

AGREEMENT
between the
**BOARD OF EDUCATION
OF NORTH PLAINFIELD**
and the
**NORTH PLAINFIELD
EDUCATION ASSOCIATION**
2019-2022

TABLE OF CONTENTS

ARTICLE PAGE

1	Recognition	4
2	Negotiation of Successor Agreement	4
3	Grievance Procedure	5
4	Rights and Responsibilities of Both Parties	7
5	Board/Staff Liaison	7
6	Sick Leave	8
7	Temporary Leaves of Absence	9
8	Insurance Protection	10
9	Extended Leaves of Absence	12
10	Agency Fee	13
11	Salary Provisions	14
12	Retirement Allowance	14
13	Posting of Vacancies	14
14	Educational Improvement	15
15	Miscellaneous Provisions	16
16	Duration of the Agreement	17
	Attachment A	18

PART 2: SPECIFIC WORKING CONDITIONS FOR SECRETARIES

17	Daily Work Hours	19
18	Vacations & Holidays	19
19	Promotions, Transfers and Reassignments	20
	Attachment B	21

PART 3: SPECIFIC WORKING CONDITIONS FOR CUSTODIAL AND MAINTENANCE PERSONNEL

20	Hours and Overtime	22
21	Vacation, Holidays, and Snow Days	22
22	Termination/Suspension/Just Cause	24
23	Miscellaneous	24
24	Salary Provisions for Custodial/Maintenance Personnel	25

PART 4: SPECIFIC WORKING CONDITIONS FOR PARAPROFESSIONALS, TRANSPORTATION PERSONNEL

25	Hours, Overtime and Layoff/Recall Rights	26
26	Just Cause	28
27	Employee Equipment & Miscellaneous	28

PART 5: SPECIFIC WORKING CONDITIONS FOR TEACHERS

28	Teacher Employment	28
29	School Calendar	29
30	Teacher Assignment and Evaluation	29
31	Non-Teaching Duties	30
32	Sabbatical Leave	31
33	District Evaluation Advisory Committee	33
34	Maintenance of Classroom Control and Discipline	34
35	Salary Provisions for Teachers	34

APPENDIXES

Appendix A: Secretarial Salary Guides 2019-2022..... 36
Appendix B: Maintenance and Custodial Salary Guides 2019-2022 38
Appendix C: Paraprofessional and Transportation Personnel Wage Rates 2019-2022..... 39
Appendix D: Teacher Salary Guides 2019-202240
Appendix E: Part-time/Hourly Teachers' Wage Rates 2019-2022 44
Appendix F: Extra-Curricular/Supplemental Salaries 2019-2022 45
Appendix G: Supplemental Salaries 2019-2022..... 50

ARTICLE 1

RECOGNITION

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

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

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

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

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

ARTICLE 2

NEGOTIATION OF SUCCESSOR AGREEMENT

A. **Changes**

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

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

B. Modification

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

ARTICLE 3

GRIEVANCE PROCEDURE

A. Definition

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

B. Right of Employee to Representation

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

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

C. Procedure

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

d. The remedy sought by the grievant.

5. **Step 1**

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

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

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

6. **Step 2**

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

7. **Step 3**

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

8. **Step 4**

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

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

9. Step 5

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

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

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

ARTICLE 4

RIGHTS AND RESPONSIBILITIES OF BOTH PARTIES

- A. The Board recognizes the rights, duties and responsibilities of the Association toward its members, in protecting their rights in employment.
- B. The Association recognizes the Board's right to manage the school system and to do so by, among other things, assigning work tasks and work stations to members of the Association, and by regulating and evaluating their performance in accordance with the rules and regulations made by the Board to carry out the Board's managerial function and responsibilities.
- C. Any employee who is required to appear for a formal hearing before the Board of Education shall receive prior written notice of the reasons for said hearing and be advised of the right to be accompanied by a representative of his choice.
- D. Any items of public record on file in the office of the Secretary of the Board of Education shall be available for examination by any bona fide representative designated by the President of the Association.
- E. The Association shall enjoy the same privileges regarding use of building and equipment therein as presently provided and consistent with Board policy.

ARTICLE 5

BOARD/STAFF LIAISON

- A. Board/Staff
 1. The Association shall select a Liaison Committee consisting of the Association President, Vice-Presidents and at least one representative from the following buildings: East End, West End, Somerset, Stony Brook and one (1) representative each from the High School and the Middle School. The Board Committee shall consist of the Superintendent, Assistant Superintendent, two (2) Board representatives, and two (2) administrators.
 2. The Liaison committee shall meet once a month during the effective period of this contract to discuss and review district wide issues excluding grievances. Board/Staff

meetings will continue to be scheduled once a month but may be canceled if there are no issues to review or discuss.

3. The Association President (or designee) and the Superintendent (or designee) shall develop a mutually agreeable agenda for each meeting. The agenda shall be received by committee members at least three (3) school days prior to the meeting.

B. Building Liaison

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

ARTICLE 6

SICK LEAVE

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

10 month-employees - 11 days
12 month employees - 13 days.
 2. Employees who do not work the same number of hours each day shall be paid the average of the number of hours worked per day when absent on paid sick leave.
- C. Sick leave allowable under the above conditions shall accumulate for use as may be needed for sickness in subsequent years.
- D. Immediately upon return to work, a physician's certificate attesting to the physical disability of an employee may be required as provided by statute.
- E. Notification of accumulated sick leave as of the first day of any school year shall be given by September 30th of that year.
- F.
 1. Members of custodial and maintenance crews must notify the Director of Operations of their absence at least one hour prior to the beginning of their shift except for unforeseen emergencies.
 2. Teaching staff members must notify either the substitute service or their immediate

supervisor prior to 5:30 a.m. if planning to be absent except in cases of emergency when the teacher shall give notice as soon as possible. When calling the substitute service, teaching staff members shall advise as to assignment, length of absence, and when expected to return to work.

3. All employees must enter all absences on the automated attendance system.

ARTICLE 7

TEMPORARY LEAVES OF ABSENCE

A. An employee may be absent without loss of pay when:

1. Absence as the result of a court order or if the employee is required by law to attend a legal proceeding related to their employment, except when the employee has filed legal action against the District.
2. In the case of death of an immediate family member (spouse, parent, step-parent, adult residing with employee in a spousal-like relationship, long term member of immediate household, child, grandchild, sibling, or parent-in-law) up to five (5) working days of bereavement leave shall be granted immediately following the death provided there are no more than three (3) consecutive scheduled holidays or vacation days for the employee during the bereavement period. "Long Term" for purposes of this paragraph is defined as one year or greater.

