

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 covers all Administrative Assistants except for the following positions: Assistant to the Assistant Superintendent position(s), Payroll Clerk position(s), the Student Services Finance Clerk position(s), Medicaid position(s) and Accounts Payable position(s). The Accounts Payable employee (as of July 1, 2013) will remain in the contract until the end of her employment with Westwood Public Schools. This contract becomes effective July 1, 2019 for a three year period through June 30, 2022.


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

Dated: 7/18/19

  
\_\_\_\_\_  
Chairman, Westwood School Committee

Dated: 7/18/19

  
\_\_\_\_\_  
Co-President, Westwood Administrative Assistants Association

  
\_\_\_\_\_  
Co-President

**ARTICLE 1- SALARY/CLASSIFICATION**  
**(Effective July 1, 2019 through June 30, 2020)**

2.0%

<b>Classification</b>	<b>1</b>	<b>2</b>	<b>3</b>
Step 1	26.50	24.96	23.97
Step 2	27.56	25.96	24.93
Step 3	28.66	27.00	25.93
Step 4	29.80	28.08	26.97
Step 5	31.00	29.19	28.05

**(Effective July 1, 2020 through June 30, 2021)**

2.5%

<b>Classification</b>	<b>1</b>	<b>2</b>	<b>3</b>
Step 1	27.16	25.58	24.57
Step 2	28.25	26.61	25.55
Step 3	29.38	27.67	26.58
Step 4	30.55	28.78	27.64
Step 5	31.77	29.92	28.75

**(Effective July 1, 2021 through June 30, 2022)**

2.5%

<b>Classification</b>	<b>1</b>	<b>2</b>	<b>3</b>
Step 1	27.84	26.22	25.18
Step 2	28.96	27.27	26.19
Step 3	30.11	28.37	27.24
Step 4	31.31	29.50	28.33
Step 5	32.57	30.67	29.47

All Administrative Assistants will move up one step July 1 of each year according to salary grid in Article 1.

**CLASSIFICATIONS**

<b>1</b>	<b>2</b>	<b>3</b>
Admin. Asst. to: Director of Business and Finance Director of Student Services	Admin. Asst. to: K-5 Principals 6-8 Principals 9-12 Principals Director of Guidance Director of Operations	Admin. Asst. to: 6-12 Asst. Principals Preschool Director Director of Food Service Reception General Administrative

	Student Services Department Heads	Support
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\*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 one week after the last day of school, for a total of 190 days. Additional days may be granted with the mutual agreement of dept. head/supervisor and employee. School Year employees **do not** work school vacation weeks, snow days (no school) and in the summer unless mutually agreed upon with their supervisor.

### ARTICLE 2 – LONGEVITY PLAN

For administrative assistants hired between July 1 and December 31, longevity pay will begin on July 1 of the start of the sixth 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 sixth 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, 2011 would receive the “after 5 years” increase in longevity pay on July 1, 2016.

An employee hired on December 15, 2011 would receive the “after 5 years” increase in longevity pay on July 1, 2016.

An employee hired on January 1, 2011 would receive the “after 5 years” increase in longevity pay on July 1, 2017.

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

Longevity payments will be made in the first payroll in June following the longevity anniversary date.

Full-Year Administrative Assistants		
	Bi-Weekly	Annual (26 pay periods)
after 5 years	\$28.28	\$735.28
after 10 years	\$40.40	\$1,050.40
after 15 years	\$44.44	\$1,155.44
after 20 years	\$48.48	\$1,260.48

after 25 years	\$52.52	\$1,365.52
after 30 years	\$56.56	\$1,470.56

<b>School Year Administrative Assistants</b>		
	<b>Bi-Weekly</b>	<b>Annual (19 pay periods)</b>
after 5 years	\$28.28	\$537.32
after 10 years	\$40.40	\$767.60
after 15 years	\$44.44	\$844.36
after 20 years	\$48.48	\$921.12
after 25 years	\$52.52	\$997.88
after 30 years	\$56.56	\$1,074.64

Longevity pay begins after the completion of year 5 (beginning of year 6).

All Administrative Assistants who become eligible for longevity after July 1, 2010 will be paid at the end of the school year. Employees receiving longevity prior to July 1, 2010 shall continue to have the option to receive the longevity pay either bi-weekly or once a year.

