational Therapists shall have the opportunity to suggest items for the agenda. Speech-language specialists and Occupational Therapists shall be required to make themselves available four (4) evenings each year for two (2) consecutive hours between 6:30 p.m. and 9:30 p.m. for the purpose of conferring with parents or other Interested persons, but not for registrations. The 6:30p.m. to 9:30 p.m times may be changed on two of these evenings, providing the teachers and the principals concur. The Board and the Association encourage voluntary attendance at additional worthwhile evening meetings.
- G. Any speech-language specialist or Occupational Therapist who is requested to work beyond the regular teacher in- school work year as defined by the School Calendar and Article XXIII of this contract shall be compensated at the rate of 1/200 of their annual salary per day. Any speech- language specialist or Occupational Therapist who is requested to work beyond the regular teacher in-school workday shall be compensated at the prorated hourly rate equal to 1/200 of their annual salary per day.

X. Nurses

- A. A normal work week for nurses shall consist of five (5) working days, namely, Monday, Tuesday, Wednesday, Thursday, and Friday.
- B. Nurses will work the established workday of the certificated staff of their respective buildings. Office of Early Childhood (OEC) nurses will work the established workday of elementary school staff.
- C. Each workday shall have a lunch period of 60 minutes inclusive of the workday. In cases of emergency involving the health and safety of students and staff where a nurse is called to assist during their lunch, they will be compensated at the prorated hourly rate equal to 1/200 of their annual salary per day for time lost. Members will seek prior approval if applicable and provide documentation of the incident to their supervisor.

- D. Nurses may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending a faculty or other professional meetings on Monday no more than five (5) days of each month. Such meetings shall begin no later than ten (10 minutes) after the student dismissal time and shall run for no more than sixty (60 minutes) except in cases of emergency involving the health and safety of students and staff. An association representative(s) shall have the privilege to speak after the conclusion of such meetings.
- E. OEC nurses staff meeting shall begin no later than ten (10 minutes) after the district elementary student dismissal time and shall run for no more than sixty (60 minutes) except in cases of emergency involving the health and safety of students and staff.
 - i. In the event that Monday is not a working day, a building faculty or professional meeting may be held the first working day of the week not followed by a non- working day.
 - ii. Meetings which take place on a voluntary attendance basis shall not be called on Fridays or on any day immediately preceding any holiday or other day on which nursing attendance is not required at school.
 - iii. Notice of an agenda for meetings shall be given to nurses involved at least two (2) school days prior to the meeting, except in an emergency.
 - iv. Nurses shall have the opportunity to suggest items for the agenda.
- F. Nurses shall be required to make themselves available four (4) evenings each year for two consecutive hours between 6:30 and 9:30 pm for the purpose of conferring with parents or other interested persons, but not for registrations.
- G. In the event a building-based nurse is required to leave their post to provide services to another building, nurses can request overtime hours in order to complete their regular duties in their home building.
- H. In the event that nurses provide emergency services if present for after school programs or any building-based program, nurses shall be compensated at the prorated hourly rate equal to 1/200 of their annual salary per day rate for each hour of assistance.
- I. Any assignment outside the regular workday shall be compensated at the prorated hourly rate equal to 1/200 of their annual salary per day rate for each hour outside the school day.
- J. Summer school rate of pay shall be current stipend rate per hour.
- K. Nurses shall receive their hourly rate of pay for time spent covering nursing duty in a different building up to a maximum of one (1) hour per day.
- L. 10 month nurses will be required to work for five (5) days during the months of July and August. Scheduling of these days shall be mutually agreed upon between the nurse and

their supervisor, and determined by the end of March of that year. Nurses will be compensated at the daily rate equal to 1/200 of their annual salary.

ARTICLE VII - SALARIES

A.

1. All employees entitled to mileage reimbursement shall be paid at the rate determined by the Internal Revenue Service.
2. Employees under ten (10) month contracts Ten (10) month Employees shall have the option of being paid in twenty (20) or twenty-four (24) installments, and under twelve (12) month contracts. Twelve (12) month Employees shall be paid in twenty-four (24) installments. All Employees shall be paid on the fifteenth and last day of each month. If a date of pay falls on a day In all cases when the fifteenth or the last day of the month falls on a day on which employees are not required to be in school a weekend or a holiday, the paycheck, paychecks will be issued the last working day prior to the fifteenth or the last working day prior to the last day of the month.
3. If an error is made in the amount of money an employee is supposed to receive, the error shall be rectified as soon as possible, but in no case, later than the next paycheck.
4. The first check of any year shall provide a statement of the deductions which have been made.
5. Salary Schedules A-1 through H are in effect for the years indicated thereon.
6. All employees shall receive direct deposit of their paychecks.
7. The Board shall contribute \$100 towards the employee's cost of the NJEA endorsed Prudential disability insurance for all members who purchase such a plan.

B.

Any teacher who is required to work beyond the regular teacher in-school work year as defined by the School Calendar and Article XXIII(A)(1) of this contract shall be compensated at the rate of 1/200 of his/her annual salary per day. Any teacher who is required to work beyond the school day, provide class coverage so that total instructional time is over 240 minutes in a day (not including the FLEX period) pursuant to Article XII, or is assigned cafeteria duty pursuant to Article XXIV, C, shall be compensated as follows:

- i. 2024-2025 - \$46/hour;
- ii. 2025-2026 - \$47/hour;
- iii. 2026-2027 - \$48/hour;
- iv. 2027-2028 - \$49/hour;
- v. 2028-2029 - \$50/hour;

C. The following hourly rates shall be paid for summer employment:

a. Teachers:

- i. 2024 - \$55/hour;
- ii. 2025 - \$56/hour;
- iii. 2026 - \$57/hour;
- iv. 2027 - \$58/hour;
- v. 2028- \$58/hour;

b. Curriculum writing to be paid at \$45/hr., up to twenty-five (25) hours for curriculum revision and up to one-hundred (100) hours for new curriculum.

D. Bus drivers will be paid their contractual rate of 1/200th of their annual salary.

E. Security will be paid their contractual rate of 1/200th of their annual salary.

F. Assistants will be paid their contractual rate of 1/200th of their annual salary.

D. The Board retains to itself the right in accordance with N.J.S.A. 18A:29 to withhold any and all increments.

E. Twelve (12) month Psychologists and Learning Disability Teacher Consultants with a sixth-year professional diploma shall receive an additional \$500.00. It is understood that this article shall continue in the contract and shall apply if the district ever re-establishes the twelve (12) month Psychologists and/or learning Disability Teacher Consultant positions.

F. Staff are eligible for overtime (payable at time and a half) after they have worked 40 hours in any given week.

G. All employees who retire shall receive compensation computed at the following rates payable no more than thirty (30) days from the effective date of retirement.

Accrued Days	Compensation Rate	Maximum Compensation
0-99 days	\$60.00/day	\$5,940.00
100-199 days	\$70.00/day	\$13,930.00
200-250 days	\$75.00/day	\$15,000.00

H. The following provisions shall apply to assistant employees only.

1. Salary-Assistants will be hired at an annual salary based on an hourly rate for an established number of hours per day for 200 days per year. These calculations are set forth in Schedules F-1 and F-2.

2. Pay Periods and Pay Day - Assistants shall be paid in twenty (20) installments on the fifteenth or last day of the month. In cases where the fifteenth or last day of month falls on a day on which assistants are not required to be in school, pay will be issued the last working day prior to the fifteenth or last day of the month.

I. Any assistant who is requested to supervise and/or participate in a field trip that is scheduled or runs beyond the normal workday shall be compensated at his/her hourly rate

for each additional hour or fraction thereof worked.

- J. Payment for overtime service performed by regular salaried custodial/maintenance, security, and secretarial employees will be at a rate that is equal to one and one-half times said employee's regular rate of pay, except that service rendered on Christmas Day, Easter Day, July 4th, Thanksgiving Day, Labor Day, and New Year's Day will be paid at the rate that is equal to two (2) times the daily rate of pay of the employee involved. The double time rate herein will be paid only on the basis of service actually performed for a full one-half hour.
- K. The following provision shall apply to only those employees in the maintenance/custodial category.
 - a. The shift differential for Saturday and Sunday shall remain for those employees currently employed in those positions at 25%. If one of these individuals is involuntarily transferred, they keep the 25% differential. No other individual but those current employees are entitled to receive the 25% differential.
 - b. Custodians assigned to work after 12:00 midnight on the third shift will be paid a bonus that is equal to seven (7%) percent of their regular salary Monday through Friday and twenty (25%) percent if assigned to work Saturday or Sunday.
 - c. The current assistant head custodian in charge of a second shift at Hubbard Middle School, Maxson Middle School and Washington Elementary School will be paid an additional sum of \$1,200 so long as they continue to hold that position. The \$1,200 stipend shall be eliminated once the current incumbents no longer hold the position.
 - d. These amounts are over and above the custodial/foreman contractual salary and the shift bonus of four and one-half (4 1/2 %) percent, seven (7%) percent or twenty-five (25%) percent as is applicable under Article VII, Section L, items 2, 3, and 4. The Assistant Head Custodian at Plainfield High School will be placed on the C6 column of the custodial salary guide at the step appropriate for his/her years of service, but shall not receive the above differentials.
 - e. Custodian/firemen who are in charge of a one-man school, and where no supervision of employees is involved, will be paid a bonus of \$700.00 for a twelve-month period or a portion of such amount for that period of time or part of the year when such duty is assigned.
 - f. Maintenance and custodial employees, as well as, technology support staff who are requested to report to a building for overtime duty, other than building security check, will be paid for a minimum of two (2) hours at the overtime rate, provided that said employee would have completed, without this overtime, a full week of service.
 - g. Employees who are currently assigned as Assistant Grounds Keepers are grandfathered and shall continue to receive a bonus of \$500.00 so long as they hold the position of Assistant Grounds Keeper. Employees newly appointed to the position of Assistant Grounds Keeper will not be entitled to the \$500.00 bonus.
 - h. The custodian/fireman currently assigned to the Board of Education Office is grandfathered and shall receive an additional annual stipend of \$1,200.00 so long as he holds the position. The \$1,200.00 stipend shall be eliminated once the current incumbent no longer holds the position.

- L. The following provisions shall apply only to the newly created positions of Part-time Security Officer and Part-time Custodian:
1. The new positions shall not be entitled to any other term or condition of employment except as set forth herein.
 2. Part-time Security Officers shall be paid at a prorated salary for hours worked of the appropriate salary guide, based on a formula of the number of hours worked divided by the full-time hours for the position.
 3. Part-time Custodians shall be paid at a prorated salary for hours worked of the appropriate salary guide, based on a formula of the number of hours worked divided by the full-time hours for the position.
 4. In the event that part-time employees work in excess of 30 hours per week, such employees shall be eligible for employer-paid health benefits (so long as the employee otherwise satisfies all of the requirements for eligibility). Occasional overtime or hours worked as a substitute shall not be included.
 5. In the event that a contractual security officer position or contractual custodian position (i.e., full-time position) becomes vacant by reason of termination, resignation or retirement and part-time Security officer or Custodian is assigned to work the hours of the vacated full-time position, the part-time employee so assigned shall receive the base rate of pay for the classification.
6. M. Any teacher who obtains National Board for Professional Teaching Standards certification, any social worker who obtains licensure as a Licensed Clinical Social Worker (LCSW), and any school counselor who obtains licensure as a Licensed Clinical Professional Counselor (LCPC) shall receive an annual stipend of \$3,000 effective with the contract year subsequent to their obtaining the certification. Continued receipt of the certification stipend shall require successful completion of any additional coursework required to maintain such certification.
- M. Attendance Bonus:
- a. The Board agrees to compensate teachers for good attendance in accordance with the following:

Number of Days Absent in Any Year		Compensation
Zero		\$250.00
One		\$200.00
Two		\$150.00
Three		\$100.00

- b. The Board agrees to compensate support staff for good attendance in accordance with the following:

Number of Days Absent in Any Year		Compensation
Zero		\$150.00

One		\$125.00
Two		\$100.00
Three		\$75.00

- c. Days absent on bereavement leave following the death of an employee's spouse, parent, or child shall not be considered in determining compensation.

If the total number of days any employee is absent in any year (excluding bereavement leave for spouse, parent, or child) is not a whole number of days, compensation shall be based on the next whole number of days: e.g., 1.5 days total absence = 2.0 days for determining compensation due.

Compensation shall not be available to any employee who is absent on unpaid leave for any portion of the year or who is employed for less than the full year. Compensation shall be prorated for a part-time employee.

Compensation shall be paid on or before July 31 for attendance the previous school year.

- O. To be eligible for a salary increment and credit toward longevity payments a 10-month employee must work at least five (5) months and a 12-month employee must work at least six (6) months in the year that the leave commences or terminates.

ARTICLE VIII - EVALUATIONS

- A. A non-tenured teacher shall be evaluated at least three (3) times a year and a tenured teacher shall be evaluated at least twice (2) a year in accordance with N.J.A.C. 6:3 et seq., as is or may be amended. The evaluation shall be reduced to writing within ten (10) workdays from being completed, and a copy provided to the employee. The employee shall be free to append comments within ten (10) workdays after it is reduced to writing and the employee receives a copy thereof. The evaluation report shall be written in narrative form and may include when pertinent:
1. Strengths of the employee.
 2. Weaknesses of the employee.
 3. Specific suggestions as to the measures which the employee might take to improve his/her performance in each of the areas wherein weaknesses have been indicated.
- B. An employee shall receive a copy of any evaluation materials, letters of complaint, or commendations, excluding materials cited in Article IV, H.1., before such material is inserted into his/her file.
- C.
1. Employees shall be evaluated by the appropriate supervisor.
 - a. However, a classroom teacher may discuss an assistant's performance with the supervisor in order for the supervisor to conclude his/her evaluation. In addition, said teacher shall not be present during the initial evaluation conference.

- b. Head custodians shall provide in writing input on the evaluation(s) of other custodians in their building. Head custodians shall not be present during the initial evaluation conference. The performance of custodian staff members will be evaluated at least once per year by the appropriate supervisor or his/her administrative designee. The Supervisor/designee may discuss the custodian's performance with the head custodian or others in order to complete the evaluation.
 - 2. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. All monitoring or observation of the results of work performance of other employees shall be by personal knowledge of the evaluator and in accordance with District guidelines and the NJ Administrative Code.
 - 3. Any administrator or representative of the Board of Education shall notify an employee in writing if they intend to make use of any criticism submitted by a parent, citizen, student, or other staff member in the evaluation of an employee. The employee may, at the time such criticism is made known to them, attach a written statement to the criticism. The exclusion, set forth in Article IV, H.1., shall apply herein.
- D.
- 1. The performance of Assistants will be evaluated twice per year by the appropriate supervisor. The Supervisor may discuss an Assistant's performance with the classroom teacher or others to conclude his evaluation.
 - 2. These evaluations will (1) be put in writing, (2) be shared in conference with the Assistant by the appropriate supervisor or his/her administrative designee (3) be placed in each Assistant's permanent file. Assistants will be allowed to append comments to the evaluation within ten (10) workdays after the conference.
- E.
- All new non-certificated employees shall be evaluated at least three (3) times during the first year of employment by the appropriate supervisor or his/her administrative designee. After the first year, no employee shall be evaluated less than once a year by the appropriate supervisor/ administrative designee. In all cases, the evaluator may discuss the employee's performance with others (e.g., teachers, head custodians, coordinators, and other administrators) in order to complete the evaluation. All evaluations shall be reduced to writing and a copy provided to the employee within ten (10) working days from being completed. The employee shall be free to append comments to the evaluation and must do so within ten (10) working days from the receipt of the evaluation. All evaluation reports shall be in a format established by the Board of Education which shall include strengths, weaknesses and specific suggestions for improvement.
- F.
- The evaluation of an employee shall cover only periods prior to the termination of his/her employment and only those documents which apply to the period of employment shall be placed in the personnel file of such employee after severance. This language is not intended to require the Board of Education to make an evaluation of the individual subsequent to that which was in the file at the time of severance.

ARTICLE IX - SALARY REDUCTION FOR TAX-SHELTERED ANNUITIES

- A. The Board agrees to enter into salary reduction agreements with those employees who wish to participate in tax-sheltered annuity programs. Any Carrier or program not presently doing business in Plainfield must have a showing of interest by twelve (12) employees in

order to have access to payroll deduction.

- B. Neither the Board nor the Association endorses any carrier or tax-sheltered annuity program. Employees wishing to enter such agreement do so at their own risk.

