



THE ADVOCATE

CAYUGA-ONONDAGA BOCES
OFFICE OF PERSONNEL RELATIONS
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*Providing comprehensive
employment and personnel
relations services to local
school districts for over
40 years.*

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Welcome New Chief School Officers



The Cayuga-Onondaga BOCES Office of Personnel Relations welcomes and wishes much success to these recently appointed Chief School Officers:

***JERAMY CLINGERMAN at the
GORHAM-MIDDLESEX (Marcus Whitman)
CENTRAL SCHOOL DISTRICT***

***CHRIS PETTOGRASSO at the
LANSING CENTRAL SCHOOL
DISTRICT***

***MATT COOK at the
NEWARK CENTRAL SCHOOL
DISTRICT***

***MARTIN ROTZ at the
ROMULUS CENTRAL SCHOOL
DISTRICT***

***DR. GREGORY MACALUSO at the
WILLIAMSON CENTRAL SCHOOL
DISTRICT***

Best wishes to all new Superintendents
and district administrators!



A FAREWELL TO DR. MATTHEW FLETCHER

As many of you have likely heard, Dr. Matthew R. Fletcher will be retiring from his position as Assistant Superintendent for Personnel Relations at the Cayuga Onondaga BOCES on July 17, 2013. It is with great sorrow that we bid a fond farewell to Dr. Fletcher, who has tirelessly served the BOCES for the past 41 years.

When Dr. Fletcher first began the labor relations service, one BOCES and six component school districts participated. Presently, we provide services to two BOCES and 45 school districts over ten counties. None of this would be possible without Dr. Fletcher's hard work and persistence over the last four decades. During his tenure, Dr. Fletcher has experienced the threat of seven simultaneous teacher strikes, he has argued in front of the Court of Appeals, he has negotiated approximately 500 contracts and arbitrated nearly 100 grievances. He has experienced prosperous times, when

10% percent raises were common, and he has been through multiple cycles of economic downturn. He has truly seen it all.

Although no one would accuse him of being a morning person, it is not uncommon for Dr. Fletcher to be in the office by 9:00 a.m. and still be working at 11:00 p.m. His dedication and diligence has been unmatched. Dr. Fletcher has served as a consummate mentor and friend to all of us in the Office of Personnel Relations. Although we may have heard some call him a little gruff at times, those of you have had the opportunity to work closely with Dr. Fletcher know that he is a kind and generous man, who is more than willing to share his insights and expertise. If you're lucky, you may have even witnessed him pull a legal citation or two out of thin air, without the use of books or resources. He is a wealth of knowledge and a living testament to the changes in education and public sector labor issues over the last 40 years.

Please join us in wishing Dr. Fletcher a happy, healthy and relaxing retirement. We know that most of you will feel the void left by Dr. Fletcher's departure along with us. Although he has requested that we not throw him a retirement party, we would suggest that you feel free to drop him an email letting him know what he has meant to you and your district.

Happy retirement Dr. Fletcher! We all have you on speed dial!

Fondly,

*Randy, Brent, Diane,
Mark, Linda,
Michaela and Quinn*

EMPLOYMENT RECORDS RETENTION

The staff of the Cayuga-Onondaga BOCES Office of Personnel Relations often answers questions about how long certain employment records must be maintained. Section 185.12, 8 NYCRR (Appendix I) as contained in the *Official Compilation of Codes, Rules and Regulations of the State of New York*, sets forward Records Retention and Disposition Schedule ED-1 for use by school districts and BOCES. In regard to specific questions on employment records retention, the regulation states:

Established position record showing a history of each position and names and other pertinent information about persons who occupied it:

- a. If record contains detailed information about the position and persons who occupied it:
RETENTION: PERMANENT
- b. If record only provides lists of names of employees:
RETENTION: 1 year after final entry in record

Report of personnel change, (including employee transfer record), **except** copy retained in employee's personnel records:

NOTE: Reports of personnel changes may also be found in employee personnel records. When filed in an employee personnel record, such copies are subject to lengthier retention requirements.

