

AGREEMENT/CONTRACT
BETWEEN THE
WESTWOOD SCHOOL COMMITTEE
AND THE
WESTWOOD ADMINISTRATIVE ASSISTANTS ASSOCIATION

This Agreement/Contract has been made and entered into by the Westwood School Committee and the Westwood Schools Administrative Assistants Association on the date indicated below. This contract becomes effective July 1, 2025 for a three-year period through June 30, 2028.

All Administrative Assistants shall be placed on the proper step of the salary/classification schedule and shall receive benefits or prorated benefits (paid time off) based on the number of weeks worked and/or number of days and hours worked per week except as where specifically outlined herein.

Signed: 
Chair, Westwood School Committee
Date: 7/10/2025

Signed: 
Co-President, Westwood Schools Administrative Assistants Association
Date: 7/17/25

Signed: 
Co-President, Westwood Schools Administrative Assistants Association
Date: 7/17/25

ARTICLE 1- RECOGNITION

Subject to any applicable provision of State or Federal law, or regulations now or hereinafter in effect, the Committee recognizes the Association as the exclusive bargaining agent in respect to wages, hours, and terms and conditions of employment for all administrative assistants with the exception of all staff supervised exclusively by the Superintendent, Assistant Superintendent, Director of Finance and Operations, Director of Human Resources, or Director of Equity, Integration, and Community Partnerships.

Effective July 1, 2025, any new employee hired into the position of Accounts Payable Coordinator shall not be a member of the bargaining unit. An employee in the Accounts Payable Coordinator position prior to July 1, 2025 shall have the option of either remaining in the bargaining unit or moving out of the bargaining unit; if the employee elects to move out of the bargaining unit, such change shall be effective July 1, 2025.

This agreement is a complete agreement between the parties covering all mandatory subjects of discussion. The parties agree that the relations between them shall be governed by the terms of this agreement. No prior individual agreements or understanding, oral or written, shall be controlling or in any way affect the relations between the parties unless and until such agreements or understanding have been reduced to writing and duly executed by both parties subsequent to the date of this agreement. All matters not dealt with herein shall be treated as having been brought up and disposed of and the Committee shall be under no obligation to discuss with the Association any modifications or additions to this agreement which are to be effective during the term thereof. No change or modification of specific provisions of this agreement shall be binding on either the Committee or the Union unless reduced to writing and executed by their respective duly authorized representatives.

ARTICLE 2- SALARY/CLASSIFICATION

Effective July 1, 2025 through June 30, 2026 - +3.0%

Classification	1	2	3
Step 1	\$30.88	\$29.09	\$27.93
Step 2	\$32.13	\$30.25	\$29.05
Step 3	\$33.39	\$31.47	\$30.21
Step 4	\$34.73	\$32.72	\$31.43
Step 5	\$36.12	\$34.02	\$32.69

Effective July 1, 2026 through June 30, 2027 - +\$0.16/hr, +3%

Classification	1	2	3
Step 1	\$31.97	\$30.13	\$28.93
Step 2	\$33.26	\$31.32	\$30.09
Step 3	\$34.56	\$32.58	\$31.28
Step 4	\$35.94	\$33.87	\$32.54
Step 5	\$37.37	\$35.21	\$33.84

Effective July 1, 2027 through June 30, 2028 - +3%

Classification	1	2	3
Step 1	\$32.93	\$31.03	\$29.80
Step 2	\$34.26	\$32.26	\$30.99
Step 3	\$35.59	\$33.56	\$32.22
Step 4	\$37.01	\$34.88	\$33.51
Step 5	\$38.49	\$36.26	\$34.85

Step changes take place on July 1 of the year following the completion of the sixth month of employment with the Westwood Schools. If an employee has not worked at least six months as of July 1, the step change will not be earned until the following July 1.

CLASSIFICATIONS		
1	2	3
Admin. Asst. to:	Admin. Asst. to:	Admin. Asst. to:
<ul style="list-style-type: none"> Director of Student Services 	<ul style="list-style-type: none"> K-5 Principals 6-8 Principals 9-12 Principals Director of Facilities Director of Food Services Director of Guidance Student Services Department Heads Accounts Payable 	<ul style="list-style-type: none"> 6-12 Asst. Principals Dean of Students Preschool Director
		Admin. Asst. for:
		<ul style="list-style-type: none"> Building Use General Administrative Support Reception

*Full year/Full Time employees shall work 40 hours per week from 7/1 through 6/30.

School Year employees shall start work one week before school begins and end three days after the last day of school, for a total of 188 days. Additional days may be granted with the mutual agreement of department head/supervisor, the employee, and the Director of Finance and Operations.

School Year employees are not required to work during school vacation weeks or on snow days/no school days, but may do so if mutually agreed upon in advance with their supervisor and the Director of Finance and Operations.

ARTICLE 3 – LONGEVITY PLAN

For administrative assistants hired between July 1 and December 31, longevity pay will begin on July 1 of the start of the fifth school year, whether partial or full school years. For administrative assistants hired between January 1 and June 30, longevity pay will begin on July 1 of the start of the fifth full school year. An employee will be considered to have worked a full school year if he or she was employed as an administrative assistant in the district as of September 7 of a given school year.

For example:

An employee hired on July 1, 2022 would receive the “5 years” increase in longevity pay on July 1, 2027.

An employee hired on December 15, 2022 would receive the “5 years” increase in longevity pay on July 1, 2027.

