

AGREEMENT

Between the

**SOUTH PLAINFIELD
BOARD OF EDUCATION**

And the

**SOUTH PLAINFIELD EDUCATION
ASSOCIATION**

July 1, 2023 through June 30, 2028

SOUTH PLAINFIELD BOARD OF EDUCATION

Pio Pennisi, President
Thomas Cassio, Vice-President
Douglas Chapman
Sharon Miller
John Farinella
Keith Both
Divon Pender
Jim Giannakis
William Seesselberg

NEGOTIATING COMMITTEE

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John Farinella
William Seesselberg
Pio Pennisi

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Mary Flora Malyska, Assistant Superintendent
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SOUTH PLAINFIELD EDUCATION ASSOCIATION

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Anthony Encinas, Vice President Teachers
Barbara Cantamessa, Vice President Secretaries
Leslie Ufondu, Vice President Aides
Barbara Cantamessa, Corresponding Secretary
Joseph Perry, Recording Secretary
Susan McAndrews, Treasurer

NEGOTIATING COMMITTEE

Karl Spolarich, Chief Negotiator
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SECTION ONE – COMMON PROVISIONS

ARTICLE I – PREAMBLE

THIS AGREEMENT, effective as of this 1st day of July, 2023, by and between the Board of Education of the Borough of South Plainfield, New Jersey, hereinafter called the “Board,” and the South Plainfield Education Association, Incorporated, hereinafter called the "Association."

ARTICLE II – RECOGNITION CLAUSE

Pursuant to N.J.S.A. 34:13A-1 et seq., known as the New Jersey Public Employer-Employee Relations Act, the South Plainfield Board of Education hereby recognizes the South Plainfield Education Association as exclusive representative for the purpose of collective negotiations for (1) all certified personnel, (2) all full-time and part time office personnel, and (3) all aides under contract to the Board of Education as included herein:

Teachers

- A. Teachers
- B. Child Study Teams
 - 1. Learning Disabilities Teacher Consultants
 - 2. School Psychologists
 - 3. School Social Workers
 - 4. Occupational/Physical Therapists
- C. Guidance Counselors
- D. Substance Awareness Counselors
- E. Student Assistance Counselors
- F. Librarians
- G. Nurses
- H. Part-time personnel. A part-time employee is defined as a contracted employee (1/5, 2/5, 3/5, 4/5 or any other fractional contracted employee)
- I. Literary Coaches
- J. Athletic Trainers
- K. Speech/Language Specialists
- L. Speech Correctionists
- M. Staff Developers
- N. Disciplinarians
- O. Medical Assistants
- P. Non-Certified Nurses
- Q. Coaches and Extra Curricular

excluding:

High School Principal
Assistant Principal, High School
Middle School Principal
Assistant Principal, Middle School
Elementary School Principals
Assistant Principal, Elementary School
Director of Guidance
Superintendent of Schools

Assistant Superintendent of Schools
Board Secretary/Business Administrator
Assistant Business Administrator
Director of Adult Education
Director of Vocational Education
Athletic Director
Attendance Officer
Transportation Supervisor
Coordinators
Supervisors
All other employees of the Board

Secretaries

- A. Accounting Personnel
- B. Administrative Secretaries
- C. School Secretaries
- D. Clerk Typists
- E. Technical Support Specialist 1
- F. Technical Support Specialist 2
- G. Network Manager
- H. Webmaster
- I. Help Desk Support Assistant
- J. District Printer
- K. Part Time Personnel (1/5, 2/5, 3/5, 4/5 or any other fractional contracted employee)

excluding:

Secretary to Superintendent
Secretary to Assistant Superintendent
HR Secretary
Secretaries to Business Administrator/Board Secretary
Assistant Transportation Supervisor
All other employees of the South Plainfield Board of Education

Aides

- A. Duty Aides
- B. Teacher Aides
- C. Media Center Aides
- D. Language Lab Aides
- E. Science Lab Aides
- F. Bus Aides
- G. Paraprofessionals
- H. All other Aides

excluding: Substitute or Casual Employees and all other employees.

Maintenance Personnel

Definitions

Unless otherwise indicated, the term “Teachers” when used hereinafter in this Agreement shall refer to all professional employees represented by the Association in the negotiating unit as defined. Unless otherwise indicated, the term “Secretaries”, “Aides”, or “Paraprofessionals” when used hereinafter in this agreement shall refer to all personnel represented by the Association in the applicable section of the negotiating unit as defined above. Unless otherwise indicated, the term “employee” means any person in the unit positions identified in this Recognition Clause.

ARTICLE III – NEGOTIATION OF SUCCESSOR AGREEMENT

- A. In accordance with N.J.S.A. 34:13A-1 et seq., the Board and the Association agree to begin negotiations over a successor Agreement as per guidelines established by PERC.
- B. 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.
- C. Unless specifically agreed to in writing to the contrary, no issue in negotiations over a successor agreement shall be submitted to binding arbitration.
- D. During negotiations, the Board and the Association shall present relevant data, exchange points of view and make proposals and counter-proposals. The Board shall make available to the Association for inspection at reasonable times that information which is available to the public.
- E. Neither party in any negotiations shall have any control over the selection of the negotiating representative of the other party.

ARTICLE IV – GRIEVANCE PROCEDURE

A. Definitions

“Grievances” shall mean a claim by an employee covered by the collective bargaining agreement that there has been:

- 1. A misinterpretation, a misapplication or violation of Board policy.
- 2. A violation of this Agreement, or
- 3. An administrative decision adversely affecting the employee or employees covered by this Agreement. A grievance must be initiated by the employee within thirty (30) calendar days of its occurrence, in order to be considered.
- 4. A grievance that occurs between June 1 and September 1 will be considered timely if filed by September 15.

B. General Procedures

- 1. Failure at any level of this procedure to communicate the decision reached on a grievance within the specified time limits shall permit the aggrieved party to proceed to the next level.

2. Failure at any level of this procedure to appeal a grievance to the next level within the specified time limit shall be deemed to be acceptance of the decision at that level. An appeal that occurs between June 1 and September 1 will be considered timely if filed by September 15.
3. It is understood that employees shall, during and notwithstanding pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
4. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum and every effort shall be made to expedite the process.
5. It is agreed by both parties that these proceedings shall be kept informal and confidential as may be appropriate at any level.
6. An employee with a grievance shall first process said grievance through the Association. If the Association deems the grievance to be meritorious, it, as the representative of the employee, shall process said grievance as outlined below.

C. Levels

Level 1. Any employee who has a grievance shall discuss it first with his/her principal or immediate supervisor or department head, if applicable, in an attempt to resolve the matter informally at that level. When an employee wishes to discuss a grievance with his/her supervisor, the meeting must be arranged in advance, and the supervisor informed, prior to the meeting, of the purpose of the meeting. In any event, the meeting must be held within the timelines established by this procedure.

Level 2. If as a result of this discussion the matter is not resolved to the satisfaction of the employee within fourteen (14) calendar days, he/she may set forth their grievance in writing to his/her principal on the grievance forms provided (Appendix 1). The principal shall communicate his/her decision to the employee in writing within seven (7) calendar days of receipt of the written grievance (See Appendix 1).

Level 3. The employee, no later than seven (7) calendar days after receipt of the principal's decision, may appeal this decision to the Superintendent of Schools. The appeal to the Superintendent of Schools must be made in writing stating the grievance to the principal and the employee's dissatisfaction with the decision previously rendered. The Superintendent of Schools shall attempt to resolve the matter as quickly as possible but within a period not to exceed twenty-one (21) calendar days. The Superintendent of Schools shall communicate his/her decision in writing to the employee and the principal (See Appendix 1).

Level 4. If the grievance is not resolved to the employee's satisfaction, he/she may, no later than seven (7) calendar days after receipt of the decision of the Superintendent of Schools, request a review by the Board. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request within seven (7) calendar days to the Board. The Board shall review the grievance and shall, at the option of the Board, hold a hearing with the employee and render a written decision in any case within thirty (30) calendar days of receipt of said grievance by the Board or within twenty (20) calendar days of the date of hearing with the employee, whichever comes later (See Appendix 1).

Level 5. If the employee is dissatisfied with the decision of the Board, if the grievance pertains to a matter of previous formal agreement between the Board and the Association, the employee or the Association may request the appointment of an arbitrator, such request to be made known to the Superintendent of Schools no later than fourteen (14) calendar days after the written decision of the Board is made known. The employee in order to

process their grievance for Level 4 must have his/her request for such an action accompanied by the written recommendation of the Association.

D. Limitations As To Grievances

No claim by an employee shall constitute a grievable matter beyond Level 4 or be processed beyond Level 4 unless its resolution requires a determination as to the meaning or application of this Agreement. In addition, no claim by an employee shall constitute a grievable matter beyond Level 4 or be processed beyond Level 4 if it pertains to:

1. Any matter for which a review by Arbitration is prohibited by law.
2. Any matter for which a procedure for review is mandated by law.
3. Any rule or regulation dealing with the internal matters of the South Plainfield Board of Education or the State Commissioner of Education.
4. Any act beyond the Board's legal authority to act.
5. Unless otherwise set forth in this Agreement as a contractual right of a non-tenure teacher, a complaint of a non-tenure teacher which arises by reason of his/her not being re-employed.
6. Unless otherwise set forth in this Agreement as a contractual right of a teacher, a complaint occasioned by an appointment to or lack of retention in any position in which tenure is either not possible or not required.

E. Procedure for Securing the Services of an Arbitrator

1. Initial Request. A request will be made to PERC (Public Employment Relations Commission) to submit a roster of persons qualified to function as an arbitrator on the dispute in question.
2. Second Request. If the parties are unable to determine a mutually satisfactory arbitrator for the submitted list, PERC will submit a second roster of names.
3. The parties agree to be bound by the rules and regulations of PERC.
4. Authority of Arbitrator. The arbitrator shall be limited to the issues submitted to him/her and shall consider nothing else. He/she can add nothing else to nor subtract anything from nor modify any of the terms of the Agreement between the parties or any policy of the Board of Education. The arbitrator shall not be governed by the legal rules of evidence but may receive any logical evidence, which the arbitrator may deem to have probative value. The decision of the arbitrator shall be final and binding upon the Board and this Association unit and all its employees.

F. Rights of Employees to Representation

Any aggrieved employee or employees may be represented at all stages of the grievance procedure by themselves, or at their option, commencing at Level 1 and beyond, by a representative selected or approved by the Association.

G. Miscellaneous

1. Forms. Forms for filing grievances shall be given appropriate distributions so as to facilitate the operation of the grievance procedure. The sample of such forms shall be as set forth in Appendix 1 and attached hereto and made available through the immediate supervisor.

2. Number of Grievances. Only one grievance and all issues pertaining to said grievance may be heard before the designated arbitrator except where the parties agree to otherwise.
3. Compensation Limitation. Any employee who suffers any loss of compensation through the Board action may, if upheld by the arbitration proceeding, be reimbursed for such a loss provided that no adjustment of compensation shall be retroactive beyond ten (10) calendar days prior to the date the grievance occurred.
4. Meetings and Hearings. All meetings and hearings under this procedure shall not be conducted in public and shall include any such parties in interest and their designated or selected representative, heretofore referred to in this Article.
5. Decision of Arbitrator. The arbitrator shall be requested to render his/her decision within thirty (30) days after the case is presented for arbitration, but the determination of when the award shall be issued shall be within the discretion of the arbitrator.

H. Costs

1. Each party shall bear the total costs incurred by his/her participation. The fees and expenses of the arbitrator are the only cost, which shall be shared by the two parties, and such costs shall be shared equally.
2. The time lost by an employee or employees due to an arbitration proceeding must either be unpaid or charged to personal leave except where the employee is appearing at the request of the Board.

ARTICLE V – EMPLOYEES' RIGHTS

A. Representation

Pursuant to N.J.S.A. 34:13A-1 et seq., public employees included in the negotiating unit have been, and shall be, protected in the exercise of, the right, freely and without fear of reprisal to form, join and assist the Association or refrain from any such activity. The Board and the Association respectively undertake and agree not to interfere with, restrain, or coerce employees in the exercise of the rights guaranteed to them by said statute.

B. Provisions

No employee shall be disciplined, reprimanded, reduced in rank, or have his/her increment withheld without just cause. Any such action taken by the Board, or any agent or representative thereof, shall not be made public until formal action is taken by the Board and shall be subject to the grievance procedure herein set forth.

C. Legal Rights

Nothing contained herein shall be construed to deny or restrict any employee such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations of the State of New Jersey.

D. Employee Files

1. Any employee upon presentation of no less than twenty-four (24) hours written notice may inspect his/her personnel file, at a mutually acceptable time.
2. In the event a complaint or other similar material of a derogatory nature is to be placed in the employee's file the employee involved shall be notified within ten (10) working days of such placement and shall be

given an opportunity to review such material. The employee's written comments, if any, responding to the derogatory material shall be made within ten (10) working days of such review.

3. An employee shall have the right to append his/her written comments to any evaluation filed, and these comments shall be made part of the evaluation filed.
4. Materials used by the Administration in determination of employment shall not be considered part of the personnel file.
5. No information pertaining to an employee's conduct, service, character, personality, or performance shall be placed in his/her personnel file unless the employee has had 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. The employee also has the right to submit a written answer to such material. This reply shall be signed and dated with a date indicating when this information was received by the supervisor or designee and/or attached to the reference document.
6. The Board agrees not to discriminate against any employee on the basis of race, creed, color, national origin, sex, age, physical challenge as prescribed by the "Americans with Disabilities Act," sexual orientation, marital status, or membership in or association with the activities of the Association.

ARTICLE VI – ASSOCIATION RIGHTS AND PRIVILEGES

A. Information

1. The Board agrees to furnish to the Association a current roster of employees (as of the 1st day of September of the current school year), one copy of the agendas and minutes of all public Board meetings, one copy of names and addresses of all employees and one copy of scattergram showing employees in the unit and their position on the salary guide; and to make available to the Association such other public information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the employees and their students.
2. Names and addresses of all newly hired employees shall be made available to the Association by the Office of Personnel within ten (10) work days after they are hired.

B. Transaction of Association Business

Duly authorized representatives of the South Plainfield Education Association ("SPEA"), Middlesex County Education Association, New Jersey Education Association and National Education Association shall be permitted to enter any school building during the school day in order to carry out the appropriate SPEA business provided that such activity does not interfere with the conduct of normal school business or the duties of any employee. Any representative who enters any school shall notify the Principal or his/her designee of such representative's arrival and departure.

C. Use of School Buildings

The Association and its representative shall have the right to use school buildings at all reasonable hours for meetings. The Principal of the building in question shall receive a written request in advance of the time and place of all such meetings. His/her permission shall not be unreasonably withheld.

D. Use of School Equipment

The Association shall have access to school equipment to include: computers, duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use, with approval of the Principal. No equipment shall be removed from school property without the approval of the building Principal. The Association will pay for any damage to, or loss, or theft of school property while being used by the Association.

E. Bulletin Boards

The Association shall have, in each school building, the exclusive use of a bulletin board in each staff lounge and staff dining room. The size and location of the Association bulletin boards shall be mutually designated by the Association and the Principal. All materials to be posted on such bulletin boards shall require the approval of the building Principal; however, such approval shall not be unreasonably withheld.

F. Mailboxes

The Association shall have reasonable use of school mailboxes provided that said mailboxes shall not be used for distribution of any campaign material fostering the candidacy of any person seeking political office outside the scope of normal Association activity (i.e., election of Association officers), and further provided that a copy of such matter is submitted to the building Principal for approval prior to placing into mailboxes. Such approval shall not be unreasonably withheld. All Association material shall bear the name of the person authorizing the same.

G. Grant of Rights and Privileges

The rights and privileges of the Association as set forth in this Agreement shall be granted only to the Association as the majority representative of the units.

H. Release Time

The Board agrees to provide release time to three (3) Association Representatives whose workday extends beyond 3:30 p.m. in order to attend up to ten (10) meetings per year of the Representative Council of the Association. In the event that there are more than (3) three Association Representatives, those representatives alone will be allowed to start work one half (1/2) hour earlier in order to attend up to ten (10) meetings per year. It is understood that no more than (1) one person per office shall be afforded release time in order to attend the aforementioned Association meetings. The Association shall provide the Board with a list of the Association Representatives and a calendar of such meetings at the beginning of each school year.

I. Association Days

The Board agrees to provide four (4) days per contract year without loss of pay to the Association for use by its authorized representatives to attend Association conventions, institutes, educational conferences, hearings or meetings. Use of Association days shall be subject to the approval of the Association President and are subject to the Superintendent's prior approval, which will not be unreasonably withheld.

ARTICLE VII – BOARD’S RIGHTS

Except as otherwise provided in this Agreement and under the provisions of N.J.S.A. 34:13A-1 et seq., the South Plainfield Board of Education on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey and of the United States, including all decisional laws and rules and regulations of the State Department of Education and Commissioner of Education of the State of New Jersey.

ARTICLE VIII – SCHOOL CALENDAR

- A. The Superintendent shall request proposed calendars from the district bargaining units no later than February 15. The Superintendent shall then hold a meeting with representatives of said units no later than February 28 to discuss the proposals and revisions. The Superintendent will then recommend adoption of school calendar to the Board for ratification at a regular public meeting. All decisions by the Board on the calendar are final and not subject to the grievance procedure.
- B. The parties agree that in each year of this agreement two (2) unused snow days shall be returned as a unit holiday for all units, in return for mutual agreement that new teachers effective July 1, 2004, will be required to attend five (5) days orientation/in-service prior to the start of any contract year, at no additional compensation and as a condition of employment. New teachers are defined as those whose initial contractual service begins effective September 1 of a school year. The specific returned snow days shall require that two (2) extra days shall be added to the Memorial Day weekend and/or any other mutually agreed upon day.

ARTICLE IX – INSURANCE PROTECTION

A. Health-Care Coverage

All unit members shall be required to contribute toward their individual insurance premiums through a payroll deduction in accordance with the requirements of P.L. 2011 c. 78. Should the tenets of P.L. 2011 c. 78 be reduced, members shall contribute the minimum level required by law. The Board of Education will pay the balance of all the members' premiums.

- 1. For Teachers and Secretaries who remain in the employ of the Board for the full school year, the Board shall make payment, subject to the requirements of P.L. 2011 c. 78, of insurance premiums to provide insurance coverage for the full twelve (12) month period from the earliest possible date on which enrollment in the plan is possible.
- 2. Effective July 1, 2013, Teachers and Secretaries shall be eligible for coverage under Aetna POS/Open Access Plan and prescription drug plan, and Horizon Blue Cross Dental plan upon satisfying the insurance carrier's service waiting period. Effective July 1, 2013 the traditional insurance plan (PPO) will no longer be offered to members.
- 3. During the term of this Agreement, deductibles and co-pays for the above insurance coverage shall be consistent with those in effect at the commencement of this Agreement unless otherwise agreed to by the Board and the Association, including the following:
 - a. A prescription plan deductible of \$15.00/brand/\$10.00 generic/\$5.00 mail-in plan.
 - b. A \$300.00 (three hundred dollar) single member and a \$600.00 (six hundred dollar) family member deductible for all medical coverage.

4. The Board shall provide all Paraprofessionals who work twenty (20) or more hours per week with the same prescription plan coverage as is provided to the Teachers and Secretaries.
5. The Board shall provide dental employee-only dental insurance coverage under the existing plan to all Aides at a total cost not to exceed Ten Thousand Dollars (\$10,000).
6. The Board shall provide employee-only dental insurance coverage under the existing plan to all Paraprofessionals and Science Lab Aides. The cost of such insurance shall not be included in the cap for provision of dental coverage to Aides.
7. The Board shall provide the opportunity for all Aides (and Paraprofessionals to the extent not otherwise covered under this Article) to purchase, at full cost to the employee, the health care protection plans available through the district group plans. All costs for an employee's participation in insurance not otherwise paid for by the Board pursuant to this article will be borne by the individual employee.
8. Employees may at their option select such alternative lower premium cost insurance coverage as the District may offer.

B. Retirement Coverage

The Board shall provide for continuance of health-care insurance after retirement on the terms detailed in the master policies and contract, provided that the carrier allows provision for such continuance and the retiree agrees to pay the premiums involved.

C. Description to Employees

The Board shall instruct the carrier to provide each employee and retiree, where applicable, a description of the health-care insurance coverage provided under this Article, no later than the beginning of each school year which shall include a clear description of conditions and limits of coverage as listed above.

ARTICLE X – SICK LEAVE BANK

Now therefore, the Board and Association agree as follows:

1. The Parties agree to establish a reserve of sick leave days for restricted use by employees who choose to join the Sick Leave Bank, in cases of emergency or exceptional need. Said “Sick Leave Bank” shall be established in the following manner:
2. The South Plainfield School District shall permit its employees to donate personal illness days (sick leave days) to co-workers in cases of a catastrophic illness or injury, or an emergency or exceptional need and who have exhausted all paid leave time. Participation in the program is strictly voluntary.
 - a. Annually on or before October 15, full-time employees who wish to join the Sick Leave Bank must sign an agreement to join. The form of the agreement to join will be mutually developed by the Association and the Board.
 - b. Any full time Association employee with two (2) or more accumulated sick days shall be eligible for participation in the Sick Leave Bank.

