

*St. Lawrence-Lewis BOCES
Support Staff Addendum*

ST. LAWRENCE-LEWIS BOCES EMPLOYEE HANDBOOK

SUPPORT STAFF ADDENDUM

This addendum to the Employee Handbook is designed for use by all BOCES non-unionized support personnel. Civil Service classified job titles covered by the provisions of this addendum are as follows:

Account Clerk	Insurance Clerk
Account Clerk/Typist	Keyboard Specialist
Administrative Assistant	Librarian
Assistant School Business Manager	Library Clerk
Assistant School Lunch Manager*	Microcomputer Operator
Assistant Employee Insurance Manager	Microcomputer Systems Coordinator
Assistant Purchasing Agent	Motor Vehicle Operator
Audio-Visual Aide	Principal Account Clerk/Treasurer
Building Maintenance Worker-Trainee	
Building Maintenance Worker	Principal Account Clerk/Deputy Treasurer
Chief Payroll Clerk	Principal Fiscal Officer
Clerk	Printing Aide
Clerk of BOCES	Printing Machine Operator
Communications Specialist	Purchasing Agent
Computer Specialist	Research & Evaluation Analyst
Computer Technician (Level 1, 2, 3)	Secretary I
Cook Manager	Secretary to the District Superintendent
Custodial Worker	Senior Account Clerk
Custodian	Senior Clerk
Data Entry Machine Operator	Typesetting Computer Operator
Electronics Technician	Workers' Compensation Aide
Head Custodian	
Information Services Coordinator	

*School Lunch Manager assigned to Assistant position.

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HOLIDAYS

Full-time, twelve-month employees shall receive eleven (11) paid holidays per year, as follows:

New Year's Day	Columbus Day
Martin Luther King, Jr., Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Friday following Thanksgiving
July 4 th	Christmas Day
Labor Day	

When one of the aforementioned holidays falls on a Saturday, it shall be observed on the preceding Friday; when one falls on a Sunday, it shall be observed on the following Monday.

Support staff shall receive two (2) paid floating holidays per fiscal year. These days must be used in full-day increments by the end of the year and do not accumulate.

SICK LEAVE

All full-time employees shall earn sick leave credit at the rate of 1.25 days for each month of completed service. Salaried staff who are employed on a part-time basis shall receive sick leave credit prorated according to the percentage of full-time equivalent.

Unused sick leave may be accumulated to a maximum of two hundred and forty (240) days. Any credit that exceeds this maximum may be used during the fiscal year (July 1st through June 30th) in which it is earned. If unused by the end of the fiscal year (June 30), any excess credit will be deducted.

Leave taken under the terms of this provision shall be for personal illness of such a nature that the employee is unable to adequately perform regularly assigned duties. Sick leave may also be used for bon-a-fide medical (including optical or dental) appointments that cannot be scheduled outside working hours.

Sick leave may also be approved for family illness, in those situations demanding the immediate personal attendance and attention of the employee. Such leave may not be used to accompany family members for rest, recuperation, or rehabilitation. Leave for family illness may not exceed ten (10) consecutive days without the prior consent of the District Superintendent.

Whenever sick leave exceeds five (5) days, or whenever the BOCES administration has reasonable cause to suspect misuse or abuse of this provision, an employee may be required to provide medical certification substantiating the need for leave.

VACATION

Full-time, twelve-month employees shall receive vacation credit as follows:

- For the first seven (7) years of BOCES service, vacation credit of 1.08 days for each completed month of employment. (12 months x 1.08 = 13 days vacation)
- After completion of seven (7) years of BOCES service, vacation credit of 1.50 days for each completed month of employment. (12 months x 1.50 = 18 days vacation)
- After completion of fifteen (15) years of BOCES service, vacation credit of 1.92 days for each completed month of employment. (12 months x 1.92 = 23 days vacation)

For purposes of payout upon separation of service, no employee shall accrue more than twice the annual allotment of vacation credit. *(Note: at retirement, any such payout will be deposited directly into the employee's non-elective 403(b) account. A letter of resignation for the purpose of retirement must be submitted to the District Superintendent no later than January 1st of the calendar year in which the retirement is to be effective; in extraordinary circumstances and upon the recommendation of the District Superintendent, the BOCES Board may waive this notification requirement.)* Vacation credit that exceeds this maximum may be used during the fiscal year (July 1st through June 30th) in which it is earned. If unused by the end of the fiscal year (June 30), any excess credit will be deducted.

