



# Employee Guide

## Benefits Services & Policies

# C-A BOCES' Mission

**“To enhance the quality  
of education  
through shared resources.”**

**Equal Opportunity Notice**

CA BOCES hereby advises students, parents, employees and the general public that it offers employment, programs and educational opportunities, including career & technical education opportunities, without regard to gender, race, color, national origin, handicap or any other legally protected status. Inquiries regarding this non- discrimination policy and grievance procedures may be directed to: Human Resources Director, Cattaraugus-Allegany BOCES, 1825 Windfall Road, Olean, NY 14760; 716-376-8237

# **WELCOME**

***We are pleased to extend a warm welcome to you as a new member of our BOCES family.***

***We believe our employees to be our most valuable resource with talents and creativity that benefit the people of our area by enhancing the quality of education and training through shared resources.***

***BOCES is a service organization whose strength lies in the excellence of our staff working together to meet the needs of students and schools in our supervisory district.***

***We look forward to your sharing in the vision and value system that is synonymous with BOCES.***

***Robert D. Olczak, Ed.D.  
BOCES Chief Executive Officer &  
District Superintendent of Schools***

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## ***PURPOSE OF EMPLOYEE GUIDE***

This guide has been prepared to help acquaint you with some basic information about BOCES, your rights and responsibilities as an employee, and provide you with a brief overview of the wide array of policies, benefits and services available to you as a full-time employee. Detailed information is contained in benefit handbooks, or bargaining unit contracts. Copies of all Board policies are available for your review on the BOCES web page ([www.caboces.org](http://www.caboces.org)), in each of our Centers, and at each Special Education office. Our Human Resources Department will be happy to review any individual policy with you.

## ***ABOUT BOCES***

BOCES is an acronym for Board of Cooperative Educational Services. It is a cooperative association of school districts in a geographic area, who have joined together to provide needed services more economically than each could offer by itself. BOCES functions as an extension of local school districts.

Cattaraugus-Allegany-Erie-Wyoming BOCES is comprised of 22 component school districts located within Cattaraugus, Allegany, Erie and Wyoming Counties. We operate three centers located in Belmont, Ellicottville, and Olean. Our service area covers approximately 2,300 square miles (see the areas of representation map on back cover).

We are governed by a board whose members are elected by a majority vote of component school district members at the annual meeting in April. Nominations are made by the boards of education of the component districts. The nine board members are elected to serve three year terms. The BOCES Board meets on a monthly basis and the meeting dates are published annually.

At the BOCES helm is the District Superintendent, who serves two roles: 1) as Chief Executive Officer of BOCES; and 2) as liaison between the State Education Commissioner and the school districts.

BOCES consists of a central administration and four major divisions: Career & Technical Education, Adult & Continuing Education, Special Education, and Instruction Support Services.

# **EMPLOYMENT POLICIES**

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## ***ATTENDANCE and REPORTING***

On those occasions when an absence is unavoidable, it must be reported as soon as the employee knows he/she will be absent. In most instances, the absence should be reported to the employee's immediate supervisor and/or via sub service absence.

Absenteeism, regardless of reason, can seriously hamper the education of our students, reduce efficiency in support services and affect the quality of programs we provide. The need for dependability cannot be overemphasized.

Absence forms must be completed and signed by the appropriate supervisor and forwarded to the business office. Failure to submit absence forms in a timely manner may result in denial of use of sick or personal leave.

## ***CODE OF ETHICS / CONFLICTS OF INTEREST***

Any BOCES officer or employee of BOCES shall be subject to standards of conduct, which are outlined in our Board of Education Policies. The full policy is distributed to all employees, posted on bulletin boards, and can be accessed on our web page ([www.caboces.org](http://www.caboces.org)).

The Code of Ethics covers the following: gifts, confidential information, representation before the BOCES, representation before any agency for a contingent fee, disclosure of interest in resolution, investments in conflict with official duties, private employment, future employment, and penalties for violating the provisions of this code.

## ***COMPUTER / FILTERING / INTERNET USE***

BOCES has the capability and equipment to offer its employees the use of powerful computer systems and Internet access. Rules and regulations are included in your new hire package and you will be required to sign a consent form for the opportunity to use this equipment.

Computer and network access is intended for conducting Cattaraugus-Allegany BOCES business.

In compliance with The Children's Internet Protection Act (CIPA) and Regulations of the FCC, BOCES has adopted and enforces the safety policy of filtering or blocking access to certain material on the Internet on all BOCES computers with Internet access. Under certain specified circumstances, the blocking or filtering technology measures may be disabled for adults engaged in bona fide research or other lawful purposes. The power to disable can only be exercised by an administrator, supervisor, or other person authorized by BOCES.