**ARTICLE 3 – VACATION SCHEDULE**

<b>Full-Year Administrative Assistants</b>					
<b>Days</b>					
	<b>Years 0-5</b>	<b>Years 6-10</b>	<b>Years 11-15</b>	<b>Years 16-20</b>	<b>Years 21+</b>
Vacation	10	15	20	25	30
Personal	3	3	3	3	3
Sick	15	15	15	15	15

<b>School Year Administrative Assistants</b>
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Days					
	Years 0-5	Years 6-10	Years 11-15	Years 16-20	Years 21+
Vacation	6	10	14	17	21
Personal	3	3	3	3	3
Sick	11	11	11	11	11
School year assistants work 190 out of 260 days (52 weeks x 5 days).					
190/260=.73					
Example: 15 sick * .73 = 11 days					

All Administrative Assistants receive pro-rated vacation days the first year of hire. These days may be used with the approval of their supervisor.

School year employees may only use vacation days during the school year when school is not in session. Exceptions may be made in extraordinary circumstances provided the employee makes a request in writing to the Director of Business and Finance.

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. 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 sixth 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 sixth 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.

School year employees may only access vacation, personal, or sick leave during the school year.

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

#### **ARTICLE 4 – SICK LEAVE**

All Full-Year Administrative Assistants will be granted fifteen (15) days sick leave per year, accumulative with no limitation. School year Administrative Assistants will be granted eleven (11) 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 Assistant Superintendent's Office.

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 five (5) days of sick leave per year allocation, unless otherwise approved by the Superintendent of Schools.

School year employees may only access sick leave during the school year. Any full-year Administrative Assistant who does not take any sick leave during the preceding time period shall receive a bonus as follows: July 1<sup>st</sup> – December 31<sup>st</sup> - \$300; January 1<sup>st</sup> – June 30<sup>th</sup> - \$300.

Any school-year Administrative Assistant who does not take any sick leave during the preceding time period shall receive a bonus as follows: July 1<sup>st</sup> – December 31<sup>st</sup> - \$175; January 1<sup>st</sup> – June 30<sup>th</sup> - \$225.

#### **ARTICLE 4A - 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 5 – PERSONAL DAYS**

Three days of non-cumulative absence for personal days with no loss of pay may be granted 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.

### ARTICLE 6 – HOLIDAYS

	<b>Full Time (40 hrs./week)</b>	<b>Part Time (less than 40 hrs./wk)</b>
<b>Full Year</b>	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 Independence Day  *When the holiday(s) occur during the work week AND so long as School Committee declares that the holiday(s) will not be school days.	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.)
<b>School Year</b>	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	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

	<p>*When the holiday(s) occur during the work week AND so long as School Committee declares that the holiday(s) will not be school days.</p>	<p>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.)</p>
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**ARTICLE 7 – 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 8 – RETIRING INCREMENT/BONUS**

This article will not apply to Administrative Assistants hired after June 30, 2001; it will apply only to Administrative Assistants hired prior to that date.

All Administrative Assistants retiring on pension will be granted a special retirement increment based upon their accumulated sick days times \$40.00 per day up to a maximum of \$6,000.

Additional bonus: Ten years of service - three weeks vacation pay  
 Fifteen years of service - five weeks vacation pay

**ARTICLE 9 – NO SCHOOL DAYS**

When school is cancelled due to inclement weather, it is expected that full year employees will report to work unless otherwise notified by his/her supervisor or designee. All members of this contract will have the option of using vacation time, personal days, or taking the day(s) unpaid to cover for the day(s) off if they do not make it into work on these days. In cases where the Governor has declared a State of Emergency that includes the Westwood area, full year administrative assistants are not required to report to work, but will be paid.

If an employee cannot report to work due to extenuating circumstances, the employee with the approval of his/her supervisor, will be paid for the day.

**ARTICLE 10 – 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 11 – 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 Business and Finance within five (5) working days.

### 5. Formal Procedures:

- a. **Level One – Director of Business and Finance**

- 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 Director of Business and Finance.
- ii. The Director of Business and Finance shall, within five (5) days after receipt of the written grievance, render his 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 Business and Finance within five (5) working days.

