



*Unleashing Potential  
in our Community*

# EMPLOYEE HANDBOOK

**2022-2023**

Updated July 1, 2022

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Dear Colleague,

Welcome to the Cayuga-Onondaga BOCES! On behalf of all of us at the BOCES, we are so glad you've decided to join our team. We believe that every employee contributes directly to our BOCES' ability to support our Purpose and Values.



This handbook was developed to help acquaint you with various policies, procedures, and benefits, and to describe the expectations Cayuga-Onondaga BOCES has for all of our employees. You should familiarize yourself with the contents of the handbook and refer to it as necessary throughout your employment.

We hope that you will take pride in being a member of our organization and that your experience with BOCES will be challenging, purposeful, and joyful!

Feel free to contact me with any questions you may have, regarding the information contained in the handbook. Again, welcome to Cayuga-Onondaga BOCES!

Respectfully,

A handwritten signature in black ink, appearing to read 'Megan Popkess', written in a cursive style.

Megan Popkess  
Director of Human Resources

**SECTION 1: WELCOME**

**Cayuga-Onondaga BOCES  
BOARD OF EDUCATION**

Melinda Quanbeck, President  
Colleen Borza, Vice-President  
[Board of Education Members](#)

Regional Education Center  
1879 West Genesee Street Road  
Auburn, NY 13021  
(315) 253-0361

Office Hours 8:00 a.m. - 4:00 p.m.  
Employee work schedules vary depending on the specific job assignment.

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***EXECUTIVE LEADERSHIP TEAM***

**District Superintendent/CEO**

Brian K. Hartwell, Ed.D.

**Deputy Superintendent**

Jessica Docteur

**Director of Personnel Relations**

Randy J. Ray

**Assistant Superintendent for Management, Regional Services, & Finance**

Douglas Tomandl

***DIRECTORS***

**Director/Principal of Career & Technical and Alternative Education**

Steve Woodard

**Director of Human Resources**

Megan Popkess

**Director of Instructional Support Services**

Tony Abbatiello

**Director of Special Education**

Susan Lynch

Please [click here](#) to view our organizational chart.

## COMPONENT DISTRICTS

### Individual District Information

Auburn Enlarged City School District  
Cato-Meridian Central School District  
Jordan-Elbridge Central School District  
Moravia Central School District  
Port Byron Central School District  
Southern Cayuga Central Schools  
Skaneateles Central School District  
Union Springs Central School District  
Weedsport Central School District

### ***WHO WE ARE***

We are a non-profit governmental agency that uses the power of a cooperative to help school districts have access to high quality services at an affordable cost.

### ***OUR PURPOSE***

To unleash potential in our community

### ***OUR VALUES***

- Be adventurous
- Be collaborative learners
- Be solution-driven
- Be joyful in our work

### ***WHAT WE DO***

All BOCES across the state share a common mission: to prepare diverse populations for successful roles in a new global society. The Cayuga-Onondaga BOCES offers many exciting and highly effective programs and services to the school districts that we serve. We accomplish this by providing cost-effective shared services to school districts while initiating collaborations to close gaps in student achievement.

Check out our [Services Guide](#) to see some of the services we provide!

### ***We help Students Thrive with Non-Traditional Programs***

#### Career & Technical Education

- We offer vocational instruction and related support services to students in 18 different career and technical education areas. Students benefit from career and personal counseling, job placement, and basic skills tutoring to transition from high school to work and/or postsecondary education.

#### Special Education

- The BOCES Special Education Department provides specialized services to students with disabilities from component districts and districts outside of the region as

approved through cross-contracting procedures. Services address a variety of physical, academic, and social emotional needs and occur both at the Regional Education Center and within component schools. Student participation occurs as a result of recommendations made by the Committee of Special Education.

#### The Compass Program

- We offer students in grades 7-12 an opportunity to receive highly engaging academic instruction, with an additional emphasis on career exploration. Small group instruction, project based learning, and a positive, supportive setting are components of this program.

#### eLearning Academy

- We offer online courses to earn high school credit.

#### Day Care Services and Universal PreKindergarten

- We offer children aged six weeks to five years old quality care and early education.

#### Adult Education

- Our adult education programs provide the community with high quality opportunities for personal development and lifelong learning in a cooperative environment.

#### ***We Support the Work of School Districts***

#### Instructional Support Services

- We provide service and support to the BOCES and the nine component school districts to effectively integrate programs, technology, and services that promote quality teaching and learning.

#### Professional Development Unit

- We offer numerous regional and job embedded professional learning opportunities in the areas of curriculum, instruction, assessment, and data.

#### School Library Systems

- We strengthen, support, and advocate for the development of quality school library programs.

#### Labor Relations

- We support districts with contract management, grievances, arbitrations, and negotiations.

#### Print and Copy Services

- We provide a full range of professional copy services.

#### Safety and Risk Management

- We offer compliance assistance and a comprehensive safety and risk management consultation program.



## [The Cayuga-Onondaga BOCES Teacher Center](#)

- We provide a variety of services and programs to enhance the professional development of teachers.

### ***We Expand Opportunities through Regional Partnerships***

#### Business and Education Partners

- Strong business and educational partnerships prepare students for the workplace of today and tomorrow. Students gain [work-based learning](#) experiences, explore jobs at career fairs and are even matched with [employers seeking workers](#).

#### Innovative, Real-World Learning

- Year-round, students engage in creative hands-on, project-based learning. Teachers and staff benefit from a host of [professional development opportunities](#) aimed at helping them prepare students for college, careers, and life beyond high school.

#### Community Connections

- Shared services and support help districts and municipalities solve challenging problems and achieve a level of quality, efficiency and effectiveness that would not be possible alone. Partnerships with local businesses and industry help us identify ways to work together to build a stronger regional community and economy.

### ***HOW IT WORKS***

BOCES services are created when two or more school districts have similar needs that can be met by sharing staff members, classroom/office space equipment, time or expertise. School districts receive BOCES aid from the state to encourage them to share resources and to obtain economies of scale. *BOCES cannot levy taxes. All monies come from services delivered to school districts or from grants.* Component districts share in the administrative and capital costs of BOCES.

Like public school systems, Cayuga-Onondaga BOCES is governed by a policy-making board of education. The members of our board serve 3-year terms; they are elected by component school district boards through a special vote held each April.

### ***PURPOSE OF THIS HANDBOOK***

This handbook includes practices that employees are required to adhere to in their day-to-day job responsibilities. Employees are expected to support the Cayuga-Onondaga BOCES purpose and values, creating a climate and culture that embraces continuous improvement and excellence in everything we do, regardless of assignment or location.

Employees must understand that this handbook only highlights and summarizes some of our current policies and procedures. For detailed information on each topic, you can contact your immediate supervisor, or the [Office of Human Resources](#).

Please consider the most current version of this document as the official Cayuga-Onondaga BOCES Employee Handbook. This handbook is a fluid document and sections will be

revised, rescinded, amended or supplemented based on changing conditions, policies and procedures. Cayuga-Onondaga BOCES reserves the right to change, delete or amend any statement made in this handbook unilaterally and without notice. The Office of Human Resources is the owner of the handbook and responsible for making changes. The most current version of this handbook will reside on the website with the amended date posted on the cover.

We are always looking for ways to improve communications with our employees. If you have suggestions for ways to improve our employee handbook or employee relations in general, please feel free to send them to the [Director of Human Resources](#).

**CALENDARS**

Visit the [BOCES calendar](#) page on the website to view dates of the Board of Education meetings and BOCES-wide trainings. This link also connects to a comprehensive listing of office holidays and the BOCES school calendar that includes Recess Days, Regents Exam Days, 3-8 NYS Assessment Days, Teacher Orientation, Conference Days and Opening/Last Day of School. Employees should consider assessment dates when planning events or activities that involve school staff.