- a. Copy retained by school or district:
RETENTION: 6 years
- b. Employee transfer record:
RETENTION: 0 after termination of employment, but not less than 6 years

Job classification records, including job classification questionnaire, analysis of job duties and request for reclassification:

RETENTION: 1 year after subsequent classification action completed, but not less than 10 years

Official copy of job posting and position duties statement:

- a. When duties of position are described in detail:

RETENTION: PERMANENT

- b. When duties of position are **not** described in detail:

RETENTION: 6 years

Personnel requisition made to civil service or personnel office, requesting that vacancy be filled:

RETENTION: 0 after obsolete

Civil service eligible list records:

- a. Certification of eligible list sent to and retained by appointing authority:
RETENTION: 3 years after expiration of eligible list

- b. Request for certification of eligible list:
RETENTION: 1 year after expiration of eligible list, but not less than 3 years

- c. Eligible list canvass records, including but not limited to pre-canvass questionnaire and letter of canvass and reply:
RETENTION: 6 months after expiration of eligible list, but not less than 3 years

Application for employment, including resume, when applicant **not** hired:

RETENTION: 3 years

NOTE: When the applicant is hired, the application is retained in or as long as the personnel file.

Recruitment, hiring, interview and selection records, including but not limited to correspondence, reports, selection criteria, interview notes, background check records,

fingerprint check records including consent forms and clearance checks, rating and ranking forms, evaluations and other records pertaining to the hiring, promotion, demotion, transfer, layoff and termination of employees:

RETENTION: 3 years after completion of personnel action

NOTE: This item does not cover personnel records of individual employees.

Civil service examination records:

- a. Civil service examination and announcement (**other than** official copy held by office with official civil service function):
RETENTION: 0 after no longer needed
- b. Summary listing of examination results:
RETENTION: 1 year after date of examination

Seniority list ranking employees by length of service:

RETENTION: 3 years after superseded or obsolete

Copy of payroll, or payroll report, submitted to civil service office for certification or approval:

RETENTION: 0 after superseded

NOTE: Official copy of payroll must be retained for 55 years.

Remember, this material represents general minimum requirements for employment records retention. However, if the school district is put on notice about some possible litigation that could involve these documents, the documents should not be destroyed even though the minimum retention period has expired. Many courts have ruled that if certain relevant records were destroyed by a defendant who was notified about pending litigation, it should be presumed that the records would have favored the claimant's position.

AREA UNEMPLOYMENT RATES

New York State Rate

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ann. Avg.
2013	9.3%	8.8%	8.0%	7.3%									
2012	9.1%	9.1%	8.7%	8.1%	8.4%	8.7%	8.9%	8.5%	8.1%	8.1%	7.9%	8.2%	8.5%

Syracuse, NY Metropolitan Statistical Area

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ann. Avg.
2013	9.7%	9.3%	8.5%	7.7%									
2012	9.5%	9.5%	9.0%	8.2%	8.5%	8.8%	8.9%	8.3%	8.2%	8.0%	7.8%	8.5%	8.6%

Auburn, NY Micropolitan Statistical Area

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ann. Avg.
2013	9.8%	9.7%	8.7%	7.6%									
2012	9.4%	9.5%	8.8%	7.9%	7.9%	8.1%	8.1%	7.6%	7.3%	7.4%	7.4%	8.3%	8.1%

Cayuga County Statistical Area

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ann. Avg.
2013	9.8%	9.7%	8.7%	7.6%									
2012	9.4%	9.5%	8.8%	7.9%	7.9%	8.1%	8.1%	7.6%	7.3%	7.4%	7.4%	8.3%	8.1%

Broome County Statistical Area

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ann. Avg.
2013	10.1%	9.5%	8.7%	7.8%									
2012	9.8%	9.6%	9.1%	8.3%	8.6%	9.0%	9.3%	8.7%	8.4%	8.3%	8.1%	8.9%	8.8%

Ithaca, NY Metropolitan Statistical Area

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ann. Avg.
2013	6.7%	5.8%	5.3%	4.8%									
2012	6.6%	6.2%	5.7%	5.4%	6.0%	7.0%	6.9%	6.4%	5.6%	5.5%	5.3%	5.5%	6.0%

Ontario/Seneca/Wayne/Yates Statistical Area

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ann. Avg.
2013	9.6%	9.4%	8.5%	7.4%									
2012	9.2%	9.3%	8.9%	7.6%	7.9%	7.9%	7.7%	7.2%	7.0%	7.0%	7.1%	8.0%	7.9%