**b. Level Two – Assistant Superintendent of Schools**

The Assistant Superintendent 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 Assistant Superintendent shall, within three (3) days after the hearing, render his 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 his 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 12 – TRANSFERS**

1. When openings occur, notice of said openings will be printed in the Superintendent's Weekly Bulletin, indicating the opening and any special qualifications for same. Said notices will be posted for at least two weeks before opening is to be filled. During the summer, notices will be sent to the schools for posting. Any and all Administrative Assistants may bid on the opening.
2. In order to find the best possible person to fill opening, qualified candidates from within the school system and out of the system will be accepted on an equal opportunity basis.

3. Those employees presently assigned to a school or office in which the opening occurs will be given first choice if the above considerations are met.
4. Administrative Assistants eligible for transfers to a position in which an opening occurs, and who wish to be considered for such an opening, must file a written letter of application with the Superintendent within the two week notice given.
5. If no applicant applies for said opening, the Westwood School Department reserves the right to transfer personnel which may be in the School Department's best interest.
6. Any Administrative Assistant that is in good standing and is involuntarily moved to a lower paying position will stay at the higher rate of pay of the position they have been moved from.
7. When an Administrative Assistant permanently assumes additional responsibilities that once came under another position, the Administrative Assistant's job description will be formally changed and proper training will be given.

#### **ARTICLE 13 – REDUCTION IN FORCE (RIF) RECALL RIGHTS**

1. It is agreed, for the purposes of reduction in staff that seniority will be determined according to a seniority list, which is agreed to by both parties to this contract.
2. Any employee who is separated because of Reduction in Force (RIF) and is in good standing and meets the qualifications of a vacant position will have recall rights.
3. An Administrative Assistant whose position is being eliminated and who, because of seniority, has the right to bump into a lower paid category will remain at the highest salary for a period of one year.

#### **ARTICLE 14 – PARENTAL LEAVE**

1. In accordance with the Massachusetts Parental Leave Act (MPLA), an unpaid parental leave of absence of eight weeks shall be granted upon request to any Administrative Assistant for any purpose related to the actual or prospective rearing of a newly born or newly adopted child provided that the Administrative Assistant has completed three (3) consecutive months as a unit employee of the School Committee.
  - a. The Administrative Assistant shall notify his or her supervisor as soon as is practicable that he or she is expecting a child or adopting a child and notify the Superintendent, in writing, at least four (4) weeks prior to the leave, including the probably date of departure and date of return.

- b. If two employees want to take parental leave to care for the same child, only one of the employees is eligible for eight weeks of parental leave between them.
2. Any parental leave for an employee approved for leave under the Family and Medical Leave Act (FMLA) shall run concurrently with the state statutory leave for any time following the birth or adoption of a child.
3. 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 this leave and as documented by the employee's physician. The District will not provide sick pay unless it has been earned and accumulated prior to the parental leave.
4. The parental leave will not affect the employee's sick leave, seniority, benefits, or programs for which he or she was eligible at the date of his or her leave. However, there will be no accumulation of additional benefits during the leave.
5. Child Rearing Leave: The Westwood School Committee may grant a "child rearing leave" for a period commencing at the end of the parental leave and may continue until the next or succeeding contract year based on their judgment of the situation, its general value, and advantage to the school system.
  - a. During this period there will be no accumulation of seniority, sick leave, or other benefits.
  - b. 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.
  - c. Employees requesting a parental leave of absence must indicate the intended date of return. He or she must notify the Superintendent, in writing, at least four (4) weeks prior to the expiration of the leave of his/her intention to return to work.
  - d. An employee who fails to so 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 15 – 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 16 - FAMILY AND MEDICAL LEAVE ACT OF 1993**

The parties acknowledge that the School Department is subject to the provisions of the Family and Medical Leave Act of 1993 (FMLA). The FMLA shall not increase or decrease the length of leave available to eligible employees under the Leave Act set forth in this Contract. Where an employee takes leave under the aforementioned Article for a reason that would entitle the employee to leave under the FMLA, such leave will also be considered FMLA leave and will be deducted from the employee's statutory FMLA leave entitlement. FMLA leave is not cumulative and is not in addition to leaves currently available to the extent such leaves are for reasons covered by FMLA.