An employee hired on January 1, 2023 would receive the "5 years" increase in longevity pay on July 1, 2028.

Subsequent longevity increases will accrue on July 1 of the longevity anniversary.

Year	Hourly Longevity Differential	Full Year Annualized 52 weeks x 40 hours/wk = 2,080 hours	School Year Annualized 188 days x 8 hours/day = 1,504 hours
Entering 5	0.45	936.00	676.80
Entering 10	0.65	1,352.00	977.60
Entering 15	0.81	1,684.80	1,218.24
Entering 20	1.02	2,121.60	1,534.08

Longevity will be calculated hourly and embedded into the individual's hourly rate. The annual amount is provided only for reference.

ARTICLE 4 – PAID TIME OFF

Full-Year Administrative Assistants (Days)				
	Years 0-4	Years 5-9	Years 10-14	Years 15+
Vacation	10	15	20	25
Personal	3	3	3	3
Sick	15	15	15	15

School Year Administrative Assistants (Days)				
	Years 0-4	Years 5-9	Years 10-14	Years 15+
Vacation	6	10	14	17
Personal	3	3	3	3
Sick	15	15	15	15

School year assistants work 188 out of 260 days (for reference, 260 days = 52 weeks x 5 days).

All vacation requests of 5 consecutive days or longer for Full Year and School Year employees must be requested at least ten (10) business days prior to the first day that the vacation will commence. Supervisors are required to respond to employee vacation requests in writing within five (5) business days of the request, except when an extension is made by mutual agreement between supervisor and employee.

School Year employees may access up to five (5) accrued vacation days during the school year, consecutively or non-consecutively, provided they receive approval from their principal or direct supervisor and provided 1) the employee 'makes up' or works the days at an alternative time, such as a school vacation week, that is agreeable to the supervisor and 2) the employee makes up the time during the same fiscal year and 3) the employee notifies the Payroll Specialist and Director of Finance and Operations in writing at the time of such approval. The make-up of vacation days for School Year employees is intended to preserve the length of the work year of School Year employees exactly as described in Article 2.

Annual accruals for vacation, personal, and sick leave will be credited to the employee on July 1, except during the first year of employment when leave will be prorated according to the date of hire through the end of the school year. Sick and Personal Leave shall be prorated to new employees upon hire. Vacation time shall be available and prorated to employees upon completion of their six-month Probationary Period.

For administrative assistants hired between July 1 and December 31, increases in the number of vacation days as described in the schedule in this article will begin on July 1 of the start of the fifth school year, whether partial or full school years. For administrative assistants hired between January 1 and June 30, increases in the number of vacation days will begin on July 1 of the start of the fifth full school year. An employee will be considered to have worked a full school year if he or she was employed as an administrative assistant in the district as of September 7 of a given school year.

Only ten (10) vacation days can be carried forward each year.

Upon separation from employment for any reason, the district will pay a prorated share of vacation days for the current fiscal year, and the full value of any vacation days carried from prior years.

ARTICLE 5 – SICK LEAVE

Administrative Assistants will be granted fifteen (15) days sick leave per year, accumulative with no limitation. A doctor's certificate may be requested by the

Superintendent's Office after an absence of five (5) consecutive days. Any absence of five or more consecutive days must be reported to the Director of Human Resources.

Sick leave is granted when an employee is incapacitated from performance of duties due to sickness or injury. Also, sick leave may be granted in the case of illness on the part of a close relation: child, parent, spouse, or a permanent member of the immediate household which requires the attention of the employee, not to exceed ten (10) days of sick leave per year. In catastrophic circumstances, an employee may request to access additional accumulated sick leave to care for a family member, which may be granted at the sole discretion of the Superintendent of Schools, or the Superintendent's designee.

School year employees may only access sick leave during the school year.

ARTICLE 6 - SICK LEAVE BANK

The Sick Leave Bank shall be overseen by a Sick Leave Bank Committee comprised of two Association members and two members of the District Administration appointed by the Superintendent of Schools. The Sick Leave Bank Committee will administer the Sick Leave Bank, which is available to any member of the Administrative Assistants' Association who has been employed for one year or more and has used up all of their accumulated sick leave.

All requests for sick bank days must be submitted in writing to the Sick Bank Committee with appropriate evidence to support the request and/or pertinent information the Sick Bank Committee may require.

The Bank shall be maintained year to year until exhausted. When exhausted, the Bank shall be renewed by the contribution of one additional day by each member of the bargaining unit.

The initial grant of sick leave by the Bank Committee shall not exceed ten (10) days. Upon completion of the ten (10) day period, additional entitlement may be extended by the Sick Bank Committee upon demonstration of need by the applicant. When necessary for the employee to reach the minimum number of days required to qualify for long-term disability coverage, the number of days that the employee will be eligible will not exceed sixty-five (65) days (per certified disability). Otherwise, sick leave bank benefits shall be limited to the school year in which the disability commenced.

No days may be withdrawn to permit an individual to stay at home to care for other members of the family.

The decision of the Sick Bank Committee with respect to eligibility and entitlement shall be final and binding and not subject to appeal.

ARTICLE 7 – PERSONAL DAYS

Three days of non-cumulative absence for personal days with no loss of pay may be granted to each Administrative Assistant, upon authorization from his/her immediate supervisor.

Part-time staff shall receive pro-rated days that shall be rounded to the nearest half day. The minimum proration shall be one day.

School year employees may only access personal leave during the school year.

Unused personal days will be credited to the employee's sick day balance.

