

# ST. LAWRENCE-LEWIS BOCES EMPLOYEE HANDBOOK

## *ADMINISTRATOR HANDBOOK*

This handbook is designed for use by all BOCES Administrators. Job titles covered by the provisions of this addendum include the following:

Assistant Superintendent for Instruction  
Assistant School Business Manager  
**Coordinator of Training and Learning**  
Director of Facilities III  
Director of Financial Affairs  
Director of Information Technology  
Director of Section X  
Director of Special Education  
Labor Relations Specialist  
School Business Manager  
Senior Supervisor of School Improvement  
**Special Education Principal**  
Supervisor of Instructional Technology  
Supervisor of Special Education

Asst. Principal/Summer School Coordinator  
Career and Technical Education Principal  
Director of Adult, Alternative, Career  
and Technical Education  
Director of Labor Relations/Gen Counsel  
Director of School Library System/Learning  
Resources Supervisor  
Human Resources Administrator  
Program Manager of Adult Ed  
School Lunch Manager  
Shared Administrator  
Supervisor of Instructional Resources  
**Supervisor of Purchasing Services**  
Supervisor of Title I Services

### Removed:

- Communications Specialist Coordinator
- Computer Center Supervisor
- Cooperative Purchasing Agent
- Employee Insurance Manager
- Supervisor of Adult Education

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## HOLIDAYS

Twelve-month administrators shall receive eleven (11 or 12) paid holidays per year, as follows:

New Year's Day	Labor Day
Martin Luther King, Jr., Day	Columbus Day
Presidents' Day	Veteran's Day
Memorial Day	Thanksgiving Day
June 19 <sup>th</sup> (Juneteenth)*	Friday following Thanksgiving
July 4 <sup>th</sup>	Christmas Day

When one of the aforementioned holidays falls on a Saturday (with the exception of Juneteenth), it shall be observed on the preceding Friday; when a holiday falls on a Sunday, it shall be observed on the following Monday.

\*When Juneteenth falls on a Saturday, employees will not receive Friday off.

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

## VACATION

Twelve-month administrators shall receive twenty-two (22) days of vacation credit per year. Vacation allocation for less than one year of employment shall be prorated accordingly.

For purposes of payout upon separation of service, no administrator shall accrue more than 40 days of vacation credit (with the exception of the 14-15 & 15-16 school year where maximum accruals shall be 44 days). Any credit that exceeds this maximum may be used during the fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>) in which it is earned. If unused by the end of the fiscal year (June 30), any excess credit will be deducted.

Each year, during the period June 1<sup>st</sup> through July 31<sup>st</sup> only, an administrator may request payment for up to five (5) days of unused accrued vacation time. The administrator must have sufficient vacation time accrued so that, following the deduction of the number of days requested for pay, the administrator's accrued vacation time equals or exceeds twenty (20) days. Such requests will be subject to the approval of the District Superintendent.

Upon retirement under the guidelines of the NYS Teachers' Retirement or NYS Employees' Retirement System, an administrator will be paid for up to forty (40) days of unused accrued vacation leave, subject to the following:

- Administrator must submit a letter of resignation for the purpose of retirement to the District Superintendent no later than January 1<sup>st</sup> 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*);
- This vacation day payout must be deposited directly into the administrator's 403(b) account, no later than July 31<sup>st</sup> following the effective date of retirement.

*(Note: Advance retirement notification allows the employee the option of early deposit of accrued vacation days into the employee's 403(b) account. A maximum of ten accrued days may be deposited during each July of each full year immediately prior to the effective date of retirement, to a maximum of thirty days for three years' notice. Maximum accruals are forever reduced by any such deposit.)*

*Ref: Form EER CA-VP01 (Application for Accrued Vacation Payment)*

## SICK LEAVE

Twelve-month administrators shall receive fifteen (15) days of sick leave credit per year, and unused sick leave may be accumulated to a maximum of two hundred and fifty (250) days.

Eleven-month administrators shall receive fourteen (14) days of sick leave credit per year, and unused sick leave may be accumulated to a maximum of two hundred and twenty (220) days.

