

MEMORANDUM OF AGREEMENT
BETWEEN THE
WESTFIELD SCHOOL COMMITTEE
AND THE
AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, COUNCIL 93,
LOCAL 346

This memorandum of agreement entered into this 5th day of November 2018, herby amends the terms of the collective bargaining agreement between the Westfield School Committee and the American Federation of State, County, and Municipal Employees, Council 93, Local 346, for the purpose of clarifying the process for a job reclassification of union members as no clear process or procedure exists;

The parties, in order to collect more information and data to form respective opinions on best practices in reclassifying any union members, agree to temporarily adopt the following terms and conditions, to expire June 30, 2019, and to negotiation over the data and opinions during the next round of collective bargaining negotiations. The parties agree this memorandum shall sunset, or expire, on June 30, 2019. Nothing shall require, or prohibit, the parties from utilizing the agreements contained in this memorandum during collective bargaining of any future potential changes to reclassification protocols. However, the parties explicitly express the purpose of this agreement is to determine future bargaining positions for reclassification, and that neither party is committed to the terms of this agreement beyond the expiration of June 30, 2019, unless the terms of this agreement are extended by mutual, written agreement.

NOW THEREFORE, the parties hereby agree to the following terms, conditions and understandings:

If a Unit member or his/her supervisor believes that the job is not classified correctly the following steps should be taken:

1. On or before December 1, 2018, the employee should document in writing to the Union president why he or she should be classified differently.
2. On or before December 1, 2018, the employee's supervisor should document in writing to the Human Resources Director why he or she believes that the union member should be classified differently.
3. The Union President and the Human Resources Director shall notify and share with each other any request for reclassification. All parties agree that they will meet within thirty (30) calendar days of any reclassification requests.

4. The Union President and Human Resources Director shall review the requests and discuss any reclassification pursuant to the Civil Service Job Descriptions. They will jointly meet with the employee and then with the employee's supervisor. After said meetings, the Union President and the Human Resources Director shall confer and discuss any reclassification.

5. Notification of any reclassification will be sent to the union member and his/her supervisor in writing no later than February 1, 2019. If a reclassification is recommended, it will be effective as of July 1, 2019.

FOR THE WESTFIELD PUBLIC SCHOOLS


Dated:

FOR AFSME, Council 93, Local 346, AFL-CIO


Dated: