



Contract Article	Tentative Agreement
<b>New Article - Recognition Clause</b>	<a href="#">New Recognition Clause</a>
<b>Article 1- Salary Scale &amp; Classification</b>	FY26- 3% FY27- 3% + 16 cents per hour on classification steps FY28- 3%  <a href="#">See salary tab</a>
<b>Article 2- Longevity Plan</b>	<a href="#">See longevity tab</a>
<b>Article 3 - Paid Time Off</b>	<b>ADD/Change:</b> -Upon separation from employment for any reason, the district will pay a prorated share of vacation days for the current fiscal year, and the full value of any vacation days carried from prior years. -(language proposed in Article 22 Probation) Sick and Personal Leave shall be prorated to new employees upon hire, vacation time shall be available and prorated to employees upon completion of their six month probationary period -All vacation requests of 5 consecutive days or longer for Full Year and School Year employees must be requested at least ten (10) business days prior to the first day that the vacation will commence. Supervisors are required to respond to employee vacation requests in writing within five (5) business days of the request, except when an extension is made by mutual agreement between supervisor and employee. -School Year employees may access up to five (5) accrued vacation days during the school year, consecutively or non-consecutively provided they receive approval from their principal or direct supervisor and provided 1) the employee ‘makes up’ or works the days at a alternative time, such as a school vacation week, that is agreeable to the supervisor and 2) the employee makes up the time during the same fiscal year and 3) the employee notifies the Payroll Specialist and Director of Finance and Operations in writing at the time of such approval. The make up of vacation days for School Year employees is intended to preserve the length of the work year of School Year employees exactly as described in Article 1
<b>Article 4- Sick Leave</b>	-Replace Assistant Superintendent w/ HR Director

<b>Article 4A- Sick Leave Bank</b>	No Change
<b>Article 5 - Personal Days</b>	- <b>ADD</b> Unused personal days will be credited to the employee's sick day balance
<b>Article 6 - Holidays</b>	- <b>ADD</b> *or any other holiday observed by Westwood Public Schools that causes schools to be closed
<b>Article 7- Bereavement</b>	No Change
<b>Article 8 - No School Days</b>	-Correct grammar last sentence - "In these cases, written approval must be obtained from the Director of Finance and Operations
<b>Article 9 - Days and Hours</b>	No Change
<b>Article 10 - Remote Work</b>	-Change 3rd sentence from "...Assistant Superintendent,.." to Director of Human Resources
<b>Article 11- Grievance</b>	-Level 1 - Principal or direct supervisor; Level 2 - Dir of Finance and Operations; Level 3 - Superintendent
<b>Article 12- Transfers</b>	-Strengthen contract language ( <a href="#">Article 12 - Transfers</a> )
<b>Article 13- Reduction in Force (RIF) Recall Rights</b>	-Strengthen contract language ( <a href="#">Article 13 - Reduction in Force and Recall Rights</a> )
<b>Article 14- Parental Leave</b>	-Strengthen contract language ( <a href="#">Article 14 - Parent Leave</a> )
<b>Article 15- Extended Leave of Absence</b>	No Change
<b>Article 16 - Family and Medical Leave Act of 1993</b>	Replaced by Article 14
<b>Article 17- Position Coverage</b>	No Change
<b>Article 18- Tuition Reimbursement</b>	No Change
<b>Article 19- Overtime</b>	-Strengthen contract language, ADD "with prior approval" ( <a href="#">Article 19 - Overtime</a> )

<b>New Article: Insurance</b>	-Administrative Assistants may continue to participate in Town health insurance and life insurance programs. The contributions by the Committee and administrative assistants shall be in accordance with Town Bylaws and State Statutes. The Committee agrees to make information on health insurance available to the Association for the purpose of reviewing possible options on the coverage provided to employees covered by this Agreement.
<b>Article 20- Evaluation/Review</b>	-Retitle to Evaluation -Strengthen contract language <a href="#">Article 20 - Evaluation</a> - Add new  <a href="#">Administrative Assistant Evaluation Form - Westwood 5.28.2025</a>
<b>Article 21- Professional Development</b>	-A professional development working group will be established, and will consist of two members of the administrative team and two members of the Administrative Assistants. This team will meet at least twice a year to develop professional development offerings for the administrative assistants.
<b>Article 21A - Workplace Training</b>	<p>-In order to promote the professional improvement and growth of its employees, the Westwood Schools shall provide employees the opportunity to participate in online or in-person workplace training.</p> <p>These programs are non-mandatory and will be conducted outside of the regular work day. Available training modules will be announced -at the discretion of management, and employees will be compensated at their time-and-one-half pay rate, with the length of the training defined in advance.</p> <p>If the non-mandatory workplace training is conducted in person, consideration shall be given to the schedule so that employees working various schedules have access to the opportunity.</p> <p>Employees may be invited to provide workplace training to their peers in areas of specific expertise (e.g., technology skills). The administration must pre-approve such workplace training content and hours. In these situations, the employee who is delivering the training outside of the normal work hours will be compensated at their time-and-one-half pay rate.</p>
<b>Article 21B - Mentoring</b>	Add new <a href="#">Article 21 B - Mentoring</a>

<b>Article 22- Probation</b>	Strengthen contract language, <a href="#">Article 22 - Probation</a>
<b>Article 23- Duration</b>	No Change
<b>Appendix A</b>	 <b>Administrative Assistant Evaluation Form - Westwood 5.28.2025</b>
<b>Appendix B</b>	<b>4/30/25 Remove seniority list from contract; to be maintained in HR Office</b>
<b>Renumber entire Contract</b>	<b>4/30/25 Renumber entire contract</b>