

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

POLICY: CONFIDENTIAL SECRETARIES

All confidential secretaries shall be reviewed and evaluated on an annual basis. Adjustments in compensation shall be made by the Board of Education based on employee evaluations and recommendation of the Superintendent of Schools. Adjustments in compensation shall be considered at this same Board meeting as the ratification of the Cranford Education Association contract.

Confidential secretaries shall receive the same medical, dental and optical benefits as awarded to 12-month secretaries in the local bargaining unit. Moreover, their percentage increase shall not be lower than that which is negotiated for the secretaries represented by the CEA. Administrative determination of the confidential secretary's performance, as previously stated, shall be the ultimate factor in deciding compensation.

Confidential Secretaries shall receive the same vacation benefits as awarded to 12-month secretaries in the local bargaining unit.

Confidential secretaries shall be defined as the following positions:

1. Secretary to the Superintendent of Schools.
2. Secretaries to the Assistant Superintendent for Administration.
3. Secretary to the Business Administrator/Board Secretary.
4. Confidential Bookkeepers

Adopted: February 28, 1994
Revised: November 24, 1997
Revised: August 28, 2006
Revised: September 21, 2009