Ten-month administrators shall receive thirteen (13) days of sick leave credit per year, and unused sick leave may be accumulated to a maximum of two hundred (200) days.

Any sick leave credit that exceeds the administrator's maximum may be used during the fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>) in which it is earned. If unused by the end of the fiscal year (June 30), any excess credit will be deducted.

Sick leave allocation for less than one year of employment shall be prorated accordingly. Administrators who are employed on a part-time basis shall receive sick leave credit prorated according to the percentage of full-time equivalent.

Leave taken under the terms of this provision shall be for personal illness of such a nature that the administrator is unable to adequately perform regularly assigned duties. Sick leave may also be used for bonafide 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 administrator. 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 administrator's immediate supervisor has reasonable cause to suspect misuse or abuse of this provision, an administrator may be required to provide medical certification substantiating the need for leave.

### **BUSINESS/EMERGENCY LEAVE**

Administrators shall receive three (3) days of business/emergency leave credit per year, and unused business/emergency leave will be accumulated as sick leave credit.

Business/emergency leave shall be for the purpose of conducting personal affairs of such a nature that they cannot be handled outside the work day. Requests for such leave shall be submitted to the immediate supervisor.

### **BEREAVEMENT LEAVE**

Absence from employment will be allowed without loss of pay because of a death in the unit member's immediate family including parents, siblings, spouse, children, grandparents, grandchildren, in-laws or step family members in the preceding categories, domestic partner of the unit member, and any person who, immediately preceding death, has been a member of the unit member's household, or has been under the direct care or supervision of the unit member. Unit members may request leave of up to five (5) days for each death, which need not be consecutive days for the purpose of this section.

Unit members must attempt to contact their immediate supervisor and must also enter the request for time off in the current attendance platform.

## CHILDCARE LEAVE

Upon the recommendation of the District Superintendent and the approval of the Board of Education, an administrator 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 administrator. 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 administrator will be paid \$75 per day for up to two hundred and twenty-five (225) days of sick time accrued. This provision is subject to the following conditions:

- Administrators must be eligible for retirement without penalty under the NYS Teachers' Retirement System or NYS Employees' Retirement System and have at least ten (10) years of credited service to the BOCES; or, administrators must have at least fifteen (15) years of credited service to the BOCES;
- Administrator must submit a letter of resignation to the District Superintendent no later than January 1<sup>st</sup> of the calendar year in which the resignation is to be effective (*in extraordinary circumstances and upon the recommendation of the District Superintendent, the BOCES Board may waive this notification requirement*);
- This sick day payout must be deposited directly into the administrator's 403(b) account, no later than July 31<sup>st</sup> following the effective date of resignation.

*(Note: Advance retirement notification allows the employee the option of early deposit of accrued sick days into the employee's 403(b) account. A maximum of fifty accrued days may be deposited during each July of each full year immediately prior to the effective date of retirement, to a maximum of one hundred and fifty days for three years' notice. Maximum accruals are forever reduced by any such deposit.)*

Ref: Form EER CA-SP01 (Application for Unused Sick Leave Payment)

## **DISABILITY INSURANCE/DONATIONS FOR SICK LEAVE**

The BOCES will provide short-term and long-term Disability Insurance Policies for each Administrator and Non-Unit employee while actively employed by the BOCES. The Disability Insurance Policy will end upon retirement or resignation.

In lieu of a sick bank, Administrators and Non-Unit employees will be eligible to voluntarily donate up to 5 sick days to another Administrator or Non-Unit employee who has exhausted all accumulated leave and is faced with a catastrophic illness or injury, which is long term in nature. Leave under this provision 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. Requests for donations must be approved by the District Superintendent and will be administered through the Human Resources Department.

## **PERSONAL INJURY BENEFITS**

Whenever an administrator 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 administrator 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 administrator's service to BOCES may be terminated.

The BOCES shall reimburse administrators 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

### **Active Employees:**

Salaried Administrators 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. For active administrators, the BOCES is responsible for **89%** of the premium cost for individual and family coverage.