#### **ARTICLE 17 – 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 18 – 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 19 – OVERTIME**

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

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 20 – EVALUATION/REVIEW**

Evaluations will be done on a yearly basis for all Administrative Assistants by June 30 of each year, except in an Administrative Assistant's first year if he/she was hired after January 1. See Appendix A for evaluation form.

#### **ARTICLE 21 – 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.

#### **ARTICLE 22 – PROBATION**

There will be a three-month probation period for all new Administrative Assistants. There will also be an option to extend the probation by three-months with the agreement of the Association. During their probationary period, employees will not be covered under this contract.

All probationary employees will accrue sick and personal time during their probationary period but it cannot be taken. Upon successful completion of probation sick and personal time will be granted.

#### **ARTICLE 23 - 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 - EVALUATION FORM

### WESTWOOD PUBLIC SCHOOLS ADMINISTRATIVE ASSISTANT EVALUATION FORM

Administrative  
Assistant:

Date:

\_\_\_\_\_

Assignment:

\_\_\_\_\_

All administrative assistants will have an evaluation meeting with their Supervisor during the year, but not later than June 30. At that meeting, this form will be discussed.

#### Directions:

In the parenthetical space to the left of each criterion the evaluator will write in the first letter of the rating.

E = EFFECTIVE. An "effective" rating shall be given if the secretary meets the standards on the specific criterion.

I = INEFFECTIVE. An "ineffective" rating shall be given if the secretary fails to meet the standards of the specific criterion. If an ineffective rating is given, the evaluator will provide a statement supporting this conclusion in the space provided below each general category.

N/A = NOT APPLICABLE. This criterion does not apply in this situation.

#### A. Secretarial Skills

1. Maintains a well organized and orderly work area.
2. Organizes and keeps records up to date.
3. Demonstrates competent use of business machines and forms.
4. Exhibits adequate typing and/or word processing skills.
5. Respects confidentiality of information.
6. Reviews and checks for accuracy of work.
7. Uses correct grammar and spelling in letters and other documents.
8. Exhibits willingness to keep up to date on current office practices, i.e., computers.
9. Completes assignments on time.
10. Follows directions.
11. Demonstrates effective telephone skills.



**Comments/Supporting Statements:**

B. Interpersonal Skills

Displays a pleasant and efficient manner when meeting with:

1. Parents/Public
2. Students
3. Staff Members
4. Co-workers
5. Supervisors

Comments/Supporting Statements:

C. Personal Characteristics

1. Presents a professional, business-like appearance.
2. Shows consideration for the work day by punctuality and appropriate use of time.

Comments/Supporting Statements:

General Comments:

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Administrative Assistant's  
Signature

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Date

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Evaluator Signature

Note: Evaluatee's signature indicates knowledge of this report, not necessarily agreement with its contents.

**APPENDIX B – SENIORITY LIST**

**ADMINISTRATIVE ASSISTANTS' SENIORITY LIST**

Terrenzi, Bianca	September 2, 1975	Central Office
Goldstein, Anny	August 6, 1998	Hanlon School
Schock, Donna	September 4, 2001	High School Guidance
Singleton, Denise	August 25, 2008	High School
Calandrella, David	November 18, 2010	Middle School
Carde, Diane	July 1, 2011	Downey School
Moore, Barbara	August 4, 2011	Central Office
Mee, Paula	August 15, 2011	Central Office
Drury, Carolyn	September 4, 2012	High School
Plouffe, Leeann	October 12, 2012	Central Office
Erwin, Eileen	July 8, 2013	Sheehan School
Santangelo, Diane	August 23, 2013	Martha Jones
Cafarella, Karen	January 21, 2014	Central Office
Bylsma, Jeanne	July 1, 2014	Preschool
Kinsman, Jackie	August 11, 2014	High School
Rudnick, Jennifer	December 15, 2014	Middle School
Gleavy, Jennifer	August 3, 2015	Middle School
Mack, Sandra	November 17, 2015	Food Services
Meoli, Fiorella	August 28, 2017	High School
Feldman, Sabrina	September 28, 2017	High School Guidance
Steverman, Jodi	January 7, 2019	Deerfield School