

**Agreement**

**Between the**

**Westfield Association of Educational  
Secretaries**

**and the**

**Westfield Board of Education**

**July 1, 2021 – June 30, 2025**

## TABLE OF CONTENTS

<b>PREAMBLE .....</b>	<b>2</b>
<b>ARTICLE I      RECOGNITION .....</b>	<b>2</b>
<b>ARTICLE II     NEGOTIATIONS OF SUCCESSOR AGREEMENT .....</b>	<b>2</b>
<b>ARTICLE III    GRIEVANCE PROCEDURE .....</b>	<b>3</b>
<b>ARTICLE IV    SECRETARY RIGHTS .....</b>	<b>6</b>
<b>ARTICLE V     ASSOCIATION RIGHTS AND PRIVILEGES .....</b>	<b>6</b>
<b>ARTICLE VI    WORK YEAR .....</b>	<b>7</b>
<b>ARTICLE VII   WORK DAY .....</b>	<b>10</b>
<b>ARTICLE VIII  SALARIES .....</b>	<b>10</b>
<b>ARTICLE IX    TRANSFERS AND REASSIGNMENTS .....</b>	<b>12</b>
<b>ARTICLE X     EMPLOYEES' ABSENCES .....</b>	<b>13</b>
<b>ARTICLE XI    EXTENDED LEAVES .....</b>	<b>15</b>
<b>ARTICLE XII   INSURANCE PROTECTION .....</b>	<b>17</b>
<b>ARTICLE XIII  DEDUCTION FROM SALARY .....</b>	<b>22</b>
<b>ARTICLE XIV   FACILITIES .....</b>	<b>22</b>
<b>ARTICLE XV    TRAVEL, CONFERENCE AND TUITION EXPENSES .....</b>	<b>22</b>
<b>ARTICLE XVI   MISCELLANEOUS PROVISIONS .....</b>	<b>23</b>
<b>ARTICLE XVII  REPRESENTATION FEE .....</b>	<b>24</b>
<b>ARTICLE XVIII EVALUATION PROCEDURE .....</b>	<b>25</b>
<b>ARTICLE XIX   NON-DISCRIMINATION .....</b>	<b>26</b>
<b>ARTICLE XX    DURATION OF AGREEMENT .....</b>	<b>26</b>
<b>Salary Guide .....</b>	<b>27-30</b>

## **PREAMBLE**

This agreement made July 1, 2021, by and between the Board of Education of the Town of Westfield, County of Union, State of New Jersey, hereinafter referred to as the "Board" and the Westfield Association of Educational Secretaries, hereinafter referred to as the "Association."

WHEREAS, the Board and the Association have entered into negotiations in accordance with the provisions of the Employer-Employee Relations Act, Chapter 123, Public Laws of 1974 (N.J.S.A. 34:13A-1 et seq.)

NOW, THEREFORE, it is agreed as follows:

### **ARTICLE I RECOGNITION**

The Board does hereby recognize the Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all secretaries except:

The Secretary to the Superintendent of Schools  
The Secretary to the Board Secretary  
The Secretary to the Business Administrator  
The Secretary to the Human Resources Specialist

Temporary help (who work less than 90 days and/or are not required to become members of PERS).

### **ARTICLE II NEGOTIATIONS OF SUCCESSOR AGREEMENT**

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

The parties agree to enter into collective negotiation over a successor Agreement in accordance with Chapter 123, Public Laws of 1974, in a good faith effort to reach agreement on the terms and conditions of secretaries' employment. Such negotiations shall begin in the calendar year preceding the calendar year in which this Agreement expires in accordance with applicable PERC rules.

Any Agreement so negotiated shall apply to all secretaries in the bargaining unit as defined in Article I, be reduced to writing, be signed by the Board and the Association and be adopted by the Board.

**ARTICLE III  
GRIEVANCE PROCEDURE**

**A. Definitions**

1. **Grievance**

A "grievance" is a claim by a secretary or the Association based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting a secretary or a group of secretaries.

2. **Aggrieved person**

An "aggrieved person" is the person or persons or the Association making the claim.

**B. Purpose**

1. The purpose of this procedure is to secure at the lowest possible level, a resolution to the problems which may from time to time arise, affecting the terms and conditions of employment of secretaries. Both parties agree that these proceedings will be kept informal and confidential. It is understood by both parties that this procedure is not an instrument for negotiating changes in this Agreement or in policies.

**C. Procedure**

1. **Time limits**

- a. The number of days indicated at each level shall be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
- b. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall be deemed a denial of the grievance and shall permit the aggrieved to proceed to the next step. Failure to initiate a grievance or failure to appeal a grievance decision to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered and a waiver of the right to proceed to the next step of the grievance procedure.

2. **Year end Grievances**

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

3. **Level One - Immediate Superior and/or Principal**

- a. A secretary with a grievance shall, within thirty (30) working days of the date of occurrence of the event giving rise to the grievance, or the date he/she obtained knowledge or could reasonably have obtained knowledge of the occurrence, present the grievance in writing and discuss it with his/her immediate supervisor.

- b. If the secretary is not satisfied with the disposition of his/her grievance at Level One (a), or if no decision has been rendered within ten (10) working days after the presentation of the grievance, and the secretary and his/her immediate superior are under the authority of a building principal, he/she may file the grievance in writing with the principal and with the Association within five (5) working days after the decision at Level One (1), or ten (10) working days after the grievance was presented, whichever is sooner.

4. **Level Two – Superintendent**

If the Association and/or the secretary is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within ten (10) working days after the presentation of the grievance, the Association may file the grievance in writing with the Superintendent and with the Association within five (5) working days after the decision at Level One or ten (10) working days after the grievance was presented, whichever is sooner.

5. **Level Three – Board**

If the Association and/or the secretary is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered within ten (10) working days after the grievance was presented to the Superintendent, the Association may, within five (5) days after a decision by the Superintendent or fifteen (15) working days after the grievance was presented to the Superintendent, whichever is sooner, request a hearing at the Board level.

6. **Level Four – Arbitration**

a. If a grievance concerns interpretation, application or violation of the Agreement and if the Association and/or the secretary is not satisfied with the disposition of his/her grievance at Level Three, or if no decision has been rendered within twenty (20) working days after the grievance was delivered to the Board, the Association, if it determines that the grievance is meritorious by decision of its grievance committee may, within five (5) working days after a decision by the Board or twenty-five (25) working days after the grievance was delivered to the Board, whichever is sooner, submit the grievance to arbitration.

b. Within ten (10) working days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association or the Public Employee Relations Commission by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association or the Public Employees Relation Commission in the selection of an arbitrator.

c. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his/her decision not later than twenty (20) days from the date of the close of the hearings, or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him/her.