Every two years, during the period June 1st through July 31st only, an employee may request payment for up to seven (7) days of unused accrued vacation time. The employee must have sufficient vacation time accrued so that, following the deduction of the number of days requested for pay, the employee's accrued vacation time equals or exceeds twenty (20) days. Such requests will be subject to the approval of the immediate supervisor.

Use of any vacation time must have prior approval of the immediate supervisor.

Ref: Form EER SS-VP03 (Application for Accrued Vacation Payment)

BEREAVEMENT LEAVE

Up to five (5) days of paid bereavement leave shall be granted in the event of a death in the employee's immediate family. Immediate family is defined as including parents, siblings, children, and any person who, immediately preceding death, has been a member of the employee's household, or with whom the employee has maintained a long-standing 'immediate family' relationship.

CHILDCARE LEAVE

Upon the recommendation of the District Superintendent and the approval of the Board of Education, an employee may be granted up to one (1) year of unpaid leave for the purpose of caring for a newborn infant or newly adopted child. Seniority and pay status will be frozen during the period that the leave is in effect. Health insurance coverage beyond that provided under the guidelines of the Family and Medical Leave Act, is the responsibility of the employee. A request for childcare leave should be submitted to the immediate supervisor no later than thirty (30) days prior to the requested beginning of the leave.

UNUSED SICK LEAVE

Upon leaving the employ of the BOCES, an employee may allocate up to one hundred and sixty-five (165) days of accrued sick leave credit to the 41-j option of the New York State Employees' Retirement System. Further, the employee will be paid \$35 per day for any sick time accrued in excess of that allocated to the 41-j option, up to a maximum of 240 days, and any such payout will be deposited directly into the employee's non-elective 403(b) account, no later than July 31st following the effective date of separation. These provisions are subject to the following conditions:

- Employee must be eligible for retirement without penalty under the NYS Employees' Retirement System and have at least ten (10) years of credited service to the BOCES; or, employee must have at least fifteen (15) years of credited service to the BOCES;
- Employee must submit a letter of resignation to the District Superintendent at least six (6) months prior to the stated date of resignation, or be the subject of an involuntary layoff (*in extraordinary circumstances and upon the recommendation of the District Superintendent, the BOCES Board may waive this notification requirement*).

Ref: *Forms EER Form.013 (Retirement Option 41-j)*
EER SS-SP03 (Application for Unused Sick Leave Payment)

SICK BANK

A support staff sick leave bank exists to assist a qualified support staff member who has exhausted accumulated sick leave and is faced with a catastrophic illness or injury, long term in nature. Leave from the bank will be available for serious personal illness and for family illness if the leave falls under the guidelines of the Family and Medical Leave Act. Leave may be granted to an individual who has donated sick days to the sick leave bank and who can substantiate the request for leave with a doctor's statement of illness.

Applications for sick leave bank benefits shall be made in writing to the Support Staff Council.

*Ref: Forms Sick Bank Enrollment Form,
Request for Sick Bank Days*

PERSONAL INJURY BENEFITS

Whenever an employee is absent from employment and unable to perform essential duties as a result of personal injury caused by an accident or an assault occurring in the course of employment, and receives Workers' Compensation payments for such absence, full salary will be paid for up to ninety (90) working days of absence from employment (less the amount of any Workers' Compensation award made for temporary disability due to said injury), and no part of such ninety-day absence shall be charged to annual or accumulated sick leave.

