

3.28.04/10/11/04



# COLLECTIVE BARGAINING AGREEMENT

**ENTERED INTO BY**

**THE BOARD OF EDUCATION  
OF THE**

**CITY OF PLAINFIELD  
AND**

**THE PLAINFIELD EDUCATION  
ASSOCIATION**

**COVERING THE PERIOD**

**2002-2005**



**COLLECTIVE BARGAINING AGREEMENT**

**ENTERED INTO BY**

**THE BOARD OF EDUCATION  
OF THE**

**CITY OF PLAINFIELD  
AND**

**THE PLAINFIELD EDUCATION  
ASSOCIATION**

**COVERING THE PERIOD**

**2002-2005**

**COLLECTIVE BARGAINING AGREEMENT**

**ENTERED INTO BY**

**THE BOARD OF EDUCATION  
OF THE**

**CITY OF PLAINFIELD  
AND**

**THE PLAINFIELD EDUCATION  
ASSOCIATION**

**COVERING THE PERIOD**

**2002-2005**

**Table Of Contents**

		Page
Article	Preamble	2
I	Recognition	3
II	Negotiation Procedure	4
III	Grievance Procedure	4
IV	Employees' Rights	6
V	Association Rights and Privileges	8
VI	Hours and Work Load	9
VII	Salaries	14
VIII	Evaluations	18
IX	Salary Reduction for Tax Sheltered Annuities	19
X	Personal Sick Leave	20
XI	Personal, Other Days of Absence and Leaves	21
XII	Substitutes	25
XIII	Educational Growth Improvement	25
XIV	Protection of Employees, Students and Property	27
XV	Maintenance of Control and Discipline	28
XVI	Insurance Protection	28

XVII	Rooms and Other Instructional Materials And Supplies	29
XVIII	Deductions from Salary	29
XIX	Posting of Vacancies	29
XX	Joint Partnership for Reform	30
XXI	Support Members' Council	33
XXII	Reduction-in-Force	33
XIII	Work Year, Vacation and Holidays	33
XXIV	Non-Teaching Duties	36
XXV	Fair Dismissal Procedure	37
XXVI	Facilities	37
XXVII	Student Teachers	38
XXVIII	Transfers	38
XXIX	Improvement of Job Performance	39
XXX	Personal Freedom	39
XXXI	Complaint Procedure	39
XXXII	Assignments	39
XXXIII	Representation Fee	39
XXXIV	Uniforms and Equipment	41
XXXV	Miscellaneous	41
XXXVI	Management Rights Clause	42
XXXVII	Duration of Agreement	42
Schedule		
A-1	Teacher's Salary Guide – BA	43
A-1	Teacher's Salary Guide – BA+32, MA	44
A-1	Teacher's Salary Guide – BA+64, MA+32	45
A-1	Teacher's Salary Guide – MA+45	46
	Non-Instructional Salary Guide – Explanation	47
A-2	Non-Instructional - Salary Guide	48
	Secretarial/Clerical Salary Guide - Explanation	49
B-1	Secretarial/Clerical Salary Guide - 10 Month	50
B-2	Secretarial/Clerical Salary Guide - 12 Month	51
B-3	Secretaries' Guide - Administrative	52
	Custodial/Maintenance Guides - Explanation	53
C	Custodial Salary Guide - C2-7	55
C	Custodial Salary Guide - C8-9	56
C	Custodial Salary Guide - 10 month bus driver	57
D-1	Maintenance Salary Guide	58
	Security Officers' Salary Guide - Explanation	59
E-1	Security Officers' Salary Guide	60
	Assistants' Salary Guide - Explanation	61
F-1	Assistants' Salary Guide - 2 hours - 3.5 hours	62
F-2	Assistants' Salary Guide - 6 hours - 8 hours	63
G	Family Liaison Salary Guide	64
H	Extra-Curricular Salary Guide	65

## PREAMBLE

This Agreement entered into this first day of July, 2002, by and between the Board of Education of Plainfield, the City of Plainfield, New Jersey, hereinafter called the "Board" and Plainfield Education Association, hereinafter called the "Association."

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

## ARTICLE I RECOGNITION

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

- A.
  - 1. All professional staff personnel who are required to hold an appropriate certificate issued by State Board of Examiners, except as listed below in B.
  - 2. Assistants, including, but not limited to, attendance, lunch room, teacher, clerical, library, bus, laboratory, and locker room and school monitors.
  - 3. Custodial and maintenance personnel including, but not limited to, head custodians, custodians, custodian firemen, custodian-drivers, assistant custodians, maintenance mechanics, maintenance mechanics helpers, heating, ventilation and air conditioning technician.
  - 4. All secretaries and clerical employees.
  - 5. All security officers.
  - 6. All extra-curricular (athletic and non-athletic) advisors and coaches.
  - 7. All technology support staff including, but not limited to: administrative system support technicians, communications coordinator, desktop support technicians, help desk support technician, junior network administrator, senior network administrator, systems analyst, system administrator, and project manager.
  - 8. All family liaisons, the employment specialist, Adolescent Pregnancy Prevention Initiative (APPI) Counselor, I Have a Dream Coordinator, family support worker, project specialist, and youth development outreach worker.
- B. But excluding:
  - 1. Managerial executives
  - 2. Supervisors within the meaning of N.J.S.A. 34:13A-5.3
  - 3. Confidential employees within the meaning of N.J.S.A. 34:13A-5.3
  - 4. Probationary custodians and maintenance personnel
  - 5. Hourly or day-to-day substitutes
  - 6. Temporary custodial/maintenance personnel employed for less than ninety (90) working days.
  - 7. Existing titles under the 1983-85 contracts currently excluded will not be challenged by the PEA provided the nature of the work of these titles remains unchanged.
- C. The term "employee" shall, when used hereinafter, refer to all employees as listed in the bargaining unit defined above as A.1-8. The terms teacher, assistant, custodian, secretary, and security officer shall refer to the employees in classifications A.1-5, respectively, when used hereinafter.
- D. References to males shall include females and references to females shall include males.

**ARTICLE II**  
**NEGOTIATION PROCEDURE**

A. The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws of 1974, in a good faith effort to reach agreement on matters concerning the terms and conditions of employment. Such negotiations shall begin in accordance with PERC rules. Any agreement so negotiated shall apply to all employees within the bargaining unit, be reduced to writing, be signed by the Board and the Association, and be submitted to the Board for adoption after ratification by the Association.

B. The Board may be represented by a committee appointed by the president. The Association may be represented by a committee of its own choosing, not to exceed seven (7) in number. The parties concerned may call upon competent, professional, or lay representatives to represent them.

C. The Board agrees not to negotiate concerning said employees in the negotiating unit with any organization other than the Association for the duration of this Agreement. The Board and the Association also agree that all negotiation sessions be conducted in private.

D. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

E. This contract contains a full agreement between the parties. There shall be no verbal agreements, understandings, or warranties and any change hereto shall be by an instrument in writing and duly executed by both parties.

### **ARTICLE III** **GRIEVANCE PROCEDURE**

#### **A. Definition**

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

#### **B. Procedure**

Any grievance to be considered under this procedure must be initiated by the employee within thirty (30) work days of the time the employee knew or should have known of its occurrence. For the purpose of processing a grievance of an employee or homogeneous work-year class of employees, work day shall be defined as a day as scheduled on the work calendar for said individual or class for teachers days for which school is in session. For group and/or association grievances involving contentions of 10-month and 12-month employees, timelines shall be governed by the twelve-month work calendar.

**LEVEL ONE:** Any employee who has a grievance shall submit a written grievance to his or supervisor and the supervisor shall schedule a conference with the aggrieved employee to discuss the grievance at a time mutually agreeable to all parties concerned but in no event later than ten (10) working days from the submission of the grievance. If, in the event, no conference is held within ten (10) working days from submission, the aggrieved shall have the right to submit the grievance to the next level. The aggrieved employee and/or the Association representative shall be present at such conference. The supervisor shall communicate his/her decision to the Association in writing with reasons within ten (10) working days or the completion of the conference.

**LEVEL TWO:** If, within ten (10) work days of the receipt of the decision at Level One, the employee is dissatisfied, the Association on his/her behalf may appeal that decision to the Superintendent of Schools or to his/her designee. The appeal to the Superintendent must be made in writing specifying:

- (a) the nature of the grievance, including the contract provision, Board policy, or administrative decision being grieved;

- (b) the remedy being sought

The Superintendent or his/her designee shall meet with the concerned parties within ten (10) work days. He/she shall attempt to resolve the grievance as quickly as possible, but shall render a decision within a period not to exceed ten (10) work days from the time of the meeting with the concerned parties. The Superintendent or his/her designee shall communicate his/her decision in writing with reasons to the employee, the principal or supervisor, and the Plainfield Education Association.

**LEVEL THREE:** Within ten (10) work days of receipt of the decision rendered at Level Two, the Association may appeal that decision to the Board of Education. The appeal shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the appeal to the Board of Education. The Board, or a committee thereof, shall review the grievance and the decisions rendered at all levels, and shall, at the option of the Board or upon the request of the Association, hold a hearing with the concerned parties and render a decision in writing with reasons to all parties within thirty (30) calendar days of receipt of the appeal.

**LEVEL FOUR:** A claim by an employee or a group of employees shall constitute a grievance beyond Level Three and shall be processed by the Association beyond Level Three only if it pertains to a misinterpretation, misapplication or inequitable application of the terms of this contract. If the decision of the Board does not resolve the grievance to the satisfaction of the Association and the Association wishes a review by a third party, it shall so notify the Board within ten (10) work days of receipt of the Board decision.

**2. Procedure for Securing the Services of an Arbitrator**

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

1. A request will be made to the Public Employment Relations Commission to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
2. The parties shall be bound by the rules and procedures of the Public Employment Relations Commission.
3. The arbitrator shall limit himself/herself to the issues submitted to him/her and the arbitrator shall consider nothing else. He/she can add nothing to, nor subtract anything from the contract between the Board and the Association. The recommendations of the arbitrator shall be binding. This shall be accomplished within thirty (30) calendar days of the conclusion of the arbitrator's hearing.

**D. Miscellaneous Provisions**

1. Any employee may be represented at Level One of the grievance procedure by himself/herself. At succeeding levels, he/she shall be represented by the Association or its designee.
2. Failure at any level of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next level.
3. If the appeal is not forwarded by the grievant and/or the Association (whichever is applicable) within the required time limit, the appeal shall be considered terminated.
4. A grievance which is not settled by the last day of the academic year shall be expedited so that settlement may be achieved as soon as possible.
5. A grievance by a group of employees which is centered in one building shall be initiated at Level One. A grievance by a group of employees which is not centered in one building shall be initiated at Level Two.

6. Each party shall bear the total cost incurred by itself. The fees and expenses of the arbitrator are the only costs which will be shared equally by the two parties.
7. Written grievances must be countersigned by the Association.

**ARTICLE IV**  
**EMPLOYEES' RIGHTS**

- A.
  1. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth, but not to binding arbitration; however, disciplinary reprimands (as distinguished from evaluations) shall be subject to binding arbitration.
  2. No secretary shall be discharged, disciplined, reprimanded, reduced in rank or compensation for arbitrary or discriminatory reasons and without reasons and without reasonable grounds which can be substantiated; and any such action executed by the Board or any agent or representative thereof shall be subject to the grievance procedure herein set forth.
  3. No other employee shall be removed from his/her position after the probationary period or be given written reprimand or be reduced in compensation or have an increment withheld without just cause.
  4. Prior notice to appear before the Board or any committee or member thereof or Superintendent or his/her designee concerning any matter which could adversely affect the continuation of that employee in his/her office, position or employment or the salary or any increments pertaining thereto, shall be given in writing and shall include the reasons for such meeting or interview.
  5. Employees shall be entitled to have a representative of the Association to advise him/her and represent him/her at any meeting or interview which might adversely affect his/her employment status.
- B. An employee shall be suspended with pay pending an investigation, hearing or trial thereof except in two cases pursuant to N.J.S.A. 18A:6-B.3: (1) If the reason for the suspension was a criminal indictment and (2) if charges have been filed in accordance with the tenure law, the suspension may be with or without pay at the Board's discretion.
- C. The Board and the Association agree that when and if a grade is to be changed, the teacher should be consulted before the change is made. If the grade is changed without consultation or approval by the teacher, the person making the change shall sign it. The teacher shall be notified within two weeks of the change provided that the teacher is still in the employ of the Board.
- D. The Board shall conduct a fair hearing of all grievances. On hearings pertaining to matters restricted going to arbitration in accordance with Article III B, Level Four, only the question of the fairness of the grievance hearing shall be possible to be submitted to arbitration.
- E. Any employee who desires to may wear a pin or other identification of membership in the Association or its affiliates, providing that the wearing of such pin or identification does not adversely affect the operation or morale in the office or work station.
- F. All maintenance/custodians, assistants, and security officers shall be placed on a ninety (90) day probationary period after initial hiring as a regular employee and during such time may be removed without cause. No reason need be given for such removal and such removal shall not be subject to the grievance procedure.
- G.
  1. Notice of termination and non renewal of a teacher's contract shall be governed by

statute. Secretaries, security officers, assistants and custodians shall be notified by June 1 if their contract will not be renewed for the following school year. Employees other than teachers shall receive thirty (30) days notice or thirty (30) days pay if their contract is terminated during the school/work year. Notice shall be deemed to have been given upon formal roll call of the Board of Education at a business meeting. Non-certificated employees who are voluntarily resigning shall give thirty (30) days notice.

2. Upon termination or non-renewal of a support unit here represented, it is agreed that for the life of this contract, said unit members shall receive ninety (90) days prior notification of the board's intent to terminate or non-renew the unit's contractual services. Further, it is agreed that said unit's members shall be entitled to ninety (90) days health benefits beyond their termination or non-renewal date.
  3. A committee jointly developed by the Association and the Board shall be established to assist affected unit members with job placement in the event of a support unit's termination or non-renewal.
- I.
1. An employee shall have the right at reasonable times and places, to review his/her personnel file, with the exceptions noted below to receive one (1) copy, at Board expense, of each item contained therein and within five (5) days of the initial review, to append comments to such materials. An employee may have a representative of the Association accompany him during such review. The following type of documents shall not be subject to review: (a) Letters of References; (b) Comparative Evaluations used for purposes of promotions.
  2. No material derogatory to an employee's conduct, service, character, or personality shall be placed in his/her personnel file unless the employee has been afforded an opportunity to review the material. The employee shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material and attach it to the file copy. The exclusions set forth in H. 1. shall be applicable.
  3. An employee shall receive a copy of any evaluation materials, letters of complaint, or commendation, excluding material cited before such material is inserted into his/her file.