The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision, which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The award of the arbitrator shall be binding on the parties for grievances concerning the express terms of this Agreement only and advisory for all other grievances.

- d. In the event that arbitrability of a grievance is at issue between the parties, jurisdiction to resolve the issue shall rest solely with the arbitrator selected in accordance with the provisions of Section C (6) (b) of this Article.
- e. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

**D. Rights of Secretaries to Representation**

- 1. An aggrieved person may present his/her written grievance and process it through the various steps of the grievance procedure by himself/herself, or at his/her option, through a representative of the Association. Where an aggrieved person is not represented by the Association, a representative of the Association shall have the right to be present at every step of the grievance procedure to present the views of the Association.

**E. Miscellaneous**

1. **Group Grievance**

If, in the judgment of the Association, a grievance affects a group or class of secretaries, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two.

2. **Written Decisions**

All decisions shall be in writing and shall be transmitted promptly to all parties and to the Association.

3. **Separate Grievance File**

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

4. **Meetings and Hearings**

All meetings and hearings under this procedure shall be conducted in private and shall include only the aggrieved persons, their selected representatives and the representatives of the Association.

**ARTICLE IV  
SECRETARY RIGHTS**

- A. **Rights and Protection in Representation**  
The Board undertakes and agrees that they shall not directly or indirectly discourage or deprive or coerce any secretary in the enjoyment of any rights conferred by Chapter 123, Public Laws 1974, or other laws of New Jersey or the Constitutions of New Jersey and the United States.
- B. **Statutory Savings Clause**  
Nothing contained herein shall be construed to deny or restrict to any secretary such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations.
- C. **Required Meetings or Hearings**  
Whenever any secretary is required to appear before the Board or any committee thereof concerning any matter which could adversely affect the continuation of that secretary in his/her office, position of employment or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meetings or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview.
- D. **Association Identification**  
No secretary shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- E. **Just Cause**  
No employee shall be disciplined or reprimanded without just cause.
- F. **Job Descriptions**  
Secretaries have the right to current job descriptions in order to clarify the duties of their present positions. The Office of Human Resources will distribute a template to all secretaries to be used in the preparation of a list of their job duties. The secretaries will prepare the list of job duties and the list will be reviewed and signed by the secretary's supervisor. The list will be sent to the Office of Human Resources, reviewed by the Human Resources Specialist and then placed in the employment file of the secretary.

**ARTICLE V  
ASSOCIATION RIGHTS AND PRIVILEGES**

- A. **Information**  
The Board agrees to furnish to the Association in response to reasonable requests from time to time all available public information.
- B. **Release Time**  
Whenever any representative of the Association or any secretary participates during working hours in negotiations or grievance proceedings he/she shall suffer no loss of pay.

The Association President, or other officer designee, shall be released from their duties without loss of pay, one half (.5) day a month for conducting association business.

A liaison committee consisting of central office Administration and Association Officers shall be established to review and discuss current school district practices, and emerging issues. The committee shall meet two times a year.

C. **Use of School Buildings**

The Association and its representatives shall have the right to use, for Association purposes, school buildings and rooms not in use for school purposes at all reasonable hours upon proper application made reasonably in advance thereof.

D. **Use of School Equipment**

The Association shall have the right to use school facilities and equipment at reasonable times when such equipment is not otherwise in use. The Association shall pay for the reasonable direct cost related to such use. The Association recognizes that this provision concerns Association business only.

E. **Mail Facilities**

The Association shall have the right to use the inter-school mail and e-mail facilities as it deems necessary.

**ARTICLE VI  
WORK YEAR**

A. **Work Year**

1. **Ten and one-half (10-1/2) month personnel:**

The work year shall consist of 207.5 work days and shall extend from July 1 to June 30 with the exception of the first thirty (30) work days in July-August. In the event schools will close later than June 27, the parties agree to meet not later than April 1 to determine whether or not the final work day will be June 30 or later. If a later date is agreed upon, the date on which secretaries return to work shall be proportionately later. In the event that ten and one-half (10-1/2) month personnel shall be required to work in excess of 207.5 work days during the work year, said personnel shall be paid 1/200 of their contract salary for each additional day worked, or, alternatively, shall be allowed compensatory time off equal to the extra day(s) worked. The decision as to whether said personnel will receive compensatory time or extra pay will be made by the Superintendent of Schools with the recommendation of the immediate supervisor.

2. **Twelve (12) month personnel:**

The work year for secretaries employed on a twelve (12) month basis shall be July 1 to June 30, which shall include holidays and vacation time.

3. All secretaries will be granted two unused snow days, if available, as a paid day off. These unused snow days shall be determined by mutual agreement of the Association President and the Superintendent.



B. **Holidays**

1. Secretaries employed on a twelve (12) month basis shall have fourteen and one-half (14-1/2) holidays which shall include one-half (1/2) day which is 4 ½ hours, prior to the Thanksgiving recess and at least two days during the Christmas recess between December 26 and December 31 inclusive, to occur at the beginning or the end of the work week. A half-day is defined as not more than four and one-half (4-1/2) consecutive hours. In addition to the foregoing, such secretaries shall have an additional "floating holiday," which may be utilized at the discretion of each secretary and with advance notification of at least five (5) working days.
2. Secretaries employed on a ten and one-half (10-1/2) month basis shall be entitled to all the twelve (12) month secretaries' holidays which fall during their work year, plus the Christmas, Mid-Winter and Spring recesses. Each secretary shall have an additional "floating holiday" which may be utilized in the discretion of each such secretary. The Superintendent shall consult with the Association prior to making recommendations to the Board for the holiday calendar

C. **Vacations**

Twelve (12) month employees shall be entitled to the following vacation with full salary:

At the end of June of the first work year - 1 day per full month of service

At the end of June of the first full work year through fourth work year - 12 days

At the end of June of the fifth through tenth work year - 18 days

At the end of June of the eleventh work year and thereafter - 24 days

**Movement from 10-1/2 month position to 12 month position:**

It is understood that 10-1/2 month secretaries are not entitled to vacation time. In recognition of years of service, however, when a tenured ten and one-half (10-1/2) month secretary changes to a twelve (12) month position, said secretary shall be entitled to vacation time based on the number of years employed by the Westfield School District:

At the end of June of the first work year-1day per full month of service

At the end of June of the first full work year through the fourth work year-12 days

At the end of June of the fifth through tenth work year-18 days

At the end of June of the eleventh work year and thereafter- 24 days

A ten and one-half (10-1/2) month secretary who moves to a twelve month position shall receive prorated vacation days as follows in the first year of employment in the 12 month position:

August-11 days

September- 10 days

October-9 days

November-8 days

December-7 days

January-6 days  
February- 5 days  
March- 4 days  
April- 3 days  
May- 2 days  
June-1 day

Although accrued vacation days are assumed to be taken beginning July 1 of the year after which they are earned, 10-1/2 month secretaries moving to 12 months may, in the first year of the move, use some vacation days during the year in which they are earned. Any days used in the first year will reduce the number of vacation days carried over into the following year.