- c. Each employee who joins the Sick Leave Bank shall make an initial contribution of two (2) sick days from his or her accumulated sick leave. Once contributed, sick days shall not be returned.
 - d. When the number of days in the Sick Leave Bank falls below three hundred (300), each employee who wishes to remain in the Bank must contribute one (1) additional day to maintain coverage.
 - e. Members shall receive written notification prior to additional required contributions. Members of the Sick Leave Bank may withdraw from coverage by so requesting in writing to the Sick Leave Committee (“the Committee”). Eligible employees not in the Sick Leave Bank may also join at this time.
 - f. The Sick Leave Bank Committee shall be composed of three (3) Association members and the Superintendent of Schools or his/her designee. The Association Committee members shall be affiliated in good standing with the Sick Leave Bank and shall be approved by the appointed SPEA Executive Committee.
3. The sick days to be awarded from this bank will apply only in cases where all of the individual’s accumulated sick leave has been exhausted. Employees who receive days from the Sick Leave Bank shall be compensated at their regular daily rate of pay.
 4. In the event of an employee’s separation from employment, including but not limited to: reduction in force, retirement, termination or other event, accumulated sick leave previously donated to the Bank shall not be compensated, but shall remain credited to the Bank.
 5. Upon an employee’s separation from employment, including but not limited to: reduction in force, retirement, termination or other event, an employee may elect to donate his or her accumulated sick days to the Bank, up to a maximum of five (5) days for each year of service. The employee shall not be compensated for days donated to the Bank in this manner.
 6. Donations to the Sick Leave Bank will not affect “perfect attendance” as defined by contract language.
 7. In cases in which sick leave is claimed, the Sick Leave Bank may require a physician’s certificate to be filed with the Secretary of the Board of Education in order for an employee to obtain sick leave, pursuant to N.J.S.A. 18A:30-4.
 8. No days will be awarded unless all of the individual’s sick days have been exhausted. Employees covered by the SPEA Agreement will be required to request days, which may be granted at the discretion of the Board, prior to application to the Sick Leave Bank.
 9. In cases which involve work related injuries and the individual is being compensated through Workers’ Compensation, no application will be considered until the individual is released by the Workers’ Compensation physician, the stipulations in Provision 7, above, are met, and no further income is being received through Workers’ Compensation Insurance.
 10. Applications will be considered for a continuous absence due to qualifying personal illness or injury. Applications resulting from elective or cosmetic procedures will not be considered.
 11. A doctor’s statement on the physician’s letterhead must be received with the application, stating the following:

- a. Applicant's name;
- b. Reason for absence, including the reason for total disability;
- c. Estimated length of absence/date of return to work; and
- d. Additional medical documentation which may be required at the discretion of the Committee.

ARTICLE XI – TEMPORARY LEAVES OF ABSENCE

A. Personal Days

1. Teachers shall be entitled to a maximum of four (4) personal days of absence with no reason without loss of pay during any contract year. Any personal days not taken shall accumulate as sick days.
2. Secretaries shall be entitled to a maximum of five (5) personal days of absence with no reason without loss of pay during any contract year (See Appendix 1). Any personal days not taken shall accumulate as sick days.
3. All employees who work twenty (20) hours or more shall be entitled to maximum of four (4) paid personal days per year with no reason and all employees who work under twenty (20) hours shall be entitled to three (3) such days during any contract year. Any personal days not taken shall accumulate as sick days.
4. Effective July 1, 2018, maintenance employees shall receive five (5) personal days of absence with no reason without loss of pay during the contract year. Any personal days not taken shall accumulate as sick days.
5. Effective July 1, 2018, employees shall have the option each year to designate up to a maximum of three (3) unused personal days from the prior school year as family illness days in lieu of accumulated sick days. Family illness days shall be used for employees' necessary attendance to care for an ill or injured family member. "Family member" shall mean any category as listed within Section C of this article. The Board reserves the right to require the provision of a doctor's note or other substantiation.

B. Conditions

All leaves of absence referred to in this Article are subject to the following conditions:

1. At least three (3) school days' notice shall be given in requesting a personal day from the building Principal or Supervisor/Director with the exception of cases of any personal day taken for serious illness in the family or any day necessary by reason of emergency. The Superintendent/Assistant Superintendent shall have final approval of all personal leave requests. Lacking such notice, the absence will be considered unauthorized and the employee's pay will be deducted at a daily rate of the annual salary (1/200 [one two hundredth] for Teachers). Deduction of salary will be waived in cases of emergency and/or family illness.
2. Request for personal leave under this Article shall not be granted on days immediately preceding or immediately following school vacation periods or a holiday, except in cases of emergency as approved by the Superintendent.
3. The Superintendent, in the best educational interest of the School District, is empowered to deny any request for the above days.

C. Bereavement Leave

1. Five (5) school days following the death of the demised, shall on request, be granted for each death of a spouse, child, parent, sibling, father-in-law, mother-in-law, or significant other during the school year.
2. Three (3) school days following the death of the demised, shall on request, be granted for each death of a grandfather, grandchild, grandmother, daughter or son-in-law during the school year.
3. Two (2) school days following the death of the demised, shall on request, be granted for each death of a brother-in-law, sister-in-law, or other relative living in the same household.
4. One (1) school day following the death of the demised, shall on request, be granted for each death of an aunt, uncle, niece or nephew.

D. Military

A regularly appointed Teacher who is required to undergo military field training or to attend service school for a period of two (2) weeks or less during any school year shall be granted leave of absence and paid the difference between his military pay and normal teaching pay. In addition, all Teachers who are members of the organized militia shall be entitled to leave of absence from their respective duties without loss of pay or time on all days during which they shall be engaged in active duty, active duty for training, or other duty ordered by the Governor; provided, however, that the leaves of absence for active duty or active duty for training shall not exceed ninety (90) days in the aggregate in any one year. Further, any Teacher who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve or United States Marine Corps Reserve, or any other organization affiliated therewith, shall be entitled to leave of absence from his respective duty without loss of pay or time on all days on which he shall be engaged in field training. A certificate shall be obtained from the commanding officer and presented to the Business Administrator to establish the required payment to the Teacher.

E. Extensions

Extensions to any temporary leave of absence as outlined in this Article may be made at the discretion of the Superintendent of Schools.

F. In Addition to Sick Leave

Leaves taken pursuant to this Article shall be in addition to any sick leave to which the employee is entitled.

G. Family and Medical Leave

The employer shall grant leave in accordance with the provisions of the Federal and State Family and Medical Leave Acts of 1990 and 1993. Effective January 1, 1997, health insurance premium coverage will continue to be paid for up to twelve (12) weeks of unpaid leave. After twelve (12) weeks of unpaid leave, payment for health insurance premiums shall be the employee's responsibility, except in those cases in which the employee has used all accumulated sick leave and is out on a protracted medical leave. This shall not impinge on any rights or entitlements under the State and Federal Family Leave Acts.

H. Jury Duty

Any employee called to serve on Jury Duty, during the work year, shall receive his/her regular rate of pay, less

the amount received for such Jury Duty. Jury Duty shall not be considered as vacation, sick leave or personal leave.

ARTICLE XII – EXTENDED LEAVES OF ABSENCE

A. Outside Teaching

A tenured teacher may be granted, within reasonable limits, a leave of absence without pay for up to one (1) school year to teach or study in an accredited college or university.

B. Military

Military leave, without pay, shall be granted to any Teacher who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment and for a further period of three (3) months after receiving discharge from such services.

C. Parenthood Leave

An employee requesting parenthood leave i.e. disability, shall obtain an official parenthood leave request form (See Appendix 1). Said form shall be returned to the Superintendent as soon as possible but no later than sixty (60) days prior to the parenthood leave commencement date started therein. Typically, such leaves shall begin thirty (30) days before and end thirty (30) days after the birth of the child, unless additional disability leave or sick leave are needed due to complications associated with the delivery. The Board may request the District Medical Director, when applicable, to review the dates as stated by the employee and physician on the request form provided. If there should exist a disagreement between the Medical Director and the employee's physician with respect to said dates, a third physician mutually acceptable to the Medical Director and the employee's physician shall be requested to render his/her final and binding determination. However, no non-tenure employee shall be granted a parenthood leave to extend beyond June 30 of the school year for which the parenthood leave was requested. The employer shall grant leave in accordance with the provisions of the Federal Family and Medical Leave Act of 1993.

D. Adoption

Any employee adopting an infant child may receive similar leave, which shall commence upon his/her receiving de facto custody of said infant, or earlier, if necessary to fulfill requirements for adoption. No employee on such leave shall, on the basis of said leave, be denied the opportunity to substitute in the South Plainfield School District provided he/she shall have the recommendation of the Superintendent of Schools.

E. Other Leave

Other leaves of absence without pay may be granted by the Board upon the recommendation of the Superintendent of Schools.

1. Upon return from leave granted pursuant to Sections A and B of this Article, a Teacher shall be considered as though he/she were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he/she would have achieved if he/she not been absent. A Teacher shall not receive increment credit for time spent on a leave granted pursuant to Section C, D, or E of this Article, nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.
2. All benefits to which a Teacher was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave and credit toward sabbatical eligibility, shall be restored to him/her upon

his/her return, and he/she shall be assigned within the scope of his/her certification as permitted by the New Jersey State Board of Examiners.

F. Extensions and Renewals

All extensions or renewals of leaves must be requested in writing and, if granted, a written notification will be supplied by the Superintendent of Schools.

G. Return from Leave

A Teacher on any form of leave under this Article must provide notice of return to the Superintendent by April 1 of the school year prior to the school year of return by written notice, certified mail, return receipt requested.

ARTICLE XIII – TUITION REIMBURSEMENT

A. Tuition paid for graduate courses shall be reimbursed by the Board of Education subject to the following conditions:

- a. Courses are approved by the Superintendent of Schools or his/her designee prior to enrollment and the denial of it is grievable to the Board but is non-arbitrable.
- b. Regardless of degree level the courses must be related to the teacher's present assignment or part of certification or advanced degree requirement beneficial to the assignment.
- c. The courses must be completed satisfactorily with a grade of "B" or better. Official transcripts must be submitted.
- d. Tuition shall be paid by the Board of Education up to a maximum of the average state college graduate rate, times nine (9) credits per year per teacher. To be eligible, for tuition reimbursement, a teacher must complete three (3) years of employment.
- e. Evidence of payment of tuition must be presented before reimbursement will be paid.
- f. Applicants shall not have received tuition scholarship aid from some other sources, which equals or exceeds tuition rate. If aid does not equal the state college rate, reimbursement will be the difference.
- g. Teachers: The district shall expend no more than thirty-five thousand dollars (\$35,000.00) for tuition reimbursement per year. There shall be two (2) periods of application for tuition reimbursement. Seventeen thousand five hundred dollars (\$17,500.00) shall be allotted for approved summer and fall courses with any monies left carried over, and seventeen thousand five hundred (\$17,500.00) shall be allotted for spring courses. Payment shall be based on first come, first served with all new applicants being considered first.
- h. Secretaries/Aides: The district shall expend no more than seven thousand five hundred dollars (\$7,500.00) for tuition reimbursement per year per unit.
- i. Maintenance employees are ineligible for tuition assistance.
- j. Reimbursement is subject to Internal Revenue Service rules and regulations.

- k. Employees must remain employed by the District for two (2) years after receipt of tuition reimbursement. Employees who leave the District's employ prior to that time shall return to the District a pro rata portion of the amount received. Employees separated involuntarily due to disability, death or reduction in force shall not be subject to this provision.

B. Pay and Expenses for Required Training

If a Teacher is requested in writing by the Board of Education to take a course in order to meet the needs of the district, the Board agrees to reimburse said Teacher for the cost of tuition, or to provide the course at no cost to the Teacher. This Board will not pay tuition for course work necessary for certification.

C. District Continuing Education Courses

Teachers may take any District Continuing Education course without charge, provided the course tuition is a charge of the Board of Education and not an outside contract and space is available.

ARTICLE XIV – DEDUCTION FROM SALARY

A. Association Payroll Dues Deduction

The Board agrees to deduct from the salaries of its employee dues for the South Plainfield Education Association, the Middlesex County Education Association, the New Jersey Education Association and the National Education Association, as said employee individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, Public Laws of 1969 (N.J.S.A. 52:14-15.9e), and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the Treasurer of the South 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. Teacher authorizations shall be in writing on an appropriate form.

B. Certification of Dues

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.

C. Additional Authorizations

Additional authorizations for dues deduction may be received after August 1 under rules established by the State Department of Education.

D. Medical Benefits Contribution

Each employee in the Bargaining Unit shall contribute 1.5% of their base salary for medical benefits as prescribed by law. Should that law or another law be amended or enacted which revises that 1.5% contribution, each employee will be required to pay only that amended or revised amount, not that amended or revised figure in addition to 1.5%. Should a future law be enacted which reduces or repeals employee medical benefits contributions, said deductions shall be reduced or eliminated to meet the standards set forth in that legislation.

E. Procedure for Withdrawal

The filing of notice of an employee's withdrawal shall be prior to June 1 and become effective to halt deductions as of July 1 next succeeding the date on which notice of withdrawal is filed.

F. Tax Shelter Annuities

The Board shall provide for a 403(b) tax shelter with semi-monthly deductions and individual account deposits within five (5) workdays.

ARTICLE XV – AGENCY SHOP

A. Representation Fee

The Board of Education and the Association agree to a representation fee of up to eighty-five percent (85%) as set by the Association annually.

B. Purpose of Fee

If an employee does not become a member of the South Plainfield Education Association during any membership year (from September 1 to July 1), which is covered in whole or in part by this Agreement, said employee would be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

C. Amount of Fee

Prior to the beginning of each membership year, the Association will notify the Board, in writing, of the amount of the regular membership, dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be equal to an amount up to eighty-five percent (85%) as set forth by the Association annually. At no time shall the fees charged exceed the amount specified. Further, the Association guarantees to the Board that the assessments do not include in any amounts dues, fees and assessments to be expended for partisan, political or ideological activities or causes that are only incidentally related to terms and conditions of employment or apply to benefits available only to the members of the majority representative.

D. Deduction and Transmission of Fee

1. Notification

Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current 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. Demand and Return

Chapter 447, P.L. 1979, requires that no representation fee deduction can be made unless the majority representative first establishes a demand and return system. This system provides that a non-union member may appeal the amount of the representative fee assessed against him/her. The Association must provide

the non-union member with a full and fair hearing and has the burden of proof in justifying the amount of the fee. Non-members who are dissatisfied with the outcome of their appeal at the local level may appeal to a three-member Tripartite State Board. The Association shall provide evidence of the existence of this system to the Board of Education and to all non-union members before any deductions are made.

E. Indemnification

The South Plainfield Education Association will save harmless and ensure that the Board of Education is blameless against all forms of financial liability that may arise out of, or by reason of, any action taken or not taken in conformance with this provision. Any action taken by members of the South Plainfield Education Association, now or prospectively, will necessitate that the Association fully indemnify the Board of Education from any and all costs pertaining to questions arising out of agreement to this clause.

ARTICLE XVI – MISCELLANEOUS PROVISIONS

A. Paystub

Each employee's paystub shall list their unused vacation, sick and personal days.

B. Board Policy

This Agreement constitutes a Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.

C. Separability

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be 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 shall continue in full force and effect.

D. Printing Agreement

Copies of this Agreement shall be reproduced at the expense of the Board within thirty (30) days after the Agreement is signed and presented to all teachers now employed or hereafter employed. An additional fifty (50) copies of the Agreement shall be provided to the Association in each year of the Agreement.

A copy of the personal contract signed by each Secretary shall be returned to the Secretary within sixty (60) days of the date said contract has been signed.

E. Notice

Whenever any notice is required to be given by either of the parties of this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do by telegram or registered letter at the following addresses:

1. If by the Association, to Board at the Roosevelt Administration Building, 125 Jackson Avenue, South Plainfield, NJ 07080.
2. If by the Board, to Association at the school address of the Association President.

F. Compliance Between Individual Contract and Master Agreement

Any individual contract between the Board and an individual employee shall be subject to and consistent with the terms of this Agreement. Any inconsistencies between their agreement individual contractual terms, whether by error or design, are subject to correction and revision. The terms of the contract during its duration shall be controlling.

G. Savings Clause

Proposed new rules shall be negotiated with the majority representatives before they are established.

H. No Strike Clause

The Association agrees that while this Agreement is in effect it will not call or in any manner sanction, and that the employees covered by this Agreement will not engage in any strike, slowdown, or other concerted activity resulting in interference with or impediment to school operation; nor will the Association ignore or disregard any such strike or activity by employees.

I. Complete Negotiations Clause

This Agreement represents and incorporates the complete and final settlement by the parties of all issues, which were or could have been the subject of negotiations. During the terms of this Agreement neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement. The foregoing shall not prevent the Association from negotiating as to the impact of any reduction in force during the term of this Agreement.

SECTION TWO – TEACHERS

ARTICLE I – TEACHER ASSIGNMENT

A. Notification

1. Date for Presently Employed Teachers

Not later than two (2) weeks prior to the close of school, notification will be posted apprising all Teachers of their salary levels, tentative class and/or subject assignments.

2. Revisions

In the event that changes in such schedules, class and/or subject assignments, or building assignments, are proposed after the last two (2) weeks of school, the Association and any Teacher affected shall be notified promptly in writing and, upon the request of the Teacher and the Association, the changes shall be promptly reviewed between the Superintendent or his/her representative and the Teacher affected and at his/her option a representative of the Association.

B. Traveling Teachers

Teachers who are assigned to more than one (1) school per day shall be reimbursed for all such travel at the prevailing I.R.S. rate for mileage, unless use of a different rate is mandated by law. Travel time shall be considered part of the school day. Teacher's schedule shall adhere to the workday of the home school.

ARTICLE II – TRANSFERS AND REASSIGNMENTS

A. Voluntary Transfers and Reassignments

1. No later than May 15 of each year, the Superintendent of Schools shall make available to the Association and post in all school buildings a list of the known unfilled positions, which he/she expects to fill prior to the opening of school in September.
2. Teachers who desire a change in grades and/or subject assignments or who desire to transfer to another building may file a written statement of such desire with their immediate supervisor not later than April 15. Copies shall also be forwarded to the building Principal of the Teacher requesting a transfer and to the Superintendent or his/her designee. Such statement shall include the grade and/or subject to which the Teacher desires to be assigned and the school or schools to which he/she desires to be transferred, in order of preference.
3. A notice of voluntary transfer or reassignment shall be made to Teachers as soon as practicable and, except in cases of emergency, not later than seven (7) days prior to the last day of school. Involuntary transfers and reassignments may be made under this Article II, as provided hereafter.
4. In the determination of requests for voluntary reassignments and/or transfer, the wishes of the individual Teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system. If the Teacher requests, a decision as to a voluntary reassignment and/or transfer shall be made only after a meeting between the Teacher involved and his/her immediate supervisor. In the event the Teacher's request is denied after such meeting the Teacher may request and be granted a meeting with the Superintendent or his/her designee to review the matter. The Teacher may,

at his/her option, have an Association representative present at such meeting. The decision of the Superintendent shall be final and not reviewable under the grievance procedure.

B. Involuntary Transfers and Reassignments

1. Involuntary transfers shall be made only after the preceding provisions of this Article have been followed.
2. Notices of an involuntary transfer or reassignment shall be given to Teachers as soon as practicable and, except in cases of emergency, not later than two (2) business days following the regularly scheduled August Board Meeting.
3. An involuntary transfer or reassignment shall be made only after a meeting between the Teacher involved and his/her immediate supervisor, at which time the Teacher will be notified of the reasons therefore. In the event a Teacher objects to the transfer or reassignment at this meeting, upon the request of the Teacher, the Superintendent or his/her designee shall meet with him to review the matter. The Teacher may, at his/her option, have an Association representative present at such meeting.

ARTICLE III – PROMOTIONS AND VACANCIES

A. Positions Included

Positions of coordinators, principals, assistant principals, supervisors, directors, assistant superintendents, superintendents, and any and all vacancies for which employee is certified or qualified.

1. Date of Posting

When school is in session, a notice shall be posted in each school as far in advance as practicable, ordinarily at least fifteen (15) calendar days before the final date when applications must be submitted and in no event less than five (5) calendar days before such date. A copy of said notice shall be simultaneously mailed to the Association President. The Superintendent or his/her designee shall acknowledge promptly in writing the receipt of all such applications.

2. Application Procedure

Teachers who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session shall submit their names to the Superintendent or Designee and President of the Association, together with the position(s) for which they desire to apply as defined in Section A of this Article, and an address where they can be reached during the summer. The Superintendent shall forward an adequate number of notices to the President of the Association who shall notify such Teachers of any vacancy in a position for which they desire to apply. Such notice shall be sent by the Superintendent to the Association President as far in advance as practicable, ordinarily at least twenty (20) days before the final date when applications must be submitted and in no event less than seven (7) days before such date. No later than the last two (2) weeks of school the Superintendent and the Association President shall publish a joint notice to all Teachers reminding them of the procedures as outlined in Section A of this Article.

B. Criteria for Notice

In both situations set forth in Section A above, the qualifications for the position, its duties, and the rate of compensation shall be clearly set forth.

C. Selection of Applicant

All qualified Teachers shall be given adequate opportunity to make application and no position shall be filled until all properly submitted applications have been considered. Announcements of appointments shall be made by letter to each applicant and to the Association indicating the position filled and by whom.

ARTICLE IV – SICK LEAVE/BENEFITS

A. Accumulative Leave

As of September 1, 1985, all Teachers employed shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit. Sick leave for Teachers employed after the first day of school in September shall be pro-rated on the basis of one day per month.