**SECTION 2: EMPLOYMENT PRACTICES**

***BARGAINING UNITS***

Many staff members at the Cayuga-Onondaga BOCES have the option to be a member of a bargaining unit. Eligible employees are given the opportunity to join their bargaining unit during the onboarding process. Bargaining unit representatives are available to support you, if you have any questions.

Teachers' Union	<a href="#">Vince DeWitt: Co-President</a> <a href="#">Helen Day: Co-President</a>
CSEA	<a href="#">Jason David: Labor Relations Specialist</a>
Administrators	<a href="#">Kimberly Campagnola: President</a>
Non-Instructional Staff (NINS)	<a href="#">Michael Pohl: Representative</a>

***BEHAVIOR IN THE WORKPLACE***

People who work together have an impact on each other's performance, productivity and personal satisfaction in their jobs. In addition, the way in which our employees interact with outside individuals and organizations who engage with Cayuga-Onondaga BOCES will influence the success of those relationships.

Because employee conduct has a broad impact on all aspects of our ability to deliver on our

purpose and values, we expect all employees to act in a professional manner and uphold the highest ethical standards while carrying out their duties and responsibilities and/or representing Cayuga-Onondaga BOCES at all BOCES worksites and business or social functions.

Although it is impossible to give an exhaustive list, some examples of professional conduct include:

- treating coworkers and colleagues with patience, respect and consideration;
- refraining from rude, offensive or outrageous behavior;
- being courteous and helpful to others;
- communicating openly with supervisors, managers and coworkers.

Unprofessional conduct will be addressed in a manner consistent with applicable policies and procedures.

### ***CERTIFICATION STATUS***

Staff members are expected to maintain a current NYSED certification for all required positions. Knowledge of certification status, expiration dates, grade-levels, etc. is the responsibility of the employee. Failure to maintain a current certification will affect the employee's employment status with BOCES. Teachers are reminded to review and utilize the [NYSED TEACH](#) system for certification and personal profile updates as necessary.

### ***CONTACT WITH THE MEDIA***

The Cayuga-Onondaga BOCES Board and District Superintendent will make every reasonable effort to cooperate with the media by providing accurate information about BOCES operations, to the extent permitted by statute and regulation. Only the District Superintendent or his/her designee may speak with representatives of the media.

### ***DIGNITY FOR ALL STUDENTS ACT***

The Cayuga-Onondaga BOCES takes reports of harassment, bullying, cyber bullying or discrimination very seriously. Any school employee who witnesses or receives reports of harassment, bullying, cyberbullying or discrimination are required to promptly notify a DASA Coordinator, no later than one school day after, and file a [written report](#) no later than two school days after making the oral report. The DASA Coordinator is required to report all incidents of bullying, cyberbullying, or bias-based harassment to both the Cayuga-Onondaga BOCES District Superintendent and the NYS Department of Education. The [DASA Reporting form](#), and the [Discrimination, Harassment & Academic Compliant Form](#) can be found on the website under [Legal Notices](#).

The Cayuga-Onondaga BOCES DASA Coordinators are as follows:

**Mr. Steve Woodard**

Director/Principal of Career and Technical & Alternative Education

Room 117

(315) 255-7640

[swoodard@caybores.org](mailto:swoodard@caybores.org)

**Ms. Susan Lynch**  
Director of Special Education  
Special Education Office, Room 319  
(315) 255-7686  
[slynch@cayboces.org](mailto:slynch@cayboces.org)

**Mr. Drew Yakawiak**  
Principal of Alternative Education & Regional Summer School  
Compass Office, Room 115  
(315) 255-7630  
[dyakawiak@cayboces.org](mailto:dyakawiak@cayboces.org)

### ***EMERGENCY PROTOCOLS***

Employees at Cayuga-Onondaga BOCES are expected to become familiar with all site-based protocols and be able to follow proper procedures. Employees must review and follow the safety plan for the building(s) in which they work. Emergency response plans include general guidelines to be followed, major responsibilities during an emergency, and the staff designated to carry out those responsibilities.

Practice drills for evacuation, shelter-in-place, hold-in-place and critical incidents will be conducted periodically. School-based staff should remind students of the importance of each of these drills and explain why it is important to practice for emergencies using such drills. If you have questions about what to do in an emergency, please contact your supervisor.

### ***EMPLOYEE-SUPERVISOR COMMUNICATION***

Communicating openly with supervisors and coworkers is an important aspect of professional workplace conduct. Employees who have questions or concerns are expected to bring them in an appropriate manner to their immediate supervisor for resolution. Appropriate chain of command should be exhausted prior to seeking resolution from the next level of administration. For example, teacher aides and assistants should bring questions or concerns to the attention of the teacher before speaking to the principal.

### ***EMPLOYMENT OPPORTUNITIES***

Employees are encouraged to explore career development opportunities at Cayuga-Onondaga BOCES. All employees are encouraged to gain the necessary skills, training and work experience needed to qualify for advancement opportunities. BOCES believes in internal staff development and promotion whenever practicable and appropriate. In all cases, the best-qualified candidate for the position will be selected as determined by the hiring committee's recommendation and the approval of the District Superintendent. Available positions will be announced via postings and placed in [Employment Opportunities](#) on the BOCES website. In order to be considered for a position, employees must apply prior to the application deadline as specified on the announcement.

### ***EQUAL EMPLOYMENT OPPORTUNITY***

Cayuga-Onondaga BOCES provides Equal Employment Opportunities (EEO) to all

employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal, state and local laws. Cayuga-Onondaga BOCES complies with applicable state and local laws governing non-discrimination in employment in every location. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training. Improper interference with the ability of Cayuga-Onondaga BOCES employees to perform their expected job duties is not tolerated.

### ***EXIT INTERVIEWS***

Upon separation of employment, employees are encouraged to email the [Office of Human Resources](#) or call 315-255-7682 to schedule an exit interview, or complete the [Exit Interview Questionnaire](#). Exit interviews will provide employees the opportunity to provide candid comments and suggestions that may help make BOCES a stronger organization. Employee comments may be reviewed confidentially with the District Superintendent.

The Office of Human Resources will email an exit survey to departing employees shortly after separation. The exit survey will provide the opportunity for employees to provide confidential, anonymous comments and suggestions. Responding to the survey is voluntary and will only be used to improve our organization.

### ***HEALTH, SAFETY AND SECURITY***

All employees are issued a Cayuga-Onondaga BOCES badge. Employees should always wear their badge when moving about the building so that they can be identified as a BOCES employee. Employees should visit the [Safety and Risk Management](#) page on the website to view additional information regarding safety and security.

Employees located at other BOCES facilities, or embedded in component district buildings should become familiar with the health, safety and security contacts and procedures for the building(s) in which they are located.

### ***HIV/AIDS***

The Cayuga-Onondaga BOCES Board of Education recognizes the privacy rights of students diagnosed with HIV infection or AIDS and their right to a free and appropriate public education. The Board also supports the rights of HIV infected employees to privacy and reasonable accommodations; the rights of all non-infected individuals to a safe environment free of any significant risks to their health; and the rights of all students to instruction regarding the nature, transmission, prevention, and treatment of HIV infection, pursuant to the Commissioner's Regulation, Part 135.3.

### ***LEAVING EMPLOYMENT***

When your employment with Cayuga-Onondaga BOCES ends, we expect you to return all BOCES property to your direct supervisor. All Cayuga-Onondaga BOCES materials and equipment in the possession of the employee are to be returned prior to the effective date of separation. Cayuga-Onondaga BOCES reserves the right to take any lawful action to recover or protect Cayuga-Onondaga BOCES property.