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

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

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

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

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

5. Jury Duty

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

6. Special Examinations

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

7. Professional Days (Teachers Only)

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

8. An employee absent for reasons other than those specified above shall receive no pay for the time lost.
9. An employee wishing to apply for an exception to the rules stated above must apply in writing for a review of the employee's case at the June meeting of the Board of Education. Such application must be received before the first Monday in June.
10. Nothing herein shall be construed to be in conflict with the Workers' Compensation law of the State of New Jersey.

ARTICLE 8

INSURANCE PROTECTION

- A. The Board shall provide the health-care insurance protection outlined in present policies and designated below. Effective July 1, 2014, employees shall contribute towards health benefits in accordance with the amounts set forth in statute.
 1. The Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing on July 1 and ending on June 30 for each employee who remains in the employ of the Board for the full school year.
 2. The Direct Access Program shall be the Base Medical Benefit Program. The Board may offer other voluntary medical benefit programs. Employees may enroll in any medical benefit program offered by the Board.
 3. Provisions of the health-care insurance program shall be detailed in master policies and contracts agreed upon by the Board and the Association and shall include but not necessarily be limited to:
 - a. Hospital room and board and miscellaneous costs.
 - b. Outpatient benefits.
 - c. Laboratory fees, diagnostic expenses, and therapy.
 - d. Maternity costs.
 - e. Surgical costs.
 - f. Major-medical coverage.

4. Effective July 1, 2005, the Board shall provide a \$20/\$ 10/\$ 10 co-pay prescription plan (brand, generic and mail, respectively), including contraceptives. The Board may offer other voluntary prescription benefit plans.

5. The Board shall provide a full dental plan for each employee. Employees may purchase dental coverage for their family through payroll deduction, subject to the consent of the provider, agreement on the payment plan, payroll deduction, and mutual agreement between the parties on the specifics.

6. The Board shall provide a long term disability income benefit which shall begin ninety (90) calendar days after continuous disability and remain in effect to age 65 for accidents and sickness. Said benefit shall be paid at sixty percent (60%) of the individual's monthly salary, exclusive of bonuses and overtime, to a maximum benefit of \$6,000 per month.

7. Effective July 1, 2005, employees must work in excess of twenty three (23) hours per week in order to be eligible for Health Benefits. All current employees who have Health Benefits shall be exempt from this provision.

a. Notwithstanding the above provision, effective July 1, 2019, paraprofessionals must work for thirty (30) or more hours per week in order to be eligible for health benefits.

- B. 1. Employees may voluntarily waive medical and/or prescription health benefits in any year and receive a taxable stipend depending on the level of eligible coverage waived. The annual stipends are as follows:

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

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

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

C. The Board shall establish a Section 125 Plan.

D. The Board shall establish a flexible spending account.

ARTICLE 9

EXTENDED LEAVES OF ABSENCE

- A. Two (2) tenured employees designated by the Association may be granted a leave of absence for a period not in excess of two (2) years to work for the Association and/or its affiliates. Such leave shall be without accumulation of credit on the salary guide and without pay or benefits.
- B. A tenured employee may be granted a leave of absence for a period not in excess of two (2) years:
1. To join the Peace Corps, VISTA, National Teachers' Corps., or similar program as a full-time participant.
 2. To serve as an exchange or overseas teacher as a full-time -participant.
- Such leave shall be with accumulation of credit on the salary guide but without pay.
- C. Disability
1. An employee who anticipates a period of disability shall notify the Superintendent in writing at least ninety (90) days prior to the commencement of a disability leave. In the case of maternity related disability, the employee shall notify the Superintendent of the anticipated date of delivery. The employee shall be entitled to use accumulated sick leave during the period of disability. In the case of an emergency the employee shall notify the Superintendent in writing as soon as possible.
 2. Should the Administration determine that an employee is unable to fulfill the requirements of his/her position due to disability, the Board may commence the disability leave at an earlier date. This additional leave time required by the Board shall be with pay and all benefits. This additional leave time shall not reduce the employee's accumulated sick leave.
- D. Child Care
1. An employee shall be entitled to an unpaid leave of absence for reasons of child care. An employee seeking such leave shall file written notice with the Superintendent not less than ninety (90) days prior to the commencement of the leave. Such leave shall commence on the first day following the end of the disability period.
 2. An employee who adopts an infant shall be entitled to an unpaid leave of absence for reasons of child care. An employee seeking such leave shall file written notice with the Superintendent not less than ninety (90) days prior to the commencement of the leave. The leave shall commence upon receipt of *de facto* custody of the child or earlier, if necessary, to fulfill the requirements for adoption.
 3. A child care leave shall be for the balance of the school year in which it commences, and at the option of the employee, shall be for half or all of the following year.
 4. An employee returning from child care leave must return at the beginning of the school year or at the mid-year break, within two (2) years of the commencement of the leave. If the employee elects to continue the leave into that period beyond the year in which the leave commenced, he/she must notify the Superintendent accordingly, in writing, by April 1st for a September 1st return or by October 1st for a February 1st return. Such leave shall be without accumulation of credit on the salary guide, without pay, and without health benefits except as provided for by Statutory and Federal Family Leave Acts. Any leave, other than maternity disability or Statutory and Federal Family Leave Act leave, shall not count towards the accrual of tenure.
 5. An employee may opt for the benefits of the State and Federal Family Leave Acts to run concurrent with contractual child care leave. Any leave, other than maternity disability or

- State and Federal Family Leave Act leave, shall not count towards the accrual of tenure.
6. Extensions or other adjustments to the duration of a leave for child care must be requested in writing and shall be granted at the full discretion of the Board of Education.
 7. An employee on an unpaid leave of absence shall not be eligible to either receive or accrue benefits except as statutorily required. The employee may continue health insurance coverage at the employee's expense, in accordance with the rules of COBRA.
 8. To be eligible for a salary increment and credit toward longevity payments and sabbaticals, a ten (10) month employee must work at least five (5) months in the school year and a twelve (12) month employee must work at least six (6) months in the fiscal year (July 1 to June 30) in which the leave commences or terminates.
- E. A tenured employee may be granted a leave of absence for advanced study at the discretion of the Board of Education.
 - F. All applications for leaves, extensions or renewals thereof must be made and granted in writing.
 - G. A tenured employee upon the resumption of employment shall have restored all benefits to which he/she was entitled prior to his/her leave of absence.
 - H. At the conclusion of a leave granted pursuant to Sections A, B, C, D or E employees shall, upon return to work, be placed on a step on the salary guide that reflects their years of service completed prior to the start of the leave of absence.