### **Retired Employees:**

- For employees retiring on or before June 30, 2017, the BOCES shall be responsible for 100% of the premium cost for individual coverage and 75% of any additional premium cost for dependent coverage.
- For employees retiring after June 30, 2017 and on or before June 30, 2024, the BOCES shall be responsible for the same percentage of the premium cost for individual coverage as in the member's final year of active service and seventy-five (75) percent of any additional premium cost for dependent coverage.
- For employees retiring after June 30, 2024, the SLL BOCES shall be responsible for the same percentage of the premium cost for individual coverage applicable to currently active Administrators/Non-Unit members and 75% of any additional premium cost for dependent coverage.
- The BOCES will not reimburse Administrators retiring after June 30, 2017 for the cost of their spouse's Medicare Part B.

### **Prescription Drugs:**

- To supplement the St. Lawrence-Lewis School District Employee Medical Plan Specialty Prescription Drug Program, both the unit membership and school district agree to an appeals process in which any member of the plan that is not reimbursed for the 20% coinsurance on a specialty medicine will be reimbursed by the St. Lawrence-Lewis School District Employee Medical Plan so that the out-of-pocket costs associated with the specific prescription drug results in no more cost to the member of the plan than would have been incurred had the member had the drug filled under the traditional prescription drug co-payment. Furthermore, this appeals mechanism will be coordinated through the Prescription Benefit Manager so that there will not be any out-front cost to the employee for these specialty medicines that do not have a copayment assistance program available.

Administrators must be employed by the BOCES or one of its component districts, for no fewer than 10 years in order to be eligible for participation in the health plan in retirement.

Effective July 1, 2019, Administrators will participate in the St. Lawrence-Lewis Medical Plan – Rider 11.



## **DENTAL/OPTICAL INSURANCE**

Dental/optical coverage equal to that provided to unit members of the BOCES Teachers Association shall be available to all administrators and shall be fully paid by the employer.

## **PROFESSIONAL TRAINING, WORKSHOPS AND CONFERENCES**

With advance approval from the appropriate supervisor, administrators 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 administrator and the position.

Any administrator 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 administrator resign within an unacceptably brief time following attendance at the training, workshop, or conference

## **PROFESSIONAL ORGANIZATION MEMBERSHIP**

The BOCES shall pay for an administrator's annual membership in one (1) professional organization, subject to initial approval by the District Superintendent. Excluded is any organization that represents employees in collective bargaining or in any potential litigation against the BOCES. Additionally, the BOCES shall pay for the District Superintendent's annual membership in the St. Lawrence-Lewis Counties Council of School Superintendents.

## **LONGEVITY INCREMENT**

A one-time longevity increment of \$10,000, which is in addition to any general annual salary increase, shall be available to administrators, subject to the following conditions:

- Administrator must submit to the District Superintendent a request for the longevity increment, no later than January 1<sup>st</sup> of the calendar year in which the 403(b) contribution is to be deposited;
- Administrator must be eligible for retirement without penalty under the NYS Teachers' Retirement or NYS Employees' Retirement System and have at least ten (10) years of credited service to the BOCES; or, administrator must have at least fifteen (15) years of credited service to the BOCES.
- This longevity payment must be deposited directly into the administrator's 403(b) account no later than July 31<sup>st</sup> following this request.

The BOCES Board, in extraordinary circumstances and upon the recommendation of the District Superintendent, may waive the service and/or timeframe requirements set forth above.

*Ref: Form EER CA-LI01 (Application for Longevity Increment)*

## RETIREMENT

Certified administrators are eligible for retirement benefits under the New York State Teachers' Retirement System. Questions regarding retirement benefits and guidelines should be addressed to the Retirement System at 800-348-7298, Ext. 6250.

Non-Instructional Program Administrators 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 866-805-0990.