B. Sick Leave upon Return to District

Provided the teacher returns within three (3) years of termination, previously unused sick leave days, accumulated in the South Plainfield Schools shall be reapplied upon a Teacher's return to the school system. Teachers returning from a preferred eligibility list will retain all accumulated sick leave. There shall be no time limit imposed upon a teacher returning from a preferred eligibility list.

C. Benefits upon Retirement

1. Agreement was reached on benefits upon bona fide T.P.A.F. retirement, excluding vesting. In order to qualify, an employee must have accrued one hundred (100) sick days by age fifty-five (55) or thereafter, with twenty-five (25) years in South Plainfield as per N.J.S.A. 18A:16-18 et seq. Coverage at retirement for all benefits will be paid at our current rate and is to be for husband and wife up to age sixty-five (65) or adjusted downward by law to the point where Medicare will be paid at an earlier age. The earlier age shall be the standard intended in this clause. Payment shall be made to the insurance carrier at the rate in full effect at the time of employee's retirement date. Increases in cost beyond the retirement date or change in coverage are to be borne by the employee.
 - A. Any teacher who files their retirement papers and who has twenty-five (25) years of service in South Plainfield, is at least fifty-five (55) years of age and commenced their employment on or before September 1, 1990, and has the aforementioned minimum of one hundred (100) accrued sick days, shall have their Dental and Prescription premiums paid by the District. The amount the district will pay shall be the rate at the time of retirement and this amount shall continue through the retiree's lifetime or age sixty-five (65), whichever comes first. Any increase in the premium rate, for either dental or prescription, above the aforementioned amount, shall be the responsibility of the retiree.
 - B. If at the time of retirement, full family dental or prescription benefits are being received, same shall continue until the age of sixty-five (65) years or death, whichever comes first.
2. Teachers retiring and receiving benefits under C.1., above shall not be paid for the first one hundred (100) days of accumulated sick leave days, but shall be paid for accumulated sick leave days between one hundred and one (101) and two hundred (200) at the rate of twenty dollars (\$20.00) per day.
3. Teachers hired after September 1, 1990, or those who opt not to have their Prescription and Dental Insurance premiums paid by the Board (as per paragraph C.1., above) and are age fifty-five (55), with

twenty-five (25) years or more of service in South Plainfield shall be paid for their accumulated sick leave days at the following rate: Days one (1) to one hundred (100) at thirty-five dollars (\$35.00) per day; Days one hundred and one (101) to two hundred (200) at fifty-five dollars (\$55.00) per day and Days two hundred and one (201) to three hundred (300) at sixty dollars (\$60.00) per day, up to a \$15,000.00 maximum.

4. Those teachers who retire at age fifty-five (55) or beyond, with between fifteen (15) and twenty-five (25) years of service in South Plainfield, shall be paid for their accumulated sick leave upon retirement, at the rate of twenty-five dollars (\$25.00) per day for days one (1) to one hundred (100); and fifty-five dollars (\$55.00) per day for days one hundred and one (101) to two hundred (200), up to an \$8,000.00 maximum.
5. Upon the death of a teacher who would satisfy the criteria under paragraph 3, the dollar benefit of their accumulated sick leave, as set forth in paragraph 3, shall enure to the benefit of that teacher's estate. This provision shall not include the prescription and dental benefits.
6. Those employees who retire during the school year, but prior to December 31, shall be paid their accumulated sick leave on or about January 1. Those who retire between January 1 and June 30 shall receive such payments on or about July 1. Employees must provide notice of retirement by October 1st for retirements effective December 31st, or March 1st for retirements effective June 30th of the contract year to receive payment for accumulated sick leave on the above dates. Notice for other retirement dates must be provided ninety (90) days in advance. Employees who do not provide such notice, and who retire during the school year, but prior to December 31st, shall be paid their accumulated sick leave payment on or about the following July 15th. Employees who fail to provide such notice and retire between January 1st and the end of the contract year will be paid their accumulated sick leave payment on or about the following January 15th.

ARTICLE V – NON-TENURE NOTIFICATION

A. Notification of Status

On or before May 15 or as required by law of each year, the Board shall give to each non-tenure Teacher continuously employed since the preceding September 30 either:

1. A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment but with such increase in salary and benefits as may be required by law or agreement between the Board and the Association, or
2. A written notice that such employment shall not be offered.

B. Failure to Comply

Should the Board fail to give a non-tenure Teacher either an offer of contract for employment for the next succeeding year or a notice that such employment shall not be offered, all within the time and in the manner provided by this Article, the Board shall be deemed to have offered to that Teacher continued employment for the next succeeding school year.

C. Notification of Intention to Return

If the Teacher desires to accept such employment, he/she shall notify the Board of such acceptance, in writing, on or before June 1, in which event such employment shall continue as provided for herein. In default of such

notice the Board shall not be required to continue the employment of the Teacher.

ARTICLE VI – SABBATICAL LEAVE

A. Purpose

Sabbatical Leave is a plan designed to help maintain instructional service at the highest level of quality and efficiency. While satisfactory service is its prerequisite, sabbatical leave is not a reward for past accomplishments, the contrary, it is a privilege granted to employees for their professional advancement so that they may better serve the local school district.

B. Condition

Sabbatical or professional leaves of absence are granted solely for the purpose of promoting the more efficient conduct of the public schools. In no case, therefore, is an application for such leave recommended by the Superintendent or approved by the Board of Education unless in their considered judgment the professional competence of the staff member and the general efficiency of the school system will thereby be benefited. Sabbatical leaves may be granted to no more than two (2) Teachers. The best criterion for judging a particular leave of absence procedure is whether in the long run it will contribute to the improvement of teaching service.

C. Eligibility

Any Teacher who has completed seven (7) or more years of continuous satisfactory service in the South Plainfield Schools may, upon recommendation of the Superintendent, be granted a leave of absence for one (1) full school year for study or travel on a full-time basis. Subsequent leaves will not be authorized unless and until one shall have re-established eligibility by serving another period of seven (7) continuous years of successful service.

D. Application for Leave

1. Application for sabbatical leave shall be made on or before January 15 of any year. If approved, such leave shall officially begin at the beginning of the school year immediately following.
2. Application shall be made to the Superintendent and must include a program or itinerary to be followed by the employee during the period of leave.
3. In recommending sabbatical leaves of absence, the Superintendent shall give consideration to the use to be made of the requested leave and to seniority in service. Due consideration shall be given to the reasonable and equitable distribution of the application among the different schools and departments.
4. Each applicant shall be notified promptly by the Superintendent in writing of the decision of the Board concerning his application, which decision of the Board shall be rendered no later than the regular March Board meeting.

E. Physical Examination

If an application for sabbatical leave is favorably considered by the Superintendent, the applicant may be given, in advance of approval, a physical examination at the discretion of the Board of Education for the purpose of determining whether there is reasonable probability that he will be physically able to return to service and teach for the minimum period required by these regulations. As a condition of sabbatical leave up to and including the expiration thereof, the applicant's health shall remain generally as at the time of such examination.

F. Subsequent Service

1. As a condition to being granted leave, the employee shall enter into a contract upon terms to be mutually agreed upon to continue in the service of the South Plainfield Board of Education for a period of not less than three (3) years after the expiration of the leave of absence.
2. If an employee fails to continue in service after such leave of absence, such employee shall repay to the Board of Education of the Borough of South Plainfield, in the County of Middlesex, a sum of money bearing the same ratio to the amount of salary received while on leave of absence that the unperformed part of three (3) subsequent years of service bears to the full three (3) years, unless such employee is incapacitated, has been discharged, or has been released for good and sufficient reasons by the Board of Education from this obligation. Promissory note is required. An agreement and note or notes encompassing the provisions herein shall be signed by the member of the professional staff in advance of taking such sabbatical leave.

G. Status of Tenure and Pension

The period of sabbatical leave shall count as regular service for the purpose of retirement planning, and contributions by the employees to the retirement fund shall continue as usual during such period. Tenure rights shall not be impaired.

H. Illness or Accident

Should the program of study or itinerary being pursued by an employee on sabbatical leave be interrupted by a serious accident or illness during such leave (established by evidence satisfactory to the Superintendent), this fact shall not constitute a breach of the conditions of such leave nor prejudice the Teacher against receiving all the rights and benefits provided for under the terms of sabbatical leave, providing the Superintendent was notified of such accident or illness by registered letter within ten (10) days of its occurrence or ten (10) days from the applicant's ability to give such notice, whichever is later.

I. Forfeiture of Leave

If the Superintendent has sufficient facts to indicate that an employee on sabbatical leave may not be fulfilling the purpose for which the leave of absence was granted, he shall report this fact to the Board of Education and the Board may terminate the leave of absence as of the date of its abuse after giving the employee an opportunity to be heard.

J. Sabbatical to Maternity Leave

If an employee on sabbatical leave of absence shall ascertain that she is pregnant, she shall immediately report this fact to the Superintendent, pursuant to Article IX, Section C, of this Agreement, and shall be transferred from sabbatical to maternity leave of absence.

K. Return to Active Employment

1. At the expiration of sabbatical leave, the certificated employee shall be reinstated in the position held by such employee at the time such leave was granted, unless he/she shall agree otherwise, provided conditions do not arise which, in the judgment of the Board, indicate the desirability of changing such employee's location and type of work.

2. Presentation of a written report to the Superintendent of Schools in which is stated the activities engaged in while on sabbatical leave and the subsequent benefits expected there from is required by September 30.
3. Upon return from sabbatical leave, an employee shall be placed on the salary schedule at the level he/she would have achieved had he/she remained actively employed in the system during the period of his/her absence.

L. Salary

1. The salary granted to an employee on sabbatical leave shall be two-thirds (2/3) of employee's contracted salary, less the regular deduction for U.S. Federal Income Tax, Social Security, and for N.J. Teachers' Pension Fund as computed for all present entrants employed in the state.
2. Salary shall be paid in accordance with the general time schedule for payment of salaries in the South Plainfield Public Schools, unless other mutually satisfactory arrangements are made.

**ARTICLE VII – PROFESSIONAL DEVELOPMENT AND
EDUCATIONAL IMPROVEMENT**

A. Professional Observation and Visitation

A Teacher shall be expected from time to time to participate in professional observation and visitation at Board expense as recommended by his/her Principal and approved by the Superintendent of Schools, provided such funds are available in the budget.

B. Request for Visitation or Observation

A request for a visitation or observation may be made by Teachers to their Building Principal and the Superintendent or his/her designee.

ARTICLE VIII – WORK DAY AND MEETING SCHEDULE

Except for coaching and extra-curricular duties, the opening and closing of the school day for South Plainfield Teachers in the elementary, middle and high schools, respectively, for the term of the within contract are as follows:

A. Elementary Schools (K-4):

The elementary school workday shall be six (6) hours and fifty (50) minutes in duration. It is understood that all Teachers will stay a full one-half (1/2) hour beyond the students' day, five (5) days a week, to be available to give students voluntary extra help when needed. The elementary school teachers shall have a minimum of one (1) duty free period each day. Duty free periods shall be a minimum of thirty (30) minutes duration, three (3) times a week, and forty (40) minutes, two (2) times a week.

B. Grant Elementary (5-6):

The Grant School workday shall be six (6) hours and fifty (50) minutes in duration. It is understood that all Teachers will stay one-half (1/2) hour beyond the students' day, five (5) days a week, to be available to give

students voluntary extra help when needed. The Teachers shall have a forty (40) minute lunch and one (1) duty free period of no less than forty (40) minutes each day.

C. Middle School:

The Middle School workday shall be seven (7) hours. It is understood that, two (2) days a week, the Teacher will stay no less than a full period beyond the close of the students' day to be available to give students voluntary extra help when needed.

D. High School:

The High School workday shall be seven (7) hours.

If block scheduling is in effect, the following will occur:

1. In a four (4) period day, A/B rotation, the two-day schedule shall consist of:
 - a. Five (5) teaching periods in full increments (each 80 minutes in length);
 - b. Two (2) preparation periods; and
 - c. One (1) duty assignment.
 - d. Each school day shall include a duty-free preparation period and duty-free lunch period.
2. Preparation time will be equivalent to a full period (80 minutes).
3. Sixth teaching period assignments will remain in accordance with current practices and the established pay rate, as per Section 2, Article XI.
4. Teachers shall be assigned to a maximum of three (3) full teaching periods a day, with the exception of an AM period. If a teacher is assigned to a sixth teaching period, the schedule shall consist of three (#) teaching periods per day plus a daily prep of a full period.
5. Duty assignments will be scheduled as per current practice. This does not apply to intervention duty assignments.
6. Teachers will not be scheduled to teach more than two (2) full teaching periods in a row whenever possible, excluding the AM period and Science Labs held during the intervention.
7. In a block scheduling situation, if a teacher is assigned to provide class coverage, they shall be compensated at a rate of eighty-eight dollars (\$88.00).
8. In the high school, any District Administrator shall have the right to call, and the staff shall attend, a meeting on Wednesdays only; with the exception of the fourth (4th) Wednesday of each month, which is reserved for Association meetings. Said meetings will start ten minutes after the student day and will last no longer than forty (40) minutes past the start time of said meeting. These meetings shall not include the writing of any form of curriculum or be used to extend any professional day.
9. Effective September 1, 2021, the teachers shall have a daily intervention period twenty-seven (27) minutes in length. Teachers shall only be assigned one (1) duty assignment per school week during this intervention period.

10. Any science teacher who teaches a lab during the intervention period on a daily basis shall only be assigned four (4) teaching periods as per item number one (1) above. If this science teacher is assigned an additional teaching period, then this teacher shall be compensated at the full sixth teaching period rate as per item number three (3) above.
11. Any science teacher who teaches a single lab during the intervention period in addition to five teaching periods as per item number one (1) above shall be compensated at the prorated sixth period rate for the duration of the lab period as per item number three (3) above.

E. Meetings

Any District Administrator shall have the right to call, and the staff shall attend, a meeting on Wednesdays only; with the exception of the fourth (4th) Wednesday of each month, which is reserved for Association meetings. Said meetings will start ten minutes after the student day and will last no longer than one hour past the start time of said meeting. These meetings shall not include the writing of any form of curriculum or be used to extend any professional day.

The topics and agenda of any staff meeting, other than the Association meeting, will be at the Administration's discretion and may include, but are not limited to, building-based information, PLC days or professional development activities.

F. Lunch Periods

Effective with the 2003/2004 school year all elementary teachers (K-4) shall have a fifty (50) minute lunch. Grant Elementary 5-6 teachers shall have a forty (40) minute lunch.

G. Back to School Nights

In those instances in which classroom teachers attend "Back to School Nights," CST members shall also attend. Attendance will be at the teacher's home school or at the school that the Administration directs them to attend. Under no circumstances shall a CST member be required to attend more than one (1) "Back to School Night" in any school year.

H. Flex Schedule

1. With the exception of High School Guidance Counselors, a flex schedule shall not exceed forty-five (45) minutes before or after the start or finish of the students' regular school day. Flex schedule shall only be assigned if mutually agreed upon by the teacher and his/her Principal/Supervisor.
2. High School Guidance Counselors may work a Flex Schedule starting no later than 10:00 A.M. only if mutually agreed upon by the teacher (counselor) and his/her supervisor. Those teachers (counselors) who volunteer to be assigned to a guidance flex schedule shall work a maximum of seven (7) hours, including a lunch equal in time to that of the students' lunch period. All teachers (counselors) who volunteer to work such a flex schedule shall receive a cell phone for security purposes. A supervisor shall be on site with that teacher (counselor) at all times.

ARTICLE IX – SALARIES

A. Salary Schedule

The salaries of all Teachers covered by this Agreement are set forth in Schedule A that are attached hereto and made a part hereof.

Coaches (Schedule B) and Extra-curricular (Schedule C) guides are attached hereto and made a part hereof.

B. Method of Payment

1. Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments with an option for direct deposit.
2. Teachers may individually elect to have a dollar amount of their monthly salary deducted from their pay. These funds shall be deposited in an individual interest-bearing account in a bank of the employee's choice.
3. Summer Savings: The Board shall implement a summer savings plan through an employee "check off," and these funds shall be deposited in an individual interest-bearing account at one bank for all. The amount elected to be deposited may be ten percent (10%) or a variable portion of net paycheck.
4. When a payday falls on or during a school holiday vacation or weekend Teachers shall receive their paychecks on the last previous working day.
5. Teachers shall receive their final checks on the last working day in June, providing they have completed all professional responsibilities.
6. Teachers shall receive their pay schedules for the school year with their first paycheck in September.
7. Each Teacher shall be placed on his/her proper step of the salary schedule, provided that the requirements dictated by the professional standards for his/her position have been successfully met. Such placement will be in accordance with paragraph seven (7) below.
8. Teachers shall receive up to five (5) years of credit for prior public school teaching experience. Employees may receive beyond five (5) years credit upon the recommendation of the Superintendent and at the Board's discretion. Credit for work experience related to the position for which the employee is being hired may be granted at the time of initial appointment on a case-by-case basis. Decisions by the Board to grant or not to grant work experience credit are not arbitrable. There shall be a five (5) year limit on the amount of related work experience credit that may be granted.
9. Teachers shall be notified of their contract and salary status for the ensuing year on a date established by state law or regulation.
10. The Board of Education agrees to hire as teachers only individuals who comply with the rules and regulations of the New Jersey State Board of Examiners.

- C. All social workers, LDTCs, psychologists, speech therapists and special education teachers employed prior to June 30, 1981, shall be compensated at the ratio of 1.025 times their appropriate salary on the attached Salary Guides only and thereafter frozen at the rate. All social workers, LDTCs, psychologists, speech therapists and special education teachers employed after June 30, 1981, shall be compensated only at the rate established for their step and degree on the attached Salary Guide.
- D. All team leaders shall be compensated at the ratio of 1.055 times their appropriate salary on the attached Salary Guide.
- E. Any member who works the summer months of July and August shall be paid at the rate of \$44.00 per hour. This summer pay rate shall apply to all unit members, except that the pay rate for the Staff Developer and the High School Substance Abuse Counselor shall be a per diem rate at 1/200th of their annual salary for each full day worked in excess of the defined teacher work year, to include any and all school recess days, prorated for no less than half day increments for a maximum of twenty (20) additional per diem days per year.
- F. Any teacher who covers a class during his/her duty-free period shall be compensated at the rate of forty-four dollars (\$44.00) per period for the first three (3) days. This rate shall convert, retroactively, to 1/6 of 1/200 of the teacher's annual wage per period after the third day. Those teachers whose prorated hourly pay would be less than forty-four dollars (\$44.00) per period will remain at the forty-four dollars (\$44.00) per period rate. This provision shall also apply to any member assigned to function as acting principal in the elementary schools.
- G. Bedside instructors shall be paid at the rate of forty-four dollars (\$44.00) per hour.
- H. Full time Teachers who are assigned to an early A.M. class shall be reimbursed at the rate of \$44.00 per period for the first three (3) days. This rate shall convert, retroactively, to 1/6 of 1/200 of the teacher's annual wage per period after the third day. Those teachers whose prorated hourly pay rate would be less than forty-four dollars (\$44.00) per period will remain at the forty-four dollars (\$44.00) per period rate. Deductions shall not be made for any day in which the sixth class is not in session or when the employee is not present due to illness or leave of absence. This additional reimbursement shall be considered as part of the total salary for the employee for pension purposes and applicable taxes. Volunteers shall be first sought before an involuntary assignment is made. If an insufficient number of volunteers come forward, the Board can assign such class. Such classes shall be limited to elective, non-core subjects.
- I. Curriculum writing shall be compensated at \$44.00 per hour to a maximum of thirty hours for a full year course curriculum. Half year courses shall be compensated at \$44.00 per hour to a maximum of fifteen hours. Payment shall be issued upon receipt of completed curriculum.
- J. In the event that the "Disciplinarian" is assigned to a Saturday Tutorial Program, he/she shall be compensated at the rate of forty-four dollars (\$44.00) per hour. No member of the bargaining unit other than the Disciplinarian is covered by this paragraph.
- K. Procedures for advanced placement on salary guide.
 - 1. To be assured of acceptance for credit on the salary guide in degree-plus categories, courses to be used for such application must be submitted to the Office of the Superintendent by the employee involved prior to enrollment. Forms available at District Personnel Office.
 - 2. Courses thus approved as beneficial to a teacher's assigned responsibility when taken prior to receipt of the Masters Degree, but outside of the Masters Program, may still be applied to Masters-plus categories.

3. When a member of the professional staff believes he/she is eligible for advancement on the salary guide, he/she may obtain the proper application from the District Personnel Office and may submit the completed application to that office for review.

4. General categories and requirements:

BA+15	-15 hours (6 in teaching area; 9 other)
MA	-Evidence of completion of Degree Program (Diploma)
MA+15	-15 hours (6 in teaching area; 9 other)
MA+30	-30 hours (12 in teaching area; 18 other)
MA+45	-45 hours (18 in teaching area; 27 other)
Doctorate	-Evidence of completion of Degree Program (Diploma)

5. Professional employees who have currently accumulated graduate credits should submit them for approval by October 15 (retroactive to September 1) and February 15 (retroactive to January 1). Forms available at District Personnel Office.
6. All courses submitted to the Office of the Superintendent for degree-plus approval must be taken at the graduate level. Prior approval of the Superintendent must be secured.
7. In-service credits – if otherwise permitted by law, teachers may take up to fifteen (15) in-service credits for advancement on the salary guide. Advancement to following levels will be permitted:

BA+15
MA+15
MA+30
MA+45

In-service courses can be used in conjunction with college courses for movement to the above levels. Teachers will receive one (1) credit for each fifteen (15) hours of instruction they attend for the same course. Approved courses will be offered through the district in-service program. Credit will be given in lieu of payment to staff. The Board will provide a minimum of three (3) courses per semester. If this program is terminated during the length of this contract, the Board will retroactively pay teachers who choose credit in lieu of payment.