ARTICLE 10

AGENCY FEE

- A. Upon receipt of written authorization, the Board shall deduct a representation fee from the wages of each full-time employee (working a least twenty-three (23) hours per week) who is not a member of the Association and shall remit the monies collected to the Association once each month, not later than the 15th of the month.
- B. The Association agrees to indemnify and hold harmless the Board from any causes of action, claims, loss or damages incurred as a result of this clause. Attorneys' fees shall be mutually agreeable.
- C. Any employee in the bargaining unit on the effective date of this Agreement who does not join the Association within thirty (30) days of initial employment within the unit and any employee previously employed within the unit who does not join within ten (10) days of reentry into employment within the unit shall as a condition of employment pay a representation fee to the Association by automatic payroll deduction.
- D. The representation fee shall be in an amount equal to eighty-five percent (85%) of the regular Association membership dues, fees and assessments certified to the Board by the Association. The Association may revise its certification of the amount of the representation fee at any time to reflect changes in the Association membership dues, fees, and assessments. The Association entitlement to the representation fee shall continue beyond the termination date of this Agreement so long as the Association remains the majority representative of the employees in the unit, provided that no modification is made to this provision by a successor Agreement between the Association and the Board.
- E. For the purposes of this provision, employees who are reappointed from year to year shall be considered to be in continued employment.
- F. The Association shall establish and maintain at all times a demand and return system as provided by N.J.S.A. 34:13A-5.4 (2) (d) and (3) (L.1979, c.417), and membership in the Association shall be available to all employees in the unit on an equal basis at all times. In the event the Association

fails to maintain such a system or if membership is not so available, the Board shall immediately cease making said deductions.

- G. On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association President, a list of all employees who began their employment in bargaining unit positions during the preceding thirty (30) day period. The list will include names, job titles and dates of employment for all such employees.

ARTICLE 11

SALARY PROVISIONS

- A. When requested, salary deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A.) 52:14-15,9e.) and under rules established by the State Department of Education. When requested by an employee, the Board of Education agrees to enter into an Agreement to reduce the employee's salary to purchase on behalf of the employee an annuity which qualifies under the provisions of Section 403b of the Internal Revenue Code of 1954, as amended.
- B. Twelve-month employees must be paid for at least six months and ten month employees must be paid for at least five months of a school year to be eligible for an increment.

ARTICLE 12

RETIREMENT ALLOWANCE

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

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

Failure to submit notice of retirement as defined above will delay payment of the retirement allowance until the second July 15th following the end of the school year.

- B. The retirement allowance shall be computed at the rate of one (1) day's pay for each four (4) days of accumulated unused sick leave to the employee's credit at the time of the announced contemplated retirement. That daily compensation to the employee under these provisions shall be at the daily rate of pay which the employee earned in his/her last year in the district. Subsequent absences will reduce the retirement allowance. The maximum payment under this section will be fifteen thousand dollars (\$ 15,000) effective July 1, 1996. The maximum payment for employees hired on or after July 1, 1996, shall be five thousand dollars (\$5000).
- C. Employees who would have been eligible to file a retirement application but who die while employed shall have the benefits specified in Section B. above paid to their estate.

ARTICLE 13

POSTING OF VACANCIES

- A. Posting
 - 1. Post all vacancies that occur in positions that are covered by this contract and/or promotional positions.
 - 2. A notice of positions shall be posted in each school as far in advance as practicable, ordinarily at least five (5) days before the final date when applications must be submitted. A copy of said notice shall be given to the Association President at the time of posting.

3. No later than June first of each school year, the Superintendent shall post in all school buildings a list of the known vacancies expected to occur during the following year.
4. When school is not in session, the Association President shall be sent notification of vacancies occurring as defined above.

B. Filling Vacancies

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

ARTICLE 14

EDUCATIONAL IMPROVEMENT

- A. The Board agrees to pay the full tuition and other reasonable expenses incurred in connection with courses, workshops, seminars, conferences, in-service training sessions, or other such sessions which an employee is required and/or requested to take by the administration.
- B. The Board agrees to pay fifty percent (50%) of the cost per credit hour of the New Jersey State colleges and university for graduate courses approved by the Superintendent. Each teacher may be reimbursed for up to eighteen (18) semester hours per year. Reimbursement shall be for courses directly related to the teacher's subject area assignment, present or probable assignment, and/or required in order to obtain the certificate/degree appropriate to the aforementioned conditions.
- C. The Board agrees to pay fifty percent (50%) of the cost per credit hour of the New Jersey State colleges and university/ seminar/workshop for courses approved by the Superintendent. Each teacher will only be reimbursed for a seminar/workshop directly related to the teacher's present or probable assignment.
- D. The form requesting reimbursement must be submitted to the Superintendent within sixty (60) days of course completion.
- E. The Board agrees to pay 50% of the cost per credit hour of the New Jersey State colleges and university for a seminar/workshop approved by the Superintendent. Each secretary will only be reimbursed for a seminar/workshop directly related to the secretary's present or probable assignment.
- F. After receiving tuition reimbursement, an employee shall remain an employee of the Board of Education. If the employee voluntarily leaves the employment of the Board of Education, he or she must repay to the Board of Education the tuition reimbursement received according to the following schedule:

Depart within one (1) year after reimbursement: 100% repayment

Depart on or after (1) years and within (2) years after reimbursement: 66% repayment

Depart on or after (2) years and within (3) years after reimbursement: 33% repayment

ARTICLE 15

MISCELLANEOUS PROVISIONS

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

The Board of Education
Watchung School
North Plainfield, New Jersey 07060
 2. If by the Board, to:

President
North Plainfield Education Association
_____ School
North Plainfield, New Jersey 07060
- H. If, after the Agreement has become effective, it is felt by either the Board of Education or the Association that an amendment to this Agreement is warranted, such amendment may be added by mutual consent.
- I. The Association agrees to respond in writing to correspondence from the Board of Education within twenty (20) school days.
- J. The Board agrees to respond in writing to correspondence from the Association within twenty (20)

school days or the second Board of Education meeting, whichever is applicable.

ARTICLE 16

DURATION OF THE AGREEMENT

This Agreement shall become effective as of July 1, 2019, for wage and salary provisions and upon signing for all other modified provisions, and shall continue in effect until June 30, 2022.

