

FREQUENTLY ASKED QUESTIONS

BENEFITS

- *When do my benefits become effective?* Benefits are effective thirty days from your date of hire if you are a member of the Plainfield Education Association Union (PEA). Benefits for all other employees are effective on the date of hire. At this time, benefits are 100% paid by the district. There is no employee contribution and you are responsible only for your co-payments and deductibles (*where applicable*). **Benefit forms must be completed and returned within 30 days of your date of hire.** *If you do not return your benefit forms within the specified timeframe, you will have to wait and enroll during the next scheduled open enrollment period.*
**Employees are not eligible to receive reimbursement in lieu of benefits in the event you are covered under a spouse or partner's benefits.
- *Who do I contact if I have not received my benefits cards?*
You must contact the benefits representative who is located in the Compensation Administration Department.
- *How do I add/remove a dependant onto my benefits?*
You must contact the benefits representative who is located in the Compensation Administration Department.
- *Does the district offer any assistance to employees who may have work related or personal issues?*
The district's confidential Employee Assistance Program is available through the University of Medicine & Dentistry NJ Behavioral Healthcare. [Please click here for additional information.](#)

SALARY

- *I have recently obtained enough credits to move to a different salary guide. What is the procedure for having my salary changed?*
Certified employees may submit a Salary Advancement form along with official transcripts to the HR and Support Services Department. The form can be accessed via the Form section of the HR website or you may click [here](#).

- *Why didn't my step increase this year?*
Based on the progression of the PEA guide, there was no step increase for certified staff for the 2008-2009 school year. Salaries were increased but there was no step increase. If you are a 10 month employee, you must work at least 5 months within a school year to be eligible for the next step the following year. If you are a 12 month employee, you must work at least 6 months before being eligible for the next step in the following year.
- *When and how often do I get paid?* The payroll cycle is on or near the 15th and last day of each month. As a new hire, the receipt of your first paycheck is based upon the date your paperwork is received and submitted to the compensation administration department. You will receive your first paycheck either the **first OR second payroll cycle after your hire date.**
- *When will my salary adjustment be processed?* Salary adjustments of newly hired employees are processed when **ALL** necessary paperwork has been received. (This includes, fingerprints, mantoux test results, original transcripts, copy of certification (*if applicable*) and **evidence of experience/references.**) **You will have 60 days from your start date to supply evidence of experience for a salary adjustment.**

LICENSING

- *I am submitting an application for certification. Who should I make the money order payable to?* Certification application money orders should be made payable to the Commissioner of New Jersey.
- *I currently possess a Certificate of Eligibility with Advanced Standing or a Certificate of Eligibility (alternate route). Is it true that I will need to pay mentor fees? If so, when and how?* All newly hired teachers who do not possess a standard NJ teaching certificate must enroll in the state provisional training program and must be assigned a mentor. You will be contacted by a representative in the Human Resources department regarding your registration into the provisional program. You will also be given a form to complete for your mentor fees.
- *I'm currently a novice teacher who holds a provisional certificate. What are the next steps?* Please click on the following link for information regarding the State's licensing program:
<http://www.nj.gov/education/educators/license/provprogram.htm>

- *How do I become certified to teach in New Jersey?*
Please click on the following link for information regarding the State's licensing program: <http://www.nj.gov/education/educators/license>
- *How do I fill out the Highly Qualified Teacher (HQT) forms?* Please click on the following link for HQT forms and instructions:
<http://www.nj.gov/education/profdev/nclb/>

SUBSTITUTES

- *How do I become a substitute teacher?*
To be a substitute teacher, you must have a minimum of 60 college credits and a substitute certification. The application for a substitute teacher can be downloaded from the HR section of the website or the packet can be obtained from the Board of Education office.
- *What is the rate of pay for substitute teachers?*
\$85 per day- if you have not taken a PRAXIS exam.
\$100 per day – if you have taken a PRAXIS exam.
- *How do I become a substitute secretary or substitute custodian?*
Please email your resume for consideration to jobs@plainfield.k12.nj.us. Please put substitute in the subject line. Secretaries will be required to pass a computer skills test using Microsoft Word, Excel and Powerpoint.

GENERAL INFORMATION

- *What is the procedure for viewing my personnel file?*
To view your file, you may complete a request to view personnel file form which is located on the forms section of the HR website.
- *How do I obtain a verification of employment?*
To request a letter, please complete the Request for Verification of Employment form which can be obtained in the forms section of the HR website. Employment verification requests from financial institutions, housing rental organizations, etc. can be faxed to Human Resources at 908.731.4332.
- *Who do I make out the money orders to for fingerprints?* Money orders should be payable to the state of NJ. Personal checks and cash are not acceptable.

- *Can I collect unemployment during the summer months?* Ten month employees working in a school district are not eligible for unemployment benefits “between terms” or during the summer months.