

## **SUBJECT: CABINET MEMBERS**

### **Definition**

Cabinet members are those BOCES employees officially designated by Board of Education action as responsible for the leadership and direction of St. Lawrence-Lewis BOCES' operations, as defined in the official job description covering the individual's area of responsibility.

The Cabinet members shall meet all certification and/or Civil Service requirements as outlined in New York State Education Law, New York State Civil Service Law, the Rules and Regulations promulgated by the Commissioner of Education of New York State. The Cabinet members shall be obligated to meet or to be eligible to meet these requirements at the time of employment.

The obligations, duties and responsibilities of all Cabinet members shall be set forth in job descriptions for each position designated as a Cabinet member's position by the Board of Education upon the recommendation of the District Superintendent. Job descriptions for each position will be issued by the District Superintendent or his/her designee.

### **Terms of Employment**

Effective with the adoption of this policy statement, all new personnel designated as Cabinet members will be appointed to their positions for a probationary period as specified in the appropriate Civil Service or State Education Law. Cabinet members will be placed on tenure in the area of specific educational assignment as outlined in the job description of their position. Upon the completion of their probationary appointment, if their performance is deemed satisfactory by the District Superintendent or his/her designee and the Board of Education, tenure or permanent appointment will be awarded in accordance with Board Policy . The Board of Education, the District Superintendent and all Cabinet members are obligated to adhere to New York State Education Law, all Rules and Regulations of the Commissioner and Civil Service Law in matters relating to probationary and tenure appointments.

Each Cabinet member shall be employed for a full 12-month period, with the employment year beginning on July 1 and concluding on June 30 of the subsequent calendar year.

### **Cabinet members' Compensation**

Cabinet members' compensation rates will be established annually by the BOCES Board upon the recommendation of the District Superintendent. Assignment of an individual to a Directorship and placement at a salary shall be the prerogative of the Board of Education, upon the recommendation of the District Superintendent.

(Continued)

**SUBJECT: CABINET MEMBERS (Cont'd.)**

**Other Benefits and Conditions of Employment**

Cabinet members shall be entitled to the benefits and conditions of employment for personnel as set forth in their respective collective bargaining agreements.

**Conference Attendance, Work-Assigned Travel, Reimbursement for Travel Expenses**

a) Conference Attendance

Conference attendance for Cabinet members is covered by the general conference attendance policy. (See [Policy #3130](#))

b) Work-Assigned Travel

Work-assigned travel will be defined as travel involved in the completion of the assigned Cabinet member's tasks. Cabinet members will be authorized self approval for work-assigned travel which involves the activities within the eight counties of Western New York. Notification of other work-assigned travel will follow the guidelines established for conference attendance, i.e., travel requests must be filed for approval of work-assigned travel beyond the eight county region.

c) Reimbursement for Travel Expenses

Expenses for work-assigned travel and conference travel will be reimbursed as set forth in the Travel Regulation in the Administrative Handbook.

Adopted: 7/10/02