## ARTICLE V ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board shall meet with the Association's Executive Committee at mutually acceptable times upon written request by the Association. The Association and the Superintendent set the agenda for such meetings.
3. The Superintendent and the Association's Executive Committee shall meet at least twice a year during the months of October and February. Other meetings may be scheduled at mutually acceptable times at the request of the Association.
2. The Association shall appoint people to serve on an orientation committee for new employees and on in-service program planning committees. This language is not intended to require the establishment of either an orientation or in-service program planning committee, other than referred to in Article XX.
- D. Beginning with the 1995-96 school year, the President of the Association or his/her designee, shall be assigned non-instructional duties as determined by the Superintendent in consultation with the Association President. Said assignment shall be presented to the Board of Education annually. This assignment may include, but not be limited to, activities such as:
  1. Support for contract based reform activities



2. Legislative activities
3. Community relations activities
4. Recruitment of funds/grant writing
5. School improvement efforts

Should the Association president choose to conduct student contact activities, he/she shall determine the nature of said activities, with the approval of the Superintendent. The Board shall continue to compensate the Association President on his/her salary step and level. This assignment shall be assessed at the end of each year.

E. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available public information concerning the educational program and the financial resources of the district.

F. The Association shall be notified and consulted prior to the Board of Education taking action resulting in a reduction of force of ten (10) or more unit members.

G. The Association and its representatives shall have the right to use school buildings at reasonable hours for meetings. Approval for use of the buildings shall be acquired through the appropriate channels. Such approval shall not be unreasonably denied.

H. Where facilities exist, the Association shall have the right to use the inter-school mail facilities and school mail boxes.

I. The Association will be involved in the planning of any in-service program.

- J.
1. The PEA grievance chairperson shall be permitted to be released immediately after the dismissal of his/her students on those days that the said chairperson is actively engaged handling grievance matters, provided such person signs out with the building principal and indicates where he/she is going to conduct such activity.
  2. Such assignment shall not interfere with the necessary aid or assistance due parents or students required outside of class time, which time shall take precedence over the release time for investigating grievances. The building principal shall determine the priorities of time in the event of a scheduling conflict at Level One only.
  3. Should the PEA grievance chairperson be a non-teaching employee and be assigned to the first or second shift, he/she shall be permitted to be released from work responsibilities thirty (30) minutes on those days that said chairperson is actively engaged in handling grievance matters, but no more than a total of one (1) hour per week, provided such person signs out with the supervisor and indicates that he/she is going to conduct such activity.
  4. Such assignment shall not interfere with the necessary job responsibilities or emergency situations which shall take precedence over the release time for investigating grievances. The building principal shall determine the priorities of time in the event of a work conflict at Level One only.

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

1. For secretaries only, the president of the Association is authorized to request permission for early dismissal of secretaries for said meeting. Such approval for early dismissal shall be at the discretion of the Superintendent of Schools.

2. The Association shall be granted the right, upon the conclusion of negotiations only, for conducting one general membership meeting beginning at 3:30 p.m. for the purpose of ratifying the agreement.

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

Up to a maximum of five (5) PEA executive officers shall be allowed to modify their daily lunch/break schedule by thirty (30) minutes in order to be released thirty (30) minutes early at the end of the work day to attend each of the three (3) Association meetings scheduled each month during the school year.

## ARTICLE VI HOURS AND WORK LOAD

### I. TEACHERS

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

3. 1. The work day for various categories shall be as follows:

- (a) Teachers at the elementary school will have a maximum work day of seven (7) hours and five (5) minutes.
- (b) Teachers at the secondary school will have a maximum work day of seven (7) hours and twenty (20) minutes.
- (c) Child Study Team members will have a maximum work day of seven (7) hours and thirty (30) minutes.
- (d) Adult Learning Center teachers will have a full-time day from 9:00 a.m. to 2:30 p.m. inclusive of a thirty (30) minute duty-free lunch period.
- (e)
  1. The Board shall have the right to establish staggered schedules to permit the scheduling of instructional classes outside the regular school day provided that teachers assigned to such staggered schedules are scheduled for a work day and work load not in excess of the limits established in other provisions of this Article, and further provided that such staggered assignments shall not begin more than one (1) hour before the start of the regular school day nor end more than two (2) hours after the end of the regular school day.
  2. Staggered schedule positions shall be posted district-wide in accordance with Article XIX.
  3. The Board shall assign qualified volunteers to said staggered schedules prior to involuntarily assigning a teacher to the staggered schedule.
  4. In the event there are no qualified volunteers, the Board shall have the right to assign a teacher to the staggered schedule involuntarily.
  5. This section (Section I.B.1.e.) of the contract shall expire with the term of this agreement unless expressly renewed by the parties.

2. Teachers are on duty after school to help students, confer with parents, and carry on other professional duties. A principal may occasionally excuse a teacher at dismissal time for good cause. Teachers are excused at dismissal on Fridays and days preceding a school holiday.

3. Teachers shall have a duty-free lunch period of at least the following lengths:

- (a) Elementary - 40 minutes
- (b) Middle - 1 period and in no case less than 40 minutes
- (c) Senior High - 1 period
- (d) ALC - 30 minutes

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

- C. 1. The Board shall have the right to reduce the High School lunch to thirty (30) minutes. In the event this change is implemented, the difference between the new lunch period and the regular class period shall be provided to teachers as added unassigned time, schedule at the end of the day. Teachers may leave school at the start of this unassigned time. This shall apply only to those teachers whose lunch period is reduced to thirty (30) minutes. The Board reserves the right to determine the length of the period.
- 2. Elementary teachers shall be required to transport their students to and from lunch.
- D. 1. Building-based teachers may be required to remain after the end of the regular work day without additional compensation, for the purpose of attending building faculty or other professional meetings on Monday no more than five (5) days each month. Such meeting shall begin no later than ten (10) minutes after the student dismissal time and shall run for no more than sixty (60) minutes, except in cases of emergencies involving the health and safety of students and teachers. An Association representative shall have the privilege to speak after the conclusion of such meetings.
- 2. In the event that Monday is not a working day, a building faculty or professional meeting may be held the first working day of the week not followed by a non-working day.
- 3. Whenever practicable, meetings which take place on a voluntary attendance basis shall not be called on Fridays or on any day immediately preceding any holiday or other day on which teacher attendance is not required at school.
- 4. Whenever practicable, notice of an agenda for meetings shall be given to teachers involved at least two (2) school days prior to the meeting, except in an emergency. Teachers shall have the opportunity, whenever practicable, to suggest items for the agenda.
- E. 1. Whenever possible, middle school or high school subject area teachers shall not be required to teach more than two (2) subject areas, nor more than a total of two (2) teaching preparations (different subjects) at any one time, except when a curriculum change necessitates such a practice.
- 2. Whenever possible, regular classroom teachers in the middle and high schools shall not be required to change subject area teaching stations more than two (2) times during the school day, except when a curriculum change necessitates such a practice.
- 3. Whenever possible, except in those situations where the practice already exists or when change in the curriculum necessitates such a practice, elementary school teachers shall not be required to change subject area teaching stations.
- 4. Prior to the adoption of any educational program which would result in an exception to the provisions of E. 1, 2, or 3 herein, the teachers affected shall be given the opportunity to consult with the members of the administration who are making the decision. The teachers affected may be represented by the Association. Sections 1, 2, and 3 above, are not subject to binding arbitration.

2. Teachers shall be required to make themselves available four (4) evenings each year for two (2) consecutive hours between 6:30 p.m. and 9:30 p.m. for the purpose of conferring with parents or other interested persons. The 6:30 p.m. to 9:30 p.m. times may be changed on two of these evenings, providing the teachers and the principals concur. The Board and the Association encourage voluntary attendance at additional worthwhile evening meetings.

3. 1. The Board hereby agrees to continue its practice of granting one preparation period per day for teachers at the senior and middle schools, except for English teachers at the senior high school who shall be granted two (2) preparation periods per day in light of the requirements of Composition review. The English teachers at the senior high school may be assigned by the Board to a fifth teaching period in lieu of a duty; however, the English teachers at the senior high school will retain their two (2) preparation periods and no presently employed English teacher at the senior high school will be laid off or excessed as a result of this change.

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

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

3. Elementary Preparatory Time: Our joint challenge is to balance the need for instructional time for students with the need for planning time for teachers. Another challenge is to create a system which fits and supports reform and innovation and effective ways to better serve students. Elementary schools present unique scheduling challenges and demand unique resolutions, the parties being conscious of these conditions, endeavor to free teachers to better prepare themselves for classroom challenges.

(a) All certified teachers in elementary schools shall have five planning periods each week.

(b) Given the nature of elementary schools, preparation periods should be scheduled within a site. Annually, the principal in consultation with staff, should schedule preparation periods with the faculty.

(c) Because of the parties' interests in continuing professional development and enhancing the education experience of students at the elementary level, grade level teaching teams will be formed throughout each site. Whenever practicable, each team will meet for one preparatory period per week to work as a group to improve their skills, revise curriculum, share teaching methods and ideas, etc.

(d) The other four preparation periods shall be used at the discretion of the teacher for activities related to the instructional program. These may include, but not be limited to, parent/teacher contact time, lesson planning, professional development activities, classroom-related tasks, etc.

H. School librarians may request secretarial assistance, and such assistance may be provided with the approval of the principal within budgetary constraints.

## **I. INTERACTIVE TELEVISION**

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

## II. SECRETARIES

- A. A normal work week for secretaries shall consist of five (5) working days, namely, Monday, Tuesday, Wednesday, Thursday, and Friday.
- B. A normal work week shall consist of thirty-seven (37) hours per week. Dismissal on Fridays will be ½ hour earlier than the other days of the week.
- C. During the school year when schools are closed for spring break and from July 1 through the Friday preceding the last two weeks in August, a normal workweek shall consist of thirty (30) hours per week.
- D. During the school year when schools are closed for holidays, the workday shall be from 9 a.m. to 4 p.m.
- E. Each work day shall have a 15 minute break period in the morning as well as a 15 minute break period in the afternoon.
- F. Each work day shall have a lunch period of one (1) hour which shall not be included or considered as part of the work day.
- G. Each secretary, on request, shall be given in writing by her immediate supervisor a definition of the duties for which she/he is responsible.
- H. The starting and quitting times of secretaries shall be as uniform as practicable from building to building taking into account scheduling requirements as determined by the building administrator. Change in the starting and quitting time on any day shall not be made without first affording the secretaries involved a minimum notice of four (4) working hours. If the starting and quitting time is to be changed permanently, the secretaries involved shall be given a minimum notice of two (2) weeks.
- I. A secretary or secretaries requested to work in an emergency falling on a holiday or vacation day shall be required to fulfill the request in inverse order of length of service in the district. A roster of secretaries for such assignments shall be compiled, distributed and brought up to date every six months. A secretary shall be excused from her turn only upon verified personal illness or other clear proof of unavoidable absence. In such case, the secretary involved shall be placed next in order of availability.

## III. MAINTENANCE/CUSTODIANS

- A. The standard work week for all employees of this category, regardless of the shift to which they are assigned, shall be forty (40) hours consisting of five (5) eight-hour periods of work, exclusive of one hour duty-free lunch.
- B. One (1) week's notice must be given in order to change any shift assignment, except in cases of emergencies.
- C. Breaks: Regularly employed staff members will be entitled to two (2) fifteen (15) minute breaks during the eight (8) hour work day. Breaks will be scheduled during the work day by the immediate supervisor so as to not conflict with the continuity of work assignments and may be rescheduled, if possible, by the immediate supervisor in cases of emergency.

2. All custodian staff members will be offered overtime assignments on a rotating basis based upon building assignments except when the specific licenses and/or skills are necessary in order to legally and/or satisfactorily perform the overtime assignment.

3. If a custodian has been unable to obtain a black seal license within 42 months of their date of hire, a request may be made to the Director of Human Resources to waive the requirement. Upon review, a waiver may be granted and eligibility for increments restored but in no case shall an employee move up to the maximum step of the guide.

#### **V. ASSISTANTS**

A. Assistants shall be compensated for all hours worked.

3. Assistants who are employed to work more than four (4) hours per day shall be entitled to a duty-free unpaid lunch.

2. Breaks: Regularly employed Assistants will be entitled to a ten (10) minute break if they work between 9:00 a.m. and 11:00 a.m. or between 1:00 p.m. and 3:00 p.m. on a continuous schedule. The ten (10) minute break will be one for the morning and one for the afternoon. These breaks are considered part of the regular working day and are to be taken at a time or times mutually agreed upon between Assistant and supervisor.

#### **V. SECURITY OFFICERS**

A. 1. The normal workday shall be seven (7) hours and thirty (30) minutes inclusive of one-half hour duty-free lunch and one (1) fifteen (15) minute break.

2. Up to four (4) security personnel hired prior to 7/1/99 may be assigned hours between 7 a.m. and 6 p.m. If sufficient personnel do not volunteer, personnel shall be assigned according to the least senior person first.

3. All security personnel hired after 7/1/99 may be assigned hours between 7 a.m. and 6 p.m.

4. Security personnel assigned to the administrative offices shall have a work day from 10 a.m. to 5:30 p.m.

5. Security personnel assigned to a community school shall have a work day from 3:00 p.m. to 10:30 p.m.

6. Fourteen (14) days shall be given in order to change a shift assignment.

B. Overtime assignments shall be offered on a rotating basis for the purpose of equity.

#### **VI. BUS DRIVERS**

Employees hired as custodian/bus drivers on or after 7/1/99 may be hired as 10-month employees. The work year for said employees shall be September 1 through June 30, exclusive of school holidays, breaks and vacations. Said employees shall be paid according to Salary Schedule for 10 month bus driver guide.

During 2003-04, the work year shall include three additional days and any days when school is cancelled due to inclement weather. The additional days shall not be scheduled during the winter holiday break.

During 2004-05, the work year shall include two additional days beyond those added in 2003-04 and any days when school is cancelled due to inclement weather. The additional days shall not be scheduled during the winter holiday break. The additional days in both 2003-04 and 2004-05 shall be scheduled and be made known to the drivers by September 1 of each work year.

**VII. OVERTIME COMPENSATION**

A. Part-time non-certificated employees must work a minimum of forty (40) hours in any one (1) week in order to be eligible for overtime compensation at time and one-half rate of pay based on their daily rate of pay.

B. Full-time non-certificated contractual employees shall be eligible for overtime compensation at one and one-half times their hourly rate of pay for all hours worked beyond eight (8) hours per day and/or forty (40) hours per week.

C. All paid days under contract shall be considered as worked for purposes of credit towards the forty (40) hour week for overtime compensation.

