

COLLECTIVE BARGAINING AGREEMENT
PLAINFIELD PUBLIC SCHOOL DISTRICT
PLAINFIELD, NJ

2021- 2025

TABLE OF CONTENTS

RECOGNITION	1-7
ARTICLE I <i>RECOGNITION</i>	1
ARTICLE II <i>JOINT PARTNERSHIP FOR REFORM</i>	1-2
ARTICLE III <i>NEGOTIATION PROCEDURE</i>	2-3
ARTICLE IV <i>GRIEVANCE PROCEDURE</i>	3-6
ARTICLE V <i>ADMINISTRATOR'S RIGHTS</i>	6-7
RIGHTS & WORKLOAD	7-13
ARTICLE VI <i>ASSOCIATION RIGHTS & PRIVILEGES</i>	7
ARTICLE VII <i>ADMINISTRATIVE HOURS & WORKLOAD</i>	8-9
ARTICLE VIII <i>SALARIES</i>	9-10
ARTICLE IX <i>ADMINISTRATIVE EVALUATION</i>	10-11
ARTICLE X <i>PERSONAL, SICK AND OTHER DAYS OF ABSENCE & LEAVES</i>	11-13
ARTICLE XI <i>ATTENDANCE INCENTIVE</i>	13
GROWTH & PROTECTION	14-19
ARTICLE XII <i>FACILITIES</i>	14
ARTICLE XIII <i>PROFESSIONAL GROWTH</i>	14-16
ARTICLE XIV <i>INSURANCE PROTECTION</i>	16-17
ARTICLE XVI <i>USE OF AUTOMOBILE</i>	18
ARTICLE XVII <i>CUMULATIVE VACATION PAYMENT</i>	18-19
ARTICLE XVIII <i>ADMINISTRATIVE COUNCIL</i>	19
TITLES & GUIDE	19-23
ARTICLE XIX <i>COMPLETENESS OF AGREEMENT</i>	19
ARTICLE XX <i>LONGEVITY</i>	20
ARTICLE XXI <i>MANAGEMENT RIGHTS</i>	20
APPENDIX 1 <i>RECOGNIZED TITLES</i>	21
APPENDIX 2 <i>SALARY GUIDES</i>	22
APPENDIX 3 <i>SALARY REFERENCE GUIDE</i>	23

ARTICLE I

RECOGNITION

Association Recognition

- A. The board recognizes PASA as the exclusive and sole representative for collective negotiations, grievances, and terms and conditions of employment for administrators and supervisors under contract by the Board in the following job categories:
1. Principals
 2. Vice Principals
 3. Directors
 4. Supervisors (Instructional and Non-Instructional)
 5. Coordinators (Non-Instructional)
 6. Assistant Supervisors (Non-Instructional)

But PASA shall not be the representative for the Assistant Business Administrator.

- B. During the course of this contract, if additional administrative titles are created, this article, upon petition of PASA, may be renegotiated.

ARTICLE II

JOINT PARTNERSHIP FOR REFORM

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.

Acknowledging our commitment to collaboration, systemic reform, shared decision making, improved communication, in a move to higher standards, PASA, the Plainfield Association of School Administrators, strives to solidify this partnership between the PASA, the Board, and the Administration to improve the Plainfield School District so that what is now a good school 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, 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 working relationship is one in which the parties work together with mutual respect, reliability, clear and direct communication and willingness to understand and consider a different point of view.

This new relationship does not require any of the parties 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 Plainfield Education Association (PEA), and PASA, 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.

ARTICLE III

NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with N.J.S.A. 34:13A-1 et seq., in a good faith effort to reach agreement on matters concerning the terms and conditions or administrators' employment. Any agreement so negotiated shall apply to all represented personnel, be reduced to writing, be signed by the Board and PASA, and adopted by the Board.

Notice of intention to negotiate a successor Agreement shall be submitted by either party to the other party by September 30th of the calendar year preceding the year in which the existing Agreement shall expire. Negotiations shall commence no later than March 1st, and no earlier than January 15th of the calendar year in which the existing Agreement shall expire.

Upon request of either party for a meeting to commence negotiations, a mutually acceptable date shall be set no more than fifteen (15) district work days following the date of request. When a tentative Agreement is reached upon any specific proposal included in the negotiations, the tentative Agreement shall be reduced to writing, and copies initialed by both parties. No such Agreement shall take effect until ratification of the entire contract by PASA and the Board.

- B. The Board may be represented by a committee of Board members and relevant administration. PASA may be represented by a committee of its own choosing not

to exceed five (5) in number. The parties concerned may call upon competent professional or lay representatives to assist them.

- C. The terms of the agreement shall be effective July 1, 2021 until and shall remain in full force and effective until June 30, 2025.
- D. This Agreement shall not be modified in whole or in part except by an instrument in writing duly executed by both parties.

ARTICLE IV

GRIEVANCE PROCEDURES

A Grievance

A "Grievance" is defined as an appeal by an administrator or a group of administrators, of the interpretation, application, and/or violation of agreements, affecting them.