L. In-Service Program

1. Should the Board determine to implement a voluntary and non-mandatory In-Service Program to take place during the summer or a school recess period, participating employees, excluding the teacher who acts as an instructor for the In-Service Program, shall be paid \$125.00 per school day for their attendance. One half (1/2) programs shall be paid at one half (1/2) the daily rate. Any such In-Service Program shall not include activities such as curriculum writing or mandated training. The Superintendent shall develop a menu of In-Service offerings with mutual input from the South Plainfield Education Association and upon the final authority of the Superintendent. Participating employees will be reimbursed for their traveling expenses to and from the In-Service Program.
2. Any teacher who acts as an instructor for the In-Service Program shall be paid 1/200th of his/her annual salary for any day spent as an instructor.

3. Full-time teachers who volunteer for, or are assigned to, an early morning (preschool) non-credit class of a remedial nature (e.g., HSPT) which runs for less than a full semester shall be paid at the rate of 1/5 of 1/200th of the Teacher's annual wage per period of instruction. This shall be retroactive to September 1994.

M. Longevity

Teachers shall receive the following longevity payments upon completion of the following years of service in the District:

15 years	\$400.00
20 years	\$700.00
25 years	\$1,500.00

The above amounts are cumulative.

N. Cancellation Notice for Hourly Work

Certificated staff members who are assigned or scheduled to perform hourly, home instruction services outside of the regular school day shall be compensated for one (1) hour at the agreed-upon hourly rate in the event a student's parent/guardian provides less than two (2) hours' notice of a verified cancellation of any previously scheduled session. Staff members who are scheduled to provide such services shall not be compensated for cancellations when a verified cancellation occurs two (2) hours or more prior to the schedule session start time. The time of each cancellation must be verified in the scheduling system prior to becoming eligible for a cancellation payment.

ARTICLE X – IN-SCHOOL WORK YEAR

The Teachers' in-school work year shall consist of one hundred eighty-five (185) days, including five (5) professional days. Newly hired Teachers shall work five (5) additional "orientation days" pursuant to Section One, Article VIII Paragraph B.

ARTICLE XI – SIXTH TEACHING PERIOD IN LIEU OF PREPARATION PERIOD

- A. Should any teacher be required to teach a sixth class in which the teacher is required to plan, assign grades, conduct parent conferences, or perform any and all other duties normally associated with his/her other classes, that individual shall be reimbursed at the rate of forty dollars (\$40.00) per period for the first three (3) days. This rate shall convert, retroactively, to 1/6 of 1/200 of the teacher's annual wage per period after the third day. Those teachers whose prorated hourly pay would be less than forty dollars (\$40.00) per period will remain at the forty dollars (\$40.00) per period rate. Deductions shall not be made for any day in which the sixth class is not in session or when the employee is not present due to illness or leave of absence. This additional reimbursement shall be considered as part of the total salary for the employee for pension purposes and applicable taxes. A teacher will be assigned to teach such a sixth period only if a full-time Teacher, teaching in the subject area, is not available. Reasonable efforts will be made to assign Teachers to a sixth teaching period on a rotating basis. Such Teachers will not be assigned a duty.
- B. This provision will not be utilized to eliminate the positions of Teachers who hold existing partial contracts.
- C. The exercise of administrative discretion in connection with the foregoing will be reviewable by the Superintendent, whose decision will be reviewable under the grievance procedure only for abuse of discretion.

- D. Subject to New Jersey Education Law and applicable regulations and decisions, any present tenured full-time Teacher who because of an enrollment decrease or other reason is reduced to a part-time position will be reinstated to work his/her full-time position before a sixth teaching period in his/her assigned subject area is offered to or assigned a full-time Teacher.
- E. Beginning on September 1, 2018, certificated staff members who are assigned or scheduled to teach a sixth period for less than a full school year, or who receive longevity payments mid-year, such that an individual's earnings change from time to time depending on the assignment of a sixth class or receipt of longevity at a given time, shall pay Chapter 78 contributions in accordance with the Agreement's requirements based on the actual amount of income earned by the employee at the time the contributions are paid.

ARTICLE XII – ATHLETIC TRAINER

The Athletic Trainer shall be certified by the State Department of Education in Athletic Training and appropriate licensure through the State Board of Medical Examiners.

- A. Salary shall be in accordance with the then existing Teacher Salary Guide.
- B. All compensation shall be the same as provided all other teaching staff members.
- C. Work day shall continue to be flexible in order to accommodate the need for the Athletic Trainer to attend practices and games, and shall be based on a seven (7) hour work day as agreed upon by the supervisor and employee.
- D. Work year shall be in accordance with Section Two Article XII of this agreement.
- E. The Athletic Trainer shall be paid a five thousand dollar (\$5,000.00) stipend for any additional time worked outside of Section Two Article XII of this agreement. These necessary workdays shall be scheduled and agreed upon by the supervisor and employee.

SECTION THREE – SECRETARIES

ARTICLE I – WORKING CONDITIONS

A. Hours

1. A normal workweek for employees in those personnel units designated in Section One Article I shall consist of five (5) working days; namely, Monday, Tuesday, Wednesday, Thursday and Friday.
2. Normal workweek shall consist of thirty-five (35) hours (excluding lunch).

B. Overtime

A Secretary who works more than thirty-five (35) hours shall be compensated on the basis of time and one-half for each hour beyond the thirty-fifth (35th) hour worked in any one (1) week.

Holidays shall be considered as days worked and shall be included in the workweek.

C. Direct Deposit

Secretaries shall have the option of Direct Deposit for paychecks.

D. Inclement Weather

When the school is closed due to inclement weather, Secretaries shall not be required to work.

E. Summer Hours

Summer hours for Secretaries shall be the same as those for Principals set forth in the agreement between the Board and the South Plainfield Professional Principals Unit (currently Article VII(D) of the 2018-2021 SPPPU Agreement).

ARTICLE II – SICK LEAVE

A. Accumulative Leave

All twelve (12) month Secretaries employed shall be entitled to twelve (12) sick leave days each year as of the first official day of the contract year, whether or not they report for work on that day. Sick leave for Secretaries entering the school district during the contract year will be pro-rated on the basis of one (1) day per month for each full month of employment. Unused sick leave days shall be accumulated from year to year with no maximum limit.

B. Sick Leave Upon Return to District

Provided the employee returns within three (3) years of termination, previously accumulated unused sick leave days, accumulated in the South Plainfield Schools shall be reinstated upon a Secretary's return to the school system. Secretaries returning from a preferred eligibility list will retain all accumulated sick leave. There shall be no time limit imposed upon an employee returning from a preferred eligibility leave.

C. Sick Leave Extended

The Board of Education agrees that in the event a tenured Secretary utilized all his/her accumulated sick leave due to a protracted illness of thirty (30) calendar days, the Board may, at its sole discretion and based upon the merits of each case, elect to pay to him/her the difference, if any, between their contract salary and that of their replacement for the balance of the contract year, or the duration of such illness, whichever is of a lesser duration. It is expressly understood and agreed that any employee in a Clerk/Typist position will sustain a deduction pursuant to the foregoing for no more than the rate of pay of a Clerk/Typist substitute.

D. Termination

Upon termination of employment, Secretaries who have completed ten (10) years of service in South Plainfield shall receive seven dollars (\$7.00) for each unused sick leave day.

E. Benefits Upon Retirement

Upon certification of a bona fide Public Employee Retirement System retirement, the employee shall have the option to receive one of the following:

1. Payment of twenty-five dollars (\$25.00) for each unused sick day from one (1) to forty-nine(49) and fifty dollars (\$50.00) for each unused sick day fifty (50) or over (in the event the employee dies, the benefit will inure to the estate), or
2. Secretaries with twenty-five (25) years of service, who retire at age fifty-five (55), and who have been hired before September 1, 1990 shall have the option of trading in one hundred (100) days of sick leave accumulation for payment (at the rate in existence at the time of retirement) of Dental and Prescription Insurance, to age sixty-five (65) or death, whichever comes first. Any increase after retirement shall be borne by the individual retiree.
3. Those employees who retire during the school year, but prior to December 31, shall be paid their accumulated sick leave on or about January 1. Those who retire between January 1 and June 30 shall receive such payments on or about July 1. Employees must provide notice of retirement by October 1st for retirements effective December 31st, or March 1st for retirements effective June 30th of the contract year to receive payment for accumulated sick leave on the above dates. Notice for other retirement dates must be provided ninety (90) days in advance. Employees who do not provide such notice, and who retire during the school year, but prior to December 31st, shall be paid their accumulated sick leave payment on or about the following July 15th. Employees who fail to provide such notice and retire between January 1st and the end of the contract year will be paid their accumulated sick leave payment on or about the following January 15th.

ARTICLE III – PAID HOLIDAYS

Secretaries shall be entitled to sixteen (16) paid holidays of which thirteen (13) shall coincide with the existing school calendar; plus Independence Day and Labor Day, or any other day school is closed due to a legal holiday or a special event.

The holiday schedules for the years covered by this Agreement are to be determined.

ARTICLE IV – NJEA CONVENTION

Secretaries shall be entitled to two (2) NJEA Convention Days when they shall not be required to report to work. It is the express desire of the Board and the Association that the Secretaries will participate in the activities of the NJEA Convention.

ARTICLE V – VACATIONS

Three-fourths (3/4) of a day per month of employment paid vacation for zero (0) to one (1) year of service as of June 30.

Two (2) weeks paid vacation after one (1) year of service.

Three (3) weeks paid vacation after five (5) years of service.

Four (4) weeks paid vacation after ten (10) years of service.

Twelve-month Secretaries shall receive four (4) additional vacations days to be used only during the winter/spring break. Those days shall be mutually agreed upon by the secretary and his/her building administrator.

Employees must use their vacation days within fourteen (14) months of the date they are accrued, i.e., between July 1 and August 31 of the following year. Employees may not carry vacation days beyond the August 31 date. Unused and/or accrued vacation days shall be paid to the estate of the deceased employee.

ARTICLE VI – VACANCIES AND NEW POSITIONS

- A. All job openings shall be posted on a bulletin board in each school building and in the Administration Building fifteen (15) days before a position is filled. In the event of an emergency situation, no less than five (5) working days' notice may be given.
- B. Employees wishing to be considered for any change in employment will be afforded the opportunity of so stating. This will be done by the use of a letter indicating interest in any specific change of situation for which the employee feels he/she is qualified. Letters shall be on file in the Department of Personnel on or before the due date listed in the posting notice in accordance with Article VI, Paragraph A, to qualify for consideration. Current employees will be given preference in filling such positions provided they are as qualified as any other applicant.

ARTICLE VII – SALARIES

- A. The salaries of all Secretaries covered by this Agreement are set forth in Schedule D which is attached hereto and made a part hereof. The Board shall retain full discretion on placing initial hires on the salary guide.
- B. An employee shall receive a one-time stipend of five hundred dollars (\$500.00) over his/her salary for the completion of:
 - 1. Each course completed at a college or business school that has been approved by the Superintendent of Schools.
 - 2. Each training course offered through the district for the mastery of a new skill, only upon approval of the Board of Education and the Superintendent of Schools.

3. Any new computer program training.

C. Secretaries may take any District Continuing Education courses without charge, providing course tuition is a charge of the Board of Education and not an outside contractor and space is available. These courses are not subject to the “\$500” stipend set forth in Paragraph B above.

D. Perfect Attendance

Effective with the 2011/2012 school year, Secretaries shall be paid three hundred dollars (\$300.00) per year for each year in which sick leave, personal leave, leave without pay, is not used during the school year.

E. A Secretary may participate in professional observation and visitation at Board expense as recommended by the Superintendent of Schools, provided such funds are available in the budget.

F. Should a Secretary be required to perform assigned duties that require computer skills not previously held by that employee, the Secretary shall be provided with the additional training necessary to accomplish said task. Such training shall be provided at Board expense during the regular workday. If such training is provided before or after the regular work day or on a day a Secretary is not required to report to work, the Secretary shall be reimbursed at the per diem rate of pay plus travel expenses.

G. Longevity

Secretaries shall receive the following longevity payments upon completion of the following years of service in the District:

10 years	\$400.00
15 years	\$700.00
20 years	\$1,500.00

The above amounts are cumulative.

SECTION FOUR – AIDES

ARTICLE I – LEAVES OF ABSENCE

A. Accumulative Sick Leave

As of September 1, 1981, all Aides shall be entitled to ten (10) sick leave days each school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit. Sick leave for aides employed after the first school day in September shall be prorated on the basis of one day per month. Those Aides who work less than five days per week shall have their annual sick leave pro-rated.

B. Paid Holidays

All unit members shall receive the following paid holidays:

Thanksgiving Day
Martin Luther King Day
Presidents' Day
NJEA Convention [two (2) days]
Christmas Day
New Year's Day
Memorial Day

C. Benefits Upon Retirement

1. Aides who work twenty (20) or more hours per week, on retirement, who have twenty (20) or more years of service, and who retire at the age of fifty-five (55) or older, shall be paid five dollars (\$5.00) per day for accumulated sick leave days up to one hundred (100), and seven dollars and fifty cents (\$7.50) per day for accumulated days between one hundred and one (101) and two hundred (200).
2. Those employees who retire during the school year, but prior to December 31, shall be paid their accumulated sick leave on or about January 1. Those who retire between January 1 and June 30 shall receive such payments on or about July 1. Employees must provide notice of retirement by October 1st for retirements effective December 31st, or March 1st for retirements effective June 30th of the contract year to receive payment for accumulated sick leave on the above dates. Notice for other retirement dates must be provided ninety (90) days in advance. Employees who do not provide such notice, and who retire during the school year, but prior to December 31st, shall be paid their accumulated sick leave payment on or about the following July 15th. Employees who fail to provide such notice and retire between January 1st and the end of the contract year will be paid their accumulated sick leave payment on or about the following January 15th.

ARTICLE II – SALARIES

A. Salary Schedule

Salaries for Aides and Paraprofessionals shall be as set forth in Schedule E attached hereto. Any aide who works beyond his/her normal hours shall be compensated at the appropriate hourly rate and submitted on time sheets as per prior practice.

B. Guaranteed Wages

1. Paraprofessionals will be required to follow the teachers' calendar and attend faculty meetings and in-service/professional days.
2. On days when employees are called into school to work and the school is closed the employees shall be paid for the full day.
3. Newly hired paraprofessionals will be required to attend one (1) day orientation/in service prior to the start of any contract year, at no additional compensation, and as a condition of employment.

C. Method of Payment

1. Aides shall be paid in twenty (20) semi-monthly payments with the option for direct deposit.
2. When a payday falls on or during a school holiday, vacation or weekend, aides shall receive their paychecks on the last previous working day.
3. Aides may individually elect to have a dollar amount of their monthly salary deducted from their pay. These funds shall be deposited in an individual interest-bearing account in a bank of the employee's choice.
4. Summer Savings: The Board shall implement a summer savings plan through an employee "check off," and these funds shall be deposited in an individual interest-bearing account at one bank for all. The amount elected to be deposited may be ten percent (10%) or a variable portion of net paycheck.
5. Aides shall receive their final checks on the last working day in June, providing they have completed all professional responsibilities.
6. Aides shall receive their pay schedules for the school year with their first paycheck in September.

D. Reduction in Force

In the event of reduction in force, two (2) weeks' notice shall be given to the employee.

- E. All aides who are assigned to more than one school shall be reimbursed for all such travel at the prevailing IRS rate for mileage, unless use of a different rate is mandated by law.

F. Longevity

Aides and Paraprofessionals shall receive the following longevity payments upon completion of the following years of service in the District:

10 years	\$400.00
15 years	\$700.00
20 years	\$1,500.00

The above amounts are cumulative.

G. Seniority and Bumping Rights

1. Seniority and bumping rights shall accrue separately for paraprofessionals and non-instructional aides.
2. The employment status of aides will be based on seniority, with paraprofessionals being considered a separate seniority category. The Superintendent, in consultation with the Association, shall establish seniority lists based on date of hire as an aide.
3. There shall be generated three lists; one for paraprofessionals, one for all other classroom teacher aides, and one for all non-classroom aides.
4. Employees who have been employed by the Board of Education in other job titles will be credited with their years of service only for purposes of salary guide placement. They shall not be granted seniority as an aide, except that currently employed Teacher Aides who may be appointed, as Paraprofessionals will be credited with their years of prior service as an aide for seniority.

H. Notification of Status

On or before May 15 the Board shall give to each Aide continuously employed since the preceding September either:

1. A written offer of a contract for the next succeeding year providing for at least the same terms and conditions of employment but with such increase in salary and benefits as may be required by law or agreement between the Board and the Association.
 2. A written notice that such employment shall not be offered.
- I. Should the Board fail to give an aide either an offer of contract for employment for the succeeding year or a notice that such employment shall not be offered, all within the time and in the manner provided by this Article, the Board shall be deemed to have offered to that aide continued employment for the next succeeding school year.

ARTICLE III – PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. The Board shall reimburse aides for tuition, books, fees and any other expenses required for their continued assignment and as approved by the Superintendent of Schools.
- B. Aides may take any District Continuing Education courses without charge, providing course tuition is a charge of the Board of Education and not an outside contractor, and space is available.
- C. Aides who are assigned to students under 504 or IDEA plans shall receive specific training based upon medical, behavioral, physical, and emotional needs of each student assigned for each assignment. Aides in these programs can request additional training at Board expense, subject to approval by the Superintendent or his/her designee.
- D. Aides who request and receive prior approval by the Superintendent or his/her designee to voluntarily attend an In-Service Program during the summer or time when aides are not scheduled to work shall be paid fifty dollars (\$50) per day for attendance.

SECTION FIVE – MAINTENANCE PERSONNEL

ARTICLE I – WORK WEEK AND PAYROLL

A. Work Week

Payroll Week shall mean seven (7), eight and a half (8.5) hour days from 6:00 a.m. on Monday to 6:00 a.m. on the following Monday. Workweek shall mean five (5), eight and a half (8.5) hour days (6:00 a.m. – 2:30 p.m.) from Monday through Friday. The eight-and-a-half-hour work day includes an unpaid thirty (30) minute lunch. Employees shall be entitled to a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon. Exceptions to the normal work week/workday may be made by the Board to cover emergent situations due to inclement weather such as hurricanes, snow removal and the like.

ARTICLE II – HOURS OF WORK AND OVERTIME

A. Work Hours and Lunch Break

All employees to whom this Agreement applies will be scheduled to work a forty (40) hour week as defined herein. The workday shall consist of eight (8) hours excluding a one-half hour lunch period, except when school is not in session when the lunch period shall be included within the eight (8) hour day. Employees may be permitted to leave the school building during their lunch period with proper notification to their immediate Supervisor.

B. Overtime Pay

Overtime pay shall be one and one-half times base pay. Overtime pay shall apply to hours of authorized work in excess of forty (40) worked hours. Overtime at time and one-half the base pay rate will be paid for authorized time worked on Sundays provided the employee has worked forty (40) hours. Worked hours does not include vacation, sick, personal or compensatory time. Holidays will be paid at time and one-half time plus the holiday pay.

C. Emergency Pay

For an emergency call-in between midnight and 5:00 a.m., a minimum of four (4) hours' overtime is to be paid at the time and one-half rate. If the call-in occurs between 5:00 a.m. and 6:00 a.m., a minimum of one (1) hour overtime is to be paid at time and a half. For an emergency call-in between 6:00 a.m. and midnight, a minimum of four (4) hours overtime is to be paid at time and one-half. This provision does not apply to snow removal.

D. Overtime Authorization

Overtime shall be authorized in the sole discretion of the Board through the Office of Buildings and Grounds.

E. Black Seal License

All maintenance employees are required to possess a Black Seal Fireman's/Boiler Operator's License. All employees without a Black Seal Fireman's/Boiler Operator's License shall have up to 12 months from their date of hire to obtain a Black Seal Fireman's/Boiler Operator's License. Any and all expenses pertaining to acquiring the Black Seal Fireman's/Boiler Operator's License shall be paid for by the Board. Part-time employees are exempt from having the Black Seal Fireman's/Boiler Operator's License. The renewal fees for the Black Seal Fireman's/Boiler Operator's License are the responsibility of the employee.

F. Emergency Snow Removal

1. All employees must report for emergency snow removal. Employees who do not report for emergency snow removal will not be paid for that day, unless they a) utilize an available emergency personal day; b) preapproved personal or vacation day; or c) sick day accompanied by a doctor's note.
2. The Board shall reimburse any employee called in for work during a declared "State of Emergency" who receives a citation or traffic violation for being on the roads during a "State of Emergency" only. Any employee who receives a citation or traffic violation for being on the road during a "State of Emergency" and is sent home by authorities shall suffer no loss of pay for that day and shall be reimbursed for the cost of the summons. No other citations will be applicable to this clause. For purposes of overtime, this day shall count towards worked hours.

G. Flex Scheduling

Daily work hours may be modified on the day following emergency snow removal or emergency call-in.

H. HVAC Assistant Stipend

The maintenance personnel assigned as the HVAC Assistant shall be paid on a six-month basis according to the chart below for each of the periods of July through December and January through June. The HVAC Assistant shall assist the Certified HVAC Technician and/or perform related tasks in the Certified HVAC Technician's absence.