**ARTICLE VII**  
**SALARIES**

- A. 1. All employees entitled to mileage reimbursement shall be paid at the rate determined by the Internal Revenue Service (IRS).
- 2. Employees under ten (10) month contracts shall have the option of being paid in twenty (20) or twenty-four (24) installments, and under twelve (12) month contracts shall be paid in twenty-four (24) installments on the fifteenth and last day of each month. In all cases when the fifteenth or the last day of the month falls on a day on which employees are not required to be in school, the paycheck will be issued the last working day prior to the fifteenth or the last day of the month.
- 3. If an error is made in the amount of money an employee is supposed to receive, the error shall be rectified as soon as possible, but in no case, later than the next paycheck.
- 4. The first check of any year shall provide a statement of the deductions which have been made.
- 5. Salary Schedules A-1 through H are in effect for the years indicated thereon.
- 6. The Board of Education shall provide for the direct deposit of paychecks for all employees wishing to use such a practice.
- B. Any teacher who is required to work beyond the regular teacher in-school work year as defined in the School Calendar and Article XXIII of this contract shall be compensated at the rate of 1/200 his/her annual salary per day. Any teacher who is required to work beyond the school day or is assigned cafeteria duty pursuant to Article XXIV, D, shall be compensated as follows:

2002-2003	\$25.00/hour
2003-2004	\$25.00/hour
2004-2005	\$26.00/hour

This provision does not apply to stipend positions or summer school.

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

	2002	2003	2004
Teachers	\$30.00/hour*	\$30.00/hour	\$33.00/hour
Secretaries	\$14.00/hour	\$14.00/hour	\$16.00/hour
Security Officers	\$15.00/hour	\$15.00/hour	\$16.00/hour
Elem. School Monitors	\$10.50/hour	\$10.50/hour	\$12.00/hour

the rate for teachers shall remain at \$25.00/hour for the 2002 summer session unless the successor agreement is ratified by both parties prior to the beginning of the summer session.

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

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

1. Adult Learning Center Teachers will be given one year's credit on the salary guide for each 935 hours worked in Plainfield.
2. All hourly Adult Learning Center Teachers shall advance a maximum of one step on the salary guide on July 1 of each year of the contract if such hourly teacher works a minimum of 260 hours between the preceding July 1 through June 30 period. In the event a teacher fails to make the minimum number of hours during the preceding contract year to qualify for a step, said teacher shall be advanced one step at the point when 260 hours have been accrued. However, under no circumstances may this provision be interpreted to provide for more than one step advancement in any single contract year.
1. All employees who retire shall receive compensation computed at the following rates payable no more than thirty (30) days from the effective date of retirement.

<u>Accrued Days</u>	<u>Compensation Rate</u>	<u>Maximum Compensation</u>
0-99 days	\$30.00/day	\$ 2,970.00
100-199 days	\$35.00/day	\$ 6,965.00
200-250 days	\$40.00/day	\$10,000.00

The following provisions shall apply to assistant employees only.

1. Salary - Assistants will be hired at an annual salary based on an hourly rate for an established number of hours per day for 200 days per year. These calculations are set forth in Schedules F-1 and F-2.
2. Pay Periods and Pay Day - Assistants working four or more hours per day, hereinafter called "full time Assistants," shall be paid in twenty (20) installments on the fifteenth or last day of the month. In cases where the fifteenth or last day of month falls on a day on which assistants are not required to be in school, pay will be issued the last working day prior to the fifteenth or last day of the month. Assistants working less than four hours per day, hereinafter called "part time Assistants," shall be paid twice monthly as follows:
  - (a) For time worked between the 1st and 15th of any month - the last working day of that month.
  - (b) For time worked between the 16th and final day of any month - the 15th or last working day before if the 15th falls on a holiday.
  - (c) The final paycheck of the school year shall be received on or before July 15 following the close of the school year.

Any assistant who is requested to supervise and/or participate in a field trip that is scheduled or runs beyond the normal work day shall be compensated at his/her hourly rate for each additional hour or fraction thereof worked.

1. Payment for overtime service performed by regular salaried custodial/maintenance, security, and secretarial employees will be at a rate that is equal to one and one-half times said employee's regular rate of



pay, except that service rendered on Christmas Day, Easter Day, July 4th, Thanksgiving Day, Labor Day, and New Year's Day will be paid at the rate that is equal to two (2) times the daily rate of pay of the employee involved. The double time rate herein will be paid only on the basis of service actually performed for a full one-half hour.

K. The following provision shall apply to only those employees in the maintenance/custodial category:

1. Acting head custodians will be paid \$10.00 per day above their regular custodian/fireman rate. Assistant custodians assigned to work as custodian firemen shall be paid an additional \$8.00 per day providing they possess the fireman's license.
2. Custodial employees assigned to work on Saturday or Sunday as part of their regular work week shall be paid a bonus that is equal to twenty-five (25%) percent of their regular salary for each day worked. This bonus is to apply to Shift One, Two, or Shift Three.
3. Custodians assigned to work after 12:00 midnight on the third shift will be paid a bonus that is equal to seven (7%) percent of their regular salary Monday through Friday and twenty-five (25%) percent if assigned to work Saturday or Sunday.
4. Custodians assigned to work after 7:00 p.m. on the second shift will be paid a bonus that is equal to four and one-half (4-1/2%) percent of their regular salary Monday through Friday and twenty-five (25%) percent if assigned to work Saturday or Sunday.
5. The assistant head custodian in charge of a second shift at Hubbard Middle School, Maxson Middle School, and Washington elementary school will be paid an additional sum of:

2002-2003	\$1,000.00
2003-2004	\$1,100.00
2004-2005	\$1,200.00

These amounts are over and above the custodial/firemen contractual salary and the shift bonus of four and one-half (4-1/2%) percent, seven (7%) percent or twenty-five (25%) percent as is applicable under Article VII, Section L, Items 2, 3, and 4. The Assistant head custodian at Plainfield High School will be placed on the C6 column of the custodial salary guide at the step appropriate for his/her years of service, but shall not receive the above differentials.

6. Custodian/firemen who are in charge of a one-man school, and where no supervision of employees is involved, will be paid a bonus of \$700.00 for a twelve-month period or a portion of such amount for that period of time or part of the year when such duty is assigned.
7. Maintenance and custodial employees as well as technology support staff who are requested to report to a building for overtime duty, other than building security check, will be paid for a minimum of two (2) hours at the overtime rate, provided that said employee would have completed, without this overtime, a full week of service.
8. Employees who are assigned to building check on weekends, and who performed said service, will be paid an overtime rate of time and one-half for one hour. The head custodian of the building should normally make this inspection. However, if he is unable to do so, he will assign this duty to a custodian/fireman.
9. Coordinator Security Officers shall receive a bonus of \$1,000.00

10. All percentage bonuses are prorated on the basis of the base salary of employees receiving the bonus. Such bonus is paid for only such periods of time for which the extra assignment is performed; it is not considered part of the base salary. All bonus payments for special assignment will be prorated on an annual basis for the number of days worked at such assignment.
11. An employee who is assigned as Assistant Grounds keeper shall receive a bonus of \$500.00.
12. The custodian fireman assigned to the Board of Education Office (504 Madison Avenue) shall receive an additional annual stipend of \$1,200.00.

Any teacher who obtains National Board Certification shall receive an annual stipend of \$3,000.00 effective with the contract year subsequent to their obtaining the certification.

I. Attendance Bonus

- a. The Board agrees to compensate teachers for good attendance in accordance with the following:

<u>Number of Days Absent in Any Year</u>	<u>Compensation</u>
0	\$250.00
1	\$200.00
2	\$150.00
3	\$100.0
4	\$50.00
5 or more	0

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

<u>Number of Days Absent in Any Year</u>	<u>Compensation</u>
0	\$150.00
1	\$125.00
2	\$100.00
3	\$75.00
4	\$50.00
5 or more	0

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

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

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

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

**ARTICLE VIII**  
**EVALUATIONS**

A. A non-tenured teacher shall be evaluated a, least three (3) times a year and a tenured teacher shall be evaluated at least once (1) a year in accordance with N.J.A.C. 6:3 et seq., as is or may be amended. A secretary shall be evaluated at least once a year. Custodial employees shall be evaluated at least once a year. The evaluation shall be reduced to writing within five (5) work days. The employee shall be free to append comments within ten (10) work days after it is reduced to writing and the employee receives a copy thereof. The evaluation report shall be written in narrative form and may include when pertinent:

1. Strengths of the employee.
2. Weaknesses of the employee.
3. Specific suggestions as to the measures which the employee might take to improve his/her performance in each of the areas wherein weaknesses have been indicated.

B. An employee shall receive a copy of any evaluation materials, letters of complaint, or commendations, excluding materials cited in Article IV, H.I., before such material is inserted into his/her file.

- C.
1. Employees shall be evaluated by the appropriate supervisor. However, a classroom teacher may discuss an assistant's performance with the supervisor in order for the supervisor to conclude his/her evaluation. In addition, said teacher shall not be present during the initial evaluation conference. Head custodians shall provide in writing input to the evaluation(s) of other custodians in their building. Head custodians shall not be present during the initial evaluation conference. The performance of custodian staff members will be evaluated at least once per year by the appropriate supervisor or his/her administrative designee. The Supervisor/designee may discuss the custodian's performance with the head custodian or others in order to complete the evaluation.
  2. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. All monitoring or observation of the results of work performance of other employees shall be by personal knowledge of the evaluator.
  3. Any administrator or representative of the Board of Education shall notify an employee in writing if he/she intends to make use of any criticism submitted by a parent, citizen, student, or other staff member in the evaluation of an employee. The employee may, at the time such criticism is made known to him/her, attach a written statement to the criticism. The exclusion, set forth in Article IV, H.I., shall apply herein.

- D.
1. The performance of Assistants will be evaluated twice per year by the appropriate supervisor. The Supervisor may discuss an Assistant's performance with the classroom teacher or others to conclude his evaluation.
  2. These evaluations will (1) be put in writing, (2) be shared in conference with the Assistant by the appropriate supervisor or his/her administrative designee (3) be placed each Assistant's permanent file. Assistants will be allowed to append comments to the evaluation within ten (10) work days after the conference.

E. All new non-certificated employees shall be evaluated at least three (3) times during the first year of employment by the appropriate supervisor or his/her administrative designee. After the first year, no employee shall be evaluated less than once a year by the appropriate supervisor/administrative designee. In all cases, the evaluator may discuss the employee's performance with others (e.g., teachers, head custodians, coordinators, and other administrators) in order to complete the evaluation. All evaluations shall be reduced to writing and a copy provided to the employee within five (5) working days from being completed. The employee shall be free to append comments to the evaluation and must do so within ten (10) working days from the receipt of the evaluation. All evaluation reports shall be in a format established

by the Board of Education which shall include strengths, weaknesses and specific suggestions for improvement.

The evaluation of an employee shall cover only periods prior to the termination of his/her employment and only those documents which apply to the period of employment shall be placed in the personnel file of such employee after severance. This language is not intended to require the Board of Education to make an evaluation of the individual subsequent to that which was in the file at the time of severance.

### ARTICLE IX SALARY REDUCTION FOR TAX-SHELTERED ANNUITIES

The Board agrees to enter into salary reduction agreements with those employees who wish to participate in tax-sheltered annuity programs. As of July 1, 1985, any carrier or program not presently doing business in Plainfield must have a showing of interest by twelve (12) employees in order to have access to payroll deduction. Companies with participating employees enrolled prior to July 1, 1985, shall not be subject to the minimum requirement of interest.

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

The Board and the Association agree to explore the implementation of a 403 (b) program for all interested employees during the life of this contract.

### ARTICLE X PERSONAL SICK LEAVE

Ten (10) days absence, for personal illness, with pay shall be allowed in any school year. The unused absence shall be cumulative without limit. N.J.S.A. 18A:30-3.

Twelve (12) days of absence, for personal illness, with pay, in any school year shall be available to all employees under twelve (12) month contracts. Such employees shall also have available cumulative amounts of unused sick leave days without limit.

Employees hired for a regular assignment after January 15th will receive sick days on a pro rata basis. Ten-month employees hired on or before January 15th will receive ten (10) sick days. Twelve-month employees hired on or before January 15th will receive twelve (12) days. The prorated rate shall be one (1) day per month. Substitute employees will not receive sick days.

Unused cumulative days of sick leave are not paid for at the time an employee terminates his contract with the Plainfield schools except as provided in Article VII, H.

1. In the event that a teacher leaves the school district as the result of a reduction in force, and then is subsequently recalled, the teacher's accumulated sick leave shall be reinstated.
2. Unless otherwise provided for by statute, in the event that any other employee leaves the school district as the result of a reduction in force, and then is subsequently recalled within the next five (5) years, the employee's accumulated sick leave shall be reinstated.
3. In the event any employee leaves the district other than by a reduction in force and is subsequently rehired, the employee's accumulated sick leave shall not be reinstated.

Teachers employed in summer school or other summer programs may draw upon their accumulated sick leave up to one (1) day for personal illness while serving in this program.

Employees shall be given a written accounting of accumulative sick leave days no later than October 31 of each school year.

- H. Work Connected Absence - Pursuant to N.J.S.A. 18A:302.1, "Whenever an employee, entitled to sick leave under this chapter, is absent from his post or duty as a result of personal injury caused by accident arising out of and in the course of his employment, his employer shall pay to such employee the full salary or wages for the period of such absence for up to one calendar year without having such absence charged to the annual sick leave or accumulated sick leave provided in N.J.S.A. 18A:30-2 and 18A:30-3. Salary or wage payments provided in this section shall be made for absence during the period the employee received or was eligible to receive a temporary disability benefit under Chapter 15 of Title 34 Labor and Workmen's Compensation, or the Revised Statutes. Any amount of salary and wages paid or payable to the employee pursuant to this section shall be reduced by the amount of any workmen's compensation award made for temporary disability."

**ARTICLE XI**  
**PERSONAL, OTHER DAYS OF ABSENCE AND LEAVES**

- A. 1. A maximum of three (3) days of absence per year, with pay, shall be allowed each full-time ten month employee for reasons other than those listed under Article XI of the contract. A maximum of four (4) days of absence per year, with pay, shall be allowed each full-time twelve month employee for reasons other than those listed under Article XI of the contract.
- Employees hired on or before October 1 of any year shall receive a prorated allotment of personal days as follows:
- 10-month employees
- a. hired on or before October 1 - three (3) days
  - b. hired after October 1 but on or before April 1 - two (2) days
  - c. hired after April 1 - one (1) day
- 12-month employees
- a. hired on or before October 1 - four (4) days
  - b. hired after October 1 but on or before April 1 - three (3) days
  - c. hired after March 1 - two (2) days
2. Prior written approval of the employee's supervisor or principal will be necessary, except in case of emergency. Such absences are allowable for business and activities that necessarily must be transacted on days when school is in session: religious observances, legal matters, ~~jury duty~~ or unusual family circumstances are some of the reasons said absences may be applied.
3. Employees are to provide specific reasons when applying for a personal leave day on the day before/after a holiday or vacation.
4. The Board reserves the right to reject an employee's request for a personal leave day before/after a school holiday or vacation if it believes the request does not meet the contractual text set forth in Article XI. Such refusals are subject to the grievance procedure.
5. The Association recognizes employees have no right to abuse the privilege of taking personal leave days. It also recognizes that employees who abuse such privileges are subject to appropriate disciplinary action.
6. If the personal days of absence permitted under the terms of this Agreement have been exhausted, an employee may request an additional personal day of the Superintendent.
7. An employee may request the time necessary for appearance in any legal proceeding connected with the employee's employment or with the school system which does not

pertain to a criminal or quasi-criminal charge against the employee, and which does not involve a civil suit in which the employee seeks a monetary recovery.