B. Procedure

Level 1: Any grievance to be considered under this procedure must be initiated by the administrator in writing within thirty (30) District workdays of the time the administrator knew or should have known of its occurrence. All written grievances shall be countersigned by PASA if PASA is representing the grievant. If the grievance does not contain the countersignature of PASA, the immediate supervisor of the administrator, or the superintendent if the grievance starts at Level 2, shall notify PASA that the grievance is pending within five (5) District workdays of receipt of the written grievance. The written grievance shall specify:

- A The nature of the grievance, including the contract provision, being grieved.
- B. The nature of the remedy being sought.
- C. The name of all affected grievant.
- D. The date on which the action being grieved allegedly occurred.

The immediate supervisor may, at their discretion, offer to meet informally with the grievant and, at the request of the administrator, their PASA representative, to resolve the matter informally at that Level. The immediate supervisor shall communicate his/her decision to the administrator and to PASA in writing with

reasons within ten (10) District workdays of receipt of the written grievance or the date of the informal meeting, whichever is later.

Nothing in this paragraph shall prevent the administrator from informally raising the matter with their immediate supervisor prior to filing a written grievance, except that such action does not waive the requirement that the grievant file the grievance in writing within the initial time limit of thirty (30) District workdays from the date of the grievance occurrence. Further the immediate supervisors obligation to provide a written response shall not begin to run until a written grievance is received.

Level 2: If, within ten (10) District work days of receipt of the decision rendered at Level 1, the administrator is dissatisfied, the PASA on his or her behalf may appeal that decision to the Superintendent of Schools or his or her designee. The appeal to the Superintendent must be made in writing specifying the following:

- A The nature of the grievance, including the contract provision, being grieved.
- B. The nature of the remedy being sought.
- C. The name of all affected grievant.
- D. The date on which the action being grieved allegedly occurred.

The superintendent or his or her designee shall meet with the concerned parties within ten (10) District workdays. He or she shall attempt to resolve the grievance as quickly as possible, but shall render a decision in writing within ten (10) District workdays from the date of the meeting with the concerned parties.

Level 3: Within ten (10) District workdays of the decision rendered at Level 2, PASA 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 decisions rendered at all levels, and shall, at the option of the Board, hold a hearing with the concerned parties within thirty (30) District workdays of receipt of the appeal. The Board, or a committee thereof, shall issue a written response to the grievance within ten (10) District workdays of the hearing.

Level 4: A claim by an administrator or group of administrators shall constitute a grievance beyond Level 3 only if it pertains to a misinterpretation, misapplication, or inequitable application of the terms of this contract. If the decision of the Board does not resolve the grievance to the satisfaction of PASA and PASA wishes a review by a third party, it shall so notify the board within ten (10) District workdays of receipt of the Board's decision.

C. Securing the Services of an Arbitrator

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

1. The request will be made to the Public Employment Relations Commission to submit a roster of persons qualified to function as arbitrator in the dispute in question.
2. The arbitrator shall limit himself or herself to the issues submitted to him or her, and the arbitrator shall consider nothing else. She or he can add nothing to, nor subtract anything from, the contract between the Board and PASA.

D. Miscellaneous provision

1. Any administrator may represent himself or herself at level 1 of the grievance procedure. At succeeding levels, PASA or its designee shall represent him or her. Except that a principal's grievance shall start at level 2 and said principal may represent him/herself at that Level 2.
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 his or her representative (whichever is applicable) within the required time limit, the appeal shall be terminated.
4. Grievances on behalf of a group of administrators must be represented by the PASA on all levels. A grievance by a group of administrators that is centered in one building shall be initiated at Level 1. A grievance by a group of administrators, which is not centered in one building, shall be initiated at Level 2.
5. Each party or parties shall bear the total cost incurred by its own person or group of administrators. The fees and expenses of the arbitrator are the only costs that will be shared equally by both parties.
6. No employee participating in the grievance procedure herein outlined, whether as a party or a representative, shall be subject to coercion, restrain,

discrimination or reprisal in his or her employment by reason of such participation.

7. This grievance procedure and the administration hereof shall, in all respects, comply with the laws and statutes of the State of New Jersey and with the rules and regulations of the State Board of Education, and to the extent that any provision of this procedure or the administration hereof in any given case conflicts with said law, statute, rule or regulation, then the conflicting portion of this procedure or the administration thereof in the particular case shall be null and void.