ARTICLE X - PERSONAL SICK LEAVE

- A. Ten (10) days of absence, for personal illness, with pay shall be allowed in any school year to all employees under ten (10) month contracts. The unused sick leave days shall be cumulative without limit. N.J.S.A. 18A:30-3.
- B. Twelve (12) days of absence, for personal illness, with pay, shall be allowed in any school year to all employees under twelve (12) month contracts. The unused sick leave days shall be cumulative without limit. N.J.S.A. 18A:30-3.
- C. Employees hired for a regular assignment after January 15th will receive sick days on a pro rata basis. Ten-month employees hired on or before January 15th will receive ten (10) sick days. Twelve-month employees hired on or before January 15th will receive twelve (12) days. The prorated rate shall be one (1) day per month. Substitute employees will not receive sick days.
- D. Unused cumulative days of sick leave are not paid for at the time an employee terminates his contract with the Plainfield schools except as provided in Article VII, G.
- E.
 - 1. In the event that a teacher leaves the school district as the result of a reduction in force, and then is subsequently recalled, the teacher's accumulated sick leave shall be reinstated.
 - 2. Unless otherwise provided for by statute, in the event that any other employee leaves the school district as the result of a reduction in force, and then is subsequently recalled within the next five (5) years, the employee's accumulated sick leave shall be reinstated.
 - 3. In the event any employee leaves the district other than by a reduction in force and is subsequently rehired, the employee's accumulated sick leave shall not be reinstated.
- F. Teachers employed in summer school or other summer programs may draw upon their accumulated sick leave up to one (1) day for personal illness while serving in this program. Middle and High School Professional School Counselors may draw upon their accumulated sick leave up to one (1) day for personal illness without penalty.
- G. Employees shall be given a written accounting of accumulative sick leave days no later than October 31 of each school year.
- H. **Work Connected Absence** - Pursuant to N.J.S.A. 18A:302.1. "Whenever an employee, entitled to sick leave under this chapter, is absent from his post or duty as a result of personal injury caused by accident arising out of and in the course of his employment, his employer shall pay to such employee the full salary or wages for the period of such absence for up to one calendar year without having such absence charged to the annual sick leave or accumulated sick leave provided in N.J.S.A. 18A:30-2 and 18A:30-3. Salary or wage payments provided in this section shall be made for absence during the period the employee received or was eligible to receive a temporary disability benefit under Chapter 15 of Title 34, Labor and Workmen's Compensation, or the Revised Statutes. Any amount of salary and wages paid or payable to the employee pursuant to this section shall be

reduced by the amount of any workmen's compensation award made for temporary disability."

- I. All regularly scheduled hourly employees will be entitled to sick days pursuant to N.J.S.A. 18A:30-2.

J. Sick Bank

- 1. The Sick Leave Bank will be in accordance with the statutory schemes of N.J.S.A. 18A:30-11. The purpose of the Sick Leave Bank is to provide additional paid leave for eligible employees who have exhausted their accrued sick, personal, and vacation days as a result of a catastrophic illness, or injury. The Bank serves as a depository into which participating employees voluntarily contribute days for allocation to either themselves or other participating employees meeting the criteria. This Bank is not to provide unlimited paid sick leave for any medical reason but to alleviate the hardship caused when employee loses compensation as a result of a catastrophic illness or injury.

2. Definitions

- i. **Catastrophic Illness** means any serious or terminal illness or any disease that would be labeled as "end stage". In order to be defined as catastrophic, an illness or injury must be seriously incapacitating, of an extended duration, and requires the services of a licensed health care provider.
- ii. **Catastrophic injury** means any injury that would not allow an employee to perform his or her job duties due to permanent physical impairment.

3. Membership

- i. Membership in the Sick Leave Bank is open to active employees who are members of the Plainfield Education Association/NJEA and who donate a minimum of one day of their accumulated sick days to the bank each school year.

4. Eligibility

- i. Membership in the Sick Leave Bank is established when an active employee of the Plainfield Public School District donates a minimum of one day of their accumulated sick or personal days to the bank and is an active member in the Plainfield Education Association/NJEA.
- ii. In order to participate in the Sick Leave Bank program, the employee must be a member for at least six months before becoming eligible. (Special circumstances may be considered by the committee on a case-by-case basis.

5. Contribution to the Sick Leave Bank

- i. Any employee who is eligible to join the Sick Leave Bank may do so by contributing a minimum of one day per year. The day donated will be subtracted from the members' total accrued days. All donations will remain in force and cannot be returned.
- ii. Contributions to the bank can be made at any time.
- iii. Employees desiring to join the Sick Leave Bank must complete the online membership application. These forms are available on the District Website. The Committee will verify and make a determination of the employee's eligibility.

6. Procedures to Apply for Leave

- i. Should the member have a catastrophic illness or injury (as defined in section II) necessitating the need for additional days after all accrued sick,

personal, and vacation days have been exhausted, the member may submit a request to withdraw days from the Sick Leave Bank. An employee or his/her designee must request the sick leave from the Bank by completing an application and submitting it to the Human Resources Department.

- ii. An applicant will be required to sign a release of medical information form, authorizing the Sick Leave Bank Committee to contact attending physician, if needed. Failure to provide this authorization will result in a denial of the application. Detailed medical information and an evaluation from the employee's attending physician will be required before any application will be reviewed by the Sick Leave Bank Committee.
- iii. The Physician's Statement must contain the physician's legibly written statement identifying diagnosis, treatment, prognosis and an estimated return to work date along with the physician's signature and stamp.
- iv. In the event of a reduction in force or termination, accumulated sick leave from the Bank shall not be compensated, but shall remain credited to the Bank.

7. Withdrawing Days from the Sick Leave Bank

- i. Only members in good standing who have donated at least one day each school year are eligible to withdraw from the Sick Leave Bank.
- ii. The maximum number of sick leave days granted during a school year (July 1 – June 30) is 60 days.
- iii. Before withdrawing days from the Sick Leave Bank, a member must have exhausted all of his/her own accrued sick, personal, and vacation days.
- iv. Sick Leave Day payouts are retroactive to the first day of eligibility once all criteria are met.
- v. The Sick Leave Bank cannot be automatically extended from one year to another.
- vi. A member who is receiving income from Worker's Compensation benefits may not draw upon the Sick Leave Bank to supplement that compensation.
- vii. Paid leave time granted to FMLA-eligible members runs concurrent with FMLA benefits.

8. Administration of the Sick Leave Bank

- i. Members who have exhausted the general bank allotment can request that a personal donation bank be created for them. This request will be reviewed and considered by the committee, and if approved, then a special donation request will be sent to bank participants, who may choose to donate additional days from their personal allotment to be granted to the specific personal donation bank.
- ii. Applicants will be notified of the determination of his/her application through the District email account within two weeks. Denials will be accompanied by an appeal form.
- iii. Committee reserves the right to contact the employee and/or the employee's physician(s) for further information or clarification, if necessary.
- iv. All unused Sick Leave days in the bank carry over to the next school year.
- v. No employee may withdraw days from the Sick Leave Bank unless authorized by the committee.
- vi. Resignation from the bank must be in writing to the committee. Any member resigning will forfeit days donated and will become ineligible for any future benefits through the bank.

9. Committee Members and Responsibilities

- i. The Sick Leave Bank Committee will consist of six people.
 - a. Three (3) administrators representing the Plainfield Public School District. The HR Director (1) and two (2) appointed by the Superintendent.
 - b. Three (3) representatives from the Plainfield Education Association. The PEA President (1) and two (2) members appointed by the majority representative.
- ii. All applications for sick leave bank days will be reviewed individually by the Committee.
- iii. The Committee will shall have the sole authority to approve or deny all requests to withdraw days from the Sick Leave Bank.
- iv. The Committee shall determine the number of days approved on a case-by-case basis.
- v. All members of the Committee will acknowledge their duty to protect the confidentiality of the information presented by signing a confidentiality agreement.
- vi. The Sick Bank Committee has the right to change its policies and procedures periodically in order to ensure the most effective operation of the Sick Leave Bank.

ARTICLE XI - PERSONAL, OTHER DAYS OF ABSENCE AND LEAVES

A.

1. A maximum of three (3) days of absence per year, with pay, shall be allowed each full-time ten-month employee for reasons other than those listed under Article XI of the contract. A maximum of four (4) days of absence per year, with pay, shall be allowed each full-time twelve-month employee for reasons other than those listed under Article XI of the contract.

Employees hired on or before October 1st of any year shall receive a prorated allotment of personal days as follows:

10-month employees:

- I. hired on or before October 1 - three (3) days
- II. hired after October 1 but on or before April 1- two (2) days
- III. hired after April - one (1) day

12-month employees:

- a. hired on or before October 1 - four (4) days
 - b. hired after October 1 but on or before April 1 - three (3) days
 - c. hired after March 1 - two (2) days
2. Prior written approval of the employee's supervisor or principal will be necessary, except in case of emergency. Such absences are allowable for business and activities that necessarily must be transacted on days when school is in session: religious observances, legal matters, or unusual family circumstances are some of the reasons said absences may be applied.

3. Employees are to provide specific reasons when applying for a personal leave day on the day before/after a holiday or vacation.
 4. The Board reserves the right to reject an employee's request for a personal leave day which occurs before/after a school holiday or vacation if it believes the request does not meet the contractual text set forth in Article XI. Such refusals are subject to the grievance procedure.
 5. The Association recognizes employees have no right to abuse the privilege of taking personal leave days. It also recognizes that employees who abuse such privileges are subject to appropriate disciplinary action.
 6. If the personal days of absence permitted under the terms of this Agreement have been exhausted, an employee may request additional personal days from the Superintendent.
 7. An employee may request the time necessary for appearance in any legal proceeding connected with the employee's employment or with the school system which does not pertain to a criminal or quasi-criminal charge against the employee, and which does not involve a civil suit in which the employee seeks a monetary recovery.
 8. If a teacher, in order to attend summer school, requires time in the beginning or the end of the school year, such employee shall provide adequate notice and substantiation of this need when making application to the Superintendent for his/her approval. Other employees may be released at the direction of the Superintendent.
 9. Unused personal business days shall be added to the employee's accumulated sick leave days as of June 30th of each year.
- B. Leave for Jury Duty - Upon receipt of jury duty notice, an employee shall immediately deliver this notice to the administration, who shall request an adjournment thereof to non-school time. If such request is not granted, the employee shall receive his/her regular salary less the jury duty stipend.
- C. Leave for Critical illness or Death of Family
1. The Board of Education will provide all contracted employees five (5) days leave with full pay in any one year for death in the immediate family. The Board of Education will provide all contracted employees three (3) days with full pay in any one year for critical illness. These allowances may be extended at the discretion of the Superintendent in unusual circumstances, particularly in cases of service longevity in Plainfield.
 2. Critical illness means illness of a family member as defined in C.3. below.
 3. For purposes of determining a contracted employee's eligibility for leave due to critical illness or death in the immediate family, immediate family shall refer to the employee's spouse or domestic partner, parent, grandparent, grandchild, child, child's spouse, sibling, uncle, aunt, stepchild or stepparent of the employee, spouse or domestic partner, and close relative residing in the immediate household of the employee (except domestic employees or roomers). Also included in this definition shall be any minor children or incapacitated individuals for whom the

employee has primary responsibility or legal guardianship or conservator ship.

D. LEAVES: MATERNITY. CHILD REARING & FAMILY

I. INTRODUCTION: An employee's maternity leave application involves both a disability phase and a child care phase. The disability phase is that period of time, both prenatal and postnatal, during which a physician certifies inability to work. The child care phase is that period of time selected by the employee which follows the disability phase during which time the employee voluntarily suspends her career to care for the newborn child. The child care leave shall also be available to an adoptive parent or the father of a newborn infant.

II. MATERNITY DISABILITY LEAVE

1. The Board shall grant a leave of absence for medical reasons associated with pregnancy and birth to pregnant employees on the same terms and conditions governing leaves of absence for other illness or medical disability, as set forth in N.J.S.A. 18A:30-1 et seq. An employee may utilize her accumulated sick leave for the period of disability related to her pregnancy and childbirth.
2. An employee may, upon confirmation of her pregnancy, apply to the Board, in writing, for a disability leave. Application for such disability leave shall be submitted to the Board not less than 60 days before the anticipated delivery date. Such leave shall be granted in conformance with the following procedures:
 - a. The application for disability leave shall specify in writing the date on which the employee wishes to commence leave and the date on which she wishes to return to work after the birth. The application for disability leave shall be accompanied by a physician's written confirmation of the anticipated date of disability and the anticipated date of delivery.
 - b. The Board reserves the right to verify the period of disability leave for pregnancy through the Board's physician.
3. Following the grant of such leave to any employee, the commencement and termination dates thereof may be further extended or reduced for medical reasons upon application to the Board. Such extension or reduction may be granted by the Board for an additional reasonable period of time. The Board may require any employee to produce a physician's certificate in support of the requested change.
4. The Board shall honor the paid or unpaid leaves for childbirth subject only to the following conditions:
 - a. The Board may require as a condition of the employee's return to service the production of a certificate from the employee's physician certifying that the employee is medically able to resume her duties.
 - b. A childbirth leave shall continue thirty (30) calendar days following the date of the delivery of the child unless the employee's physician shall certify that the employee's physical condition or capacity is such that the employee's health would be impaired if

she were to return to work. In such cases, said leave shall be continued for such additional period of time as shall be deemed necessary by the employee's physician.

- c. An employee returning from pregnancy leave of absence shall be entitled to all benefits to which employees returning from other types of sick or disability leave would be entitled. Nothing contained herein shall be construed to require the Board to grant tenure to any non-tenured employee who would not otherwise have been granted tenure or to offer a new contract for a new school year to any non-tenured employee who would not have been otherwise offered such a contract.

- 5. No employee shall be required to leave work because of pregnancy at any specific time prior to expected childbirth nor be prevented from returning to work after childbirth solely on the ground that there has not been a time lapse of specific duration between childbirth and the desired date of return.

III. CHILD REARING LEAVE:

An employee seeking an unpaid leave of absence for reasons of child rearing shall file a written request for such leave with the Superintendent not less than 60 days in advance of the date on which said leave is to commence. The request shall specify therein the date on which said employee expects to return. Approvals of child rearing leave shall be subject to the following conditions:

- a. In cases where both parents or guardians are employees of the Board, only one of said persons may be entitled to child rearing leave at any one time.
- b. Child rearing leave for employees on pregnancy disability leave shall begin immediately upon the termination of the pregnancy disability as certified by the employee's physician.
- c. In the case of employees adopting a child, child rearing leave shall commence upon receipt of the de facto custody of Said child, or earlier if necessary, to fulfill the requirements for the adoption.
- d. Tenured staff members shall be granted, at their discretion, a leave for (1) the balance of the school year in which the birth or adoption occurred, or (2) the balance of the school year in which the birth or adoption occurred and the entire following school year. Any further extensions of child rearing leave or leaves for less than the balance of the school year shall be discretionary with the Board of Education.
- e. Non-tenured staff members shall be granted, at their discretion, a leave for the balance of the school year in which the birth or adoption occurred.
- f. The Board need not grant or extend the child rearing leave of a non-tenured staff member beyond the end of the school year in which the leave began.
- g. Nothing contained herein shall be construed to require the Board to grant tenure to any non-tenured employee who would not otherwise have been granted tenure or to offer a new contract for a

new school year to any non-tenured employee who would not have been otherwise offered such a contract.

- h. An employee on a voluntary unpaid leave of absence shall not be eligible to either receive or accrue benefits except as required by statute. The Board, however, shall continue the employee's coverage in the District's group health insurance plans for a period of 12 weeks, after which the employee may continue coverage at his or her own expense, in accordance with the rules of the insurance carrier.
- i. The child care leave shall also be made available to all parents and legal guardians, including adoptive parents, of a newborn infant.

I. RETURN TO WORK

Notification by the employee of either (a) intent to return, (b) request for an extension, or (c) shortening of time for a previously approved child rearing leave shall be submitted in writing to the Superintendent not later than April 11 for employees returning to work in September. For employees returning at any other time, 30 days notice is required.

II. FAMILY LEAVE

- 1. The Board may grant a leave of absence to any employee who is needed to care for a family member because of the family member's serious health condition, under the terms and circumstances required by the New Jersey Family Leave Act.
- 2. The Board may grant a leave of absence to an employee for his/her own serious illness under the terms required by the Federal Family and Medical Leave Act.

E. Military Reserve Duty -

In accordance with *John Pappa v. Bd. of Ed., Palisades Park*, decided by the New Jersey Commissioner of Education, November 21, 1974, an employee called to military service reserve duty will be granted up to two (2) weeks without loss of pay or other benefits while on annual active duty, pursuant to active service in the U.S. Army, Air Force, Navy, Marines, National Guard, or Coast Guard Reserves. Employees will be required, if requested, to prove their reserve status.

F. A leave without pay for military service shall be granted.

G. A leave without pay for health, study, or other reasons may be granted to employees under tenure at the discretion of the Board.

ARTICLE XII SUBSTITUTES

- A. If a teacher is required to utilize his/her unassigned time for the purpose of substitution, such teacher shall be paid the hourly teacher stipend rate listed in Article VII(B).

B. If an elementary teacher (K-6 or grades K-5 at K-8 centers) is required to accept all or part of a class of an absent teacher for whom no substitute has been obtained, the Board shall pay said teacher the hourly teacher stipend rate. This section shall also apply to special subjects and special education teachers. Payment is required in this section only if the occurrence lasts for more than one (1) hour. This section shall not apply to permanent class reassignments or reorganizations made as a result of scheduling or other managerial changes.

C. Payment for Administrative Assistant Coverage: If an Administrative Assistant is required to leave his/her desk to cover an absent Administrative Assistant's desk for more than 1/2 hr, the covering Administrative Assistant shall be compensated at a rate of \$15.00 for each hour of coverage the day.

This Article does not apply to Adult Learning Center teachers.

D. Consistent to N.J.S.A. 18A:27-2 and N.J.A.C. 6:84.33, Assistants shall not be requested or required to serve as substitute teachers in the absence of a certified teacher.

E. Assistants who are properly certified to act as a substitute teacher shall receive an additional ten dollars (\$10.00) dollars per each forty-minute period worked as an assigned substitute teacher.

ARTICLE XIII EDUCATIONAL GROWTH IMPROVEMENT

The Plainfield Board of Education recognizes the value of professional growth as represented by courses designed to improve an employee's effectiveness in the classroom by providing partial reimbursement to employees for expenses incurred in approved courses.

1. All tuition reimbursement shall be consistent with N.J.S.A. 18A:6-8.5 as may be amended. Tuition reimbursement is limited to courses and tuition preapproved by the Superintendent prior to enrollment in any course for which tuition assistance is sought, as required by N.J.S.A. 18A:6-8.5(1)(b).
2. All fulltime PEA members shall be reimbursed at the State University (Rutgers) rate per credit up to twenty one (21) credits in a fiscal year, not to exceed sixty (60) total credits for an Associates Degree, one-hundred twenty (120) total credits for a Bachelors Degree unless the Board has already reimbursed the employee for an Associate degree in which case only sixty (60) for a Bachelors degree, sixty (60) total credits for a Masters Degree, or ninety (90) total credits for a Doctorate Degree. The Board will reimburse each employee for only one (1) of each of the degree-types listed in the preceding sentence.
3. This program is restricted to study that is directly connected with the applicant's present assignment. Reimbursement of tuition is limited to courses that relate to the employee's current or future job functions and responsibilities as defined by the Board, per N.J.S.A. 18a:6-8.5(1)(c).

4. If a grade of A or B is received in a degree, certification or course for which the employee has received the prior approval of the Superintendent, reimbursement shall be made. If the manual of the college or university established that a "pass/fail" system is in effect, a grade or "pass" will be considered equivalent to a grade of A or B.
5. Reimbursement for staff improvement is provided for the ultimate benefit of the children and the schools of the City of Plainfield. Accordingly, a PEA member must remain a district employee at least one (1) full school year after completing course work related to an Associate's degree or non-degree certification; at least two (2) full school years after completing course work related to a Bachelor's degree; and at least three (3) full years after completing course work related to a Master's degree or Doctorate. Any PEA member who leaves the District prior to the aforementioned one (1), two (2) or three (3) years shall reimburse 65% of all monies paid by the District for tuition prior to termination of employment. If there is a balance owed at the termination date, the member's last check will be withheld, with any outstanding balances to be paid not later than one year from the date of termination.
6. When a member disaffiliates from the district, the member must reimburse the district all tuition received within the three (3) years preceding the member's separation date, except for those members whose employment has been discontinued due to non-renewal of a non-tenured employee or reduction in force.
7. Courses taken at the request of the Superintendent or his/her designee or required because of a job reassignment shall be reimbursed at a rate of 100% of cost.
8. Employees on any type of leave of absence (including but not limited to extended sick leave, family leave, maternity leave, Workers' Compensation leave, etc.) that is greater than 45 days in length shall only be eligible for tuition reimbursement during the leave period if the employee produces a medical verification stating that although the employee is incapable of working, he/she is able to attend classes or otherwise safely perform the tasks required to attend the course(s) for which tuition reimbursement is sought. For employees on child rearing leave only, employees shall be eligible for tuition reimbursement during the leave period if the employee serves a letter to the Superintendent or her designee indicating their desire to take a course that is otherwise eligible for tuition reimbursement.
9. Employees shall apply for reimbursement under the following procedures:
 - i. There are two forms used for course reimbursement. An application for course work must be submitted in advance of taking courses. Prior to the beginning of the course, the employee shall advise the Superintendent of Schools or his/her designee of the course title, the nature of the course, the number of credits, and the institution where the course will be taken. Applications for the professional growth reimbursement program will be available in all schools and offices.
 - ii. Upon completion of the course, the employee shall be required to submit to the office of the Superintendent or his/her designee a receipted bill evidencing the tuition cost incurred and an official transcript evidencing the grade received.
 - iii. Approval or disapproval of any course shall be provided by the Superintendent or his/her designee within thirty (30) days after application deadline of each semester. If

the approved course is canceled, one equivalent course may be substituted upon the approval of the Superintendent or his/her designee prior to the commencement of the course.

iv. The approved application will include the amount of credits and the total amount of money to be reimbursed for that semester

10. Distribution of Funds:

- b. The Board will allocate the sum of \$300,000 for each year of the contract for tuition reimbursement. In no event shall the Board be required to spend more than the designated amount in any year for the combined tuition reimbursement requests of certificated staff and non – teaching staff.
- c. To be eligible for reimbursement under the terms of this article, applications must be submitted according to the following timetable:
 - Fall Semester: No later than July 15th
 - Spring Semester: No later than November 15th
 - Summer Semester: No later than April 15th
- d. Allocation of Funds:

Fall/Winter Courses Sept 1 - Jan 15 \$100,000
Spring Courses Feb 1 - May 15 \$100,000
Summer Courses May 30 - July 15th \$100,000

If the total amount requested by all employees exceeds the amount of funds for that allocation period, the total amount of funds shall be divided by the amount requested to establish the percent to be used for reimbursement. This shall be called a pro-rata percentage of available funds.

Employees will be reimbursed for costs related to books and lab fees. Payment for books and laboratory fees may be subject to pro-rata percentages during any allocation period.

- e. Upon successful completion of the course, an official transcript along with copies of receipts of all expenses for course payment and fees, etc., must be submitted to the Board Office according to the following timeline:

Fall Semester: February 15th
Winter/Spring Semester: July 15th
Summer Semester: September 15th

- f. No tuition reimbursement will be made to an employee who has resigned or is planning to retire within the following year. The Board reserves whatever legal rights it may have to recoup the amount of such monies if not fully recovered within a two month period. The employee is obligated to repay the Board of Education
- h. Graduate credit received through correspondence is not acceptable unless pre-approved. Approved credit must be from an accredited college or university to qualify for reimbursement. An accredited college or university means an educational institution recognized by the State of New Jersey Department of Education and one of six regional accrediting agencies. The six regional accrediting agencies for colleges and universities are the following: Middle

States Association of Colleges and Secondary Schools; Southern Association of Colleges and Secondary Schools; Western Association of Colleges and Secondary Schools; North Central Association of Colleges and Secondary Schools; Northwest Association of Colleges and Secondary Schools; and the New England Association of Schools and Colleges Commission on Institution of Higher Education.

- i. Reimbursement will be made provided that the final grade assigned by the college or university to the employee for having taken the course for which they seek reimbursement is at least a B-. Pass or registration credit shall qualify for reimbursement only if the college catalogue specifies a pass or registration is the only type of grade which can be received in that specific course.

Tuition Payment Timeline:

Employees will be paid for the summer semester by:	October 30th
Employees will be paid for the fall semester by:	March 31st
Employees will be paid for the Winter/Spring semester by:	August 31st

- j. It is the intent of this policy to include payment for courses taken the previous semester; therefore, when the institution fails to send transcripts by September 15th, February 15th and July 15 respectively, it is suggested that the respective employee notify the Superintendent or his/her designee in writing of the fee, and consideration will be given to such circumstances.
- k. Should the Board pay for an employee's tuition or education expenses for any degree or certification program, such employee shall be required to reimburse the Board the full cost of any such tuition should the employee's employment terminate within five (5) years of the employee completing the course or certificate for which tuition or educational expense was paid. The Board reserves whatever legal rights it may have to recoup the amount of such monies if not fully recovered within a two month period. The employee is obligated to repay the Board of Education. This requirement does not apply to employees who are terminated as a result of a reduction in force.

3) Salary Guide Movement Procedures:

- a. Placement or advancement to Level two (BA +32) category can be obtained by the employee who has completed thirty-two (32) semester hours of advanced study beyond a Bachelor's Degree. Those employees who believe they have met this requirement should submit certified transcripts which include course titles and credits to be considered to the Superintendent or his/her designee.
- b. Placement or advancement to Level three (BA + 64) category can be obtained by the employee who has completed sixty-four (64) semester hours of advanced study beyond Bachelor's Degree. Those employees who believe they have met this requirement should submit certified transcripts which include course titles and credits to be considered to the Superintendent or his/her designee.
- c. Placement or advancement to Level four (MA) category can be obtained by the employee who has earned a Master's Degree. Those employees who believe they have met this requirement should submit certified transcripts and a copy of the degree diploma to the Superintendent or his/her designee.

- d. Placement or advancement to Level five (MA + 32) category can be obtained by the employee who has earned a Master's Degree plus thirty-two (32) credit hours of advanced study beyond a Master's Degree. Those employees who believe they have met this requirement should submit certified transcripts to the Superintendent or his/her designee.
- e. Placement or advancement to Level six (MA + 45) category can be obtained by the employee who has earned a Master's Degree plus forty-five (45) credit hours of advanced study beyond a Master's Degree. Those employees who believe they have met this requirement should submit certified transcripts to the Superintendent or his/her designee.

TIMELINE

Fall Semester:

- 1. Documents submitted by September 15th
- 2. Placed on the October 15th Board of Education Agenda
- 3. New salary shall become effective in the employee's November 15th paycheck.
- 4. Retroactive pay from September 1st

Spring Semester:

- 1. Documents submitted by January 15th
- 2. Placed on the February 15th Board of Education Agenda
- 3. New salary shall become effective in the employee's March 15th paycheck.
- 4. Retroactive pay from February 1st

B.

- 1. In accordance with N.J.A.C. 6:11-13, the Association and the Board pledge to cooperate through the local district professional development committee in forming the district professional development program in accordance with the standards established by the State Professional Teaching Standards Board and Commissioner of Education.
- 2. The district will maintain a record of the number of hours of professional development that counts toward the State requirements completed by each teacher and provide each teacher with an accounting of accumulated credits each September. Any discrepancies between the district and a teacher's records should be noted within thirty (30) days of receipt of the Board's records.
- 3. Members of the local Professional Development Committee shall be compensated at the hourly rate-for all hours as approved by the Superintendent.
- 4. The Board agrees to provide at least 6 hours of professional development in accordance with the standards established by the State Professional Teaching Standards Board within the established work year.
- 5. The district recognizes the need to provide all staff with the opportunity to develop and learn. The Educational Support Council shall have a subcommittee for professional development that is representative of the various units-security, custodial, maintenance, driver-custodian, secretarial and teacher assistants. A representative from this subcommittee shall serve on the district's Professional Development Committee. This subcommittee shall:
 - a. Assess support staff development needs and opportunities in Plainfield, and

- b. Plan and implement professional development programs for educational support staff. These programs shall include technology and job-related development.
- C. This Article does not apply to part-time Adult Learning Center employees.
- D. Custodial/Maintenance
 Custodians who are required by the Board of Education to hold licenses or other certification required by city, state or other regulatory agencies shall have their annual renewal fees for such licenses paid for by the Board of Education.
- E. Workshops/Seminars
 If it is the opinion of the Superintendent that an employee or group of employees may benefit from attendance at a job related workshop or seminar, the cost of such attendance, if approved, will be paid for by the Board of Education.
- F. Any teacher who obtains National Board for Professional Teaching Standards certification, any social worker who obtains licensure as a Licensed Clinical Social Workers (LCSW), and any school counselor who obtains licensure as a Licensed Clinical Professional Counselor (LCPC) shall receive an annual stipend of \$3,000 effective with the contract year subsequent to their obtaining the certification. Continued receipt of the certification stipend shall require successful completion of any additional coursework required to maintain such certification.
- G. Tuition for Certificate Programs through Board Partnership with Felician University
 In addition to the benefits available in Paragraphs A through E of this Article, the Board will also provide tuition payment for teachers working to earn an educational certification in any world language, English as a second language, bilingual education, or students with disabilities, who wish to take the courses necessary for such certification at Felician University pursuant to the Board's partnership with Felician University.
 To qualify for such tuition payments, teachers must agree to attend such courses as are necessary to earn the subject certification and to continue attending until such certification is achieved. Should a teacher separate from employment for any reason other than an approved retirement, non-renewal, or Reduction-In-Force within five (5) years of the Board's payment of any tuition pursuant to this paragraph, or within five (5) years of a teacher's completion of a course taken pursuant to this paragraph, whichever date is earlier, that teacher shall reimburse the Board the cost of tuition for all courses taken by the departing teacher within those five (5) years.

ARTICLE XIV - PROTECTION OF EMPLOYEES, STUDENTS AND PROPERTY

- A. An employee shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger his/her health, safety or well-being, except as required in emergency situations in the work responsibilities of custodial and maintenance employees and security officers.
- B. Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior.

- C. If criminal or civil proceedings are brought against an employee alleging that the employee committed an assault in connection with their employment, such employee may request the Board to furnish legal counsel to defend them in such proceedings. If the Board does not provide such counsel and the employee prevails in the proceedings, then the Board shall reimburse the employee for counsel fees incurred by them in their own defense.
- D. Pursuant to Workmen's Compensation statutes, the Board shall reimburse an employee for the cost of medical, surgical or hospital services (less the amount of any insurance reimbursement) incurred as a result of any injury sustained in the course of their employment.

ARTICLE XV - MAINTENANCE OF CONTROL AND DISCIPLINE

- A. A definition of the duties and responsibilities of all teachers, administrators, coordinators, supervisors, and other personnel pertaining to student discipline shall be reduced to writing by the Superintendent and presented to each of these employees at the start of each school year. Where appropriate, the principal shall issue a statement for their school.
- B.
 - 1. The Superintendent or their designee will provide specific guidelines and procedures for dealing with students suspected of drug abuse or possession of narcotics.
 - 2. The Superintendent or their designee or the Association may call upon the Leadership, Innovation and Change Council for assistance in the development of these guidelines.

ARTICLE XVI - INSURANCE PROTECTION

- A. Employees will contribute to their employer-provided health benefits in accordance with P/L Chapter 78. The Board shall provide all affected employees with thirty (30) days notice of any change in insurance carrier.
 - a. September 1, 2021: Chapter 78 Medical contribution based upon current salary versus premium;
 - b. January 1, 2018: Chapter 78 medical contribution based upon premium equivalent rates based upon the fully integrated health management system card, including wellness program incentives* that will result in eligible employees having a \$0 co-pay towards Primary Care Physicians and paying lower co-pays (\$3/\$7/\$15) toward prescriptions.
 - c. January 1, 2019: Chapter 78 medical contribution based upon premium equivalent rates based upon the fully integrated health management system card, including wellness program incentives* that will result in eligible employees having a \$0 co-pay towards Primary Care Physicians and paying lower co-pays (\$3/\$7/\$15) toward prescriptions.
 - d. September 1, 2019: Chapter 78 medical contribution based upon premium equivalent rates based upon the fully integrated health management system card, including wellness program incentives* that will result in eligible employees having

- a. \$0 co-pay towards Primary Care Physicians and paying lower co-pays (\$3/\$7/\$15) toward prescriptions.
- e. On or before January 1, 2021, employees who opt out of the fully integrated health management system card shall enroll in the New Jersey Educator's Health Plan.
- B. For medical, surgical and hospitalization insurance (Blue Cross/Blue Shield-Blue Select Program) with a one hundred dollar (\$100)/two hundred dollars (\$200) deductible for employees/families. Additionally, a variety of HMO's will be available to the employees.
- C. Prescription Plan - The Board will provide the annual payment per employee for the purchase of a \$6.00 - \$15.00 prescription drug program with mail order provision.
- D. Dental Plan - Effective July 1, 2009 through June 30, 2012, the Board will provide the annual payment per employee for the purchase of a dental plan. There shall be a twenty-five (\$25.00) dollar deductible for dental insurance. The cap for dental benefits shall be increased to \$1,500.00 per year for each covered individual. The cap for orthodontia benefits shall be increased to a benefit of \$1,500.00 per covered individual.
- E. Vision Plan - Effective July 1, 2009 the Board will provide an employee - family vision care program to cover eyeglasses or examination. The administration of the plan is to be determined by the Board.
- F. Short Term Therapies - Effective July 1, 2007 short term therapies under the PPO plan (chiropractic care, occupational, physical, speech and cognitive therapies) shall be limited to sixty (60) visits each per covered individual per plan year .
- G. New Employees: Effective July 1, 2008, all new employees must be employed by the Board for thirty (30) days before becoming eligible for employer-paid insurance benefits.
- H. Retirees shall henceforth be allowed to purchase the various insurance benefits enjoyed by the PEA members, at their own expense, at the group rate, if agreeable to the carrier. Similarly, the surviving spouse of a deceased retired bargaining unit member shall be allowed to purchase the sundry insurance coverages, at group rate, if permitted by the carrier.
- I. Persons on authorized unpaid leaves shall be allowed to purchase insurance for a period of one (1) year.
- J. Effective July 1, 2010 the office visit co-pay shall be \$15.00 for all plans.
- K. The parties agree to implement a fully-integrated health management system card on or after January 1, 2018, consisting of the following features:
 - a. Carrier neutral;
 - b. Single Card Solution for Card, FSA, DCA, parking and transit;
 - c. One customer service number and self-serve portal for all products;
 - d. Strategic partnership with best-in-class brokers;
 - e. Fully-integrated wellness program;
 - f. Proprietary medical reimbursement system;
 - g. HIPAA-compliant reporting;
 - h. Dedicated account management team;
 - i. Final specific terms of the wellness program incentives will be mutually agreed upon between the Association and the Board.