8. If a teacher, in order to attend summer school, requires time in the beginning or the end of the school year, such employee shall provide adequate notice and substantiation of this need when making application to the Superintendent for his/her approval. Other employees may be released at the direction of the Superintendent.
9. Unused personal business days shall be added to the employee's accumulated sick leave days as of June 30<sup>th</sup> of each year.

Leave for Jury Duty - Upon receipt of jury duty notice, an employee shall immediately deliver this notice to the administration, who shall request an adjournment thereof to non-school time. If such request is not granted, the employee shall receive his/her regular salary less the jury duty stipend.

#### Leave for Critical Illness or Death of Family

1. The Board of Education will provide all contracted employees five (5) days leave with full pay in any one year for death in the immediate family. The Board of Education will provide all contracted employees three (3) days with full pay in any one year for critical illness. These allowances may be extended at the discretion of the Superintendent in unusual circumstances, particularly in cases of service longevity in Plainfield.
2. Critical illness means illness the attending physician considers sufficiently serious to require the staff member's presence at the bedside.
3. For purposes of determining a contracted employee's eligibility for leave due to critical illness or death in the immediate family, immediate family means husband, wife, children, and other members of the same home; or father and mother, brothers and sisters, grandfather and grandmother, father-in-law and mother-in-law, sister-in-law and brother-in-law regardless of residence.

#### LEAVES: MATERNITY, CHILD REARING & FAMILY

##### INTRODUCTION

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

##### MATERNITY DISABILITY LEAVE

1. The Board shall grant a leave of absence for medical reasons associated with pregnancy and birth to pregnant employees on the same terms and conditions governing leaves of absence for other illness or medical disability, as set forth in N.J.S.A. 18A:30-1 et seq.  
  
An employee may utilize her accumulated sick leave for the period of disability related to her pregnancy and childbirth.
2. An employee may, upon confirmation of her pregnancy, apply to the Board, in writing, for a disability leave. Application for such disability leave shall be submitted to the Board not less than 60 days before the anticipated delivery date. Such leave shall be granted in conformance with the following procedures:
  - a. The application for disability leave shall specify in writing the date on which the employee wishes to commence leave and the date on which she wishes to return

to work after the birth. The application for disability leave shall be accompanied by a physician's written confirmation of the anticipated date of disability and the anticipated date of delivery.

- b. The Board reserves the right to verify the period of disability leave for pregnancy through the Board's physician.
3. Following the grant of such leave to any employee, the commencement and termination dates thereof may be further extended or reduced for medical reasons upon application to the Board. Such extension or reduction may be granted by the Board for an additional reasonable period of time. The Board may require any employee to produce a physician's certificate in support of the requested change.
4. The Board shall honor the paid or unpaid leaves for childbirth subject only to the following conditions:
  - a. The Board may require as a condition of the employee's return to service the production of a certificate from the employee's physician certifying that the employee is medically able to resume her duties.
  - b. A childbirth leave shall continue thirty (30) calendar days following the date of the delivery of the child unless the employee's physician shall certify that the employee's physical condition or capacity is such that the employee's health would be impaired if she were to return to work. In such cases, said leave shall be continued for such additional period of time as shall be deemed necessary by the employee's physician.
  - c. An employee returning from pregnancy leave of absence shall be entitled to all benefits to which employees returning from other types of sick or disability leave would be entitled. Nothing contained herein shall be construed to require the Board to grant tenure to any non-tenured employee who would not otherwise have been granted tenure or to offer a new contract for a new school year to a non-tenured employee who would not have been otherwise offered such a contract.
5. No employee shall be required to leave work because of pregnancy at any specific time prior to expected childbirth nor be prevented from returning to work after childbirth solely on the ground that there has not been a time lapse of specific duration between childbirth and the desired date of return.

### III: CHILD REARING LEAVE

1. An employee seeking an unpaid leave of absence for reasons of child rearing shall file written request for such leave with the Superintendent not less than 60 days in advance the date on which said leave is to commence. The request shall specify therein the date which said employee expects to return. Approvals of child rearing leave shall be subject to the following conditions:
  - a. In cases where both husband and wife are employees of the Board, only one said persons may be entitled to child rearing leave at any one time.
  - b. Child rearing leave for employees on pregnancy disability leave shall begin immediately upon the termination of the pregnancy disability as certified by employee's physician.
  - c. In the case of employees adopting a child, child rearing leave shall commence upon receipt of the de facts custody of said child, or earlier if necessary, to the requirements for the adoption.

- d. Tenured staff members shall be granted, at their discretion, a leave for (1) the balance of the school year in which the birth or adoption occurred, or (2) the balance of the school year in which the birth or adoption occurred and the entire following school year. Any further extensions of child rearing leave or leaves for less than the balance of the school year shall be discretionary with the Board of Education.
- e. Non-tenured staff members shall be granted, at their discretion, a leave for the balance of the school year in which the birth or adoption occurred.
- f. The Board need not grant or extend the child rearing leave of a non-tenured staff member beyond the end of the school year in which the leave began.
- g. Nothing contained herein shall be construed to require the Board to grant tenure to any non-tenured employee who would not otherwise have been granted tenure or to offer a new contract for a new school year to any non-tenured employee who would not have been otherwise offered such a contract.
- h. To be eligible for a salary increment and credit toward longevity payments a 10-month employee must work at least five (5) months and a 12-month employee must work at least six (6) months in the year that the leave commences or terminates.
- i. An employee on a voluntary unpaid leave of absence shall not be eligible to either receive or accrue benefits except as required by statute. The Board, however, shall continue the employee's coverage in the District's group health insurance plans for a period of 12 weeks, after which the employee may continue coverage at his or her own expense, in accordance with the rules of the insurance carrier.

note

V: RETURN TO WORK

Notification by the employee of either (a) intent to return, (b) request for an extension, or (c) shortening of time for a previously approved child rearing leave shall be submitted in writing to the Superintendent not later than April 1 for employees returning to work in September. For employees returning at any other time, 30 days notice is required.

V: FAMILY LEAVE

The Board may grant a leave of absence to any employee who is needed to care for a family member because of the family member's serious health condition, under the terms and circumstances required by the New Jersey Family Leave Act.

The Board may grant a leave of absence to an employee for his/her own serious illness under the terms required by the Federal Family and Medical Leave Act.

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

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

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



**ARTICLE XII**  
**SUBSTITUTES**

- A. If a teacher is required to utilize his/her unassigned time for the purpose of substitution, such teacher shall be paid eighteen (\$18.00) dollars per period in 2002-2003; nineteen (\$19.00) dollars per period in 2003-2004; and twenty (\$20.00) dollars per period in 2004-2005. This section shall apply, to special subject and special education teachers as well as teachers performing duties as a translator as assigned by the principal.
- B. If an elementary teacher (K-6) is required to accept all or part of a class of an absent teacher for whom no substitute has been obtained, the Board shall pay said teacher eighteen (\$18.00) dollars in 2002-2003; nineteen (\$19.00) dollars in 2003-2004; and twenty (\$20.00) dollars in 2004-2005 per day, per occurrence. This section shall apply to special subjects and special education teachers. Payment is required in this section only if the occurrence lasts for more than one (1) hour.
- C. This Article does not apply to Adult Learning Center teachers.
- D. 1. Consistent to N.J.S.A. 18A:27-2 and N.J.A.C. 6:84.33, Assistants shall not be requested or required to serve as substitute teachers in the absence of a certified teacher.
2. Assistants who are properly certified to act as a substitute teacher shall receive an additional seven (\$7.00) dollars in 2002-2003 and 2003-2004; eight (\$8.00) dollars in 2004-2005; per each forty-minute period worked as an assigned substitute teacher.

**ARTICLE XIII**  
**EDUCATIONAL GROWTH IMPROVEMENT**

- A. The Plainfield Board of Education recognizes the value of professional growth as represented by courses designed to improve an employee's effectiveness in the classroom by providing partial reimbursement to employees for expenses incurred in approved courses.
1. Qualifications
- (a) All employees are eligible to be reimbursed for a maximum of twelve (12) credits per year to a maximum of the State University rate. These courses shall be education related unless otherwise approved by the Superintendent of Schools.
- (b) Courses taken at the request of the Superintendent or required as a result of a reassignment shall be reimbursed at a rate of 100% of cost.
- (c) Reimbursement for staff improvement is provided for the ultimate benefit of children and the schools of the City of Plainfield. Accordingly, tuition reimbursement is contingent upon an employee being employed by the District in the school year following the completion of the course(s), other than in the case of reduction in force of a tenured employee or the non-renewal of a non-tenured employee.
- (d) Any employee who leaves the District before the end of one calendar year following the completion of the course(s) shall be obligated to repay the District for the amount of reimbursement received, except in the case of the reduction in force of tenured employee or the non-renewal of a non-tenured employee- S reimbursement shall be deducted from the employee's final pay check(s).
- (e) Reimbursement will be made provided that the final grade assigned by the college or university, etc. to the employee for having taken the course for work

he/she seeks reimbursement is either an A or B or C. Pass or registration credit shall qualify for reimbursement only if the college catalogue specifies a pass or registration is the only type of grade which can be received in that specific course.

- (f) Graduate credit received through correspondence is not acceptable unless pre-approved. Approved credit must be from an accredited college, university or other accredited school to qualify for reimbursement.

2. Procedures

- (a) There are two forms used for course reimbursement. An application for course work must be submitted in advance of taking courses. An application for reimbursement must be submitted after taking courses as outlined in Section 2, Procedures. Applications for the professional growth reimbursement program will be available in all schools and offices.
- (b) All applicants will be required to submit transcripts and receipted bills for expenses incurred under this program.
- (c) Applications for course work will be submitted to the office of the Superintendent of Schools for review and approval. If approved, such approval shall be made known to the applicant prior to his/her taking such course. Prior approval is not required for any applicant taking a course in a matriculated program. Only in the event the course for which the approval was requested and granted is unavailable at the time of registration may the applicant submit a request for approval for purposes of reimbursement under the terms of this agreement subsequent to such course.
- (d) Approved application will include the amount of reimbursement covered by the eligibility requirement.
- (e) Reimbursement for allowable expenses incurred by employees when taking professional growth courses will be made twice a year, at the October and March meetings of the Board of Education. In order to facilitate payment, teachers are required to submit their transcript of completed work as soon as it becomes available together with the application for reimbursement and receipt for other allowable expenses. In October, payment will be made for courses taken during the immediate previous spring and summer semesters. In March, payment will be made for courses taken during the immediate previous fall semester. No payment will be made unless all requirements for applications for reimbursement and receipts are fulfilled. It is the intent of this policy to include payment for courses taken the previous summer; therefore, when the institutions fail to send transcripts by September 1 and February 1, respectively, it is suggested that the respective staff members notify the Superintendent's office in writing of the fact, and consideration will be given to such circumstances.

- 1. 1. In accordance with N.J.A.C. 6:11-13, the Association and the Board pledge to cooperate through the local district professional development committee in forming the district professional development program in accordance with the standards established by the State Professional Teaching Standards Board and Commissioner of Education.
- 2. The district will maintain a record of the number of hours of professional development that counts toward the State requirements completed by each teacher and provide each teacher with an accounting of accumulated credits each September. Any discrepancies between the district and a teacher's records should be noted within thirty (30) days of receipt of the Board's records.

3. Members of the local Professional Development Committee shall be compensated at the hourly rate-for all hours as approved by the Superintendent.
4. Beginning in 2000-2001, the Board agrees to provide at least 6 hours of professional development in accordance with the standards established by the State Professional Teaching Standards Board within the established work year.
5. The district recognizes the need to provide all staff with the opportunity to develop and learn. The Educational Support Council shall have a subcommittee for professional development that is representative of the various units-security, custodial, maintenance, driver-custodian, secretarial and teacher assistants. A representative from this subcommittee shall serve on the district's Professional Development Committee. This subcommittee shall:
  - Assess support staff development needs and opportunities in Plainfield, and
  - Plan and implement professional development programs for educational support staff. These programs shall include technology and job-related development.

C. This Article does not apply to part-time Adult Learning Center employees.

D. Custodial/Maintenance

Custodians who are required by the Board of Education to hold licenses or other certification required by city, state or other regulatory agencies shall have their annual renewal fees for such licenses paid for by the Board of Education.

E. Workshops/Seminars

If it is the opinion of the Superintendent that an employee or group of employees may benefit from attendance at a job related workshop or seminar, the cost of such attendance, if approved, will be paid for by the Board of Education.

**ARTICLE XIV**  
**PROTECTION OF EMPLOYEES, STUDENTS AND PROPERTY**

A. An employee shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger his/her health, safety or well-being, except as required in emergency situations in the work responsibilities of custodial and maintenance employees and security officers.

B. Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior.

C. If criminal or civil proceedings are brought against an employee alleging that the employee committed an assault in connection with his/her employment, such employee may request the Board to furnish legal counsel to defend him/her in such proceedings. If the Board does not provide such counsel and the employee prevails in the proceedings, then the Board shall reimburse the employee for counsel incurred by him/her in his/her own defense.

D. Pursuant to Workmen's Compensation statutes, the Board shall reimburse an employee for the cost of medical, surgical or hospital services (less the amount of any insurance reimbursement) incurred as a result of any injury sustained in the course of his/her employment.

**ARTICLE XV**  
**MAINTENANCE OF CONTROL AND DISCIPLINE**

A. A definition of the duties and responsibilities of all teachers, administrators, coordinators, supervisors, and other personnel pertaining to student discipline shall be reduced to writing by the superintendent and presented to each of these employees at the start of each school year. Where appropriate, the principal shall issue a statement for his/her school.

1. The Superintendent or his/her designee will provide specific guidelines and procedures for dealing with students suspected of drug abuse or possession of narcotics.
2. The Superintendent or his/her designee or the Association may call upon the Leadership, Innovation and Change Council for assistance in the development of these guidelines.