July 1, following the first year of employment in the 12 month position, the secretary will be entitled to vacation days based on years of service from the date of hire in the district.

Resignation in the first year:

If the 10-1/2 month secretary who changes to a 12 month position resigns within the first full year of employment as a 12 month secretary, said secretary will only be entitled to the number of days that she/he received on a prorated basis for that first year and not for any additional days based on years of service as a 10-1/2 month secretary.

For the purposes of this Section, "work year" shall be deemed to mean the period from July 1 through June 30 of the next year. The secretaries in the business office, superintendent's office, office of human resources, office of instruction, office of technology and special services' office may take vacations when school is in session.

Any 12-month Secretary wishing to take no more than ten (10) days vacation while school is in session, shall apply to his/her immediate supervisor in writing no later than thirty (30) days prior to desired date. The immediate supervisor must respond within five (5) workdays of the request. If the request is denied, a reason must be given in writing. A Secretary may appeal the denial in writing to the Superintendent, or his/her designee. The Superintendent will respond within five (5) workdays of receipt of the appeal.

D. **Inclement Weather**

Secretaries shall not report for work when school is closed because of inclement weather. Secretaries shall report for work as near to contractual time as possible when there is a delayed opening.

**ARTICLE VII  
WORKDAY**

A. **Workday**

1. During the normal school year, the workday of all full-time secretaries on a 10 1/2 month basis shall begin at 8:00 a.m. and shall end at 4:00 p.m. unless agreed upon by the WAES.
2. During the normal school year, the workday of all full-time secretaries on a 12-month basis shall consist of not more than eight hours.
3. Secretaries employed on a part-time basis shall have a workday as mutually agreed to by themselves and their supervisor.
4. When school is not in session, the work of all full-time secretaries shall begin at their regular work time and shall end one hour earlier with one hour for lunch for a total of six working hours per day, except at the following times when the regular work schedule shall be followed:
  - a. The first six (6) workdays prior to the opening of school.
  - b. Until the day after the teachers' last day of work.
  - c. On the two staff in-service days listed on the school calendar.

B. **Lunch Periods**

The workday of all full-time secretaries shall include a one-hour duty-free lunch period.

C. **Break Periods**

Except in cases of emergency, all full-time secretaries shall be entitled to two 15-minute break periods, one in the morning and one in the afternoon.

D. **Overtime**

Any time worked beyond that provided by Sections A, B, and C above shall be overtime, which shall be compensated at the regular rate up to and including 40 hours in any one work week and at one and one-half (1-1/2) regular time rates for work in excess of forty (40) hours. Secretaries may elect to take compensatory time off equal to the overtime worked. Compensatory time shall be scheduled when mutually convenient. Lunch periods shall not count toward computation for overtime.

**ARTICLE VIII  
SALARIES**

A. **Salary Guide**

The salary of each secretary covered by the Agreement is set forth on pages 27-30 which are attached hereto and made part hereof.

**B Method of Payment**

12-month secretaries will be paid in 24 semi-monthly installments beginning with the July 1 pay period.

10-1/2 month secretaries will be paid in 24 semi-monthly installments beginning with the August 16 pay period. The first payment at the new salary will be on August 31.

**C. Exceptions**

When a payday falls on or during a school holiday, school vacation or weekend, secretaries shall receive their pay on their last previous working day.

**D. Education Stipend**

◆ 12 month secretarial school or 30 college credits	\$200.00
◆ Associates Degree	\$400.00
◆ Bachelors Degree	\$600.00

**E. Longevity**

5 years of service, but less than 8	\$900.00
8 years of service, but less than 12	\$1,000.00
12 years of service, but less than 15	\$1,100.00
15 years of service, but less than 20	\$1,200.00
20 years of service	\$1,300.00

**F. State Certification**

Any secretary who earns State Certification for their position, such as a Registered Purchasing Agent, with the prior approval of the superintendent, shall receive \$500 per year to be paid monthly.

**G. Procedure for Withholding an Increment**

Increment withholdings shall be conducted in accordance with state law and regulation.

**H. Reclassification**

The Superintendent of Schools has the sole responsibility for recommending secretarial reclassification to the Board of Education. Requests for reclassification may be made to the Superintendent by the WAES, individual secretaries or administrators.

During the length of this contract, an advisory committee comprised of two members of the WAES and the School Business Administrator shall meet after February 1 of each contract year, when requested by the Superintendent. This committee will be limited to reviewing classification requests submitted to it by the Superintendent. The committee's review will be advisory and not binding.

The Superintendent will provide to the WAES a list of all secretaries seeking reclassification prior to the first meeting of the advisory committee, which shall meet before April 15 with the School Business Administrator.

The review of reclassification requests will include:

1. Consideration of the job description
2. Analysis of actual duties performed different from or more extensive than those listed in the job description

3. Comparison of both (1) and (2) with other positions in the same classification and the requested classification.
4. The recommendation of the supervisor to whom the secretary requesting reclassification reports.

Requests for reclassification must be submitted by February 1 of the Contract preceding the Contract year in which the reclassification, if approved by the Board, would be effective.

If any of these requests are approved by the Board, the reclassification shall be effective on July 1 of that year.

Any secretarial position that has been reclassified after July 1, 1992 may not be reconsidered for reclassification for three years.

A secretarial position that has been denied reclassification will not be reconsidered for reclassification in the following year.

I. **Lunch Duty**

Secretaries who cover lunch duty in the students' cafeteria will be paid at the rate of \$23.00 per hour.

## **ARTICLE IX TRANSFERS AND REASSIGNMENTS**

A. **Notification of Vacancies**

All secretarial vacancies and/or new secretarial positions arising within the system shall be posted to all present personnel before seeking outside candidates. Secretaries may receive the notification by email by subscribing to the "Employment Opportunities" page through the Office of Human Resources Web page. When the web page is updated subscribing secretaries will receive an e-mail notification. Secretaries who desire to apply for such vacancies shall submit their application in writing to the Office of Human Resources. Such posting shall include job title, description and/or list of responsibilities, skills required and salary classification.

B. **Reassignment - Voluntary**

In the determination of requests for voluntary reassignment and/or transfer, the wishes of the individual secretary shall be honored to the extent that the transfer does not conflict with the best interests of the school system.

