

# EMPLOYEE HANDBOOK

## 2018-2019



HUMAN RESOURCES DEPARTMENT  
SOUTH COLONIE CENTRAL SCHOOLS

July 2018

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## ***Welcome from the Central Office Administrators***

We would like to welcome our new employees and say hello once again to our returning staff members.

As we walk around the district, even in an atmosphere of additional state and federal regulations, and multiple priorities competing for your attention, we are always impressed by how our staff embraces the whole child first, placing students' welfare above all else. This is what makes South Colonie such a special place; the kindness and compassion of our staff.

This handbook has been developed for you, our employees, and will provide you with valuable information about the district. Please use this document as a reference throughout the year. The handbook is a summary of the policies and procedures adopted by the district. For updates, please refer to the Board of Education Policies section on the South Colonie School's website.

Please do not hesitate to contact us at the District Office if you have any Human Resources questions or concerns. Our contact information is located on page 9.

Sincerely,

Jonathon W. Buhner  
Superintendent of Schools

Timothy Backus  
Assistant Superintendent for Instruction

David Perry, Ph.D.  
Assistant Superintendent for Human Resources, Safe Schools and IT

Sherri Fisher  
Assistant Superintendent for Management Services and Strategic Planning

## **The South Colonie Central School District**

The South Colonie Central School District is composed of eight different school buildings. There are five elementary schools, two middle schools and one high school.

### **Forest Park Elementary School**

**Student Times: 9:11-3:25**

**Principal: Jill Penn  
100 Forest Park Drive  
Albany, NY 12205  
518-869-3006**

Forest Park is an elementary school in the South Colonie School District. There are approximately 300 students in Kindergarten through Grade 4. Once students complete grade 4, they move on to Sand Creek Middle School and then to Colonie Central High School.

We believe Forest Park is a place to dream, believe and achieve! (our school motto). We also believe that all children can have fun, appreciate humor, and expand their creativity. We believe in encouraging academic and aesthetic growth, by using a variety of strategies to address individual needs and learning styles for success. We believe in fostering respect, recognition and caring about others, our environment, and ourselves.

### **Roessleville Elementary School**

**Student Times: 9:11-3:25**

**Principal: Marybeth Tedisco  
100 California Avenue  
Albany, NY 12205  
518-459-2157**

Roessleville Elementary School is in the South Colonie Central School District. Roessleville is a Universal Pre-K through grade 4 elementary school with approximately 430 students and about 50 staff members. Upon completion of grade 4, students attend Sand Creek Middle School which houses grades 5-8 and then Colonie Central High School for grades 9-12.

The mission at Roessleville School is to foster and implement a positive learning environment for all students by ensuring that all partners in the educational process receive the support needed to maximize student personal and academic success.

### **Saddlewood Elementary School**

**Student Times: 9:11-3:25**

**Principal: Stacey Wranesh-Roberts  
100 Loralee Drive  
Albany, NY 12205  
518-456-2608**

Saddlewood Elementary School is an elementary school in the South Colonie Central School District. There are approximately 400 students from Universal Pre-K through grade 4. Once students complete grade 4, they move on to Lisha Kill Middle School and then to Colonie Central High School.

We at Saddlewood work hard to provide an outstanding academic program for students in a caring and nurturing atmosphere. We have a great staff of about 45 and an

enthusiastic PTA. We all work together to give our children a great elementary experience.

**Shaker Road Elementary School**

**Student Times: 9:11-3:25**

**Principal: William Dollard  
512 Shaker Road  
Loudonville, NY 12211**

Shaker Road provides a great K-4 experience for approximately 325 students. Students living within the Shaker Road reporting zone attend Sand Creek Middle School for grades 5-8 and then move on to Colonie Central High School.

The Shaker Road school community promotes a safe and caring environment where all children are nurtured to grow intellectually and socially, always aiming for their maximum potential. The student life at Shaker Road is vibrant, enriching and the product of a meaningful connection between home and school.

Shaker Road's dedicated staff of about 45 enjoys great support from student families and a very involved PTA. There is a long tradition of community service at Shaker Road and the connections with those groups further enrich the student life of the school.

**Veeder Elementary School**

**Student Times: 9:11-3:25**

**Principal: Nora Sullivan  
25 Veeder Drive  
Albany, NY 12205  
518-869-4661**

Veeder Elementary, with approximately 500 students, is the largest of the five elementary buildings in the South Colonie Central School District. Being a large elementary building allows us to offer diverse teaching techniques and personalities to better match each student's needs. Thanks to the Superintendent and Board of Education's dedication to small class size, Veeder also maintains a "small school" atmosphere where students are encouraged to discover and explore.

We enjoy a very active and involved PTA. They, together with our dedicated faculty and staff of about 80 provide a culture of academic excellence and character education. Our teachers enlist a wide variety of techniques and materials to ensure that all students reach their maximum potential. Once students complete the fourth grade, they move on to Lisha Kill Middle School for grades 5-8 and then to Colonie Central High School for grades 9-12.

**Lisha Kill Middle School**

**Student Times: 7:57-2:46**

**Principal: David Wetzel  
Assoc. Principal: Christopher Leahey  
68 Waterman Avenue  
Albany, NY 12205  
518-456-2306**

Like any middle school, Lisha Kill's organization responds to the full range of intellectual, physical, social, emotional and developmental needs of pre-teenagers and

teenagers. Lisha Kill Middle School houses approximately 600-plus students in grades 5-8. These students come from Veeder and Saddlewood elementary schools.

Lisha Kill has about 100 teachers, teacher assistants and support staff members. As a middle school and a district we value that “All students can learn well.” We foster this philosophy by instilling integrity, excellence, responsibility, and optimism in all that our school does.

**Sand Creek Middle School**  
**Principal: Tom Nicholson**  
**Principal: Mike Marohn**  
**329 Sand Creek Road**  
**Albany, NY 12205**  
**518-459-1333**

**Student Times: 7:57-2:46**

Sand Creek Middle School houses approximately 800 students in grades five through eight. These students come from Forest Park, Shaker Road and Roessleville elementary schools.

Sand Creek has approximately 125 teachers, teacher assistants and support staff members. As a middle school and a district we value that “All students can learn well.” We foster this philosophy by instilling integrity, excellence, responsibility, and optimism in all that our school does.

**Colonie Central High School**

**Student Times: 7:15-2:10**

**Executive Principal: Christopher Robilotti**  
**Assoc. Principals: Thomas Kachadurian, David Pace, Lindsay Tresansky, William Roemer**  
**1 Raider Blvd.**  
**Albany, NY 12205**  
**518-459-1220**

Colonie Central High School, a four-year public school accredited by the University of the State of New York, is known in the capital area for its educational and athletic excellence. The school was first dedicated in April, 1955, and today, serves more than 1,600 students in grades 9-12. Its 220 teachers, teacher assistants and support staff members are committed to producing graduates who can meet the academic rigors of college and excel in the 21st century workplace.

Traditionally, nearly 90 percent of our graduates attend two- and four-year colleges following graduation, earning some \$3 million annually in scholarship money. More than half the class earns an Advanced Regents diploma and a number of students take Advanced Placement and college-level courses while in high school. Approximately 65 percent of students, on average, are involved in athletics and/or student clubs and organizations.

## Goals

### **Vision:**

We believe that a South Colonie Central School District education will be appropriate, challenging, holistic and will prepare students to be successful, productive citizens who contribute to society.

### **Mission:**

The district's longstanding mission is to graduate students who have the knowledge, skills, attitude and self-esteem to succeed in the real world of the 21st century.

### **Goals:**

- To advance the achievement of each individual student we will define and deliver a rigorous District-wide curriculum that is:
  - Student-centered
  - Evidence-based
  - Highly Articulated
  - Innovative
  - Relevant
- To continue to construct a prudent budget that maintains necessary programs and services for all students.
- To improve student learning through:
  - Professional development (APPR)
  - Implementing the Common Core State Standards
  - Furthering the use of data
  - Focusing on social-emotional literacy
  - Examining 21<sup>st</sup> century skills

## **Role of Employees in School System**

You are an essential partner in the education operation of the South Colonie Central School District and, as such, you serve as a role model for students within the system. This is an important responsibility. Your dress and grooming should be appropriate to your position. As a district employee, you often provide the public the first, and sometimes the only, impression of the school district. You may greet the public by telephone or in person. Information must be accurate and should always be exchanged in a courteous manner. Complaints or criticism should be handled with tact. If you are uncertain how to handle a situation; please talk with your principal or supervisor. It is also expected you show the same courteousness and respect to your fellow employees.

## ***District Organization and Contacts***

### **District Administration**

102 Loralee Drive  
Albany, NY 12205  
Ph: (518) 869-3576 Fax: (518) 869-6481  
www.southcolonieschools.org

Jonathan W. Buhner	Superintendent of Schools
Timothy Backus	Assistant Superintendent of Instruction
David Perry, Ph.D.	Assistant Superintendent for Human Resources, Safe Schools and IT
Sherri Fisher	Assistant Superintendent for Management Services and Strategic Planning

### **Superintendent's Office**

Jonathan W. Buhner	Superintendent of Schools	
Jamie Mroczko	Secretary to the Superintendent & District Clerk	518-869-3576 X 0442

### **Curriculum and Instruction**

Timothy Backus	Assistant Superintendent for Instruction	
Debi Galdun	Secretary to the Assistant Superintendent for Instruction	518-869-3576 X 0473

### **Human Resources, Safe Schools & Information Technology**

David Perry, Ph.D.	Assistant Superintendent for Human Resources, Safe Schools and Instructional Technology	
Susan O'Brien	Secretary II (Instructional Staff)	518-869-3576 X 0470

Steven Clikeman	Secretary II (Non-Instructional Staff)	518-869-3576 X 0463
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**Management Services and Strategic Planning**

Sherrri Fisher	Assistant Superintendent	
Kristen Kristel	Secretary to the Asst. Superintendent	518-869-3576 X 0437

**Business Office Staff**

Anjelieeque Martinez	District Treasurer/Business Manager	
Beverly Limmer	Secretary to Business Manager	518-869-3576 X 0460
Linda Gordiman	Payroll Clerk	518-869-3576 X 0456
Kathy Wilson	Accounts Payable	518-869-3576 X 0461
Shirley Kelty	Health Insurance	518-869-3576 X 0455
Kiamesha Wright	Accounts Payable	518-869-3576 X 0462
Joella Ziele	Purchasing	518-869-3576 X 0451

**Operations and Maintenance**

Michael O'Neil	Director of Facilities	
John Napierski	Maintenance Supervisor	
James Maloney	Custodial Supervisor	
Cindy Lupe	Secretary	518-869-3576 X 0446

**Transportation**

Peter Tunny	Supervisor	518-869-8527
Carol Downen	Dispatcher	518-869-8527
Fred Dittmer	Head Mechanic	

**Special Education**

Timothy Fowler	Supervisor of Special Education	518-869-6759
William Boardman	Supervisor of Special Programs	518-869-6759

**Food Services**

Annette Chamberlain	School Lunch Director	518-869-3576 X 0467
Joanne Taylor	Secretary Food Service	518-869-3576 X 0452
Jennifer Casabonne	Food Service Acct. Clerk	518-869-3576 X 0453

## **Calendar and Working Days**

The Board of Education approves the school calendar annually. By law, there are a minimum number of student days that the district must have. In addition, there are additional Superintendent conference days that the district is contractually obligated to have. Annually the calendar is developed by the superintendent of schools and adopted by the board in the early spring. The calendar is distributed to staff members well in advance of the upcoming school year. It is important that staff members plan their vacations accordingly and are present when school is in session.

## **Work Year**

The specific days and times that employees are required to work are outlined in collective bargaining contracts or individual employment contracts, and may change in future contracts. Please consult these documents for specific terms.

## **General Information Section**

### ***Laws and Regulations***

#### **Americans with Disabilities Act**

No otherwise qualified handicapped individual in the United States shall, solely by reason of this handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. This applies to those areas covered under the American Disabilities Act and Individuals with Disabilities Education Act. Any employee who has a disability that may require an accommodation should notify their immediate supervisor.

#### **Annual Compliance Training**

State and federal regulations require that all school district employees complete mandatory compliance training every year. Certain employee groups may need to complete additional training on topics identified to be relevant to their job responsibilities. Annually you will be notified of the specific training tutorials you need to complete and how to complete them, either online or in a small group.

#### **Blood Borne Pathogens**

The district has adopted several policies that address hygiene precautions and procedures with situations where there is the possibility of exposure with blood or other body fluids. These procedures state that, except in life saving situations, all employees shall wear rubber gloves when treating open cuts, scrapes, or spills of blood or other body fluids. A supply of gloves is maintained in every building. Please refer to board policies located on the district website for more information.

## **Hepatitis B Vaccination – Occupational Exposure**

The South Colonie Central School District is obligated by the US Occupational Safety and Health Administration (OSHA) to offer Hepatitis B vaccinations to employees. Participation in the Hepatitis B program is voluntary. If you are interested in participating in the program, please contact Human Resources at X 0470

## **Child Abuse and Neglect**

Pursuant to applicable law, any school official which includes, but is not limited to, school teacher, school guidance counselor, school psychologist, school social worker, school nurse, school administrator, or other school personnel required to hold a teaching or administrative license or certificate, who has reasonable cause to know or suspect that a child has been subjected to abuse or maltreatment will report this to the New York State Child Abuse and Maltreatment Register and immediately notify the Building Principal. Any such report made by the school official must include the name, title, and contact information for every staff person of the school believed to have direct knowledge of the allegations in the report. Once the school official makes the initial report, the Building Principal will be responsible for all subsequent administration necessitated by the report. Only one report regarding the suspected abuse must be issued from the District. Please refer to board policy 5460 - "Suspected Child Abuse" for additional information.

## **Civil Service Regulations**

All non-certified employees are governed by Albany County Civil Service. Employees hired in provisional positions are responsible for registering for and taking all tests and examinations required for their position.

All test announcements are available through Albany County Civil Service as follows:

### **Albany County Personnel Department**

Harold L. Joyce County Office Building  
112 State Street Room 900  
Albany, NY 12207  
Tel: (518) 447-7770

*<http://www.albanycounty.com>*

**Please note that all test announcements may not always be posted in the district.**

Employees who are appointed in competitive positions must pass their examination and score in the top three of the available and interested candidate pool in order to be permanently appointed and continue working in the position.

## **Code of Conduct**

The Board of Education recognizes that sound, ethical standards of conduct serve to increase the effectiveness of Board members and their staff as educational leaders in their community. Actions based on an ethical code of conduct promote public confidence and the attainment of district goals.

Every employee of the district, whether paid or unpaid, shall adhere to the following code of conduct outlined in policy 2160: School District Officer and Employee Code of Ethics.

The policy discusses the following areas:

- Gifts
- Confidential information
- Representation before the Board
- Representation before the Board for a contingent fee
- Disclosure of interest in matters before the Board
- Investments in conflict with official duties
- Private employment
- Future employment

It is important that every employee fully review and understand this policy annually. Please refer to board policy 2160 for additional information.

## **Confidential Student Records Access**

It is important that all employees recognize that all student records are confidential. The procedures for the confidentiality of student records shall be consistent with federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations. Student records, personal information, and other information can only be shared with other school officials (an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) who have a legitimate educational interest in the student in order to fulfill her or her professional responsibilities.

Please refer to Board policy 5500 for additional information.

## **Confidential Information Given by Students**

Please note that minors cannot give out confidential information to teachers. Teachers are obligated to report issues to the principal and the principal may have the right to contact the parents.

## **Copyrighted Materials**

All employees of the district are bound by United States federal laws, which includes copyright regulations. All employees will comply with any and all federal laws governing the use of copyrighted materials. United States code (USC), chapter 17 addresses copyright law and regulations. These regulations address when individuals have the rights to reproduce and copy materials and to perform and distribute the materials.

publicly. All reproduction of copyrighted material must be conducted strictly in accordance with applicable provisions of law.

## **Drug Free Workplace**

The Board of Education prohibits the illegal, improper or unauthorized manufacture, distribution, dispensing, possession or use of any controlled substances in the workplace. "Workplace" shall mean any site on school grounds, at school-sponsored activities, or any place in which an employee is working within the scope of his/her employment or duties. "Controlled substances" shall include all drugs which are banned or controlled under federal or state law, including those for which a physician's prescription is required, as well as any other chemical substance which is deliberately ingested to produce psychological or physiological effects, other than accepted foods or beverages. Please refer to board policy 9125 - "Drug Free Workplace" for additional information.

## **Employees Bringing Children to Work**

Employees may not bring their children into work. Please check with your supervisor if you have an extenuating circumstance. Refer to Policy #9390 for more information.

## **Equal Opportunity Employer**

The South Colonie Central School District does not discriminate on the basis of gender, race, creed, national origin, age or handicap in its employment, admissions practices, vocational education opportunities, or access to and treatment in programs and activities in accordance with the Title IX and Section 504 of the Rehabilitation Act of 1973.

This policy of nondiscrimination includes access by students to equal educational opportunities, course offerings, school services and activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or terminations.

## **Gifts for Staff Members**

As per board policy, employees shall not accept any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, or hospitality. Gifts cannot influence employees in the performance of his or her official duties and cannot be intended as a reward for any official action on his or her part.

Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

## Dispensing Medication by School Personnel

School nurses, principals and the school personnel are constantly being asked to dispense internal medications such as aspirin tablets to school children and to school personnel. Compliance with such requests, in addition to being contrary to good health practices, is contrary to statutory regulations as outlined in the Nurse Practice Act and provisions of State Education Law.

Boards of Education are corporate bodies chartered by the State to provide education in all of its phases to children. They do not have the right to practice medicine or dentistry, regardless of the value of such services to the recipients. In addition, such practices place the nurse in the position of making a diagnosis and prescribing, which is contrary to the Education Law.

The school physician, when serving as an employee of the Board of Education, should confine his/her treatment to first aid measures. If internal medication is prescribed by the school physician, it should only be after consultation with the parent and on their authorization to treat the child as a private patient.

Before any medication may be administered to or by any student during school hours, the Board requires:

1. the written request of the parent(s) or guardian(s), which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication; and
2. the written order of the prescribing physician, which will include the purpose of the medication, the dosage, the time at which or the special circumstances under which medication shall be administered, the period for which medication is prescribed, and the possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse.

These requests by the child or adult should be utilized by the school nurse to point out the dangers of self-medication and proper methods of caring for one's health and the development of sound health attitudes.

Difficulties may ensue when these requirements are not followed, in as much as the question of negligence could arise if any personal illness or injury follows. We bring this matter to your attention only to avoid the development of such unpleasant situations. For additional information, please refer to policy #5420.

## Jury Duty

Jury duty is a responsibility of all Americans and the district encourages participation by employees when requested. You will be given the time off to serve as a juror and you will be paid your regular rate of pay. **Any checks received from the court must be signed over to the district except for expenses.** Employees must submit a certificate of attendance from the Clerk of the Court to the Human Resources department as well.

If you are contacted for jury duty, inform your supervisor immediately of the specific dates and provide a copy of the notice.

## Overtime

Overtime is defined as additional work responsibilities after your regular shift. You may be asked to work overtime periodically by your supervisor. Please remember that overtime can **only be authorized by your supervisor in advance, prior to** working the overtime hours. This means that employees cannot decide themselves to work overtime. All overtime must be clearly documented on your time sheet, including the reason for working overtime. The rate of pay for overtime will be determined by the terms and conditions of your specific collective bargaining contract.

## Sexual Harassment

Sexual harassment of employees and students is illegal and abusive behavior that harms victims and negatively impacts the school culture by creating an atmosphere of fear, distrust, intimidation and intolerance. The Board of Education will strive to safeguard the rights of all employees and students within the district and to provide an environment that is free from all forms of sexual harassment so that students can learn and employees can work productively.

Accordingly, the Board condemns all behavior that constitutes sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district. The Board likewise condemns retaliatory behavior against complainants or any witnesses.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as a basis for the performance evaluation of an employee or student or is used as a factor in decisions affecting an employee's employment or a student's education;
3. such conduct has a purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile or offensive work or educational environment for the employee or student; or
4. such conduct otherwise constitutes sexual harassment under federal or state laws.

Forms of sexual harassment may include, but are not limited to:

- A. Verbal --- sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats, sexual favors, questions about a person's sexual practices, sexually explicit jokes, lewd comments, sexual assaults.
- B. Non-Verbal --- sexual and suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures, crude cartoons.

Sexual harassment does not only depend upon the offender's intention but also upon how the target perceives the behavior or is affected by it. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as supervisors.

Any person who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to one of the sexual harassment officers at the District Office so that appropriate corrective action, up to and including discharge or suspension of the offender, may be taken in accordance with whatever process is due.

The district has two sexual harassment officers as follows:

- *David Perry, Asst. Superintendent for Human Resources, Safe Schools & IT*
- *Sherri Fisher, Asst. Superintendent for Management Services and Strategic Planning*

In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect, the occurrence of any sexual harassment will ensure that an investigation is promptly commenced by appropriate individuals. All administrators are obligated to report to the Superintendent all complaints and reports of sexual harassment that come to the administrator's attention.

To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

The Superintendent is directed to develop and implement specific procedures on reporting, investigating and remedying complaints of sexual harassment. Such procedures are to be consistent with any applicable provisions contained in the district's collective bargaining agreements, tenure laws, and other applicable law. In addition, training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment.

Any employee who is found to have engaged in sexual harassment will be subject to disciplinary action. Please refer to board policy 9010.2, "Sexual Harassment" for additional information.

## **Smoke Free Environment**

In accordance with the South Colonie Board of Education policy, there is **no smoking** on the grounds or in the buildings of the South Colonie Central School District, including all school buildings, outdoor grounds within school property boundaries, and vehicles owned by the district.

## **Weapons or Firearms on School Property**

Employees shall not possess any firearm, electronic weapon or device, destructive device or other weapon on the property of any school at any time.

## **School Policies**

### **Accidents - Staff**

All accidents and injuries to an employee must be reported, in writing, on an accident form found in each health office. If you are involved in a work related accident, please contact your immediate supervisor to request this form and assistance in completing it.

### **Accidents – Students**

All accidents and injuries to a student must be reported to the school nurse within the school day of the occurrence. If possible, the school nurse should take charge of any serious emergency. In his/her absence, contact the Principal or the Assistant Principal or the supervisor of the department.

### **Advertising**

As per district practices, the schools should avoid advertising and promoting products, services, or political positions for non-school related activities. Any request of this nature should be requested through the building principal.

### **Care of Classroom and School Property**

Keeping the school and equipment in excellent condition is not a function of custodians alone. It is a responsibility that must be shared by students, staff members and all others who use the facility. It is a responsibility that is based upon pride. Staff members can strengthen student pride by example, and by frequent mention of and proper use of the facilities. You can exercise vigilance by making frequent exploratory and inspection visits to gathering places that are sometimes the scene of thoughtless destruction.

Employees should follow these practices:

1. Be aware of objects on the floor that can pose a danger and keep floors clear of all litter.
2. Conduct daily inspections of seats, desks, and regular inspection of textbooks.
3. Check to see that windows are closed and locked at the end of the school day.
4. Turn off lights at all times when it is not necessary to use them.
5. Properly store any food items.

## Collection of Monies in Schools

The collection of funds from students is not allowed unless approved by the building principal and/or Superintendent of Schools. All funds collected by staff, regardless of source, should be put into an appropriate container, labeled clearly, and secured in the designated area as directed by your supervisor, or taken to the bank for deposit, before **leaving for the day. Do not leave money or valuables in your room.** Any funds sent to the main office must be, in turn, transmitted to the district business office within **one business day** of receipt from the staff member. All checks to be deposited in a South Colonie Central School District Account are to be made payable to the South Colonie Central School District. Any checks to be deposited in either of the Student Activity Funds are to be made payable in the name of that Student Activity Fund (Colonie High School Student Activity Fund or Lisha Kill Student Activity Fund). Please urge anyone writing checks to refrain from using abbreviations as banks have cautioned us that there have been many attempts of fraud.

All collection of monies (cash and checks) must be handled in such a manner as to provide accountability during the collection process. Please contact your administrative supervisor **at least 10 days** before the collection of money is to begin in order to allow sufficient time for appropriate internal controls to be designed and implemented.

Monies signed over to a staff member for safe and secure storage become the responsibility of the staff member and he/she will be held accountable for any missing monies.

The South Colonie Central School District Board of Education has the only authority to open bank accounts in the District's name.

## Course Approval

Graduate/Inservice credits submitted for approval for salary remuneration should comply with the guidelines outlined in Board of Education Policy 9201. Teachers must seek pre-approval by submitting their request through "PD Express". Requests for payment of new credits must be submitted with official college transcripts or official grade reports, prior to October 1<sup>st</sup> and April 1<sup>st</sup> if payment is to be made during the school year.

## E-mail and Computer Access

District staff members may be assigned an email account, in line with their position and assignment. In this case, the following will apply:

The same standards of acceptable staff conduct, which apply to any aspect of job performance, shall apply to using the district email system. Employees are expected to communicate in a professional manner consistent with applicable district policies and regulations governing the behaviors of school staff.

E-mail will not be utilized for the unauthorized sharing of confidential information about students or other employees.

Email correspondence and use of the Internet should be related to school business only. Email correspondences are the sole property of the district and may be reviewed by the district as any time.

## **Field Trips**

Field trips are approved, planned educational activities that involve students in learning experiences difficult to duplicate in a classroom situation. The main criterion of a proposed field trip activity is that it should be a valuable educational experience relating directly to the instructional program of the participating class or group.

Employees of the South Colonie Central School District, who sponsor and organize trips, involving students, will be held accountable for exercising proper professional judgment on the trip. The safety of students on all trips will be a primary consideration. All overnight trips must be approved by the Board of Education. In addition, a completed field trip request form for transportation must be submitted to your principal no less than six weeks before the date of the planned trip. Please refer to policy 4531.

## **Flyers**

Flyers for school and non-school related activities may not be sent home with students without the permission of the Superintendent of Schools.

## **Maintenance Requests**

All maintenance requests should be submitted in writing. Staff will fill in the essential information as directed by the form.

## **Name and Address Changes**

It is important that employment records be kept up-to-date. Employees must notify the appropriate Human Resources administrator if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. To change personal information, complete the attached **Change of Information Form** and submit to Human Resources.

## **News Media Relations**

All staff desiring to release information to the media must first notify the building principal and/or supervisor to obtain authorization as per board policy 1130.

## **Out-Of-District Conference/Travel**

The Board of Education has adopted regulations regarding travel, meals, and hotels. A copy of this policy is enclosed in this manual. It is important that you familiarize yourself with this policy prior to making any arrangements. Please refer to board policy 6830, "Expense Reimbursement" for additional information.

## **Parking and Staff Owned Automobiles**

Staff parking varies by building. Please check with the main office for staff parking areas. Depending on the school or building that you work in, you may be assigned a parking space. Please do not park along the driveway or curbs.

The district will not be responsible for vandalism, theft, accidents, or damage to automobiles while parked on school grounds.

## **Promotional Opportunities**

All employment opportunities are distributed to schools and departments. Please check these announcements regularly for promotional and transfer opportunities. To be considered for a position, you must reply to the employment posting.

## **Purchasing Procedures**

The purchase of goods and/or services is authorized only through the board's appointed purchasing agent, School Business Administrator. Failure to obtain prior written approval of a purchase may result in the employee being held personally liable for the expenditure. Confirming purchase orders (purchase orders issued after an order is placed with a vendor) are not allowed. After you have received items that were ordered on a district purchase order, immediately check for completeness, accuracy, and condition. Note any discrepancies on the purchase order. If there are missing items, indicate who and when you spoke to from the company. When the order is ready to be paid, sign your full name and date on the purchase order, and forward to the business office along with all packing slips. The South Colonie Central School District is exempt from paying sales tax. Documentation supporting this is available in the district office.

Please refer to the district's purchasing policy for additional information.

## **School Closings/Delays**

If school is closed or delayed due to inclement weather or other reasons, employees will be notified by an automated call.

Announcements will also be made on local news and radio stations and on our website: [www.southcolonieschools.org](http://www.southcolonieschools.org)

On days when school has begun and the district is forced to close early due to an early dismissal or emergency, staff members are allowed to leave only when all students have been dismissed.

## ***Personnel***

### **Appointments for New Employees**

All employees must be appointed by the Board of Education, at the recommendation of the Superintendent of Schools. As a new employee in the district, you will be required to serve a probationary term. The length and conditions of your probation will depend on your position in the district and your contract.

#### **Instructional Appointments**

Certified instructional personnel, who serve in a permanent tenure track position, are required to serve a four-year probationary period. This can be shortened to three years if you have received tenure in New York State in the same tenure area that you have been appointed. The district has the right to review your employment status annually during this probationary period. Probationary teachers will be informed by the end of April if they will not be rehired for the following year.

#### **Non-Instructional Appointments**

Non-instructional personnel are normally required to serve a six month probationary term as per the various contracts. During this period, the district can terminate your employment at any time.

### **Certification**

New York State Education law specifically states that all teachers must have and maintain a valid teaching certificate. It is the teacher's responsibility to maintain their certification and contact the district immediately if there is a change in their certification status. **Please note that a lapse in certification can be cause for termination under New York State Education law.** Whether or not the District verifies an individual's certification or licensure does not waive the responsibility of the employee to maintain what is required for his/her assignment. Please refer to Personnel Policy #9000 and #9211.

### **Conference Requests**

A staff member requesting permission to attend a conference must use the conference request forms. All conferences must be approved prior to attending. Expenses for conference travel should not exceed the original estimate. Please refer to board policy 6830 for complete information.