ARTICLE 8 – HOLIDAYS

Holidays shall be paid as indicated below, as shall any other holiday observed by the Westwood Public Schools that causes schools to be closed.

	Full Time (40 hrs./week)	Part Time (less than 40 hrs./wk)
Full Year	Labor Day* Yom Kippur* Rosh Hashanah* Columbus Day Veterans' Day Thanksgiving Day after Thanksgiving Christmas Day after Christmas New Year's Day MLK Day Presidents' Day Good Friday* Patriots' Day Memorial Day Juneteenth* Independence Day *This will be a paid holiday when it occurs or is recognized during the work week.	Full Year, Part Time employees will receive paid holiday time according to the Full Year holiday schedule provided the holiday would have been part of their normal work schedule. (Ex. If the employee's schedule includes Mondays, he or she would be paid for Columbus Day. If the employee's weekly work schedule is for Tues. and Thurs. only, he or she would not be paid for Columbus Day.) Part time employees will receive paid holiday time for the number of hours that they would normally be scheduled to work (e.g. If an employee's work schedule is from 8:00-11:00 am on Mondays, he or she would receive 3 hours of holiday pay on Columbus Day.)

School Year	Labor Day* Yom Kippur* Rosh Hashanah* Columbus Day Veterans' Day Thanksgiving Day after Thanksgiving Christmas Day New Year's Day MLK Day Good Friday** Memorial Day Juneteenth* *This will be a paid holiday when it occurs, or is recognized, on a weekday, including a school vacation week, provided that it occurs on a weekday that would have been in the employee's typical work schedule.	School Year, Part Time employees will receive paid holiday time according to the School Year holiday schedule provided the holiday would have been part of their normal work schedule. (Ex. If the employee's schedule includes Mondays, he or she would be paid for Columbus Day. If the employee's weekly work schedule is for Tues. and Thurs. only, he or she would not be paid for Columbus Day.) Part time employees will receive paid holiday time for the number of hours that they would normally be scheduled to work (e.g. If an employee's work schedule is from 8:00-11:00 am on Mondays, he or she would receive 3 hours of holiday pay on Columbus Day.)
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ARTICLE 9 – BEREAVEMENT

Bereavement leave may be granted to all Administrative Assistants, full-year and school-year, not to exceed three days without the loss of pay. Extension may be granted in extenuating circumstances up to two additional days for members in the immediate family when there is great distance to travel or other major problems must be resolved.

ARTICLE 10 – NO SCHOOL DAYS

In the event of an unplanned school or district closure, full-year administrative assistants shall have the option to work remotely or use paid time off.

School-year assistants may opt to use accrued vacation time or personal time in order to maintain continuity of pay when the school or district is closed unexpectedly. In cases where the assistant and their direct supervisor(s) agree that it is more valuable for school-year assistants to work during the closure than to work when the day(s) is/are made up on the school calendar, the assistant may work remotely. In these cases, written approval must be obtained from the Director of Finance and Operations.

ARTICLE 11 – DAYS AND HOURS

Elementary, Middle School, High School and Central Office hours may vary. All full-time Administrative Assistants who work an 8-hour day will receive a paid lunch hour. Part-time Administrative Assistants' hours are established for each position. Depending on the length of the day, a paid lunch/break will be established.

ARTICLE 12 – REMOTE WORK

In the Westwood Public Schools, employees do their best work when they have frequent opportunities for face-to-face collaboration with colleagues. Accordingly, employees are expected to work in-person whenever possible. Association members may be granted the opportunity for remote work with prior written approval from the Director of Human Resources and their direct supervisor(s), when working remotely will provide a clear benefit to the operation of the district. Remote work will generally not be granted during school days for positions that require in-person interaction with students, staff, and community members.

ARTICLE 13 – GRIEVANCE

1. Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems, which may arise, affecting the welfare or working conditions of Administrative Assistants. Both parties agree that proceedings shall be kept as confidential as possible.

2. Definitions:

- a. "Grievance" shall mean a claim by an Administrative Assistant that there has been a violation, misinterpretation or misapplication of the provisions of the Agreement/Contract.
- b. "Party in Interest" shall mean the person or persons making the claim, including their designated representatives as provided for herein, and any person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
- c. "Days" shall mean working school days.
- d. "Good Cause": No employee shall be discharged or otherwise dismissed without Good Cause.

3. Time Limits:

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The

time limits specified may, however, be extended by written agreement of the parties in interest.

If an Administrative Assistant does not file a grievance in writing within thirty days after he/she knew of the act or conditions on which the grievance is based, then the grievance shall be considered as waived.

Failure by the aggrieved at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be an acceptance of the decision rendered at that level.

4. Informal Procedures:

If an Administrative Assistant feels that he/she may have a grievance, he/she may first discuss the matter with his/her building principal or supervisor.

If the Administrative Assistant is not satisfied with such disposition of the case, he/she shall have the right to have the Association assist him/her in further efforts to resolve the problem informally with his/her building principal or supervisor.

If the Association approves the grievance, it must be filed with the Director of Finance and Operations within five (5) working days.