C. **Reassignment - Involuntary**

An involuntary transfer or reassignment shall be made only after a meeting between the secretary involved and the supervisor at which time the secretary shall be notified of the reason thereof. In the event that a secretary objects to the transfer or reassignment at this meeting, upon the request of the secretary, the Superintendent or his/her designee shall meet with him/her. The secretary may, at his/her option, have an Association representative present at such meeting.

**ARTICLE X  
EMPLOYEES' ABSENCES**

- A. Each employee, when absent from his or her position for any reason whatsoever, shall give immediate notice to his/her Principal or Supervisor, stating the reason for the absence and its probable duration.
- B. In the case of serious illness or a prolonged absence, it will be necessary for the employee, upon request, to be examined by the Board of Education medical examiner prior to his/her return to work. Before going to the Board of Education medical examiner, one must have a note from an attending physician certifying that he/she is physically capable of resuming his/her duties. The employee must take this with him/her at the time of the appointment.
- C. **Sick Leave**
1. **Definition**
    - a. Sick leave is defined as an employee's absence from his/her post of duty because of his/her disability due to personal illness or injury.
  
  2. **Sick Leave**
    - a. Each employee hired prior to January 1, 2014, shall be entitled to fifteen (15) days sick leave per year.
    - b. A full year's allowance shall go into effect July 1 of each year. A new employee who commences work after July 1 shall be entitled to a prorated share of sick days.
    - c. When any employee uses in any year of the term of the Agreement less than the number of days permitted, days not utilized shall be cumulative to be available to be used for sick leave in subsequent years, except that no person shall be allowed to increase his/her total accumulation by more than fifteen (15) days in any one year.
    - d. Sick days actually used reduce the fifteen (15) days available for accumulation.
    - e. All days allotted for the current year shall be used before any accumulated sick leave used.
    - f. When an employee exceeds the maximum sick leave with full pay authorized under these provisions, the Board of Education may, in its discretion, continue to pay such employees' salary less the pay of the substitute for such length of time as is determined by the Board in each individual case. In the case of any employee for whom no substitute is employed, the Board of Education shall determine the amount to be deducted in each individual case. In instances of this nature, the employee should make written application through the principal of his/her school, or his/her supervisor. In no event, however, shall any decision of the Board under this subparagraph (f) be subject to arbitration, either binding or advisory.

D. **Retirement Stipend**

Each Secretary who leaves the Westfield Public Schools after twelve (12) or more years of service shall be entitled to payment for unused sick leave as follows:

1. If the resignation becomes effective as of December 31 or June 30, the Secretary shall receive an amount equal to his/her number of unused accumulated sick leave days as per the following schedule:

<u>Per Sick Day</u> \$85.00	<u>Maximum Amount</u> \$13,500.00
--------------------------------	--------------------------------------

2. If the resignation becomes effective as of any other day, the Secretary shall receive an amount equal to his/her number of unused accumulated sick leave days as follows:

<u>Per Sick Day</u> \$43 per day	<u>Maximum Amount</u> \$5,000.00 max
-------------------------------------	---

If a Secretary with twelve (12) or more years of service in the Westfield Public Schools dies while employed by the district, his/her estate shall receive the monies provided under Article X sub-section of D.

3. Secretaries may defer all or part of their payment to the January in the year following their retirement.

This is a one-time availability.

E. **Temporary Leaves**

1. Absence without salary deduction or charge against sick leave may be authorized by the Superintendent as follows:

- a. For absence occasioned because an employee is quarantined for the sickness of another.
- b. For absence occasioned by an accident on the job.

2. Absence upon the specific approval of the Superintendent without salary deduction or charge against sick leave authorized as follows:

- a. Up to six (6) days during each work year for the absence occasioned by death of a parent, husband, wife, son, daughter, brother, sister, mother-in-law, father-in-law or member of employee's immediate household.
- b. Up to three (3) days during each work year for absence occasioned by death of each grandchild, son-in-law, daughter-in-law or grandparent.
- c. Up to one (1) day during each work year for absence occasioned by death of each aunt, uncle, brother-in-law or sister-in-law or friend.
- d. Up to an aggregate of four (4) days during each work year for absence occasioned by the serious illness of any one or more of the following: husband, wife, son, daughter, father, mother, brother, sister, grandparent,

grandchild, father-in-law, mother-in-law or immediate member of the employee's immediate household. For secretaries hired after January 1, 2014, there will be an aggregate of two (2) days during each work year occasioned by family illness.

e. Absence without salary deduction or charge against sick leave may, in the discretion of the Superintendent and with his/her approval, be authorized by reasons of personal emergency other than the reasons set forth in Sections 1 and 2 above. A personal emergency is defined as an unavoidable situation involving absence during work hours, which cannot be avoided without substantial hardship. Unavoidable situations shall not include days absent due to litigation in which the District and the employee or a member of the employee's family or Association are parties.

3. Written application should be made through the Principal or Supervisor for approval of absence under this section, either in advance or within 48 hours after return to duty.

F. **Substitutes**

When a secretary is absent he/she shall notify the Substitute Call Service of his / her absence. The secretary shall have no further responsibility in acquiring a substitute if one is needed.

G. **Jury Duty**

In the event that an employee is summoned for jury duty during the school year, the Board shall pay his/her salary in full for the days absent for jury duty. Copy of Summons for Jury Duty, verifying date(s) of service, shall be forwarded to immediate supervisor.

**ARTICLE XI  
EXTENDED LEAVES**

A. **Maternity**

1. Maternity leaves without pay shall be granted to pregnant secretaries upon request. Such request shall include the beginning date of the leave and shall specify the anticipated termination date of the leave.

2. The secretary shall begin her leave without pay on the date specified in her request, or, if her physical condition is in question, then her child rearing leave shall begin when she is no longer able to produce a certification from her physician that she is medically able to continue to perform her job duties.

3. The leave without pay shall terminate on the date specified in her request unless the secretary requests an extension whereupon the leave may, in the discretion of the Board, be extended for an additional specific period of time for reasons associated with the pregnancy, birth or for other related causes. If, at the termination of such a leave, the Board questions the secretary's physical condition or capacity to resume performing her former job duties, then the secretary shall produce a certification from her physician as to her capacity to resume her job duties.



