

Agreement

Between the

**Westfield Association of Educational
Secretaries**

and the

Westfield Board of Education

July 1, 2015 – June 30, 2018

TABLE OF CONTENTS

PREAMBLE	1
ARTICLE I RECOGNITION	1
ARTICLE II NEGOTIATIONS OF SUCCESSOR AGREEMENT	1
ARTICLE III GRIEVANCE PROCEDURE	2
ARTICLE IV SECRETARY RIGHTS	5
ARTICLE V ASSOCIATION RIGHTS AND PRIVILEGES	6
ARTICLE VI WORK YEAR	7
ARTICLE VII WORK DAY	9
ARTICLE VIII SALARIES	10
ARTICLE IX TRANSFERS AND REASSIGNMENTS	12
ARTICLE X EMPLOYEES' ABSENCES	12
ARTICLE XI EXTENDED LEAVES	15
ARTICLE XII INSURANCE PROTECTION	16
ARTICLE XIII DEDUCTION FROM SALARY	22
ARTICLE XIV FACILITIES	23
ARTICLE XV TRAVEL, CONFERENCE AND TUITION EXPENSES	23
ARTICLE XVI MISCELLANEOUS PROVISIONS	23
ARTICLE XVII REPRESENTATION FEE	24
ARTICLE XVIII EVALUATION PROCEDURE	26
ARTICLE XIX NON-DISCRIMINATION	26
ARTICLE XX DURATION OF AGREEMENT	27
Salary Guide	A-C

PREAMBLE

This agreement made July 1, 2015, 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. Ten and one-half (10-1/2) month employees shall receive salary in lieu of additional floating holidays as follows:

10-14 years of experience - Two (2) days salary
15 or more years of experience - Three (3) days salary
25 or more years of experience - Four (4) days salary

Such payment shall be made by June 30th of each year.

This provision will only apply to secretaries employed prior to 1990-91.

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

When a tenured ten and one-half (10-1/2) month secretary changes to a twelve (12) month position as of July 1, said secretary shall be entitled to vacation time based on the number of years employed by the Westfield School District as listed above. Any ten and one-half (10-1/2) month secretary changing to a twelve month position during the school year shall have the difference of the vacation time prorated on the following schedule: August (11/12), September (10/12), October (9/12), November (8/12), December (7/12), January (6/12), February (5/12), March (4/12), April (3/12), May (2/12) and June (1/12).

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 workday of all full-time secretaries shall begin at 8:00 a.m. and shall end at 3:00 p.m. with one hour off for lunch for a total of six working hours a day, except at the following times when the schedule shall be 8:00 a.m. to 4:00 p.m.
 - a. The first six (6) workdays prior to the opening of school.
 - b. From the last day of school through June 30.
 - 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 in Schedules A, B and C 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	-	\$700.00
8 years of service, but less than 12	-	\$800.00
12 years of service, but less than 15	-	\$900.00
15 years of service	-	\$1,000.00

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.

**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 based on 15 sick days per year
- 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>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
\$81 per day	\$81 per day	\$81 per day
\$10,500 max	\$10,500 max	\$10,500 max

- 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>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
\$43 per day	\$43 per day	\$43 per day
\$5,000 max	\$5,000 max	\$5,000 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.

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**

Employees shall contribute on Tier 4 of Chapter 78 P.L./2011 throughout the life of this agreement and until such time as a successor agreement is reached. The parties agree that by August 1st of each year, the Board will share the comparison of rates prepared by the insurance broker for the ensuing year. This comparison will show the estimated cost of the premium of a fully insured plan and of the self-insured plan. The Board will provide the amount spent annually in claims, fees, and contributions.

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, 2016 through June 30, 2017, medical co-pays shall cost \$15 per visit.

For the period July 1, 2017 through June 30, 2018, medical co-pays shall cost \$20 per visit.

C. **Out of Network Deductible**

Effective July 1, 2016, the Out of Network (OON) deductible will be \$500 for single coverage and \$1,000 for family coverage.

D. **Dental Insurance**

The Board shall pay for all Secretaries, single or family coverage, the full premium for Horizon Blue Cross/Blue Shield coverage, which will include the usual and customary rate for diagnostic and preventive services, and for the Horizon Blue Cross/Blue Shield riders covering additional basic, periodontal services and prosthodontic services which aggregate coverage shall not be for more than \$1500 per insured per year. There shall be a per child lifetime maximum of \$1500 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, 2016, 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. **Coverage after Retirement**

The Board agrees to permit each Secretary, who has retired from the Westfield Public Schools under the provisions of the Public Employees Retirement System and is entitled to receive pension payments thereunder, to continue his/her participation in the insurance programs which are the subject of this article and which are in effect as of the time of the Secretary's retirement from the Westfield Public Schools.