### ***MENTOR PROGRAM***

New teachers are supported through the BOCES Mentor Program as a way to help ease the transition from teacher preparation to practice. Goals of the program are to increase teacher retention and professionals' skills to improve student achievement. The [Mentoring Plan](#) is available for review to learn more about the purpose, eligibility, requirements and application.

### ***NOTICE OF NON-DISCRIMINATION***

The Cayuga-Onondaga BOCES does not discriminate on the basis of an individual's actual or perceived race, color, religion, creed, ethnicity, national origin, citizenship status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, gender/sex, military status, veteran status, domestic violence victim status or political affiliation, and additionally does not discriminate against students on the basis of weight, gender identity, gender expression, and religious practices or any other basis prohibited by New York state and/or federal non-discrimination laws in employment or its programs and activities. The BOCES provides equal access to community and youth organizations. Inquiries regarding the District's non-discrimination policies should be directed to:

Randy Ray, Director of Personnel Relations and  
Civil Rights Compliance Officer  
1879 West Genesee Street Road Auburn, NY 13021  
(315) 255-7683  
[civilrightscomplaint@cayboces.org](mailto:civilrightscomplaint@cayboces.org)

### ***PROHIBITING DISCRIMINATION AND HARASSMENT***

Each member of BOCES administration is responsible for providing equal educational and employment opportunities in an environment which is free from discrimination, including harassment and intimidation. Furthermore, employees are responsible for respecting the rights of their co-workers. If you experience any job-related discrimination or harassment by employees (including Board of Education members and contractors), volunteers or students, as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of BOCES, promptly report the incident to your supervisor. If you believe you have been treated in an unlawful, discriminatory manner or have been unlawfully harassed, promptly report the incident to your supervisor. Discrimination or harassment may be based on your actual or perceived race, color, religion, creed, ethnicity, national origin, citizenship status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, gender (sex), military status, veteran status, domestic violence victim status or political affiliation. You may visit the website to fill out the [Cayuga-Onondaga BOCES Discrimination, Harassment & Academic Complaint Form](#) and submit it to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, report it directly by contacting the [Director of Human Resources](#). You may also [contact the Title IX Coordinators](#) or the [Civil Rights Compliance Officer](#). Once made aware of your complaint, Cayuga-Onondaga BOCES is committed to commence an immediate, thorough investigation of the allegations.

Complaints will be handled in a confidential fashion, and to the extent possible and practicable, will be investigated thoroughly and resolutions will be recommended. An

employee may contact this office without fear of retaliation regarding his or her employment status. However, frivolous or fraudulent complaints will not be entertained and may result in disciplinary action. Employees are encouraged to refer to Board of Education [Policy 2420 Non-discrimination and Anti-harassment](#), [Policy 2430 Title IX and Sex Discrimination](#), and [Policy 5121 Sexual Harassment of BOCES Personnel](#). [You may also refer to the Legal Notices on our website.](#)

### ***REDUCTION IN FORCE***

In the event of a reduction in force, Cayuga-Onondaga BOCES will notify affected employees within specified times subject to contractual agreements and related policies, regulations and procedures. Persons who want information on insurance coverage or who have other questions or concerns are welcome to contact the [Office of Human Resources](#).

### ***RESIGNATION***

In the event of a resignation, employees must give written notice to their direct supervisor and send via email to the [Office of Human Resources](#). As a courtesy, employees are encouraged to notify BOCES as soon as practicable when the decision has been made to resign from employment with BOCES. *Teachers and administrators are required to give thirty (30) days' notice of their separation date as required under Education Law. Cayuga-Onondaga BOCES requests from all other staff at least two (2) weeks' notice of their separation date.* Employees are encouraged to review their Collective Bargaining Agreement for additional information.

### ***RETIREMENT***

All employees who intend to retire are required to provide written notification similar to resigning. Members of the New York State and Local Retirement System (ERS) or the New York State Teachers' Retirement System (TRS) are advised to see a representative of their system at least 90 days before the intended retirement date. The respective representative will assist employees in completing required forms and determining approximate retirement allowance. Members should refer to websites listed under "[Retirement](#)" on the Human Resources page on the website.

### ***SAFE SCHOOLS***

Cayuga-Onondaga BOCES employees are mandated by New York State to complete compliance training on an annual basis in addition to various organization-wide trainings that support workplace conduct, professional expectations and internet security. Visit the [SafeSchools website](#) to see the online software program that our organization uses to administer these training sessions. The various trainings may consist of a video, PDF and/or a document to review (or combination thereof); and several are followed by a short quiz. All employees are expected to complete required training annually.

### ***SEPARATION BENEFITS***

When an employee resigns or is terminated from Cayuga-Onondaga BOCES, he/she has the right to continue health, dental and vision coverage for himself/herself or for his/her dependents for a total of 36 months. During this period, the former employee pays the full share for the health, dental and vision insurance premiums. The coverage is the same as it was during active employment. This is called COBRA.

Employees have 60 days from the date their normal coverage terminates, or from the date of their COBRA (Consolidated Omnibus Budget Reconciliation Act) notice letter, to email the [Office of Human Resources](#) of their wish to enroll in COBRA coverage.

The initial payment will always be applied retroactively to maintain continuation of coverage. There can be no break in coverage before or during COBRA enrollment.

### ***STAFF EVALUATION***

All employees may be evaluated annually in accordance with applicable statute, regulation or collective bargaining contracts and the BOCES Annual Professional Performance Review Plan. Evaluations will be conducted by administrators and/or the employee's direct supervisor(s) and sent to the [Office of Human Resources](#) to be placed in the employee's personnel file or recorded in Frontline. For clarification purposes, employees should consult with their supervisor with questions regarding their annual evaluation.

### ***UPDATING YOUR PERSONAL INFORMATION***

It is good practice to review your personal information periodically and make changes, if necessary. If you need to make a change to your name or address, complete the [Employee Information Change Form](#) and submit it to Human Resources. Make sure you update your information in TEACH and with ERS or TRS.

### ***USE OF BOCES MATERIALS***

Employees are allowed to use Cayuga-Onondaga BOCES-owned materials and equipment, including but not limited to laptop computers, electronic communication devices, audio-visual equipment, landline telephones and cellular telephones for BOCES-related purposes. Employees are expected to use assigned equipment appropriately and take reasonable care of such equipment. Telephones are to be used for BOCES business purposes and anything other than incidental, personal use is prohibited([Board Policy 5410](#)).

### ***WEATHER/EMERGENCY CLOSINGS***

In the event of a closure due to inclement weather or other emergency conditions, Cayuga-Onondaga BOCES notifies all employees through its automated call system. Employees are responsible for keeping contact information up-to-date in the system used by their school and/or BOCES to ensure that the automated call is received. Refer to the Updating Your Personal Information section of this handbook. Many departments also maintain phone chains that are revised annually, or more frequently, to reflect staffing changes. Additionally, employees are expected to review their collective bargaining agreement provisions related to weather and emergency closings.

Employees should follow the weather/emergency closing procedure for the location(s) they are assigned. Questions regarding assigned location or proper procedure should be directed to the employee's immediate supervisor.

Local news stations will be alerted when there is a school closing or delay. WIXT 9, WSTM 3/WTVH 5, and Spectrum News will be notified and can be helpful sources for information.



### ***WORKERS' COMPENSATION***

Workers' Compensation covers employees who are injured while performing their duties. Employees should seek medical attention and report the incident as soon as possible to their supervisor. Employees must also complete the [Work Related Injury Form](#).

If any time off is charged to Workers' Compensation, employees are required to provide a doctor's note. If an employee has not returned to work after 5 working days due to an injury, the employee is required to submit Doctor's notes detailing his or her health and treatment status, including the next appointment date, and stating when the employee is expected to return to work. A [leave of absence request form](#) will need to be completed. If an employee's absences due to an on-the-job-injury are not documented, the employee may be considered absent without leave.

Lost time is charged to your sick time. BOCES will ask for reimbursement from the Worker's Comp. carrier and sick time will be restored upon receipt of reimbursement (prorated according to rate paid.) In order to be reimbursable, your sick time must be in accordance with a written order from a doctor.

## **SECTION 3: BENEFITS**

### ***BLOOD DONATION***

Cayuga-Onondaga BOCES employees are allowed to donate blood in any Cayuga-Onondaga BOCES blood drive at our locations during work hours without the use of any accumulated time, at least two times per year. Off-premises donations can also be made. Up to 3 hours annually may be used for this purpose, inclusive of travel time. Employees must complete the [Leave of Absence Request form](#) which must include the original signature of the appropriate personnel at the blood donation facility. Please follow the procedure for submitting a leave request in the "Absence Management" section of this handbook. Questions regarding the appropriate use of this time should be directed to the employee's immediate supervisor.

### ***BONE MARROW DONATION***

Cayuga Onondaga BOCES allows employees seeking to undergo a medical procedure to donate bone marrow will be granted leave to do so, not to exceed 24 work hours unless agreed to by the Superintendent or designee. Verification will be required.

### ***CANCER SCREENING***

Cayuga-Onondaga BOCES allows an excused leave for up to 4 hours annually for the purpose of cancer screening. The time off will be considered paid time and will not be deducted from sick, personal or other accrued time off. Employees must complete the [Cancer Screening Leave Request Form](#), which must include the original signature of the appropriate personnel at the screening facility. Please follow the procedure for submitting a leave request in the "Absence Management" section of this handbook. Questions regarding the appropriate use of this time should be directed to the employee's immediate supervisor.

### ***EMPLOYEE ASSISTANCE PROGRAM (EAP)***

The [Employee Assistance Program \(EAP\)](#) is a resource for employees and their immediate family members designed to provide highly confidential and experienced help for personal and/or health problems that affect employee's lives and the quality of their job performance. The Cayuga-Onondaga BOCES EAP is supported through Cayuga Counseling Services.

An employee or immediate family member may call Cayuga Counseling directly: 315-253-9795. Mention that you are an employee of the Cayuga-Onondaga BOCES and need to access the EAP. An appointment will be made for a face-to-face session.

Typical situations encountered by EAP fall in the following areas: family, marital, children, drugs, codependency, aging, emotional, psychological, financial, legal, occupational, work-related stress, and the loss of a loved one. EAP maintains confidentiality as required by federal and state law.

EAP assistance is provided at no cost to all Cayuga-Onondaga BOCES employees. After three meetings with a counselor, if further professional assistance is needed, insurance coverage may pay part of the fee for service, or a sliding scale may be available. If you need EAP assistance, contact the [Director of Human Resources](#).

### ***FLEXIBLE SPENDING PLAN***

Eligible employees may enroll in the Flexible Spending Plan, which allows you to increase your tax savings by placing money into pre-tax reimbursement accounts for uninsured health expenses and dependent care expenses. If you pay for allowable out of pocket medical expenses, insurance co-payments, and/or deductibles, or child care expenses, you can use a Flexible Spending Account.

Employees who utilize a Flexible Spending Account ***must re-enroll every year***. The Flexible Spending plan year runs from January 1 through December 31 with a Plus Plan year extension to March 15.

All eligible employees must complete the online Enrollment Application on the [Flex Spending Webpage](#) to participate in the benefit plan. Read the [FSA Enrollment Kit](#) for the annual dollar limit and a list of eligible and ineligible expenses.

Flexible Spending Account claim and reimbursement forms are accessible from the [website](#). Contact [Human Resources](#) with questions.

### ***GROUP INSURANCE***

Full-time regular employees are eligible for various group benefit plans in the areas of: Health, Dental, and Vision Insurance. Employees also have an option to waive health insurance.

Benefits are determined in accordance with the Collective Bargaining Agreements of each unit of Cayuga-Onondaga BOCES. Individual or family plans are available for the eligible employee and eligible dependent(s). Proof of the dependents' identity is required for enrollment in any family plan. Specific waiting periods and coverage provisions may apply by the Plan Administrator for any of the above-mentioned programs.

New employees are required to visit the [Employee Healthcare and Benefits](#) page to review all benefits, and complete and return all benefit applications within 30 days of their hire. There is an established first eligibility date depending on the Bargaining Unit and date of hire. There is an open enrollment period each year for all programs; employees should be mindful of the defined annual enrollment period. Responding and applying for various plans is the responsibility of the employee. For further information regarding group insurance, email the [Office of Human Resources](#) or call 315-253-0361, ext. 5819.

BOCES may provide an annual monetary buyout, or an HRA to eligible employees who do not use a BOCES health plan. A signed waiver and proof of insurance coverage must be submitted to Human Resources by the last day of September, annually, or within 30 days after the loss of coverage. Refer to your bargaining agreement for specific information.

***NEW YORK STATE DEFERRED COMPENSATION - 457(b)***

Employees of Cayuga-Onondaga BOCES have the option to enroll in NYS Deferred Compensation. Additional information including steps to enroll are found at the [Omni Group](#) page on our website.

***PENSION PLANS***

Cayuga-Onondaga BOCES is a participant in the Career Retirement Plan of the State of New York. The following pension plans are available based on type of employment:

- Certified employees are able to join the New York State Teachers' Retirement System (NYSTRS). Visit the [New York State Teachers' Retirement System website](#) for information about membership and benefits.
- Civil Service appointees are able to join the New York State & Local Retirement System (NYSLRS) (commonly known as NYS Employees' Retirement System). Visit the [New York State & Local Retirement System website](#) for information about membership and benefits.

***RETIREMENT PLAN – 403(b) or 457(b)***

Cayuga-Onondaga BOCES 403(b) and 457(b) Plan allows all full-time and part-time employees to participate in order to save a portion of their compensation for retirement. Employees are encouraged to review his/her Collective Bargaining Agreement and visit the [Omni Group](#) page on our website for additional information and resources about program participation.

**SECTION 4: ATTENDANCE AND ABSENCE MANAGEMENT**

***ATTENDANCE AND ABSENCE MANAGEMENT***

Please understand the importance of demonstrating a positive attendance pattern and the role it plays in providing quality programs and services. As employees of Cayuga-Onondaga BOCES, we are all role models and want to reinforce how our attendance affects our ability to deliver on our Purpose and Values.

Employees are expected to arrive at work at or before they are scheduled to start and be at their assigned work location productively engaged in BOCES business by the scheduled start time. Cayuga-Onondaga BOCES views attendance as an important part of the employee's evaluation. Questions regarding work schedule or assigned location should be directed to the employee's immediate supervisor.

All employees are responsible for maintaining accurate attendance records and reporting all absences in accordance with their department's procedures. Any employee who is absent from their assigned work location without approval may result in disciplinary action. Please visit the [Leaves of Absence](#) page on the website for additional information regarding reporting an absence and managing your attendance.

Please note that time without pay is not approved without the express permission of the Superintendent or his/her designee. Taking time without pay may lead to disciplinary action.

***REPORTING UNPLANNED ABSENCES when a substitute is NOT required***

All employees (who do not require a substitute) must inform their immediate supervisor as soon as possible when they are going to be absent. Employees must record their absence in [Wincap](#) or on their [timesheet](#), daily. Please check with your supervisor for your department's specific procedures.

***REPORTING UNPLANNED ABSENCES when a substitute is required***

On days when school is in session, morning calls requiring a substitute should be placed AS EARLY AS POSSIBLE in order to secure appropriate substitute coverage. Please check with your immediate supervisor for your department's specific procedures. All employees are responsible for recording their absence in [Wincap](#) or on their [timesheet](#), daily.