# ST. LAWRENCE-LEWIS BOCES EMPLOYEE HANDBOOK

## *NON-UNIT STAFF ADDENDUM* *July 1, 2019*

This addendum to the Administrator's Handbook is designed for use by all BOCES Non-Unit Employees. Job titles covered by the provisions of this addendum include the following:

- Assistant School Lunch Manager\*
- Director of Facilities II
- Human Resources Assistant
- Secretary to the District Superintendent/Clerk of the BOCES
- Treasurer of the BOCES
- Personnel Aide
- **Workers Compensation Coordinator**

\*School Lunch Manager assigned to the Assistant position

Non-Unit employees will follow the provisions in the Administrators Handbook with exception to the following:

## HEALTH INSURANCE

### **Active Employees:**

Salaried Non-Unit staff 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. For active Non-Unit members, the BOCES is responsible for 94% of the premium cost for individual and family coverage.

### **Retired Employees:**

- For employees retiring on or before June 30, 2017, the BOCES shall be responsible for 100% of the premium cost for individual coverage and 75% of any additional premium cost for dependent coverage.
- For employees retiring after June 30, 2017 and on or before June 30, 2024, the BOCES shall be responsible for the same percentage of the premium cost for individual coverage as in the member's final year of active service and seventy-five (75) percent of any additional premium cost for dependent coverage.
- For employees retiring after June 30, 2024, the SLL BOCES shall be responsible for the same percentage of the premium cost for individual coverage applicable to currently active Administrators/Non-Unit members and 75% of any additional premium cost for dependent coverage.
- The BOCES will not reimburse Administrators retiring after June 30, 2017 for the cost of their spouse's Medicare Part B.

### **Prescription Drugs:**

- To supplement the St. Lawrence-Lewis School District Employee Medical Plan Specialty Prescription Drug Program, both the unit membership and school district agree to an appeals process in which any member of the plan that is not reimbursed for the 20% coinsurance on a specialty medicine will be reimbursed by the St. Lawrence-Lewis School District Employee Medical Plan so that the out-of-pocket costs associated with the specific prescription drug results in no more cost to the member of the plan than would have been incurred had the member had the drug filled under the traditional prescription drug co-payment. Furthermore, this appeals mechanism will be coordinated through the Prescription Benefit Manager so that there will not be any out-front cost to the employee for these specialty medicines that do not have a copayment assistance program available.

Non-Unit members must be employed by the BOCES or one of its component districts, for no fewer than 10 years in order to be eligible for participation in the health plan in retirement.

Effective July 1, 2019, Non-Unit members will participate in the St. Lawrence-Lewis Medical Plan – Rider 11.

### **LONGEVITY INCREMENT**

Non-Unit employees are not eligible for a longevity increment.

### **PERSONAL DAYS**

12 month Non-Unit members are not eligible for personal days. 10 and 11 month Non-Unit employees shall receive three (3) days of business/emergency leave credit per year, any unused business/emergency leave will be accumulated as sick leave credit. Any Non-Unit employee that works less than 1.0 FTE, will have the business/emergency days pro-rated accordingly.

Business/emergency leave shall be for the purpose of conducting personal affairs of such a nature that they cannot be handled outside the workday. Requests for such leave shall be submitted to the immediate supervisor.

The following provisions will apply to Non-Unit employees:

### **GENERAL SALARY INFORMATION**

*Work Day.* The standard work day for full-time Non-Unit Employees 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, Non-Unit Employees 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.

*Pay Raises.* Employees that become Non-Unit members between July 1<sup>st</sup> and December 31<sup>st</sup>, will receive the full pay raise for the following school year. Employees that become Non-Unit members between January 1<sup>st</sup> and June 30<sup>th</sup>, will receive 1/2 of the pay raise for the following school year.

## VACATION

Full-time, twelve-month employees shall receive vacation as follows on July 1<sup>st</sup> each year:

- For the first seven (7) years of BOCES service - 13 days vacation each year
- After completion of seven (7) years of BOCES service - 18 days vacation each year
- After completion of fifteen (15) years of BOCES service - 23 days vacation each year

Vacation allocation for less than one year of employment shall be prorated accordingly.

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 1<sup>st</sup> 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 1<sup>st</sup> through June 30<sup>th</sup>) 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 1<sup>st</sup> through July 31<sup>st</sup> 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)*