ARTICLE V

ADMINISTRATOR'S RIGHTS

- A. No administrator shall be disciplined, reprimanded, reduced in rank or compensation, or be deprived of any professional disadvantage (pursuant to Title 18A) without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure outlined in Article III.
- B. (Pursuant to Title 18A) Prior notice to appear before the Board or Superintendent of Schools concerning any matter which could adversely affect the continuation of that administrator in his or her office, position or employment, or the salary or any increments pertaining thereto, shall be given in writing. The administrator shall be entitled to have a representative or PASA to advise him/her and represent him/her at any such meeting or interview, but shall not be limited to such representation.
- C. An administrator shall be suspended with pay pending an investigation, hearing or trial thereof, except in two (2) cases pursuant to N.J.S.A. 18A:6-8.3, [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 without pay at the Board's discretion.
- D. All professional vacancies in the schools shall be promptly posted and all currently employed administrators who meet the minimum job requirements shall be granted the right to apply and be interviewed for said positions prior to the positions being filled. Upon the conclusion of the selection process, all candidates who are members of this unit will be notified that a selection has been made.

- E. Parties recognize each administrator's right for payment of sick leave for service-connected disability pursuant to N.J.S.A. 18A:30-2.1.
- F. Parties recognize each administrator's right to be indemnified against civil and criminal actions in accordance with N.J.S.A. 18A:16-6 and IBA:16-6.1 respectively.

ARTICLE VI

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board of Education or a committee of the Board shall meet with the PASA Executive Board a minimum of two (2) times a year. PASA and the Superintendent shall set the agenda for such meetings.
- B. The Superintendent and a representative group not exceeding six (6) appointed by the President(s) of PASA shall meet (5) times per year at mutually agreed upon intervals.
- C. The Board of Education will comply with the terms of N.J.S.A. 52:14-15.9e and the rules established by the NJ Dept of Education and upon certification of the treasurer or PASA, accompanied by signed authorizations (releases) from affected members, will deduct dues for bonafide professional organizations. The total of these deductions will be transmitted once each month to the treasurer of PASA, who shall be responsible for disbursing it to the various organizations. PASA shall be responsible for notifying the Board of Education of the proper deductions and for all accounting after receipt of cumulative deductions from the Board.
- D. Use of School Building - With approval of the Superintendent, a representative of PASA shall be permitted to transact official PASA business on school property at all reasonable times provided that this shall not interfere with or interrupt normal times school operations.
- E. Use of School Equipment - PASA shall have the right to use school facilities and equipment, including typewriters, copy machines, other duplicating equipment, calculating machines and all types of audio-visual equipment at reasonable times when such equipment is not otherwise in use. PASA shall pay for the reasonable cost of all material, supplies and equipment incident to such use. Use of equipment shall not interfere with or interrupt normal operations.

ARTICLE VII

ADMINISTRATIVE HOURS AND WORKLOAD

- A. Administrators covered under this contract shall not be obligated to represent the Board of Education in negotiations with the negotiation units of other Board employees. They must, however, serve as consultants in negotiations at the discretion of the Superintendent.
- B. The workload of an administrator shall not be increased or added to without prior consultation with the PASA.
- C. It is understood that building based administrators, specifically principals and vice principals, shall be expected to attend a number of evening events included on their school calendar, such as PTO meetings, evening concerts, parent conferences, etc. PASA understands the need of the district to require administrator presence as it relates to specific district functions scheduled for the evening. Members of PASA shall be required to attend no more than six (6) night meetings, and may be required to attend up to two (2) District weekend functions. Administrators required by the district to attend additional or other evening events shall be compensated at the agreed upon stipend rate.
- D. Each administrator shall be provided with a job description.
- E. Twelve (12) month administrators shall be entitled to nineteen (19) holidays in a work year.

Holiday List:

Independence Day

Labor Day

NJEA Conference - November - 2 days

Day before Thanksgiving

Thanksgiving

Day after Thanksgiving

Winter Recess - December 24 through January 1 - 7 days

MLKDay

Presidents' Day

Good Friday

Memorial Day

Juneteenth

- F. Twelve (12) month administrators taking vacation days during the summer months are charged with one (1) working day.

- G. PASA understands the need for adequate supervision of their school buildings when they are not physically present. As such, each school shall adopt and communicate building coverage procedures for such occasions.

ARTICLE VIII

SALARIES

- A. The salaries of all administrators covered by this Agreement shall be calculated pursuant to the methods set out below.
- B. All vacation salary will be at current year's salary when vacation is accumulated.
- C. Salary credit for prior administrative experience may be granted when experience is determined to be comparable to that to be performed in Plainfield.
- D. Prior to a candidate's signing an individual contract at the time the individual's salary is to be established, a representative of PASA will review with the candidate his or her salary to verify it is in accordance with the master Agreement.
- E. Salaries effective July 1, 2017 to June 30, 2020 shall be determined by the agreed-upon salary guides.
- F. All salaries shall be properly adjusted so as to recognize the factors in longevity, additional preparation and credit differentials in the manner set forth in the salary guidelines annexed hereto.
- G. Any member who has earned 32 graduate credits from an accredited college/university subsequent to obtaining a Master's degree shall receive a \$2,000 yearly degree differential stipend.

Any member who has earned an advanced degree (Ph.D. or Ed.D.) from an accredited institution shall receive a \$3,000 yearly degree differential stipend which shall be non-cumulative to the Master's stipend.