5. Formal Procedures:

a. Level One – Principal or Direct Supervisor

- i. If an aggrieved person is not satisfied with the outcome of informal procedures, or if he/she has elected not to utilize them, he/she may present his/her claim as a formal grievance in writing to the Principal or Direct Supervisor.
- ii. The Principal or Direct Supervisor shall, within five (5) days after receipt of the written grievance, render their decision to the aggrieved person.
- iii. If the aggrieved person is not satisfied with the decision of his/her grievance at Level One, he/she may, within three (3) days after the decision, or within eight (8) days after his/her formal presentation, file his/her written grievance with the Association.
- iv. If the Association approves the grievance it must be filed with the Director of Finance and Operations within five (5) working days.

b. Level Two – Director of Finance and Operations

The Director of Finance and Operations shall, within five (5) days after receipt of formal grievance, meet with the aggrieved person and with the

representatives of the Association for the purpose of resolving the grievance.

The Director of Finance and Operations shall, within three (3) days after the hearing, render their decision in writing to the aggrieved person, with a copy to the President of the Association.

c. Level Three – Superintendent of Schools

The Superintendent shall, within ten (10) days after receipt of formal grievance, meet with the aggrieved person and with the representatives of the Association for the purpose of resolving the grievance.

The Superintendent shall, within three (3) days after the hearing, render their decision in writing to the aggrieved person, with a copy to the President of the Association.

d. Level Four – School Committee

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two he/she may, within three (3) days after the decision or within six (6) days after the hearing, file the grievance again with the Association with a copy to the Westwood School Committee.

The Association shall, within three (3) days after receipt, refer the appeal to the Westwood School Committee if they so approved.

The Westwood School Committee shall, within fifteen (15) days after receipt of the appeal, meet with the aggrieved person and with representatives of the Association for the purpose of reviewing the grievance.

The Westwood School Committee shall, within three (3) days after such meeting, render its decision in writing to the aggrieved person, with a copy to the President of the Association.

e. Level Five – Impartial Arbitration

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three, he/she may, within three (3) days after the decision, or within six (6) days after the School Committee meeting, request in writing that his/her grievance be submitted to arbitration.

The Chairperson of the Westwood School Committee and the President of the Association shall, within ten (10) days after such written notice, jointly select a single arbitrator who is an experienced and impartial person of recognized competence. If the parties are unable to agree upon an

arbitrator within ten (10) days, the American Arbitration Association shall immediately be called upon to select one.

The arbitrator selected shall confer promptly with representatives from the Westwood School Committee and the Association to review the record of prior hearings, and shall hold such further hearings with the aggrieved person and other parties in interest as he shall deem requisite, and shall render a decision in writing within thirty (30) days.

The schedule of hearings by the arbitrator shall occur on weekdays at a mutually agreed upon time, except at other times agreed upon by the Westwood School Committee and the Association.

The costs for the services of the arbitrator shall be borne equally by the Westwood School Committee and the Association.

Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

ARTICLE 14 – TRANSFERS

1. When a position in the Administrative Assistant Association becomes vacant due to a retirement, resignation or termination, existing members may have the opportunity to fill the vacant position through voluntary transfer.
 - a. Association members who wish to be considered for such an opening must submit a written letter of application to the Superintendent within two weeks of the position being posted. Association members presently assigned to the school or district office in which the opening occurs shall be given priority consideration if qualifications are equal.
 - b. Association members who were reduced and/or laid off will have the ability to exercise their recall rights (explained in Article 15), if the vacancy occurs within 24-months of the reduction or layoff.
2. Per district guidelines, vacant positions across all bargaining units will be posted for at least two weeks before opening is filled via transfer or external applicant.
3. If no applicant (internal or external) applies for a vacant position, district administrators reserve the right to involuntarily transfer an employee to fill the position, if they believe it to be in the School Department's best interest.
 - a. Written notice of an involuntary transfer will be provided to the affected employee at least thirty (30) days in advance of an involuntary transfer. The duration of the transfer shall be specified in writing by the district
 - b. Any Administrative Assistant that is involuntarily transferred to a lower paying position will stay at the higher rate of pay of the position they have been moved from for the duration of the transfer, up to one year.

- c. Any administrative assistant that is involuntarily transferred to a higher paying position will receive the higher rate of pay for the duration of the transfer.
- 4. If or when an Administrative Assistant permanently assumes additional responsibilities that once came under another position, the Administrative Assistant's job description will be formally changed, proper training will be given, and compensation will be adjusted.
- 5. Transfers due to Reduction(s) in Force (RIF) are outlined in Article 15.

ARTICLE 15 – REDUCTION IN FORCE (RIF) RECALL RIGHTS

It is the prerogative of the School Committee to reduce the staff in accordance with decrease in enrollment, reorganization, budget limitations, or as other circumstances may warrant, and to dismiss staff to accomplish this end. In the event of a reduction in force (RIF), the district shall identify any employees who are impacted by the RIF either through their position or through their place on the district seniority list.

1. Notification

- a. When a reduction in force (RIF) is to take place, the district shall give a minimum of thirty (30) days' written notice to the affected member(s) which shall include:
 - i. The reason for the reduction
 - ii. Any options available to the affected member(s) to continue their employment in the district
 - iii. An exact timeline of if or when the member shall face a layoff, transfer, or other.

2. Seniority

- a. Seniority will be determined as follows:
 - i. An administrative assistant's length of continuous employment in the district in a position represented by this agreement.
 - ii. For employees hired prior to July 1, 2025, the length of continuous employment shall be reckoned from their date of hire in the Westwood Public Schools. For employees hired on or after July 1, 2025, the length of continuous employment shall be reckoned from the date they assume duties in the Westwood Public Schools. This date shall be referenced on the Seniority List.
 - iii. Leave(s) of Absence or Parental Leave(s) shall not be considered a break in continuous employment
 - iv. Exact ties in lengths of service (identical dates of hire) shall be resolved by lottery.