***REPORTING PLANNED ABSENCES***

Employees are required to receive advance approval for planned absences from their supervisor. Planned absences include personal days, vacation days, jury duty, military leave, religious holidays, time for cancer screening, etc. Employees should refer to the applicable bargaining unit contract for eligibility and time requirements for these requests.

Cancer Screenings require submission of the [Cancer Screening Leave form](#) found on the website. Part of the form must be completed by a physician or facility at the appointment. Employees should sign the completed form and send it to the Office of Human Resources prior to the end of the pay period after the appointment.

Employees should visit the [Leaves of Absence](#) page on the website to access required leaves of absence forms and refer to their respective bargaining unit contract for additional information.

***RECORDING ABSENCES AND ATTENDANCE***

Employees are required to maintain an accurate and up-to-date record of their own attendance throughout the year. There are different absence and attendance reporting systems and procedures for BOCES employees as described below. New employees will be given

instructions when they are hired regarding what system or procedure to use for absence and attendance reporting.

A. ABSENCE PROCEDURES FOR EMPLOYEES WHO USE WINCAP

Most employees report their absences using [WinCapWeb](#). New employees will be contacted by the business offices with a username and password to access WinCap during onboarding. WinCap is used for attendance reporting purposes and to access online paycheck information, W-2s, submit/review leave requests, and view attendance history and balances. BOCES employees are able to access WinCapWeb via the Internet 24 hours a day, 7 days a week. Employees are responsible for their own attendance reporting and should not share their login information with other employees.

Employees are expected to submit their absence request into WinCapWeb as soon as they become aware of an absence. Planned absences can be submitted in advance. Unplanned absences must be submitted as soon as possible, or immediately upon returning to work. If you need help changing an absence recorded in WinCapWeb, please contact [Maria Brown](#) in payroll. All staff are expected to follow the procedures of their department for reporting all absences.

B. ABSENCE PROCEDURES FOR EMPLOYEES WHO USE TIMESHEETS

Some employees record their absences on their [timesheets](#). All timesheets are checked and approved by supervisors. All staff are expected to follow the procedures of their department for reporting all absences.

***BEREAVEMENT LEAVE***

BOCES employees may be entitled to bereavement time based on the information contained in their specific collective bargaining agreement. Employees must document the time off according to their collective bargaining agreement and the “Absence Management” section of this handbook.

***NURSING MOTHERS***

All Cayuga-Onondaga BOCES full-time and part-time employees working 20 hours or more are entitled, upon request, to take at least **20 minutes** of paid break time once every **3 hours** for expressing breast milk. Such paid break time may run concurrently with regularly scheduled break time or meal times. An employee may be required to postpone scheduled paid break time for no more than thirty minutes, if she cannot be spared from her duties until appropriate coverage arrives. Cayuga-Onondaga BOCES shall make every reasonable effort to provide a private and sanitary location. Employees should consult with their Supervisor before using work hours to express breast milk, to ensure that it does not interfere with required duties or necessary operations.

***FAMILY & MEDICAL LEAVE ACT (FMLA)***

The Family Medical Leave Act of 1993 (FMLA) allows eligible employees to take up to 12 weeks of job-protected time off for a qualifying situation. Eligible employees must have been employed by BOCES for at least 12 months and have worked at least 1,250 hours in the prior

12 months.

FMLA leave shall be granted for the following reasons:

- the birth and care of a newborn child of the employee;
- the adoption or foster placement of a child;
- to care for an employee's spouse, domestic partner, parent, or son or daughter with a serious health condition;
- due to a serious health condition that makes the employee unable to perform the essential functions of the employee's job;
- for a qualifying exigency as defined in law and regulation, arising out of the fact that the spouse, domestic partner, son, daughter, or parent of the employee is on active duty.

Employees may find additional information about the [Family Medical Leave Act](#) on the website. If you are experiencing a qualifying situation and considering FMLA Leave, it is recommended that you schedule a meeting with [Human Resources](#) to discuss the FMLA process and options available to you.

### ***HOLIDAYS***

Cayuga-Onondaga BOCES recognizes all holidays as outlined in each Collective Bargaining Agreement. When a holiday falls on a weekend, Cayuga-Onondaga BOCES may designate the Friday preceding or Monday following as the observed holiday, at its discretion. BOCES employees are paid for the stated holidays as outlined in the Collective Bargaining Agreement for each unit. Visit the [Calendar](#) page on the website for a comprehensive listing of holidays and specific closures for the school year and refer to the "Calendar" section of this Employee Handbook for more information.

### ***HOURS OF WORK***

Although Cayuga-Onondaga BOCES offices are generally open from 8:00 a.m. until 4:00 p.m. each day, certain employees may be assigned to different work schedules and/or shifts outside of normal office hours depending on division, location etc.

### ***JURY DUTY***

Cayuga-Onondaga BOCES supports employees called to fulfill their civic duty to serve jury duty. Employees must follow the attendance reporting instructions in the "Absence Management" section of this handbook and provide their immediate supervisor with a copy of the jury summons upon receipt of such summons. Adequate proof of service must be provided in order to receive a regular salary during an absence for jury duty. Upon returning to work, employees must provide their immediate supervisor with verification from the court of the number of days served on the jury and any additional information related to this absence. All pay received for jury duty must be submitted to the District Superintendent.

### ***LEAVE OF ABSENCE***

Employees may request a leave of absence without pay and are expected to review their Collective Bargaining Agreements for specific details related to requests for approved leaves. If you are considering a leave of absence, it is recommended that you speak to your supervisor

and if needed schedule a meeting with an [HR Representative](#) to discuss the process and the options that are available to you. Employees may also refer to the [leave of absence protocol](#) found on the website.

### ***MILITARY LEAVE***

[Military leaves](#) are governed by federal and state law, and will be treated in accordance with applicable regulations, and must be granted. Where reasonably possible, employees must give advance notice that they will be taking a military leave of absence. Employees must document the time off according to their collective bargaining agreement and the “Absence Management” section of this handbook ([Board Policy 5552](#)).

### ***PERSONAL & FAMILY DAYS***

Cayuga-Onondaga BOCES employees may be entitled to personal and/or family days based on the information contained in each Collective Bargaining Agreement. Personal days may only be used for reasons defined in each collective bargaining agreement and are expected to be submitted in advance according to the instructions in the “Absence Management” section of this handbook.

### ***RELIGIOUS HOLIDAYS***

Cayuga-Onondaga BOCES employees may be entitled to religious holiday leave days based on the information contained in each Collective Bargaining Agreement. Religious days may only be used for reasons defined in each collective bargaining agreement and are expected to be submitted in advance according to the instructions in the bargaining agreement and “Absence Management” section of this handbook.

### ***SICK DAYS***

Cayuga-Onondaga BOCES may provide paid sick time based on the information provided in each unit’s Collective Bargaining Agreement. Sick leave may be taken only when an employee is unable to be present for work due to their illness or other medical related circumstances. Cayuga-Onondaga BOCES reserves the right to request that the employee furnish a doctor’s note or other reasonable proof when absent for three (3) consecutive days or when circumstances warrant according to the Collective Bargaining Agreements.

Sick days are provided for illness of the employee. Employees should use their personal days or vacation days for non-illness related time off. Sick days may be accumulated and carried over from year to year based on the terms of each Collective Bargaining Agreement. Employees may be required to submit to a medical examination to determine their physical or mental capacity to fulfill their duties.

### ***SICK BANK REQUEST***

Employees may request days from a sick bank if they have donated time, and exhausted all accumulated time and illness continues. Employees should refer to their Collective Bargaining Agreement for eligibility, requirements and instructions.