In order for a Secretary to be so eligible to continue participation in said insurance programs after the Secretary's retirement, the Secretary must have retired after fifteen (15) or more years of service in the Westfield Public Schools and must, within (30) days of retirement from the Westfield Public Schools, submit to the Board a request in writing for continued participation in said insurance programs.

Each retired Secretary who participates in the insurance programs which are the subject of this Article shall pay the cost for his/her participation, such payment to be made by semi-annual installments paid in advance. Eligibility for participation in said health insurance programs shall cease immediately upon the attainment by the retired Secretary of eligibility to participate in Medicare or upon the Secretary's death.

I. **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.
- J. 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.

K. **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 12th 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, 2015 and shall continue in effect until June 30, 2018. 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**

WESTFIELD BOARD OF EDUCATION

President

Board Member

Secretary

Board Member

Date: June 3, 2016

YEAR 1
2015-16 Westfield Secretaries

Salary Guide Step	12-II	12-III	12-IV	12-V	12-VI	10.5-III	10.5-IV
4	31,263	33,174	37,794	38,867	40,543	27,808	32,133
5	31,721	33,624	38,244	39,317	40,993	28,258	32,583
6	32,180	34,084	38,704	39,777	41,452	28,718	33,043
7	32,651	34,554	39,174	40,247	41,923	29,189	33,513
8	33,173	35,076	39,696	40,769	42,445	29,711	34,035
9	33,695	35,599	40,219	41,292	42,967	30,233	34,557
Y	34,070	35,973	40,593	41,666	43,342	30,608	34,932
X	34,270	36,173	40,793	41,866	43,542	30,808	35,132
W	34,795	36,698	41,318	42,391	44,067	31,332	35,657
V	35,324	37,094	41,743	42,757	44,803	32,003	36,395
U	35,969	37,664	42,712	43,771	45,540	32,814	37,130
T	36,438	38,375	43,634	44,737	46,581	33,325	37,912
S	37,158	39,179	44,668	45,820	47,744	33,914	38,701
R	37,397	39,463	44,991	46,165	48,008	34,658	39,519
Q	37,782	39,917	45,511	46,708	48,479	35,570	40,522
P	38,124	40,971	46,384	47,507	49,182	36,032	41,691
O	39,213	41,810	47,590	48,545	50,272	37,341	42,482
N	40,386	42,772	48,639	49,685	51,402	38,107	43,464
M	41,643	43,822	50,234	50,991	52,535	39,065	45,206
L	43,402	44,993	52,032	54,629	55,996	39,944	45,512
K	44,901	45,980	53,775	55,494	56,916	40,718	46,385
J	45,647	47,650	54,157	55,999	57,922	41,979	47,742
I	46,500	48,825	54,825	56,829	58,112	43,081	48,101
H	46,564	49,820	55,659	57,707	58,173	44,169	48,830
G	49,483	52,763	56,499	60,227	62,147	46,290	49,707
F	50,058	53,346	58,108	60,816	62,470	46,763	51,235
E	50,298	53,544	58,201	61,046	62,799	46,976	51,543
D	50,988	53,992	58,646	61,607	63,957	47,621	52,211
C	51,488	55,661	59,163	62,137	64,616	49,874	52,969
A	51,829	60,863	63,003	66,059	68,443	53,963	54,764
B	61,900	65,677	68,672	71,818	76,096	58,062	60,217

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.