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

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

**NORTH PLAINFIELD
EDUCATION ASSOCIATION**

**NORTH PLAINFIELD
BOARD OF EDUCATION**

President/Co-President

President

Secretary

Secretary

Negotiations Chair

Negotiations Chair

Attachment A

NORTH PLAINFIELD PUBLIC SCHOOLS
Office of the Superintendent

To: Professional Staff Members

Subject: Reimbursement for Courses

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

- I. The courses must be directly related to the teacher's subject area assignment in the North Plainfield Public Schools.
- II. All courses must be approved in advance by the administration.
- III. The only costs for which the Board will be partly responsible are tuition, registration fees, and laboratory fees. The Board will not pay for textbooks, reference books, transportation charges, or parking fees.
- IV. The Board will not pay fees directly, but it will reimburse teachers for fifty (50%) percent of the cost per credit hour of the New Jersey State colleges and university of graduate courses approved by the Superintendent up to eighteen (18) semester hours per year. Reimbursement for the cost of approved courses taken during an academic year or in a summer session will be made as follows:
 - A. Any reimbursement to a staff member who has taken approved graduate courses during the spring and summer shall be paid as soon as feasible in the fall, provided that the person is a member of the staff of North Plainfield Public Schools at the time of reimbursement.
 - B. Any reimbursement to a staff member who has taken approved courses during the fall semester shall be paid in February or March, or as soon as it is feasible.
- V. No reimbursement will be made for courses which are required by the State Department of Education for certification.
- VI. The Board will not reimburse the teacher for the cost of more than six semester hours in any given semester; for more than nine (9) semester hours in any summer session; or for more than eighteen (18) semester hours taken between July first of one year and June thirtieth of the following year.
- VII. No reimbursement will be made for the cost of courses taken during the employee's first semester in the North Plainfield Public Schools.
- VIII. There will be no reimbursement unless the employee receives a mark of at least "C" or equivalent; the administration will determine the equivalence of marks.
- ~~IX.~~ A teacher who expects to be reimbursed for a course must submit his/her application on the form prescribed by the administration. Reimbursement will not be made until the employee submits a receipted bill and the official transcript covering the courses taken. Applications may be obtained from the principal or from the Superintendent.

PART 2: SPECIFIC WORKING CONDITIONS FOR SECRETARIES

ARTICLE 17

DAILY WORK HOURS

- A. The work week for full-time secretaries shall consist of thirty-seven and one-half (37-1/2) hours excluding lunch periods.
- B. Summer work hours shall be in effect from the Monday after school closes through the third week in August and shall consist of thirty-two and one-half (32-1/2) hours per week excluding lunch periods.
- C. In accordance with and to the extent required by New Jersey Statutes, required overtime above forty (40) hours per week shall be compensated at the rate of time and one-half (1-1/2) above the regular hourly rate. All overtime must have the advanced approval of the immediate supervisor.
- D. Inclement Weather
When school is closed for a full day due to inclement weather secretaries shall not be required to work on that day. However, if school is opened at a later hour during the day, secretaries shall be required to report fifteen (15) minutes prior to the student arrival time. Such days shall be granted without loss of pay.

ARTICLE 18

VACATIONS and HOLIDAYS

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

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

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

ARTICLE 19

PROMOTIONS, TRANSFERS AND REASSIGNMENTS

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

Attachment B
North Plainfield Public Schools
Evaluation Report for Secretaries

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

Professional Competencies

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

I. Professional Responsibilities

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

II. Professional Knowledge and Relationships

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

Items marked NA will include an explanation.

III. Administrative Recommendations

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

Recommended for contract renewal at this time. _____

Date of Conference: _____

Date of Report: _____

X _____
 Secretary's Signature

X _____
 Principal/Supervisor's Signature

**PART 3: SPECIFIC WORKING CONDITIONS FOR CUSTODIAL
AND MAINTENANCE PERSONNEL**

ARTICLE 20

HOURS AND OVERTIME

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

ARTICLE 21

VACATION, HOLIDAYS AND SNOW DAYS

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

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

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

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

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

- C. Blackout period: No vacation and/or personal days will be approved on and between the three work days prior to the first scheduled day of the 10-month employee work year and four consecutive work days after the first scheduled day of the 10-month employee work year.

- D. All vacation requests must be approved by the Director of Operations and are subject to availability at the time of the request. No more than 30% of custodial/maintenance staff may be on vacation on any day throughout the year unless approved by the Director of Operations. Approvals will be made on a first come-first served basis.

- E. Employees may carry over up to a maximum of five (5) days of unused vacation time to the following year. Carry-over days shall be applied before newly accrued days.

- F. Employees will be granted paid vacation allowance as follows:

1. One-half (½) day for each full month for employees who have been with the Board for at least one (1) month and not more than eleven (11) months as of July 1.
2. Two (2) weeks annually for employees who have been with the Board for at least one (1) year and no more than five (5) years as of July 1.
3. Two (2) weeks plus one (1) day per year after five (5) years for employees who have been with the Board for at least five (5) years but less than ten (10) years as of July 1.
4. Three (3) weeks plus one (1) day per year for employees who have been with the Board for at least ten (10) years but less than fifteen (15) years as of July 1.
5. Four (4) weeks per year for employees who have been with the board fifteen (15) years or more as of July 1.

- G. Holidays

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

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

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

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

I. Snow Days

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

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

ARTICLE 22

TERMINATION/SUSPENSION/JUST CAUSE

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

ARTICLE 23

MISCELLANEOUS

- A. A list of open custodial and maintenance positions in the school district shall be posted within ten (10) days of such opening. Within five (5) days after such posting, any qualified employee who desires to apply for such open position may file a written request with the Director of Operations. Any change will be at the discretion of the Director of Operations.
- B. Employee transfers from one work location to another within the district may be made at the discretion of the Director of Operations. Notice of such transfer or reassignment shall be given to the employee five (5) working days before the transfer or reassignment. Emergency transfers shall be at the discretion of the Director of Operations.
- C. Work Expectations
Employees will be expected to perform duties related to their basic work function and their personal skills as is deemed necessary by the Director of Operations or the Principal.
- D. Employee Facilities and Equipment
All employees, where applicable, shall be provided with the appropriate equipment necessary to do a high quality of work. The Board shall supply to each employee the following personal equipment:

1. Up to four (4) uniforms per year, two (2) summer and two (2) winter. Replacement uniforms will be issued when worn or damaged articles are turned in.
 2. Appropriate safety equipment when required by the nature of the work performed.
 3. One (1) set of complete rain gear (hat, coat and boots) when required by the nature of the work performed.
 4. Seventy Five Dollars (\$75.00) will be allotted each member of the Association toward the purchase of one pair of safety/work shoes per contract year upon submission of a receipt. Safety/Work shoes must be worn at all times.
 5. Upon termination of employment keys and equipment shall be returned to the Board prior to issuance of the employee's last paycheck.
- E. Custodians shall be granted up to two (2) months leave. A custodian will not be eligible for more than one such leave during his employment in the school district. The leave will be unpaid and will not be granted during the months of June, July, August and September. Time spent on an unpaid leave shall not count towards seniority.