Should such Workers' Compensation absence extend beyond ninety working days, the employee may use accumulated sick leave for that portion of salary not covered by the Workers' Compensation award, in order to receive full salary for up to one (1) year of such absence. Should such absence exceed one year, the employee's service to BOCES may be terminated.

The BOCES shall reimburse employees for reasonable costs of replacing or repairing dentures, eyeglasses, hearing aids, or similar bodily appurtenances not covered by Workers' Compensation which are damaged, destroyed or lost as a result of an injury sustained in the course of employment.

HEALTH INSURANCE

Salaried employees who are at least 60% FTE on an annual basis are entitled to healthcare coverage under the St. Lawrence-Lewis Counties School District Employees Medical Plan, including Rider 9. For active employees, the BOCES is responsible for 95% of the premium cost for individual and dependent coverage. For retirees, the BOCES is responsible for 100% of the premium cost for individual coverage and 75% of any additional premium cost for dependent coverage.

Support staff members retiring on or after July 1, 2014, must have ten (10) or more years of service to the BOCES to be eligible for BOCES-provided health insurance coverage as modified in this section. This ten-year service requirement will not apply to disability retirements under the state retirement system or the federal Social Security administration. The District Superintendent shall have authority to waive this Requirement in extenuating circumstances.

PROBATIONARY TERM

All appointments to NYS Civil Service competitive class positions will be for a probationary period of twelve (12) months. Following successful completion of such probationary period, the competitive class employee will be assigned permanent status.

PERFORMANCE APPRAISAL

All employees will be evaluated on a regular basis, and the completed original performance appraisal form will be placed in the employee's personnel file in the Office of Employer-Employee Relations. Typically, employees will be formally evaluated at least two (2) times during the first year and at least one (1) time during each subsequent year of employment.

Employees who wish to inspect their personnel files should notify the EER Office at least one (1) day in advance, in order to schedule an appointment. An employee may obtain a copy of any material in the personnel file, but may not remove any materials from it.

PROFESSIONAL TRAINING, WORKSHOPS AND CONFERENCES

With advance approval from the appropriate supervisor, employees may be permitted time and expenses for the purpose of attending job-related training, workshops, and conferences designed for the educational and professional betterment of the employee and the position.

Any employee who attends such BOCES-paid training may be responsible for conveying that training to other employees; further, repayment of all or part of the training expenses may be required should an employee resign within an unacceptably brief time following attendance at the training, workshop, or conference.

Ref: Form EER.003 (Employee Request for Training)

STAFF COMPLAINTS REGARDING ADMINISTRATORS

Conduct on the part of an administrator that does not appear to rise to the level of harassment but does appear to warrant implementation of a complaint procedure, should be reported to one of the Program Directors.

If the alleged offender is a non-Director:

- Within twenty (20) work days of receipt of the complaint, a meeting will be held in an attempt to resolve the situation among the complainant, the administrator against whom the complaint has been lodged, and the Director who supervises the administrator.
- If the situation is not resolved to the satisfaction of both the complainant and the administrator against whom the complaint has been lodged, within three (3) work days of the meeting, above, the dissatisfied party will request that the matter be moved to the next supervisory level.
- Within ten (10) work days of the dissatisfied party's request, the supervising Director will arrange a meeting among the complainant, the administrator against whom the complaint has been lodged, another Director chosen by the complainant; and/or a peer chosen by the complainant.

If the alleged offender is a Director:

- Within twenty (20) work days of receipt of the complaint, a meeting will be held in an attempt to resolve the situation among the complainant, the Director against whom the complaint has been lodged, another Director chosen by the complainant, and/or a peer chosen by the complainant.
- If the situation is not resolved to the satisfaction of both the complainant and the administrator against whom the complaint has been lodged, within three (3) work days of the meeting, above, the dissatisfied party will request that the matter be moved to the next supervisory level.
- Within ten (10) work days of the dissatisfied party's request, the District Superintendent will arrange a meeting among the complainant; the Director against whom the complaint has been lodged, and a peer chosen by the complainant.