- j. **September 1, 2021:** Chapter 78 Medical contribution based upon current salary versus premium;

January 1, 2018: Chapter 78 medical contribution based upon premium equivalent rates based upon the fully integrated health management system card, including wellness program incentives* that will result in eligible employees having a \$0 co-pay towards Primary Care Physicians and paying lower co-pays (\$3/\$7/\$15) towards prescriptions;

January 1, 2019: Chapter 78 medical contribution based upon premium equivalent rates based upon the fully integrated health management system card including wellness program incentives* that will result in eligible employees having a \$0 co-pay towards Primary Care Physicians and paying lower co-pays (\$3/\$7/\$15) towards prescriptions;

September, 2019: Chapter 78 medical contribution based upon premium equivalent rates based upon the fully integrated health management system card including wellness program incentives* that will result in eligible employees having a \$0 co-pay towards Primary Care Physicians and paying lower co-pays (\$3/\$7/\$15) towards prescriptions.

ARTICLE XVII - ROOMS AND OTHER INSTRUCTIONAL MATERIALS AND SUPPLIES

Teachers shall be consulted with regard to the selection of textbooks, library books, and other instructional equipment.

ARTICLE XVIII DEDUCTIONS FROM SALARY

A.

1. In accordance with Janus v. AFSCME 31, 138 S. Ct. 2448 (2018), the Board agrees to deduct from the salaries of its employees dues for the Plainfield, Union County, National, and New Jersey Education Associations, as said employees individually and voluntarily authorize the Board to deduct. Said monies together with the records of collections shall be transmitted to the Treasurer of the Plainfield Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association Treasurer shall disburse such monies to the appropriate Association or Associations. Each employee waives all rights and claims for monies so deducted and transmitted and relieves the Board of Education and its officers from any liability thereof.
2. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
3. Additional authorization for dues deductions may be received after August 1 under rules established by the State Department of Education.
4. The filing of notice of an employee's withdrawal shall be prior to December 1 and become effective to halt deductions as of January 1 next succeeding the date on which notice of withdrawal is filled and as of the date prescribed by law to halt deductions as of July 1.

- B. The Board agrees to deduct from employee's salaries money to be transferred to the Union County Teachers' Federal Credit Union as said employees individually and voluntarily authorize the Board to deduct and to transmit the monies within ten (10) days of such deduction to the Union County Teachers ' Federal Credit Union. Employees may authorize these deductions to begin or end in September and January only.

ARTICLE XIX - POSTING OF VACANCIES

- A. All promotions paying a salary differential and/or promotions on the administrative-supervisory level of responsibility and summer school vacancies shall be adequately posted within the system in order to give currently employed personnel an opportunity to apply for said positions.
- B. This article shall not apply to acting positions. All temporary positions of an extended termination date as declared by the Superintendent shall be posted.
- C. All vacancies shall be posted in all schools and administration buildings promptly as they become known. In addition, the Association president shall receive copies of all postings.
- D. A list of filled positions shall be posted monthly.
- E. All notices shall be posted at least (7) working days prior to the final date when applications will be accepted. Such notice shall provide a general description of the position, the salary level, the location of the position and the last date on which employee may apply for the position
- F. All qualified employees shall be given adequate opportunity to apply for such positions.
- G. The Superintendent reserves the right to advertise outside the district concurrently if considered necessary.
- H. The Board shall give consideration to all applicants for such positions. All qualified applicants for such positions who are current employees will be granted an opportunity to participate in the initial rounds of any interview process, including skills assessments where administered.
- I. The Board will make reasonable efforts to give preference to qualified part-time employees when hiring for full time positions in their category. Part time members must meet the qualifications listed in the job description and be in good standing.
- J. All Extra-Curricular/stipend positions shall be posted on an annual basis. All qualified applicants who are current employees will be considered by the Board when filling such positions.
- K. Overtime for special projects, such as registration, shall be posted at least two weeks before the event when feasible.
- L. No grievance alleging a violation of paragraphs G, H, I, J or K of Article XIX may be appealed above Level Two.

ARTICLE XX - A JOINT PARTNERSHIP FOR REFORM

A. PREAMBLE:

Achieving lasting, effective, educational reform is a long term process requiring the consensus and support of and among board members, staff, administration, parents, students, and the community at large. Therefore, the parties to this agreement intend that this contractual agreement marks the beginning of a partnership between the Association, the Board and the Administration to improve the Plainfield School District so that what is now a good district continues to improve.

Achieving the goals of improved student achievement, increased and ongoing professional development for staff, site-based management/shared decision making, increased accountability, flexible scheduling, improved communication, and community involvement requires a different kind of work relationship.

The parties are committed to developing a collaborative working relationship at all levels of the system. A collaborative relationship is one in which the parties work together with mutual respect, reliability, clear and direct communication and a willingness to understand and consider a differing point of view.

This new relationship does not require the Board, Association, or Central Administration to abandon their unique roles and responsibilities or to cease to advocate for what they believe is essential. It does require working together to solve problems jointly, seeking to persuade on the merits rather than use coercion, threats or personal attacks. The Board, The Association and The Administration, at all levels, will act as professional colleagues who sometimes differ about how to solve a problem, but who share a common purpose and dedication to the educational achievement of Plainfield students.

B. LEADERSHIP - INNOVATION AND CHANGE COUNCIL

1. The parties hereby establish the School Leadership Council to oversee the design, implementation and assessment of reform efforts in the Plainfield Schools. The Council will be co-chaired by the Superintendent and the Association President. In addition to the co-chairs, the Council shall have members appointed by the Superintendent (two of whom shall be PASA designers) and five members appointed by the Association President. The PTA/PTO shall select two members, and two High School students shall be selected to serve on the Council.
2. The SLC will utilize sub-committees to develop reform oriented processes, policies and practices. These joint sub-committees, in conjunction with SLC directions and leadership shall recommend initiatives in areas, including, but not limited to:
 - a. Implementation of policies, procedures and practices to decentralize decision making to the school site (School-based management, shared decision making, site-based budgeting, waiver processes).
 - b. Establishment of a Professional Development Institute, which works in collaboration with area colleges, establishes a comprehensive plan for the professional growth and renewal of teachers .
 - c. Establishment of policies, procedures and practices that support instructional improvement and effectiveness at the school and classroom level, e.g., a mentoring program for new teachers, staffed by master

teachers and a new evaluation system.

- d. Design of accountability measures and support systems for instructional improvement and effectiveness requiring joint collaboration by the parties.
- e. Parental, student, business, and community involvement in the design and implementation of school reform.
- f. A joint sub-committee shall be established for the development and implementation of flexible schedules.
- g. A review of various strategies to promote higher levels of commitment of students to being the "best they can be" and the identification of an array of strategies to motivate learners to make the commitment to learning.
- h. Establishment of a joint health and safety committee to promote healthy working conditions at all work sites.

3. DISTRICT CERTIFICATION PROGRAM

The parties have agreed to the creation of a joint committee to develop a Plainfield Certification Program to encourage all employees to acquire new, more complex, or district-specific skills.

The program would be a voluntary assessment program that is based on a locally developed vision of quality instruction and performance.

The program would also provide a support system for certificated staff involved in the National Board for Professional Teaching Standards.

The committee shall be comprised of fourteen members, seven appointed by the Superintendent and seven appointed by the Association and shall convene prior to February 1 of the current school year and shall make its recommendations to the Superintendent by June 30 of the same year.

C. IMPLEMENTATION OF SLC

1. SLC's Relationship to the Board of Education:

A board member may serve on an SLC. All SLC recommendations which impact policies or procedures governed by the board will be sent to the board for approval. LINCC will deliver an annual year-end report on its activities and progress to the board.

2. SLC's Limitations:

The parties recognize the unique legal responsibilities of each other's role. Therefore, it is understood that unless exceptions are made (see Waiver below), SLC actions and recommendations cannot change:

- a. This Agreement
- b. Board Policy
- c. State/Federal Statutes

D. INVOLVEMENT IN SLC

The parties recognize the mutual exploration of Site-Based Decision-Making may lead into difficult areas and unforeseen problems. We each take this risk in good faith and with a

readiness to examine our own attitudes and behaviors and improve together. So that all parties may have the necessary safeguards and acceptance of the process, the Association and Board have the right to request a slowdown and, in extreme cases, a withdrawal from the joint process. Each side can exercise this option by a formal letter to the other stating the desire to slow down or withdraw, and state the reasons. There will be a "cooling off" period of 60 days during which the sides will meet at least twice to discuss the issue(s), possibly using a third party consultant. If after the 60 day period one party wants to withdraw, the process and the SLC agreement will be considered terminated.

The parties agree to engage in the planning of a system to provide incentives for schools that meet specified criteria for school improvement; improved student achievement, decreased suspensions and incidents, engaging parents, improvement of school climate, and other indicators of school success.

The parties agree to jointly develop a "Helping New Teachers Succeed", initiative designed to provide mentoring and support for teachers new to the Plainfield school district. In addition to the five-day professional growth experience before the start of the school year, monthly seminars would be conducted.

E. ASSESSMENT

The parties agree to jointly develop a yearly assessment process to evaluate the success, problems, and direction of the partnership.

ARTICLE XXI - EDUCATIONAL SUPPORT PROFESSIONALS COUNCIL

The Association and the Board believe that better decisions will be made and should be fostered through shared decision making procedures within all work units. To this end, the Board and the Association will promote and assist support unit employees in the development of an Educational Support Professionals Council, whose purpose shall include, but not be limited to:

1. Promotion and enhancement of the units here represented.
2. Establishment of realistic performance goals and objectives.
3. Revision and development of policies and practices affecting the respective units.
4. Facilitate the implementation of this Agreement, Board Policy and/or state statute.
5. Assist in the enhancement of the total school environment.

ARTICLE XXII - REDUCTION-IN FORCE

- A. The seniority list of employed Assistants will be a major consideration, but not an exclusive factor regarding layoffs.
- B. Non-tenured non-teaching employees shall be laid off before tenured non-teaching employees.

ARTICLE XXIII - WORK YEAR, VACATION AND HOLIDAYS

- A.
 1. The work year for all ten-month employees, including teachers, shall be a maximum of 187 days.

2. All teachers newly hired by the Plainfield Board of Education shall, in addition to the above, be required to:
 - a. attend no more than five (5) days of staff orientation prior to the beginning of the school year for which attendance each staff member shall be compensated \$400;
 - b. attend one seminar each month for the purpose of professional development for a maximum length of two (2) hours without additional compensation.
 - c. Certificated Staff hired with a CE, CEAS, or CE-Reciprocity license, who require a mentor in accordance with N.J.A.C. 6A:9C, shall have their state required mentoring fees reimbursed to them by the district.
 - d. In the event that the member leaves the district in the first five (5) years of employment, other than for reasons of non-renewal, they shall fully reimburse the Board for the costs of the mentoring fees. The Board reserves whatever legal rights it may have to recoup the amount of such monies if not fully recovered within a two month period. The employee is obligated to repay the Board of Education. This requirement does not apply to employees who are terminated as a result of a reduction in force.
 - e. Any qualified staff member may apply to, and shall be given consideration for, mentorship positions.
1. In addition to the work year required in A.1. above, ten-month middle and high school Professional School Counselors shall be required to work four (4) additional weeks (twenty (20) workdays) following the end of the school year and prior to school opening. Each school shall develop a schedule prior to May 1st
2. 4. Beginning July 1, 2024, child study team members, professional school counselors and school nurses will be twelve (12) month employees, scheduled to work every day of the year, Monday through Friday, except during holidays.

B. Maintenance, custodial, and drivers will be entitled to vacation as follows:

1. After 6 months of service, employees earn one day of paid vacation for each full month of service starting with the seventh month to a maximum of six days for the year.

<u>Years of Service</u>	<u>Vacation Benefits</u>
18 months - 5 years	10 days
6 years	12 days
7 years	12 days
8 years	15 days
9 years	16 days
10 years	17 days
11 years	18 days
12 years	19 days
13 years	20 days
14 years	21 days
15 years	22 days
16 years	23 days
17 years	23 days
18 years	23 days
19 years	23 days

C.

1. All twelve-month employees, excluding those positions referenced in Article XXIII, B.1., shall follow the schedule below for vacation benefits and shall be prorated with regard to date of hire for the first year of employment at the ratio of .833 vacation days per month of service.

<u>Years of Service</u>	<u>Vacation Benefits</u>
1-5 years	10 days
6 years	12 days
7 years	12 days
8 years	15 days
9 years	16 days
10 years	17 days
11 years	18 days
12 years	19 days
13 years	20 days
14 years	21 days
15 years	22 days
16+ years	23 days

2. The date of hire in the district system will be used to determine the vacation allotment for Administrative Assistants moving from a ten month to a twelve month position. During the first year, vacation days shall be prorated based on the date of transfer. To determine the number of days, divide the annual benefit by 12 months and multiply by the number of months employed as a 12-month employee.
- D. Permission to utilize vacation time during the last 2 (two) weeks in August may be requested and shall not be unreasonably withheld.
 - E. Employees shall be notified within ten (10) workdays of the disposition of said request. Approved vacation days shall not be rescheduled unless requested by the employee or except in the case of an emergency.
 - F. Members may carry up to three vacation days over from one year to the next. These three days must be used no later than October 31st of the same calendar year or they shall be forfeited without compensation. Staff may request up to two additional days to carry over, if approved by the superintendent, these days must also be used no later than October 31st of the same calendar year or be forfeited without compensation.
 - G. Where practicable, preference for vacation time and approval shall be by seniority. However, head custodians shall have preference over custodians in their buildings.
 - H. Employees of the maintenance /custodial unit shall be allowed eighteen (18) paid holidays each year. These eighteen (18) paid holidays shall coincide, where practicable, with days that are established as holidays in the school calendar. In determining which days shall be recognized as holidays, the Superintendent of Schools shall take into consideration the needs of the school system and the security of the buildings and other properties belonging to the Board of Education.
 - I. If a regularly scheduled school holiday occurs during an employee's scheduled vacation, the day will not be counted as part of the vacation to which the employee is entitled.

- J. Twelve month Administrative Assistants shall be entitled to eighteen (18) holidays in a work year. Ten month Administrative Assistants shall be entitled to the same holidays as in the school calendar for teachers.
- K. Ten month child study team members, professional school counselors, nurses, security officers and assistants shall be entitled to the same holidays as in the school calendar for teachers. Twelve-month security officers, nurses, LPNs, non-instructional staff, Administrative Assistants, professional school counselors and child study team members shall be entitled to eighteen (18) holidays in a work year. Security officers and assistants shall be entitled to the same holidays as in the school calendar for teachers.
- L. Twelve-month security officers, nurses, LPNs, non-instructional staff, Administrative Assistants, professional school counselors and child study team members shall be entitled to eighteen (18) holidays in a work year.
- M.
 - 1. All teachers and Administrative Assistant personnel shall be released from work in accordance with N.J.S.A. 18A:3 1-2 to attend the NJEA Convention.
 - 2. Those employees not covered by N.J.S.A. 18A:3 1 -2 shall be released from work for one (1) day each year with pay to attend the NJEA Convention under the same terms and conditions as set forth in N.J.S.A. 18A:31-2.
- N.
 - 1. Custodial and maintenance employees are required to report for duty on days on which schools are closed due to snow or other climatic conditions. When assigned responsibilities are completed, employees may leave with the approval of the Head Custodian in consultation with the Director of Buildings and Grounds. Starting times may be adjusted and will be determined by the department of buildings and grounds. The intent for employees to complete at least a half day of work; four (4) hours. No compensatory time shall be awarded for said days. Any employee who fails to report to work on any of these days, or any day considered to be a workday in which there is snow removal work to be done, will be docked a full day's pay for failing to report on said day.
 - 2. School closings due to snow storms will be recognized as snow days for the purposes of this article if an announcement is made over the local radio station by the Superintendent of Schools or his/her designee.
 - 3. The provisions of the above shall apply to probationary employees. If a snow day has been earned by a probationary employee who is terminated, such employee shall receive one day's pay for the period worked upon termination of such employee's service.
- O. Employees under a ten month contract who are changed to a twelve month position may be permitted to take up to ten days vacation during July and the first three weeks in August. Said vacation days are to be borrowed from their vacation allowance which begins to accrue with the start of their new twelve month position.
- P. If an employee terminates before earned vacation can be taken or if in an emergency the Superintendent shall determine that it is in the best interest of the school district that an employee not leave his/her post, the Superintendent may authorize payment in lieu of vacation - that payment per day to be 1/200 of a ten month employee's annual salary or 1/240 of a twelve month employee's annual salary during the year said vacation should have been taken according to policy.
- Q.
 - 1. Administrative Assistants must call the district's telephone service or the immediate supervisor between 6:00 p.m. and 7:00 a.m. to report unavailability for work. An Administrative Assistant may also notify the service that a

substitute Administrative Assistant will be needed; upon such notification, the Administrative Assistant will have no further obligations to acquire a substitute for their position.