**ARTICLE XVI**  
**INSURANCE PROTECTION**

A. The Board and the Association recognize the necessity of adopting a health benefits plan which continues our tradition of providing quality health care to employees while producing long term cost containment to the District. It is agreed that the Board will pay full family premium for medical, surgical and hospitalization insurance (Blue Cross/Blue Shield-Blue Select Program) with a one hundred dollar (\$100.00) /two hundred dollars (\$200) deductible for employees/families. Additionally, a variety of HMO's will be available to the employees.

B. Prescription Plan - Effective July 1, 2002, the Board will provide the annual payment per employee for the purchase of a \$6.00-\$15.00 prescription drug program with mail order provision.

C. Dental Plan - Effective July 1, 2002 through June 30, 2005, the Board will provide the annual payment per employee for the purchase of a dental plan. There shall be a twenty-five (\$25.00) dollar deductible for dental insurance. The cap for dental benefits shall be increased to \$1,500.00 per year for each covered individual. The cap for orthodontia benefits shall be increased to a benefit of \$1,500.00 per covered individual.

D. Vision Plan - Effective July 1, 2002 through June 30, 2005, the Board will provide an employee-family vision care program to cover eyeglasses or examination. The administration of the plan is to be determined by the Board.

E. Regardless of the type of coverage provided under Section A, B, C, D of the Article, only those Adult Learning Center teachers who are employed on a full-time basis are entitled to coverage paid by the board for the employee only.

F. Retirees shall henceforth be allowed to purchase the various insurance benefits enjoyed by the PEA members, at their own expense, at the group rate, if agreeable to the carrier. Similarly, the surviving spouse of a deceased retired bargaining unit member shall be allowed to purchase the sundry insurance coverages, at group rate, if permitted by the carrier.

G. Persons on authorized unpaid leaves shall be allowed to purchase insurance under Section F above for a period of one (1) year.

**ARTICLE XVII**  
**ROOMS AND OTHER INSTRUCTIONAL MATERIALS AND SUPPLIES**

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

**ARTICLE XVIII**  
**DEDUCTIONS FROM SALARY**

- A.
1. The Board agrees to deduct from the salaries of its employees dues for the Plainfield, Union County, National, and New Jersey Education Associations, as said employees individually and voluntarily authorize the Board to deduct. Said monies together with the records of corrections shall be transmitted to the Treasurer of the Plainfield Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association Treasurer shall disburse such monies to the appropriate Association or Associations. Each employee waives all rights and claims for monies so deducted and transmitted and relieves the Board of Education and its officers from any liability thereof.
  2. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
  3. Additional authorization for dues deductions may be received after August 1 under rules established by the State Department of Education.
  4. The filing of notice of an employee's withdrawal shall be prior to December 1 and become effective to halt deductions as of January 1 next succeeding the date on which notice of withdrawal is filed and as of the date prescribed by law to halt deductions as of July 1.
- B. The Board agrees to deduct from employee's salaries money to be transferred to the Union County Teachers' Federal Credit Union as said employees individually and voluntarily authorize the Board to deduct and to transmit the monies within ten (10) days of such deduction to the Union County Teachers' Federal Credit union. Employees may authorize these deductions to begin or end in September and January only.

**ARTICLE XIX**  
**POSTING OF VACANCIES**

- A. All promotions paying a salary differential and/or promotions on the administrative-supervisory level of responsibility and summer school vacancies shall be adequately posted within the system in order to give currently employed personnel an opportunity to apply for said positions.
- B. This article shall not apply to acting positions. All temporary positions of an extended termination date as declared by the Superintendent shall be posted.
- C. All vacancies shall be posted in all schools and administration buildings promptly as they become known. In addition, the Association president shall receive copies of all postings.
- D. A list of filled positions shall be posted monthly.
- E. All notices shall be posted at least (7) working days prior to the final date when applications will be accepted. Such notice shall provide a general description of the position, the salary level, the location of the position and the last date on which employees may apply for the position.
- F. All qualified employees shall be given adequate opportunity to apply for such positions and consideration shall be given to all applicants.
- G. The Superintendent reserves the right to advertise outside the district concurrently if considered necessary.

**ARTICLE XX**  
**A JOINT PARTNERSHIP FOR REFORM**

**1. PREAMBLE**

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

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

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

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

**3. LEADERSHIP, INNOVATION AND CHANGE COUNCIL**

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

- e. Parental, student, business, and community involvement in the design and implementation of school reform.
- f. A joint sub-committee shall be established for the development and implementation of flexible schedules.
- g. A review of various strategies to promote higher levels of commitment of students to being the "best they can be" and the identification of an array of strategies to motivate learners to make the commitment to learning.
- h. Establishment of a joint health and safety committee to promote healthy working conditions at all work sites.
- i. DISTRICT CERTIFICATION PROGRAM

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

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

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

A committee of fourteen, seven appointed by the Superintendent and seven appointed by the Association, shall convene prior to February 1, 2003 and shall make its recommendations to the Superintendent by June 30, 2003.

## C. IMPLEMENTATION OF LINCC

### 1. LINCC's Relationship to the Board of Education:

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

### 2. LINCC's Limitations:

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

- A. This Agreement
- B. Board Policy
- C. State/Federal Statutes

### 3. Waiver Rights and Responsibilities:

LINCC will accept requests for waivers from existing policy, regulations, or portion of the labor agreement. These requests will be referred to the appropriate body for review and action (i.e., refer to PEA if the issue deals with this contract; refer to the BOE if the issue deals with Board Policy, etc.) In the event the reviewing body rejects the application for waiver, it shall recommend to LINCC, within thirty (30) calendar days, how best to accommodate the intent of the application.

1. It is clearly understood that such requests must first be approved by the school staff (via: vote of 85%.)
2. It is clearly understood that these exceptions are site-based.
3. The exceptions are temporary and are automatically rescinded at the end of each school year unless specifically extended.
4. The sites report to LINCC, the implications, successes, and failures, based on these exceptions.

**D. INVOLVEMENT IN LINCC**

The parties recognize the mutual exploration of Site-Based Decision-Making may lead into difficult areas and unforeseen problems. We each take this risk in good faith and with a readiness to examine our own attitudes and behaviors and improve together. So that all parties may have the necessary safeguards and acceptance of the process, the Association and Board have the right to request a slowdown and, in extreme cases, a withdrawal from the joint process. Each side can exercise this option by a formal letter to the other stating the desire to slow down or withdraw, and state the reasons. There will be a "cooling off" period of 60 days during which the sides will meet at least twice to discuss the issue(s), possibly using a third party consultant. If after the 60 day period one party wants to withdraw, the process and the LINCC agreement will be considered terminated.

3. The parties agree during the 1999-2000 school year to engage in the planning of a system to provide incentives for schools that meet specified criteria for school improvement; improved student achievement, decreased suspensions and incidents, engaging parents, improvement of school climate, and other indicators of school success. Implementation would occur during the 2000-2001 school year.

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

**G. ASSESSMENT**

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

**ARTICLE XXI**  
**SUPPORT MEMBERS' COUNCIL**

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

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



**ARTICLE XXII**  
**REDUCTION-IN-FORCE**

A. The seniority list of employed Assistants will be a major consideration, but not an exclusive factor regarding layoffs.

B. Non-tenured non-teaching employees shall be laid off before tenured non-teaching employees.

**ARTICLE XXIII**  
**WORK YEAR, VACATION AND HOLIDAYS**

- A. 1. The work year for all teachers, including Child Study Team members, shall be a maximum of 187 days.
2. All teachers newly hired by the Plainfield Board of Education shall, in addition to the above, be required to:
- a. attend no more than five (5) days of staff orientation prior to the beginning of the school year for which attendance each staff member shall be compensated \$400;
  - b. attend one seminar each month for the purpose of professional development for a maximum length of two (2) hours without additional compensation.
3. Effective July 1, 2003, in addition to the work year required in A.1. above, ten-month middle and high school guidance counselors shall be required to work four (4) additional weeks (twenty (20) work days) following the end of the school year and prior to school opening. Each school shall develop a schedule prior to May 1.

B. 1. Maintenance, custodial, and drivers will be entitled to vacation as follows:

<u>Years of Service</u>	<u>Vacation Benefits</u>
-------------------------	--------------------------

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

1 Year and six months-5 years	10 days
6 years	12 days
7 years	12 days
8 years	15 days
9 years	16 days
10 years	17 days
11 years	18 days
12 years	19 days
13 years	20 days
14 years	21 days
15 years	22 days
16 years	23 days
17 years	23 days
18 years	23 days
19 years	23 days

2. Any custodian who received in 1984-85 school year more days vacation than the above schedule would provide shall continue at the higher amount until the above schedule provides for an increase.

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

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

2. Effective July 1, 1997, the date of hire in the system will be used to determine the vacation allotment for secretaries moving from a ten month to a twelve month position. During the first year, vacation days shall be prorated based on the date of transfer. To determine the number of days, divide the annual benefit by 12 months and multiply by the number of months employed as a 12-month employee.

D. All vacation days must be taken during the month of July and the first three weeks of August following the year in which they were accrued, upon approval of the Administrator, Principal, or Supervisor where appropriate. Permission to utilize vacation time during the last week in August may be requested and shall not be unreasonably withheld.

E. Employees shall be notified within ten (10) work days of the disposition of said request. Approved vacation days shall not be rescheduled unless requested by the employee or except in the case of an emergency.

F. Permission to accumulate vacation days from one year to another will not be granted unless an employee is asked by the Superintendent to work during the month of July and the first three weeks of August. Only then may vacation day(s) be held over for another year and taken during months other than July and August at the pay rate of the year in which the vacation days are taken.

G. Where practicable, preference for vacation time and approval shall be by seniority. However, head custodians shall have preference over custodians in their buildings.

H. Employees of the maintenance/custodial unit shall be allowed eighteen (18) paid holidays each year. These eighteen (18) paid holidays shall coincide, where practicable, with days that are established as holidays in the school calendar. In determining which days shall be recognized as holidays, the Superintendent of Schools shall take into consideration the needs of the school system and the security of the buildings and other properties belonging to the Board of Education.

I. If a regularly scheduled school holiday occurs during an employee's scheduled vacation, the day will not be counted as part of the vacation to which the employee is entitled.

J. Twelve month secretaries shall be entitled to eighteen (18) holidays in a work year. Ten month secretaries shall be entitled to the same holidays as in the school calendar for teachers.

K. Security officers and assistants shall be entitled to the same holidays as in the school calendar for teachers. Twelve-month security officers shall be entitled to eighteen (18) holidays in a work year.

- L.
  - I. All teachers and secretary personnel shall be released from work in accordance with N.J.S.A. 18A:31-2 to attend the NJEA Convention.
  - 2. Those employees not covered by N.J.S.A. 18A:31-2 shall be released from work for one (1) day each year with pay to attend the NJEA Convention under the same terms and conditions as set forth in N.J.S.A. 18A:31-2.
- M.
  - 1. Custodial and maintenance employees are required to report for duty on days on which schools are closed due to snow or other climatic conditions. When assigned responsibilities are completed, employees may leave with the approval of the Head Custodian in consultation with the Director of Buildings and Grounds. Starting times may be adjusted and will be determined by the department of buildings and grounds. It is the intention for employees to complete at least a half day of work; four (4) hours. No compensatory time shall be awarded for said days. Any employee who fails to report to work on any of these days, or any day considered to be a work day in which there is snow removal work to be done, will be docked a full day's pay for failing to report on said day.
  - 2. School closings due to snow storms will be recognized as snow days for the purposes of this article if an announcement is made over the local radio station by the Superintendent of Schools or his/her designee.
  - 3. The provisions of the above shall apply to probationary employees. If a snow day has been earned by a probationary employee who is terminated, such employee shall receive one day's pay for the period worked upon termination of such employee's service.

N. Employees under a ten month contract who are changed to a twelve month position may be permitted to take up to ten days vacation during July and the first three weeks in August. Said vacation days are to be borrowed from their vacation allowance which begins to accrue with the start of their new twelve month position.

O. If an employee terminates before earned vacation can be taken or if in an emergency the Superintendent shall determine that it is in the best interest of the school district that an employee not leave his/her post, the Superintendent may authorize payment in lieu of vacation - that payment per day to be 1/200 of a ten month employee's annual salary or 1/240 of a twelve month employee's annual salary during the year said vacation should have been taken according to policy.

- P.
  - 1. Secretaries must call the district's telephone service or the immediate supervisor between 6:00 p.m. and 7:00 a.m. to report unavailability for work. A secretary may also notify the service that a substitute secretary will be needed; upon such notification, the secretary will have no further obligations to acquire a substitute for her position.
  - 2. Clerical employees are expected to report for work unless weather conditions or the state of their own health makes it impossible for them to report for duty on a day on which schools are closed due to a storm.
  - 3. Clerical employees who are reported as absent on days on which schools are closed due to storm will not suffer any loss of pay or vacation time.
  - 4. Clerical employees who, at the request of their immediate supervisor, report for duty on days on which schools are closed due to storm shall receive a day off with pay for each day worked under these conditions.

#### **ARTICLE XXIV** **NON-TEACHING DUTIES**

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

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

C. Cafeteria Duty

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

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

**ARTICLE XXV**  
**FAIR DISMISSAL PROCEDURE**

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

**ARTICLE XXVI**  
**FACILITIES**

- A. Each work site shall have the following facilities:
1. Whenever practicable, free and adequate off-street paved parking facilities, which are protected against vandalism, properly maintained, and identified exclusively for employee use;
  2. Whenever practicable, space in each classroom where instructional materials and supplies may be stored;
  3. Whenever practicable, a teacher work area containing adequate equipment and supplies to aid in the preparation of instructional materials;
  4. Whenever practicable, a serviceable and accessible desk, chair, and filing cabinet for the exclusive use of the teacher;

5. Whenever practicable, a communication system so that the teachers can communicate with the main office from their classrooms;
  6. Whenever practicable, well-lighted and clean employee rest rooms, separate for each sex and separate from the employee lounge or students' rest rooms;
  7. Whenever practicable, a separate, private dining area for the exclusive use of employees;
  8. Whenever practicable, suitable closet space for each employee to store coats, overshoes, and personal articles;
  9. Whenever practicable, copies, exclusively or each teacher's use, of all texts and curriculum guides used in each of the courses he/she is to teach.
  10. Wherever practicable, adequate chalkboard space in every classroom;
  11. Whenever practicable, a complete and unabridged dictionary in every classroom; and
  12. Whenever practicable, adequate books, paper, pencils, pens, chalk, erasers and other such material required in the daily teaching responsibility.
- B. Whenever necessary, employees shall be given keys to the employee lounge and to the classroom in which they work.

