Plainfield Public Schools
Services and Schools

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Elementary Schools (K-6)
  Barlow School  (908) 731-4300
  Emerson School  (908) 731-4205
  Evergreen School  (908) 731-4260
  Jefferson Swing School  (908) 731-4250
  Stillman School  (908) 731-4240
  Washington School  (908) 731-4230
  Woodland School  (908) 731-4290

K-8 Centers
  Cedarbrook School  (908) 731-4280
  Clinton School  (908) 731-4220
  Cook School  (908) 731-4215

Intermediate Schools (6-8)
  Hubbard Middle School  (908) 731-4320
  Maxson Middle School  (908) 731-4310
  Plainfield Academy for the Arts & Advanced Studies (7-9)  (908) 731-4421

High Schools (9-12)
  Barack Obama Academy for Academic & Civic Development  (908) 731-4270
  Plainfield High School  (908) 731-4390
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MISSION STATEMENT

The Plainfield Public Schools, in partnership with its community, shall do whatever it takes for every student to achieve high academic standards. No alibis, No excuses, No exceptions!

1. ORIENTATION

Prior to the first day of employment, employees will be greeted by a member of the Human Resources Department. At that time, employees will receive important information regarding benefits and employment. Additionally, employees will receive detailed information pertaining to wages, benefits, job status, and other essential areas regarding employment. Employees will be notified by mail as to the date, time, and location of the New Employee Orientation session that they are to attend. It is the responsibility of the employee’s immediate supervisor to arrange and/or provide a job orientation specific to the location/site of the employee. Such orientation includes explaining duties and responsibilities of the job, departmental rules, physical layout of the building, location, or site, and introducing the employee to coworkers.

2. EMPLOYEE EXPECTATIONS

All employees of the Plainfield Public Schools are expected to provide quality service in their area of expertise, and respond with a spirit of cooperation, courtesy and professionalism. Employees are expected to perform duties to the best of their ability.

a. Common Courtesies

The Plainfield Public Schools is a customer focused organization. All employees must positively represent the District at all times. You are expected to be an employee that abides by District policies, rules, and regulations, and be a law abiding citizen. Compliance with school, district, and citizenry standards are also expected from all employees.

The following should help to guide your day-to-day performance and professional behavior:

1. Be polite and courteous.

b. Work Rules

In order to protect the rights, safety, property, and welfare of all employees, specific rules are necessary for the orderly conduct of day-to-day affairs. Violation of these rules may subject an employee to disciplinary action. Rules are not meant to be all-inclusive and will not prohibit supervisors from taking action on other matters deemed necessary and appropriate.

1. Employees are expected to perform duties as directed by immediate supervisor. We encourage employee participation and suggestions. All employees are encouraged to communicate any and all concerns to their immediate supervisor.

2. Employees are expected to conduct themselves in a manner that does not discredit the Plainfield Public Schools. Remember, you are the first impression of the organization to the people with whom you come in contact. Make the impression a positive one.
3. Employees are expected to report to work on time and maintain a good attendance record.

4. Employees are also expected to record absences through the SubFinder system at least one hour prior to start time (see SubFinder brochure for more details and procedures). Failure to adhere to the proper procedure regarding reporting absences may result in disciplinary action. Personal Business and vacation days must be approved in advance.

5. The property and premises of the Plainfield Public Schools are to be used for official school/District business only.

6. Employees should develop a team spirit and help keep morale high in your school or department. Learn how to accept others around you and grow together. A true understanding of your functions will enable you to interact with others more easily.

c. Work Schedule

Hours of work may vary depending on position and work location, as well as on contractual agreement. Upon employment, employees will be notified of their specific workday schedule. All employees are required to record time worked by a sign-in book at the beginning and end of the workday.

Please be mindful that it is a criminal act to fraudulently document time worked by falsifying information. Such action will warrant disciplinary action that may include termination.

Depending on the hours of employment and terms and conditions of the respective union contracts and New Jersey state law, employees may be entitled lunch and breaks. The respective supervisor will inform the employees of the time that they are expected to take lunch and breaks.

d. Dress Code Policy

The Plainfield Public Schools is charged and committed to educating its students. It must also ensure that all employees set a positive example for students. Proper dress in the workplace is an integral part.

All employees are required to dress in a professional and appropriate manner at all times and should adhere to the District’s Dress Code Policy.

e. Non-Smoking Policy

The District has adopted a Non-Smoking Policy. This policy mandates that smoking will not be permitted in or on any District property.

3. EMPLOYMENT CLASSIFICATION

Employees of the Plainfield Public Schools are generally categorized as either 10-month or 12-month employees. Employees can also be categorized as Full-Time, Part-Time, Per Diem, or hourly employees.