ARTICLE 24

SALARY PROVISIONS FOR CUSTODIAL/MAINTENANCE PERSONNEL

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

**PART 4: SPECIFIC WORKING CONDITIONS FOR PARAPROFESSIONALS AND
TRANSPORTATION PERSONNEL**

ARTICLE 25

HOURS, OVERTIME AND LAYOFF/RECALL RIGHTS

A. PARAPROFESSIONALS

1. Hours of Work

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

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

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

2. Overtime

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

3. Seniority

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

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

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

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

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

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

B. TRANSPORTATION PERSONNEL

1. Hours of Work

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

2. Overtime

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

3. Seniority

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

4. Transportation Work Assignments

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

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

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

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

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

ARTICLE 26

JUST CAUSE

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

ARTICLE 27

EMPLOYEE EQUIPMENT

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

PART 5: SPECIFIC WORKING CONDITIONS FOR TEACHERS

ARTICLE 28

TEACHER EMPLOYMENT

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

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

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

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

2. At Somerset School, teachers shall arrive twenty-five (25) minutes before the start of the student day and be available to supervise and/or work with students and shall leave five (5) minutes after student dismissal.
 3. At East End, Stony Brook, and West End schools, teachers shall arrive twenty-five (25) minutes before the start of the student day. The first fifteen (15) minutes shall be duty-free time for K-4 classroom teachers, physical education teachers, art teachers, music teachers, special education teachers, English as a Second Language teachers, and academic support teachers. Teachers shall otherwise be available to supervise and or work with students and shall leave twenty (20) minutes after student dismissal.
 4. The work day of all child-study team members based in Harrison School shall be seven (7) hours and thirty (30) minutes.
- D. When school is closed for a full day due to inclement weather teachers shall not be required to work on that day. However, if school is opened at a later hour during the day, teachers shall be required to report fifteen (15) minutes prior to the student arrival time. Such days shall be granted without loss of pay.

ARTICLE 29

SCHOOL CALENDAR

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

ARTICLE 30

TEACHER ASSIGNMENT AND EVALUATION

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

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

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

- a. Areas of professional strength of the teaching staff member;
- b. Areas of need of professional growth
- c. Recommendations

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

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

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

- a. Such reports will be issued in the name of the building principal or the immediate administrative supervisor.
- b. Such reports will be addressed to the teaching staff member with copies being forwarded to the Superintendent of Schools and kept by the building principal or supervisor.

ARTICLE 31

NON-TEACHING DUTIES

- A. Teachers, as a matter of general practice, shall not be required to perform the following duties unless the best interests and safety of their students are in jeopardy:
 1. Collect money from students. However, a person initiating an event or project which involves the collecting of money shall be responsible for the collection procedures and the collection of moneys.
 2. Deliver books to classrooms.
 3. Use teacher's lunchtime for student supervision.
- B. Elementary teachers shall be released from classroom duties when physical education, art, librarian, and music teachers are instructing their classes.
- C. At all grade levels, whenever conferences with parents and Department of Pupil Services are required when classes are in session, they shall be conducted during preparation time.
- D. At all grade levels, teachers shall remain in the building during their preparation period unless they have agreement from the building principal that they may leave during that time.
- E. Any teacher who covers classes or a portion thereof for another staff member who is absent shall henceforth be paid at the per period rate equal to one-fifth (1/5th) of the per diem substitute's daily rate effective after the first event.
- F. Teachers may be required to attend up to twenty (20) after-school meetings per year. Each meeting may be up to sixty (60) minutes duration. Teachers are to be advised at the beginning of the school year as to the tentative days on which meetings will, if scheduled, occur. In the event of an emergency, an additional meeting or meetings may be scheduled by the administration. District wide meetings shall begin ten (10) minutes after the latest teacher departure time. During their first year of employment teachers may be required to attend up to five (5) extra meetings.

- G. In the event of a long term absence, if one teacher is assigned to cover one of the absent teacher's classes within his/her area of certification for the duration of the long term absence, the assigned teacher shall be paid \$33.00 per period.
- H. Teachers will be paid one-sixth (1 /6th) of their annual salary when assigned to a full year of teaching six (6) periods.
- I.
 1. One Session Days. Part time teachers who are contracted for a minimum of 50% of the day will be in attendance for the entire session.
 2. Delayed Opening. Part time teachers who have classes canceled due to delayed opening will report to school at the delayed opening time and will proceed to teach those classes in session. All other part time teachers will report at their assigned time and will follow their regular teaching schedule.
 3. In-service Days. Required attendance at in-service days will be pro-rated based on contracted time. Part time teachers who remain beyond their required time do so voluntarily and will not be reimbursed for the extra time.
 4. District and Building Meetings. The required number of meetings will be prorated based on contracted time. Supervisors and principals, jointly, will determine which meetings the employee is to attend.
- J. Teachers assigned to teach a sixth period shall not be paid for the sixth period after the fifth consecutive day of absence from work. Payment shall resume upon return to work.
- K. Elementary school teachers (K-4 classroom teachers, physical education teachers, art teachers, music teachers, special education teachers, English as a Second Language teachers, and academic support teachers) will receive a minimum of 195 minutes of prep time per week.

ARTICLE 32

SABBATICAL LEAVE

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

A. Eligibility

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

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

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

B. Number of Leaves Authorized

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

C. Application for Leave

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

D. Physical Examination

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

E. Subsequent Service

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

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

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

F. Status of Pension and Tenure

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

G. Illness or Accident

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

H. Forfeiture of Leave

If the Superintendent is convinced that an employee on sabbatical leave is not fulfilling the purpose for which the leave of absence was granted, the Superintendent shall report this fact to the Board of Education. The Board after giving the employee an opportunity to be heard may terminate the leave of absence as of the date of its abuse. A sabbatical leave shall not be forfeited should the employee become the recipient of a grant or scholarship.

I. Sabbatical to Maternity Leave

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

J. Return to Active Duty

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

K. Reinstatement

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

L. Salary

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

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

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

M. Reimbursement

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

ARTICLE 33

DISTRICT EVALUATION ADVISORY COMMITTEE

- A. The District, in collaboration with the Association, shall establish and maintain a District Evaluation Advisory Committee (DEAC) composed of a diverse group of stakeholders to advise the District on the implementation of AchieveNJ, New Jersey's educator evaluation system. The DEAC will coordinate efforts to plan and implement educator evaluation; maintain open lines of communication and provide a consistent message about evaluation throughout the District; provide an integrated vision connecting multiple initiatives that districts are implementing and provide coherent professional development plan for the District based on evaluation data.
- B. The DEAC shall, at all times, represent the best professional interests and objectives identifiable by the membership of said DEAC. It shall be authorized to establish, when necessary, special study committees for specific projects.
- C. The DEAC shall encourage the institution of ideas, and shall accept suggestions from individual teachers, departments, grade levels, Association committees, administrators, Board of Education members, students, parents, or any other interested party.

- D. Nothing in this Article shall be interpreted to prevent the DEAC from seeking professional consultation from within the professional staff of the public schools of North Plainfield or from recommending that outside consultation be obtained. However, any costs relating to the function of the DEAC shall be approved by the Board of Education.
- E. The DEAC shall establish its own rules of procedure and shall provide for a rotating chairman who shall be responsible for the arrangement and conduct of meetings.
- F. The DEAC shall meet at least quarterly.
- G. The Board of Education and the Association shall study and consider all written recommendations submitted by the DEAC for action, and the Board shall reply in writing within twenty (20) school days, its decision on such recommendations.
- H. Reports of the DEAC or any study committee of the DEAC may include minority as well as majority views.