### **ARTICLE XXVII** **STUDENT TEACHERS**

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

### **ARTICLE XXVIII** **TRANSFERS**

- A. **Teacher Transfer**
  1. Notice of a transfer or reassignment shall be given to a teacher as soon as practicable, and except in cases of emergency, not later than forty-five (45) calendar days prior to the effective date of the transfer.
  2. An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the appropriate administrator if the teacher is available, at which time the teacher shall be notified of the reason therefore. In the event a teacher objects to the transfer or reassignment at this meeting, upon request of the teacher, the Superintendent or his/her designee, shall meet with him/her. The teacher at his/her option may have an Association representative present at such meeting.
- B. **Other Employees**
  1. Transfer of personnel involuntarily or voluntarily shall be made in accordance with administration's judgment as to the most effective use of such personnel; however, employees to be transferred shall be consulted prior to such transfer, and when transferred, shall not suffer any reduction in base compensation.

2. The seniority list of employed assistants will be a major consideration, but not the exclusive factor regarding transfers and promotions.
3. Notice of a permanent transfer or reassignment shall be given to an employee as soon as practicable, and except in cases of emergencies not later than two (2) weeks prior to the effective date of the transfer or reassignment.

C. General Provisions

1. Any employee desiring a voluntary transfer shall make an application in writing.
2. The Board retains the final, unilateral, and inarbitrable right to determine qualifications and who meets them.

**ARTICLE XXIX**  
**IMPROVEMENT OF JOB PERFORMANCE**

A. It is at times desirable for employees to observe other employees and classes or work sites in and out of their own school system in order to become more proficient in their work. An employee may request in writing, his/her building principal to grant such request for such an observation. If such an observation would be beneficial to the system and would be feasible at the time requested, the building principal may grant said request.

B. The building principal may also request such visitations. The building principal shall receive a complete written report of such a visit.

**ARTICLE XXX**  
**PERSONAL FREEDOM**

A. The Board

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

**ARTICLE XXXI**  
**COMPLAINT PROCEDURE**

A. Any complaint regarding an employee made to any member of the administration by any parent, student, or other persons which, in the opinion of the administrator, does or may influence evaluation of an employee shall be drawn to the attention of the employee.

B. The principal or immediate superior shall discuss with the employee the full nature of the complaint.

C. The employee shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.

**ARTICLE XXXII**  
**ASSIGNMENTS**

Except in cases of emergencies, the Board will provide employees notice as to their next school year assignment(s) and/or work location by June 1 of the prior school year.

**ARTICLE XXXIII**  
**REPRESENTATION FEE**

A. Representation Fee - If an employee does not become a member of the Association during any membership year (i.e. from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. This fee shall be the maximum allowed by law.

B. Procedure

1. Notification

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

2. Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments, as nearly as possible from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid

(a) Ten (10) days after receipt of the aforesaid list by the Board; or

(b) Thirty (30) days after the employee begins his/her employment in a bargaining unit position.

3. Termination

If an employee is required to pay a representation fee and terminates his/her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fees from the last paycheck paid to said employee during the membership year in question.

4. Mechanics of Deduction and Transmission of Fees

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

5. Changes

The Association will notify the Board in writing of any changes or lists provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected and any deductions made not more than ten (10) days after the Board receives the notice.

6. Indemnification

The Association shall indemnify, defend and save the Board harmless against any and all claims, demands, suits or other forms of "liability that shall arise out of or by reason of action taken by the Board in reliance upon the representation fee information furnished

by the Association or its representatives, The Association shall establish a procedure whereby an employee may challenge the deductions taken for such representation fees.

**ARTICLE XXXIV**  
**UNIFORMS AND EQUIPMENT**

A. Effective January 1, 1993, security officers shall be provided with the following issue of uniforms and be replaced in the following manner:

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

B. Each new maintenance/custodial employee is issued five (5) sets of uniforms: three (3) winter-weight uniforms and two (2) summer-weight uniforms. Maintenance/custodial employees shall receive three (3) sets of uniforms each year thereafter. Maintenance/custodial employees shall be provided with three (3) tee-shirts that are to be worn only when school is not in session and not while a school function is in progress. Winter work jackets are replaced every five (5) years. However, a winter work jacket can be replaced in less than five (5) years upon a showing of need due to normal wear and tear. One (1) pair of steel-toed shoes shall be provided to each maintenance/custodial worker each year.

C. If a uniform is damaged while on the job, the Board of Education will replace all or part of the uniform upon showing proof of damage.

D. All uniforms must be worn while on duty.

**ARTICLE XXXV**  
**MISCELLANEOUS**

A. The Board and the Association agree that there shall be no discrimination, that all practices, procedures, and policies of each party shall clearly exemplify that there is no discrimination in the treatment of employees in the application or administration of this contract on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status, age or sexual orientation.

B. Copies of this contract shall be reproduced at the expense of the Board and the Association on an equal basis. There shall be mutual agreement as to the type of reproduction, and the contract shall be reproduced within thirty (30) days after the contract is ratified, unless the time is mutually extended. Copies shall be presented to all employees.

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

If by the Board of Education:  
Secretary  
Plainfield Board of Education  
504 Madison Avenue  
Plainfield, NJ 07060  
(Phone: 908-753-3150)

If by the Association:  
President  
Plainfield Education Association  
967 Park Avenue  
Plainfield, NJ 07060  
(Phone: 908-561-0664)



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

**ARTICLE XXXVI**  
**MANAGEMENT RIGHTS CLAUSE**

A. The Association recognizes that the Board may not, by agreement, delegate authority and responsibility which by law are imposed upon and lodged with the Board.

B. Except as may otherwise be provided or limited in this Agreement, the Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, in accordance with the laws of the State of New Jersey and the rulings of the State Commissioner of Education, to do the following:

1. To direct employees of the Board;
2. To hire, assign, promote, transfer, and retain employees covered by this Agreement with the Board or to suspend, discharge, or take disciplinary action for just cause against the employees;
3. To make work assignments, work and shift- schedules including overtime assignments;
4. To relieve employees from duties because of lack of work or other legitimate reasons;
5. To maintain the efficiency of the Board operations entrusted to them; and
6. To determine the personnel by which such operations are to be conducted.

**ARTICLE XXXVII**  
**DURATION OF AGREEMENT**

A. This Agreement shall be effective as of July 1, 2002, and shall continue in effect until June 30, 2005, subject to Association's right to negotiate over a successor agreement as provided in Article II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

B. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents; attested by their respective Secretaries, and their corporate seals to be placed hereon, all on the \_\_\_\_\_ day of \_\_\_\_\_,

ATTEST: PLAINFIELD BOARD OF EDUCATION

By \_\_\_\_\_ By \_\_\_\_\_  
Secretary President

ATTEST: PLAINFIELD EDUCATION ASSOCIATION

By \_\_\_\_\_ By \_\_\_\_\_  
Secretary President

**TEACHERS' GUIDE**

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

<b>Salary Differentials:</b>	Head Nurse	\$2,500.00
	Guidance Counselor	\$350.00
	Coordinators:	
	Gifted & Talented	\$1,200.00
	Attendance	\$1,800.00
	Alternative School	\$700.00
	Summer School	\$1,800.00

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

**Salary Guide Movement:** The salary guides have been printed herein to demonstrate step advancement on the guides. To determine salary for the duration of the agreement, it is necessary to read the guides by following the arrows from step to step.

**Longevity Schedule**

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

<u>Years of experience</u>	<u>Longevity 2002-05</u>
20	\$500.00
25	\$750.00
30	\$1,000.00
35	\$1,250.00

**SCHEDULE A-1 : TEACHERS' GUIDE**

<u>2001-02</u>		<u>2002-03</u>		<u>2003-04</u>		<u>2004-05</u>	
Step	BA	BA	BA	Step	BA	Step	BA
1	34,000	1	35,000	1	37,100	1	40,054
2	34,437	2	35,050	2	37,200	2	40,154
3	36,137	3	36,137	3	37,300	3	40,254
4	38,057	4	38,057	4	38,057	4	41,011
5	40,107	5	40,107	5	40,107	5	42,641
6	42,827	6	42,827	6	42,827	6	45,361
7	46,721	7	46,721	7	45,331	7	47,865
8	50,651	8	50,651	8	49,261	8	51,795
9	54,611	9	54,611	9	53,221	9	55,755
10	59,119	10	59,119	10	57,729	10	60,263
11	63,287	11	63,287	11	61,897	11	64,431
12	64,201	12	66,000	12	66,000	12	68,534
				13	69,000	13	71,954

**SCHEDULE A-1 : TEACHERS' GUIDE**

2001-02		2002-03		2003-04		2004-05	
Step	BA +32	Step	BA +32	Step	BA +32	Step	BA +32
		1	35,750	1	37,850	1	40,804
1	34,750	2	35,800	2	37,950	2	40,904
2	35,437	3	37,137	3	38,050	3	41,004
3	37,137	4	39,057	4	39,057	4	42,011
4	39,057	5	41,107	5	41,107	5	43,641
5	41,107	6	43,827	6	43,827	6	46,361
6	43,827	7	47,721	7	46,331	7	48,865
7	47,721	8	51,651	8	50,261	8	52,795
8	51,651	9	55,611	9	54,221	9	56,755
9	55,611	10	59,819	10	58,429	10	60,963
10	59,819	11	63,987	11	62,597	11	65,131
11	63,987	12	66,750	12	66,750	12	69,284
12	64,901	13		13	69,750	13	72,704

2001-02		2002-03		2003-04		2004-05	
Step	MA	Step	MA	Step	MA	Step	MA
		1	36,250	1	38,350	1	41,304
1	35,250	2	36,300	2	38,450	2	41,404
2	35,937	3	37,640	3	38,550	3	41,504
3	37,640	4	39,557	4	39,557	4	42,511
4	39,557	5	41,607	5	41,607	5	44,141
5	41,607	6	44,327	6	44,327	6	46,861
6	44,327	7	48,221	7	46,831	7	49,365
7	48,221	8	52,151	8	50,761	8	53,295
8	52,151	9	56,111	9	54,721	9	57,255
9	56,111	10	60,319	10	58,929	10	61,463
10	60,319	11	64,487	11	63,097	11	65,631
11	64,487	12	67,250	12	67,250	12	69,784
12	65,401	13		13	70,250	13	73,204

**SCHEDULE A-1 : TEACHERS' GUIDE**

<b>2001-02</b>		<b>2002-03</b>		<b>2003-04</b>		<b>2004-05</b>	
Step	BA +64	Step	BA +64	Step	BA +64	Step	BA +64
1	35,750	1	36,750	1	39,650	1	42,604
2	36,537	2	36,800	2	39,750	2	42,704
3	38,237	3	38,237	3	39,850	3	42,804
4	40,157	4	40,157	4	40,157	4	43,111
5	42,207	5	42,207	5	42,207	5	44,741
6	44,927	6	44,927	6	44,927	6	47,461
7	48,821	7	48,821	7	47,431	7	49,965
8	52,751	8	52,751	8	51,361	8	53,895
9	56,711	9	56,711	9	55,321	9	57,855
10	60,919	10	60,919	10	59,529	10	62,063
11	65,087	11	65,087	11	63,697	11	66,231
12	66,005	12	67,750	12	67,750	12	70,284
				13	70,750	13	73,704

<b>2001-02</b>		<b>2002-03</b>		<b>2003-04</b>		<b>2004-05</b>	
Step	MA +32	Step	MA +32	Step	MA +32	Step	MA +32
1	36,750	1	37,750	1	39,850	1	42,804
2	37,337	2	37,800	2	39,950	2	42,904
3	39,037	3	39,037	3	40,050	3	43,004
4	40,957	4	40,957	4	40,957	4	43,911
5	43,007	5	43,007	5	43,007	5	45,541
6	45,727	6	45,727	6	45,727	6	48,261
7	49,621	7	49,621	7	48,231	7	50,765
8	53,551	8	53,551	8	52,161	8	54,695
9	57,511	9	57,511	9	56,121	9	58,655
10	61,719	10	61,719	10	60,329	10	62,863
11	65,887	11	65,887	11	64,497	11	67,031
12	66,801	12	68,750	12	68,750	12	71,284
				13	71,750	13	74,704

**SCHEDULE A-1 : TEACHERS' GUIDE**

<b>2001-02</b>		<b>2002-03</b>		<b>2003-04</b>		<b>2004-05</b>	
Step	MA +45	Step	MA +45	Step	MA +45	Step	MA +45
1	37,750	1	38,750	1	40,850	1	43,804
2	38,137	2	38,800	2	40,950	2	43,904
3	39,837	3	39,837	3	41,050	3	44,004
4	41,757	4	41,757	4	41,757	4	44,711
5	43,807	5	43,807	5	43,807	5	46,341
6	46,527	6	46,527	6	46,527	6	49,061
7	50,421	7	50,421	7	49,031	7	51,565
8	54,351	8	54,351	8	52,961	8	55,495
9	58,311	9	58,311	9	56,921	9	59,455
10	62,519	10	62,519	10	61,129	10	63,663
11	66,687	11	66,687	11	65,297	11	67,831
12	67,602	12	69,750	12	69,750	12	72,284
				13	72,750	13	75,704

## NON-INSTRUCTIONAL

The following section shall apply to all employees compensated on the non-instructional and "D" salary guides:

Longevity – Bonuses shall be paid to employees having completed the following years of service.

1. Employees having completed ten (10) through fourteen (14) years of service are to receive a longevity bonus of one hundred fifty (\$150.00) dollars, added to their annual salary.
2. Employees having completed fifteen (15) through nineteen (19) years of service are to receive a longevity bonus of three hundred fifty (\$350.00) dollars, added to their annual salary, for a total of five hundred (\$500.00) dollars.
3. Employees having completed twenty (20) through twenty-four (24) years of service are to receive a longevity bonus of one hundred fifty (\$150.00) dollars, added to their annual salary, for a total of six hundred fifty (\$650.00) dollars.
4. Employees having completed twenty-five (25) or more years of service are to receive a longevity bonus of two hundred (\$200.00) dollars, added to their annual salary, for a total of eight hundred fifty (\$850.00) dollars.

**Salary Guide Movement:** The salary guides have been printed herein to demonstrate step advancement on the guides. To determine salary for the duration of the agreement, it is necessary to read the guides by following the arrows from step to step.