## ***CONFIDENTIALITY AGREEMENT***

Confidential information is not to be shared with any persons outside BOCES. The sharing of any confidential information with other BOCES employees is on a strict need to know basis only. Confidential information includes (but is not limited to) student information, personal information on employees or students; medical information; policy making information; personnel information and collective bargaining information. All BOCES employees must sign a Confidentiality Agreement.

## ***DRUG FREE WORKPLACE / SCHOOLS***

This BOCES operates in accordance with New York State Education Law, and constantly strives to promote a healthful environment for all students.

To accomplish this, the BOCES Board prohibits any employee to be under the influence, to use, to have in his/her possession, or to distribute

in any way, controlled substances and/or alcohol on school property or at school sponsored activities off school property.

Employees found guilty of such charges shall be subject to disciplinary measures up to and including dismissal.

Information is available for employees and students about the dangers of controlled substances and where help is available. Employees may seek referral for confidential assistance through our Employee Assistance Program or through the Human Resources Department.

## ***EQUAL EMPLOYMENT OPPORTUNITY***

### **Equal Opportunity Notice**

CA BOCES hereby advises students, parents, employees and the general public that it offers employment, programs and educational opportunities, including career & technical education opportunities, without regard to gender, race, color, national origin, handicap or any other legally protected status. Inquiries regarding this non-discrimination policy and grievance procedures may be directed to: Human Resources Director, Cattaraugus-Allegany BOCES, 1825 Windfall Road, Olean, NY 14760; 716-376-8237

Please refer to [Board Policies](#):

#5120 – Equal Employment Opportunity

#5170 – Complaints and Grievances by Employees

## ***HARASSMENT***

It is the policy of the Board of Education of BOCES to provide employees and students an environment free from unlawful and improper harassment. It is expressly against policy for any employee to engage in any form of sexual or racial harassment, as well as harassment based on any other protected class. It is the responsibility of every employee to cooperate in maintaining a workplace free from unlawful and improper harassment.

Any employee who believes that he/she is being subjected to harassing acts should bring such complaints to the prompt attention of their

supervisor, principal, Assistant District Superintendent, or the Human Resources Director who serves as complaint officer.

A copy of the Board of Education's policy on Harassment is provided to all employees in the orientation package along with a copy of the Complaint Procedure. The Director of Human Resources serves as the District Complaint Officer. (The policy is also available on our web page.)

Please refer to [Board Policies](#):

#5121 – Sexual Harassment (Personnel)

#2420 – Anti-Harassment in the BOCES

#6440 – Sexual Harassment (Students)

### ***HARASSMENT COMPLAINT PROCEDURE***

See Attachment A

### ***PERFORMANCE EVALUATIONS***

Employee performance is evaluated on a continuous basis in order to promote optimum performance, and to insure high quality service to our schools. Evaluations are reviewed with the employee.

Teachers complete a Professional Development Plan (PDP) which is used to assist the district in identifying areas of need for teachers in developing professional competencies to help students meet the NYS standards. Individual contracts have more specific language addressing the evaluation process.

### ***PERSONNEL FILES***

An individual personnel file is maintained for each BOCES employee in the Human Resources Department. Files contain copies of the necessary data, forms, evaluations, records, etc. relating to his/her employment. Upon receipt of appropriate notice, employees may review their personnel files. Such reviews shall take place in the presence of the Human Resources Director or other appropriate District administrator.

## ***PRIVACY PRACTICES***

BOCES safeguards the privacy of your personal information. Payroll and personnel information, such as physicals, employment applications and related materials, fingerprinting, certification information, and health and medical information (e.g. FMLA, etc.), is restricted to those employees who have a need to know that information in order to provide services to you or on your behalf. BOCES maintains physical, electronic and procedural safeguards and security measures to protect your information. We do not disclose any personal information about our employees except as authorized by employees and/or permitted by law.

## ***PROBATIONARY TERMS***

All full-time employees serve a probationary term. Newly appointed civil service employees serve a fifty-two week probationary period. Certified teachers and administrative appointments normally serve a three year probationary period. Probationary periods may vary (e.g. promotions, employees who have held previously tenured positions, etc.).

## ***RESIGNATIONS***

Resignations should be submitted in writing to the appropriate supervisor or administrator with a copy to the Human Resources Department. Teachers are required to provide thirty days notice to the District. Resignations may not be withdrawn once they have been accepted by the Board.

## ***STAFF CONDUCT***

The Board requires that all BOCES employees' relationships with students, parents, coworkers and others associated with the District be conducted in an ethical, courteous, respectful and professional manner that is conducive to an effective, safe learning environment. Staff members are to act as role models for students at all times whether on or off school property and both during and outside of school hour.