Full-Time employees are entitled to all benefits and are subject to the terms, conditions, and limitations of each plan offered.
District employees categorized as Instructional and Non-Instructional are governed by the New Jersey Statutes Annotated N.J.S.A. 18-A Instructional and N.J.S.A. 11A Non-Instructional.

a. Instructional employees are responsible for instruction to or academic/support progress/ of students.

b. Non-Instructional employees perform the supportive duties and responsibilities for staff and students.

4. EMPLOYEE ACTIONS

a. Promotions

In an effort to establish a career ladder for employees, Plainfield Public Schools encourages filling vacancies through the promotion of its current, qualified employees. All job openings are posted by Human Resources and Support Services on the District website. Interested persons may also check the bulletin board at your school or department each week for postings of job openings, announcements, and available career advancement opportunities.

b. Transfers

Employees may, upon written request, seek a transfer to another department or school within the Plainfield Public Schools. Transfers must be approved by the Superintendent and submitted for Board approval.

c. Resignations

Although it is our hope that all employees enjoy a lengthy and successful career with Plainfield Public Schools, for personal or professional reasons may require employees to resign. Instructional employees are required to give a sixty (60) day notice in writing to his/her immediate supervisor and Human Resources and Support Services. Non-instructional employees are required to provide a thirty (30) day written notice.

d. Retirements

Although employees may retire at an early age under the guidelines of your particular pension fund, there is no mandatory retirement age. To find pension plan coverage and more information about retirement benefits, please contact the Compensation and Administration Department. Instructional employees are required to give a sixty (60) day notice in writing to his/her immediate supervisor and Human Resources and Support Services. Non-instructional employees are required to provide a thirty (30) day written notice.

5. EMPLOYEE PERFORMANCE EVALUATIONS

Instructional non-tenured employees will be assessed three (3) times a year. Once tenure is earned, employees will be assessed minimally once a year. All other employees will be assessed three (3) times a year. This evaluation serves as a measure of your performance on the job. The evaluation may be used to aid you and your supervisor in identifying specific areas that may need improvement. It is your evaluator’s responsibility to identify any areas of needed improvement and make specific recommendations to assist you. It is the supervisor’s responsibility to follow these recommendations and to make an honest effort to improve. Continuous unsatisfactory evaluations will result in disciplinary action and/or termination as per contract and NJ Statute.
6. **SALARY**

a. **Salary Range**

A salary range has been established for each instructional and non-instructional position within the District. It is outlined in each union contract.

b. **Increments and Longevity**

Employees will receive an annual increment each year until you reach the maximum on the salary range. Longevity payment(s) will be added to your annual salary in accordance with your union contract.

c. **Paychecks and Pay Dates**

Ten-month employees are paid on a ten-month basis and paid twenty (20) paychecks per year. However, ten-month employees may choose to be paid on a twelve-month basis and receive twenty-four (24) paychecks per year.

Generally, employees are paid on or near the 15th and the last day of each month.

Checks or direct deposit receipts are distributed to authorized employees of the respective department/location. All checks that are not distributed must be returned to the Compensation Administration Department.

Employees are strongly encouraged to participate in Direct Payroll Deposit. On each pay day an employee’s pay is deposited directly into his/her bank account and an itemized statement of wages deposited is sent to the respective employee. Direct deposit enrollment forms are available in the Compensation Administration Department. To enroll, an employee should complete an enrollment form and attach a copy of a voided check from his/her current bank account.

d. **Mandatory Deductions**

1. Federal Income Tax
2. State Income Tax
3. Social Security
4. Pension – Employees are eligible to join one of the pension funds listed below based upon your employment status. Public Employee Retirement system (PERS) – Upon hire if you are a permanent non-instructional employee you are required to enroll. Teachers’ Pension & Annuity Fund (TPAF) – Upon hire if you are a certified staff member you must participate in this fund.
5. Family Leave Insurance
6. State Unemployment Insurance
7. Union Dues for affiliated employees

e. **Optional Deductions**

1. Tax Sheltered Annuities
2. County Educators Federal Credit Union

3. Short Term Disability

For additional information on payroll deductions, please contact the District’s Compensation Administration Department.

7. HOLIDAY SCHEDULES

There are two (2) holiday schedules established by the District, the school calendar and the annual calendar. The school calendar is for the ten-month employees and the annual calendar for the twelve-month employees.

Upon employment and each year thereafter, employees will be given a schedule specifying approved holidays for that year. In addition, eligibility requirements for holiday pay will be explained by immediate supervisors or may be found in the appropriate collective bargaining agreement.

