

**Department Heads, Non-Certificated Professionals &  
Management Confidential Employees**  
**Handbook**

South Glens Falls School District

Board of Education Adopted June 2013

Amended 6/19/2017

Amended 6/18/2018

## **Introduction**

This handbook is intended to be an overview of terms and conditions of employment for the Department Heads, Non Certificated Professionals, and Management Confidential Employees at the South Glens Falls School District. For the purposes of this handbook, the designation of “department head” includes all titles covered by this handbook as listed below. The Board of Education reserves the right to modify any provisions contained in this handbook, and will provide notice of the modified provisions to the affected employees.

Included in this handbook are all positions listed below:

<ul style="list-style-type: none"><li>● Director of Operations</li><li>● District Computer Coordinator</li><li>● Transportation Supervisor</li><li>● School Lunch Manager</li><li>● District Nurse Supervisor</li><li>● Computer Technician</li><li>● Transportation Routing Specialist</li><li>● Clerk – Maintenance/Technology</li></ul>	<ul style="list-style-type: none"><li>● Superintendent’s Secretary</li><li>● Asst. Superintendent’s Secretary</li><li>● Accounts Payable/ Account Clerk</li><li>● District Treasurer</li><li>● CPSE/CSE Secretary</li><li>● Tax Collector/Account Clerk</li><li>● Payroll Clerk/Account Clerk</li></ul>
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All positions covered by this handbook are 11 or 12 month positions. Eleven month employees are School Lunch Manager and District Nurse Supervisor. All employees in these positions are employees at will, subject to any statutory rights pursuant to the New York State Civil Service Law.

## **Work Day**

School Lunch Manager, District Nurse Supervisor, Clerk/Maintenance & Technology, Superintendent’s Secretary, Asst. Superintendent’s Secretary, Accounts Payable/Account Clerk, District Treasurer, CPSE/CSE Secretary, Tax Collector/Account Clerk and Payroll Clerk/Account Clerk - 7 ½ hours per day, 37 ½ hours per week.

Computer Technician, Transportation Routing Specialist, Director of Operations, District Computer Coordinator and Transportation Supervisor – 8 hours per day, 40 hours per week.

Summer Hours: Starting by July 1<sup>st</sup> and ending prior to Labor Day 12 month employees will work the modified schedule of:

Clerical: Monday-Thursday 7:15 a.m. – 4 p.m. ½ hour lunch, Friday 7:30 a.m. – 12 noon

Technology, Transportation and Director of Operations: Monday-Thursday 6:45 a.m. – 4 p.m., ½ hour lunch, Friday 7:00 a.m. – 12 noon

A modified schedule may be required to accommodate summer school, summer transportation or other circumstances which may impact and modify work hours.

Summer Days 11 Month Employees – School Lunch Manager and District Nurse Supervisor are required to work 20 days between July 1<sup>st</sup> and August 31<sup>st</sup>. A schedule of planned work days are to be submitted to and approved by the School Business

Manager by June 1<sup>st</sup>.

## **Employee Benefits**

### Sick Leave

One and three tenths (1.3) days per month with pay for period of employment indicated on annual salary notice.

### Unused Day Accrual

Unused sick leave may be accumulated up to a maximum of three hundred sixty (360) days. Except as provided under retirement benefits, there shall be no pay for unused or accumulated sick leave.

### Family Illness and Leave for Death in Family

Five (5) days per year with will be granted to all full time employees to be used in the event of illness. An additional five (5) days will be granted to all full time employees to be used in the event of a death in the family.

“Family” will be defined as spouse of the employee, or one not further removed by blood from the employee, or the employee’s spouse than uncle or aunt (other family relationships may be considered where special circumstances exist). Where special conditions apply, days in addition to those stipulated may be approved for serious illness or death in the family, in which case such days, if granted, will be deducted from sick leave.

Bereavement leave will not be cumulative or carried over into future years.

### Personal Business Leave

Four (4) days per year with pay will be allowed for personal business which cannot be transacted other than during regular employment hours. Request for such leave should be submitted in writing on forms provided to the employee’s immediate supervisor. Under normal conditions, applications should be filed within two (2) days of intended date of absence. However, there may be special or emergency situations which will require action in less time or retroactively. A reason for the absence should be given if it will occur on a day immediately preceding a vacation or holiday. Unless extenuating circumstances exist, personal business leave shall not be requested, used or granted for the purpose of extending a school holiday or recess period or for the purpose of accommodating travel related to plans for a school holiday or recess period.

Unused personal business days will be added to the employee’s accumulated sick leave at end of school year.

### Religious Observance

Up to 3 days for religious observance beyond the normal school holidays will be allowed

with pay where the precepts of the employee's faith require that he/she not work on that day, or where it is not possible to attend appropriate religious services in observance of the day other than during working hours. Religious observance days will not reduce any of the preceding or following leave allotments.