Ref: EER Procedures Manual

RETIREMENT

Employees are eligible for retirement benefits under the New York State Employees' Retirement System, Section 75-i and Section 41-j. Questions regarding retirement benefits and guidelines should be addressed to the Retirement System at toll-free 1-866-805-0990.

GENERAL SALARY INFORMATION

Work Day. The standard work day for full-time support staff is eight (8) hours, which includes one-half hour duty-free lunch and two fifteen-minute breaks, or some combination of either or both breaks within the lunch period. Timing of lunch breaks shall be at the discretion of the supervisor and consistent with state and federal requirements. Breaks cannot be used to shorten the work day.

Reduced Work Day (July, August, and breaks scheduled within the school calendar year). During these breaks, support staff will have their work day reduced by one-half hour, to seven and one-half (7.5) hours; further, the employee may forego up to one-half hour of break time in order to have their work day reduced by up to one hour, to seven (7) hours.

Due to the need for building security, buildings and grounds staff (with the exception of clerical) will be required to work 7½ hours/day and will be compensated with a \$500 stipend. Shifts will be determined by the supervisor.

Pay Days. Paychecks are issued twice monthly, effective on the 15th and the final day of each month. A schedule of pay dates for the coming fiscal year is provided to employees each June.

Overtime. All overtime must have the prior approval of the appropriate administrator. An employee will receive either compensatory pay or compensatory time, at the discretion of the administrator, at the rate of time and one-half (1.5) for all hours worked in excess of forty (40) per work week, defined as Sunday through Saturday. Paid holidays will be included in the calculation of the forty hours; however, no sick leave, vacation, or other type of leave shall be included in such calculation.

Inclement Weather/Snow Days. All 11 and 12 month staff are required to report to work unless directed otherwise by your supervisor. If an employee elects not to come to work, the employee must use vacation time, a floating holiday or be docked pay.

Salary Increases.

- A hiring administrator may consider education and experience in the placement of a new hire on a salary schedule step not to exceed Step 5, except that a Civil Service transfer from another agency may be placed on a step not to exceed years of seniority credit earned.
- A recently hired employee must have completed at least half of the position's scheduled work year in order to qualify for a step increase in the subsequent year.
- An employee who moves from one job title to another job title which is at a higher grade will be placed at least two, but not more than five, steps higher than the lowest step in the new grade which is equal to or greater than the salary in the prior job title.
- An employee who moves from one job title to another job title which is at a lower grade will be placed on the same step in the new grade.

Grade Levels:

Custodial Worker	12
Printing Aide	12
Clerk	13
Motor Vehicle Operator	13
Audio-Visual Aide	15
Building Maintenance Worker Trainee	15
Keyboard Specialist	15
Library Clerk	15
Account Clerk	16
Data Entry Machine Operator	16
Account Clerk/Typist	17
Building Maintenance Worker	17
Custodian	17
Microcomputer Operator	19
Senior Account Clerk	19
Senior Clerk	19
Typesetting Computer Operator	19
Assistant Purchasing Agent	21
Head Custodian	21
Insurance Clerk	21
Printing Machine Operator	21
Secretary I	21
Principal Account Clerk	22
Administrative Assistant	23
Assistant Employee Insurance Manager	23
Computer Technician – Level 1	23
Principal Fiscal Officer	23
Workers' Compensation Aide	23
Chief Payroll Clerk	24
Librarian	24
Communications Specialist	24
Computer Specialist	24
Computer Technician – Level 2	24
Electronics Technician	24
Purchasing Agent	25
Computer Technician – Level 3	26
Microcomputer Systems Coordinator	27
Research and Evaluation Analyst	27

Assistant School Business Manager, Assistant School Lunch Manager and Cook Manager: Salary determined by employing districts.

Treasurer, Deputy Treasurer of the BOCES, Clerk of the BOCES, Information Services Coordinator and Secretary to the District Superintendent: Salary determined by the BOCES.