2. Clerical employees are expected to report for work unless weather conditions or the state of their own health makes it impossible for them to report for duty on a day on which schools are closed due to a storm.
3. Clerical employees who are reported as absent on days on which schools are closed due to storm will not suffer any loss of pay or vacation time.
4. Clerical employees who, at the request of their immediate supervisor, report for duty on days on which schools are closed due to storm shall receive a day off with pay for each day worked under these conditions.

R.

1. Ten Month School Social Workers shall work 192 days per year, working the same days as ten month teachers plus an additional five (5) days in June after the end of the academic year to allow social workers to close out cases such as 504s and I&RS files. They shall be compensated at 1/200th of their salary (daily rate) for the five (5) additional days in June.

ARTICLE XXIV NON-TEACHING DUTIES

A. Teachers shall not be required to accept collected money that is not in an envelope.

B.

1. Classroom or homeroom teachers need not be required to remain with students during those times when a "special" (and properly certified) teacher is present in the classroom and conducting the lesson unless the presence of the classroom teacher is necessary to help the special teacher make his or her program effective.
2. As a temporary measure, the principal may request the assistance and/or the presence of the classroom teacher in unusual circumstances.
3. In the event that the Board exercises its legal right to reduce the number of special subject teachers at the elementary schools, it agrees to enter into negotiations with the Association concerning the impact of such decision upon other elementary teachers.

C. Cafeteria Duty

The Board will pay for two (2) positions entitled "Lunchroom Supervisor" to be filled by certified teachers for each elementary and middle school. Also, the Board may, in its sole discretion, provide for lunchroom assistants to aid the Lunchroom Supervisor. These "Lunchroom Supervisor" positions will have a separate job description which will involve a daily forty (40) minute lunchroom duty in each elementary school and one lunch period in each middle school, supervision of the lunchroom operation, directing lunchroom assistants, and planning for the operation of the lunchroom. The positions will be posted, but, if no volunteers come forward, the administration will appoint the teacher(s) on the regular staff at each elementary and middle school. The position(s) will be filled in a manner as established by administration on a building-by-building basis.

The payment for serving in these positions is a forty (40) minute stipend based upon the current stipend of the hourly rate as per Article VII. C. The teachers in these positions would have a duty-free forty (40) minute lunch and would be paid the above stipend for lunchroom duty. Any elimination of teachers from lunchroom duty would in no way affect their obligation for playground/recess duty. In all cases, the existing assignment of teachers to playground/recess duty would be continued as presently in force. Only Lunchroom Supervisors would be excused from playground/recess duty.

ARTICLE XXV - FAIR DISMISSAL PROCEDURE

The Board and the Association agree to abide by the requirements of the statutes and the New Jersey Administrative Code with respect to renewal and non-renewal of nontenured teacher contracts. All decisions regarding non-renewal teacher contracts are not subject to binding arbitration.

ARTICLE XXVI FACILITIES

A. Each work site shall have the following facilities:

1. Whenever practicable, free and adequate off-street paved parking facilities, which are protected against vandalism, properly maintained, and identified exclusively for employee use;
2. Whenever practicable, space in each classroom where instructional materials and supplies may be stored;
3. Whenever practicable, a teacher work area containing adequate equipment and supplies to aid in the preparation of instructional materials;
4. Whenever practicable, a serviceable and accessible desk, chair, and filing cabinet for the exclusive use of the teacher;
5. Whenever practicable, a communication system so that the teachers can communicate with the main office from their classrooms;
6. Whenever practicable, well-lighted and clean employee rest rooms, separate for each sex and separate from the employee lounge or students' rest rooms;
7. Whenever practicable, a separate, private dining area for the exclusive use of employees;
8. Whenever practicable, suitable closet space for each employee to store coats, overshoes, and personal articles;
9. Whenever practicable, copies, exclusively for each teacher's use, of all texts and curriculum guides used in each of the courses they are to teach.
10. Wherever practicable, adequate chalkboard space in every classroom;
11. Whenever practicable, a complete and unabridged dictionary in every classroom;

12. Whenever practicable, adequate books, paper, pencils, pens, chalk, erasers and other such material required in the daily teaching responsibility.

- B. Whenever necessary, employees shall be given keys to the employee lounge and to the classroom in which they work.

ARTICLE XXVII STUDENT TEACHERS

- A. No teacher shall be assigned as a cooperating teacher without his /her prior approval.
- B. A non-tenured teacher in his /her first year of employment shall not be assigned a student teacher.
- C. Teachers asking for or requesting student teachers will submit such request to the principal at the end of the school year or at such time as the Board becomes aware that it needs the names of teachers who are willing to participate in teacher training of college students.

ARTICLE XXVIII TRANSFERS

- A.
1. Except in the case of an emergency, notice of a transfer or reassignment shall be given to the teacher a minimum of twenty (20) workdays prior to the effective date of the transfer.
 2. An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the appropriate administrator if the teacher is available, at which time the teacher shall be notified of the reason thereof. In the event a teacher objects to the transfer or reassignment at this meeting, upon request of the teacher, the Superintendent or their designee shall meet with them. The teacher at his/her option may have an Association representative present at such meeting.
- B. Other Employees
1. Transfer of personnel involuntarily or voluntarily shall be made in accordance with administration's judgment as to the most effective use of such personnel; however, employees to be transferred shall be consulted prior to such transfer, and when transferred, shall not suffer any reduction in base compensation.
 2. The seniority list of employed assistants will be a consideration, but not the exclusive factor regarding transfers and promotions.
 3. Notice of a permanent transfer or reassignment shall be given to an employee as soon as practicable, and except in cases of emergencies not later than two (2) weeks prior to the effective date of the transfer or reassignment.
- C. General Provisions
1. Any employee desiring a voluntary transfer shall make an application in writing.
 2. The Board retains the final, unilateral, and inarbitrable right to determine qualifications and who meets them.

ARTICLE XXIX IMPROVEMENT OF JOB PERFORMANCE

- A. It is at times desirable for employees to observe other employees and classes or work sites in and out of their own school system in order to become more proficient in their work. An employee may request in writing to their building principal to grant such request for such an observation. If such an observation would be beneficial to the system and would be feasible at the time requested, the building principal may grant said request.
- B. The building principal may also request such visitations. The building principal shall receive a complete written report of such a visit.

ARTICLE XXX - PERSONAL FREEDOM

- A. The Board shall guarantee non-interference with the employee's political rights or citizen rights and responsibilities .
- B. The Board shall respect the privacy of the employee's personal life, except when personal activities directly interfere with work performance or violate the education laws of the State of New Jersey.

ARTICLE XXXI - COMPLAINT PROCEDURE

- A. Any complaint regarding an employee made to any member of the administration by any parent, student, or other persons which, in the opinion of the administrator, does or may influence evaluation of an employee shall be drawn to the attention of the employee.
- B. The principal or immediate superior shall discuss with the employee the full nature of the complaint.
- C. The employee shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.

ARTICLE XXXII ASSIGNMENTS

Except in cases of emergencies, the Board will provide employees notice as to their next school year assignment(s) and/or work location by June 30 of the prior school year.

ARTICLE XXXIII REPRESENTATION

1. Procedure

a. Notification:

Prior to November 1 of each year, the Association will submit to the Board a list of those employees who have neither become members of the Association for the then current year nor paid directly to the Association the full amount of the representation fee for that membership year. The Board will deduct from the salaries of such employees, in accordance with Paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so

deducted to the Association.

- b. Payroll Deduction Schedule:
The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:
 - i. Ten (10) days after receipt of the aforesaid list by the Board; or
 - ii. Thirty (30) days after the employee begins his/her employment in a bargaining unit position.
- c. Termination:
If an employee is required to pay a representation fee and terminates their employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fees from the last paycheck paid to said employee during the membership year in question.
- d. Mechanics of Deduction and Transmission of fees:
Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.
- e. Changes:
The Association will notify the Board in writing of any changes or lists provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected and any deductions made not more than ten (10) days after the Board receives the notice.
- f. Indemnification:
The Association shall indemnify, defend and save the Board harmless against any and all claims, demands, suits or other forms of "liability that shall arise out of or by reason of action taken by the Board" in reliance upon the representation fee information furnished by the Association or its representatives. The Association shall establish a procedure whereby an employee may challenge the deductions taken for such representation fees.

2. ACCESS TO UNIT MEMBERS (WDEA)

- a. Access to members of the Association and potential members (negotiations unit members) shall include, but not be limited to the following as consistent with N.J.S.A. 34:13A-1 et seq (the "Workplace Democracy Enhancement Act" or "WDEA"):
 - i. The Association shall have the right to meet with individual employees on the premises of the school during the workday to investigate and discuss grievances, workplace-related complaints, and other workplace issues.
 - ii. The Association shall have the right to conduct worksite meetings during lunch and other non-work breaks, and before and after the workday, on workplace premises and to use district buildings and facilities to discuss workplace issues, collective negotiations, the administration of collective negotiations agreements, other matters related to the duties of the association, and internal union matters involving the governance or business of the exclusive representative employee organization.
 - iii. The Association shall have the right to meet with newly hired employees, without charge to the pay or leave time of the employees within thirty (30)

calendar days from the date of hire, during new employee orientations, or if the employer does not conduct new employee orientations, at individual or group meetings. Meeting duration time is up to 120 minutes, in no cases less than 30 minutes, with final duration of time needed to be determined by the association.

- iv. Within ten (10) calendar days from the date of hire of any employee, the Board shall provide the following contact information to the Association in an Excel file format or similar delimited style file format that has manipulability and has been agreed to by the association. It shall include: name, job title, worksite location, home address, work telephone numbers, and any home and personal cellular telephone numbers on file with the Board, date of hire, and work email address and any personal email address on file with the Board.
- v. Beginning on January 1, 2019 and every one hundred and twenty (120) calendar days thereafter, the Board shall provide the association, in an Excel file or similar delimited style format that has manipulability agreed to by the association, the following information for all employees: name, job title, worksite location, home address, work, home and personal cellular telephone numbers, date of hire, and work email address and personal email address on file with the Board.
- vi. The home addresses, phone numbers, email addresses, date of birth, and negotiation units and groupings of employees, and the emails or other communications between employee organizations and their members, prospective members, and non-members, are not government records and are exempt from any disclosure requirements of P.L.1963, c.73 (C.47:1A-1 et seq.) The Board shall not disclose employee information, except as outlined in section (5) above.
- vii. The Association shall have the right to use the email systems of the Board to communicate regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal union matters involving the governance or business of the union. Such communications shall be considered confidential.

3. Union Protection

- i. The Board and/or its agents, members of the administration, shall not encourage negotiation unit members to resign or relinquish membership in the Association and shall not encourage negotiations unit members to revoke authorization of the deduction of fees to the Association or its unified affiliates.
- ii. The Board and/or its agents, members of the administration, shall not encourage or discourage an employee from joining or assisting the Association.

4. Membership Withdraw

- i. Should a negotiations unit member notify the Board or its agents that they wish to resign or relinquish membership in the Association, the Board shall require the member to submit a dues termination form and provide a copy of same to the Association's president or their designee within five (5) calendar days of receiving the form the unit member. Negotiations unit members may only resign or relinquish their membership or terminate dues deductions during the ten (10) calendar days following each anniversary date of the employee's employment. A withdrawal shall take effect on the thirtieth (30th) calendar day after the anniversary date.

ARTICLE XXXIV UNIFORMS AND EQUIPMENT

- A. Security officers shall be provided with the following issue of uniforms and be replaced in the following manner:

	Initial Quantity
Short sleeve shirt (replace 3 per year)	5
Long sleeve shirt (replace 3 per year)	5
Trousers/skirts (replace 3 per year)	5
Belt (1 replaced every 3 years)	1
Sweaters (1 replaced every 3 years)	2
Windbreaker (1 replaced every 3 years)	1
Winter Jacket (1 replaced every 5 years)	1
ID badge	1
One (1) pair of shoes (1 replaced every year)	1
Ties	2

- B.
- a. Each new maintenance/custodial employee is issued five (5) sets of uniforms: three (3) winter- weight uniforms and two (2) summer-weight uniforms. Maintenance/custodial employees shall receive three (3) sets of uniforms each year thereafter. Maintenance /custodial employees shall be provided with three (3) tee-shirts that are to be worn only when school is not in session and not while a school function is in progress. Winter work jackets are replaced every five (5) years. However, a winter work jacket can be replaced in less than five (5) years upon a showing of need due to normal wear and tear. One (1) pair of steel-toed shoes shall be provided to each maintenance/custodial worker each year.
 - b. Part time custodian/maintenance employees, hourly drivers and transportation assistants and security will receive the same uniform as full-time employees who perform the same job function. Members who leave the district before 30 days of employment will be required to reimburse the district for uniforms.
- C. If a uniform is damaged while on the job, the Board of Education will replace all or part of the uniform upon showing proof of damage.
- D. All uniforms must be worn while on duty.
- E. A representative of the Association shall meet annually prior to May 1st with a representative of the Board or its designee to discuss issues related to uniforms.
- F. Upon termination of employment, members of the security, custodial and maintenance departments shall return to the Board of Education keys, identification badges and uniforms.

ARTICLE XXXV MISCELLANEOUS

- A. The Board and the Association agree that there shall be no discrimination, that all practices, procedures, and policies of each party shall clearly exemplify that there is no discrimination in the treatment of employees in the application or administration of this contract on the basis of race, creed, color, religion, national origin, sex, domicile, marital status, age or sexual orientation.
- B. Copies of this contract shall be reproduced at the expense of the Board and the Association on an equal basis. There shall be mutual agreement as to the type of reproduction, and the contract shall be reproduced within thirty (30) days after the contract is ratified, unless the time is mutually extended. Copies shall be presented to all employees.

- C. Wherever any notice is required to be given by either of the parties to this contract to the other, pursuant to the provisions of this contract, either party shall do so by telegram or certified or registered mail at the following address:

If by the Board of Education:
Secretary
Plainfield Board of Education
1200 Myrtle Avenue
Plainfield, NJ 07063
(Phone: 908-731-4224)

If by the Association:
President
Plainfield Education Association

- D. If any provision or application of this Agreement to any employee or group of employees is held contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications of this Agreement shall continue in full force and effect.

ARTICLE XXXVI - MANAGEMENT RIGHTS CLAUSE

- A. The Association recognizes that the Board may not, by agreement, delegate authority and responsibility which by law are imposed upon and lodged with the Board.
- B. Except as may otherwise be provided or limited in this Agreement, the Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, in accordance with the laws of the State of New Jersey and the rulings of the State Commissioner of Education, to do the following:
- a. To direct employees of the Board;
 - b. To hire, assign, promote, transfer, and retain employees covered by this Agreement with the Board or to suspend, discharge, or take disciplinary action for just cause against the employees;
 - c. To make work assignments, work and shift-schedules including overtime assignments;
 - d. To relieve employees from duties because of lack of work or other legitimate reasons;
 - e. To maintain the efficiency of the Board operations entrusted to them; and
 - f. To determine the personnel by which such operations are to be conducted.

ARTICLE XXXVII DURATION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 2024, and shall continue in effect until June 30, 2029, subject to the Association's right to negotiate over a successor agreement as provided in Article II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.
- B. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents; attested by their respective Secretaries and their corporate seals to be placed hereon.

ATTEST:

By
Board Secretary

Date:

Plainfield Board of Education

By
President

Hanae Wyatt (Jun 21, 2024 15:45 EDT)

Date

ATTEST:

By
Secretary

Date:

Plainfield Board of Education

By
Superintendent
Date:

Plainfield Education Association

By
President

Keith Coston Jr. (Jun 26, 2024 03:00 EDT)

Date:

TEACHERS' GUIDE

- A. The district has the sole discretion to determine the credit which shall be granted for prior experience. Notwithstanding, all new hired teachers granted credit for outside experience, shall be placed on the same step as someone within the district with the same years of credited experience.

Salary Differentials:

Head Nurse	\$2,500.00
Professional School Counselor	\$350.00
Gifted & Talented Coordinators	\$1,200.00
Attendance Coordinators	\$1,800.00
Alternative School Coordinators	\$700.00
Summer School Coordinators	\$1,800.00

(Based on a 7,200 minute course; courses involving lesser or greater periods of time shall be prorated).

Salary Guide Movement: The salary guides have been printed herein to demonstrate step advancement on the guides. All members move one step every year.

Longevity Schedule: The Longevity Schedule is based on years of experience in district. The Longevity amounts are added to the base salary for the various employment levels after completing the number of years service.