#### Additional Leaves of Absence

A. Employees who have at least two (2) years of continuous District employment on a permanent appointment basis may apply for unpaid leaves of absence of not more than six (6) months which will provide for return to the same position as that held when application for the leave was made, if such position continues to exist at the time of the employee's return and subject to any transfer rights of the district.

B. Employees with ten (10) or more years of continuous service on a permanent appointment basis may apply for unpaid leaves of absence of not more than twelve (12) months which will provide for return to the same position as that held when application for the leave was made if such position continues to exist at the time of the employee's return and subject to any transfer rights of the district.

C. Employees who are granted leaves of absence shall hold the same seniority accumulation upon resumption of service as when the leave began.

D. Any employee requesting a leave of absence must submit a request to the School District Business Manager no later than two (2) weeks prior to the date on which the leave will commence, except in emergency situations where less notice may be permitted by the District. (Requests in emergency situations must be made verbally by the employee to the School District Business Manager). The School District Business Manager shall respond to the employee with either an approval or denial of the request no later than one week prior to the requested commencement date of the leave, except in cases where the request was submitted with less than two (2) weeks' notice due to an emergency situation the School District Business Manager, or their designee, shall respond by the next business day. Failure of the District to respond in accordance with the time limits set forth above shall be deemed to be an approval of the request.

#### **Jury Duty**

Employees called for jury duty will be paid the difference between their regular salary and their fee for jury duty, excluding expenses allowed for jury duty, for each day of required jury duty service.

#### **Health and Dental Insurance**

The employees covered by this handbook will be offered the WSWHE BOCES Health Insurance Consortium plans. Employees covered under this handbook shall make contributions to the premiums of WSWHE BOCES Health Insurance Consortium insurances in an amount equal to that of the members of the South Glens Falls CSEA. A one-time incentive of \$400 for an individual or \$750 for a 2-person or family plan will be paid for any current Department Head, Non Certificated Professional, or Management Confidential Employee desiring to enroll in a health plan offered other than

PPO beginning July 1, 2017. No new enrollments in PPO will be allowed.

New staff members hired after July 1, 2017 will be eligible for all WSWHE BOCES Health Insurance Consortium plans, excluding PPO, and make contributions to the premiums of those WSWHE BOCES Health Insurance Consortium insurances in an amount equal to that of the members of the South Glens Falls CSEA. In lieu of health insurance coverage, an employee covered under this handbook may elect to participate in an annualized buyout program at the agreed upon buyout for the South Glens Falls Faculty Association.

Employees covered under this handbook shall be eligible to participate in either dental care program offered by the District (currently CSEA Sunrise Dental or Blue Shield Dental Care Program). The District will pay one hundred percent (100%) of the premium costs for CSEA Sunrise Dental or Blue Shield individual membership and seventy-five percent (75%) of the premium costs for family membership Blue Shield Dental Care Program.

### **Vacations**

#### Eligibility

Paid vacations shall be granted to twelve (12) month employees only.

#### Duration

Employees shall receive paid vacations as follows:

<u>Years of Continuous Service</u>	<u>Weeks of Paid Vacation</u>
Start of 1 <sup>st</sup> year*	1 week
After 1st year	2 weeks
After 5th year	3 weeks
After 6 <sup>th</sup> year	3 weeks 1 day
After 7 <sup>th</sup> year	3 weeks 2 days
After 8 <sup>th</sup> year	3 weeks 3 days
After 9 <sup>th</sup> year	3 weeks 4 days
After 10 <sup>th</sup> year	4 weeks

Years of Continuous Service is computed from the hire date anniversary for the school year, i.e. hired February 1, 2010 employee is eligible for 3 weeks vacation during school year 2015-16.

\*Vacation in the first year can only be used after completion of 6 months of employment.

Once an employee is eligible for four weeks of vacation, the employee has the right to buy back up to five (5) days of vacation time each year at 1/260<sup>th</sup> of their current salary. Payment for such 5 days will be made in the last pay period of each school year. No payment shall be made for unused or accumulated days at the time of separation from

employment.

### Vacation Scheduling

A. Prior to June 1 of each school year, each non-instructional employee eligible for a vacation in the forthcoming school year will be provided a vacation preference form, returnable to the School Business Manager or the employee's supervisor, on which he will be asked to designate his preferences regarding vacation time for that school year.

B. On or before June 1 of each school year, each non-instructional employee eligible for a vacation in the forthcoming school year will receive a vacation schedule indicating the week or weeks designated for his vacation in that school year.

C. Where two (2) or more employees request vacations at the same time and, due to school personnel requirements, it is not possible to grant all such requests, vacations shall be scheduled on a rotating basis.