- H. Hiring and Promotional Practices.
 - 1. Candidates may be given recognition on salary guide for educational related experience either in public or private sector;
 - 2. The Board has the right to open negotiations to increase maximum salary on guide during this Agreement;

3. Moving on Steps: for Twelve- month hires, no step increase will be given to those hired after December 31st as it relates to the following fiscal year.

SALARY INCREASES (Inclusive of step and increment):

- A. Effective July 1, 2021, the base salaries of the Association shall be increased by **2.8%**
- B. Effective July 1, 2022, the base salaries of the Association shall be increased by **2.8%**
- C. Effective July 1, 2023, the base salaries of the Association shall be increased
- D. Effective July 1, 2024, the base salaries of the Association shall be **increased**
- E. All increases are inclusive of increment and retroactive to the date(s) referenced above, when applicable.
- F. Retroactive salary shall be paid only to those Association Members employed by the Board as of the date of ratification by the Parties.
- G. Salary guides shall be mutually developed by both parties.

ARTICLE IX

ADMINISTRATIVE EVALUATION

- A. Non-tenured and tenured administrator shall be evaluated in accordance with state guidelines. Observations related to the evaluation process shall be reduced to writing within ten (10) District workdays of the observation and a copy supplied to the administrator.

The administrator may append comments to the evaluation within ten (10) District days of receipt of his or her copy.

The Evaluation must include:

- 1. The strengths of the administrator
 - 2. The weakness of the administrator
 - 3. Specific suggestions as to the measure which the employee might take to improve his/her performance in each area wherein a weakness has been indicated.
 - 4. Attendance and compliance with district accountability guidelines.
- B. Once an appointment is made with Human Resources, the administrator shall have access at reasonable times and places to his or her personnel file and may append comments promptly upon such material being known to him or her with the following exclusions:

1. Letters of reference
 2. Comparative evaluations used for the purpose of promotions.
- C. Whenever an administrator is required to appear before the Board as a result of a complaint filed by a teacher, student, or parent of a student, the administrator shall be notified in writing of the contents of the complaint prior to the Board hearing. Said writing shall include the date on which the complaint was filed, and the time and place of the Board Meeting.

ARTICLE X

PERSONAL, SICK, AND OTHER DAYS OF ABSENCE AND LEAVES

A. Personal illness and injury

1. Twelve (12) month administrators shall be granted twelve (12) days per year, as above.
2. The unused days of absence shall be cumulative without limit. N.J.S.A. 18A:30-3. However, unused sick leave will not be paid for when an employee terminates employment.
3. Sick leave will be pro-rated in the same manner as contractual salary when employment begins after the start of a contract year.
4. The Board will provide a Retirement Payment up to fifteen thousand dollars (\$15,000), or in accordance with state regulations, based upon the rate of seventy-five dollars (\$75) per day.

B. Personal Days of Absence

1. The Board provides a maximum of three (3) days per year with pay for reasons other than those listed above. Prior written approval of an immediate supervisor is 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 for which such absences may be applied.

2. Unused personal business days shall accumulate up to a maximum of three (3) days.

C. Family Illness, Injury, or Bereavement

The Board will provide contracted employees three (3) days' leave with full pay in any one (1) school year for critical illness in the immediate family. In the event of a death in the immediate family, this allowance is extended to five (5) days' leave with full pay in any one (1) school year. This allowance may be extended at the discretion of the Superintendent in unusual circumstances.

D. Critical Illness

Critical illness means illness that the attending physician considers sufficiently serious to require the staff member's presence at the bedside. Immediate family means any person meeting that definition under N.J.S.A. 34:11B-1 et seq or 29 USCA § 2601 et seq.

E. Work-Connected Absences

In accordance with N.J.S.A. 34:15-1 et seq., if an employee is absent as a result of injury or illness arising out of his or her employment, the Board will pay his or her wages or salary for the period of such absences up to one (1) year and will not charge such absence against the employee's annual or accumulative sick leave. The payments of wages or salary shall be made regardless of any temporary disability benefits but shall be reduced by the amount of any workmen's compensation award made for temporary disability.

F. Extended Sick Leave

The Board may grant a tenured employee additional sick leave at 2/3 pay over and above sick leave defined by New Jersey School Law upon receiving a recommendation from the Superintendent. The employee must be under the care of a physician, and his or her sick leave must have expired more than twenty (20) working days prior to granting of additional sick leave. Upon termination of the additional sick leave period, the employee must submit a certificate from his or her physician indicating fitness to return to work.

G. Family Leave

The Board may grant a leave of absence to an administrator 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. The Board may grant a leave of absence to an administrator for his or her own serious health condition under the terms required by N.J.S.A. 34:11B-1 et seq. or 29 USCA § 2601 et seq.

H. Leave for Jury Duty

An employee called to jury duty will be paid during the time of such service, less any stipend received for such duty.

I. Military Reserve Duty

In accordance with John papa v. Board of Education, palisades Park, decided by the New Jersey Commissioner of Education November 21, 1974, an employee called to military reserve duty will be granted up to two weeks leave 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.