BOCES employees must establish appropriate personal boundaries with students and not engage in any behavior that could reasonably lead to even the appearance of impropriety.

### ***STAFF REDUCTIONS / LAYOFFS***

Although the District attempts to keep reductions, layoffs and other separations to a minimum, there are occasions when circumstances beyond the control of the District will impact the number of personnel needed in a particular area or position. When this occurs, individual unit contracts, civil service regulations, as well as Education Law and Commissioner's Regulations will govern reductions.

### ***VACANCIES / STAFFING***

BOCES believes when employees are assigned to a position they prefer they are more productive and happier employees. Therefore, whenever an unencumbered vacancy occurs, or a new position is created, a vacancy notice will be posted according to individual unit contract agreements. Mindful of unit employee requests, variations in contracts, and civil service regulations, final transfer or reassignment decisions rest with Administration.

# LEAVE POLICIES

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## *DISABILITY*

Employees are granted a number of sick and personal days each year. These allotments accrue year to year and are intended to cover your disability needs. Public schools are not required to carry New York State disability insurance. Disability insurance coverage may be available through your association.

## *FAMILY AND MEDICAL LEAVE*

Consistent with the Family and Medical Leave Act of 1993, the Board of Education recognizes the right of *eligible* employees to unpaid family and medical leave for up to twelve weeks during a 12-month calendar as determined by BOCES. The 12-month period is computed according to a rolling 12-month period that is measured backward from the date an employee uses any FMLA leave.

To be eligible, employees must work at least 1,250 hours in the preceding twelve months prior to application. Employees requesting such leave should inquire through the Human Resources Department. The Board has a right to thirty days advance notice from the employee where practicable.

Board policy requires employees to use any available paid sick and personal days. Such paid leave runs concurrent with the twelve weeks maximum leave. (FMLA policy is available on our web page.)

## *LEAVES OF ABSENCE - PAID*

Full time employees may be granted paid time off for such reasons as:

- Bereavement
- Holidays
- Jury Duty
- Personal Leave
- Sick Leave
- Vacation

Refer to individual bargaining unit agreements for details.

### ***LEAVES OF ABSENCE - UNPAID***

All leaves must be applied for, in writing, to the Board of Education. An unpaid leave may be granted for such reasons as childcare, elder-family care, or other personal reasons at the discretion of the Board. Leaves should be applied for at least two weeks prior to the Board meeting preceding the leave. As a general rule the Board will not approve an unpaid leave for such reasons as other employment, or vacation purposes. (Board Policy is on our web page.) Additional information is also provided in individual bargaining unit contracts.

The Chief Executive Officer has the authority to grant short-term, non-paid leaves on an individual case-by-case basis. Such requests must be submitted in writing, stating reason and duration. Normally such leaves would only be approved due to extraordinary circumstances.

### ***SICK DAY BANK***

BOCES policy provides supplementary sick days to eligible full-time employees who face extended illness after exhausting their earned sick days.

Supplementary sick day donations are made only within the employee group to which the donor belongs. Donors must be actively at work, have accumulated a minimum of thirty sick days and may donate a maximum of five days per school year. Sick Bank days may be requested only for an employee's personal illness. The transfer of days to an employee will end on the last day of the fiscal year in which such transfers were commenced. Employees will not donate during the last year prior to retirement or leaving the system.

Individual unit contracts may vary from the general Board policy. Use of sick bank varies by represented unit. Refer to your contract for further details.

If your unit contract does not address use of a sick bank, contact the Human Resources Department.

# **PAY POLICIES**

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## ***PAYROLL - DATES***

Employees are paid on a biweekly basis. 10-month staff have the option of selecting a twenty-two week or a twenty-six week payment plan. A schedule of pay dates is published annually in July by the Finance Department.

## ***PAYROLL - DEDUCTIONS***

Upon receipt of proper authorization forms, voluntary payroll deductions will be made for such reasons as, agency fees, credit union, tax deferred annuities, etc. Any changes must be submitted to payroll at least two weeks prior to the pay period.

As a general rule, optional payroll deductions require that at least ten or more employees elect the same payroll deduction. BOCES offers direct deposit of payroll checks. The Human Resources Department can provide you with further information and authorization forms. (Forms are also available on the BOCES Intranet)

## ***TIME SHEETS***

BOCES is required by law to maintain time records for all employees. All non-exempt employees are required to turn in their original, signed and approved time sheets at the conclusion of each pay period. Delay in submission of your time sheet may result in delay of issuance of your paycheck. Time sheets are available on the BOCES Intranet, or through your supervisor.

