

Westwood Administrative Assistants Association and  
Westwood School Committee  
**Side Letter - Mentoring**

*This letter, appended to the 2022-2025 collective bargaining agreement between the Westwood School Committee and the Westwood School Administrative Assistants Association reflects an agreement between the parties reached on this 1st day of May, 2023.*

The parties agree that in order to encourage a culture of collaboration among administrative assistants, and to provide newly hired administrative assistants with on-the-job training and support, new administrative assistants may be assigned a mentor.

Mentor duties and responsibilities will necessarily involve the use of hours outside the work day, including lunch time. A mentor must be willing to maintain regular communication with their mentee. The fulfillment of mentor responsibilities does not relieve the mentor from any workplace assignments except when specifically approved in advance by a supervisor.

All veteran members of the administrative assistant's association who have completed at least three years of service will be encouraged to serve as mentors and provided with an annual option to participate in mentor training. Mentor training will count toward the earning of a workplace training stipend as described in Article 21A "Workplace Training." Administrators will select mentors from among the association members who have completed mentor training. Administrators will make an effort to match newly hired staff with mentors who have relevant experience.

Mentors will be paid \$800 for working with the new administrative assistant for the first full year of employment. The stipend will be paid in two equal installments: \$400 will be paid in January and \$400 in June. With administrator approval, a mentor may be invited to work with their mentee for a second year. For the second year, a mentor will be paid an annual stipend of \$300 in two installments: \$150 in January and \$150 in July.

\_\_\_\_\_  
Anthony Mullin, Chair  
Westwood School Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Diane Santangelo, Co-President  
Westwood Schools Administrative Assistants Association

\_\_\_\_\_  
Date

\_\_\_\_\_  
Anne Staulo, Co-President  
Westwood Schools Administrative Assistants Association

\_\_\_\_\_  
Date