ARTICLE 34

MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

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

ARTICLE 35

SALARY PROVISIONS FOR TEACHERS

- A. The salaries of all teachers covered by this Agreement are set forth in the approved salary guide attached hereto, except that the Board, at its discretion, in individual cases with just cause, may continue a salary lower than that provided for in the attached schedule and may withhold salary increases or portions thereof.
- B. Teachers employed on a ten (10) month basis shall be paid in twenty (20) semi-monthly installments.
- C. Pay days shall be on the fifteenth (15th) day and on the last school day of the month.
- D. When a pay day falls on or during a school holiday, vacation, or weekend, teachers shall receive their pay checks on the working day immediately preceding the holiday, vacation, or weekend.
- E. A teacher shall receive the final pay check on the last working day in June after the teacher has completed all assigned duties.
- F. If at least twenty-five (25) employees elect to have ten percent (10%) of each semi-monthly salary installment withheld by the Board, the total of the sums so withheld shall be paid by the Board to the teacher without interest, in one of the following ways:
 1. To the employee should the employee terminate employment.

2. To the employee in two (2) equal installments on the fifteenth (15th) days of July and August immediately following the end of the teaching period in which the sums were withheld.
 3. To the employee's estate upon the employee's death.
- G. All extra-curricular and co-curricular stipends shall be made in two (2) installments as follows and shall contain identification of the duty performed:

Full Year	January 15 and May 31
First Semester	November 30 and January 15
Second Semester	March 15 and May 31
Fall	October 15 and November 30
Winter	January 15 and March 15
Spring	April 15 and May 31

H. Application of Accredited Experience

A new employee shall be granted no more than four (4) years of credit for military service. A year of military service shall be defined as twelve (12) months.

- I. Teachers employed utilizing emergency or provisional certificates of eligibility or with or without advanced standing who are not dismissed by the Board, shall remain in the employ of the Board for one additional year after completion of the mentoring process or reimburse the Board for all costs and expenses associated with the mentoring process.

North Plainfield				
APPENDIX A - SECRETARIAL SALARY GUIDES – 2019-2020				
Step	I	II	III	IV
1	44,495	45,955	48,335	50,715
2	46,045	47,505	49,885	52,265
3	47,595	49,055	51,435	53,815
4	49,145	50,605	52,985	55,365
5	50,695	52,155	54,535	56,915
6	52,245	53,705	56,085	58,465
7	53,795	55,255	57,635	60,015
8	55,345	56,805	59,185	61,565
9	56,895	58,355	60,735	63,115
10	58,450	59,910	62,290	64,670

APPENDIX A - SECRETARIAL SALARY GUIDES – 2020-2021				
Step	I	II	III	IV
1	45,165	46,640	49,050	51,455
2	46,715	48,190	50,600	53,005
3	48,265	49,740	52,150	54,555
4	49,815	51,290	53,700	56,105
5	51,335	52,810	55,220	57,625
6	52,915	54,390	56,800	59,205
7	54,465	55,940	58,350	60,755
8	56,015	57,490	59,900	62,305
9	57,565	59,040	61,450	63,855
10	59,120	60,595	63,005	65,410

APPENDIX A - SECRETARIAL SALARY GUIDES – 2021-2022				
Step	I	II	III	IV
1	45,820	47,310	49,750	52,180
2	47,370	48,860	51,300	53,730
3	48,920	50,410	52,850	55,280
4	50,470	51,960	54,400	56,830
5	51,990	53,480	55,920	58,350
6	53,570	55,060	57,500	59,930
7	55,120	56,610	59,050	61,480
8	56,670	58,160	60,600	63,030
9	58,225	59,715	62,155	64,585
10	59,780	61,270	63,710	66,140

2019-2022

LONGEVITY:

10 years	\$450.00
15 years	\$600.00
20 years	\$750.00

Notes:

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

APPENDIX C: PARAPROFESSIONALS AND TRANSPORTATION

WAGE RATES — 2019-2022

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

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

<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
22.54	22.79	23.05

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

2019-2020				2020-2021				2021-2022			
Step	Non-Inst	Inst- ND	Inst - Deg	Step	Non-Inst	Inst- ND	Inst - Deg	Step	Non-Inst	Inst- ND	Inst - Deg
1	15.95	16.95	17.95	1	16.37	17.37	18.37	1	16.55	17.55	18.55
2	16.47	17.47	18.47	2	16.84	17.84	18.84	2	17.04	18.04	19.04
3	17.00	18.00	19.00	3	17.33	18.33	19.33	3	17.55	18.55	19.55
4	17.54	18.54	19.54	4	17.84	18.84	19.84	4	18.08	19.08	20.08
5	18.10	19.10	20.10	5	18.37	19.37	20.37	5	18.63	19.63	20.63
6	18.68	19.68	20.68	6	18.93	19.93	20.93	6	19.20	20.20	21.20
7	19.28	20.28	21.28	7	19.53	20.53	21.53	7	19.79	20.79	21.79
8	19.90	20.90	21.90	8	20.15	21.15	22.15	8	20.41	21.41	22.41
9	20.54	21.54	22.54	9	20.79	21.79	22.79	9	21.05	22.05	23.05

TRANSPORTATION WORKERS

<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
\$33.36	\$34.33	\$35.33

LONGEVITY

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

YEAR 1 -- September 1, 2019 -- June 30, 2020

2019-2020

APPENDIX D -- TEACHER SALARY GUIDE

North Plainfield -- Certified Teachers

Step	BA	MA	MA+30	PHD
1	61,270	64,270	67,270	70,270
2	61,470	64,470	67,470	70,470
3	61,670	64,670	67,670	70,670
4-5	61,870	64,870	67,870	70,870
6-7	62,170	65,170	68,170	71,170
8-9	63,170	66,170	69,170	72,170
10-11	64,170	67,170	70,170	73,170
12-13	65,405	68,405	71,405	74,405
14	67,400	70,400	73,400	76,400
15	69,395	72,395	75,395	78,395
16	71,390	74,390	77,390	80,390
17	73,385	76,385	79,385	82,385
17A	75,380	78,380	81,380	84,380
18	77,375	80,375	83,375	86,375
18A	79,370	82,370	85,370	88,370
19	81,365	84,365	87,365	90,365
20	83,360	86,360	89,360	92,360
21	85,355	88,355	91,355	94,355