Contract Year	Stipend Amount (each six-month period)
2023-24	\$2,600
2024-25	\$2,698
2025-26	\$2,799
2026-27	\$2,897
2027-28	\$2,995

ARTICLE III – PAID VACATION

A. Allowance

1. Vacation Allowance shall be for time served for each employee as of July 1. Vacation time will be credited on July 1 following the anniversary date. There shall be no accrual during the first 6 months of employment.

Years of Service	Vacation Allowance
At least 6 months to the completion of 1 year	5 Days
1 year plus one day to the completion of 5 years	10 Days
5 years plus one day to the completion of 10 years	15 Days

10 years plus one day to the completion of 20 years	One day per year up to a maximum of 25 days
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B. Limitations

The Board will attempt to reasonably arrange vacations to suit the wishes of the employees with the understanding that employees will be given a choice of vacation period in order of district seniority.

1. All employees planning a summer vacation shall submit their anticipated schedule of vacation days by May 1st to the Supervisor of Buildings and Grounds for approval. Additional summer vacation may be granted after May 1st on a case by case basis. Summer shall be defined to be the months of July and August. The Rescinding of vacation requests shall be submitted to the Supervisor of Buildings and Grounds for notification purposes. Employees shall be required to work the last seven (7) scheduled work days in August and the first seven (7) scheduled work days in September.
2. Employees must use their vacation days within fifteen (15) months of the date they are accrued. Employees may get permission to extend the use of their vacation time up to November 1st at the Superintendents discretion. Requests for said extension must be made by September 1st. unused and/or accrued vacation days shall be paid to the estate of the deceased employee. Any vacation days not taken or carried over as specified herein are forfeited.
3. Vacation requests due to an emergency shall be granted on a case by case basis by the Superintendent of Schools or the Supervisor of Buildings and Grounds.
4. An employee leaving the school system shall be paid for vacation time earned but not used. The amount paid shall be at the regular rate of pay fore ach day of accumulated unused vacation time.
5. In the event of the employee's death, the estate of the deceased member shall be paid for vacation time earned but not used. The amount paid shall be the regular rate of pay for each day of accumulated unused vacation time. An employee terminated within the first 12 months of employment or at any time discharged for cause shall not be paid for accrued vacation time. This language does not apply to RIF's or non-renewal.
6. The employee's paystub shall list their unused vacation, sick and personal days.
7. Employees discharged as a result of being found guilty of felony criminal action shall not be entitled to be paid for accumulated vacation.

ARTICLE IV – HOLIDAYS

- A. The following days shall be paid holidays provided the schools are closed that day:

Independence Day
Labor Day
New Year's Day
Thanksgiving Friday

Christmas Day
New Year's Eve
Thanksgiving Thursday
Memorial Day

- B. In the event that schools are in session on any of the days listed above, an alternate paid day off will be included in the school calendar. The alternate day will be determined by the Association and the Superintendent of Schools prior to finalizing the school calendar and will be on a day that the schools have been scheduled to be closed. The alternate day may be on a Monday or Friday unless there is a scheduling problem. When the schools are open on any of the days listed above, the day will be paid at the double time rate.
- C. If any of the legal holidays fall on a Saturday or Sunday, it shall be celebrated and compensated accordingly on the day preceding or the day following such holiday, providing schools are closed, or on the next suitable day.
- D. Alternate holidays that the Association would like to schedule on Friday or Monday, provided school is closed, will be at the discretion of the Association and Board based on scheduled activity in the schools.

ARTICLE V – SAFETY, EQUIPMENT AND UNIFORMS

A. Safety and Equipment

1. Telephone

The Board shall provide access to a phone at the work site.

2. Emergency/Fire Plans

Annually all emergency and fire prevention plans will be made available to employees for review. Employees will be trained in all pertinent procedures for the location(s) they work.

3. First Aid (Emergency) Kits

Annually, all first aid/emergency kits will be made available to employees for review and stored at their worksites. Employees will be trained in all pertinent procedures for the location(s) they work.

B. Clothing Allowance

1. Maintenance Uniform

Employees are expected to report to work in a clean uniform. All maintenance persons shall be provided five (5) new sets of pants/trousers and long sleeve shirts, annually. In addition, all maintenance persons shall be provided five (5) new short sleeve shirts, five (5) t-shirts, and one (1) new belt, annually. Damaged uniforms shall be replaced by the employer and lost uniforms shall be replaced by the employee.

2. Footwear & Foul Weather Gear

Annually employees shall be reimbursed up to one hundred dollars (\$100.00) for a new pair of steel toe shoes upon presentation of a proper receipt. This provision shall be effective on July 1, 2019. Employees are required to wear steel toe shoes to work each day. Employees shall be provided foul weather gear for rain and snow annually.

3. Badges

Employees shall be required to have in their possession their Board-issued identification badges whenever the employee is on the payroll. A maximum of three (3) badges will be issued per year. Any badges after the third will be purchased by the employee at a reasonable fee.

4. Committee

A committee shall be formed from time to time to discuss the type and/or style of uniforms that are to be worn. The committee shall consist of the Supervisor of Buildings and Grounds, the Association President, and a maintenance person. The committee shall report their findings to the Superintendent, who will then decide on how to proceed.

ARTICLE VI – JOB SECURITY AND SENIORITY

A. Seniority

1. District seniority shall be defined as the length of continuous service with the South Plainfield Board of Education from the date of hire.
2. The Board of Education shall provide the Association each September with a seniority list.
3. In the event that two (2) employees commence their employment on the same date, their respective seniority shall be determined by their date of birth.
4. An employee's seniority shall cease, and employment status shall terminate, for any of the following reasons:
 - a. Resignation or retirement;
 - b. Discharge for just cause;
 - c. Failure of a laid-off employee to report for work either: (1) on the date specified in written notice or recall; or (2) within three (3) working days of receipt of the registered mail notice of recall, unless the employee has a justifiable excuse for his failure to return to work as provided herein. The Board shall give careful consideration to an employee's reasons, which may have caused a delay in his return to work. Written notice of recall to work shall be sent by the Board by certified mail, return receipt requested, to the employee's last known address, as shown on the Board's personnel records. The Association President will be sent a copy of the recall notice;
 - d. Failure to report to work for a period of three (3) consecutive scheduled working days without a reasonable excuse for such absence;
 - e. Layoff for a period exceeding one (1) year; or
 - f. Failure to sign a written employment contract within thirty (30) days of receipt of the contract.

B. Layoff and Bumping Rights

1. In the event of layoffs, an employee may bump another employee with less seniority.
2. Any employee whose position is eliminated or filled by another employee whose position has been eliminated and who refuses a position which he has a right to claim under the above shall lose all seniority rights under Section A of this Article. A full-time employee may refuse to claim a part-time position and shall maintain seniority rights under this Article.

C. Recall

Employees who have been reduced in rank or compensation because their job title has been eliminated as a position by the Board of Education shall be placed in any position with similar job functions and responsibilities or shall be placed back in their prior position if the prior position is reestablished by the Board up to but not to exceed six (6) months.

ARTICLE VII – SICK LEAVE

All maintenance employees shall be entitled to ten (10) sick leave days each year as of the first official day of the contract year, whether or not they report for work on that day. Sick leave for maintenance employees entering the school district during the contract year will be pro-rated on the basis of one (1) day per month for each full month of employment. Unused sick leave days shall be accumulated from year to year with no maximum limit.

ARTICLE VIII – BENEFITS UPON RETIREMENT

Upon certification of a bona fide Public Employee Retirement System retirement, the employee shall have the option to receive one of the following:

1. Payment of twenty-five dollars (\$25.00) for each unused sick day from one (1) to forty-nine (49) and fifty dollars (\$50.00) for each unused sick day fifty (50) or over (in the event the employee dies, the benefit will inure to the estate), or
2. Maintenance employees with twenty-five (25) years of service, who retire at age fifty-five (55), and who have been hired before September 1, 1990 shall have the option of trading in one hundred (100) days of sick leave accumulation for payment (at the rate in existence at the time of retirement) of Dental and Prescription Insurance, to age sixty-five (65) or death, whichever comes first. Any increase after retirement shall be borne by the individual retiree.
3. Those employees who retire during the school year, but prior to December 31, shall be paid their accumulated sick leave on or about January 1. Those who retire between January 1 and June 30 shall receive such payments on or about July 1. Employees must provide notice of retirement by October 1st for retirements effective December 31st, or March 1st for retirements effective June 30th of the contract year to receive payment for accumulated sick leave on the above dates. Notice for other retirement dates must be provided ninety (90) days in advance. Employees who do not provide such notice, and who retire during the school year, but prior to December 31st, shall be paid their accumulated sick leave payment on or about the following July 15th. Employees who fail to provide such notice and retire between January 1st and the end of the contract year will be paid their accumulated sick leave payment on or about the following January 15th.

ARTICLE IX – COMPENSATION

A. Minimum/Maximum Starting Salaries

The minimum and maximum starting salaries shall be as set forth in Schedule D. These salaries shall be adjusted by the overall percentage increase given each year to members of this bargaining unit.

B. Maintenance Lead

Maintenance Lead shall receive an annual amount according to the chart below built into their pensionable salary.

Contract Year	Stipend Amount
2023-24	\$3,640
2024-25	\$3,777
2025-26	\$3,918
2026-27	\$4,055
2027-28	\$4,193

C. Longevity

Maintenance Personnel shall receive the following longevity payments upon completion of the following years of service in the District:

10 years	\$400.00
15 years	\$700.00
20 years	\$1,500.00

The above amounts are cumulative.

SECTION SIX – DURATION OF AGREEMENT

Duration Period

This Agreement shall be effective as of July 1, 2023, and shall continue in effect until June 30, 2028, subject to the Association's right to negotiate over a successor Agreement. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated. The parties of the Agreement shall mutually agree upon any extension in writing, and, unless such extensions are agreed upon, this contract shall expire on the date indicated herein.

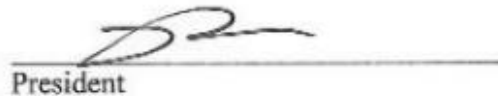
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective Secretaries, and their corporate seals to be placed hereon.

SOUTH PLAINFIELD EDUCATION
ASSOCIATION

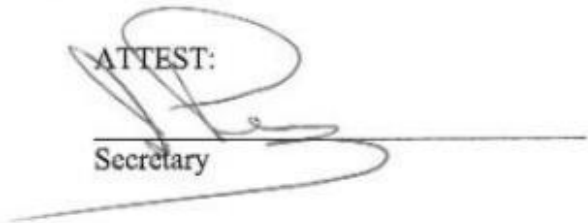
SOUTH PLAINFIELD BOARD OF EDUCATION



President



President

ATTEST:


Secretary



Secretary

SECTION SEVEN – SALARY GUIDES

SCHEDULE A

Teacher Salary Guides 2023-2024

Step	BA	BA+15	MA	MA+15	MA+30	MA+45
1	58,760	59,960	61,560	62,660	63,760	65,260
2	59,510	60,710	62,310	63,410	64,510	66,010
3-4	60,260	61,460	63,060	64,160	65,260	66,760
5	62,260	63,460	65,060	66,160	67,260	68,760
6	64,260	65,460	67,060	68,160	69,260	70,760
7	66,260	67,460	69,060	70,160	71,260	72,760
8	68,260	69,460	71,060	72,160	73,260	74,760
9	70,260	71,460	73,060	74,160	75,260	76,760
10	72,260	73,460	75,060	76,160	77,260	78,760
11	74,460	75,660	77,260	78,360	79,460	80,960
12	77,060	78,260	79,860	80,960	82,060	83,560
13	80,060	81,260	82,860	83,960	85,060	86,560
14	83,060	84,260	85,860	86,960	88,060	89,560
15	86,160	87,360	88,960	90,060	91,160	92,660
16	89,460	90,660	92,260	93,360	94,460	95,960
17	93,660	94,860	96,460	97,560	98,660	100,160
18	98,760	99,960	101,560	102,660	103,760	105,260

SECTION SIX – SALARY GUIDES

SCHEDULE A (cont'd)

Teacher Salary Guides 2024-2025

Step	BA	BA+15	MA	MA+15	MA+30	MA+45
1-2	60,660	61,960	63,560	64,660	65,760	67,260
3	61,410	62,710	64,310	65,410	66,510	68,010
4-5	63,410	64,710	66,310	67,410	68,510	70,010
6	65,410	66,710	68,310	69,410	70,510	72,010
7	67,410	68,710	70,310	71,410	72,510	74,010
8	69,410	70,710	72,310	73,410	74,510	76,010
9	71,410	72,710	74,310	75,410	76,510	78,010
10	73,410	74,710	76,310	77,410	78,510	80,010
11	75,610	76,910	78,510	79,610	80,710	82,210
12	78,210	79,510	81,110	82,210	83,310	84,810
13	81,210	82,510	84,110	85,210	86,310	87,810
14	84,210	85,510	87,110	88,210	89,310	90,810
15	87,360	88,660	90,260	91,360	92,460	93,960
16	90,660	91,960	93,560	94,660	95,760	97,260
17	94,860	96,160	97,760	98,860	99,960	101,460
18	99,860	101,160	102,760	103,860	104,960	106,460

SECTION SIX – SALARY GUIDES

SCHEDULE A (cont'd)

Teacher Salary Guides 2025-2026

Step	BA	BA+15	MA	MA+15	MA+30	MA+45
1	62,660	64,060	65,660	66,760	67,860	69,360
2-3	63,410	64,810	66,410	67,510	68,610	70,110
4	64,410	65,810	67,410	68,510	69,610	71,110
5-6	66,410	67,810	69,410	70,510	71,610	73,110
7	68,510	69,910	71,510	72,610	73,710	75,210
8	70,510	71,910	73,510	74,610	75,710	77,210
9	72,510	73,910	75,510	76,610	77,710	79,210
10	74,510	75,910	77,510	78,610	79,710	81,210
11	76,710	78,110	79,710	80,810	81,910	83,410
12	79,310	80,710	82,310	83,410	84,510	86,010
13	82,310	83,710	85,310	86,410	87,510	89,010
14	85,310	86,710	88,310	89,410	90,510	92,010
15	88,460	89,860	91,460	92,560	93,660	95,160
16	91,760	93,160	94,760	95,860	96,960	98,460
17	95,960	97,360	98,960	100,060	101,160	102,660
18	100,860	102,260	103,860	104,960	106,060	107,560

SCHEDULE A (cont'd)

Teacher Salary Guides
2026-2027

Step	BA	BA+15	MA	MA+15	MA+30	MA+45
1	64,635	66,135	67,735	68,835	69,935	71,435
2	65,385	66,885	68,485	69,585	70,685	72,185
3-4	66,385	67,885	69,485	70,585	71,685	73,185
5	67,385	68,885	70,485	71,585	72,685	74,185
6-7	69,435	70,935	72,535	73,635	74,735	76,235
8	71,535	73,035	74,635	75,735	76,835	78,335
9	73,535	75,035	76,635	77,735	78,835	80,335
10	75,535	77,035	78,635	79,735	80,835	82,335
11	77,735	79,235	80,835	81,935	83,035	84,535
12	80,335	81,835	83,435	84,535	85,635	87,135
13	83,335	84,835	86,435	87,535	88,635	90,135
14	86,335	87,835	89,435	90,535	91,635	93,135
15	89,485	90,985	92,585	93,685	94,785	96,285
16	92,785	94,285	95,885	96,985	98,085	99,585
17	96,985	98,485	100,085	101,185	102,285	103,785
18	101,860	103,360	104,960	106,060	107,160	108,660

SCHEDULE A (cont'd)

Teacher Salary Guides
2027-2028

Step	BA	BA+15	MA	MA+15	MA+30	MA+45
1-2	67,510	69,110	70,710	71,810	72,910	74,410
3	68,510	70,110	71,710	72,810	73,910	75,410
4-5	69,510	71,110	72,710	73,810	74,910	76,410
6	70,510	72,110	73,710	74,810	75,910	77,410
7-8	72,510	74,110	75,710	76,810	77,910	79,410
9	74,510	76,110	77,710	78,810	79,910	81,410
10	76,610	78,210	79,810	80,910	82,010	83,510
11	78,810	80,410	82,010	83,110	84,210	85,710
12	81,410	83,010	84,610	85,710	86,810	88,310
13	84,410	86,010	87,610	88,710	89,810	91,310
14	87,460	89,060	90,660	91,760	92,860	94,360
15	90,660	92,260	93,860	94,960	96,060	97,560
16	93,960	95,560	97,160	98,260	99,360	100,860
17	98,160	99,760	101,360	102,460	103,560	105,060
18	102,960	104,560	106,160	107,260	108,360	109,860

SCHEDULE A (cont'd)

Teacher Movement Guide – 2023-2028

Salary Guide		2023-24		2024-25		2025-26		2026-27		2027-28
Base Step		Year 1		Year 2		Year 3		Year 4		Year 5
								1	→	1-2
						1	→	2	→	3
		1	→	1-2	→	2-3	→	3-4	→	4-5
1	→	2	→	3	→	4	→	5	→	6
2-3	→	3-4	→	4-5	→	5-6	→	6-7	→	7-8
4	→	5	→	6	→	7	→	8	→	9
5	→	6	→	7	→	8	→	9	→	10
6	→	7	→	8	→	9	→	10	→	11
7	→	8	→	9	→	10	→	11	→	12
8	→	9	→	10	→	11	→	12	→	13
9	→	10	→	11	→	12	→	13	→	14
10	→	11	→	12	→	13	→	14	→	15
11	→	12	→	13	→	14	→	15	→	16
12	→	13	→	14	→	15	→	16	→	17
13	→	14	→	15	→	16	→	17	→	18
14	→	15	→	16	→	17	→	18	→	18
15	→	16	→	17	→	18	→	18	→	18
16	→	17	→	18	→	18	→	18	→	18
17	→	18	→	18	→	18	→	18	→	18
18	→	18	→	18	→	18	→	18	→	18
OG	→	OG	→	OG	→	OG	→	OG	→	OG

SCHEDULE A (cont'd)
Registered Nurses/Licensed Practical Nurses Salary Guides
2023-2024

Salary Guide		
Step	RN	LPN
1	54,495	49,495
2	55,495	50,495
3	56,495	51,495
4	57,495	52,495
5	58,495	53,495
6	59,795	54,795
7	61,295	56,295
8	62,795	57,795
9	64,295	59,295
10	65,795	60,795
11	67,295	62,295
12	68,795	63,795
13	70,295	65,295
14	72,295	67,295
15	74,295	69,295

SCHEDULE A (cont'd)
Registered Nurses/Licensed Practical Nurses Salary Guides
2024-2025

Salary Guide		
Step	RN	LPN
1	56,980	51,980
2	57,980	52,980
3	58,980	53,980
4	59,980	54,980
5	61,280	56,280
6	62,580	57,580
7	64,080	59,080
8	65,580	60,580
9	67,080	62,080
10	68,580	63,580
11	70,080	65,080
12	71,580	66,580
13	73,080	68,080
14	75,080	70,080
15	77,080	72,080

SCHEDULE A (cont'd)
Registered Nurses/Licensed Practical Nurses Salary Guides
2025-2026

Salary Guide		
Step	RN	LPN
1	60,370	55,370
2	61,370	56,370
3	62,370	57,370
4	63,370	58,370
5	64,670	59,670
6	65,970	60,970
7	67,470	62,470
8	68,970	63,970
9	70,470	65,470
10	71,970	66,970
11	73,470	68,470
12	74,970	69,970
13	76,470	71,470
14	77,970	72,970
15	79,970	74,970

SCHEDULE A (cont'd)
Registered Nurses/Licensed Practical Nurses Salary Guides
2026-2027

Salary Guide		
Step	RN	LPN
1	63,270	58,270
2	64,270	59,270
3	65,270	60,270
4	66,270	61,270
5	67,770	62,770
6	69,270	64,270
7	70,770	65,770
8	72,270	67,270
9	73,770	68,770
10	75,270	70,270
11	76,770	71,770
12	78,270	73,270
13	79,770	74,770
14	81,270	76,270
15	82,770	77,770

SCHEDULE A (cont'd)
Registered Nurses/Licensed Practical Nurses Salary Guides
2027-2028

Salary Guide		
Step	RN	LPN
1	66,085	61,085
2	67,085	62,085
3	68,085	63,085
4	69,085	64,085
5	70,585	65,585
6	72,085	67,085
7	73,585	68,585
8	75,085	70,085
9	76,585	71,585
10	78,085	73,085
11	79,585	74,585
12	81,085	76,085
13	82,585	77,585
14	84,085	79,085
15	85,585	80,585