**SCHEDULE A-2 : NON-INSTRUCTIONAL**

**Non-Instructional - 1**

2001-02		2002-03		2003-04		2004-05	
Step	Non-Instr. #1	Step	Non-Instr. #1	Step	Non-Instr. #1	Step	Non-Instr. #1
1	42,297	1	43,210	1	44,323	1	45,569
2	43,499	2	44,412	2	45,556	2	46,837
3	44,703	3	45,674	3	46,850	3	48,167
4	45,796	4	46,938	4	48,147	4	49,501
5	47,064	5	48,086	5	49,324	5	50,711
6	48,332	6	49,417	6	50,690	6	52,115
7	49,601	7	50,749	7	52,056	7	53,520
8	50,870	8	52,081	8	53,422	8	54,924
9	52,139	9	53,413	9	54,789	9	56,329
10	56,311	10	54,746	10	56,156	10	57,735
		11	59,127	11	60,650	11	62,355

**Non-instructional - 2 (Network Administrator)**

2001-02		2002-03		2003-04		2004-05	
Step	Non-Instr. #2	Step	Non-Instr. #2	Step	Non-Instr. #2	Step	Non-Instr. #2
1	56,004	1	57,602	1	59,086	1	60,747
2	57,206	2	58,804	2	60,319	2	62,015
3	58,410	3	60,066	3	61,613	3	63,345
4	59,503	4	61,330	4	62,910	4	64,679
5	60,771	5	62,478	5	64,087	5	65,889
6	62,039	6	63,810	6	65,453	6	67,293
7	63,308	7	65,141	7	66,819	7	68,698
8	64,577	8	66,473	8	68,185	8	70,102
9	65,846	9	67,806	9	69,552	9	71,508
10	67,113	10	69,138	10	70,919	10	72,913
		11	70,469	11	72,284	11	74,316

**Non-instructional - "D"**

2001-02		2002-03		2003-04		2004-05	
Step		Step		Step		Step	
1	23,644	1	24,430	1	24,630	1	25,859
2	24,040	2	24,826	2	25,026	2	26,275
3	24,832	3	25,242	3	25,442	3	26,712
4	26,480	4	26,500	4	26,700	4	28,032
5	31,457	5	31,500	5	31,700	5	33,282
6	35,636	6	35,750	6	35,950	6	37,744
7	40,201	7	37,418	7	39,408	7	41,374
		8	42,211	8	44,201	8	46,407

## SECRETARIES' GUIDE

**LONGEVITY** - Bonuses shall be paid to employees who have completed the following years of service.

1. Employees having completed ten (10) through fourteen (14) years of service are to receive a Longevity bonus of one hundred fifty (\$150) dollars, added to their annual salary.
2. Employees having completed fifteen (15) through nineteen (19) years of service are to receive a Longevity bonus of three hundred fifty (\$350) dollars, added to their annual salary, for a total of five hundred (\$500) dollars.
3. Employees having completed twenty (20) through twenty-four (24) years of service are to receive a Longevity bonus of one hundred fifty (\$150) dollars, added to their annual salary, for a total of six hundred fifty (\$650) dollars.
4. Employees having completed twenty-five (25) or more years of service are to receive a Longevity bonus of two hundred (\$200) dollars, added to their annual salary, for a total of eight hundred fifty (\$850) dollars.

**SALARY INCREMENTS** - Movement from step to step on the above schedule will be awarded if, and only if, an employee's performance over the previous twelve (12) months has been satisfactory as noted by the employee's evaluations.

The Board retains the right to withhold increment only as specified by Article VII D of this Agreement.

**SALARY GUIDE MOVEMENT** - The salary guides have been printed herein to demonstrate step advancement on the guides. To determine salary for the duration of the agreement, it is necessary to read the guides by following the arrows from step to step.

Clerical assistants at Barlow, Clinton, Cook, Stillman, and Woodland Schools who perform the duties of the attendance secretary during the 2002-2003 school year shall henceforth be considered 10-month Level 4 secretaries and shall be compensated according to the Level 4 secretaries guide. They shall be placed on step 1 of the 2002-2003 guide and then move according to the steps on the guide.



**SCHEDULE B-1 : 10-MONTH SECRETARIES**

**10 Month Secretaries - Level 4**

<u>2001-02</u>		<u>2002-03</u>		<u>2003-04</u>		<u>2004-05</u>	
Step	Level 4	Step	Level 4	Step	Level 4	Step	Level 4
1	21,451	1	22,102	1	22,115	1	22,766
2	21,873	2	22,524	2	23,137	2	23,788
3	22,296	3	22,967	3	23,580	3	24,810
4	23,508	4	23,411	4	24,024	4	25,253
5	26,622	5	24,683	5	24,696	5	25,697
6	29,522	6	27,953	6	27,966	6	26,369
7	33,817	7	30,998	7	31,011	7	29,639
		8	35,508	8	36,708	8	32,684
						9	38,381

**10 Month Secretaries - Level 5**

<u>2001-02</u>		<u>2002-03</u>		<u>2003-04</u>		<u>2004-05</u>	
Step	Level 5	Step	Level 5	Step	Level 5	Step	Level 5
1	25,996	1	26,167	1	26,180	1	26,724
2	27,125	2	27,296	2	27,309	2	27,853
3	28,286	3	28,481	3	28,494	3	28,982
4	29,458	4	29,700	4	29,713	4	30,167
5	31,433	5	30,931	5	30,944	5	31,386
6	34,333	6	33,005	6	33,018	6	32,617
7	35,103	7	36,050	7	36,063	7	34,691
		8	36,858	8	38,058	8	37,736
						9	39,731

**10 Month Secretaries-Level 6**

<u>2001-02</u>		<u>2002-03</u>		<u>2003-04</u>		<u>2004-05</u>	
Step	Level 6	Step	Level 6	Step	Level 6	Step	Level 6
1	26,927	1	27,145	1	27,158	1	27,703
2	28,055	2	28,273	2	28,286	2	28,831
3	29,218	3	29,458	3	29,471	3	29,959
4	30,416	4	30,679	4	30,692	4	31,144
5	32,364	5	31,937	5	31,950	5	32,365
6	34,514	6	33,982	6	33,995	6	33,623
7	36,035	7	36,240	7	36,253	7	35,668
		8	37,837	8	39,037	8	37,926
						9	40,710

**SCHEDULE B-2 : 12-MONTH SECRETARIES**

**12 month Secretaries - Level 4**

<b>2001-02</b>		<b>2002-03</b>		<b>2003-04</b>		<b>2004-05</b>	
Step	Level 4	Step	Level 4	Step	Level 4	Step	Level 4
1	25,056	1	25,890	1	26,755	1	28,482
2	25,475	2	26,309	2	27,174	2	28,901
3	25,786	3	26,749	3	27,614	3	29,320
4	27,597	4	27,075	4	27,940	4	29,760
5	31,958	5	28,977	5	29,842	5	30,086
6	34,654	6	33,556	6	33,821	6	31,988
7	39,042	7	36,387	7	37,002	7	35,967
		8	40,994	8	42,559	8	39,148
						9	44,705

**12 Month Secretaries - Level 5**

<b>2001-02</b>		<b>2002-03</b>		<b>2003-04</b>		<b>2004-05</b>	
Step	Level 5	Step	Level 5	Step	Level 5	Step	Level 5
1	26,297	1	26,784	1	27,649	1	28,967
2	26,718	2	27,612	2	28,477	2	29,795
3	27,115	3	28,481	3	29,346	3	30,623
4	28,912	4	29,700	4	30,565	4	31,492
5	33,256	5	30,931	5	31,796	5	32,711
6	35,956	6	34,919	6	35,084	6	33,942
7	40,999	7	37,754	7	38,369	7	37,230
		8	43,049	8	44,614	8	40,515
						9	46,760

**12 Month Secretaries - Level 6**

<b>2001-02</b>		<b>2002-03</b>		<b>2003-04</b>		<b>2004-05</b>	
Step	Level 6	Step	Level 6	Step	Level 6	Step	Level 6
1	34,061	1	34,628	1	35,493	1	36,503
2	35,197	2	35,764	2	36,629	2	37,639
3	36,370	3	36,957	3	37,822	3	38,775
4	37,579	4	38,188	4	39,053	4	39,968
5	38,378	5	39,458	5	40,323	5	41,199
6	39,078	6	40,297	6	41,662	6	42,469
7	43,309	7	41,032	7	42,597	7	43,808
		8	45,474	8	47,039	8	44,743
						9	49,185

**SCHEDULE B-3 : ADMINISTRATIVE SECRETARIES**

Secretaries - Administrative

<u>2001-02</u>		<u>2002-03</u>		<u>2003-04</u>		<u>2004-05</u>	
Step	Adm Sec	Step	Adm Sec	Step	Adm Sec	Step	Adm Sec
1	37,141	1	37,864	1	38,729	1	39,741
2	38,275	2	38,998	2	39,863	2	40,875
3	39,450	3	40,189	3	41,054	3	42,009
4	40,658	4	41,422	4	42,287	4	43,200
5	41,454	5	42,691	5	43,556	5	44,433
6	42,154	6	43,257	6	44,892	6	45,702
7	45,047	7	44,262	7	45,827	7	47,038
		8	47,299	8	48,864	8	47,973
						9	51,010

## CUSTODIAL/MAINTENANCE GUIDES

### Custodial/Driver Job Classification.

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

### Maintenance Job Classification:

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

8. **Longevity** - Bonuses shall be paid to employees having completed the following periods of service prior to July of the prior year.
1. Employees having completed five (5) through nine (9) years of service are to receive a bonus of one hundred twenty-five (\$125) dollars, added to their annual salary.
  2. Employees having completed ten (10) through fourteen (14) years of service are to receive a bonus of two hundred fifty (\$250) dollars, added to their annual salary.
  3. Employees having completed fifteen (15) through nineteen (19) years of service are to receive a bonus of three hundred seventy-five (\$375) dollars, added to their annual salary.
  4. Employees having completed twenty (20) or more years of service are to receive a bonus of five hundred (\$500) dollars, added to their annual salary.

**Salary Guide Movement:** The salary guides have been printed herein to demonstrate step advancement on the guides. To determine salary for the duration of the agreement, it is necessary to read the guides by following the arrows from step to step.

**SCHEDULE C : CUSTODIANS**

**Custodians - C-2**

	<u>2001-02</u>		<u>2002-03</u>		<u>2003-04</u>		<u>2004-05</u>
Step	C-2	Step	C-2	Step	C-2	Step	C-2
1	20,982	1	21,425	1	21,455	1	21,742
2	21,766	2	22,209	2	22,239	2	22,526
3	23,010	3	23,032	3	23,062	3	23,349
4	27,001	4	24,338	4	24,368	4	24,213
5	30,285	5	28,528	5	28,558	5	25,584
6	34,850	6	31,976	6	32,006	6	30,731
		7	36,592	7	37,609	7	33,603
						8	39,486

**Custodians - C - 4/3**

	<u>2001-02</u>		<u>2002-03</u>		<u>2003-04</u>		<u>2004-05</u>
Step	C-4/3	Step	C-4/3	Step	C-4/3	Step	C-4/3
1	24,040	1	24,628	1	24,658	1	25,096
2	24,832	2	25,420	2	25,450	2	25,888
3	26,480	3	26,252	3	26,282	3	26,720
4	31,457	4	27,982	4	28,012	4	27,593
5	35,636	5	33,208	5	33,238	5	29,410
6	40,201	6	37,596	6	37,626	6	35,645
		7	42,211	7	43,228	7	39,504
						8	45,385

**Custodians - C-7/6/5**

	<u>2001-02</u>		<u>2002-03</u>		<u>2003-04</u>		<u>2004-05</u>
Step	C-7/6/5	Step	C-7/6/5	Step	C-7/6/5	Step	C-7/6/5
1	30,234	1	31,139	1	31,169	1	31,939
2	31,019	2	31,924	2	31,954	2	32,724
3	32,590	3	32,748	3	32,778	3	33,549
4	36,488	4	34,397	4	34,427	4	34,414
5	39,675	5	38,490	5	38,520	5	36,145
6	44,240	6	41,837	6	41,867	6	41,190
		7	46,452	7	47,469	7	43,956
						8	49,838

**SCHEDULE C : CUSTODIANS**

**Custodians - C-8**

<u>Step</u>	<u>2001-02</u> C-8	<u>Step</u>	<u>2002-03</u> C-8	<u>Step</u>	<u>2003-04</u> C-8	<u>Step</u>	<u>2004-05</u> C-8
1	34,308	1	35,416	1	35,446	1	36,430
2	35,093	2	36,201	2	36,231	2	37,215
3	36,749	3	37,026	3	37,056	3	38,039
4	40,543	4	38,764	4	38,794	4	38,905
5	43,597	5	42,748	5	42,778	5	40,730
6	48,162	6	45,955	6	45,985	6	45,661
		7	50,570	7	51,587	7	48,280
						8	54,161

**Custodians - C-9**

<u>Step</u>	<u>2001-02</u> C-9	<u>Step</u>	<u>2002-03</u> C-9	<u>Step</u>	<u>2003-04</u> C-9	<u>Step</u>	<u>2004-05</u> C-9
1	47,838	1	49,564	1	49,594	1	51,225
2	48,682	2	50,408	2	50,438	2	52,069
3	49,445	3	51,294	3	51,324	3	52,955
4	50,355	4	52,095	4	52,125	4	53,885
5	51,325	5	53,051	5	53,081	5	54,726
6	54,722	6	54,069	6	54,099	6	56,478
		7	57,458	7	58,475	7	56,799
						8	61,393

**SCHEDULE C -: CUSTODIAN/BUS DRIVER**

**Custodian/Bus Driver - 10 month**

	<b>2001-02</b>		<b>2002-03</b>		<b>2003-04</b>		<b>2004-05</b>
Step	C-1	Step	C-1	Step	C-1	Step	C-1
1	22,027	1	22,935	1	22,965	1	23,740
2	22,398	2	23,306	2	23,336	2	24,111
3	23,128	3	23,696	3	23,726	3	24,500
4	24,677	4	24,462	4	24,492	4	24,910
5	29,336	5	26,089	5	26,119	5	25,714
6	34,770	6	30,981	6	31,011	6	28,170
		7	36,508	7	37,525	7	32,558
						8	39,397



**SCHEDULE D-1 : MAINTENANCE**

**Maintenance - M-1**

<b>2001-02</b>		<b>2002-03</b>		<b>2003-04</b>		<b>2004-05</b>	
Step	M-1	Step	M-1	Step	M-1	Step	M-1
1	41,530	1	43,112	1	43,779	1	45,814
2	41,948	2	43,530	2	44,697	2	46,775
3	42,786	3	43,948	3	45,115	3	47,212
4	43,626	4	44,786	4	45,453	4	47,566
5	44,464	5	45,626	5	46,293	5	48,445
6	47,426	6	47,426	6	48,093	6	50,329
		7	49,426	7	51,426	7	53,426

**Maintenance - M-2**

<b>2001-02</b>		<b>2002-03</b>		<b>2003-04</b>		<b>2004-05</b>	
Step	M-2	Step	M-2	Step	M-2	Step	M-2
1	44,956	1	46,536	1	47,203	1	49,398
2	45,376	2	46,956	2	48,123	2	50,360
3	46,214	3	47,376	3	48,543	3	50,800
4	47,054	4	48,214	4	48,881	4	51,154
5	47,893	5	49,054	5	49,721	5	52,033
6	50,737	6	50,737	6	51,404	6	53,794
		7	52,737	7	54,737	7	56,737

**Maintenance - M-3**

<b>2001-02</b>		<b>2002-03</b>		<b>2003-04</b>		<b>2004-05</b>	
Step	M-3	Step	M-3	Step	M-3	Step	M-3
1	49,796	1	51,385	1	52,052	1	54,472
2	50,207	2	51,796	2	52,963	2	55,425
3	51,067	3	52,207	3	53,374	3	55,855
4	51,844	4	53,067	4	54,100	4	56,232
5	52,736	5	53,844	5	54,611	5	57,150
6	55,983	6	54,736	6	55,403	6	57,979
		7	57,983	7	59,983	7	61,983

## SECURITY OFFICERS' GUIDES

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

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

**Salary Guide Movement:** The salary guides have been printed herein to demonstrate step advancement on the guides. To determine salary for the duration of the agreement, it is necessary to read the guides by following the arrows from step to step.