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

LONGEVITY

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

2019-2020 \$375

2020-2021 \$375

2021-2022 \$375

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

2019-2020 \$750

2020-2021 \$750

2021-2022 \$750

YEAR 2

2020-2021

APPENDIX D – TEACHER SALARY GUIDE

North Plainfield – Certified Teachers

Step	BA	MA	MA+30	PHD
1	62,135	65,135	68,135	71,135
2	62,335	65,335	68,335	71,335
3	62,535	65,535	68,535	71,535
4	62,735	65,735	68,735	71,735
5-6	63,035	66,035	69,035	72,035
7-8	64,015	67,015	70,015	73,015
9-10	65,035	68,035	71,035	74,035
11-12	66,270	69,270	72,270	75,270
13-14	68,265	71,265	74,265	77,265
15	70,260	73,260	76,260	79,260
16	72,255	75,255	78,255	81,255
17	74,250	77,250	80,250	83,250
18	76,245	79,245	82,245	85,245
18A	78,240	81,240	84,240	87,240
19	80,235	83,235	86,235	89,235
19A	82,230	85,230	88,230	91,230
20	84,225	87,225	90,225	93,225
21	86,220	89,220	92,220	95,220

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

LONGEVITY

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

2019-2020 \$375

2020-2021 \$375

2021-2022 \$375

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

2019-2020 \$750

2020-2021 \$750

2021-2022 \$750

YEAR 3

2021-2022

APPENDIX D – TEACHER SALARY GUIDE

North Plainfield – Certified Teachers

Step	BA	MA	MA+30	PHD
1	63,010	66,010	69,010	72,010
2	63,210	66,210	69,210	72,210
3	63,410	66,410	69,410	72,410
4	63,610	66,610	69,610	72,610
5	63,940	66,940	69,940	72,940
6-7	64,940	67,940	70,940	73,940
8-9	65,940	68,940	71,940	74,940
10-11	67,165	70,165	73,165	76,165
12-13	69,160	72,160	75,160	78,160
14-15	71,155	74,155	77,155	80,155
16	73,150	76,150	79,150	82,150
17	75,145	78,145	81,145	84,145
18	77,140	80,140	83,140	86,140
19	79,135	82,135	85,135	88,135
19A	81,130	84,130	87,130	90,130
20	83,125	86,125	89,125	92,125
20A	85,120	88,120	91,120	94,120
21	87,115	90,115	93,115	96,115

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

LONGEVITY

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

2019-2020 \$375

2020-2021 \$375

2021-2022 \$375

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

2019-2020 \$750 2020-2021 \$750 2021-2022 \$750

Guide Movement

2018-2019

2019-2020

2020-2021

2021-2022

<u>Step</u>		<u>Step</u>		<u>Step</u>		<u>Step</u>
						1
				1	→	2
		1	→	2	→	3
1	→	2	→	3	→	4
2	→	3	→	4	→	5
3-4	→	4-5	→	5-6	→	6-7
5-6	→	6-7	→	7-8	→	8-9
7-8	→	8-9	→	9-10	→	10-11
9-10	→	10-11	→	11-12	→	12-13
11-12	→	12-13	→	13-14	→	14-15
13	→	14	→	15	→	16
14	→	15	→	16	→	17
15	→	16	→	17	→	18
16	→	17	→	18	→	19
16A	→	17A	→	18A	→	19A
17	→	18	→	19	→	20
17A	→	18A	→	19A	→	20A
18	→	19	→	20	→	21
19	→	20	→	21	→	21
20	→	21	→	21	→	21
21	→	21	→	21	→	21

APPENDIX E:

PART-TIME/HOURLY TEACHERS'
WAGES AND BENEFITS

A.

STEP	2019-2020		2020-2021		2021-2022	
	BA	MA	BA	MA	BA	MA
	\$49.03	\$50.58	\$49.03	\$50.58	\$49.03	\$50.58
	\$49.61	\$51.28	\$49.61	\$51.28	\$49.61	\$51.28
	\$50.49	\$52.11	\$50.49	\$52.11	\$50.49	\$52.11
	\$51.20	\$53.72	\$51.20	\$53.72	\$51.20	\$53.72
	\$54.24	\$56.99	\$54.24	\$56.99	\$54.24	\$56.99
	\$57.44	\$60.66	\$57.44	\$60.66	\$57.44	\$60.66

- B. These employees shall also receive:
1. Pro rata tuition reimbursement.
 2. Pro rata insurance if entitled under master policies and employed twenty-three (23) hours or more per week regularly.
 3. Pro rata sick leave in accordance with current New Jersey State Board of Education mandates.
- C. Appropriate part-time and hourly employees will be required to attend and will be compensated for the in-service programs. The Superintendent's determination as to who is appropriate shall not be grievable.

APPENDIX F:

EXTRA-CURRICULAR SALARIES

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

L. HIGH SCHOOL ATHLETICS

	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
FOOTBALL			
Head Coach	\$12,062	\$12,062	\$12,062
Assistant Coach (6)	\$8,405	\$8,405	\$8,405
Equipment Manager	\$6,284	\$6,284	\$6,284
Filming	\$1,829	\$1,829	\$1,829
SOCCER (Boys and Girls)			
Head Coach	\$7,832	\$7,832	\$7,832
Assistant Coach (2)	\$6,018	\$6,018	\$6,018
CROSS-COUNTRY			
Head Coach – Fall	\$6,939	\$6,939	\$6,939
Winter Track	\$6,939	\$6,939	\$6,939
BASKETBALL (Boys and Girls)			
Head Coach	\$9,146	\$9,146	\$9,146
Assistant Coach (4)	\$6,892	\$6,892	\$6,892
WRESTLING			
Head Coach	\$9,147	\$9,147	\$9,147
Assistant Coach	\$6,892	\$6,892	\$6,892
BASEBALL			
Head Coach	\$8,032	\$8,032	\$8,032
Assistant Coach	\$6,121	\$6,121	\$6,121
TRACK (Boys and Girls)			
Head Coach	\$8,032	\$8,032	\$8,032
Assistant Coach (4)	\$6,121	\$6,121	\$6,121
SOFTBALL (Girls)			
Head Coach	\$8,032	\$8,032	\$8,032
Assistant Coach (1)	\$6,121	\$6,121	\$6,121

CHEERLEADING

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

FIELD HOCKEY (Girls)

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

TENNIS (Boys and Girls)

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

GOLF

Head Coach	\$6,827	\$6,827	\$6,827
------------	---------	---------	---------

II. HIGH SCHOOL INTRAMURAL**Weight Training**

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

III. MIDDLE SCHOOL INTRAMURAL

Football	\$2,204	\$2,204	\$2,204
Field Hockey	\$1,388	\$1,388	\$1,388

IV. MIDDLE SCHOOL INTERSCHOLASTIC

Track (Boys & Girls)	\$4,138	\$4,138	\$4,138
Baseball/Softball	\$5,682	\$5,682	\$5,682
Basketball (Boys and Girls)	\$5,682	\$5,682	\$5,682
Cross Country	\$3,381	\$3,381	\$3,381
Wrestling	\$5,682	\$5,682	\$5,682