3. Seniority List

- a. The Seniority List shall be maintained by the Association Presidents and the Director of Human Resources.

- b. The Seniority List shall be updated immediately following the hiring, resignation, retirement or termination of any active member.
 - c. Seniority will be referenced in the event of a Reduction in Force (RIF) as a determining factor of continued employment in the district.
 - i. In the event of a Reduction in Force of a position where there is more than one (1) employee with the same position in the building, the transfer of an association member to another building, due to a reduction in force, shall be subject to the Principal's or direct supervisor's discretion.
4. Layoff
- a. Layoff shall mean unpaid leave of absence for a period of no more than twenty-four (24) months from and pursuant to a reduction in force.
 - b. Notification
 - i. When a layoff is to take place, the district shall give a minimum of thirty (30) days' written notice to the affected member(s) and shall include the reason for, and the effective date of layoff.
5. Recall- Recall rights, in the context of Administrative Assistant employment, are the rights of a laid-off or reduced member to be offered reinstatement to a position within the association before it is filled by a new hire.
- a. Recall, as used in this Article, shall mean the right to return to service during the twenty-four (24) month layoff period. Any member so recalled will be entitled to all previous recorded benefits and placed on the salary schedule appropriate to their service and approved category.
 - b. An association member who is separated from employment because of a RIF will have recall rights within the twenty-four (24) month layoff period to fill any opening which occurs.
 - i. If the separated member has seniority within the association, they may recall a position in the same classification or lower from which they were separated. If a position in a higher classification becomes vacant, they may apply to be considered for the position.
 - ii. For school based Administrative Assistants, recall rights may not be exercised until the conclusion of the school year, or when district administration has determined that there is a permanent vacancy due to resignation, retirement, transfer, or termination that has occurred since the RIF. District leaders shall notify the Administrative Assistant Association president(s) in writing of said vacancies, so that information may be shared with the impacted member(s).
 - c. An Administrative Assistant whose position is being eliminated and who, because of seniority, has the right to transition to a lower paid position available in the district will remain at their higher salary for a period of one full year.

ARTICLE 16 – PARENTAL LEAVE

1. Parental Leave of Absence- A bargaining unit employee who is eligible under the Massachusetts Parental Leave Act (MPLA) and/or Family Medical Leave Act (FMLA), shall be granted an unpaid leave of absence for any purpose giving birth and/or caring for a newborn, intending to or adopting a child.
 - a. An employee is eligible for up to eight (8) weeks of unpaid leave under the MPLA if they have completed at least three (3) consecutive months as a bargaining unit employee.
 - b. An employee is eligible for up to twelve (12) weeks of unpaid leave under the FMLA if they have worked at least 1,250 hours during the twelve months immediately preceding the leave.
 - c. Parental leave under the MPLA and FMLA will run concurrently whenever possible
 - d. During any MPLA or FMLA parental leave, the District will continue to pay its portion of the employee's health benefits.
 - e. During a parental leave of absence granted under MPLA, the employee may be paid by applying sick leave benefits for certified disability resulting from childbearing and/or childbirth and recovery therefrom during the period of leave and as documented by the employee's physician.
 - i. If necessary, employees may access unused personal and/or vacation days for any portion of the leave not covered by sick time.
 - ii. Sick, personal or vacation days must be accumulated prior to the start of the parental leave.
 - f. The parental leave will not affect the employee's sick leave, seniority, benefits, or programs for which they were eligible at the date of their leave. However, there will be no accumulation of additional benefits during the leave.
2. Employee Notice
 - a. The employee shall notify their direct supervisor (Principal, Department Head, or other) and the Superintendent in writing as soon as practicable, but no less than 30 days prior to the start of the anticipated leave (unless conditions beyond the employee's control necessitate shorter notice).
 - b. All requests for leave under this contract are irrevocable except that in unusual situations, such as infant death, miscarriage, or cancelled adoption, an employee

may make a written request for reinstatement prior to the previously-established date for the end of the leave period.

3. Extended Parental Leave of Absence- An extended unpaid leave of absence for the purpose of child rearing immediately following a parental leave shall be granted to any employee who has served in a bargaining unit position for at least three (3) years. Employees requesting an extended parental leave of absence must request said leave at least four (4) weeks prior to the start of the extended leave, indicate the length of the requested leave of absence, and include the intended date of return.

- a. The combination of parental leave and extended parental leave may not affect more than two contract years (July-June). For example, if an employee goes on extended parental leave beginning in April 2027 (2026-2027), they may continue on extended leave throughout the 2027-2028 school year, but the leave shall not continue into any part of the 2028-2029 school year.
- b. Initial requests for an extended parental leave that will commence at the start of the following contract year must be submitted by July 1st.
- c. An employee who has already been granted a year's extended leave of absence for the purpose of child rearing, and who wishes to extend that leave to a second contract year, must notify the Superintendent by March 15th preceding commencement of the second school year.
- d. An employee returning to the district from an extended parental leave must return at the beginning of the contract year, unless they are granted permission to return at another time by the Superintendent.
- e. During this period there will be no accumulation of seniority, sick leave or other benefits and employees will not be entitled to sick leave benefits for any other illness and/or disabilities incurred while on an extended unpaid leave of absence.

4. Notice of Return

- a. When requesting a parental leave of absence of any duration, the employee must indicate the intended date of return, which may be subject to change. They must notify the Superintendent, in writing, at least three (3) weeks prior to the expiration of the leave of their intention to return to work.