- J. All PASA members must report absences in the district's automated attendance system pursuant to Board policy.

ARTICLE XI
ATTENDANCE INCENTIVE

The Board agrees to compensate administrators for good attendance in accordance with the following:

<u># Days Absent in Any Year</u>	<u>Compensation</u>
0-1	\$500

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

ARTICLE XII

FACILITIES

A. Privacy

1. Administrators and supervisors need privacy when discussing employee performance, conduct, instructional methodologies, and issues with parents. It is the goal of the parties to ensure that administrators and supervisors are provided with the appropriate confidential office space to facilitate such discussions. When there is a lack of available space or budgetary constraints, alternative space will be designated.
2. It is desirable that each administrator required to work during the summer should have an office that is cooled artificially. The Board agrees to a good-faith effort to provide same within the constraints of its budget.

ARTICLE XIII

PROFESSIONAL GROWTH

- A. The Board recognizes the value of professional growth by providing reimbursement upon successful completion of the course to administrators for tuition in approved college and university courses. Reimbursement of tuition is limited to courses that relate to the employee's current or future job functions. All tuition reimbursement shall be consistent with N.J.S.A. 18A:6-8.5, as may be amended. Tuition assistance and any additional compensation shall be provided only for a course or degree related to the employee's current or future job responsibilities.
- B. PASA members will receive no reimbursement under this Article until such time as they achieve tenure in the District.
- C. If a grade of A or B is received in a degree, certification and or course for which the administrator 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 of "pass" will be considered equivalent to A or B.

Masters:

1. PASA members shall be reimbursed at the State University rate (Rutgers) per credit up to 21 credits in a fiscal year not to exceed 40 total credits for masters.
2. The district reserves the right to reimburse an individual for one master's degree.

Doctorate:

1. PASA members shall be reimbursed at the State University rate (Rutgers) per credit up to 21 credits in a fiscal year not to exceed 90 total credits for doctorate.
 2. The district reserves the right to reimburse an individual for one doctorate degree
- D. A PASA member must remain a district employee at least two (2) years after completing course work related to a Master's degree and at least three (3) years related to the Doctorate. Any PASA member who leaves the District prior to the aforementioned two or three 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.
- E. When a member disaffiliates from the district, the member must reimburse the district all tuition received within the two (2) years preceding the member's separation date. The exception to this would be those individuals whose employment has been discontinued due to non-renewed or reduction in force
- **Any employee who becomes a PASA member after ratification by both parties, shall not receive more than \$12,500 in tuition reimbursement over the life of their employment with the Plainfield Board of Education.**

Qualifications

1. This program is restricted to study that is directly connected with the applicant's present assignment.
2. Provision will be made for partial reimbursement for travel to approved summer institutes in cases where the travel allowance provided by the institute is not sufficient to meet the needs of the student.
3. Applications will be submitted to the office of the Superintendent for review.
4. Approved applications will include the amount of reimbursement converted by the eligibility requirement.
5. The Superintendent will recommend payment based on each individual's application.
6. School administrators and supervisors up to and including the level of principal will be eligible for the program with the provision that all courses

taken by personnel in these categories shall require prior approval of the Superintendent.

7. Reimbursement for allowable expenses incurred by professional personnel when taking professional growth courses will be made twice a year, at the October and March meetings of the Board. In order to facilitate payment of this policy, it is urgently requested that administrators who are taking approved courses submit their transcripts of completed work as soon as they are available together with the application form and receipts for other allowable expenses. No payments will be made unless all requirements for forms and receipts are fulfilled. It is the intent of this policy to include payment for courses taken the previous summer; therefore, when institutions fail to send transcripts by September 1 and February 1, respectively, it is suggested that the respective staff members notify the Superintendent's office in writing of the fact, and consideration will be given to such circumstances.

- Allowable expenses are only for tuition credit hours. Registration, textbooks or other fees are not allowable expenses and will not be reimbursed.

- F. Mentoring Fees - The Board agrees to reimburse PASA employees 50% of all State required mentoring fees paid by the individual upon the attainment of tenure in the Plainfield School District.

ARTICLE XIV

INSURANCE PROTECTION

- A. Employees shall be provided health insurance consistent with Chapter 78, Chapter 44, and Chapter 163, as may be amended. In the event the implementation results in a net increase in cost to the District, the Parties agree to commence negotiations to mitigate the financial impact to the district.
- B. The Board and PASA recognize the necessity of adopting a health benefits plan, which continues our tradition of providing quality health care to employees while producing long-term cost containment to the District. The Board will continue to provide medical, surgical, and hospitalization insurance (Blue Cross/Blue Shield-Blue Select Program) with a one hundred (\$100)/ two hundred dollars (\$200) deductible for employees/families. Additionally, a variety of HMO's will be available to the employees.