### ***VACATION***

Full-time 12 month employees with benefits are entitled to vacation days in accordance with

the Collective Bargaining Agreement of each unit. Vacation time must be approved by the employee's supervisor.

## **SECTION 5: PAY PRACTICES**

### ***DIRECT DEPOSIT***

Payroll direct deposit is available and recommended for all employees. Employees wishing to utilize this option should complete the [Direct Deposit Authorization form](#) on the website. Direct deposit slips can be viewed or printed from WinCapWeb. Direct deposit is a convenient and secure way to quickly access your pay.

### ***EXPENSE REIMBURSEMENT***

Cayuga-Onondaga BOCES employees must have written authorization from an administrator prior to incurring an expense on behalf of BOCES. No employee may enter into any form of a contract without approval from the District Superintendent or his/her designee. Staff who travel as part of their work must complete the appropriate [claim forms](#). The completed claim forms must be accompanied by original receipts and approved by your direct supervisor in order to be reimbursed.

### ***PAYROLL PERIOD***

Employees are paid by check typically on the 15th and the 30th of each month. If a regular payday falls on a holiday, every effort will be made to have paychecks ready for distribution the day before. Visit the [Payroll](#) page on the website for information, including the payroll schedule, Timesheet, and Direct Deposit Request Form. Employees are encouraged to participate in the Direct Deposit program for ease and convenience of timely paycheck receipt. Questions regarding payroll should be directed to the [Payroll Office](#).

### ***SALARY DEDUCTIONS***

Two types of deductions are made from your paycheck: mandatory and voluntary. Mandatory deductions are made in accordance with federal and state income tax laws. Mandatory deductions include taxes, retirement contributions, social security, Medicare, and dues for bargaining units (as applicable). Voluntary deductions are optional and may include health insurance premiums, Flex Spending Account Program, Deferred Compensation account/403(b) Tax Sheltered Savings.

### ***TRAVEL & VEHICLES***

Cayuga-Onondaga BOCES employees and members of the BOCES Board of Education will be reimbursed for reasonable, actual and necessary out-of-pocket expenses that are legally authorized and incurred while traveling for BOCES-related activities. Employees should submit a [Mileage Claim Form](#) for reimbursement.

## **SECTION 6: CONDUCT & POLICIES**

### ***ACCIDENT REPORTING***



Safety is a priority at Cayuga-Onondaga BOCES. Employees who witness a student being injured at one of the BOCES locations are expected to report the accident immediately to the school nurse and the supervisor.

BOCES employees who are injured on the job should report the injury to their immediate supervisor, Human Resources team by phone or email ([Human Resources](#)) and complete the [Work Related Injury Form](#). Furthermore, employees should review the Worker's Compensation section of this Employee Handbook as it relates to injuries.

### ***AFTER HOURS FACILITIES PROBLEMS***

The Operations and Maintenance Department has a supervisor on call 24 hours a day, 7 days a week. If there is an urgent facilities-related issue that becomes evident after normal business hours (loss of building heat, vandalism, flooding, etc.) and an O&M staff member is not available, contact your supervisor.

### ***CELL PHONE***

Cayuga-Onondaga BOCES staff members whose positions are deemed by the District Superintendent, or designee, to require a district-owned cell phone to conduct BOCES business through email, voice communications or other electronic services, may be assigned a BOCES-owned device. Employees who have been assigned a device should refer to Board of Education Policy 4322 for guidelines and usage agreements([Board Policy 4322](#)).

### ***CODE OF CONDUCT***

The Cayuga-Onondaga BOCES Board of Education endeavors to provide a safe and orderly school environment that supports high quality education without disruption or interference. Responsible behavior by students, teachers, other BOCES/district personnel, parents and other visitors is essential to achieving this goal. Board of Education Policy 2410 defines the expectations for acceptable conduct on school property and identifies the possible consequences of unacceptable conduct, ensuring that discipline, when necessary, is administered promptly and fairly (Board Policy 2410). To view the Code of Conduct, [click here](#).

### ***CODE OF ETHICS***

The Cayuga-Onondaga BOCES Board of Education is committed to avoiding any situation in which the existence of conflicting interests of any officer or employee may call into question the integrity of the management or operation of BOCES. Every officer and employee must adhere to the Code of Ethics detailed in [Board of Education Policy 5110](#). The Code of Ethics set forth by the BOCES Board of Education includes details regarding gifts; confidential information; conflicts of interest; representation before the Board or BOCES; disclosure of interests in matters before the Board; investments in conflict with official duties; private employment; future employment; and BOCES employment (Board Policy 5110).

### ***COMPUTER USE***

Cayuga-Onondaga BOCES Board of Education [Staff Acceptable Use Policy 5410](#) sets forth the rules and regulations that govern the use of the BOCES electronic resources for staff. [Policy 6315](#), and [6316](#) include acceptable use and conduct of students and prohibited activity of students on both personal and BOCES issued electronic devices. [Board of Education Policy](#)

[7271](#) on Internet Safety Regulation includes definitions, blocking and filtering measures, monitoring of online activities, training and reporting of violations. All staff must sign to acknowledge that you've read, understand, and agree to adhere to the Acceptable Use Policy. This will be part of the mandatory compliance training to be done at the beginning of the school year, or upon employment at the BOCES (Board Policies 5410, 5411, 6315, 7271).

### ***CONFERENCES AND WORKSHOPS***

Cayuga-Onondaga BOCES administration recognizes the importance of balancing employee needs for professional growth and the needs to maintain quality educational programs and services. Consequently, BOCES supports employee attendance at approved meetings, workshops, seminars, and conventions outside BOCES both during and after school hours. Employees should visit the [Professional Development Unit](#) page on the BOCES website to view the Frontline Professional Learning Catalog to see professional learning opportunities that are available through the PDU, Instructional Support Services, School Library Systems, and the Teacher Center.

Employees should submit requests to attend workshops to their supervisor or building principal well in advance of the requested conference. Employees should complete and submit to their immediate supervisor the [Conference and Travel form](#). Substitute arrangements may be made for employees attending conferences or workshops at the direction of an administrator. Be sure to consult your administrator to verify coverage has been secured and refer to the Travel & Vehicles section of this handbook for travel guidelines.

### ***DISPOSAL/TRANSFER OF FIXED ASSETS***

Procedures are in place for the disposal or transfer of Cayuga-Onondaga BOCES property. Property for disposal should be damaged, defective, outdated or deteriorated to the extent that it cannot be used for its intended purpose and therefore cannot be utilized by other divisions. The disposal or transfer of any BOCES property must be approved by the Superintendent or designee. Please contact your direct supervisor for initial approval.

### ***DRESS CODE***

All Cayuga-Onondaga BOCES employees should use professional discretion in wearing attire that is appropriate for the workplace and student interaction. BOCES employees are expected to dress neatly and practice good grooming and hygiene. Furthermore, members of Cayuga-Onondaga BOCES staff are encouraged to exemplify and reinforce appropriate student dress.

### ***DRUG FREE WORKPLACE***

Cayuga-Onondaga BOCES realizes that the misuse of drugs and alcohol impairs employee health and productivity. Drug and alcohol problems result in unsafe working conditions for all employees and students. BOCES is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug, marijuana and alcohol use.

The BOCES prohibits the use, possession, sale, manufacture, distribution, or being under the influence of alcohol, marijuana or any illegal or illicit substance, nor may they use or possess drug paraphernalia, on BOCES grounds or at BOCES-sponsored events, or any place in which

an employee is working within the scope of his/her employment or duties. The Board has taken this step in a continued commitment to protect the rights and safety of students.

Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs, marijuana and alcohol on school district premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution ([Board Policy 5150](#)).