**SCHEDULE E-1 : SECURITY**

**Security**

<b>2001-02</b>		<b>2002-03</b>		<b>2003-04</b>		<b>2004-05</b>	
Step		Step		Step		Step	
1	26,824	1	27,000	1	27,893	1	27,950
2	28,395	▲ 2	28,395	▲ 2	29,334	▲ 2	29,500
3	29,968	▲ 3	29,815	▲ 3	30,801	▲ 3	31,250
4	31,429	▲ 4	31,466	▲ 4	31,751	▲ 4	32,000
5	33,101	▲ 5	33,101	▲ 5	33,500	▲ 5	34,000
6	36,355	▲ 6	36,355	▲ 6	36,750	▲ 6	37,000
		▲ 7	38,173	▲ 7	39,836	▲ 7	41,250

## ASSISTANTS' SALARY GUIDES

### Assistant Salary Explanation

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

**Salary Guide Movement:** The salary guides have been printed herein to demonstrate step advancement on the guides. To determine salary for the duration of the agreement, it is necessary to read the guides by following the arrows from step to step.

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

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

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

**SCHEDULE F-1 : ASSISTANTS**

**Assistants - 2 hours**

2001-02		2002-03		2003-04		2004-05	
Step	2 Hours	Step	2 Hours	Step	2 Hours	Step	2 Hours
0	4,469	0	4,535	0	4,626	0	4,808
1	4,569	1	4,638	1	4,731	1	4,918
2	4,736	2	4,811	2	4,907	2	5,101
3	4,969	3	5,055	3	5,156	3	5,360
4	6,319	4	6,319	4	6,319	4	6,667

**Assistants - 2.5 hours**

2001-02		2002-03		2003-04		2004-05	
Step	2.5 Hours	Step	2.5 Hours	Step	2.5 Hours	Step	2.5 Hours
0	5,511	0	5,668	0	5,781	0	6,010
1	5,635	1	5,798	1	5,914	1	6,148
2	5,844	2	6,014	2	6,134	2	6,377
3	6,137	3	6,318	3	6,444	3	6,699
4	7,609	4	7,717	4	7,871	4	8,334

**Assistants - 3 hours**

2001-02		2002-03		2003-04		2004-05	
Step	3 Hours	Step	3 Hours	Step	3 Hours	Step	3 Hours
0	6,554	0	6,802	0	6,938	0	7,212
1	6,703	1	6,958	1	7,097	1	7,377
2	6,953	2	7,217	2	7,361	2	7,652
3	7,303	3	7,582	3	7,734	3	8,039
4	9,108	4	9,260	4	9,445	4	10,000

**Assistants - 3.5 hours**

2001-02		2002-03		2003-04		2004-05	
Step	3.5 Hours	Step	3.5 Hours	Step	3.5 Hours	Step	3.5 Hours
0	7,597	0	7,935	0	8,094	0	8,413
1	7,771	1	8,117	1	8,279	1	8,606
2	8,062	2	8,415	2	8,583	2	8,922
3	8,471	3	8,846	3	9,023	3	9,379
4	10,356	4	10,803	4	11,019	4	11,668

**SCHEDULE F-2 : ASSISTANTS**

**Assistants - 6 hours**

<u>2001-02</u>		<u>2002-03</u>		<u>2003-04</u>		<u>2004-05</u>	
Step	6 Hours	Step	6 Hours	Step	6 Hours	Step	6 Hours
0	12,806	0	13,604	0	13,876	0	14,424
1	13,107	1	13,915	1	14,193	1	14,754
2	13,607	2	14,434	2	14,723	2	15,304
3	14,309	3	15,164	3	15,467	3	16,078
4	17,170	4	18,520	4	18,890	4	20,000

**Assistants - 6.5 hours**

<u>2001-02</u>		<u>2002-03</u>		<u>2003-04</u>		<u>2004-05</u>	
Step	6.5 Hours	Step	6.5 Hours	Step	6.5 Hours	Step	6.5 Hours
0	13,847	0	14,737	0	15,032	0	15,625
1	14,175	1	15,075	1	15,377	1	15,984
2	14,716	2	15,637	2	15,950	2	16,580
3	15,474	3	16,428	3	16,757	3	17,418
4	18,410	4	20,063	4	20,464	4	21,668

**Assistants - 7 hours**

<u>2001-02</u>		<u>2002-03</u>		<u>2003-04</u>		<u>2004-05</u>	
Step	7 Hours	Step	7 Hours	Step	7 Hours	Step	7 Hours
0	14,891	0	15,871	0	16,188	0	16,828
1	15,240	1	16,234	1	16,559	1	17,213
2	15,824	2	16,830	2	17,167	2	17,845
3	16,642	3	17,692	3	18,046	3	18,759
4	20,138	4	21,606	4	22,038	4	23,335

**Assistants - 8 hours**

<u>2001-02</u>		<u>2002-03</u>		<u>2003-04</u>		<u>2004-05</u>	
Step	8 Hours	Step	8 Hours	Step	8 Hours	Step	8 Hours
0	18,035	0	18,138	0	18,501	0	19,232
1	18,435	1	18,554	1	18,925	1	19,673
2	19,088	2	19,245	2	19,630	2	20,405
3	20,036	3	20,219	3	20,623	3	21,438
4	23,796	4	24,693	4	25,187	4	26,668

**SCHEDULE G : FAMILY LIAISON**

<b><u>2001-02</u></b>		<b><u>2002-03</u></b>		<b><u>2003-04</u></b>		<b><u>2004-05</u></b>	
Step		Step		Step		Step	
1	25,966	1	26,105	1	26,309	1	26,426
2	27,125	2	27,264	2	27,468	2	27,593
3	28,286	3	28,481	3	28,685	3	28,819
4	29,485	4	29,700	4	29,904	4	30,105
5	31,433	5	30,959	5	31,163	5	31,393
6	34,333	6	33,005	6	33,209	6	32,724
7	35,103	7	36,050	7	36,254	7	35,842
		8	36,858	8	37,062	8	38,960

**EXTRA CURRICULAR SALARY GUIDES – 2002-2005**

<u>Extra Curricular</u>	<u>Position</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
<u>Basketball</u>	Head Coach	7,477	7,477	7,851
	Varsity Assistant	4,081	4,081	4,285
	Var. Assistant-Freshman	3,312	3,312	3,478
	Head Coach-Middle	3,059	3,059	3,212
	Assistant-Middle Schools	2,824	2,824	2,965
<u>Football</u>	Head Coach	9,947	9,947	10,444
	Assistant Head Coach	6,529	6,529	6,855
	Defensive Coordinator	5,063	5,063	5,316
	Offensive Coordinator	5,063	5,063	5,316
	Varsity Assistants	4,710	4,710	4,946
	Sub-Varsity Coordinator	4,289	4,289	4,503
	Sub-Varsity Assistants	3,188	3,188	3,347
	Head Coach-Middle	3,059	3,059	3,212
	Assistant Coach-Middle	2,824	2,824	2,965
<u>Baseball</u>	Head Coach	5,367	5,367	5,635
	Varsity Assistant	3,508	3,508	3,683
	Var. Assistant-Freshman	3,132	3,132	3,289
	Assistant-Middle School Head	3,059	3,059	3,212
	Assistant	2,824	2,824	2,965
<u>Wrestling</u>	Head Coach	5,367	5,367	5,635
	Varsity Assistant	3,508	3,508	3,683
	Var. Assistant-Freshman	3,132	3,132	3,289
	Assistant-Middle School Head	3,059	3,059	3,212
	Assistant	2,824	2,824	2,965
<u>Soccer</u>	Head Coach/Boys	5,367	5,367	5,635
	Head Coach/Girls	5,367	5,367	5,635
	Varsity Assistant/Boys	3,508	3,508	3,683
	Varsity Assistant/Girls	3,508	3,508	3,683
	Varsity Assistant/Boys	3,508	3,508	3,683
	Middle School Head	3,059	3,059	3,212
<u>Softball</u>	Head Coach	5,367	5,367	5,635
	Varsity Assistants	3,508	3,508	3,683
	Assistant-Middle Schools	3,059	3,059	3,212
	Assistant	2,824	2,824	2,965
<u>Swimming</u>	Head Coach	5,367	5,367	5,635
	Varsity Assistant	3,508	3,508	3,683
	Head Coach-Middle	3,059	3,059	3,212



<u>Extra Curricular</u>	<u>Position</u>	<u>2002-03</u>	<u>2002-03</u>	<u>2003-04</u>
<u>Tennis</u>	Head Coach	5,367	5,367	5,635
	Assistant-Middle School	3,155	3,155	3,313
	Head Coach Middle-Fall	3,059	3,059	3,059
	Head Coach Middle-Spring	3,059	3,059	3,212
<u>Volleyball</u>	Head Coach	5,367	5,367	5,635
	Varsity Assistant	3,508	3,508	3,683
<u>Cross Country</u>	Head Coach	5,367	5,367	5,635
	Varsity Assistant	3,508	3,508	3,683
	Head Coach-Middle	3,059	3,059	3,212
<u>Indoor Track</u>	Head Coach	5,367	5,367	5,635
	Varsity Assistant	3,508	3,508	3,683
<u>Outdoor Track</u>	Head Coach	5,367	5,367	5,635
	Varsity Assistant	3,508	3,508	3,683
	Var. Assistant-Freshman	3,132	3,132	3,289
	Coach-Freshman	2,831	2,831	2,973
	Assistant-Freshman	2,532	2,532	2,659
	Head Coach-Middle	3,059	3,059	3,212
<u>Faculty Manager</u>	Faculty Manager	3,480	3,480	3,654
<u>Bowling</u>	Head Coach	4,491	4,491	4,716
	Weight Room Supervisor/Summer	2,616	2,616	2,747
<u>Weight Training</u>	Head Coach-Fall	2,975	2,975	3,124
<u>Cheerleading</u>	Head Coach-Winter	2,975	2,975	3,124
	Assistant Coordinator-Fall	2,066	2,066	2,169
	Assistant Coordinator-Winter	2,066	2,066	2,169
	Directors	7,101	7,101	7,456
<u>Band (Marching, Concert, Jazz)</u>	Assistant to Band Director	2,201	2,201	2,311
	All City Concert Coordinator	1,252	1,252	1,315
	Twirling/Pom Pom Coordinator	2,975	2,975	3,124
	Flag/Rifle Squad Coordinator	2,975	2,975	3,124
	Assembly Coordinator (PHS)	3,344	3,344	3,511
<u>Assembly Coordinator (PHS)</u>	PHS	3,344	3,344	3,511
	Middle Schools	2,144	2,144	2,251
<u>Audio-Visual Coordinators</u>	PHS	3,344	3,344	3,511
	Middle School	2,144	2,144	2,251

<u>Extra Curricular</u>	<u>Position</u>	<u>2003-03</u>	<u>2003-04</u>	<u>2004-05</u>
<u>Treasurer</u>	PHS	2,144	2,144	2,251
<u>Plainfield HS Publications</u>	Yearbook Editors	3,138	3,138	3,295
	Newspaper	1,881	1,881	1,975
	Reflections	1,881	1,881	1,975
	Cultura	1,881	1,881	1,975
<u>Middle School Publications</u>	Yearbook	1,123	1,123	1,179
	Newspaper	1,123	1,123	1,179
<u>Plainfield High School</u>	Dramatics	2,346	2,346	2,463
	Chorus	2,346	2,346	2,463
<u>Class Advisors</u>	12th Grade	1,886	1,886	1,980
	11th Grade	1,347	1,347	1,414
	10th Grade	853	853	896
	9th Grade	578	578	607
<u>Intramural Units</u>	Unit Values	261	261	274
	African-American Cultural Club	780	780	819
	Civil Air Patrol	780	780	819
	Gentlemen's Club	780	780	819
	Interact Club	780	780	819
	Jerseyans Club	780	780	819
	National Art Honor Society	780	780	819
	Mathematics Team	780	780	819
	ACT/SO	1,044	1,044	1,096
	Life Guard Training	1,044	1,044	1,096
	Open Gym	1,403	1,403	1,473
	Mock Trial/Model Congress	1,403	1,403	1,473
	Forensic Debate Team	1,566	1,566	1,644
	L A S O	1,566	1,566	1,644
	Spanish Honor Society	1,566	1,566	1,644
	Gospel Choir	1,751	1,751	1,839
	Intramural Coordinator	1,813	1,813	1,904
	National Honor Society	1,813	1,813	1,904
	Graphic Arts Production	1,903	1,903	1,998
	F B L A	2,341	2,341	2,458
D E C A	2,341	2,341	2,458	

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

**PHS EXTRA CURRICULAR UNIT STIPENDS**

African-Amer. Cult Club	722.00	751.00	780.00
Civil Air Patrol	722.00	751.00	780.00
Gentlemen's Club	722.00	751.00	780.00
Interact Club	722.00	751.00	780.00
Jerseyans Club	722.00	751.00	780.00
Nat'l Art Honor Society	722.00	751.00	780.00
Mathematics Team	722.00	751.00	780.00
ACT/SO	966.00	1,004.00	1,044.00
Life Guard Training	966.00	1,004.00	1,044.00
Open Gym	1,299.00	1,350.00	1,403.00
Mock Trial/Model Congress	1,299.00	1,350.00	1,403.00
Forensic Debate Team	1,449.00	1,507.00	1,566.00
LASO	1,449.00	1,507.00	1,566.00
Spanish Honor Society	1,449.00	1,507.00	1,566.00
Gospel Choir	1,621.00	1,685.00	1,751.00
Intramural Coordinator	1,678.00	1,744.00	1,813.00
National Honor Society	1,678.00	1,744.00	1,813.00
Graphic Arts Production	1,761.00	1,831.00	1,903.00
F B L A	2,166.00	2,252.00	2,341.00
D E C A	2,166.00	2,252.00	2,341.00