- o ***With advance notice to PASA, the Board reserves the right to change insurance carriers and/or self insure provided that the benefits are equal to or better than.***

C. Prescription Plan-Effective July 1, 2017, through June 30, 2020 the Board will provide the annual payment per employee for the purchase of a \$10.00 - \$20.00 prescription drug program with mail order provision.

- a. The prescription plan will be replaced by what has been designated "Option 2," as follows:

Retail Co-Payment	\$5 Generic/\$40 Brand
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Retail Supply Limitation:

- 1-30 days= 1 copay
- 31-60 days = 2x copay
- 61-90 days= 3x copay

Mail Order Co-Payment	\$5 Generic/\$40 Brand
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Mail Order Supply Limitation	Up to 90 days
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Deductible	None
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Other Step therapy; no mandatory mail order for maintenance drugs

D. Dental Plan - Effective July 1, 2017, through June 30, 2020, the Board will provide the annual payment for the purchase of a dental plan.

E. Vision Plan - Effective July 1, 2017, through June 30, 2020, the Board will provide an option for a family vision care program to cover eyeglasses and/or examination. The administration is the determined by the Board.

ARTICLE XVI
USE OF AUTOMOBILE

- A. Administrators required to utilize their automobile for school business shall receive the State of New Jersey mileage allowance
1. Mileage reimbursement can be submitted monthly, but must be submitted by June 30 for current school year.

ARTICLE XVII
CUMULATIVE VACATION PAYMENT

- A. All vacation days must be taken the school year following the accrual. All vacations require the approval of the employee's direct supervisor or of the Superintendent and shall be scheduled so as not to interfere with work requirements. Under extenuating circumstances an administrator may submit a request to the Superintendent to carry - over no more than five (5) days. If permission is granted, such days must be taken prior to December 1.
- B. New administrators that were previously employed in the District as twelve (12) month District employees can carry over their vacation and accrue up to two (2) vacation days for each month worked during the school year during which the administrator was first hired as an administrator, with a maximum of twenty three (23) total vacation days per year.

Vacation days earned by new administrators that were previously employed as ten (10) month employees and any other new administrator will accrue two vacation days for each month worked during the school year. Vacation days are eligible for immediate use, pursuant and subject to the normal terms and policies regarding vacation leave.

- C. All vacation salary will be at the current year's salary when vacation time is accumulated provided that such salary will be the salary paid at the time the vacation is earned.
- D. Administrators who resign from the employ of Plainfield Board of Education shall receive payment for their services through their termination date.
- E. The estate of a twelve (12) month administrator who dies while in the employment of the District, shall receive the salary coming to the administrator up to and including

the day of his death, as well as payment on a prorated basis for vacation time accrued by that administrator up to and including the day of his or her death.

- F. Administrators may not use vacation days on the following dates: August 21st through September 1, 2023; August 19th through August 30, 2024; or August 18th through August 29, 2025 (if no contract has been ratified before that date); General Election day; Mondays and Tuesdays of the week of Thanksgiving; and the Last five days of the district-approved 10 month calendar (June).

ARTICLE XVIII

ADMINISTRATIVE COUNCIL

- A. The President and Vice President shall have a monthly meeting with the Superintendent which shall serve as a forum for problem solving. The Administrators shall provide agendas for the meeting at least one business day prior to the meeting.
- B. Nontenured administrators must complete required annual training as designated by the Superintendent.

ARTICLE XIX

COMPLETENESS OF AGREEMENT

- A. The parties hereto acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective negotiations, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board of Education and the Association for the life of this Agreement each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to negotiate collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

ARTICLE XX

LONGEVITY

LONGEVITY:

PASA shall continue to receive the District's longevity pay for years of service in the District. In addition, effective 2021-2022, an administrative longevity shall be created and paid as a non-cumulative stipend yearly as follows:

Upon completion of 10 years of administrative service in the District*	\$1,000.00
Upon completion of 15 years of administrative service in the District*	\$1,500.00
Upon completion of 20 years of administrative service in the District*	\$2,000.00

*District shall Refer specifically to the Plainfield Public School District

ARTICLEXXI

MANAGEMENT RIGHTS

- A PASA recognizes that the Board may not, by agreement, delegate authority and responsibility, which by law are imposed and lodged with the Board.
- B. Except as may otherwise be provided for limited in this Agreement, the Board reserves to itself the 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:
 - 1. To direct employees of the Board;
 - 2. To hire, assign, promote, transfer and retain employees covered by this Agreement, or to suspend, demote, discharge, or take disciplinary action for just cause against the employee;
 - 3. To make work assignments, work and shift schedules including overtime assignments;
 - 4. To relieve employees from duties because of lack of work or other legitimate reasons;

5. To maintain the effectiveness of the Board operations entrusted to them; and
6. To determine the personnel by which such operations are to be conducted.