In the case of an extended parental leave of absence, employees must notify the Superintendent in writing by March 15th of their intention to return to service the following contract year.

An employee who fails to notify the Superintendent in writing, or who does not furnish said written notice, but fails to return to duty at the expiration of the leave without good reason, shall be deemed absent without leave, and the School Committee's obligation to provide a position for said employee shall cease.

ARTICLE 17 - EXTENDED LEAVE OF ABSENCE

The Westwood School Committee accepts the proposed extended leave of absence clause as follows:

1. Leaves of absence without pay may be granted. All benefits to which an Administrative Assistant was entitled at the time of the unpaid leave of absence, including unused accumulated sick leave, will be restored to him/her upon return to work.
2. Benefits will not accrue during such leave. At the completion of such leave the employee will be assigned to his/her former position as long as the position still exists or is occupied by a provisional employee.
3. If the position has been eliminated, because of a Reduction in force (RIF), and the member on leave has seniority rights under the Reduction in Force (RIF) clause, then he/she will be offered a substantially equivalent position.

ARTICLE 18 – POSITION COVERAGE

Any member temporarily filling a vacancy in a higher classification shall be paid at the higher rate after five (5) continuous days of such employment.

ARTICLE 19 – TUITION REIMBURSEMENT

Tuition reimbursement will be provided as follows. For job related courses, staff covered by this Agreement shall be reimbursed at 50% of the tuition and fees for any approved course. Approval shall be by the Superintendent's office. Reimbursement is limited to two (2) courses per year. Reimbursement is further subject to funding.

ARTICLE 20 – OVERTIME

Overtime will be paid for hours worked in excess of 40 hours per week at the rate of time and one-half, and overtime on Sundays and legal holidays will be paid at the double-time rate, with prior approval of the direct supervisor or Director of Finance and Operations or their designee; a member may elect compensatory time in lieu of overtime or double-time pay with the approval of his/her supervisor.

Paid time off such as sick, vacation, or personal days, shall not count toward the hours worked when the district calculates whether an employee has exceeded 40 hours per week and become eligible for overtime.

If there are opportunities for additional hours of administrative support, the administration will make every effort to offer the assignment to members of the association.

ARTICLE 21 – INSURANCE

Administrative Assistants may continue to participate in Town health insurance and life insurance programs. The contributions by the Committee and administrative assistants shall be in accordance with Town Bylaws and State Statutes. The Committee agrees to make information on health insurance available to the Association for the purpose of reviewing possible options on the coverage provided to employees covered by this Agreement.

ARTICLE 22 – EVALUATION/REVIEW

Purpose

Regular evaluation of the performance of all employees will be completed in accordance with the goals of the school district and accepted industry standards, as well as all relevant state and federal laws and regulations.

Evaluation forms shall be agreed upon by the Association and the administration. The form to be used is hereby incorporated into this agreement by reference.

Definitions

“Primary Evaluators” shall be: Principal or Direct Supervisor.

“Secondary Evaluators” shall be: Other school administration, where appropriate.

“Primary Evaluator” will be the individual assigned to observe and document performance, write up the evaluation report and conduct an evaluation meeting with the employee.

“Secondary Evaluator” may be any evaluator who directly observes an employee’s performance on a regular basis. This individual may provide written feedback to the employee and share information with the primary evaluator that will be incorporated into the written evaluation. Secondary Evaluators shall co-sign any evaluation to which they contribute. They may also attend an evaluation meeting, so long as the member being evaluated gives their consent in advance.

These definitions of Primary Evaluator and Secondary Evaluator do not preclude districtwide administrators (ex. Director of Finance or Superintendent) from participation in any personnel matters.

“Performance standards” are the specific categories of performance subject to the evaluation process.

Process

All members of the Association shall be evaluated in writing on an annual basis, by June 30 of the year or by the end of the Probationary Period, for any new employees. The evaluation shall include both ratings and a written summary of any particular strengths or areas of concern.

Evaluations shall be based on documented observations of performance. A Primary Evaluator may consider the documented observations of a Secondary Evaluator when determining a rating.

Upon completion of the Probationary Period and thereafter, any employee who either:

- fails to meet performance standards on an evaluation or
- does not consistently meet performance standards for two evaluations in a row

will be placed on a six month Performance Improvement Plan with specific improvement targets. If retraining is required, the schedule and plan for retraining will be indicated in the Performance Improvement Plan. At the end of the six month Performance Improvement Plan period, the employee will be re-evaluated to determine if the targets for improvement have been met. If improvement targets are not met, the employee will be dismissed.

A nominal incentive will be associated with the annual evaluation in recognition of employees who exceed performance standards. An employee whose overall evaluation score is Exceeds Performance Standard (4) for the year will receive a one-time bonus payment of \$500. This payment shall be issued after the Superintendent or designee has accepted the evaluations and placed them on file. The language of this paragraph shall not be subject to the grievance or arbitration procedure.

ARTICLE 23 – PROFESSIONAL DEVELOPMENT

Administrative Assistants shall be provided professional development in job related subjects on an annual basis unless otherwise agreed. Training will be scheduled at non-concurrent times to satisfy district-wide staffing needs.

A professional development working group will be established and will consist of two members of the administrative team and two members of the Administrative Assistants. This team will meet at least twice a year to develop professional development offerings for the administrative assistants.

ARTICLE 24 - WORKPLACE TRAINING

In order to promote the professional improvement and growth of its employees, the Westwood Schools shall provide employees the opportunity to participate in online or in-person workplace training.