## **Disability**

If you are injured at work, you may be entitled to the use of sick time or disability, depending on your job title and classification. Please refer any questions regarding disability to the Business Office.

## **Employee Benefits**

When you are hired, you will meet with an employee benefit representative from the HR office who will outline the specific benefits per your position and contract. If you have question about specific benefits, please call the business office at 518-869-3576. Refer to the website for forms.

## **Employee Badges**

All employees are required to wear a badge when they are working in any school facility. Badges will be provided to all employees at no charge to the employee. Lost or stolen badges should be reported immediately to a supervisor who will arrange a replacement. Employees will be responsible for replacing missing or damaged badges. **All badges must be returned to the district upon separation from the district.**

## **Employee Handbook**

All employees will review the employee handbook annually. All employees will be required to acknowledge that they understand the information as presented, and will abide by said policies and regulations.

## **Employee Retirement**

The district provides retirement benefits to full-time and part-time employees through the New York State Retirement System. It is the employee's responsibility to contact TRS or ERS when they decide to retire and review the various benefit options available to them.

## **Employment Verifications**

The Human Resources department will be happy to verify employment and salary information for all active employees. For your protection and privacy, we require that all employment verifications are in writing and include the employee's consent. Verbal requests will not be honored.

## **Evaluations**

All employees will be evaluated annually, as per the terms and conditions of their contract, tenure, and/or probation status. The purpose of an evaluation is to clarify the duties and responsibilities of staff, and to enrich, develop, and improve effective professional skills and performance by:

- Informing each staff member of how his or her performance is perceived in relation to the expectations of the district
- Identifying an individual's areas of strength and make recommendations
- Enhance the instructional program by providing individual staff members with methods by which performance may be improved

Both the employee and the supervisor will sign each evaluation. The evaluation will be placed in the employees personnel file. The employee's signature indicates that they have received the evaluation, not that they agree with it.

## **Extra Duty Assignments**

Building principals and supervisors shall assign extra duties to employees as per contract. Duties may include, but not be limited to the following:

- Lunch period duty
- Hall duty
- Duty at extracurricular activities
- Bus loading duty
- Parking lot duty
- Supervising detention hall or in-school suspension

## **Exit Interviews**

Upon resignation or retirement, the district or employee may elect to schedule an exit interview. The purpose of the exit interview is to gather data for improving working conditions and retaining employees in the district. You will be asked about your employment experience in the district, and if you have any suggestions for improvement.

Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time as well. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience.

All district keys, key fobs, ID badges, parking tags, books, property, and equipment must be returned upon separation from employment. The district may withhold the cost of any unreturned items from the final paycheck.

## **Faculty Meetings**

Building faculty meetings are scheduled once a month for teachers. In addition, teachers are expected to attend additional meetings in their building monthly per contract. Teachers are expected to reserve this time and plan accordingly.

## Flexible Benefits Plan

The district offers a flexible benefits plan to eligible employees. This allows employees to make pre-tax contributions for health premiums, un-reimbursed medical expenses, dependent day care, and other expenses. The plan runs from July 1 to June 30 annually. Information for this program is available in the business office.

## Job Vacancy Announcements

All vacancies will be posted in all work locations, online (OLAS, when appropriate) and the South Colonie Schools website.

## Keys and Key Fob

Building security is one of the most important aspects of providing a safe environment for our students and staff members in our district. We cannot ensure the physical security of a building unless we can control the keys. The following is the district procedure for the control of our building keys and key fobs:

The principal, as the person responsible for the security of his/her school shall determine who should have keys to their building. Department supervisors will dispense keys and key fobs as well.

The principal shall assign one staff member to be responsible for key control and issuing keys to those individuals. Staff members will be responsible for the security of keys. **In the event that keys or key fobs are misplaced or lost for more than 24 hours, it should be immediately reported to the principal or supervisor.** All keys and key fobs should be returned during the summer vacation (teachers, ten-month employees) and when the employee separates service from the district. If you lose your key fob, it will be replaced free of charge one time only.

## Family and Medical Leave Act

FMLA is a federal law that entitles eligible employees to **unpaid** leave for a period of twelve weeks annually. Employees who are out on FMLA leave would retain full health insurance benefits.

*Employees are eligible for FMLA leave in the following circumstances:*

- To care for the employee's child after birth, or placement for adoption of foster care.
- To care for the employees spouse, son, or daughter who has a serious health condition.
- For a serious health condition that makes the employee unable to perform his/her job.

*Which employees are eligible for leave under FMLA?*

- Employees who work a minimum of **1250** hours in one year. (Teachers would be included.)
- Employees who have worked in the district for at least **one year**.
- Military Family Leave

The District will maintain group health insurance coverage for an employee on family medical leave on the same terms as if the employee had continued to work. If the employee does not return to work following family and medical leave, they maintain health insurance on their own through Cobra.

The twelve-week leave period shall include the employee's accrued sick leave and earned vacation. If the employee's accrued sick leave and vacation leave total is less than twelve weeks, the time remaining can be taken as unpaid family and medical leave.