SCHEDULE B
Coaches Salary Guide – 2023-2024

<u>HEAD COACHES</u>	Type	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
High School								
Football	A	7,258	8,135	9,013	9,355	9,710	10,080	10,462
Basketball	B	6,108	7,122	8,135	8,445	8,765	9,098	9,444
Wrestling	B	6,108	7,122	8,135	8,445	8,765	9,098	9,444
Baseball	C	5,807	6,683	7,560	7,847	8,145	8,454	8,777
Field Hockey	C	5,807	6,683	7,560	7,847	8,145	8,454	8,777
Gymnastics	C	5,807	6,683	7,560	7,847	8,145	8,454	8,777
Lacrosse	C	5,807	6,683	7,560	7,847	8,145	8,454	8,777
Soccer	C	5,807	6,683	7,560	7,847	8,145	8,454	8,777
Softball	C	5,807	6,683	7,560	7,847	8,145	8,454	8,777
Track, Spring	C	5,807	6,683	7,560	7,847	8,145	8,454	8,777
Volleyball	C	5,807	6,683	7,560	7,847	8,145	8,454	8,777
Bowling *Plus \$500 stipend for two Varsity Teams	D	5,534	6,396	6,834	7,095	7,362	7,643	7,934
Cheerleading	D	5,534	6,396	6,834	7,095	7,362	7,643	7,934
Cross Country	D	5,534	6,396	6,834	7,095	7,362	7,643	7,934
Golf	D	5,534	6,396	6,834	7,095	7,362	7,643	7,934
Swimming	D	5,534	6,396	6,834	7,095	7,362	7,643	7,934
Tennis	D	5,534	6,396	6,834	7,095	7,362	7,643	7,934
Track, Winter	D	5,534	6,396	6,834	7,095	7,362	7,643	7,934
Equipment Manager	E	5,807	6,260	6,683	6,938	7,201	7,476	7,759
Faculty Manager	E	5,807	6,260	6,683	6,938	7,201	7,476	7,759
Weight Training – 3 Sessions		4,215						
Middle School								
Basketball		4,493	4,944	5,382	5,587	5,799	6,020	6,247
Football		4,493	4,944	5,382	5,587	5,799	6,020	6,247
Soccer		4,493	4,944	5,382	5,587	5,799	6,020	6,247
Wrestling		4,493	4,944	5,382	5,587	5,799	5,683	6,247
Baseball		4,218	4,656	5,081	5,274	5,474	5,683	5,899
Cheerleading		4,218	4,656	5,081	5,274	5,474	5,683	5,899
Cross Country		4,218	4,656	5,081	5,274	5,474	5,683	5,899
Field Hockey		4,218	4,656	5,081	5,274	5,474	5,683	5,899
Softball		4,218	4,656	5,081	5,274	5,474	5,683	5,899
Track		4,218	4,656	5,081	5,274	5,474	5,683	5,899
Faculty Manager		5,807	6,260	6,683	6,938	7,201	7,476	7,759
Grant School								

Basketball		3,239	3,691	4,129	4,287	4,448	4,619	4,793
<u>ASSISTANT COACHES</u>	Type	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
High School								
Football – 1st Assistant	A	5,382	6,260	7,122	7,393	7,674	7,965	8,268
Football	A	4,944	5,670	6,396	6,638	6,892	7,153	7,425
Basketball	B	4,808	5,534	6,260	6,497	6,744	7,000	7,265
Wrestling	B	4,808	5,534	6,260	6,497	6,744	7,000	7,265
Baseball	C	4,493	5,218	5,957	6,184	6,420	6,663	6,916
Field Hockey	C	4,493	5,218	5,957	6,184	6,420	6,663	6,916
Gymnastics	C	4,493	5,218	5,957	6,184	6,420	6,663	6,916
Lacrosse	C	4,493	5,218	5,957	6,184	6,420	6,663	6,916
Soccer	C	4,493	5,218	5,957	6,184	6,420	6,663	6,916
Softball	C	4,493	5,218	5,957	6,184	6,420	6,663	6,916
Track, Spring	C	4,493	5,218	5,957	6,184	6,420	6,663	6,916
Volleyball	C	4,493	5,218	5,957	6,184	6,420	6,663	6,916
Cheerleading	D	4,356	4,808	5,218	5,416	5,622	5,836	6,057
Track, Winter	D	4,356	4,808	5,218	5,416	5,622	5,836	6,057
Middle School								
Basketball		3,492	3,630	3,767	3,910	4,058	4,213	4,371
Football		3,492	3,630	3,767	3,910	4,058	4,213	4,371
Track		3,492	3,630	3,767	3,910	4,058	4,213	4,371
Wrestling		3,492	3,630	3,767	3,910	4,058	4,213	4,371

SCHEDULE C
Extra-Curricular Salary Guide – 2023-2024

Activity	Step 1	Step 2	Step 3	Step 4	Step 5
High School					
Activity Fund Treasurer	4,081	4,235	4,399	4,565	4,737
Advanced Placement Coordinator	2,040	2,120	2,198	2,281	2,369
Band Assistant	3,766	3,909	4,059	4,212	4,373
Band Director	7,835	8,150	8,408	8,677	8,953
Chorus	3,355	3,483	3,617	3,753	3,896
Drama Coach	2,903	3,014	3,128	3,247	3,370
Jerseyan Advisor	3,191	3,313	3,438	3,569	3,706
School Newspaper	3,041	3,155	3,276	3,400	3,531
Sound and Lighting Technician	2,903	3,014	3,128	3,247	3,370
Student Council	3,491	3,625	3,763	3,906	4,054
Yearbook Advisor	3,491	3,625	3,763	3,906	4,054
Yearbook Treasurer	2,630	2,729	2,834	2,940	3,052
Stage Crew Advisor	1,670				

Academic Team Advisor	2,630				
Advanced Placement	2,047				
Color Guard Advisor	3,371				
Company Front Choreographer	1,003				
Debate Team Advisor	1,606				
French Honor Society	1,044				
Freshman Class Advisor	2,002				
Heroes and Cool Kids	2,600				
Italian Honor Society	1,044				
DECA Advisor	1,044				
Junior Class Advisor	2,002				
Literary Magazine	1,686				
Math Team Advisor	1,606				
Model UN	1,044				
Musical Accompanist	342				
Musical Choreographer	1,003				
Musical Orchestra Director	1,367				
Musical Vocal Director	1,686				
National Honor Society	1,944				
Peer Leadership	2,600				
Robotics	4,160				
Senior Class Advisor	2,369				
Sophomore Class Advisor	2,002				
Spanish Honor Society	1,044				
Winter Guard Choreographer (3)	2,369				
Middle School					
Activity Fund Treasurer	4,081	4,235	4,399	4,565	4,737
Drama Coach	2,465	2,557	2,656	2,757	2,862
Graduation	1,724	1,792	1,858	1,931	2,002
School Newspaper	2,465	2,557	2,656	2,757	2,862
Student Council	2,465	2,557	2,656	2,757	2,862
7th Grade Advisor	1,686				
8th Grade Advisor	1,686				
Assistant Drama Coach	524				
Chess Club	523				
Choir Accompanist	1,160				
Chorus	1,526				
Literary Magazine	1,526				
Sound and Lighting Technician	1,686				
Yearbook Advisor	1,526				
National Honor Society	1,044				
STEM Advisor	1,526				
Odyssey of the Mind Advisor	1,044				

Science Club Advisor	1,526				
Grant School					
Student Council	1,835	1,905	1,976	2,052	2,131
Chess Club	523				
Drama Club (total of 2 positions)	1,044				
Literary Magazine	1,044				
School Newspaper	1,044				
Elementary Schools					
Safety Patrol	2,040	2,120	2,198	2,281	2,369
Student Council	1,835	1,905	1,976	2,052	2,131
Chess Club	523				
Drama Club	1,044				
Literary Magazine	1,044				
School Newspaper	1,044				
Special Services					
Special Olympics	3,286	3,412	3,541	3,676	3,817
<i>NOTE</i>					
New Club Advisors – Full Year	1044				
New Club Advisor – Half Year	523				

SCHEDULE B
Coaches Salary Guide – 2024-2025

HEAD COACHES	Type	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
High School								
Football	A	7,530	8,440	9,351	9,706	10,075	10,458	10,855
Basketball	B	6,337	7,389	8,440	8,761	9,094	9,439	9,798
Wrestling	B	6,337	7,389	8,440	8,761	9,094	9,439	9,798
Baseball	C	6,025	6,934	7,843	8,141	8,451	8,771	9,106
Field Hockey	C	6,025	6,934	7,843	8,141	8,451	8,771	9,106
Gymnastics	C	6,025	6,934	7,843	8,141	8,451	8,771	9,106
Lacrosse	C	6,025	6,934	7,843	8,141	8,451	8,771	9,106
Soccer	C	6,025	6,934	7,843	8,141	8,451	8,771	9,106
Softball	C	6,025	6,934	7,843	8,141	8,451	8,771	9,106
Track, Spring	C	6,025	6,934	7,843	8,141	8,451	8,771	9,106
Volleyball	C	6,025	6,934	7,843	8,141	8,451	8,771	9,106
Bowling *Plus \$500 stipend for two Varsity Teams	D	5,741	6,636	7,090	7,361	7,638	7,930	8,232
Cheerleading	D	5,741	6,636	7,090	7,361	7,638	7,930	8,232
Cross Country	D	5,741	6,636	7,090	7,361	7,638	7,930	8,232
Golf	D	5,741	6,636	7,090	7,361	7,638	7,930	8,232
Swimming	D	5,741	6,636	7,090	7,361	7,638	7,930	8,232
Tennis	D	5,741	6,636	7,090	7,361	7,638	7,930	8,232
Track, Winter	D	5,741	6,636	7,090	7,361	7,638	7,930	8,232
Equipment Manager	E	6,025	6,495	6,934	7,198	7,471	7,756	8,050
Faculty Manager	E	6,025	6,495	6,934	7,198	7,471	7,756	8,050
Weight Training – 3 Sessions		4,373						
Middle School								
Basketball		4,661	5,130	5,584	5,796	6,017	6,245	6,482
Football		4,661	5,130	5,584	5,796	6,017	6,245	6,482
Soccer		4,661	5,130	5,584	5,796	6,017	6,245	6,482
Wrestling		4,661	5,130	5,584	5,796	6,017	5,896	6,482
Baseball		4,376	4,831	5,272	5,472	5,679	5,896	6,120
Cheerleading		4,376	4,831	5,272	5,472	5,679	5,896	6,120
Cross Country		4,376	4,831	5,272	5,472	5,679	5,896	6,120
Field Hockey		4,376	4,831	5,272	5,472	5,679	5,896	6,120
Softball		4,376	4,831	5,272	5,472	5,679	5,896	6,120
Track		4,376	4,831	5,272	5,472	5,679	5,896	6,120
Faculty Manager		6,025	6,495	6,934	7,198	7,471	7,476	8,050
Grant School								

Basketball		3,360	3,829	4,284	4,448	4,615	4,792	4,973
<u>ASSISTANT COACHES</u>	Type	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
High School								
Football – 1st Assistant	A	5,584	6,495	7,389	7,671	7,962	8,264	8,578
Football	A	5,130	5,883	6,636	6,887	7,151	7,421	7,703
Basketball	B	4,988	5,741	6,495	6,741	6,997	7,263	7,538
Wrestling	B	4,988	5,741	6,495	6,741	6,997	7,263	7,538
Baseball	C	4,661	5,413	6,181	6,416	6,661	6,913	7,175
Field Hockey	C	4,661	5,413	6,181	6,416	6,661	6,913	7,175
Gymnastics	C	4,661	5,413	6,181	6,416	6,661	6,913	7,175
Lacrosse	C	4,661	5,413	6,181	6,416	6,661	6,913	7,175
Soccer	C	4,661	5,413	6,181	6,416	6,661	6,913	7,175
Softball	C	4,661	5,413	6,181	6,416	6,661	6,913	7,175
Track, Spring	C	4,661	5,413	6,181	6,416	6,661	6,913	7,175
Volleyball	C	4,661	5,413	6,181	6,416	6,661	6,913	7,175
Cheerleading	D	4,519	4,988	5,413	5,619	5,833	6,055	6,284
Track, Winter	D	4,519	4,988	5,413	5,619	5,833	6,055	6,284
Middle School								
Basketball		3,623	3,766	3,908	4,057	4,210	4,371	4,535
Football		3,623	3,766	3,908	4,057	4,210	4,371	4,535
Track		3,623	3,766	3,908	4,057	4,210	4,371	4,535
Wrestling		3,623	3,766	3,908	4,057	4,210	4,371	4,535

SCHEDULE C
Extra-Curricular Salary Guide – 2024-2025

Activity	Step 1	Step 2	Step 3	Step 4	Step 5
High School					
Activity Fund Treasurer	4,234	4,394	4,564	4,736	4,915
Advanced Placement Coordinator	2,117	2,199	2,280	2,366	2,458
Band Assistant	3,907	4,056	4,211	4,370	4,537
Band Director	8,129	8,456	8,724	9,002	9,289
Chorus	3,481	3,614	3,753	3,894	4,042
Drama Coach	3,011	3,127	3,246	3,369	3,496
Jerseyan Advisor	3,310	3,438	3,567	3,703	3,844
School Newspaper	3,155	3,274	3,399	3,527	3,663
Sound and Lighting Technician	3,011	3,127	3,246	3,369	3,496
Student Council	3,622	3,761	3,904	4,053	4,206
Yearbook Advisor	3,622	3,761	3,904	4,053	4,206
Yearbook Treasurer	2,729	2,831	2,940	3,050	3,167
Stage Crew Advisor	1,733				

Academic Team Advisor	2,729				
Advanced Placement	2,123				
Color Guard Advisor	3,497				
Company Front Choreographer	1,040				
Debate Team Advisor	1,666				
French Honor Society	1,083				
Freshman Class Advisor	2,077				
Heroes and Cool Kids	2,698				
Italian Honor Society	1,083				
DECA Advisor	1,083				
Junior Class Advisor	2,077				
Literary Magazine	1,749				
Math Team Advisor	1,666				
Model UN	1,083				
Musical Accompanist	355				
Musical Choreographer	1,040				
Musical Orchestra Director	1,418				
Musical Vocal Director	1,749				
National Honor Society	2,017				
Peer Leadership	2,698				
Robotics	4,316				
Senior Class Advisor	2,458				
Sophomore Class Advisor	2,077				
Spanish Honor Society	1,083				
Winter Guard Choreographer (3)	2,458				
Middle School					
Activity Fund Treasurer	4,234	4,394	4,564	4,736	4,915
Drama Coach	2,557	2,653	2,756	2,860	2,969
Graduation	1,789	1,859	1,928	2,004	2,077
School Newspaper	2,557	2,653	2,756	2,860	2,969
Student Council	2,557	2,653	2,756	2,860	2,969
7th Grade Advisor	1,749				
8th Grade Advisor	1,749				
Assistant Drama Coach	544				
Chess Club	543				
Choir Accompanist	1,203				
Chorus	1,583				
Literary Magazine	1,583				
Sound and Lighting Technician	1,749				
Yearbook Advisor	1,583				
National Honor Society	1,083				
STEM Advisor	1,583				
Odyssey of the Mind Advisor	1,083				

Science Club Advisor	1,583				
Grant School					
Student Council	1,903	1,977	2,050	2,129	2,211
Chess Club	543				
Drama Club (total of 2 positions)	1,083				
Literary Magazine	1,083				
School Newspaper	1,083				
Elementary Schools					
Safety Patrol	2,117	2,199	2,280	2,366	2,458
Student Council	1,903	1,977	2,050	2,129	2,211
Chess Club	543				
Drama Club	1,083				
Literary Magazine	1,083				
School Newspaper	1,083				
Special Services					
Special Olympics	3,410	3,540	3,674	3,814	3,960
<i>NOTE</i>					
New Club Advisors – Full Year	1,083				
New Club Advisor – Half Year	543				

SCHEDULE B
Coaches Salary Guide – 2025-2026

HEAD COACHES	Type	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
High School								
Football	A	7,813	8,756	9,701	10,070	10,452	10,850	11,262
Basketball	B	6,575	7,666	8,756	9,090	9,435	9,793	10,166
Wrestling	B	6,575	7,666	8,756	9,090	9,435	9,793	10,166
Baseball	C	6,251	7,194	8,137	8,446	8,768	9,100	9,447
Field Hockey	C	6,251	7,194	8,137	8,446	8,768	9,100	9,447
Gymnastics	C	6,251	7,194	8,137	8,446	8,768	9,100	9,447
Lacrosse	C	6,251	7,194	8,137	8,446	8,768	9,100	9,447
Soccer	C	6,251	7,194	8,137	8,446	8,768	9,100	9,447
Softball	C	6,251	7,194	8,137	8,446	8,768	9,100	9,447
Track, Spring	C	6,251	7,194	8,137	8,446	8,768	9,100	9,447
Volleyball	C	6,251	7,194	8,137	8,446	8,768	9,100	9,447
Bowling *Plus \$500 stipend for two Varsity Teams	D	5,957	6,885	7,356	7,637	7,925	8,227	8,540
Cheerleading	D	5,957	6,885	7,356	7,637	7,925	8,227	8,540
Cross Country	D	5,957	6,885	7,356	7,637	7,925	8,227	8,540
Golf	D	5,957	6,885	7,356	7,637	7,925	8,227	8,540
Swimming	D	5,957	6,885	7,356	7,637	7,925	8,227	8,540
Tennis	D	5,957	6,885	7,356	7,637	7,925	8,227	8,540
Track, Winter	D	5,957	6,885	7,356	7,637	7,925	8,227	8,540
Equipment Manager	E	6,251	6,738	7,194	7,468	7,751	8,047	8,352
Faculty Manager	E	6,251	6,738	7,194	7,468	7,751	8,047	8,352
Weight Training – 3 Sessions		4,537						
Middle School								
Basketball		4,836	5,322	5,793	6,014	6,242	6,479	6,725
Football		4,836	5,322	5,793	6,014	6,242	6,479	6,725
Soccer		4,836	5,322	5,793	6,014	6,242	6,479	6,725
Wrestling		4,836	5,322	5,793	6,014	6,242	6,117	6,725
Baseball		4,541	5,012	5,470	5,677	5,892	6,117	6,350
Cheerleading		4,541	5,012	5,470	5,677	5,892	6,117	6,350
Cross Country		4,541	5,012	5,470	5,677	5,892	6,117	6,350
Field Hockey		4,541	5,012	5,470	5,677	5,892	6,117	6,350
Softball		4,541	5,012	5,470	5,677	5,892	6,117	6,350
Track		4,541	5,012	5,470	5,677	5,892	6,117	6,349
Faculty Manager		6,251	6,738	7,194	7,468	7,751	8,047	8,352
Grant School								

Basketball		3,486	3,973	4,444	4,614	4,788	4,972	5,160
<u>ASSISTANT COACHES</u>	Type	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
High School								
Football – 1st Assistant	A	5,793	6,738	7,666	7,958	8,261	8,574	8,900
Football	A	5,322	6,103	6,885	7,146	7,419	7,700	7,992
Basketball	B	5,175	5,957	6,738	6,993	7,260	7,535	7,821
Wrestling	B	5,175	5,957	6,738	6,993	7,260	7,535	7,821
Baseball	C	4,836	5,616	6,412	6,656	6,910	7,172	7,444
Field Hockey	C	4,836	5,616	6,412	6,656	6,910	7,172	7,444
Gymnastics	C	4,836	5,616	6,412	6,656	6,910	7,172	7,444
Lacrosse	C	4,836	5,616	6,412	6,656	6,910	7,172	7,444
Soccer	C	4,836	5,616	6,412	6,656	6,910	7,172	7,444
Softball	C	4,836	5,616	6,412	6,656	6,910	7,172	7,444
Track, Spring	C	4,836	5,616	6,412	6,656	6,910	7,172	7,444
Volleyball	C	4,836	5,616	6,412	6,656	6,910	7,172	7,444
Cheerleading	D	4,688	5,175	5,616	5,830	6,052	6,282	6,520
Track, Winter	D	4,688	5,175	5,616	5,830	6,052	6,282	6,520
Middle School								
Basketball		3,759	3,907	4,055	4,209	4,368	4,535	4,705
Football		3,759	3,907	4,055	4,209	4,368	4,535	4,705
Track		3,759	3,907	4,055	4,209	4,368	4,535	4,705
Wrestling		3,759	3,907	4,055	4,209	4,368	4,535	4,705

SCHEDULE C
Extra-Curricular Salary Guide – 2025-2026

Activity	Step 1	Step 2	Step 3	Step 4	Step 5
High School					
Activity Fund Treasurer	4,393	4,558	4,735	4,913	5,099
Advanced Placement Coordinator	2,196	2,281	2,365	2,455	2,550
Band Assistant	4,054	4,208	4,369	4,534	4,707
Band Director	8,434	8,773	9,051	9,340	9,637
Chorus	3,611	3,749	3,893	4,040	4,194
Drama Coach	3,124	3,244	3,367	3,495	3,627
Jerseyan Advisor	3,435	3,567	3,701	3,842	3,989
School Newspaper	3,273	3,396	3,526	3,660	3,801
Sound and Lighting Technician	3,124	3,244	3,367	3,495	3,627
Student Council	3,758	3,902	4,050	4,205	4,364
Yearbook Advisor	3,758	3,902	4,050	4,205	4,364
Yearbook Treasurer	2,831	2,937	3,051	3,165	3,286
Stage Crew Advisor	1,798				

Academic Team Advisor	2,831				
Advanced Placement	2,203				
Color Guard Advisor	3,628				
Company Front Choreographer	1,079				
Debate Team Advisor	1,728				
French Honor Society	1,124				
Freshman Class Advisor	2,155				
Heroes and Cool Kids	2,799				
Italian Honor Society	1,124				
DECA Advisor	1,124				
Junior Class Advisor	2,155				
Literary Magazine	1,815				
Math Team Advisor	1,728				
Model UN	1,124				
Musical Accompanist	368				
Musical Choreographer	1,079				
Musical Orchestra Director	1,471				
Musical Vocal Director	1,815				
National Honor Society	2,092				
Peer Leadership	2,799				
Robotics	4,478				
Senior Class Advisor	2,550				
Sophomore Class Advisor	2,155				
Spanish Honor Society	1,124				
Winter Guard Choreographer (3)	2,550				
Middle School					
Activity Fund Treasurer	4,393	4,558	4,735	4,913	5,099
Drama Coach	2,653	2,753	2,859	2,968	3,081
Graduation	1,856	1,929	2,000	2,079	2,155
School Newspaper	2,653	2,753	2,859	2,968	3,081
Student Council	2,653	2,753	2,859	2,968	3,081
7th Grade Advisor	1,815				
8th Grade Advisor	1,815				
Assistant Drama Coach	564				
Chess Club	563				
Choir Accompanist	1,248				
Chorus	1,642				
Literary Magazine	1,642				
Sound and Lighting Technician	1,815				
Yearbook Advisor	1,642				
National Honor Society	1,124				
STEM Advisor	1,642				
Odyssey of the Mind Advisor	1,124				