D. Where an employee wishes to make a change in his vacation subsequent to the release of the vacation schedule, a request for consideration of such change should be made to the employee's supervisor or the School Business Manager at least two (2) weeks prior to the employee's originally scheduled vacation period as indicated on the vacation schedule.

### **Holidays**

Twelve (12) Month employees shall be granted thirteen (13) paid holidays. The paid holidays will be:

New Year's Day; Martin Luther King's Birthday; President's Day; Good Friday; Memorial Day; Independence Day; Labor Day; Columbus Day; Veteran's Day; Thanksgiving Day; day after Thanksgiving, Christmas Day; and, Christmas Eve or the day after Christmas (to provide departmental and office coverage).

Eleven (11) Month employees shall receive whatever paid holidays fall within the term of their employment period.

### **Professional Training**

Non-instructional employees who are assigned or authorized to attend administration approved courses, workshops, seminars, conferences or programs for job-related training and/or development will be reimbursed for actual and necessary expenses incurred in such activity. Reimbursement will include, to the degree applicable, tuition or fees, registration, mileage and other costs which may be assessed to those attending/enrolling.

## **Compensation**

The Board of Education will annually set the salary of the employees in this handbook no later than the May BOE meeting for the upcoming school year.

### **Longevity**

Department Heads, Non Certificated Professionals, and Management Confidential Employees will accrue longevity in appointed position, previous district service not covered by this handbook is excluded. Years of continuous service is computed from the hire date anniversary for the school year, i.e. hired between July 1st and February 1st receives credit for completion of 1 year of continuous service for that school year. Longevity for Department Heads, Non Certificated Professionals, and Management Confidential Employees titles will be added to the next school year's base salary (on July 1st) after completion of:

4 Years	\$600
9 Years	\$900
12 Years	\$1,200
15 Years	\$1,500
20 Years	\$1,800
21 Years	\$500
22 Years	\$500
23 Years	\$500
24 Years	\$500
25 Years	\$500

### **Retirement Plan and Options**

It is agreed that the 75i Pension Benefit (one fiftieth) under the Non-Contributory Plan of the New York State Employees Retirement System shall be provided all eligible non-instructional employees of the School District. Effective July 1, 1975, Retirement Option 41-j (retirement service credit for up to one hundred sixty-five (165) days of accumulated sick leave) will be provided eligible non-instructional employees of the School District.

#### **Retirement Options**

Each employee covered under this handbook who meets the eligibility criteria for health insurance coverage during the active employment period immediately preceding his/her retirement and who has been employed by the district for at least ten (10) years shall be given the option of selecting either part A or part B as described below. The employee

must retire in accordance with the rules of the NYS Employees Retirement System in order to be eligible for benefits. An employee who does not qualify for health insurance coverage at the time of his/her retirement shall be eligible for the applicable portion of part A only.

A. Salary Adjustment - Retirement Notification

Upon written notification of retirement to the Board of Education not less than three (3) months prior to the effective date of such retirement, the yearly salary of a non-instructional employee who is fifty-four (54) or more years of age and who will have completed ten (10) or more years of District service on the date of retirement will be increased at the rate of forty dollars (\$40.00) for each year of full-time District service and twenty dollars (\$20.00) for each year of part-time District service. (Full-time service shall be considered that which is consistent with the definition provided in Article III, Section 2.B. Other service, to be creditable, shall require a minimum of three (3) hours per day or fifteen (15) hours per week.) Such payment shall in no instance exceed One Thousand Five Hundred dollars (\$1,500).

B. Application of Accrued Sick Leave for Health Insurance

Selection of this option will entitle the employee to apply unused accrued sick leave at the time of retirement toward health insurance in accordance with the following provisions: Each three-day block of unused accrued sick leave at the time of retirement shall qualify the retiree for one (1) month of health insurance up to a Maximum entitlement of 120 months. The retiree will pay 5% of the health insurance premium with the District paying 95% during the entitlement period.

2. This measure shall be equally applicable to individual, two-member, and family health insurance coverage.

3. To qualify for this option, the employee must meet the minimum age requirements stipulated in part A of this section.

4. The surviving dependent(s) of a retiree shall be eligible to retain such benefit for the period of the retiree's entitlement, provided such person(s) was initially included in the two-member or family coverage.

5. Upon the expiration of the entitlement eligibility period defined in this Section B above the retiree will be required to begin regular co-payment participation if he/she is to retain health insurance coverage through the School District. The retiree will pay 50% of the premium for individual only coverage or 65% of the premium for two-person or family coverage.



6. Retirees, their spouse or dependent who become Medicare eligible either by turning age 65 or meeting the Medicare eligibility requirements due to disability are **required** to participate in Medicare Part “A” (hospital) and Part “B” (medical).

7. This measure will be applicable only to health insurance coverage and will not apply to dental insurance. If a retiree wishes to retain dental insurance he/she will pay 100% of cost.