APPENDIX-1

Board & PASA Recognized Working Title

- A. Principal PHS (12 months)
- B. Principal Middle School & K- 8 (12 months)
- C. Principal K- 6, BOAACD, PAAAS (12 Months)
- D. Coordinator Business Administration (12 Months)
 - Coordinator Information Technology & Support Services
 - Coordinator District Facilities & Grounds
 - Coordinator Grants Administrator (12 Months)
 - Supervisor/Director of Athletics
 - Supervisor of Special Education Services
 - Coordinator of Pupil progression Services
 - District Content Supervisors
- E. Director of Early Childhood Programs & Services (12 months)
 - Director of Planning, Research and Evaluation
 - Director of Student Intervention and Family Support Services
- F. Vice-Principals (12 months)
- G. Coordinator of transportation
 - Assistant Business Administrator
 - Coordinator of Accounting
 - Coordinator of Intervention and Family Support Services
 - Coordinator of Compensation Administration
- H. Assistant Supervisor District Facilities and Grounds
 - School Supervisor RAC

APPENDIX-2

Position Desc	Guide	Column
Principal	PASA	C
Director of Special Ed	PASA	E
Principal	PASA	C
Supervisor Special Education Compliance	PASA	D
Supervisor Of Special Education Programs	PASA	D
Principal	PASA	C
Supervisor Information Technology	PASA	D
Supervisor of Early Childhood	PASA	D
Supervisor of English Language Arts/Literacy	PASA	D
Assistant Principal	PASA	F
JAG Supervisor	PASA	D
Director of Athletics	PASA	E
Principal	PASA	C
Supervisor Social Studies	PASA	D
Supervisor of Purchasing	PASA	H
Assistant Principal	PASA	F
Assistant Principal	PASA	C
Supervisor of Nursing	PASA	D
Data Systems Supervisor	PASA	H
Supervisor Vocational-Technical Subjects	PASA	D
Principal	PASA	C
Assistant Principal	PASA	F
Director Bilingual Education	PASA	E
Supervisor of Science- STEM	PASA	D
Principal	PASA	C
Assistant Principal	PASA	F
Supervisor of Student Transportation	PASA	H
Assistant Principal	PASA	F
Assistant Principal	PASA	F
Principal	PASA	C
Principal	PASA	C
Assistant Principal	PASA	F

Principal	PASA	C
Assistant Principal	PASA	F
Supervisor of Student Services Programs	PASA	D
Accounting Manager	PASA	H
Director of School Counseling Services	PASA	E
Supervisor of Visual and Performing Arts	PASA	D
Supervisor Bilingual, ESL & World Languages	PASA	D
Assistant Principal	PASA	F
Director of Early Childhood	PASA	E
Accounting Manager	PASA	H
Assistant Principal	PASA	F
Assistant Principal	PASA	F
Supervisor of Intervention	PASA	D
Supervisor of Intervention	PASA	D
Assistant Principal	PASA	F
Assistant Principal	PASA	F
Principal	PASA	C
Supervisor 21st Century (Acting)	PASA	D
Assistant Director of Facilities & Grounds	PASA	H
Data Systems Supervisor	PASA	H
Principal	PASA	C
Principal	PASA	C
Principal	PASA	C
Supervisor Bilingual, ESL & World Languages	PASA	D
Director Student Enrollment	PASA	E
Supervisor Pupil Personnel Services	PASA	E
Supervisor Mathematics 6-12	PASA	D
Supervisor of Information Technology	PASA	D
Principal	PASA	C
Principal	PASA	C
Supervisor of Child Study Team	PASA	D
Supervisor of 21st Century Programs	PASA	D
Principal Special Assignment	PASA	C
Assistant Principal	PASA	F

Director of District Facilities & Grounds	PASA	E
Assistant Principal	PASA	F
Asst Director Athletics, Health & PE (K-12)	PASA	H
Assistant Principal	PASA	C
Assistant Principal	PASA	F

MEMORANDUM OF AGREEMENT
PLAINFIELD BOARD OF EDUCATION
and the
PLAINFIELD ADMINISTRATORS AND SUPERVISORS ASSOCIATION

February_, 2023

The negotiating committees for the Plainfield Board of Education (the "Board") and the Plainfield Administrators and Supervisor's Association (the "Association") hereby agree to recommend the following to their principals for ratification. Initially, the Board and the Association agree to incorporate all terms and conditions of the Collective Bargaining Agreement for the period commencing July 1, 2020 and ending June 30, 2021 (the "CBA"), into the successor Collective Bargaining Agreement, except for the modifications set forth below.

The parties further agree that all issues/proposals not previously agreed to and not mentioned herein are withdrawn. All other language in the Collective Bargaining Agreement that ultimately expired on June 30, 2021 shall continue in the new contract and will remain status quo.

The following shall be incorporated into the new Collective Bargaining Agreement:

1. The Agreement shall be for the four (4) year period commencing July 1, 2021 and ending June 30, 2025.
2. Salary Increase (inclusive of step and increment).
2021-2022: 2.8%
2022-2023: 2.8%
2023-2024: 3.0%
2024-2025: 3.2%
3. Retroactive salary shall be paid only to those Association Members employed by the Board as of the date of ratification by the Parties.
4. Salary guides to be mutually agreed to by both parties.