4. The Board shall not be required to extend any maternity leave of absence of non-tenured secretaries beyond the end of the contract year in which the leave is obtained.
5. If there is any disagreement between the secretary's physician and the Board's physician over the physical condition of the secretary requesting maternity leave under the provisions of paragraphs 2 and 3 above, then the two physicians shall agree in good faith on a third impartial physician who shall examine the secretary and whose medical opinion shall be conclusive and binding on the issue of the secretary's medical capacity to continue to perform her job duties or to resume such job duties.
6. Any secretary adopting a child shall be entitled to a child rearing leave similar to that provided in paragraphs one, two, and three above, which leave shall commence upon the secretary's receiving de facto custody of said child, or earlier if necessary to fulfill the requirements for the adoption.
7. For any period of disability caused or contributed to by a secretary's pregnancy and/or childbirth, the secretary may elect to use her accumulated sick leave, if any, and shall receive, during any such period, full pay and benefits. The period of disability caused or contributed to by pregnancy and childbirth shall be deemed to commence one (1) month prior to the anticipated delivery date and terminate one (1) month after the actual delivery, or for such longer or shorter period that the secretary's physician certifies that she is unable to perform her job duties. In the event of any disagreement between the secretary's physician and the Board's physician as to the secretary's ability to continue or to resume her job duties, such disagreement shall be resolved pursuant to paragraph 5 above.
8. The Board will not pay for insurance coverage for employees on unpaid child rearing leave beyond that required by the Federal and/or State Family Leave laws. At no time shall the leaves run concurrently.

B. **Illness in Family**

A leave of absence without pay up to one (1) year shall be granted for the purpose of caring for a sick member of the secretary's immediate family. Additional leave may be granted at the discretion of the Board.

**ARTICLE XII**  
**INSURANCE PROTECTION/EMPLOYEE CONTRIBUTIONS**  
**CHAPTER 78 HEALTH RATE CHARTS - Employee Contributions**

"Employees who are covered by health insurance benefits shall contribute on Tier 4 of Chapter 78 P.L. 2011, as revised below, or as required by Chapter 44, where applicable, throughout the life of this agreement."

<b>Single Coverage - Salary Range</b>	<b>% Premium</b>
less than 20,000	4.50%
20,000-29,999.99	5.50%
30,000-39,999.99	10.00%
40,000-49,999.99	12.00%
50,000-59,999.99	20.00%
60,000-69,999.99	27.00%
70,000-79,999.99	32.00%
80,000-94,999.99	34.00%
95,000 and over	35.00%

<b>Family Coverage- Salary Range</b>	<b>% of Premium</b>
less than 25,000	3.00%
25,000-29,999.99	4.00%
30,000-39,999.99	5.00%
40,000-49,999.99	7.00%
50,000-59,999.99	12.00%
60,000-69,999.99	17.00%
70,000-79,999.99	22.00%
80,000-89,999.99	24.00%
90,000-99,999.99	28.00%
100,000-109,999.99	32.00%
110,000 and over	35.00%

<b>2 Adults or Parent/Child Salary Range</b>	<b>% of Premium</b>
less than 25,000	3.50%
25,000-29,999.99	4.50%
30,000-39,999.99	6.00%
40,000-49,999.99	8.00%
50,000-59,999.99	15.00%
60,000-69,999.99	21.00%
70,000-79,999.99	26.00%
80,000-89,999.99	28.00%
90,000-99,999.99	30.00%
100,000 and over	35.00%

A. **Medical Plan Options**

Effective July 1, 2013, secretaries will have the choice of the following plan options:

1. Direct Access 10
2. POS 8 20/20
3. EPO
4. Health Savings Account

B. **Medical Co-Pays**

For the period July 1, 2021 through June 30, 2025, medical co-pays shall cost \$20 per visit.

C. **Out of Network Deductible**

Out of network deductibles shall be \$1,000 for single coverage and \$2,000 for family coverage.

D. **Dental Insurance**

The Board shall pay for all Secretaries, single or family coverage, the full premium for coverage, which will include the usual and customary rate for diagnostic and preventive services, and for the riders covering additional basic, periodontal services and prosthodontics services which aggregate coverage shall not be for more than \$2,000 per insured per year. There shall be a per child lifetime maximum of \$2,500 for orthodontic services.

E. **Prescription Plan**

The Board shall provide all Secretaries and dependents with a prescription plan in accordance with Chapter 78.

Effective July 1, 2018, secretaries will have the following prescription co-pays:

- ◆ Co-pay of \$5 for generic prescriptions.
- ◆ Co-pay of \$50 for preferred brand name prescriptions.
- ◆ Co-pay of \$35 for non-preferred brand name prescriptions.
- ◆ Co-pay of \$15 for mail order prescriptions.

F. **Employee Assistance Program**

The Employee Assistance Program shall be available for all Secretaries on a shared-cost basis. The Board of Education will pay \$13 for the year (July 1-June 30) and the Secretaries will pay \$12. The Secretary's share will be a payroll deduction of \$1 per month.

G. **Coverage for Rehired Secretaries**

Any Secretary whose employment is terminated prior to June 30 and who is rehired by the Board of Education prior to July 1, shall be entitled to have the coverage payments referred to in Sections A, B, C, D, and E above, as may be applicable as of the July 1 in question, extended to cover July and August.

H. **Equivalency Coverage**

Notwithstanding the provisions of the sections above, the Board and the Association agree that, in the event that the Board or the Association desires to replace the insurance described in any one or all the sections above the Board may do so upon the following conditions:

1. Under no circumstances may the insurance described in the sections above be reduced in any way below the coverage provided for.
  2. There shall be no break or discontinuance in insurance coverage under the sections above.
  3. Any other provider of the insurance described in the sections above must provide insurance that is generally acceptable to hospitals (and to doctors, dentists and pharmacies, if applicable) in the area of Westfield, New Jersey.
  4. Any other provider of the insurance described in the sections above must have a reputation for making payments within a reasonable amount of time.
  5. Either party shall have the right to reject the selection of a new insurance provider for any of the reasons set forth in Subsections 1 through 4 above. Such rejection, if it occurs, may be submitted to arbitration under the terms of Article III of this Agreement.
- I. Upon the death of a Secretary while employed by the Board, his/her dependents may, at their own expense, continue in the district sponsored health benefits program for life.

J. **Voluntary Health Insurance Waiver**

1. **The Plan**

Effective July 1, 2006, the district shall offer a voluntary health insurance waiver plan, or "opt-out" plan, provided that employees can demonstrate that they have alternative coverage for themselves and their dependents.

New employees hired on or after the date of ratification of the 2015-2018 agreement may opt out of receiving health insurance and prescription benefits, however, these new members will not receive any payment for waiving health insurance and prescription benefits. Current employees who previously had not, but later choose to, opt out of receiving health insurance and prescription benefits will not receive any payment for such waiver. Current employees that have been opting out shall be grandfathered.

2. **Payments Under the Plan**

Employees who select the opt-out plan shall receive payments from the Board as follows:

Direct Access:

Family:	\$2,900	Parent/child:	\$1,700
Couple:	\$2,500	Individual:	\$1,200

Payments shall be made in semi-monthly installments for ten months (September through June).