These programs are non-mandatory and will be conducted outside of the regular work day. Available training modules will be announced at the discretion of management, and employees will be compensated at their time-and-one-half pay rate, with the length of the training defined in advance.

If the non-mandatory workplace training is conducted in person, consideration shall be given to the schedule so that employees working various schedules have access to the opportunity.

Employees may be invited to provide workplace training to their peers in areas of specific expertise (e.g., technology skills). The administration must pre-approve such workplace training content and hours. In these situations, the employee who is delivering the training outside of the normal work hours will be compensated at their time-and-one-half pay rate.

ARTICLE 25 – MENTORING

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. The assignment of Mentor to Mentee is to happen as part of the onboarding process and must be accompanied by notice in writing to the supervisor with a copy going to Payroll.

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, if assigned outside of working hours, will be paid as described in Article 21A workplace training. Administrators will select mentors from among the association members who have completed mentor training, if such training has been made available. 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.

ARTICLE 26 – PROBATION

When the district hires new employees who are members of the bargaining unit, they shall notify the Association President(s).

There will be a probation period of six months for all Administrative Assistants who are new to Westwood Public Schools. During the probation period, Administrative Assistants will be covered under this contract.

All new employees shall meet with their direct supervisor by their three-month anniversary. During this meeting, the employee shall be presented with an evaluation (see evaluation form in Appendix A of this contract). This will provide the employee with feedback on their performance and an opportunity to make improvements, if needed, before the conclusion of the 6-month probationary period.

Sick and Personal Leave shall be prorated for new employees upon hire, vacation leave shall be prorated and made available to employees upon completion of their six-month probationary period (see Article 3 - Paid Time Off).

ARTICLE 27 - DURATION

This agreement constitutes the entire Agreement of the School Committee and Administrative Assistants Association arrived at as a result of the collective bargaining negotiations, except such amendments hereto as shall be reduced to writing and signed by the parties.

The parties acknowledge that during the negotiations which resulted in their Agreement, each had the unlimited right and opportunity to make demands with respect to any subject of matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the School Committee and the Administrative Assistants Association for the life of this Agreement each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be required to bargain collectively with respect to any subject or matter referred to or covered in this Agreement.

No addendums may be added or deleted to the contract without the Administrative Assistants Association and the School Committee coming to a mutual agreement.

APPENDIX A – ADMINISTRATIVE ASSISTANT EVALUATION FORM

Westwood Public Schools
Administrative Assistant Evaluation Form

Employee Name	Employee Job Title		
Period Covered by Evaluation	Primary School or District Assignment		
Date of Evaluation	Reason for Evaluation (check below)		
	Probation	Annual	Other (specify)

Part I. PERFORMANCE STANDARDS

PERFORMANCE STANDARD	4 - Exceeds Standard	3 - Meets Standard	2 - Needs Improvement	1 - Unsatisfactory
1. <u>Quality of Work</u>	Work is consistently accurate, neat, and complete, often exceeding established standards for quantity and pace	Work is generally accurate, neat, and complete, and the quantity and pace of work are consistent with established standards	Work occasionally contains errors or is incomplete/not neat, and the quantity or pace of work sometimes falls below established standards	Work frequently contains errors, is often incomplete or not neat, and the quantity or pace of work is consistently below established standards
2. <u>Communication</u>	Responses to workplace requests are consistently prompt, exceptionally clear, highly solution-oriented, consistent, and courteous, often exceeding expectations. Interactions with supervisors, staff, students, or families are highly effective and contribute positively to relationships. A strong customer service mindset is evident, significantly enhancing the positive student experience	Responses to workplace requests are prompt, clear, solution-oriented, consistent, and courteous. Interactions with supervisors, staff, students, or families are generally effective. A customer service mindset is demonstrated, focusing on promoting a positive student experience	Responses to workplace requests are sometimes slow, unclear, not fully solution-oriented, inconsistent, or discourteous. Interactions with supervisors, staff, students, or families are sometimes ineffective. Customer service mindset could be improved to better promote a positive student experience	Responses to workplace requests are often slow, unclear, not solution-oriented, inconsistent, or discourteous. Interactions with supervisors, staff, students, or families are ineffective. Customer service mindset is lacking, negatively impacting the student experience

3. <u>Growth Mindset</u>	Actively seeks out opportunities to learn and practice new skills and readily adapts to changing situations and work assignments. Proactively seeks and applies feedback from various sources. Consistently accepts responsibility for mistakes and actively participates in and even seeks out growth and training opportunities	Demonstrates a willingness to learn and practice new skills and can adjust to changing situations and work assignments. Responds to direction or feedback from peers, school staff, and supervisors. Willing to accept responsibility for mistakes and participates in growth and training opportunities	Shows some reluctance to learn new skills or adjust to changes. Is occasionally defensive to feedback and sometimes avoids taking responsibility for mistakes. Participation in growth or training opportunities is minimal	Shows resistance to learning new skills and adapting to changes. Is unreceptive to feedback and unwilling to accept responsibility for mistakes. Does not participate in growth or training opportunities
4. <u>Teamwork</u>	Consistently demonstrates a high level of initiative to proactively address departmental needs. Significantly fosters a positive and collaborative workplace environment. Is meticulous in organizing and documenting work to ensure seamless cross-training and coverage. Readily and proactively offers assistance to all team members and consistently demonstrates patience. Actively and effectively mentors new employees	Demonstrates initiative to solve or anticipate departmental needs. Fosters a generally positive workplace environment for colleagues. Organizes and documents work to facilitate cross-training and coverage as needed. Offers assistance to other team members when needed and demonstrates patience.	Occasionally demonstrates initiative. Sometimes contributes to a negative workplace environment. Organization and documentation of work for cross-training or coverage are lacking. Is sometimes unwilling to assist others and occasionally demonstrates impatience.	Rarely demonstrates initiative to address departmental needs. Negatively impacts the workplace environment. Does not organize or document work for cross-training or coverage. Is unwilling to assist others and demonstrates impatience.