To apply for FMLA leave, employees must complete a FMLA certification form, available upon request in the Human Resources office.

## **Military Family Leave**

On January 28, 2008, President Bush signed into law the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181. Section 585(a) of the NDAA amended the FMLA to provide eligible employees working for covered employees two important new leave rights related to military service:

- (1) **New Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining "any qualifying exigency." In the interim, employers are encouraged to provide this type of leave to qualifying employees.
- (2) **New Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This provision became effective immediately upon enactment. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Additional information on the amendments and a version of Title I of the MLA with the new statutory language incorporated is available on the MLA amendments Web site at [http://www.dol.gov/esa/whd/fmla/NDAA\\_fmla.htm](http://www.dol.gov/esa/whd/fmla/NDAA_fmla.htm).

## **Childcare Leave**

The district will automatically allow employees up to six weeks leave after the birth of a child under FMLA leave (described above.) In addition, teachers can request additional maternity leave, as per contract.

All employees wishing to take maternity leave must inform Human Resources in writing of their request. Typically, a meeting is arranged with Human Resources to discuss the various options.

## **Payroll Procedures**

All employees must complete their own timesheets, sign and date them, and also have written approval indicated by the employee's supervisor. The reason for all overtime and coverage time must be indicated on the timesheet. Failure to comply with these requirements will result in the return of the timesheet to the employee.

No supervisor may authorize or approve his/her own timesheet or otherwise authorize his/her own pay.

## **Personnel Folder**

All employees will have a personnel folder, located in the district office. Your employee folder will consist of your employment evaluations, official correspondences, including requests for courses, leaves, and work assignments.

All employees have the right to review their personnel file. Employees shall have the right upon reasonable notice to arrange a mutually convenient appointment to review the contents of their personnel files. If you wish to review your personnel file, please call the appropriate Human Resources department at 518-869-3576 and schedule an appointment.

## **Personal Leave**

The employer recognizes that employees occasionally may have important and pressing obligations of a personal nature that cannot be scheduled for times other than regular workdays. Personal days must be applied for **in advance** on the appropriate form (see appendix.) If the requested day is immediately before or after a school recess period, a reason must be stated (full time employees only.) Refer to your contract for specific information.

## **Resignation**

All resignations must be in writing and are approved by the Board of Education. A minimum of **two weeks** is requested from staff members and **thirty days** for professional positions. Once a resignation is accepted, the employee will complete an exit form and schedule an exit interview with Human Resources.

## **Sick Leave/Family Sick Leave**

Sick leave can only be used for health related issues for yourself. Family sick leave can be used only for health related issues for an immediate family member. The specific annual sick day accruals vary, depending on the bargaining unit that you are affiliated with. The number of family sick days varies as well. Please refer to your contract for additional information.

In the event that you are unable to report to work for a health related concern, you must report your absence to your supervisor or the BOCES Sub Service.

The district reserves the right to request medical documentation from an employee as per contract.

## **Sick Leave Bank**

Teachers and TA's are eligible to participate in the Sick Leave bank as per their respective contracts. Teachers who participate in the sick leave bank may borrow up to 30 days in sick day accruals. Only teachers who have exhausted their accumulated sick leave, who are members of the bank and who are victims of prolonged illness or disability of a **catastrophic** nature, shall be eligible to use the bank. Applications to use the sick bank should be forwarded in writing to the appropriate Human Resources administrator.

## **Staff Complaints and Grievances**

Grievance procedures are designed to resolve conflicts that may arise among various members of the staff. These procedures are defined in collective bargaining agreements. Staff members have the right to present complaints and grievances in accordance with the established procedures free from coercion, interference, restraint, discrimination or reprisal.

Staff complaints that are not covered under the General Municipal Law, or cannot be resolved under procedures of Title IX and Section 504 or the ADA shall be subject to the discretion of the Board of Education as to the method by which the complaint may be brought.

## **Staff Development**

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is developed by the administration and the professional development committee. Staff development for non-instructional personnel is also available on selected professional development days and is designed to meet the needs of each position.

**Individuals holding renewable certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.**

## **Student Teachers and Interns**

Please note that district administration must approve all student teachers and interns prior to the district granting a commitment to an individual and working in the district. Student teachers and interns must be fingerprinted as well.

## **Vacations**

Vacation leave is available to twelve-month employees per your specific contract. Vacation leave must be requested in advance to your supervisor.

# Appendix

Included policies:

PLEASE VISIT OUR WEBSITE at:

<https://www.southcolonieschools.org/board-of-education/733-2/>

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- [7200 Financing Facilities Development](#)

- [7310 Educational Specifications](#)
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**Included Forms:**

**PLEASE VISIT OUR WEBSITE at:**

**[www.southcolonieschools.org/staff-resources](http://www.southcolonieschools.org/staff-resources)**

**Change of Information**

**2018-19 Payroll Schedule**

**General Payroll Information**

**Capital EAP**

**Family Medical Leave Act (FMLA)**

**Employee Insurance & Benefits**

**Professional Development Forms**

**Support Staff Forms**