Science Club Advisor	1,642				
Grant School					
Student Council	1,975	2,051	2,127	2,209	2,294
Chess Club	563				
Drama Club (total of 2 positions)	1,124				
Literary Magazine	1,124				
School Newspaper	1,124				
Elementary Schools					
Safety Patrol	2,196	2,281	2,365	2,455	2,550
Student Council	1,975	2,051	2,127	2,209	2,294
Chess Club	563				
Drama Club	1,124				
Literary Magazine	1,124				
School Newspaper	1,124				
Special Services					
Special Olympics	3,538	3,673	3,812	3,957	4,108
<i>NOTE</i>					
New Club Advisors – Full Year	1,124				
New Club Advisor – Half Year	563				

SCHEDULE B
Coaches Salary Guide – 2026-2027

<u>HEAD COACHES</u>	Type	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
High School								
Football	A	8,086	9,063	10,041	10,422	10,818	11,230	11,656
Basketball	B	6,805	7,934	9,063	9,408	9,765	10,136	10,522
Wrestling	B	6,805	7,934	9,063	9,408	9,765	10,136	10,522
Baseball	C	6,470	7,445	8,422	8,742	9,074	9,419	9,778
Field Hockey	C	6,470	7,445	8,422	8,742	9,074	9,419	9,778
Gymnastics	C	6,470	7,445	8,422	8,742	9,074	9,419	9,778
Lacrosse	C	6,470	7,445	8,422	8,742	9,074	9,419	9,778
Soccer	C	6,470	7,445	8,422	8,742	9,074	9,419	9,778
Softball	C	6,470	7,445	8,422	8,742	9,074	9,419	9,778
Track, Spring	C	6,470	7,445	8,422	8,742	9,074	9,419	9,778
Volleyball	C	6,470	7,445	8,422	8,742	9,074	9,419	9,778
Bowling *Plus \$500 stipend for two Varsity Teams	D	6,165	7,126	7,613	7,904	8,202	8,515	8,839
Cheerleading	D	6,165	7,126	7,613	7,904	8,202	8,515	8,839
Cross Country	D	6,165	7,126	7,613	7,904	8,202	8,515	8,839
Golf	D	6,165	7,126	7,613	7,904	8,202	8,515	8,839
Swimming	D	6,165	7,126	7,613	7,904	8,202	8,515	8,839
Tennis	D	6,165	7,126	7,613	7,904	8,202	8,515	8,839
Track, Winter	D	6,165	7,126	7,613	7,904	8,202	8,515	8,839
Equipment Manager	E	6,470	6,974	7,445	7,729	8,022	8,328	8,645
Faculty Manager	E	6,470	6,974	7,445	7,729	8,022	8,328	8,645
Weight Training – 3 Sessions		4,696						
Middle School								
Basketball		5,005	5,508	5,996	6,224	6,461	6,706	6,960
Football		5,005	5,508	5,996	6,224	6,461	6,706	6,960
Soccer		5,005	5,508	5,996	6,224	6,461	6,706	6,960
Wrestling		5,005	5,508	5,996	6,224	6,461	6,331	6,960
Baseball		4,699	5,187	5,661	5,875	6,098	6,331	6,572
Cheerleading		4,699	5,187	5,661	5,875	6,098	6,331	6,572
Cross Country		4,699	5,187	5,661	5,875	6,098	6,331	6,572
Field Hockey		4,699	5,187	5,661	5,875	6,098	6,331	6,572
Softball		4,699	5,187	5,661	5,875	6,098	6,331	6,572
Track		4,699	5,187	5,661	5,875	6,098	6,331	6,571
Faculty Manager		6,470	6,974	7,445	7,729	8,022	8,328	8,645
Grant School								

Basketball		3,608	4,112	4,600	4,776	4,956	5,146	5,340
<u>ASSISTANT COACHES</u>	Type	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
High School								
Football – 1st Assistant	A	5,996	6,974	7,934	8,237	8,550	8,874	9,211
Football	A	5,508	6,317	7,126	7,396	7,678	7,969	8,272
Basketball	B	5,356	6,165	6,974	7,238	7,514	7,799	8,094
Wrestling	B	5,356	6,165	6,974	7,238	7,514	7,799	8,094
Baseball	C	5,005	5,813	6,637	6,889	7,152	7,423	7,705
Field Hockey	C	5,005	5,813	6,637	6,889	7,152	7,423	7,705
Gymnastics	C	5,005	5,813	6,637	6,889	7,152	7,423	7,705
Lacrosse	C	5,005	5,813	6,637	6,889	7,152	7,423	7,705
Soccer	C	5,005	5,813	6,637	6,889	7,152	7,423	7,705
Softball	C	5,005	5,813	6,637	6,889	7,152	7,423	7,705
Track, Spring	C	5,005	5,813	6,637	6,889	7,152	7,423	7,705
Volleyball	C	5,005	5,813	6,637	6,889	7,152	7,423	7,705
Cheerleading	D	4,852	5,356	5,813	6,034	6,264	6,502	6,748
Track, Winter	D	4,852	5,356	5,813	6,034	6,264	6,502	6,748
Middle School								
Basketball		3,891	4,044	4,197	4,357	4,521	4,694	4,870
Football		3,891	4,044	4,197	4,357	4,521	4,694	4,870
Track		3,891	4,044	4,197	4,357	4,521	4,694	4,870
Wrestling		3,891	4,044	4,197	4,357	4,521	4,694	4,870

SCHEDULE C
Extra-Curricular Salary Guide – 2026-2027

Activity	Step 1	Step 2	Step 3	Step 4	Step 5
High School					
Activity Fund Treasurer	4,547	4,718	4,901	5,085	5,278
Advanced Placement Coordinator	2,273	2,361	2,448	2,541	2,639
Band Assistant	4,195	4,355	4,522	4,693	4,872
Band Director	8,729	9,080	9,368	9,667	9,975
Chorus	3,738	3,880	4,030	4,182	4,340
Drama Coach	3,234	3,358	3,485	3,617	3,754
Jerseyan Advisor	3,555	3,691	3,830	3,976	4,128
School Newspaper	3,388	3,515	3,650	3,788	3,934
Sound and Lighting Technician	3,234	3,358	3,485	3,617	3,754
Student Council	3,890	4,039	4,192	4,352	4,516
Yearbook Advisor	3,890	4,039	4,192	4,352	4,516
Yearbook Treasurer	2,930	3,040	3,157	3,275	3,401
Stage Crew Advisor	1,861				

Academic Team Advisor	2,930				
Advanced Placement	2,280				
Color Guard Advisor	3,755				
Company Front Choreographer	1,117				
Debate Team Advisor	1,789				
French Honor Society	1,163				
Freshman Class Advisor	2,230				
Heroes and Cool Kids	2,897				
Italian Honor Society	1,163				
DECA Advisor	1,163				
Junior Class Advisor	2,230				
Literary Magazine	1,878				
Math Team Advisor	1,789				
Model UN	1,163				
Musical Accompanist	381				
Musical Choreographer	1,117				
Musical Orchestra Director	1,522				
Musical Vocal Director	1,878				
National Honor Society	2,166				
Peer Leadership	2,897				
Robotics	4,635				
Senior Class Advisor	2,639				
Sophomore Class Advisor	2,230				
Spanish Honor Society	1,163				
Winter Guard Choreographer (3)	2,639				
Middle School					
Activity Fund Treasurer	4,547	4,718	4,901	5,085	5,278
Drama Coach	2,746	2,849	2,959	3,072	3,189
Graduation	1,921	1,996	2,070	2,152	2,230
School Newspaper	2,746	2,849	2,959	3,072	3,189
Student Council	2,746	2,849	2,959	3,072	3,189
7th Grade Advisor	1,878				
8th Grade Advisor	1,878				
Assistant Drama Coach	584				
Chess Club	583				
Choir Accompanist	1,292				
Chorus	1,700				
Literary Magazine	1,700				
Sound and Lighting Technician	1,878				
Yearbook Advisor	1,700				
National Honor Society	1,163				
STEM Advisor	1,700				
Odyssey of the Mind Advisor	1,163				

Science Club Advisor	1,700				
Grant School					
Student Council	2,044	2,123	2,201	2,286	2,374
Chess Club	583				
Drama Club (total of 2 positions)	1,163				
Literary Magazine	1,163				
School Newspaper	1,163				
Elementary Schools					
Safety Patrol	2,273	2,361	2,448	2,541	2,639
Student Council	2,044	2,123	2,201	2,286	2,374
Chess Club	583				
Drama Club	1,163				
Literary Magazine	1,163				
School Newspaper	1,163				
Special Services					
Special Olympics	3,661	3,802	3,945	4,096	4,252
NOTE					
New Club Advisors – Full Year	1,163				
New Club Advisor – Half Year	583				

SCHEDULE B
Coaches Salary Guide – 2027-2028

<u>HEAD COACHES</u>	Type	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
High School								
Football	A	8,361	9,371	10,382	10,776	11,186	11,611	12,052
Basketball	B	7,036	8,204	9,371	9,728	10,097	10,480	10,879
Wrestling	B	7,036	8,204	9,371	9,728	10,097	10,480	10,879
Baseball	C	6,690	7,699	8,709	9,039	9,383	9,739	10,110
Field Hockey	C	6,690	7,699	8,709	9,039	9,383	9,739	10,110
Gymnastics	C	6,690	7,699	8,709	9,039	9,383	9,739	10,110
Lacrosse	C	6,690	7,699	8,709	9,039	9,383	9,739	10,110
Soccer	C	6,690	7,699	8,709	9,039	9,383	9,739	10,110
Softball	C	6,690	7,699	8,709	9,039	9,383	9,739	10,110
Track, Spring	C	6,690	7,699	8,709	9,039	9,383	9,739	10,110
Volleyball	C	6,690	7,699	8,709	9,039	9,383	9,739	10,110
Bowling *Plus \$500 stipend for two Varsity Teams	D	6,375	7,368	7,872	8,173	8,481	8,804	9,140
Cheerleading	D	6,375	7,368	7,872	8,173	8,481	8,804	9,140
Cross Country	D	6,375	7,368	7,872	8,173	8,481	8,804	9,140
Golf	D	6,375	7,368	7,872	8,173	8,481	8,804	9,140
Swimming	D	6,375	7,368	7,872	8,173	8,481	8,804	9,140
Tennis	D	6,375	7,368	7,872	8,173	8,481	8,804	9,140
Track, Winter	D	6,375	7,368	7,872	8,173	8,481	8,804	9,140
Equipment Manager	E	6,690	7,211	7,699	7,992	8,295	8,611	8,939
Faculty Manager	E	6,690	7,211	7,699	7,992	8,295	8,611	8,939
Weight Training – 3 Sessions		4,856						
Middle School								
Basketball		5,176	5,695	6,200	6,436	6,680	6,934	7,197
Football		5,176	5,695	6,200	6,436	6,680	6,934	7,197
Soccer		5,176	5,695	6,200	6,436	6,680	6,934	7,197
Wrestling		5,176	5,695	6,200	6,436	6,680	6,546	7,197
Baseball		4,859	5,364	5,854	6,075	6,305	6,546	6,795
Cheerleading		4,859	5,364	5,854	6,075	6,305	6,546	6,795
Cross Country		4,859	5,364	5,854	6,075	6,305	6,546	6,795
Field Hockey		4,859	5,364	5,854	6,075	6,305	6,546	6,795
Softball		4,859	5,364	5,854	6,075	6,305	6,546	6,795
Track		4,859	5,364	5,854	6,075	6,305	6,546	6,795
Faculty Manager		6,690	7,211	7,699	7,992	8,295	8,611	8,939
Grant School								

Basketball		3,731	4,252	4,756	4,938	5,124	5,320	5,522
<u>ASSISTANT COACHES</u>	Type	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
High School								
Football – 1st Assistant	A	6,200	7,211	8,204	8,517	8,840	9,176	9,524
Football	A	5,695	6,532	7,368	7,647	7,939	8,240	8,553
Basketball	B	5,539	6,375	7,211	7,484	7,769	8,064	8,369
Wrestling	B	5,539	6,375	7,211	7,484	7,769	8,064	8,369
Baseball	C	5,176	6,011	6,862	7,124	7,395	7,676	7,967
Field Hockey	C	5,176	6,011	6,862	7,124	7,395	7,676	7,967
Gymnastics	C	5,176	6,011	6,862	7,124	7,395	7,676	7,967
Lacrosse	C	5,176	6,011	6,862	7,124	7,395	7,676	7,967
Soccer	C	5,176	6,011	6,862	7,124	7,395	7,676	7,967
Softball	C	5,176	6,011	6,862	7,124	7,395	7,676	7,967
Track, Spring	C	5,176	6,011	6,862	7,124	7,395	7,676	7,967
Volleyball	C	5,176	6,011	6,862	7,124	7,395	7,676	7,967
Cheerleading	D	5,017	5,539	6,011	6,239	6,477	6,723	6,977
Track, Winter	D	5,017	5,539	6,011	6,239	6,477	6,723	6,977
Middle School								
Basketball		4,023	4,181	4,339	4,505	4,675	4,853	5,035
Football		4,023	4,181	4,339	4,505	4,675	4,853	5,035
Track		4,023	4,181	4,339	4,505	4,675	4,853	5,035
Wrestling		4,023	4,181	4,339	4,505	4,675	4,853	5,035

SCHEDULE C
Extra-Curricular Salary Guide – 2027-2028

Activity	Step 1	Step 2	Step 3	Step 4	Step 5
High School					
Activity Fund Treasurer	4,701	4,878	5,068	5,258	5,457
Advanced Placement Coordinator	2,351	2,442	2,531	2,627	2,729
Band Assistant	4,338	4,503	4,676	4,852	5,038
Band Director	9,026	9,389	9,686	9,995	10,314
Chorus	3,865	4,012	4,167	4,324	4,488
Drama Coach	3,344	3,472	3,604	3,740	3,882
Jerseyan Advisor	3,676	3,817	3,961	4,112	4,269
School Newspaper	3,503	3,635	3,774	3,916	4,067
Sound and Lighting Technician	3,344	3,472	3,604	3,740	3,882
Student Council	4,022	4,176	4,334	4,500	4,670
Yearbook Advisor	4,022	4,176	4,334	4,500	4,670
Yearbook Treasurer	3,030	3,144	3,265	3,387	3,516
Stage Crew Advisor	1,924				

Academic Team Advisor	3,030				
Advanced Placement	2,358				
Color Guard Advisor	3,883				
Company Front Choreographer	1,155				
Debate Team Advisor	1,850				
French Honor Society	1,203				
Freshman Class Advisor	2,306				
Heroes and Cool Kids	2,995				
Italian Honor Society	1,203				
DECA Advisor	1,203				
Junior Class Advisor	2,306				
Literary Magazine	1,942				
Math Team Advisor	1,850				
Model UN	1,203				
Musical Accompanist	394				
Musical Choreographer	1,155				
Musical Orchestra Director	1,574				
Musical Vocal Director	1,942				
National Honor Society	2,239				
Peer Leadership	2,995				
Robotics	4,792				
Senior Class Advisor	2,729				
Sophomore Class Advisor	2,306				
Spanish Honor Society	1,203				
Winter Guard Choreographer (3)	2,729				
Middle School					
Activity Fund Treasurer	4,701	4,878	5,068	5,258	5,457
Drama Coach	2,839	2,946	3,060	3,176	3,297
Graduation	1,986	2,064	2,141	2,225	2,306
School Newspaper	2,839	2,946	3,060	3,176	3,297
Student Council	2,839	2,946	3,060	3,176	3,297
7th Grade Advisor	1,942				
8th Grade Advisor	1,942				
Assistant Drama Coach	604				
Chess Club	603				
Choir Accompanist	1,336				
Chorus	1,758				
Literary Magazine	1,758				
Sound and Lighting Technician	1,942				
Yearbook Advisor	1,758				
National Honor Society	1,203				
STEM Advisor	1,758				
Odyssey of the Mind Advisor	1,203				

Science Club Advisor	1,758				
Grant School					
Student Council	2,113	2,195	2,276	2,364	2,455
Chess Club	603				
Drama Club (total of 2 positions)	1,203				
Literary Magazine	1,203				
School Newspaper	1,203				
Elementary Schools					
Safety Patrol	2,351	2,442	2,531	2,627	2,729
Student Council	2,113	2,195	2,276	2,364	2,455
Chess Club	603				
Drama Club	1,203				
Literary Magazine	1,203				
School Newspaper	1,203				
Special Services					
Special Olympics	3,786	3,931	4,079	4,235	4,397
<i>NOTE</i>					
New Club Advisors – Full Year	1,203				
New Club Advisor – Half Year	603				

SCHEDULE D
Secretary Salary Guide 2023-2024

Step	SECA	SECB
1	39,955	42,955
2	40,955	43,955
3	41,955	44,955
4	43,205	46,205
5	44,705	47,705
6	46,705	49,705
7	48,705	51,705
8	50,705	53,705
9	52,905	55,905
10	55,180	58,180
11	59,180	62,180

I.T. Salaries	2023-2024
Network Manager	77,762
Technical Support Specialist 1	*to be agreed upon
Technical Support Specialist 2	71,207
Webmaster	73,425

Maintenance Salaries	2023-2024
Starting Salary	48,413
1	67,333
2	78,687
3	89,844

Certified HVAC Technician	2023-2024
Minimum Salary	52,000
Maximum Salary	104,000

SCHEDULE D (cont'd)
Secretary Salary Guide 2024-2025

Step	SECA	SECB
1	41,380	44,380
2	42,380	45,380
3	43,380	46,380
4	44,630	47,630
5	46,130	49,130
6	48,130	51,130
7	50,130	53,130
8	52,130	55,130
9	54,330	57,330
10	56,530	59,530
11	60,530	63,530

I.T. Salaries	2024-2025
Network Manager	80,678
Technical Support Specialist 1	*to be agreed upon
Technical Support Specialist 2	73,877
Webmaster	76,178

Maintenance Salaries	2024-2025
Starting Salary	50,228
1	69,858
2	81,638
3	93,213

Certified HVAC Technician	2024-2025
Minimum Salary	53,950
Maximum Salary	107,900

SCHEDULE D (cont'd)
Secretary Salary Guide 2025-2026

Step	SECA	SECB
1	42,930	45,930
2	43,930	46,930
3	44,930	47,930
4	45,930	48,930
5	47,530	50,530
6	49,530	52,530
7	51,530	54,530
8	53,530	56,530
9	55,730	58,730
10	57,980	60,980
11	61,880	64,880

I.T. Salaries	2025-2026
Network Manager	83,703
Technical Support Specialist 1	*to be agreed upon
Technical Support Specialist 2	76,647
Webmaster	79,035

Maintenance Salaries	2025-2026
Starting Salary	52,112
1	72,478
2	84,699
3	96,709

Certified HVAC Technician	2025-2026
Minimum Salary	55,973
Maximum Salary	111,946

SCHEDULE D (cont'd)

Secretary Salary Guide 2026-2027

Step	SECA	SECB
1	44,655	47,655
2	45,655	48,655
3	46,655	49,655
4	47,655	50,655
5	48,655	51,655
6	50,655	53,655
7	52,655	55,655
8	54,655	57,655
9	56,855	59,855
10	59,155	62,155
11	63,005	66,005

I.T. Salaries	2026-2027
Network Manager	86,633
Technical Support Specialist 1	*to be agreed upon
Technical Support Specialist 2	79,330
Webmaster	81,801

Maintenance Salaries	2026-2027
Starting Salary	53,936
1	75,015
2	87,663
3	100,093

Certified HVAC Technician	2026-2027
Minimum Salary	57,932
Maximum Salary	115,864

SCHEDULE D (cont'd)

Secretary Salary Guide 2027-2028

Step	SECA	SECB
1	47,030	50,030
2	48,030	51,030
3	49,030	52,030
4	50,030	53,030
5	51,030	54,030
6	52,030	55,030
7	54,030	57,030
8	56,030	59,030
9	58,205	61,205
10	60,605	63,605
11	64,255	67,255

I.T. Salaries	2027-2028
Network Manager	89,579
Technical Support Specialist 1	*to be agreed upon
Technical Support Specialist 2	82,027
Webmaster	84,582

Maintenance Salaries	2027-2028
Starting Salary	55,770
1	77,566
2	90,644
3	103,496

Certified HVAC Technician	2027-2028
Minimum Salary	59,902
Maximum Salary	119,803

SCHEDULE E
Aides Salary Guides
2023-2024

PARAPROFESSIONALS/SCIENCE LAB AIDE- BASED ON 194 DAYS			
Step	Hourly Rate	Salary (6 hrs./day)	Salary (7 hrs./ day)
1	20.37	23,711	27,662
2	20.57	23,943	27,934
3	20.82	24,234	28,274
4	21.08	24,537	28,627
5	21.39	24,898	29,048
6	21.72	25,282	29,496
7	22.07	25,689	29,971
8	22.52	26,213	30,582
9	23.42	27,261	31,804
10	24.33	28,320	33,040