TEACHERS:

- After having completed 15-19 years, \$500.00 per year
- After having completed 20-24 years, \$1,250.00 per year
- After having completed 25-29 years, \$2,250.00 per year
- After having completed 30-34 years, \$3,500.00 per year
- After having completed 35 or more years, \$5,000.00 per year

ALL NON-CERTIFICATED SUPPORT STAFF:

Hired before Feb 2022

- After having completed 10-14 years, \$350 per year
- After having completed 15-19 years, \$750 per year
- After having completed 20 or more years, \$1,250 per year

Hired after February 2022 \$1,250 per year after having completed 20 or more years.

Teacher Guide Movement

Base Year		Year 1		Year 2		Year 3		Year 4		Year 5	
										1	
								1-2	→	2-3	
						1	→	1-2	→	2-3	
				1-2	→	2-3	→	3-4	→	4-5	
		1	→	1-2	→	2-3	→	3-4	→	4-5	
1	→	2	→	3	→	4	→	5	→	6	
2	→	3	→	4	→	5	→	6	→	7	
3-7	→	4	→	5	→	6	→	7	→	8	
8	→	5	→	6	→	7	→	8	→	9	
9	→	6	→	7	→	8	→	9	→	10	
10	→	7	→	8	→	9	→	10	→	11	
11	→	8	→	9	→	10	→	11	→	12	
12	→	9	→	10	→	11	→	12	→	13	
13	→	10	→	11	→	12	→	13	→	13	
14	→	11	→	12	→	13	→	13	→	13	
15	→	12	→	13	→	13	→	13	→	13	
16	→	13	→	13	→	13	→	13	→	13	

BASE YEAR**2023-24 Plainfield Teachers****Salary Guide**

Step	BA	BA+32	MA	BA+64	MA+32	MA+45
1	60,426	61,426	61,926	62,976	63,326	64,176
2	61,386	62,386	62,886	63,936	64,286	65,136
3-7	62,346	63,346	63,846	64,896	65,246	66,096
8	65,881	66,881	67,381	68,431	68,781	69,631
9	69,416	70,416	70,916	71,966	72,316	73,166
10	72,951	73,951	74,451	75,501	75,851	76,701
11	76,486	77,486	77,986	79,036	79,386	80,236
12	80,021	81,021	81,521	82,571	82,921	83,771
13	83,556	84,556	85,056	86,106	86,456	87,306
14	87,091	88,091	88,591	89,641	89,991	90,841
15	90,626	91,626	92,126	93,176	93,526	94,376
16	96,526	97,526	98,026	99,076	99,426	100,276

YEAR 1**2024-25 Plainfield Teachers****Salary Guide**

Step	BA	BA+32	MA	BA+64	MA+32	MA+45
New 1	64,243	65,243	65,743	66,793	67,143	67,993
New 2	65,543	66,543	67,043	68,093	68,443	69,293
New 3	66,843	67,843	68,343	69,393	69,743	70,593
New 4 (4-8)	70,343	71,343	71,843	72,893	73,243	74,093
New 5 (9)	73,843	74,843	75,343	76,393	76,743	77,593
New 6 (10)	76,309	77,309	77,809	78,859	79,209	80,059
New 7 (11)	79,809	80,809	81,309	82,359	82,709	83,559
New 8 (12)	83,309	84,309	84,809	85,859	86,209	87,059
New 9 (13)	86,809	87,809	88,309	89,359	89,709	90,559
New 10 (14)	90,309	91,309	91,809	92,859	93,209	94,059
New 11 (15)	93,809	94,809	95,309	96,359	96,709	97,559
New 12 (16)	97,059	98,059	98,559	99,609	99,959	100,809
New 13 (17)	100,309	101,309	101,809	102,859	103,209	104,059

YEAR 2**2025-26 Plainfield Teachers**

Salary Guide Step	BA	BA+32	MA	BA+64	MA+32	MA+45
1-2	69,350	70,350	70,850	71,900	72,250	73,100
3	70,650	71,650	72,150	73,200	73,550	74,400
4	72,150	73,150	73,650	74,700	75,050	75,900
5	75,650	76,650	77,150	78,200	78,550	79,400
6	78,150	79,150	79,650	80,700	81,050	81,900
7	80,650	81,650	82,150	83,200	83,550	84,400
8	84,150	85,150	85,650	86,700	87,050	87,900
9	87,650	88,650	89,150	90,200	90,550	91,400
10	91,150	92,150	92,650	93,700	94,050	94,900
11	94,650	95,650	96,150	97,200	97,550	98,400
12	98,000	99,000	99,500	100,550	100,900	101,750
13	101,350	102,350	102,850	103,900	104,250	105,100

YEAR 3**2026-27 Plainfield Teachers**

Salary Guide Step	BA	BA+32	MA	BA+64	MA+32	MA+45
1	72,902	73,902	74,402	75,452	75,802	76,652
2-3	74,402	75,402	75,902	76,952	77,302	78,152
4	75,902	76,902	77,402	78,452	78,802	79,652
5	78,152	79,152	79,652	80,702	81,052	81,902
6	80,652	81,652	82,152	83,202	83,552	84,402
7	83,207	84,207	84,707	85,757	86,107	86,957
8	85,807	86,807	87,307	88,357	88,707	89,557
9	89,157	90,157	90,657	91,707	92,057	92,907
10	92,507	93,507	94,007	95,057	95,407	96,257
11	95,857	96,857	97,357	98,407	98,757	99,607
12	99,207	100,207	100,707	101,757	102,107	102,957
13	102,557	103,557	104,057	105,107	105,457	106,307

YEAR 4**2027-28 Plainfield Teachers**

Salary Guide Step	BA	BA+32	MA	BA+64	MA+32	MA+45
						3,750
1-2	77,447	78,447	78,947	79,997	80,347	81,197
3-4	78,947	79,947	80,447	81,497	81,847	82,697
5	81,197	82,197	82,697	83,747	84,097	84,947
6	83,447	84,447	84,947	85,997	86,347	87,197
7	85,697	86,697	87,197	88,247	88,597	89,447
8	88,204	89,204	89,704	90,754	91,104	91,954
9	91,204	92,204	92,704	93,754	94,104	94,954
10	94,204	95,204	95,704	96,754	97,104	97,954
11	97,554	98,554	99,054	100,104	100,454	101,304
12	100,904	101,904	102,404	103,454	103,804	104,654
13	104,254	105,254	105,754	106,804	107,154	108,004

YEAR 5**2028-29 Plainfield Teachers**

Salary Guide Step	BA	BA+32	MA	BA+64	MA+32	MA+45
1	80,214	81,214	81,714	82,764	83,114	83,964
2-3	81,714	82,714	83,214	84,264	84,614	85,464
4-5	83,964	84,964	85,464	86,514	86,864	87,714
6	86,214	87,214	87,714	88,764	89,114	89,964
7	88,464	89,464	89,964	91,014	91,364	92,214
8	90,714	91,714	92,214	93,264	93,614	94,464
9	93,714	94,714	95,214	96,264	96,614	97,464
10	96,714	97,714	98,214	99,264	99,614	100,464
11	99,814	100,814	101,314	102,364	102,714	103,564
12	103,014	104,014	104,514	105,564	105,914	106,764
13	106,214	107,214	107,714	108,764	109,114	109,964

BASE YEAR**2023-24 12-month Certificated Staff****Salary Guide**

Step	BA	BA+32	MA	BA+64	MA+32	MA+45
1	72,511	73,711	74,311	75,571	75,991	77,011
2	73,663	74,863	75,463	76,723	77,143	78,163
3-7	74,815	76,015	76,615	77,875	78,295	79,315
8	79,057	80,257	80,857	82,117	82,537	83,557
9	83,299	84,499	85,099	86,359	86,779	87,799
10	87,541	88,741	89,341	90,601	91,021	92,041
11	91,783	92,983	93,583	94,843	95,263	96,283
12	96,025	97,225	97,825	99,085	99,505	100,525
13	100,267	101,467	102,067	103,327	103,747	104,767
14	104,509	105,709	106,309	107,569	107,989	109,009
15	108,751	109,951	110,551	111,811	112,231	113,251
16	115,831	117,031	117,631	118,891	119,311	120,331

YEAR 1**2024-25 12-month Certificated Staff****Salary Guide**

Step	BA	BA+32	MA	BA+64	MA+32	MA+45
New 1	77,092	78,292	78,892	80,152	80,572	81,592
New 2	78,652	79,852	80,452	81,712	82,132	83,152
New 3	80,212	81,412	82,012	83,272	83,692	84,712
New 4 (4-8)	84,412	85,612	86,212	87,472	87,892	88,912
New 5 (9)	88,612	89,812	90,412	91,672	92,092	93,112
New 6 (10)	91,571	92,771	93,371	94,631	95,051	96,071
New 7 (11)	95,771	96,971	97,571	98,831	99,251	100,271
New 8 (12)	99,971	101,171	101,771	103,031	103,451	104,471
New 9 (13)	104,171	105,371	105,971	107,231	107,651	108,671
New 10 (14)	108,371	109,571	110,171	111,431	111,851	112,871
New 11 (15)	112,571	113,771	114,371	115,631	116,051	117,071
New 12 (16)	116,471	117,671	118,271	119,531	119,951	120,971
New 13 (17)	120,371	121,571	122,171	123,431	123,851	124,871

YEAR 2**2025-26 12-month Certificated Staff****Salary Guide**

Step	BA	BA+32	MA	BA+64	MA+32	MA+45
	-	-	-	-	-	-
1-2	83,220	84,420	85,020	86,280	86,700	87,720
3	84,780	85,980	86,580	87,840	88,260	89,280
4	86,580	87,780	88,380	89,640	90,060	91,080
5	90,780	91,980	92,580	93,840	94,260	95,280
6	93,780	94,980	95,580	96,840	97,260	98,280
7	96,780	97,980	98,580	99,840	100,260	101,280
8	100,980	102,180	102,780	104,040	104,460	105,480
9	105,180	106,380	106,980	108,240	108,660	109,680
10	109,380	110,580	111,180	112,440	112,860	113,880
11	113,580	114,780	115,380	116,640	117,060	118,080
12	117,600	118,800	119,400	120,660	121,080	122,100
13	121,620	122,820	123,420	124,680	125,100	126,120

YEAR 3**2026-27 12-month Certificated Staff****Salary Guide**

Step	BA	BA+32	MA	BA+64	MA+32	MA+45
	-	-	-	-	-	-
1	87,482	88,682	89,282	90,542	90,962	91,982
2-3	89,282	90,482	91,082	92,342	92,762	93,782
4	91,082	92,282	92,882	94,142	94,562	95,582
5	93,782	94,982	95,582	96,842	97,262	98,282
6	96,782	97,982	98,582	99,842	100,262	101,282
7	99,848	101,048	101,648	102,908	103,328	104,348
8	102,968	104,168	104,768	106,028	106,448	107,468
9	106,988	108,188	108,788	110,048	110,468	111,488
10	111,008	112,208	112,808	114,068	114,488	115,508
11	115,028	116,228	116,828	118,088	118,508	119,528
12	119,048	120,248	120,848	122,108	122,528	123,548
13	123,068	124,268	124,868	126,128	126,548	127,568

YEAR 4**2027-28 12-month Certificated Staff**

Salary Guide Step	BA	BA+32	MA	BA+64	MA+32	MA+45
	-	-	-	-	-	-
	-	-	-	-	-	4,500
1-2	92,936	94,136	94,736	95,996	96,416	97,436
3-4	94,736	95,936	96,536	97,796	98,216	99,236
5	97,436	98,636	99,236	100,496	100,916	101,936
6	100,136	101,336	101,936	103,196	103,616	104,636
7	102,836	104,036	104,636	105,896	106,316	107,336
8	105,845	107,045	107,645	108,905	109,325	110,345
9	109,445	110,645	111,245	112,505	112,925	113,945
10	113,045	114,245	114,845	116,105	116,525	117,545
11	117,065	118,265	118,865	120,125	120,545	121,565
12	121,085	122,285	122,885	124,145	124,565	125,585
13	125,105	126,305	126,905	128,165	128,585	129,605

YEAR 5**2028-29 12-month Certificated Staff**

Salary Guide Step	BA	BA+32	MA	BA+64	MA+32	MA+45
	-	-	-	-	-	-
	-	-	-	-	-	-
1	96,257	97,457	98,057	99,317	99,737	100,757
2-3	98,057	99,257	99,857	101,117	101,537	102,557
4-5	100,757	101,957	102,557	103,817	104,237	105,257
6	103,457	104,657	105,257	106,517	106,937	107,957
7	106,157	107,357	107,957	109,217	109,637	110,657
8	108,857	110,057	110,657	111,917	112,337	113,357
9	112,457	113,657	114,257	115,517	115,937	116,957
10	116,057	117,257	117,857	119,117	119,537	120,557
11	119,777	120,977	121,577	122,837	123,257	124,277
12	123,617	124,817	125,417	126,677	127,097	128,117
13	127,457	128,657	129,257	130,517	130,937	131,957

CUSTODIAL/MAINTENANCE GUIDES:

Custodial/Driver Job Classification

- C-9 Head Custodian High School/Head Custodian Athletic Field-Fireman License Required
- C-8 Head Custodian Middle School-Fireman License Required
- C-7/6 Head Custodian Elementary-Fireman License Required Assistant Head Custodian, High School
- C-5 Head Custodian/Bus Driver-Fireman/LCD License Required
- C-4 Custodial/Bus Driver-LCD License Required and Groundskeeper, effective 07/01/2006
- C-3 Custodial/Fireman-Fireman License Required
- C-2 Assistant Custodian-No License Required

Maintenance Job Classification

- M-1 General Service
- M-2 Carpenter, Glazier
- M-3 Plumber; Electrician; Oil Burner Mechanic
 1. Plumber/Tradesman - Must be licensed plumber recognized as certified to perform work in the City of Plainfield, New Jersey.
 2. Electrician or Electrical Technician - Must be recognized by the Board of Fire Underwriters.
 3. Inspection - Tradesman must file all applications for inspection and submit approved final certification for new work to the Board of Education when required by law.
 4. Supervision - (M-1; M-2; M-3) classified employee shall be paid at the rate of nine (9) hours for an eight (8) hour day when that employee is assigned duties of Foreman supervising three (3) or more tradesman working under his supervision in the same classification.
 5. Inspector - Craftsman assigned to check work of contract tradesman to ascertain if work is being done in a proper manner shall be paid for working in his normal classification (M-1; M-2; M-3). These assignments are made by the Supervisor of Buildings and Grounds. If a need exists for such assignment in lieu of regularly assigned task normally performed by the employee, a Maintenance Mechanic is to be assigned such duty.
 6. Workday - The above schedules are based upon an eight (8) hour day for forty (40) hours per week, twelve (12) months per year. Employee will receive annual rate only for the actual time working in job classification.
 7. Salary Increments - Movement from step to step on the above schedule will be awarded if, and only if an employee's performance over the previous twelve (12) months has been satisfactory. (Annual Rating Card - Numerical average must exceed seventy (70) points to indicate satisfactory performance).

Longevity - For staff hired before February 14, 2022:

Bonuses shall be paid to employees having completed the following periods of service prior to July of the prior year.

- a. Employees having completed five (5) through nine (9) years of service are to receive a bonus of one hundred twenty-five (\$125) dollars, added to their annual salary.
- b. Employees having completed ten (10) through fourteen (14) years of service are to receive a bonus of two hundred fifty (\$250) dollars, added to their annual salary.
- c. Employees having completed fifteen (15) through nineteen (19) years of service are to receive a bonus of three hundred seventy-five (\$375) dollars, added to their annual salary.
- d. Employees having completed twenty (20) or more years of service are to receive a bonus of five hundred (\$500) dollars, added to their annual salary.

Longevity – For staff hired after February 14, 2022:

Bonuses shall be paid to employees having completed the following years of service in district.

- a. Employees having completed twenty (20) or more years of service are to receive a bonus of five hundred (\$500) dollars, added to their annual salary.