# **BENEFITS / SERVICES**

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## ***BOCES - EQUIPMENT & MATERIAL***

All equipment purchased by the BOCES Board is intended for use by BOCES staff in appropriate related programs and activities. Equipment may not be removed from BOCES property without prior written approval. An equipment loan procedure and request form may be obtained from your Division Director.

## ***BOCES - VEHICLES***

BOCES owned or leased vehicles are available for official travel. They are not available for personal use. A valid driver's license is required. There is a NO SMOKING policy for all vehicles. All passengers must wear seat belts. Only BOCES employees and/or BOCES students are permitted to ride in a BOCES vehicle. Mileage logs provided in each vehicle must be completed for each trip. All vehicle incidents are to be reported to the Purchasing Agent immediately upon return.

## ***FLEX PLAN (IRS 125)***

Full-time employees are eligible to participate in our Flexible Benefits Program. The program allows the employee to set aside pre-tax dollars to use for unreimbursed medical and dependent care expenses.

An open enrollment period takes place in September each year. Contact the Human Resources Department to see if you are eligible to participate in the program.

## ***HEALTH INSURANCE***

The District makes comprehensive health insurance coverage available for all full-time employees. Detailed information is available in separate benefit booklets, contracts, and individual bargaining unit agreements.

## ***MILEAGE***

Employees who travel on BOCES official business are required to utilize BOCES vehicles when available. A mileage allowance is granted for the use of privately owned vehicles in the transaction of BOCES business. If a BOCES vehicle is available, mileage may not be paid. Itinerant personnel receive mileage when travel is required between two or more locations. Please consult your contract and your supervisor for further details.

## ***PROFESSIONAL GROWTH***

The BOCES Board recommends employees actively participate in educational activities designed to improve professional competencies and encourage growth and advancement.

Any course for which additional salary credit or reimbursement may be claimed requires written approval. Refer to your individual contracts for detailed information.

## ***RETIREMENT PROGRAMS***

Full-time (12-month) classified employees and professional and full-time (10-month) instructional employees are required to participate in the NYS Teachers' Retirement Plan (TRS), or the NYS Employees' Retirement Plan (ERS). Membership is optional for part-time and 10-month classified employees. Both the District and the employee contribute to the plans.

Eligibility is from date of hire. Once your application has been completed and sent to the State, you will receive a retirement account number and more detailed information regarding the retirement system. Annual statements are provided by TRS and ERS and are mailed to your home.

## ***DEFERRED COMPENSATION OPPORTUNITIES***

As an employee of BOCES you are eligible to make contributions to supplement your retirement income through payroll deductions on a pre-tax basis. Tax favored investments in which employees of a qualified organization can set aside money for retirement include, the New York State Deferred Compensation Plan (DCP) under IRS code 457 and/or an IRS 403b Plan arranged through an independent, qualified agent or broker. Both plans are voluntary retirement savings programs.

## ***SOCIAL SECURITY***

All teaching and non-teaching staff members are covered by social security. The District matches dollar for dollar the amount of tax you pay. These dollars will reflect on your paycheck stub under FICA and FICM.

## ***STAFF DEVELOPMENT***

BOCES Board believes staff development through attendance at conferences, conventions, workshops and other professional meetings, or organizational membership is an essential aspect in the development of quality educational programs.

With approval from the appropriate administrator, you may be reimbursed for all, or a portion of, membership dues, travel and conference expenses. Consult your contract and supervisor for more information.

## ***TRAVEL / EXPENSE REPORTING***

Approved expenses with receipts will be paid by BOCES when they are directly related to school travel. Reimbursement has been established through Board Policy. All travel requires pre-approval. Please review your individual unit contracts before you travel.

# **SAFETY & HEALTH**

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## ***CELL PHONE USAGE***

It is illegal in New York State to use a hand-held cellular telephone while operating a motor vehicle. The use of hand-held cell phones (talking or texting) while operating either a BOCES vehicle or your own personal vehicle while on BOCES business is strictly prohibited.

## ***DISTRICT SAFETY PLAN (S.A.V.E.)***

BOCES has developed a comprehensive emergency and disaster plan of action to cover student, staff and visitor protection and evacuation, including contingency plans for the incapacitated and handicapped, to address any disaster that may occur in school or the community. Every Administrator and teacher in BOCES has the legal responsibility to provide a safe school environment and to promote safety of all individuals connected with the school.