### ***ENERGY CONSERVATION***

The Cayuga-Onondaga BOCES Board of Education embraces energy conservation and believes it to be their responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management. The implementation of an energy management and conservation policy will be the joint responsibility of the Board, administration, faculty, staff, students, support personnel, and Energy Education. The board is also committed to protecting and improving the environment by recycling commonly used materials, waste prevention strategies, and purchasing recycled products when feasible ([Board Policy 4650](#)).

### ***FIELD TRIPS***

The Cayuga-Onondaga BOCES Board of Education recognizes the desirability of providing off-campus experiences that will enhance the educational program of BOCES. Provisions for field trips in support of instruction may be included in the appropriate department budgets. Field trip participants should conduct themselves in a manner that reflects positively upon BOCES and in accordance with the student code of conduct.

Supervisors will share specific guidelines, procedures, and permission forms for parents/guardians to sign.

### ***FINGERPRINTING***

All new employees to Cayuga-Onondaga BOCES must be fingerprinted in accordance with education law. Fingerprinting information is available through the Office of Human Resources during the application process for new hires. Candidates recommended for employment may not begin without full fingerprint clearance, which may sometimes take several weeks. Substitute teachers, substitute aides, substitute custodians, substitute secretaries, and substitute daycare workers can be reimbursed for the fingerprinting fee after having worked 10 days at the BOCES. In order to process this, the substitute must complete the [Fingerprinting Reimbursement Form](#) and submit it to the business office.

### ***HOUSEKEEPING AND MAINTENANCE REQUESTS***

All employees are expected to monitor the condition of their workspace. It is each employee's responsibility to report any damage to his or her direct supervisor immediately. Maintenance requests should be completed and submitted using the maintenance request system. This is found on the [staff resources webpage](#). At the end of each workday, each employee is expected to check that windows are closed and locked, lights are turned off and doors locked. Employees are responsible for maintaining the common areas at each BOCES location and keeping it in an orderly fashion.

### ***IDENTIFICATION BADGES***

The safety and well-being of students and staff is of paramount importance. All staff members are required to wear the photo ID badge that was issued to them by BOCES during normal business hours. Employees are encouraged to carry ID badges in the event of the need to travel to other BOCES buildings and component districts. ID badges are the property of BOCES and must be returned upon separation of employment.

### ***INFORMATION SECURITY BREACH AND NOTIFICATION***

Cayuga-Onondaga BOCES recognizes the rise in identity theft and the need for prompt notification when security breaches occur. BOCES will not communicate employee “personal identifying information” to the public. This includes social security number, home address or telephone number, personal electronic email address, Internet identification name or password, parent’s surname prior to marriage, or driver’s license number. Board of Education Policy 4672 defines private information and security breach and includes the procedures for identifying security breaches and methods for notification ([Board Policy 4672](#)).

### ***KEYS***

Employees will be issued keys for their classrooms as well as any areas for which they have responsibilities as necessary. Each door lock is uniquely keyed limiting access to staff with required access. All staff members are responsible for keeping their assigned keys secure at all times. Keys are not to be loaned to anyone and may not be duplicated. Building key concerns or related problems should be referred to each building administrator. Other employees should contact the Assistant Director of Facilities, Al Albring at 315-255-7690. All keys must be returned upon separation of employment and given to your direct supervisor.

### ***OATH OF ALLEGIANCE***

All employees when hired are required to sign an oath of allegiance supporting the Constitution of the United States and the State of New York and a promise to discharge duties to the best of their ability.

### ***PERSONNEL FILE ACCESS AND REVIEW***

All official employee personnel files are kept in the Office of Human Resources located at the Regional Education Center. The files typically contain information collected at the time of employment and include resumes and transcripts, copies of teacher licenses, and any noteworthy memos and letters. Employees may review their file by contacting the [Office of Human Resources](#). Original personnel files are the property of BOCES and are retained by BOCES even after an employee leaves. Employees should refer to their bargaining unit for additional information.

### ***POLICIES AND GUIDELINES***

Cayuga-Onondaga BOCES is required to follow many federal and state laws. Visit the [Required Legal Notifications page](#) on the BOCES website for more detailed information on your rights pertaining to federal and state laws, or refer to the posters located throughout the building.

If you have questions or feel your rights have been violated in any way, please contact your

supervisor and/or [Director of Human Resources](#).

### ***PRINT SHOP COPY CENTER - COPYRIGHTED MATERIALS***

Cayuga-Onondaga BOCES employees are expected to utilize [WebCRD](#) to request copies as often as possible when reproduction of material is necessary. The link can also be found under [staff resources](#). Print Shop turnaround time and costs are stated on the Request Form.

BOCES directs its students and staff to comply with the federal copyright law. Federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Unauthorized reproduction or use of copyrighted materials by BOCES employees or students is illegal and unethical. Violations of the copyright law may result in criminal penalties, civil suits and/or disciplinary action. Individuals violating provisions of the copyright law assume all liability for the action.

### ***PUBLIC USE OF BOCES FACILITIES***

While the Cayuga-Onondaga BOCES building and grounds are maintained primarily for the purpose of educating students and providing services to component districts, the BOCES Board of Education recognizes that the building and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with BOCES activities. Board of Education Policy 2280 includes details regarding permitted uses, allowed groups, and prohibited uses and conditions for use for BOCES facilities ([Board Policy 2280](#)).

Cayuga-Onondaga BOCES has multiple meeting and conference room spaces available for employee use. To reserve a conference room, visit the [Instructional Support Services](#) page on the website to access the [Room Request Form](#), [Room Layout Options](#), and the [Technology Request Form](#). Contact Instructional Support Services with questions.

### ***PURCHASING***

The Cayuga-Onondaga BOCES Business Department assists staff with the purchasing process and secures the best prices available for materials, supplies and services. Vendor/contract information for frequently used contracts for catering, supplies, equipment, library materials, and travel can be found on WinCap. Employees must complete the [Purchase Order Requisition](#) and obtain approval from their immediate supervisor. Purchase orders will not be authorized without approval.

### ***RECORDS REQUESTS***

Cayuga-Onondaga BOCES is in possession of records pertaining to employees, students, and general operations of BOCES. Under the New York State Freedom of Information Law, certain records may be made available to members of the public upon the proper presentation of a Freedom of Information (FOIL) request. Please forward any requests for records to your supervisor.

Cayuga-Onondaga BOCES employees should realize that applicable records include any information kept, held, filed, produced or reproduced by, with or for the BOCES in any

physical form whatsoever. Employees are required to keep records for the established retention period. Employees should refer to Board of Education Policy 2310 for more information ([Board Policy 2310](#)).

### ***REIMBURSEMENT FOR PERSONAL PROPERTY DAMAGE***

Cayuga-Onondaga BOCES may reimburse employees for personal property that was damaged during the execution of the employee's work duties. If this should occur, the employee should contact their supervisor.

### ***RELEASE OF EMPLOYMENT INFORMATION***

Individuals seeking employment verifications and references should email the [Office of Human Resources](#) or call 315-255-7682. Upon proper authorization, only factual, quantitative, job-related information on current and former employees shall be released to individuals seeking verifications and references.

### ***REQUIRED NOTIFICATIONS***

Concern for safety is a prime consideration of the Cayuga-Onondaga BOCES Board of Education based on the belief that people are the most valuable resource. The safety and health of BOCES employees, students, and the public are paramount. As such, Cayuga-Onondaga BOCES complies with notifications that are required by state and federal law. Visit the [Notices](#) page on the website for detailed information.

### ***SALES REPRESENTATIVES/SOLICITORS***

Sales representatives are unable to approach staff members during the school day unless they have been cleared through a Supervisor. In such circumstances, arrangements are usually made in advance and coordinated through administration.