DUTY AIDES-BASED ON 192 DAYS						
Step	Hourly Rate	Salary 2 hrs./day	Salary 2.5 hrs./day	Salary 3 hrs./day	Salary 3.5 hrs./day	Salary 4 hrs./day
1	19.37	7,438	9,298	11,157	13,017	14,876
2	19.57	7,515	9,394	11,272	13,151	15,030
3	19.82	7,611	9,514	11,416	13,319	15,222
4	20.08	7,711	9,638	11,566	13,494	15,421
5	20.39	7,830	9,787	11,745	13,702	15,660
6	20.72	7,956	9,946	11,935	13,924	15,913
7	21.07	8,091	10,114	12,136	14,159	16,182
8	21.52	8,264	10,330	12,396	14,461	16,527
9	22.42	8,609	10,762	12,914	15,066	17,219
10	23.33	8,959	11,198	13,438	15,678	17,917

BUS AIDES-BASED ON 194 DAYS							
Step	Hourly Rate	Salary 2.25 hrs./day	Salary 2.5 hrs./day	Salary 4 hrs./day	Salary 4.5 hrs./day	Salary 5 hrs./day	Salary 5.5 hrs./day
1	19.37	8,455	9,394	15,031	16,910	18,789	20,668
2	19.57	8,542	9,491	15,186	17,085	18,983	20,881
3	19.82	8,651	9,613	15,380	17,303	19,225	21,148
4	20.08	8,765	9,739	15,582	17,530	19,478	21,425
5	20.39	8,900	9,889	15,823	17,800	19,778	21,756
6	20.72	9,044	10,049	16,079	18,089	20,098	22,108
7	21.07	9,197	10,219	16,350	18,394	20,438	22,482
8	21.52	9,393	10,437	16,700	18,787	20,874	22,962
9	22.42	9,786	10,874	17,398	19,573	21,747	23,922
10	23.33	10,184	11,315	18,104	20,367	22,630	24,893

SCHEDULE E (cont'd)**Aides Salary Guides****2024-2025**

PARAPROFESSIONALS/SCIENCE LAB AIDE- BASED ON 194 DAYS			
Step	Hourly Rate	Salary (6 hrs./day)	Salary (7 hrs./ day)
1	21.05	24,502	28,586
2	21.25	24,735	28,858
3	21.45	24,968	29,129
4	21.71	25,270	29,482
5	22.02	25,631	29,903
6	22.35	26,015	30,351
7	22.70	26,423	30,827
8	23.15	26,947	31,438
9	24.05	27,994	32,660
10	24.96	29,053	33,896

DUTY AIDES-BASED ON 192 DAYS						
Step	Hourly Rate	Salary 2 hrs./day	Salary 2.5 hrs./day	Salary 3 hrs./day	Salary 3.5 hrs./day	Salary 4 hrs./day
1	20.05	7,699	9,624	11,549	13,474	15,398
2	20.25	7,776	9,720	11,664	13,608	15,552
3	20.45	7,853	9,816	11,779	13,742	15,706
4	20.71	7,953	9,941	11,929	13,917	15,905
5	21.02	8,072	10,090	12,108	14,125	16,143
6	21.35	8,198	10,248	12,298	14,347	16,397
7	21.70	8,333	10,416	12,499	14,582	16,666
8	22.15	8,506	10,632	12,758	14,885	17,011
9	23.05	8,851	11,064	13,277	15,490	17,702
10	23.96	9,201	11,501	13,801	16,101	18,401

BUS AIDES-BASED ON 194 DAYS							
Step	Hourly Rate	Salary 2.25 hrs./day	Salary 2.5 hrs./day	Salary 4 hrs./day	Salary 4.5 hrs./day	Salary 5 hrs./day	Salary 5.5 hrs./day
1	20.05	8,752	9,724	15,559	17,504	19,449	21,393
2	20.25	8,839	9,821	15,714	17,678	19,643	21,607
3	20.45	8,926	9,918	15,869	17,853	19,837	21,820
4	20.71	9,040	10,044	16,071	18,080	20,089	22,098
5	21.02	9,175	10,195	16,312	18,350	20,389	22,428
6	21.35	9,319	10,355	16,568	18,639	20,710	22,780
7	21.70	9,472	10,525	16,839	18,944	21,049	23,154
8	22.15	9,668	10,743	17,188	19,337	21,486	23,634
9	23.05	10,061	11,179	17,887	20,123	22,359	24,594
10	23.96	10,459	11,621	18,593	20,917	23,241	25,565

SCHEDULE E (cont'd)**Aides Salary Guides****2025-2026**

PARAPROFESSIONALS/SCIENCE LAB AIDE- BASED ON 194 DAYS			
Step	Hourly Rate	Salary (6 hrs./day)	Salary (7 hrs./ day)
1	21.74	25,305	29,523
2	21.94	25,538	29,795
3	22.14	25,771	30,066
4	22.34	26,004	30,338
5	22.66	26,376	30,772
6	22.99	26,760	31,220
7	23.34	27,168	31,696
8	23.79	27,692	32,307
9	24.69	28,739	33,529
10	25.60	29,798	34,765

DUTY AIDES-BASED ON 192 DAYS						
Step	Hourly Rate	Salary 2 hrs./day	Salary 2.5 hrs./day	Salary 3 hrs./day	Salary 3.5 hrs./day	Salary 4 hrs./day
1	20.74	7,964	9,955	11,946	13,937	15,928
2	20.94	8,041	10,051	12,061	14,072	16,082
3	21.14	8,118	10,147	12,177	14,206	16,236
4	21.34	8,195	10,243	12,292	14,340	16,389
5	21.66	8,317	10,397	12,476	14,556	16,635
6	21.99	8,444	10,555	12,666	14,777	16,888
7	22.34	8,579	10,723	12,868	15,012	17,157
8	22.79	8,751	10,939	13,127	15,315	17,503
9	23.69	9,097	11,371	13,645	15,920	18,194
10	24.60	9,446	11,808	14,170	16,531	18,893

BUS AIDES-BASED ON 194 DAYS							
Step	Hourly Rate	Salary 2.25 hrs./day	Salary 2.5 hrs./day	Salary 4 hrs./day	Salary 4.5 hrs./day	Salary 5 hrs./day	Salary 5.5 hrs./day
1	20.74	9,053	10,059	16,094	18,106	20,118	22,130
2	20.94	9,140	10,156	16,249	18,281	20,312	22,343
3	21.14	9,228	10,253	16,405	18,455	20,506	22,556
4	21.34	9,315	10,350	16,560	18,630	20,700	22,770
5	21.66	9,455	10,505	16,808	18,909	21,010	23,111
6	21.99	9,599	10,665	17,064	19,197	21,330	23,463
7	22.34	9,751	10,835	17,336	19,503	21,670	23,837
8	22.79	9,948	11,053	17,685	19,896	22,106	24,317
9	23.69	10,341	11,490	18,383	20,681	22,979	25,277
10	24.60	10,738	11,931	19,090	21,476	23,862	26,248

SCHEDULE E (cont'd)**Aides Salary Guides****2026-2027**

PARAPROFESSIONALS/SCIENCE LAB AIDE- BASED ON 194 DAYS			
Step	Hourly Rate	Salary (6 hrs./day)	Salary (7 hrs./ day)
1	22.38	26,050	30,392
2	22.58	26,283	30,664
3	22.78	26,516	30,935
4	22.98	26,749	31,207
5	23.23	27,040	31,546
6	23.53	27,389	31,954
7	23.88	27,796	32,429
8	24.33	28,320	33,040
9	25.23	29,368	34,262
10	26.13	30,415	35,485

DUTY AIDES-BASED ON 192 DAYS						
Step	Hourly Rate	Salary 2 hrs./day	Salary 2.5 hrs./day	Salary 3 hrs./day	Salary 3.5 hrs./day	Salary 4 hrs./day
1	21.38	8,210	10,262	12,315	14,367	16,420
2	21.58	8,287	10,358	12,430	14,502	16,573
3	21.78	8,364	10,454	12,545	14,636	16,727
4	21.98	8,440	10,550	12,660	14,771	16,881
5	22.23	8,536	10,670	12,804	14,939	17,073
6	22.53	8,652	10,814	12,977	15,140	17,303
7	22.88	8,786	10,982	13,179	15,375	17,572
8	23.33	8,959	11,198	13,438	15,678	17,917
9	24.23	9,304	11,630	13,956	16,283	18,609
10	25.13	9,650	12,062	14,475	16,887	19,300

BUS AIDES-BASED ON 194 DAYS							
Step	Hourly Rate	Salary 2.25 hrs./day	Salary 2.5 hrs./day	Salary 4 hrs./day	Salary 4.5 hrs./day	Salary 5 hrs./day	Salary 5.5 hrs./day
1	21.38	9,332	10,369	16,591	18,665	20,739	22,812
2	21.58	9,420	10,466	16,746	18,839	20,933	23,026
3	21.78	9,507	10,563	16,901	19,014	21,127	23,239
4	21.98	9,594	10,660	17,056	19,189	21,321	23,453
5	22.23	9,703	10,782	17,250	19,407	21,563	23,719
6	22.53	9,834	10,927	17,483	19,669	21,854	24,040
7	22.88	9,987	11,097	17,755	19,974	22,194	24,413
8	23.33	10,184	11,315	18,104	20,367	22,630	24,893
9	24.23	10,576	11,752	18,802	21,153	23,503	25,853
10	25.13	10,969	12,188	19,501	21,938	24,376	26,814

SCHEDULE E (cont'd)**Aides Salary Guides****2027-2028**

PARAPROFESSIONALS/SCIENCE LAB AIDE- BASED ON 194 DAYS			
Step	Hourly Rate	Salary (6 hrs./day)	Salary (7 hrs./ day)
1	22.95	26,714	31,166
2	23.15	26,947	31,438
3	23.35	27,179	31,709
4	23.55	27,412	31,981
5	23.80	27,703	32,320
6	24.05	27,994	32,660
7	24.40	28,402	33,135
8	24.85	28,925	33,746
9	25.74	29,961	34,955
10	26.64	31,009	36,177

DUTY AIDES-BASED ON 192 DAYS						
Step	Hourly Rate	Salary 2 hrs./day	Salary 2.5 hrs./day	Salary 3 hrs./day	Salary 3.5 hrs./day	Salary 4 hrs./day
1	21.95	8,429	10,536	12,643	14,750	16,858
2	22.15	8,506	10,632	12,758	14,885	17,011
3	22.35	8,582	10,728	12,874	15,019	17,165
4	22.55	8,659	10,824	12,989	15,154	17,318
5	22.80	8,755	10,944	13,133	15,322	17,510
6	23.05	8,851	11,064	13,277	15,490	17,702
7	23.40	8,986	11,232	13,478	15,725	17,971
8	23.85	9,158	11,448	13,738	16,027	18,317
9	24.74	9,500	11,875	14,250	16,625	19,000
10	25.64	9,846	12,307	14,769	17,230	19,692

BUS AIDES-BASED ON 194 DAYS							
Step	Hourly Rate	Salary 2.25 hrs./day	Salary 2.5 hrs./day	Salary 4 hrs./day	Salary 4.5 hrs./day	Salary 5 hrs./day	Salary 5.5 hrs./day
1	21.95	9,581	10,646	17,033	19,162	21,292	23,421
2	22.15	9,668	10,743	17,188	19,337	21,486	23,634
3	22.35	9,756	10,840	17,344	19,512	21,680	23,847
4	22.55	9,843	10,937	17,499	19,686	21,874	24,061
5	22.80	9,952	11,058	17,693	19,904	22,116	24,328
6	23.05	10,061	11,179	17,887	20,123	22,359	24,594
7	23.40	10,214	11,349	18,158	20,428	22,698	24,968
8	23.85	10,411	11,567	18,508	20,821	23,135	25,448
9	24.74	10,799	11,999	19,198	21,598	23,998	26,398
10	25.64	11,192	12,435	19,897	22,384	24,871	27,358

REQUEST FOR EXTENSION TO TEMPORARY LEAVE OF ABSENCE

Name of employee _____ Date _____

Reason for request for approval of extension to personal absence _____

I hereby certify that the above statements are true to the best of my knowledge.

Employee's signature _____ Date _____

Building administrator's statement _____

Superintendent's statement _____

Approved _____ Date _____

Building Administrator

Disapproved _____ Date _____

Building Administrator

Approved _____ Date _____

Superintendent/Assistant Superintendent

Disapproved _____ Date _____

Superintendent/Assistant Superintendent

7/11

TO BE FILLED OUT BY CENTRAL OFFICE:

TOTAL PERSONAL DAYS USED TO DATE _____

PERSONAL DAYS UNPAID _____

TOTAL PERSONAL DAYS REMAINING _____

**EXTENSION OF PERSONAL
DAYS WITH PAY** _____

**SOUTH PLAINFIELD PUBLIC SCHOOLS
SOUTH PLAINFIELD, NEW JERSEY**

**SOUTH PLAINFIELD EDUCATION ASSOCIATION (TEACHERS UNIT)
REQUEST FOR TEMPORARY LEAVE OF ABSENCE**

Maximum of Four (4) Days PER YEAR

Name _____ Today's Date _____ Location _____

Requested date(s) of temporary leave of absence _____

Personal, no reason _____

BEREAVEMENT LEAVE

Please check reason and describe:

- _____ 1. A total of five (5) school days following the death of the demised shall on request be granted for each death of a spouse, parent, child, sibling, father-in-law, mother-in-law, or significant other during the work year _____
- _____ 2. Three (3)-school days following the death of the demised shall on request be granted for the death of a grandfather, grandmother, grandchild, daughter-in-law, or son-in-law during the school year _____
- _____ 3. Two (2) school days following the death of the demised shall be provided for the death of a brother-in-law, sister-in-law, or other relative living in the same household _____
- _____ 4. One (1) school day following the death of the demised shall be provided for the death of an aunt, uncle, niece or nephew _____

All leaves of absence referred to above are subject to the following conditions:

1. At least three (3) school days' notice shall be given in requesting a personal day from the building Principal or Supervisor/Director with the exception of cases of any personal day taken for serious illness in the family or any day necessary by reason of emergency. Lacking such notice, the absence will be considered unauthorized and the employees' pay will be deducted at their daily rate of pay. Deduction of salary will be waived in cases of emergency and/or family illness.
2. The Superintendent of Schools, in the best educational interest of the school district, is empowered to deny any request for the above days.
3. Extensions to any temporary leaves of absence as outlined above shall be made at the discretion of the Superintendent of Schools(See Extension to Temporary Leave of Absence Form Attached)

I hereby certify that the above statements are true to the best of my knowledge.

Employee's signature _____ Date _____

AUTHORIZED ABSENCE:

Approved _____ Date _____
Building Administrator

ABSENCE/DEDUCTION FROM PAY:

Approved _____ Date _____
Building Administrator

Approved _____ Date _____

PARENTHOOD LEAVE REQUEST FORM_____
School Employee_____
School_____
Principal**CONFIRMATION OF PREGNANCY****Date of medical confirmation of pregnancy:** _____**Date of expected delivery:** __________
Signature of Physician_____
Date_____
Physician's Address_____
Physician's Phone Number**REQUEST FOR PAID MEDICAL LEAVE (using accumulated sick days)****Date medical leave begins:** _____

(This time period is limited to the 30-day calendar days before expected delivery.)

Date medical leave ends: _____

(This time period is limited to the 30-day calendar days after expected delivery.)

REQUEST FOR UNPAID PARENTHOOD LEAVE**Date leave begins:** _____**Date leave ends:** _____

Effective January 1, 1997, health insurance premium coverage will continue to be paid for up to twelve (12) weeks of unpaid leave. After twelve (12) weeks of unpaid leave, payment for health insurance premiums shall be the employee's responsibility.

Signature of School Employee_____
Date**Please complete and forward to the Human Resources Office.****Date of Board of Education approval** _____

SOUTH PLAINFIELD PUBLIC SCHOOLS

GRIEVANCE FORM

LEVEL 2

Name of Grievant: The South Plainfield Education Association on behalf of

School:

Principal:

Please complete the following attesting to your compliance with Section 1, Article IV, Section C, Paragraph 1, of the Grievance Procedure:

Date of Level 1 Discussion:

Time:

Participants:

Subject Discussed:

Pursuant to the procedure set down in Section 1, Article IV, Section C, Paragraph 2, of the Agreement between the South Plainfield Education Association and the South Plainfield Board of Education, this grievance is set forth to _____, Principal.

I. Nature of Grievance:

II. Cite Authority:

III. Define the adjustment you seek:

Signature of Grievant

SPEA Grievance Chair

Date

Date

Note: Additional pages may be attached, if necessary. The principal shall communicate his/her decision to the school employee in writing within seven (7) calendar days of receipt of this grievance.

SOUTH PLAINFIELD PUBLIC SCHOOLS

GRIEVANCE FORM

LEVEL 3

Name of Grievant: The South Plainfield Education Association on behalf of

School:

Principal:

Date of Level 1 Discussion:

Date of Level 2 Form Received by Principal:

Date Received Principal's Reply of Level 2 Grievance:

Dear _____, Superintendent:

Pursuant to the Agreement between the South Plainfield Education Association and the South Plainfield Board of Education, Section 1, Article IV, Section C, Paragraph 3, this appeal to the Superintendent of Schools sets forth the following:

I. Nature of Grievance Submitted to Principal:

II. Cite Authority:

III. Reason for School Employee's Dissatisfaction with Principal's Decision:

IV. Define the adjustment you seek:

Signature of Grievant

SPEA Grievance Chair

Date

Date

Note: Additional pages may be attached, if necessary.

In order to consider this appeal, a copy of the Level 2 Grievance Form must accompany this document.

The Superintendent of Schools shall communicate his/her decision in writing to the School Employee and Principal within a period not to exceed twenty-one (21) calendar days.

**SOUTH PLAINFIELD PUBLIC SCHOOLS
GRIEVANCE FORM
LEVEL 4**

Name of Grievant: The South Plainfield Education Association on behalf of
School:
Principal:

Date of Level 1 Discussion:
Date of Level 2 Form Received by Principal:
Date of Level 2 Written Decision by Principal:
Date of Level 3 Appeal to Superintendent:
Date of Level 3 Written Decision by Superintendent:

Dear _____, Business Administrator:

Pursuant to the Agreement between the South Plainfield Education Association and the South Plainfield Board of Education, Section 1, Article IV, Section C, Paragraph 4, please forward this Appeal to the South Plainfield Board of Education for disposition:

I. Nature of Grievance Submitted to Superintendent:

II. Cite Authority:

III. Reason for School Employee's Dissatisfaction with Superintendent's Decision:

IV. Define the adjustment you seek:

Signature of Grievant

SPEA Grievance Chair

Date

Date

Note: Additional pages may be attached, if necessary.

In order to consider this appeal, a copy of the Level 2 and Level 3 Grievance Forms must accompany this document.

The Board of Education shall communicate their decision in writing through the Superintendent to the Principal and School Employee within a period not to exceed thirty (30) calendar days.

Appendix 2 - Sidebar

SIDEBAR AGREEMENT BETWEEN
THE SOUTH PLAINFIELD BOARD OF EDUCATION
AND
THE SOUTH PLAINFIELD EDUCATION ASSOCIATION

WHEREAS, the South Plainfield Board of Education (“Board”) and the South Plainfield Education Association (“the Association”) are currently parties to a collective negotiations agreement (“Agreement”) in effect for the period July 1, 2023 through June 30, 2028; and

WHEREAS, the Agreement can only be amended by an instrument in writing duly executed by both parties; and

WHEREAS, the Board and the Association recently completed negotiations for a successor agreement but inadvertently failed to include modifications to work day language that had been left off of prior sidebars regarding the Grant and Elementary School workday schedule.

NOW, THEREFORE, the Board and the Association agree as follows:

1. Paragraphs A and B of Article VIII, “Work Day and Meeting Schedule,” shall be revised to reflect only the following. Non-conforming language shall be considered deleted.

A. Elementary Schools (K-4):

The elementary school workday shall be six (6) hours and fifty (50) minutes in duration. The elementary school teachers shall have a minimum of one (1) duty free period each day. Duty free periods shall be a minimum of thirty (30) minutes duration, three (3) times a week, and forty (40) minutes, two (2) times a week.

B. Grant Elementary (5-6):

The Grant School workday shall be six (6) hours and fifty (50) minutes in duration. The Teachers shall have a forty (40) minute lunch and one (1) duty free period of no less than forty (40) minutes each day.

C. Middle School:

The Middle School workday shall be seven (7) hours. It is understood that, two (2) days a week, the Teacher will stay no less than thirty (30) minutes beyond the close of the students' day to be available to give students voluntary extra help when needed.

2. Schedule D shall be revised to note the salary of the Technical Support Specialist 1 position as follows:

2023-2024	\$47,500
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2024-2025	\$49,281
2025-2026	\$51,129
2026-2027	\$52,919
2027-2028	\$54,718

3. All other terms and conditions of the Agreement shall remain unchanged.
4. This Sidebar shall remain in full force and effect throughout the life of the existing Agreement and until a successor Agreement is reached by the Board and the Association, at which time the modifications set forth herein shall be continued and made part of the successor Agreement as if originally negotiated therein, subject to any additional modifications that may be mutually agreed to during the negotiation period.
5. This Sidebar Agreement, consisting of two (2) total pages, is subject to the approval of the Board prior to becoming effective. By signing below, each party represents that it is authorized to enter into this Sidebar Agreement on behalf of their respective entity.

FOR THE ASSOCIATION:

FOR THE BOARD:


Karl Spolarich, Association President


Pio Pennisi, President

DATED:

DATED: 8/18/23