### 3. **Waiver Procedures**

A waiver of health insurance form is available from the payroll office. This form shall be distributed to all employees by June 1 and returned to the Payroll Office no later than June 15.

Election for the waiver of health insurance shall be made on an annual basis, and such waiver shall be for only one (1) year. Election is voluntary and is renewable on subsequent application.

Employees not re-electing the waiver shall be automatically re-enrolled in the district's health insurance plan upon completion of the necessary paperwork without penalty or restriction including but not limited to pre-existing conditions for themselves and eligible dependents. All employees shall have the option of considering the waiver each year of this agreement, subject to the terms of this provision.

### 4. **Restoration of Benefits**

During any time of the year in which the employee has elected to waive coverage, the employee shall be able to terminate the coverage waiver agreement and re-enroll in the district's insurance plan under the following conditions:

- a. Loss of spouse's employment
- b. Disability or death of spouse
- c. Divorce or legal separation
- d. Other life-altering event

Where applicable, Domestic Partner/Civil Union shall serve in place of spouse.

Re-enrollment shall be immediate without penalties or restrictions including, but not limited to, pre-existing conditions for the employee and eligible dependents. Enrollment shall be as if the waiver or coverage had not been elected.

Employees must notify the board in writing of their decision to terminate the coverage waiver and re-enroll in the district plan no later than thirty (30) days after the event causing such decision. Payment for the waiver in such instances shall be on a pro-rata basis.

### 5. **Section 125 Plan**

The Board has in place an IRC Section 125 plan for the purpose of implementing this provision.

### L. **Domestic Partner/Civil Union Health Insurance**

The Board of Education through its collective bargaining agreement shall make health insurance available to its employees. The Business Administrator/Board Secretary shall act as the certifying agent in the administration of this program.

1. Domestic Partner/Civil Union Coverage

The Board of Education through its collective bargaining agreements shall make health insurance available to the Domestic Partners/Civil Union of employees. For the purpose of health insurance benefits, a Domestic Partner/Civil Union shall be defined as a person who:

- a. Shares the employee's permanent residence; and
- b. Has resided with the employee for no less than one (1) year; and
- c. Is no less than eighteen (18) years of age; and
- d. Is financially interdependent with the employee and has proven such interdependence by providing documentation of at least two (2) of the following ownerships:  

Common ownership of real property or a common leasehold interest in such property; ownership of a motor vehicle; a joint bank account or a joint credit account; designation as a beneficiary for life insurance or retirement benefits or under your partner's will; assignment of a durable power of attorney or health care power of attorney; or such other proof as is considered by the insurance carrier to be sufficient to establish financial interdependency under the circumstances of your particular case; and
- e. Is not a blood relative any closer than would prohibit legal marriage; and
- f. Has signed jointly a notarized Affidavit of Domestic Partnership/Civil Union.

In addition, the employee and the Domestic Partner/Civil Union will be considered to have met the terms of this definition as long as neither the employee nor the Domestic Partner/Civil Union:

- g. Has signed an Affidavit of Domestic Partnership/Civil Union or declaration with any other person within twelve (12) months prior to designating each other as Domestic Partners/Civil Union hereunder; or
  - h. Is currently legally married to another person; or
  - i. Has any other Domestic Partner/Civil Union, spouse, or spouse equivalent.
2. The employee and the Domestic Partner/Civil Union must have registered as Domestic Partners/Civil Union as required by the State of New Jersey where applicable. Domestic Partners/Civil Union are eligible for health insurance membership only at open enrollment. An Affidavit of Domestic Partnership/Civil Union must be submitted to the Payroll Office at the time of application for health insurance benefits.

3. Definition of Family

Domestic Partner/Civil Union shall be treated the same as spouse in the definition of family for the purposes of the administration of sick leave, personal leave, extended leave, leaves of short duration and any other areas for which definition of family is a criteria.

**ARTICLE XIII  
DEDUCTION FROM SALARY**

A. **Association Payroll Dues Deduction**

1. The Board agrees to deduct from the salaries of its secretaries dues for the Westfield Association of Educational Secretaries, the Union County Education Association, the New Jersey Education Association and the National Education Association or any one or any combination of such Associations as said secretaries individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, New Jersey Public Laws of 1969 (NJSA 52:14-15 9e) and under rules established by the State Department of Education. Said moneys together with current records of any corrections shall be transmitted to such person as may from time to time be designated by the Westfield Association of Educational Secretaries by the 15th of each month following the monthly pay period in which deductions were made. The person designated shall disburse such moneys to the appropriate association or associations.
2. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

B. **Services**

The Board agrees to deduct from the salary of any secretary and to forward such money as any secretary authorizes the Board to deduct and to transmit to:

- ◆ County Educators Federal Credit Union
- ◆ Tax-sheltered annuity plans that have been approved by the Board
- ◆ Prudential Financial Educators Insurance Services, Inc.

Any secretary may have such deductions discontinued in accordance with the procedure of said agency.

**ARTICLE XIV  
FACILITIES**

The primary work areas of all secretaries shall be air-conditioned unless the physical make-up of the area makes air conditioning impractical.

If air conditioning is impractical, then adequate ventilation will be provided.

**ARTICLE XV  
TRAVEL, CONFERENCE AND TUITION EXPENSES**

- A. Personnel under this classification may apply for reimbursement of traveling expenses when attending educational secretary conventions. This requires approval of the supervisor or principal and Human Resource Specialist.

- B. The Board of Education agrees to pay the registration fee for members of the Association who attend, with the approval of their immediate supervisors and/or principals, any workshops or conferences relative to their positions, excluding the New Jersey Education Association Convention, at a total aggregate cost for all members of the Association not to exceed \$1,500 each year. A substitute will be provided if necessary.
- C. The Board agrees to pay up to a maximum of \$450 per year (and in no event greater than the actual cost of any approved course or courses) to any secretary who shall have incurred tuition expenses for courses taken for professional improvement for which he/she shall have received prior written approval by the Superintendent and for which evidence of the cost thereof and of successful completion is submitted to the Superintendent. Any secretary can accumulate grants for a period of three (3) years up to a maximum of \$1,350.
- D. Any secretary traveling in a car on school business may submit a voucher for mileage at the New Jersey Office of Management and Budget rate per mile.