### ***SCHOOL SAFETY PLANS AND TEAMS***

All Cayuga-Onondaga BOCES buildings are required to keep a current emergency response plan, which addresses violence prevention, crisis intervention, and emergency response and management. Taken together, the BOCES-wide and building level plans provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans are designed to prevent or minimize the effects of violent incidents and emergencies and to facilitate the BOCES coordination with local, county, and state resources. The plans also address risk reduction/prevention, response and recovery with respect to a variety of types of emergencies and violent incidents that may occur at BOCES facilities. Visit the [Safety and Risk Management](#) page on the website to learn more ([Board Policy 4681](#)).

### ***SECURITY MEASURES***

All school and BOCES related equipment should be placed in secure, locked storage areas within each building. Teachers are asked to be sure that each room is locked during lunch, specials and prior to leaving for the day. All ground floor windows must be closed and locked at all times. Exit doors are to be closed and locked at all times to prevent unauthorized people

from entering school buildings. Staff members are encouraged to refer all visitors to the greeter's desk to sign in to receive a visitor's pass. BOCES employees should stop and question persons that are not familiar or without BOCES identification when in school buildings. BOCES and District security protocols must be followed and enforced at all times. Employees working in component districts should follow the security measures outlined in that district.

### ***SMOKING/VAPING/TOBACCO USE***

Cayuga-Onondaga BOCES strives to provide a healthy environment for all employees, students, staff and faculty members. Therefore, BOCES prohibits smoking and all other tobacco use in all BOCES buildings, on BOCES grounds, and in any vehicle used to transport children or personnel. Additionally, smoking is not allowed at any school sponsored activity or event held outside of the normal school hours. This prohibition applies to everyone, including faculty, staff, students and visitors ([Board Policy 4640](#)).

### ***SOCIAL NETWORKING***

To accommodate new communication paradigms and tools and remain at the forefront of preparing students for the future, BOCES staff, educators and school districts must explore new and emerging technologies to supplement the range of services they currently offer. Among the newest tools available are social networking sites (SNS). SNS have great potential to connect people across the globe and enhance communication; however, they are also more informal, less structured and still emerging. In general, BOCES employees shall conduct themselves in the virtual or online world of SNS just as they would in all face-to-face human interactions, namely BOCES personnel shall treat others with dignity and respect and observe all other BOCES policies and/or established standards of professional conduct. Employees should refer to Board of Education Policy 5410 for acceptable use and conduct ([Board Policy 5410](#)).

### ***STAFF MAIL AND EMAIL***

Employees are expected to check mailboxes (if provided) throughout the day for important information. Due to confidentiality, students should not be sent to pick up anything from a staff member's mailbox. Additionally, staff members are expected to review BOCES and/or school email regularly. Email continues to be the primary method of communication throughout BOCES. BOCES email is accessible through the [BOCES staff resources webpage](#) for employees to access during off hours, if desired.

### ***STAFF MEETINGS***

Supervisors, principals, directors, and district administrators schedule staff meetings as needed. Meetings for school-based employees may be held before student arrival or after student dismissal. Permission must be obtained in advance from the appropriate building principal or supervisor if an employee is unable to attend a staff meeting. If in doubt about required attendance, contact your supervisor or building principal for clarification.

### ***STUDENT DISCIPLINE***

Classroom management is primarily the responsibility of the classroom teacher. Firm, fair

rules that are consistently followed will deter student misbehavior. Staff members are all expected to follow building and district policies and procedures when handling student discipline. Be sure to review building and department handbooks regarding the specifics of student discipline.

### ***STUDENT PRIVACY***

As an employee of Cayuga-Onondaga BOCES, you may have access to confidential student information. This means any information that is not generally known to or accessible by the public. Employees are hereby informed that access to, use of, and dissemination of confidential information is governed by federal and state law, as well as BOCES policy. Eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record. Staff members may not complete any outside paperwork regarding requests for student information without approval from the principal/director. If a parent/guardian requests information from a staff member, it is important to bring such information to the building principal immediately. Employees who work with students should review Board of Education Policy 6250 for definitions and annual requirements regarding the federal and state laws ([Board Policy 6250](#)).

Much of student performance in the school setting (academic or behavioral in nature) should be considered confidential and not communicated in public forums. Use caution when having conversations in hallways, faculty rooms, cafeteria, etc. where conversations can be overheard. Information contained in Individualized Educational Plans (IEP), permanent folders, grade books, custody papers, etc., should be shared cautiously and only with individuals who have a need to know. As professionals, employees must respect that certain information is confidential and should not be used in frivolous conversation. Employees should always consult their direct supervisor with questions or concerns regarding confidentiality.

The BOCES Board of Education Policy 6250 enacts policies that protect student privacy, in accordance with the law. This is particularly relevant in the context of the administration of surveys that collect personal information, the disclosure of personal information for marketing purposes and in conducting physical exams. Employees are encouraged to review Board of Education Policy 6250 for additional details and information regarding student privacy and the release of student information ([Board Policy 6250](#)).

### ***TECHNOLOGY REPAIRS***

Cayuga-Onondaga BOCES has a dedicated IT team assigned to handle all tech requests throughout the organization. [Instructional Support Services](#) are available to assist you. One way to ask for assistance is through the [Help Desk](#). For directions on how to use the Help Desk, review the [Help Desk Quick Start Guide](#). In the Help Desk, you can create a ticket, and track the status and updates on any requests. Another way to get assistance is through email. Email [helpdesk@cayboces.org](mailto:helpdesk@cayboces.org) to reach the IT team. If you need assistance quickly, you can call our technical support staff. You can reach them at 315-255-7668.

### ***USE OF BOCES-OWNED PROPERTY FOR PERSONAL REASONS***

BOCES and school district property, supplies, equipment and tools may not be borrowed or



used for personal projects or private gain.

### ***VEHICLE USAGE***

Employees who travel for BOCES-related activities may use their own vehicle for traveling. Mileage may be reimbursed at the approved state rate. Staff should complete the [Mileage Claim Form](#), found on the business office webpage to submit claims. Personal cars of teachers and staff will not be used to transport students except in the event of extenuating circumstances and authorized by the administration.

### ***VISITORS***

All visitors are required to report to the main office upon arrival at school and state their business. Visitations to classrooms for any purpose require permission in advance from an administrator. Administrators need to know who is in the buildings at all times. Visitors are required to sign the office/greeter logbook and to wear a visitor identification badge. Anyone that notices a non-school employee in a building without a visitor badge should immediately contact the BOCES front desk or principal's office and the School Resource Officer, if available.

**EMPLOYEE HANDBOOK: ACKNOWLEDGEMENT FORM**

This employee handbook has been prepared for your information and understanding of the policies, philosophies and practices of Cayuga-Onondaga BOCES. Please read it carefully. Upon completion of your electronic review of this handbook, please sign the statement below, and return to the [Office of Human Resources](#). A reproduction of this acknowledgment appears at the back of this booklet for your records.

I have accessed an electronic copy of the Cayuga-Onondaga BOCES Employee Handbook, which outlines the goals, policies, benefits, and expectations of BOCES, as well as my responsibilities as an employee.

Additionally, I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook provided to me in electronic format by Cayuga-Onondaga BOCES. I understand this handbook is not intended to cover every situation that may arise during my employment; it is simply a general guide to the goals, policies, practices, benefits and expectations of Cayuga-Onondaga BOCES.

I understand that the Cayuga-Onondaga BOCES Employee Handbook is not a contract of employment and should not be deemed as such. Furthermore, I understand that updates to this handbook may take place at any time throughout my employment and the most current version will reside on the Cayuga-Onondaga BOCES website.

\_\_\_\_\_  
(Employee Name – Printed)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