BASE YEAR**2023-24 Plainfield Cust/Maint/Drivers****Salary Guide**

Step	C1 Drivers	C2	C4/3	C7/6/5	C8	C9	M1	M2	M3
0	45,865	45,955	51,910	56,710	61,080	68,385	63,235	66,545	71,790
1	47,765	47,855	53,810	58,610	62,980	70,285	64,735	68,045	73,290
2	48,955	49,045	55,000	59,800	64,170	71,475	66,235	69,545	74,790
3	50,465	50,555	56,510	61,310	65,680	72,985	67,735	71,045	76,290
4	52,165	52,255	58,210	63,010	67,380	74,685	69,235	72,545	77,790
5	53,965	54,055	60,010	64,810	69,180	76,485	70,735	74,045	79,290
6	55,865	55,955	61,910	66,710	71,080	78,385	72,235	75,545	80,790
7	57,865	57,955	63,910	68,710	73,080	80,385	74,435	77,780	83,080
8	59,965	60,055	66,010	70,810	75,180	82,485	74,435	77,780	83,080

YEAR 1**2024-25 Plainfield Cust/Maint/Drivers****Salary Guide**

Step	C1 10 Month Drivers	C2	C4/3	C7/6/5	C8	C9	M1	M2	M3
0	47,059	47,149	53,104	57,904	62,274	69,579	64,429	67,739	72,984
1	48,959	49,049	55,004	59,804	64,174	71,479	65,929	69,239	74,484
2	50,149	50,239	56,194	60,994	65,364	72,669	67,429	70,739	75,984
3	51,659	51,749	57,704	62,504	66,874	74,179	68,929	72,239	77,484
4	53,359	53,449	59,404	64,204	68,574	75,879	70,429	73,739	78,984
5	55,159	55,249	61,204	66,004	70,374	77,679	71,929	75,239	80,484
6	57,059	57,149	63,104	67,904	72,274	79,579	73,429	76,739	81,984
7	59,059	59,149	65,104	69,904	74,274	81,579	75,629	78,974	84,274
8	61,159	61,249	67,204	72,004	76,374	83,679	75,629	78,974	84,274

YEAR 2
2025-26 Plainfield Cust/Maint/Drivers

Salary Guide									
Step	C1 10 Month Drivers	C2	C4/3	C7/6/5	C8	C9	M1	M2	M3
0	48,403	48,493	54,448	59,248	63,618	70,923	65,773	69,083	74,328
1	50,303	50,393	56,348	61,148	65,518	72,823	67,273	70,583	75,828
2	51,493	51,583	57,538	62,338	66,708	74,013	68,773	72,083	77,328
3	53,003	53,093	59,048	63,848	68,218	75,523	70,273	73,583	78,828
4	54,703	54,793	60,748	65,548	69,918	77,223	71,773	75,083	80,328
5	56,503	56,593	62,548	67,348	71,718	79,023	73,273	76,583	81,828
6	58,403	58,493	64,448	69,248	73,618	80,923	74,773	78,083	83,328
7	60,403	60,493	66,448	71,248	75,618	82,923	76,973	80,318	85,618
8	62,503	62,593	68,548	73,348	77,718	85,023	76,973	80,318	85,618

YEAR 3
2026-27 Plainfield Cust/Maint/Drivers

Salary Guide									
Step	C1 10 Month Drivers	C2	C4/3	C7/6/5	C8	C9	M1	M2	M3
0	49,976	50,066	56,021	60,821	65,191	72,496	67,346	70,656	75,901
1	51,876	51,966	57,921	62,721	67,091	74,396	68,846	72,156	77,401
2	53,066	53,156	59,111	63,911	68,281	75,586	70,346	73,656	78,901
3	54,576	54,666	60,621	65,421	69,791	77,096	71,846	75,156	80,401
4	56,276	56,366	62,321	67,121	71,491	78,796	73,346	76,656	81,901
5	58,076	58,166	64,121	68,921	73,291	80,596	74,846	78,156	83,401
6	59,976	60,066	66,021	70,821	75,191	82,496	76,346	79,656	84,901
7	61,976	62,066	68,021	72,821	77,191	84,496	78,546	81,891	87,191
8	64,076	64,166	70,121	74,921	79,291	86,596	78,546	81,891	87,191

YEAR 4**2027-28 Plainfield Cust/Maint/Drivers****Salary Guide**

Step	C1 10 Month Drivers	C2	C4/3	C7/6/5	C8	C9	M1	M2	M3
0	51,747	51,837	57,792	62,592	66,962	74,267	69,117	72,427	77,672
1	53,647	53,737	59,692	64,492	68,862	76,167	70,617	73,927	79,172
2	54,837	54,927	60,882	65,682	70,052	77,357	72,117	75,427	80,672
3	56,347	56,437	62,392	67,192	71,562	78,867	73,617	76,927	82,172
4	58,047	58,137	64,092	68,892	73,262	80,567	75,117	78,427	83,672
5	59,847	59,937	65,892	70,692	75,062	82,367	76,617	79,927	85,172
6	61,747	61,837	67,792	72,592	76,962	84,267	78,117	81,427	86,672
7	63,747	63,837	69,792	74,592	78,962	86,267	80,317	83,662	88,962
8	65,847	65,937	71,892	76,692	81,062	88,367	80,317	83,662	88,962

YEAR 5**2028-29 Plainfield Cust/Maint/Drivers****Salary Guide**

Step	C1 10 Month Drivers	C2	C4/3	C7/6/5	C8	C9	M1	M2	M3
0	53,696	53,786	59,741	64,541	68,911	76,216	71,066	74,376	79,621
1	55,596	55,686	61,641	66,441	70,811	78,116	72,566	75,876	81,121
2	56,786	56,876	62,831	67,631	72,001	79,306	74,066	77,376	82,621
3	58,296	58,386	64,341	69,141	73,511	80,816	75,566	78,876	84,121
4	59,996	60,086	66,041	70,841	75,211	82,516	77,066	80,376	85,621
5	61,796	61,886	67,841	72,641	77,011	84,316	78,566	81,876	87,121
6	63,696	63,786	69,741	74,541	78,911	86,216	80,066	83,376	88,621
7	65,696	65,786	71,741	76,541	80,911	88,216	82,266	85,611	90,911
8	67,796	67,886	73,841	78,641	83,011	90,316	82,266	85,611	90,911

SECURITY OFFICERS' GUIDES

Longevity - For staff hired before February 14, 2022:

Bonuses shall be paid to employees having completed the following periods of service to the Plainfield School District prior to May 1 of the applicable year.

1. Employees having completed five (5) through nine (9) years of service are to receive a bonus of one hundred twenty-five (\$125) dollars, added to their annual salary.
2. Employees having completed ten (10) through fourteen (14) years of service are to receive a bonus of two hundred fifty (\$250) dollars, added to their annual salary.
3. Employees having completed fifteen (15) through nineteen (19) years of service are to receive a bonus of three hundred seventy - five (\$375) dollars, added to their annual salary.
4. Employees having completed twenty (20) or more years of service are to receive a bonus of five hundred (\$500) dollars, added to their annual salary.
5. Coordinator Security Officers shall receive a bonus of \$1,000.00.

Longevity – For staff hired after February 14, 2022:

Bonuses shall be paid to employees having completed the following years of service in district.

1. Employees having completed twenty (20) or more years of service are to receive a bonus of five hundred (\$500) dollars, added to their annual salary.
2. Coordinator Security Officers shall receive a bonus of \$1,000.00.

Salary Guide Movement: The salary guides have been printed herein to demonstrate step advancement on the guides.

BASE YEAR**2023-24 Plainfield Security**

Salary Guide Step	10 Mo	10 Mo Dispatcher	12 Mo
0	41,800		50,160
1	44,230		53,076
2	46,715		56,058
3	49,200		59,040
4	51,685		62,022
5	54,170		65,004
6	56,655		67,986
7	59,140		70,968

YEAR 1**2024-25 Plainfield Security**

Salary Guide Step	10 Mo	10 Mo Dispatcher	12 Mo	12 Mo Lead Officer
0	42,795	45,295	51,354	54,354
1	45,225	47,725	54,270	57,270
2	47,710	50,210	57,252	60,252
3	50,195	52,695	60,234	63,234
4	52,680	55,180	63,216	66,216
5	55,165	57,665	66,198	69,198
6	57,650	60,150	69,180	72,180
7	60,135	62,635	72,162	75,162

YEAR 2**2025-26 Plainfield Security**

Salary Guide Step	10 Mo	10 Mo Dispatcher	12 Mo	12 Mo Lead Officer
0	43,915	46,415	52,698	55,698
1	46,345	48,845	55,614	58,614
2	48,830	51,330	58,596	61,596
3	51,315	53,815	61,578	64,578
4	53,800	56,300	64,560	67,560
5	56,285	58,785	67,542	70,542
6	58,770	61,270	70,524	73,524
7	61,255	63,755	73,506	76,506

YEAR 3**2026-27 Plainfield Security**

Salary Guide Step	10 Mo	10 Mo Dispatcher	12 Mo	12 Mo Lead Officer
0	45,226	47,726	54,271	57,271
1	47,656	50,156	57,187	60,187
2	50,141	52,641	60,169	63,169
3	52,626	55,126	63,151	66,151
4	55,111	57,611	66,133	69,133
5	57,596	60,096	69,115	72,115
6	60,081	62,581	72,097	75,097
7	62,566	65,066	75,079	78,079

YEAR 4**2027-28 Plainfield Security**

Salary Guide Step	10 Mo	10 Mo Dispatcher	12 Mo	12 Mo Lead Officer
0	46,701	49,201	56,042	59,042
1	49,131	51,631	58,958	61,958
2	51,616	54,116	61,940	64,940
3	54,101	56,601	64,922	67,922
4	56,586	59,086	67,904	70,904
5	59,071	61,571	70,886	73,886
6	61,556	64,056	73,868	76,868
7	64,041	66,541	76,850	79,850

YEAR 5**2028-29 Plainfield Security**

Salary Guide Step	10 Mo	10 Mo Dispatcher	12 Mo	12 Mo Lead Officer
0	48,326	50,826	57,991	59,042
1	50,756	53,256	60,907	61,958
2	53,241	55,741	63,889	64,940
3	55,726	58,226	66,871	67,922
4	58,211	60,711	69,853	70,904
5	60,696	63,196	72,835	73,886
6	63,181	65,681	75,817	76,868
7	65,666	68,166	78,799	79,850

ASSISTANTS' SALARY GUIDES

Assistant Salary Explanation:

1. All references to hours worked per day in this guide refer to the normal and customary working day and no deductions from salary will be made for days shortened by storm, schedule changes, or other emergency.
2. Each Assistant shall be placed on the appropriate step and level of the salary guide according to the number of years experience in the district and the hours worked per day.
3. Position of Attendance Assistant and Computer Lab Assistants shall receive additional hourly stipend of fifty (\$0.50) cents per hour to the appropriate step-and level of the salary guide according to the number of years experience in the district and the hours worked per day.

Salary Guide Movement: The salary guides have been printed herein to demonstrate step advancement on the guides.

The following section shall apply to all assistants and family liaisons:

Longevity - For staff hired before February 14, 2022: Bonuses shall be paid to employees having completed the following periods of service prior to July of the prior year.

1. Employees having completed five (5) through nine (9) years of service are to receive a longevity bonus of one hundred fifty (\$150.00) dollars, added to their annual salary.
2. Employees having completed ten (10) through fourteen (14) years of service are to receive a longevity bonus of two hundred fifty (\$250.00) dollars, added to their annual salary.
3. Employees having completed fifteen (15) through nineteen (19) years of service are to receive a longevity bonus of three hundred seventy-five (\$375.00) dollars, added to their annual salary.
4. Employees having completed twenty (20) or more years of service are to receive a longevity bonus of five hundred (\$500.00) dollars, added to their annual salary.

Longevity – For staff hired after February 14, 2022:

Bonuses shall be paid to employees having completed the following years of service in district.

1. Employees having completed twenty (20) or more years of service are to receive a longevity bonus of five hundred (\$500.00) dollars, added to their annual salary.

YEAR 1**2024-25** *Plainfield Assistants*

The hourly rate for all 7-hour assistants shall be \$38.00

2-hour assistants shall remain frozen at their 2023-24 rate (\$44.94) for the duration of the agreement

3-hour assistants shall remain frozen at their 2023-24 rate (\$39.41) for the duration of the agreement

5-hour assistants shall remain frozen at their 2023-24 rate (\$34.98) for the duration of the agreement

6-hour assistants shall remain frozen at their 2023-24 rate (\$33.64) for the duration of the agreement

YEAR 2**2025-26** *Plainfield Assistants*

The hourly rate for all 7-hour assistants shall be \$39.33

2-hour assistants shall remain frozen at their 2023-24 rate (\$44.94) for the duration of the agreement

3-hour assistants shall remain frozen at their 2023-24 rate (\$39.41) for the duration of the agreement

5-hour assistants shall remain frozen at their 2023-24 rate (\$34.98) for the duration of the agreement

6-hour assistants shall remain frozen at their 2023-24 rate (\$33.64) for the duration of the agreement

YEAR 3**2026-27** *Plainfield Assistants*

The hourly rate for all 7-hour assistants shall be \$40.71

2-hour assistants shall remain frozen at their 2023-24 rate (\$44.94) for the duration of the agreement

3-hour assistants shall remain frozen at their 2023-24 rate (\$39.41) for the duration of the agreement

5-hour assistants shall remain frozen at their 2023-24 rate (\$34.98) for the duration of the agreement

6-hour assistants shall remain frozen at their 2023-24 rate (\$33.64) for the duration of the agreement

YEAR 4**2027-28** *Plainfield Assistants*

The hourly rate for all 7-hour assistants shall be \$42.13

2-hour assistants shall remain frozen at their 2023-24 rate (\$44.94) for the duration of the agreement

3-hour assistants shall remain frozen at their 2023-24 rate (\$39.41) for the duration of the agreement

5-hour assistants shall remain frozen at their 2023-24 rate (\$34.98) for the duration of the agreement

6-hour assistants shall remain frozen at their 2023-24 rate (\$33.64) for the duration of the agreement

YEAR 5**2028-29** *Plainfield Assistants*

The hourly rate for all 7-hour assistants shall be \$43.61

2-hour assistants shall remain frozen at their 2023-24 rate (\$44.94) for the duration of the agreement

3-hour assistants shall remain frozen at their 2023-24 rate (\$39.41) for the duration of the agreement

5-hour assistants shall remain frozen at their 2023-24 rate (\$34.98) for the duration of the agreement

6-hour assistants shall remain frozen at their 2023-24 rate (\$33.64) for the duration of the agreement

BASE YEAR**2023-24 Plainfield Secretaries****Salary Guide**

Step	L4	L5	L6	Admin
0	51,805	53,865	56,285	58,480
1	54,235	56,295	58,715	60,910
2	55,735	57,795	60,215	62,410
3	57,235	59,295	61,715	63,910
4	58,735	60,795	63,215	65,410
5	60,235	62,295	64,715	66,910
6	61,735	64,025	66,355	68,410
7	63,455	65,795	68,155	70,130
8	65,195	67,555	69,955	71,870
9	66,945	69,325	71,755	73,620

YEAR 1**2024-25 Plainfield Administrative Assistant****Salary Guide**

Step	L4	L5	L6	Administrative Level
0	52,999	55,059	57,479	59,674
1	55,429	57,489	59,909	62,104
2	56,929	58,989	61,409	63,604
3	58,429	60,489	62,909	65,104
4	59,929	61,989	64,409	66,604
5	61,429	63,489	65,909	68,104
6	62,929	65,219	67,549	69,604
7	64,649	66,989	69,349	71,324
8	66,389	68,749	71,149	73,064
9	68,139	70,519	72,949	74,814

YEAR 2**2025-26 Plainfield Administrative Assistant****Salary Guide**

Step	L4	L5	L6	Administrative Level
0	54,343	56,403	58,823	61,018
1	56,773	58,833	61,253	63,448
2	58,273	60,333	62,753	64,948
3	59,773	61,833	64,253	66,448
4	61,273	63,333	65,753	67,948
5	62,773	64,833	67,253	69,448
6	64,273	66,563	68,893	70,948
7	65,993	68,333	70,693	72,668
8	67,733	70,093	72,493	74,408
9	69,483	71,863	74,293	76,158

YEAR 3**2026-27 Plainfield Administrative Assistant**

Salary Guide Step	L4	L5	L6	Administrative Level
0	55,916	57,976	60,396	62,591
1	58,346	60,406	62,826	65,021
2	59,846	61,906	64,326	66,521
3	61,346	63,406	65,826	68,021
4	62,846	64,906	67,326	69,521
5	64,346	66,406	68,826	71,021
6	65,846	68,136	70,466	72,521
7	67,566	69,906	72,266	74,241
8	69,306	71,666	74,066	75,981
9	71,056	73,436	75,866	77,731

YEAR 4**2027-28 Plainfield Administrative Assistant**

Salary Guide Step	L4	L5	L6	Administrative Level
0	57,687	59,747	62,167	64,362
1	60,117	62,177	64,597	66,792
2	61,617	63,677	66,097	68,292
3	63,117	65,177	67,597	69,792
4	64,617	66,677	69,097	71,292
5	66,117	68,177	70,597	72,792
6	67,617	69,907	72,237	74,292
7	69,337	71,677	74,037	76,012
8	71,077	73,437	75,837	77,752
9	72,827	75,207	77,637	79,502

YEAR 5**2028-29 Plainfield Administrative Assistant**

Salary Guide Step	L4	L5	L6	Administrative Level
0	59,636	61,696	64,116	66,311
1	62,066	64,126	66,546	68,741
2	63,566	65,626	68,046	70,241
3	65,066	67,126	69,546	71,741
4	66,566	68,626	71,046	73,241
5	68,066	70,126	72,546	74,741
6	69,566	71,856	74,186	76,241
7	71,286	73,626	75,986	77,961
8	73,026	75,386	77,786	79,701
9	74,776	77,156	79,586	81,451