5. The CBA modifications shall be as provided in Exhibit A, attached hereto and incorporated by reference as if fully set forth herein, including all proposals previously agreed to and signed off on by the respective negotiation committees.

For the Board

For the PASA

**YEAR1
2021-22
ADMINISTRATORS**

STEP	A	B	C	D	E	F	H
0			133,446	123,889	127,581	122,068	92,883
1			134,263	124,544	128,237	122,718	96,701
2			135,129	125,245	128,940	123,413	98,811
3			136,015	125,965	129,662	124,127	100,920
4			136,933	126,719	130,416	124,872	103,030
5			137,947	127,563	131,261	125,706	105,015
6			140,168	129,519	133,226	127,637	107,000
7			142,717	132,157	135,878	130,240	108,985
8			146,209	133,414	138,146	132,959	110,970
9			150,549	138,825	139,576	135,817	112,955
10			155,114	140,942	143,715	140,878	115,634
11			159,706	142,890	151,186	145,263	119,933
12			169,450	155,742	159,330	154,245	126,511

\$5,000 for High School Principal
\$3,500 for Middle School Principal

**YEAR2
2022-23
ADMINISTRATORS**

STEP	A	B	C	D	E	F	H
0			135,268	125,711	129,403	123,890	94,705
			136,085	126,366	130,059	124,540	98,523
2			136,951	127,067	130,762	125,235	100,633
3			137,837	127,787	131,484	125,949	102,742
4			138,755	128,541	132,238	126,694	104,852
5			139,769	129,385	133,083	127,528	106,837
6			141,990	131,341	135,048	129,459	108,822
7			144,539	133,979	137,700	132,062	110,807
8			148,031	136,736	140,468	134,781	112,792
9			152,371	139,147	143,898	138,639	114,777
10			156,936	144,764	145,537	141,700	117,456
11			161,528	149,212	151,508	147,085	121,755
12			170,629	157,813	160,692	156,067	128,333

\$5,000 for High School Principal
\$3,500 for Middle School Principal

**YEAR3
2023-24
ADMINISTRATORS**

STEP	A	B	C	D	E	F	H
0			137,861	128,304	131,996	126,483	97,298
1			138,678	128,959	132,652	127,133	101,116
2			139,544	129,660	133,355	127,828	103,226
3			140,430	130,380	134,077	128,542	105,335
4			141,348	131,134	134,831	129,287	107,445
5			142,362	131,978	135,676	130,121	109,430
6			144,583	133,934	137,641	132,052	111,415
7			147,132	136,572	140,293	134,655	113,400
8			150,624	139,329	143,061	137,374	115,385
9			154,964	143,240	146,991	141,232	117,370
10			159,529	145,857	150,630	145,293	120,049
11			164,121	151,805	152,687	148,678	124,348
12			173,222	159,906	163,745	158,660	130,926

\$5,000 for High School Principal
\$3,500 for Middle School Principal

**YEAR4
2024-25
ADMINISTRATORS**

STEP	A	B	C	D	E	F	H
0			141,392	131,835	135,027	130,014	100,829
1			142,209	132,490	135,683	130,664	104,647
2			143,075	133,191	136,386	131,359	106,757
3			143,961	133,911	137,108	132,073	108,866
4			144,879	134,665	137,862	132,818	110,976
5			145,893	135,509	138,707	133,652	112,961
6			148,114	137,465	140,672	135,583	114,946
7			150,663	140,103	143,324	138,186	116,931
8			154,155	142,860	146,092	140,905	118,916
9			158,495	146,771	150,022	144,763	120,901
10			163,060	150,888	154,161	148,824	123,580
11			167,652	154,336	158,632	153,209	127,879
12			175,428	162,503	165,828	160,278	133,728

\$5,000 for High School Principal
\$3,500 for Middle School Principal

ADVANCEMEN PLACEMENT

CHART

ADMINISTRATORS

BASE YEAR 2020-21 STEP	YEAR ONE 2021-22 STEP	YEAR TWO 2022-23 STEP	YEAR THREE 2023-24 STEP	YEAR FOUR 2024-25 STEP
		0	0	0
		1	1	1
		2	2	2
0		3	3	3
		4	4	4
2		5	5	5
3		6	6	6
4		7	7	7
5	>	8	8	8
6		9	9	9
7		10	10	10
8		11	11	11
9		12	12	12
10		12	12	12
11		12	12	12
12		12	12	12

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PLAINFIELD BOARD OF EDUCATION
and the
PLAINFIELD ADMINISTRATORS AND SUPERVISORS ASSOCIATION
February_, 2023

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For the Board

DocuSigned by:

DocuSigned by:

Josely M. Castro
CA406D3/1//C45A...

DocuSigned by:

Jacqueline D. Workman
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DocuSigned by:

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For the PASA

DocuSigned by:

Dion Roach

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DocuSigned by:

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DocuSigned by:

Olivia Rodriguez

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