V. ELEMENTARY SPORTS

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

AFTER SCHOOL SPORTS

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

VI. HIGH SCHOOL CO-CURRICULAR**Clubs**

Art Club (HS/MS)	\$1,757	\$1,757	\$1,757
Business	\$1,224	\$1,224	\$1,224

Chess Club	\$1,328	\$1,328	\$1,328
Danz Club	\$1,327	\$1,327	\$1,327
Debate	\$3,192	\$3,192	\$3,192
World Language	\$1,224	\$1,224	\$1,224
Interact	\$4,121	\$4,121	\$4,121
Ski (HS/MS)	\$1,542	\$1,542	\$1,542
Steppers	\$1,379	\$1,379	\$1,379
Band/Band Front			
Director (Marching)	\$7,053	\$7,053	\$7,053
Assistant Director	\$4,778	\$4,778	\$4,778
Percussion Arranger	\$2,795	\$2,795	\$2,795
Band Front Instructor	\$2,924	\$2,924	\$2,924
Percussion Instructor	\$1,874	\$1,874	\$1,874
Band Front Advisor	\$5,303	\$5,303	\$5,303
Stage Band	\$2,713	\$2,713	\$2,713
Winter Guard	\$2,065	\$2,065	\$2,065
Assistant Winter Guard	\$1,563	\$1,563	\$1,563
Class Advisors			
Freshman	\$1,763	\$1,763	\$1,763
Sophomore	\$1,763	\$1,763	\$1,763
Junior	\$2,186	\$2,186	\$2,186
Senior	\$3,292	\$3,292	\$3,292
Honor Societies			
American Sign Language	\$1,199	\$1,199	\$1,199
French	\$1,199	\$1,199	\$1,199
Italian	\$1,199	\$1,199	\$1,199
National	\$1,267	\$1,267	\$1,267
Spanish	\$1,199	\$1,199	\$1,199
Miscellaneous Activities			
Academic League	\$1,224	\$1,224	\$1,224
American Sign Language Club	\$1,224	\$1,224	\$1,224
ESL After-School Tutoring	\$1,224	\$1,224	\$1,224
H.O.P.E.	\$1,595	\$1,595	\$1,595
H.O.P.E. Jr.	\$1,366	\$1,366	\$1,366
Math League	\$1,124	\$1,124	\$1,124
Canuck Mentors	\$1,328	\$1,328	\$1,328
Science League	\$1,276	\$1,276	\$1,276
Student Activities Director	\$4,124	\$4,124	\$4,124
Music/Drama Others			
Choral Accompanist	\$930	\$930	\$930
Drama/Speech	\$6,808	\$6,808	\$6,808

NPHS Spring Choral Concert			
Vocal Music Director	\$6,808	\$6,808	\$6,808
Publications			
Canuckling	\$3,437	\$3,437	\$3,437
Tunlaw	\$4,829	\$4,829	\$4,829
Yearbook	\$4,829	\$4,829	\$4,829
Music/Drama Productions			
Production Director	\$5,315	\$5,315	\$5,315
Assistant Production Director	\$2,154	\$2,154	\$2,154
Musical Director	\$5,277	\$5,277	\$5,277
Assistant Musical Director	\$2,180	\$2,180	\$2,180
Technical Director	\$2,468	\$2,468	\$2,468
Assistant Technical Director	\$2,119	\$2,119	\$2,119
Choreographer	\$2,883	\$2,883	\$2,883
Lighting Director	\$1,642	\$1,642	\$1,642
Sound Technician	\$1,153	\$1,153	\$1,153
VII. MIDDLE SCHOOL EXTRACURRICULAR			
Choral Accompanist	\$930	\$930	\$930
Drama Advisor	\$2,632	\$2,632	\$2,632
Assistant Drama Advisor	\$1,445	\$1,445	\$1,445
Junior Honor Society	\$961	\$961	\$961
Robotics	\$1,732	\$1,732	\$1,732
Stage Band	\$2,713	\$2,713	\$2,713
Student Council Advisor	\$2,133	\$2,133	\$2,133
Walnut Review	\$2,398	\$2,398	\$2,398
Yearbook	\$2,456	\$2,456	\$2,456
Vocal Music Director	\$2,057	\$2,057	\$2,057
VIII. ELEMENTARY EXTRACURRICULAR			
After-school Art	\$1,757	\$1,757	\$1,757
ASK Program (Stony Brook only)	\$2,647	\$2,647	\$2,647
Newspaper	\$1,331	\$1,331	\$1,331
Newspaper Co-Advisor (Stony Brook only)			
Student Council	\$1,527	\$1,527	\$1,527
Computer Club	\$1,595	\$1,595	\$1,595
Band	\$1,913	\$1,913	\$1,913
Chorus	\$1,913	\$1,913	\$1,913
Choral Accompanist	\$825	\$825	\$825
Young Orators	\$1,527	\$1,527	\$1,527

IX. SOMERSET SCHOOL EXTRACURRICULAR

After School Sports (Fall)	\$2,800	\$2,800	\$2,800
After School Sports (Winter)	\$2,800	\$2,800	\$2,800
After School Sports (Spring)	\$2,800	\$2,800	\$2,800
Art	\$1,757	\$1,757	\$1,757
Band	\$1,913	\$1,913	\$1,913
Book Club	\$1,103	\$1,103	\$1,103
Choral Accompanist	\$825	\$825	\$825
Chorus	\$1,913	\$1,913	\$1,913
Computer Club	\$1,595	\$1,595	\$1,595
Drama Club	\$1,617	\$1,617	\$1,617
Incentive Program – Grade 5	\$2,978	\$2,978	\$2,978
Literary Magazine	\$2,346	\$2,346	\$2,346
Student Council	\$2,068	\$2,068	\$2,068

APPENDIX G:
SUPPLEMENTAL SALARIES

	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
I. Learning Consultant	6052.47	6052.47	6052.47

SUMMER ACTIVITIES SPORTS

	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
Hourly Rates	\$35.80	\$35.80	\$35.80

II. Where feasible, teachers shall be notified no later than May 15th of their supplemental contract status for the ensuing year. Teachers shall sign their supplemental contracts or letter of Intent by May 25th, unless at the request of the teacher, an extension has been granted by the Superintendent.

III. Guidance Counselors may be required to perform guidance functions for up to six (6) days between the close and opening of the school year at their individual per diem rate. Any days beyond six (6) will be at the curriculum in summer rate unless the guidance counselor is required to perform guidance work which will be paid at the per diem rate.

IV. Pay rate for the following hourly positions will be:

After-School

\$30.00 for the term of the Agreement

Curriculum in Summer

\$50.00 for the term of the Agreement

Bedside Instruction/Summer School

\$53.00 for the term of the Agreement

V. The Curriculum work shall be paid once at the conclusion of the project when the completed project is submitted to the Superintendent or designee. Number of hours for summer curriculum project shall be fixed prior to the commencement of the project.