**YEAR 2
2016-17**

Westfield Secretaries

Salary Guide

Step	12-II	12-III	12-IV	12-V	12-VI	10.5-III	10.5-IV
4	32,240	34,151	38,771	39,844	41,520	28,785	33,110
5	32,698	34,601	39,221	40,294	41,970	29,235	33,560
6	33,157	35,061	39,681	40,754	42,429	29,695	34,020
7	33,628	35,531	40,151	41,224	42,900	30,166	34,490
8	34,150	36,053	40,673	41,746	43,422	30,688	35,012
9	34,672	36,576	41,196	42,269	43,944	31,210	35,534
Z	34,847	36,750	41,370	42,443	44,119	31,385	35,709
Y	35,047	36,950	41,570	42,643	44,319	31,585	35,909
X	35,247	37,150	41,770	42,843	44,519	31,785	36,109
W	35,772	37,675	42,295	43,368	45,044	32,309	36,634
V	36,301	38,071	42,720	43,734	45,780	32,980	37,372
U	36,946	38,641	43,689	44,748	46,517	33,791	38,107
T	37,415	39,352	44,611	45,714	47,558	34,302	38,889
S	38,135	40,156	45,645	46,797	48,721	34,891	39,678
R	38,374	40,440	45,968	47,142	48,985	35,635	40,496
Q	38,759	40,894	46,488	47,685	49,456	36,547	41,499
P	39,101	41,948	47,361	48,484	50,159	37,009	42,668
O	40,190	42,787	48,567	49,522	51,249	38,318	43,459
N	41,363	43,749	49,616	50,662	52,379	39,084	44,441
M	42,620	44,799	51,211	51,968	53,512	40,042	46,183
L	44,379	45,970	53,009	55,606	56,973	40,921	46,489
K	45,878	46,957	54,752	56,471	57,893	41,695	47,362
J	46,624	48,627	55,134	56,976	58,899	42,956	48,719
I	47,477	49,802	55,802	57,806	59,089	44,058	49,078
H	47,541	50,797	56,636	58,684	59,150	45,146	49,807
G	50,460	53,740	57,476	61,204	63,124	47,267	50,684
F	51,035	54,323	59,085	61,793	63,447	47,740	52,212
E	51,275	54,521	59,178	62,023	63,776	47,953	52,520
D	51,965	54,969	59,623	62,584	64,934	48,598	53,188
C	52,465	56,638	60,140	63,114	65,593	50,851	53,946
A	52,806	61,840	63,980	67,036	69,420	54,940	55,741
B	62,877	66,654	69,649	72,795	77,073	59,039	61,194

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.

**YEAR 3
2017-18 Westfield Secretaries**

Salary Guide

Step	12-II	12-III	12-IV	12-V	12-VI	10.5-III	10.5-IV
4	33,294	35,205	39,825	40,898	42,574	29,839	34,164
5	33,752	35,655	40,275	41,348	43,024	30,289	34,614
6	34,211	36,115	40,735	41,808	43,483	30,749	35,074
7	34,682	36,585	41,205	42,278	43,954	31,220	35,544
8	35,204	37,107	41,727	42,800	44,476	31,742	36,066
9	35,726	37,630	42,250	43,323	44,998	32,264	36,588
AA	35,801	37,704	42,324	43,397	45,073	32,339	36,663
Z	35,901	37,804	42,424	43,497	45,173	32,439	36,763
Y	36,101	38,004	42,624	43,697	45,373	32,639	36,963
X	36,301	38,204	42,824	43,897	45,573	32,839	37,163
W	36,826	38,729	43,349	44,422	46,098	33,363	37,688
V	37,355	39,125	43,774	44,788	46,834	34,034	38,426
U	38,000	39,695	44,743	45,802	47,571	34,845	39,161
T	38,469	40,406	45,665	46,768	48,612	35,356	39,943
S	39,189	41,210	46,699	47,851	49,775	35,945	40,732
R	39,428	41,494	47,022	48,196	50,039	36,689	41,550
Q	39,813	41,948	47,542	48,739	50,510	37,601	42,553
P	40,155	43,002	48,415	49,538	51,213	38,063	43,722
O	41,244	43,841	49,621	50,576	52,303	39,372	44,513
N	42,417	44,803	50,670	51,716	53,433	40,138	45,495
M	43,674	45,853	52,265	53,022	54,566	41,096	47,237
L	45,433	47,024	54,063	56,660	58,027	41,975	47,543
K	46,932	48,011	55,806	57,525	58,947	42,749	48,416
J	47,678	49,681	56,188	58,030	59,953	44,010	49,773
I	48,531	50,856	56,856	58,860	60,143	45,112	50,132
H	48,595	51,851	57,690	59,738	60,204	46,200	50,861
G	51,514	54,794	58,530	62,258	64,178	48,321	51,738
F	52,089	55,377	60,139	62,847	64,501	48,794	53,266
E	52,329	55,575	60,232	63,077	64,830	49,007	53,574
D	53,019	56,023	60,677	63,638	65,988	49,652	54,242
C	53,519	57,692	61,194	64,168	66,647	51,905	55,000
A	53,860	62,894	65,034	68,090	70,474	55,994	56,795
B	63,931	67,708	70,703	73,849	78,127	60,093	62,248

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.