#### **ARTICLE XVI MISCELLANEOUS PROVISIONS**

- A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. Any individual contract between the Board and an individual secretary who is a member of the unit, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any provisions, inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- C. Copies of this Agreement shall be reproduced within sixty (60) days after the Agreement is signed, the cost to be borne equally by the Board of Education and the Westfield Association of Educational Secretaries.
- D. Whenever used in this Agreement, the masculine gender shall include the feminine gender, and the feminine gender shall include the masculine.
- E. Effective September 1991, members of the WAES will be entitled to enroll their children in the Westfield Public Schools at no tuition charge. The Board retains the right to assign non-resident children to a school or building and/or classes in such a manner that the assignment will not require hiring additional staff. This provision will not require the Board to assume responsibility for out-of-district tuition placements for special education purposes.
- F. Secretaries employed after July 1, 2003 will not be entitled to enroll their children in the Westfield Public Schools at no tuition charge. Children previously enrolled will be allowed to stay until the completion of the 12<sup>th</sup> grade or until the secretary is no longer employed by the district, whichever comes first.



**ARTICLE XVII  
REPRESENTATION FEE**

A. **Purpose of Fee**

If an employee does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year to offset the costs of services rendered by the Association as majority representative.

B. **Amount of Fee**

Prior to the beginning of each membership year, the Association will notify the Board in writing of the aggregate amount of the regular membership dues, initiation fees and assessments charged by the Association to each of its own members for that membership year. The representation fee to be paid by each non-member will be equal to eighty-five (85%) percent of said aggregate amount.

C. **Deduction and Transmission of Fee**

The Board agrees to deduct from the salary of any employee who is not a member of the Association for the current membership year the full amount of the representation fee referred to in Section B above and promptly will transmit the installments so deducted to the Association.

The Board agrees to deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee during the remainder of the membership year in question. The deductions will begin after the Employee begins his or her employment in a bargaining unit position upon completion of the probationary period.

D. **Termination of Employment**

If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question and promptly forward same to the Association.

E. **Mechanics**

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

F. **Demands and Return System**

The Association shall develop a demand and return system consistent with Chapter 477, P.L. 1979.

G. **Indemnification and Save Harmless Provision**

1. **Liability**

The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the new provisions of this Article, provided that:

- a. The Board gives the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and
- b. If the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses, and in all other aspects of said defense. The "Board" attorney shall be provided copies of all documents presented in the dispute by all parties.

2. **Exception**

It is expressly understood that Paragraph 1 above will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

**ARTICLE XVIII  
EVALUATION PROCEDURE**

- A. All Secretaries will be provided with a minimum of one (1) written evaluation per year to coincide with the present evaluation timeline. Said evaluation shall be prepared by the secretary's immediate supervisor.
- B. The supervisor shall submit to the staff member an evaluation of his/her job performance that includes areas of strength, areas of needed improvement and suggested methods or means by which that staff member can improve.
- C. There will be a conference between the supervisor and secretary after the evaluation has been written and submitted to the secretary, which conference will be held not sooner than two (2) days after the receipt by the secretary of the written evaluation.
- D. The signing of the written evaluation should occur within two (2) working days of the review conference.
- E. The secretary should have the right to submit his/her response within ten (10) days of the signing.
- F. The original signed evaluation response, if any, will be submitted to the Superintendent's Office by March 30 to be filed in secretary's personnel file.
- G. All secretaries shall have the right, upon reasonable advance notice to the immediate supervisor to inspect the contents of his/her personnel file. In connection with any such inspection, the secretary shall have the right to be accompanied by an Association Representative of his/her choosing if so desired.

**ARTICLE XIX  
NON-DISCRIMINATION**

The Board agrees that it will not discriminate in employment practices and will comply with the New Jersey Law Against Discrimination.

**ARTICLE XX  
DURATION OF AGREEMENT**


A. Duration Period

This Agreement shall be effective as of July 1, 2021 and shall continue in effect through June 30, 2025. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

B. Status of Incorporation

In witness hereof, the parties hereto have caused this Agreement to be signed by their respective presidents and attested by their respective secretaries, all on the day and year first above written.

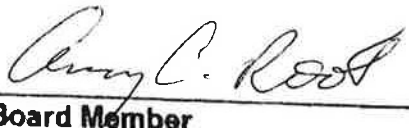
**WESTFIELD ASSOCIATION OF  
EDUCATION SECRETARIES**

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
WAES Negotiating Team Member

**WESTFIELD BOARD OF EDUCATION**

  
\_\_\_\_\_  
Board Member

  
\_\_\_\_\_  
Board Member

### 2021-2022 Salary Guide

Old Step	New Step	12-II	12-III	12-IV	12-V	12-VI	10.5-III	10.5-IV
4	4	37,631	39,542	44,162	45,235	46,911	34,176	38,501
5	5	38,089	39,992	44,612	45,685	47,361	34,626	38,951
6	6	38,548	40,452	45,072	46,145	47,820	35,086	39,411
7	7	39,019	40,922	45,542	46,615	48,291	35,557	39,881
8	8	39,541	41,444	46,064	47,137	48,813	36,079	40,403
9	9	40,063	41,967	46,587	47,660	49,335	36,601	40,925
-	A	-	-	-	-	-	-	-
-	B	-	-	-	-	-	-	-
-	C	-	-	-	-	-	-	-
-	D	40,949	42,853	47,473	48,546	50,221	37,487	41,811
DD, CC, BB, AA	E	41,024	42,927	47,533	48,620	50,296	37,537	41,886
Z, Y	F	41,324	43,027	47,847	48,920	50,596	37,862	42,186
X	G	41,524	43,427	48,047	49,120	50,796	38,062	42,386
W, V, U	H	43,223	44,918	49,966	51,025	52,794	40,068	44,384
T, S, R, Q	I	45,036	46,433	51,922	53,962	55,733	42,824	47,776
P	J	45,378	48,225	53,638	54,761	56,436	43,286	48,945
O	K	46,467	49,064	54,844	55,799	57,526	44,595	49,736
N	L	47,640	50,026	55,893	56,939	58,656	45,361	50,718
M	M	48,897	51,076	57,488	58,245	59,789	46,319	52,460
L, K	N	52,155	53,234	61,029	62,748	64,170	47,972	53,639
J, I	O	53,754	56,079	62,079	64,083	65,366	50,335	55,355
H, G	P	56,737	60,017	63,753	67,481	69,401	53,544	56,961
F	Q	57,312	60,600	65,362	68,070	69,724	54,017	58,489

**Placement on the Guide:** A secretary new to the Westfield School District shall be placed on the initial step of the salary guide, except in those cases wherein the superintendent recommends a placement at a higher step, provided, however, that no new secretary in the district will be placed higher than a Step 7. Upon request, the Association shall be supplied satisfactory proof that a new employee has equivalent experience to employees who are or could be on the same step of the salary guide.