BASE YEAR**2023-24 Plainfield Non-Instructional Guides****Salary Guide**

Step	D (10 mo)	D (12 mo)	1	2
0	51,310	51,310	63,975	83,755
1	52,960	52,960	65,775	85,555
2	54,660	54,660	67,575	87,355
3	56,410	56,410	69,375	89,155
4	58,210	58,210	71,175	90,955
5	60,060	60,060	72,975	92,755
6	61,960	61,960	74,785	94,155
7	63,910	63,910	76,595	95,565
8	65,910	65,910	78,405	96,965
9			80,215	98,535
10			82,025	100,345
11			83,835	102,155

YEAR 1**2024-25 Plainfield Non-Instructional Guides****Salary Guide**

Step	D (10 mo)	D (12 mo)	1	2
0	52,366	60,221	65,242	85,022
1	54,016	62,118	67,042	86,822
2	55,716	64,073	68,842	88,622
3	57,466	66,086	70,642	90,422
4	59,266	68,156	72,442	92,222
5	61,116	70,283	74,242	94,022
6	63,016	72,468	76,052	95,422
7	64,966	74,711	77,862	96,832
8	66,966	77,011	79,672	98,232
9	-	-	81,482	99,802
10	-	-	83,292	101,612
11	-	-	85,102	103,422

YEAR 2**2025-26 Plainfield Non-Instructional Guides****Salary Guide**

Step	D (10 mo)	D (12 mo)	1	2
0	53,348	64,018	66,421	86,201
1	54,998	65,998	68,221	88,001
2	56,698	68,038	70,021	89,801
3	58,448	70,138	71,821	91,601
4	60,248	72,298	73,621	93,401
5	62,098	74,518	75,421	95,201
6	63,998	76,798	77,231	96,601
7	65,948	79,138	79,041	98,011
8	67,948	81,538	80,851	99,411
9	-	-	82,661	100,981
10	-	-	84,471	102,791
11	-	-	86,281	104,601

YEAR 3**2026-27 Plainfield Non-Instructional Guides****Salary Guide**

Step	D (10 mo)	D (12 mo)	1	2
0	54,877	65,853	68,256	88,036
1	56,527	67,833	70,056	89,836
2	58,227	69,873	71,856	91,636
3	59,977	71,973	73,656	93,436
4	61,777	74,133	75,456	95,236
5	63,627	76,353	77,256	97,036
6	65,527	78,633	79,066	98,436
7	67,477	80,973	80,876	99,846
8	69,477	83,373	82,686	101,246
9	-	-	84,496	102,816
10	-	-	86,306	104,626
11	-	-	88,116	106,436

YEAR 4
2027-28 Plainfield Non-Instructional Guides

Salary Guide

Step	D (10 mo)	D (12 mo)	1	2
0	56,577	67,893	70,296	90,076
1	58,227	69,873	72,096	91,876
2	59,927	71,913	73,896	93,676
3	61,677	74,013	75,696	95,476
4	63,477	76,173	77,496	97,276
5	65,327	78,393	79,296	99,076
6	67,227	80,673	81,106	100,476
7	69,177	83,013	82,916	101,886
8	71,177	85,413	84,726	103,286
9	-	-	86,536	104,856
10	-	-	88,346	106,666
11	-	-	90,156	108,476

YEAR 5

Salary Guide

Step	D (10 mo)	D (12 mo)	1	2
0	58,376	70,051	72,454	92,234
1	60,026	72,031	74,254	94,034
2	61,726	74,071	76,054	95,834
3	63,476	76,171	77,854	97,634
4	65,276	78,331	79,654	99,434
5	67,126	80,551	81,454	101,234
6	69,026	82,831	83,264	102,634
7	70,976	85,171	85,074	104,044
8	72,976	87,571	86,884	105,444
9	-	-	88,684	107,044
10	-	-	90,484	108,644
11	-	-	92,284	110,244

Extra Curricular	Position	2024-25	2025-26	2026-27	2027-28	2028-29
Basketball	Head Coach	\$ 9,144	\$ 9,601	\$ 10,081	\$ 10,585	\$ 11,114
	Varsity Assistant	\$ 5,043	\$ 5,295	\$ 5,560	\$ 5,838	\$ 6,129
	Var. Assistant-Freshman	\$ 4,115	\$ 4,320	\$ 4,536	\$ 4,763	\$ 5,001
	Head Coach-Middle	\$ 3,809	\$ 3,999	\$ 4,199	\$ 4,409	\$ 4,630
	Assistant-Middle Schools	\$ 3,525	\$ 3,701	\$ 3,886	\$ 4,080	\$ 4,284
Football	Head Coach	\$12,126	\$ 12,732	\$ 13,368	\$ 14,037	\$ 14,739
	Assistant Head Coach	\$ 7,998	\$ 8,398	\$ 8,818	\$ 9,259	\$ 9,722
	Defensive Coordinator	\$ 6,228	\$ 6,540	\$ 6,867	\$ 7,210	\$ 7,571
	Offensive Coordinator	\$ 6,228	\$ 6,540	\$ 6,867	\$ 7,210	\$ 7,571
	Varsity Assistants	\$ 5,803	\$ 6,093	\$ 6,398	\$ 6,718	\$ 7,053
	Sub -Varsity Coordinator	\$ 5,293	\$ 5,558	\$ 5,836	\$ 6,128	\$ 6,434
	Sub-Varsity Assistants	\$ 3,964	\$ 4,162	\$ 4,370	\$ 4,589	\$ 4,818
	Head Coach-Middle	\$ 3,809	\$ 3,999	\$ 4,199	\$ 4,409	\$ 4,630
	Assistant Coach-Middle	\$ 3,525	\$ 3,701	\$ 3,886	\$ 4,080	\$ 4,284
	Head Coach	\$ 6,595	\$ 6,925	\$ 7,271	\$ 7,635	\$ 8,017
Baseball	Varsity Assistant	\$ 4,350	\$ 4,568	\$ 4,796	\$ 5,036	\$ 5,288
	Var. Assistant-Freshman	\$ 3,897	\$ 4,092	\$ 4,297	\$ 4,512	\$ 4,737
	Assistant-Middle School Head	\$ 3,809	\$ 3,999	\$ 4,199	\$ 4,409	\$ 4,630
	Assistant	\$ 3,525	\$ 3,701	\$ 3,886	\$ 4,080	\$ 4,284
	Head Coach	\$ 6,595	\$ 6,925	\$ 7,271	\$ 7,635	\$ 8,017
Wrestling	Varsity Assistant	\$ 4,350	\$ 4,568	\$ 4,796	\$ 5,036	\$ 5,288
	Var. Assistant-Freshman	\$ 3,897	\$ 4,092	\$ 4,297	\$ 4,512	\$ 4,737
	Assistant-Middle School Head	\$ 3,809	\$ 3,999	\$ 4,199	\$ 4,409	\$ 4,630
	Assistant	\$ 3,525	\$ 3,701	\$ 3,886	\$ 4,080	\$ 4,284
	Head Coach/Boys	\$ 6,595	\$ 6,925	\$ 7,271	\$ 7,635	\$ 8,017
Soccer	Head Coach/Girls	\$ 6,595	\$ 6,925	\$ 7,271	\$ 7,635	\$ 8,017
	Varsity Assistant/Boys	\$ 4,350	\$ 4,568	\$ 4,796	\$ 5,036	\$ 5,288
	Varsity Assistant/Boys	\$ 4,350	\$ 4,568	\$ 4,796	\$ 5,036	\$ 5,288
	Varsity Assistant/Girls	\$ 4,350	\$ 4,568	\$ 4,796	\$ 5,036	\$ 5,288
	Middle School Head	\$ 3,809	\$ 3,999	\$ 4,199	\$ 4,409	\$ 4,630
	Head Coach	\$ 6,595	\$ 6,925	\$ 7,271	\$ 7,635	\$ 8,017
Softball	Varsity Assistants	\$ 4,350	\$ 4,568	\$ 4,796	\$ 5,036	\$ 5,288
	Assistant-Middle Schools	\$ 3,809	\$ 3,999	\$ 4,199	\$ 4,409	\$ 4,630
	Assistant	\$ 3,525	\$ 3,701	\$ 3,886	\$ 4,080	\$ 4,284
	Head Coach	\$ 6,595	\$ 6,925	\$ 7,271	\$ 7,635	\$ 8,017
Swimming	Varsity Assistant	\$ 4,350	\$ 4,568	\$ 4,796	\$ 5,036	\$ 5,288
	Head Coach-Middle	\$ 3,809	\$ 3,999	\$ 4,199	\$ 4,409	\$ 4,630
Tennis	Head Coach	\$ 6,595	\$ 6,925	\$ 7,271	\$ 7,635	\$ 8,017

	Assistant-Middle School	\$ 3,925	\$ 4,121	\$ 4,327	\$ 4,544	\$ 4,771
	Head Coach Middle-Fall	\$ 3,633	\$ 3,814	\$ 4,005	\$ 4,205	\$ 4,416
	Head Coach Middle-Spring	\$ 3,809	\$ 3,999	\$ 4,199	\$ 4,409	\$ 4,630
Volleyball	Head Coach	\$ 6,595	\$ 6,925	\$ 7,271	\$ 7,635	\$ 8,017
	Varsity Assistant	\$ 4,350	\$ 4,568	\$ 4,796	\$ 5,036	\$ 5,288
Cross Country	Head Coach	\$ 6,595	\$ 6,925	\$ 7,271	\$ 7,635	\$ 8,017
	Varsity Assistant	\$ 4,350	\$ 4,568	\$ 4,796	\$ 5,036	\$ 5,288
	Head Coach-Middle	\$ 3,809	\$ 3,999	\$ 4,199	\$ 4,409	\$ 4,630
Indoor Track	Head Coach	\$ 6,595	\$ 6,925	\$ 7,271	\$ 7,635	\$ 8,017
	Varsity Assistant	\$ 4,350	\$ 4,568	\$ 4,796	\$ 5,036	\$ 5,288
Outdoor Track	Head Coach	\$ 6,595	\$ 6,925	\$ 7,271	\$ 7,635	\$ 8,017
	Varsity Assistant	\$ 4,350	\$ 4,568	\$ 4,796	\$ 5,036	\$ 5,288
	Var. Assistant-Freshman	\$ 3,897	\$ 4,092	\$ 4,297	\$ 4,512	\$ 4,737
	Coach-Fresh.man	\$ 3,534	\$ 3,711	\$ 3,896	\$ 4,091	\$ 4,296
	Assistant-Freshman	\$ 3,173	\$ 3,331	\$ 3,498	\$ 3,673	\$ 3,857
	Head Coach-Middle	\$ 3,809	\$ 3,999	\$ 4,199	\$ 4,409	\$ 4,630
Faculty Manager	Faculty Manager	\$ 4,317	\$ 4,533	\$ 4,760	\$ 4,998	\$ 5,247
Bowling	Head Coach	\$ 5,538	\$ 5,815	\$ 6,106	\$ 6,411	\$ 6,732
Weight Training	Weight Room Supervisor/Swimmer	\$ 3,274	\$ 3,438	\$ 3,610	\$ 3,790	\$ 3,980
Cheerleading	Head Coach-Fall	\$ 6,595	\$ 6,925	\$ 7,271	\$ 7,635	\$ 8,017
	Head Coach-Winter	\$ 6,595	\$ 6,925	\$ 7,271	\$ 7,635	\$ 8,017
	Assistant Coordinator-Fall	\$ 4,350	\$ 4,568	\$ 4,796	\$ 5,036	\$ 5,288
	Assistant Coordinator-Winter	\$ 4,350	\$ 4,568	\$ 4,796	\$ 5,036	\$ 5,288
Band	(Marching, Concert, Jazz) Directors	\$ 8,689	\$ 9,124	\$ 9,580	\$ 10,059	\$ 10,562
	Assistant to Band Director	\$ 2,773	\$ 2,911	\$ 3,057	\$ 3,210	\$ 3,370
	All City Concert Coordinator	\$ 1,627	\$ 1,709	\$ 1,794	\$ 1,884	\$ 1,978
	Twirling/Pom Pom Coordinator	\$ 3,708	\$ 3,893	\$ 4,088	\$ 4,292	\$ 4,507
	Flag/Rifle Squad Coordinator	\$ 3,708	\$ 3,893	\$ 4,088	\$ 4,292	\$ 4,507
Assembly Coordinator (PHS)	Assembly Coordinator (PHS)	\$ 4,153	\$ 4,360	\$ 4,578	\$ 4,807	\$ 5,048
Audio/Visual Coord	PHS	\$ 4,153	\$ 4,360	\$ 4,578	\$ 4,807	\$ 5,048
	Middle School	\$ 2,704	\$ 2,839	\$ 2,981	\$ 3,130	\$ 3,286
Student Council	PHS	\$ 4,153	\$ 4,360	\$ 4,578	\$ 4,807	\$ 5,048
	Middle School	\$ 2,704	\$ 2,839	\$ 2,981	\$ 3,130	\$ 3,286
Treasurer	PHS	\$ 2,704	\$ 2,839	\$ 2,981	\$ 3,130	\$ 3,286

PHS Publications	Yearbook Editors	\$ 3,904	\$ 4,099	\$ 4,304	\$ 4,520	\$ 4,746
	Newspaper	\$ 2,386	\$ 2,506	\$ 2,631	\$ 2,762	\$ 2,901
	Reflections	\$ 2,386	\$ 2,506	\$ 2,631	\$ 2,762	\$ 2,901
	Cultura	\$ 2,386	\$ 2,506	\$ 2,631	\$ 2,762	\$ 2,901
Middle School Publications	Yearbook	\$ 1,471	\$ 1,544	\$ 1,622	\$ 1,703	\$ 1,788
	Newspaper	\$ 1,471	\$ 1,544	\$ 1,622	\$ 1,703	\$ 1,788
PHS	Dramatics	\$ 2,947	\$ 3,095	\$ 3,250	\$ 3,412	\$ 3,583
	Chorus	\$ 2,947	\$ 3,095	\$ 3,250	\$ 3,412	\$ 3,583
		\$ -	\$ -	\$ -	\$ -	\$ -
Class Advisors	12th Grade	\$ 2,392	\$ 2,512	\$ 2,637	\$ 2,769	\$ 2,907
	11th Grade	\$ 1,741	\$ 1,828	\$ 1,920	\$ 2,016	\$ 2,116
	10th Grade	\$ 1,145	\$ 1,203	\$ 1,263	\$ 1,326	\$ 1,392
Intramural	9th Grade	\$ 813	\$ 854	\$ 896	\$ 941	\$ 988
	Unit Values	\$ 430	\$ 452	\$ 474	\$ 498	\$ 523
	African American Cultural Club	\$ 1,057	\$ 1,110	\$ 1,165	\$ 1,223	\$ 1,285
	Civil Air Patrol	\$ 1,057	\$ 1,110	\$ 1,165	\$ 1,223	\$ 1,285
	Gentlemen's Club	\$ 1,057	\$ 1,110	\$ 1,165	\$ 1,223	\$ 1,285
	Interact Club	\$ 1,057	\$ 1,110	\$ 1,165	\$ 1,223	\$ 1,285
	Jerseyans Club	\$ 1,057	\$ 1,110	\$ 1,165	\$ 1,223	\$ 1,285
	NAHS	\$ 1,057	\$ 1,110	\$ 1,165	\$ 1,223	\$ 1,285
	Math Team	\$ 1,057	\$ 1,110	\$ 1,165	\$ 1,223	\$ 1,285
	ACT/SO	\$ 1,375	\$ 1,444	\$ 1,516	\$ 1,592	\$ 1,672
	Lifeguard Training	\$ 1,375	\$ 1,444	\$ 1,516	\$ 1,592	\$ 1,672
	Open Gym	\$ 1,809	\$ 1,899	\$ 1,994	\$ 2,094	\$ 2,199
	Mock Trial Model Congress	\$ 1,809	\$ 1,899	\$ 1,994	\$ 2,094	\$ 2,199
	Forensic Debate Team	\$ 2,006	\$ 2,106	\$ 2,211	\$ 2,322	\$ 2,438
	LASO	\$ 2,006	\$ 2,106	\$ 2,211	\$ 2,322	\$ 2,438
	Spanish Honor Society	\$ 2,006	\$ 2,106	\$ 2,211	\$ 2,322	\$ 2,438
	Gospel Choir	\$ 2,230	\$ 2,341	\$ 2,458	\$ 2,581	\$ 2,710
	Intramural Coordinator	\$ 2,305	\$ 2,420	\$ 2,541	\$ 2,668	\$ 2,801
	NHS	\$ 2,305	\$ 2,420	\$ 2,541	\$ 2,668	\$ 2,801
	Graphic Arts Production	\$ 2,413	\$ 2,533	\$ 2,660	\$ 2,793	\$ 2,933
	FBLA	\$ 2,942	\$ 3,089	\$ 3,243	\$ 3,405	\$ 3,576
	DECA	\$ 2,942	\$ 3,089	\$ 3,243	\$ 3,405	\$ 3,576

Unit Values are based on meeting one (1) time per week for forty five (45) minutes for a ten (10) to twelve (12) week session per year.

PEA PBOE Plainfield CBA 2024-2029

Final Audit Report

2024-06-26

Created:	2024-06-19
By:	Maryanne Rodriguez (mrodriguez@njea.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2ICG6aXB548HGEgW0kiUDAsd1ysPrgkr

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