8. EMPLOYMENT FRINGE BENEFITS

The Plainfield Public Schools takes pride in the fact that it provides an excellent and extensive Fringe Benefits package for all employees. There are various rules and regulations regarding the eligibility and use of these benefits, based on job status, position, and collective bargaining unit. Plainfield Education Association members are eligible for medical benefits thirty (30) days after their date of hire at no cost. All other employees are eligible at the date of hire. Listed below are general offerings. It is suggested that the employee check with the District’s Compensation Administration Department for additional information.

a. Medical Benefits

1. Medical Insurance Carriers
   a. Horizon Blue Cross/Blue Shield PPO
   b. Horizon Blue Cross/Blue Shield HMO
   c. AETNA
   d. HealthNet

2. Prescription – BeneCard

3. Vision/Optical - National Vision Administrators

b. Personal Benefits

1. Sick Days- All twelve (12)-month employees are entitled to twelve (12) sick days per year and all ten (10)-month employees are entitled to ten (10) sick days per year. Sick days may accumulate without limit.

   All absences before/after a school closing, holiday, vacation, etc. require a doctor’s note the first day back to work. If dates are known prior to the absence, the note should be submitted prior to the first day of the absence.
When five (5) consecutive sick days or more are used, a physician’s note, on letterhead is required to be submitted upon return to work. The doctor’s note must contain the reason for absence (diagnosis), the dates of incapacity and that the employee is medically cleared to return to full active duty. Employees who have exhausted all of their sick time and still cannot return to work must request a leave of absence.

2. Personal Business- Twelve (12)-month employees are entitled to four (4) personal business days per year and ten (10)-month employees are entitled to three (3) personal business days per year. Unused days are converted to Personal Illness days from one fiscal year to the other. Personal Business days must be requested by the employee at least five (5) days in advance. Request for time before or after a school holiday must contain “specific reasons” and also receive approval in advance from Human Resources and Support Services.

3. Vacation Days – Only twelve (12)-month employees are contractually entitled to vacation time. Vacation time must be requested and receive approval from your immediate supervisor at least five (5) days in advance.

4. Life Insurance – Life insurance is provided for full-time employees in an amount equal to the employee’s annual salary. Optional supplemental life insurance is available for full-time employees to purchase. For additional information please contact the District’s Compensation Administration Department.

5. COBRA – Under certain circumstances, medical/dental coverage may be continued upon separation. In accordance with the Consolidated Omnibus Budget Reconciliation Act (“COBRA”), the Plainfield Public Schools allows eligible separated employees to purchase temporary continuation of health insurance coverage. Separated employees will receive a COBRA package, which includes a COBRA election form. Contact the Compensation Administration Department with any questions that you may have regarding the COBRA coverage.

6. Bereavement Days – You are entitled to receive full pay for absences due to death in the family. Employees are allowed five (5) days with pay in one (1) year for death in the immediate family. Immediate family includes husband, wife, children, father or mother, brother, sister, grandfather, grandmother or as reflected in the employee’s collective bargaining agreements.

7. Other Absences – Employees shall receive full pay for absences resulting from the following causes, provided the necessary documentation has been given to an immediate supervisor:

   a. Jury Duty – Employees must present a copy of Jury Duty Notice prior to absence, and court verification of dates served is required upon completion of jury duty.

   b. Court Subpoena – Employees must present a copy of the subpoena prior to absence.

9. LEAVES OF ABSENCES

All requests for leaves of absences must be submitted in writing to an immediate supervisor then forwarded to the Human Resources and Support Services Department along with the appropriate
documentation for further processing. It is required that employees submit requests in advance of the effective start date of a leave. Emergency situations will be considered on a case-by-case basis. All leaves of absences must be Board approved. Examples of leaves and required time for request are listed below:

a. Maternity Leave – Sixty (60) days in advance
b. Child Care Leave – Sixty (60) days in advance
c. Personal Illness leave – Foreseeable based upon treatment thirty (30) days in advance or prior, where possible.
d. Special Leave – thirty (30) days in advance or prior, where possible.
   1. Elective Office
   2. Union Business
   3. Personal
   4. Family leave – thirty (30) days in advance or prior, where possible.

10. HEALTH AND SAFETY

a. Your Health

Employee good health is of the utmost importance since it affects the quality and consistency of work and performance. Therefore, prior to employment, you must submit evidence of a physical examination and Mantoux Test (TB) to the Human Resources and Support Services Department.

b. Personal Safety

Safety of all employees is a priority of Plainfield Public Schools. It is essential to provide and maintain a safe place in which to work. If there is a problem in employees work area that directly or indirectly affects employees safety or the safety of those around employees, please report it to a supervisor immediately.

c. Fire Drills

For your protection and safety, periodic fire drills are held in all schools and all District buildings. Proper adherence to all the rules regarding evacuation procedures in case of fire and knowing the exits in your building will insure your safety as well as the safety of those depending upon you.

d. Workers’ Compensation

As required by law, all employees are covered by Workers’ Compensation Insurance. Although safety on the job is stressed, employee accidents do happen. Employees please contact your immediate supervisor or Human Resources and Support Services Department should an accident occur.
11. REFERENCE INQUIRIES

Written inquiries are sent out to all previous employers and educational institutions listed on the employment application. Generally, this information is returned to the department administrator and Human Resources within a few weeks for review and then placed in employee’s permanent personnel file. Discrepancies or unexplained data will be brought to the attention of the department head/supervisor for clarification. Misrepresentation of information on the employment application may be grounds for immediate dismissal.