Rochester, NY Metropolitan Statistical Area

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ann. Avg.
2013	9.1%	8.7%	7.9%	7.2%									
2012	9.5%	9.5%	9.0%	8.2%	8.5%	8.8%	8.9%	8.3%	8.2%	8.0%	7.8%	8.5%	8.6%

*Source: New York State Department of Labor
Labor Statistics
www.labor.state.ny.us*

CONSUMER PRICE INDEX

May 2013

	INDEX 1982-84 BASE YEAR=100	% INCREASE FROM 2012	% INCREASE FROM PRIOR MONTH
NY-Northeastern New Jersey Area			
1. All Urban Consumers	256.270	1.4	0.1
2. Urban Wage Earners & Clerical Workers	252.259	1.3	0.1
U.S. City Average			
1. All Urban Consumers	232.945	1.4	0.2
2. Urban Wage Earners & Clerical Workers	229.399	1.2	0.2

COST OF LIVING UPDATE

ALL CITIES

NY - NORTHEASTERN NEW JERSEY

Month	Revised Wage Earner Index	%	All Urban Consumers Index	%	Revised Wage Earner Index	%	All Urban Consumers Index	%
Jan-11	216.4	1.8	220.2	1.6	238.4	1.8	242.6	1.5
Feb-11	217.5	2.3	221.3	2.1	239.8	2.4	243.8	2.1
Mar-11	220.0	3.0	223.5	2.7	241.7	2.7	245.6	2.3
Apr-11	221.7	3.6	224.9	3.2	242.7	2.9	246.5	2.5
May-11	223.0	4.1	226.0	3.6	244.3	3.5	248.1	2.9
Jun-11	222.5	4.1	225.7	3.6	244.6	3.7	248.5	3.2
Jul-11	222.7	4.1	225.9	3.6	245.3	3.8	249.2	3.3
Aug-11	223.3	4.3	226.5	3.8	246.0	3.9	250.1	3.5
Sep-11	223.7	4.4	226.9	3.9	246.9	4.3	250.6	3.8
Oct-11	223.0	3.9	226.4	3.5	246.3	3.7	250.1	3.3
Nov-11	222.8	3.8	226.2	3.4	245.5	3.3	249.3	3.0
Dec-11	222.2	3.2	225.7	3.0	244.6	3.0	248.3	2.7
Jan-12	223.2	3.1	226.7	2.9	245.5	3.0	249.3	2.8
Feb-12	224.3	3.1	227.7	2.9	246.5	2.8	250.3	2.6
Mar-12	226.3	2.9	229.4	2.7	248.2	2.7	245.1	2.5
Apr-12	227.0	2.4	230.1	2.3	248.7	2.5	245.9	2.3
May-12	226.6	1.6	229.8	1.7	249.0	1.9	252.7	1.8
Jun-12	226.0	1.6	229.5	1.7	248.5	1.6	252.4	1.6
Jul-12	225.6	1.3	229.1	1.4	248.2	1.2	252.0	1.1
Aug-12	227.1	1.7	230.4	1.7	249.7	1.5	253.5	1.4
Sep-12	228.2	2.0	231.4	2.0	251.0	1.7	254.6	1.6
Oct-12	228.0	2.2	231.3	2.2	250.5	1.7	254.3	1.7
Nov-12	226.6	1.7	230.2	1.8	250.6	2.1	254.3	2.0
Dec-12	225.9	1.7	229.6	1.7	249.5	2.0	253.6	2.1
Jan-13	226.5	1.5	230.3	1.6	250.8	2.2	254.8	2.2
Feb-13	228.7	1.9	232.2	2.0	252.3	2.3	256.2	2.4
Mar-13	229.3	1.3	232.8	1.5	252.7	1.8	256.6	1.9
Apr-13	228.9	0.9	232.5	1.1	252.0	1.3	256.0	1.4
May-13	229.4	1.2	232.9	1.4	252.3	1.3	256.3	1.4
Jun-13								
Jul-13								
Aug-13								
Sep-13								
Oct-13								
Nov-13								
Dec-13								

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