## 2022-2023 Salary Guide

Step	12-II	12-III	12-IV	12-V	12-VI	10.5-III	10.5-IV
4	38,341	40,252	44,872	45,945	47,621	34,886	39,211
5	38,799	40,702	45,322	46,395	48,071	35,336	39,661
6	39,258	41,162	45,782	46,855	48,530	35,796	40,121
7	39,729	41,632	46,252	47,325	49,001	36,267	40,591
8	40,251	42,154	46,774	47,847	49,523	36,789	41,113
9	40,773	42,677	47,297	48,370	50,045	37,311	41,635
A	-	-	-	-	-	-	-
B	-	-	-	-	-	-	-
C	41,559	43,463	48,083	49,156	50,831	38,097	42,421
D	42,445	44,349	48,969	49,999	51,717	38,983	43,307
E	42,520	44,423	49,029	50,116	51,792	39,033	43,382
F	42,820	44,523	49,343	50,416	52,092	39,358	43,682
G	43,020	44,923	49,543	50,616	52,292	39,558	43,882
H	44,719	46,414	51,462	52,521	54,290	41,564	45,880
I	46,532	47,929	53,418	55,458	57,229	44,320	49,272
J	46,874	49,721	55,134	56,257	57,932	44,782	50,441
K	47,963	50,560	56,340	57,295	59,022	46,091	51,232
L	49,136	51,522	57,389	58,435	60,152	46,857	52,214
M	50,393	52,572	58,984	59,741	61,285	47,815	53,956
N	53,651	54,730	62,525	64,244	65,666	49,468	55,135
O	55,250	57,575	63,575	65,579	66,862	51,831	56,851
P	58,233	61,513	65,249	68,977	70,897	55,040	58,457
Q	58,808	62,096	66,858	69,566	71,220	55,513	59,985

Placement on the Guide: A secretary new to the Westfield School District shall be placed on the initial step of the salary guide, except in those cases wherein the superintendent recommends a placement at a higher step, provided, however, that no new secretary in the district will be placed higher than a Step 7. Upon request, the Association shall be supplied satisfactory proof that a new employee has equivalent experience to employees who are or could be on the same step of the salary guide.

## 2023-2024 Salary Guide

Step	12-II	12-III	12-IV	12-V	12-VI	10.5-III	10.5-IV
4	39,141	41,052	45,672	46,745	48,421	35,686	40,011
5	39,599	41,502	46,122	47,195	48,871	36,136	40,461
6	40,058	41,962	46,582	47,655	49,330	36,596	40,921
7	40,529	42,432	47,052	48,125	49,801	37,067	41,391
8	41,051	42,954	47,574	48,647	50,323	37,589	41,913
9	41,573	43,477	48,097	49,170	50,845	38,111	42,435
A	-	-	-	-	-	-	-
B	42,348	44,252	48,872	49,945	51,620	38,886	43,210
C	43,134	45,038	49,658	50,731	52,406	39,672	43,996
D	44,020	45,924	50,544	51,574	53,292	40,558	44,882
E	44,095	45,998	50,604	51,691	53,367	40,608	44,957
F	44,395	46,098	50,918	51,991	53,667	40,933	45,257
G	44,595	46,498	51,118	52,191	53,867	41,133	45,457
H	46,294	47,989	53,037	54,096	55,865	43,139	47,455
I	48,107	49,504	54,993	57,033	58,804	45,895	50,847
J	48,449	51,296	56,709	57,832	59,507	46,357	52,016
K	49,538	52,135	57,915	58,870	60,597	47,666	52,807
L	50,711	53,097	58,964	59,999	61,727	48,432	53,789
M	51,968	54,147	60,559	61,316	62,860	49,390	55,531
N	55,226	56,305	64,100	65,819	67,241	51,043	56,710
O	56,825	59,150	65,150	67,154	68,437	53,406	58,426
P	59,808	63,088	66,824	70,552	72,472	56,615	60,032
Q	60,383	63,671	68,433	71,141	72,795	57,088	61,560

**Placement on the Guide:** A secretary new to the Westfield School District shall be placed on the initial step of the salary guide, except in those cases wherein the superintendent recommends a placement at a higher step, provided, however, that no new secretary in the district will be placed higher than a Step 7. Upon request, the Association shall be supplied satisfactory proof that a new employee has equivalent experience to employees who are or could be on the same step of the salary guide.

## 2024-2025 Salary Guide

<b>Step</b>	<b>12-II</b>	<b>12-III</b>	<b>12-IV</b>	<b>12-V</b>	<b>12-VI</b>	<b>10.5-III</b>	<b>10.5-IV</b>
<b>4</b>	40,041	41,952	46,572	47,645	49,321	36,586	40,911
<b>5</b>	40,499	42,402	47,022	48,095	49,771	37,036	41,361
<b>6</b>	40,958	42,862	47,482	48,555	50,230	37,496	41,821
<b>7</b>	41,429	43,332	47,952	49,025	50,701	37,967	42,291
<b>8</b>	41,951	43,854	48,474	49,547	51,223	38,489	42,813
<b>9</b>	42,473	44,377	48,997	50,070	51,745	39,011	43,335
<b>A</b>	43,198	45,102	49,722	50,795	52,470	39,736	44,060
<b>B</b>	43,973	45,877	50,497	51,570	53,245	40,511	44,060
<b>C</b>	44,759	46,663	51,283	52,356	54,031	41,297	45,621
<b>D</b>	45,645	47,549	52,169	53,199	54,917	42,183	46,507
<b>E</b>	45,720	47,623	52,229	53,316	54,992	42,233	46,582
<b>F</b>	46,020	47,723	52,543	53,616	55,292	42,558	46,882
<b>G</b>	46,220	48,123	52,743	53,816	55,492	42,758	47,082
<b>H</b>	47,919	49,614	54,662	55,721	57,490	44,764	49,080
<b>I</b>	49,732	51,129	56,618	58,658	60,429	47,520	52,472
<b>J</b>	50,074	52,921	58,334	59,457	61,132	47,982	53,641
<b>K</b>	51,163	53,760	59,540	60,495	62,222	49,291	54,432
<b>L</b>	52,336	54,722	60,589	61,624	63,352	50,057	55,414
<b>M</b>	53,593	55,772	62,184	62,941	64,485	51,015	57,156
<b>N</b>	56,851	57,930	65,725	67,444	68,866	52,668	58,335
<b>O</b>	58,450	60,775	66,775	68,779	70,062	55,031	60,051
<b>P</b>	61,433	64,713	68,449	72,177	74,097	58,240	61,657
<b>Q</b>	62,008	65,296	70,058	72,766	74,420	58,713	63,185

**Placement on the Guide:** A secretary new to the Westfield School District shall be placed on the initial step of the salary guide, except in those cases wherein the superintendent recommends a placement at a higher step, provided, however, that no new secretary in the district will be placed higher than a Step 7. Upon request, the Association shall be supplied satisfactory proof that a new employee has equivalent experience to employees who are or could be on the same step of the salary guide.