12. EMPLOYMENT VERIFICATION

Occasionally, telephone calls or letters are received by individual departments from banks, employment agencies prospective employers and others trying to verify employment information on previous or current employees. No information will be released under any circumstances. Such inquiries are to be referred to Human Resources. Legitimate requests in writing for information will be accommodated to the extent of providing dates of employment and job title only. No other information is released without prior written consent of the employee in question.

13. PERSONNEL FILES

The Human Resources Department and Support Services is charged with maintaining employee personnel files. It is the responsibility of the respective employee to make certain that the personnel file includes current employment information. Personnel files may be reviewed by respective employees by appointment only. Please contact the Human Resources and Support Services Department for further information.

14. CHANGE IN PERSONAL STATUS

Employees frequently experience status changes due to personal reasons. Some of the typical reasons are changes in home address, marital status and the birth of a child. It is imperative that this type of information is maintained accurately. It is incumbent upon the employee to notify the Human Resources and Support Services Department of any required changes or updates.

15. EMPLOYEE ASSISTANCE PROGRAM (EAP)

The District has available an Employee Assistance Program, (EAP) which was designed to provide professional and confidential counseling services. Please contact Human Resources and Support Services Department for further details.

16. DISCIPLINE

The Plainfield Public Schools expects employees to comply with all policies, rules, and to conduct themselves according to acceptable standards of behavior. It is the responsibility of all levels of supervision to see that the rules are consistently followed and enforced. The procedures contained in this employee hand-book are guidelines only. Please refer to appropriate contracts.

17. SERIOUS OFFENSES

The Plainfield Public School District considers the following actions to be serious offenses that are strictly prohibited. Employee actions that are considered to be of a serious nature, may subject the employee to immediate suspension and/or separation. The following actions are considered to be actions of a serious nature and:

a. Physically, verbally attacking, or threatening to fight another employee, or other disorderly or immoral conduct on the school District’s property.
b. Negligence or careless action that endangers the life or safety of another person.

c. Insubordination.

d. Improper handling or misuse of school funds.

e. Unauthorized possession or removal of property belonging to the school District or another employee.

f. Unauthorized use of District equipment or property for personal reasons or for profit.

g. Failure or refusal to perform work properly or refusal to follow instructions.

h. Deliberately damaging or destroying property that belongs to another employee, school District, or a student.

i. Possession of firearms, illegal weapons, or explosives on or near school property.

j. Possession or under the influence of an intoxicating or a controlled substance while at work.

k. Possessing, distributing, or consuming intoxicants, narcotics or any non-prescribed drug on school property except medications prescribed by a physician which do not impair work performance or compromises safety.

l. Falsifying payroll records or time records by reporting time worked inaccurately or incompletely.

m. Being involved in activities, including criminal activities the nature of which would make continued employment incompatible with the best interest of the school District and its employees.

n. Harassment or sexual harassment.

o. Breaching confidentiality.

p. Deliberately falsifying statements.

q. Improper or inappropriate use of electronic and/or communication systems.

r. Failing to cooperate in school District investigations.

18. **PERSONAL PROPERTY**

The Plainfield Public Schools’ is not responsible for personal belongings lost or stolen at District sites. Employees are encouraged to secure personal belongings and limit the amount of personal belongings brought into the school District. Valuables should not be visible or kept in easily accessible areas. Any theft of personal property should be reported to security.

Employees electing to drive to work are encouraged to use the parking facilities located around the respective place of employment. The school District is not responsible for theft or damage to personal vehicles.

19. **REIMBURSEMENT POLICY**
Employees must receive prior approval from appropriate authorized personnel of such purchases prior to expending personal funds with the expectation of reimbursement by District.

20. DISTRICT PROPERTY

In order to leave with District property off premises, all employees must gain permission to do so from appropriate authorized personnel. Failure to do so may subject the employee to disciplinary action.

21. EMPLOYEE ID

All employees must keep their employee identification cards visible at all times during their respective working hours. Employees are required to obtain another identification card in cases when they have been lost or stolen.

The material in this handbook is a synopsis of existing rules and regulations formulated by the administration and District. It is intended to serve as a guide regarding the policies of the school District. Any specific concerns are to be channeled to the appropriate supervisor or building principal.

If you have any suggestions, additions, or comments regarding this handbook, we would be most happy to receive them.
Plainfield Board of Education Members

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