5. <u>Professionalism</u>	Consistently conducts oneself in a manner that reflects the positive values of the Westwood Schools. Demonstrates integrity in all interactions. Maintains a consistently orderly workstation and ensures records are always up to date. Consistently adheres to all workplace policies as well as established procedures and norms. Confidentiality is consistently and proactively protected.	Conducts oneself in a way that generally befits a representative of the Westwood Schools. Demonstrates integrity in most interactions. Maintains a reasonably orderly workstation and keeps records up to date. Generally adheres to workplace policies as well as established procedures and norms. Confidentiality is respected.	Conduct occasionally does not align with expectations for a representative of the Westwood Schools. Integrity in interactions is sometimes questionable. Workstation is often disorderly, and records are not consistently up to date. Occasionally fails to adhere to workplace policies, procedures, and norms. There are occasional lapses in respecting confidentiality.	Conduct frequently does not befit a representative of the Westwood Schools. Demonstrates a lack of integrity in interactions. Workstation is consistently disorderly, and records are not kept up to date. Frequently fails to adhere to workplace policies, procedures, and norms. Confidentiality is not always respected.
6. <u>Time Management</u>	Consistently maximizes efficiency by eliminating unnecessary activities and proactively manages workload to consistently meet and often exceed agreed-upon deadlines. Demonstrates excellent prioritization skills, effectively managing critical tasks under pressure. Is consistently punctual for work and breaks. Provides proactive and thorough communication regarding any changes in schedule	Eliminates unnecessary activities and handles work efficiently to meet agreed-upon deadlines. Prioritizes appropriately, especially when time is short. Arrives at work on time and returns from breaks on time. Provides prompt communication with respect to changes in arrival, breaks, and/or departure time and appropriate notice when requiring use of contractual paid time off	Sometimes engages in unnecessary activities and handles work with some inefficiency, occasionally missing deadlines. Struggles to prioritize effectively when time is short. Is occasionally late for work or returning from breaks. Communication regarding changes in arrival, breaks, or departure time and notice for paid time off is sometimes delayed or inadequate	Frequently engages in unnecessary activities and handles work inefficiently, often failing to meet agreed-upon deadlines. Struggles to prioritize appropriately. Is frequently late for work or returning from breaks. Rarely provides prompt communication regarding changes in arrival, breaks, or departure time or appropriate notice for paid time off

7. <u>Reliability</u>	Consistently demonstrates a high level of independence and proactively seeks solutions in completing assigned tasks. Is highly dependable and consistently exceeds expectations with respect to assigned work duties. Provides proactive and comprehensive communication when challenges arise that may impact deadlines	Demonstrates reasonable independence in completing assigned tasks. Is dependable with respect to assigned work duties. Provides timely communication and adopts a solution-oriented approach when tasks cannot be completed by the deadline	Requires more guidance than expected to complete assigned tasks. Is sometimes undependable with respect to assigned work duties. Communication is often delayed or not solution-oriented when tasks cannot be completed by the deadline	Requires constant supervision and guidance to complete assigned tasks. Is frequently undependable with respect to assigned work duties. Rarely communicates proactively nor adopts a solution-oriented approach when tasks cannot be completed by the deadline
8. <u>Managing a Dynamic Work Environment</u>	Effectively and calmly manages multiple tasks and readily adapts to dynamic work pressures. Consistently maintains a high standard for communication and professionalism, even in intense situations of conflict or crisis. Demonstrates excellent skills in de-escalating even challenging situations and exchanges	Able to juggle multiple tasks and adapt to day-to-day work pressures. Maintains standard for communication and professionalism in situations of conflict or crisis. Can de-escalate situations, including exchanges with others	Has difficulty juggling multiple tasks and adapting to work pressures. Communication and professionalism sometimes suffer in situations of conflict or crisis. Demonstrates limited ability to de-escalate situations	Struggles significantly to juggle multiple tasks and adapt to day-to-day work pressures. Communication and professionalism deteriorate in situations of conflict or crisis. Is ineffective at de-escalating situations

Part II. OVERALL EVALUATION

Please circle the overall evaluation score.

- 4 = Exceeds performance standard
- 3 = Meets performance standards
- 2 = Needs Improvement
- 1 = Unsatisfactory

Part III. EVALUATOR COMMENTS (required)

1. These are some specific comments and evidence related to your areas of strength.

2. These are some specific comments and evidence related to your areas for improvement.

Part IV. EMPLOYEE COMMENTS (optional, may be entered below or attached)

Part V. SIGNATURES

I have participated in this evaluation meeting. My signature indicates that I have reviewed this evaluation and does not necessarily signify agreement with the evaluation.

Employee Signature

Date

Primary Evaluator

Date

Secondary Evaluator (optional)

Date

Separate sheets(s) may be attached if necessary

Distribution: Original to personnel file; copy to employee; copy to be forwarded to HR Office by July 15.