## ***EMERGENCY EVACUATIONS - FIRE DRILLS***

To assure a quick, safe and orderly evacuation in the event of a fire, explosion or other emergency requiring evacuation of the building, an evacuation procedure has been prepared. When the evacuation alarm is sounded, all employees are to: Secure confidential documents; Shut off lights and close windows; Leave immediately by the nearest clear exit as indicated by the exit plan posted near each door; Evacuation should be orderly, calm and quick; Do not run; and Do not hesitate.

No one is to remain in the building without authorization. You will be instructed when it is safe to return to your work place.

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

BOCES has long recognized that today's employees face enormous social and economic changes and pressures that affect both their home and work life. Traditionally, Employee Assistance Program (EAP) services have been clinical in nature, offering counseling for a wide range of problems and conditions. Our designated EAP (Employee Services), offers these core services as well as a diverse menu of work life consultations and referrals designed to save you time and energy in responding to both the challenges of your home and work life. A variety of confidential support services are available for work situations, family issues, financial concerns, personal wellness, healthy relationships and legal issues. Contact Information: [www.theeap.com](http://www.theeap.com) - or 1-800-252-4555 24 hours a day, 7 days a week.

This benefit is provided by our Board of Education to all full-time employees, as well as anyone living in their households at no cost to the employee.

## ***FINGERPRINTING***

Effective July 1, 2001, as mandated by New York State Education, all new employees and contracted personnel who provide services which involve direct contact, communication or interaction with students under the age of twenty-one are to be fingerprinted for purposes of a criminal history record check of all convictions of crimes and any pending criminal charges maintained on an individual by the Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI).

## ***HIV / HBV EXPOSURE CONTROL***

In compliance with Federal and State health standards, BOCES has an exposure control plan to insure a safe and healthy work environment for employees. A copy of the plan is available from your Supervisor or the Human Resources Department.

Employees who are at risk through the performance of tasks, which may potentially expose them to contact with body fluids, will receive annual training. Such employees shall be offered the option to receive the HBV

(Hepatitis B) vaccination at no cost. It is the employee's responsibility to follow procedure, utilize universal precautions and to immediately file a report of any incident of exposure with their Supervisor. Post exposure evaluation, follow-up and medical treatment if indicated, will be provided at no cost.

### ***RIGHT-TO-KNOW***

Employees not only have a right but also a responsibility to know about hazardous materials and substances they may be exposed to in the course of their employment. Employees receive training at hire and annually thereafter. Material Safety Data Sheets (MSDS) are available from our Safety & Health Department and on our web page.

### ***SMOKING***

The health hazards associated with smoking, as well as Federal and State Laws prohibit smoking anywhere in school buildings, on the grounds, or in vehicles of the District.

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

All employees are covered by Workers' Compensation Insurance. Any on-the-job injury must be reported to your Supervisor and an accident report form completed within twenty-four hours of the incident. If you are assigned to work at one of our component schools, you must report the incident to the component school, as well as your BOCES supervisor. Employees have an obligation to work safely and observe safe work practices.

# **Cattaraugus-Allegany-Erie-Wyoming BOCES**

## **CENTER AT OLEAN**

**1825 Windfall Road**

**Olean, NY 14760**

**716-376-8200**

## **CENTER AT BELMONT**

**5536 County Route 48**

**Belmont, NY 14813**

**716-376-8322**

## **CENTER AT ELLICOTTVILLE**

**Route 242, Box 690**

**Ellicottville, NY 14731**

**716-376-8300**

**[WWW.CABOCES.ORG](http://WWW.CABOCES.ORG)**

## **22 Component School Districts** **served by Cattaraugus-Allegany-Erie-Wyoming BOCES**

Allegany-Limestone Central School	716-375-6600	Hinsdale Central School	716-557-2227
Andover Central School	607-478-8491	Olean City Schools	716-375-8010
Belfast Central School	585-365-2646	Pioneer Central School	716-492-9300
Bolivar-Richburg Central School	585-928-2561	Portville Central School	716-933-6000
Cattaraugus-Little Valley Central School	716-938-9155	Randolph Academy Union Free School	716-358-6866
Cuba-Rushford Central School	585-968-2650	Randolph Central School	716-358-7007
Ellicottville Central School	716-699-2368	Salamanca City Schools	716-945-2400
Fillmore Central School	585-567-2251	Scio Central School	585-593-5510
Franklinville Central School	716-676-8050	Wellsville Central School	585-596-2170
Friendship Central School	585-973-3311	West Valley Central School	716-942-3293
Genesee Valley Central School	585-268-7900	Whitesville Central School	607-356-3301

**HARASSMENT COMPLAINT PROCEDURE**

(Contact the Human Resources Offices for copy of Complaint Form)

**INFORMAL PROCEDURE IF YOU AND/OR ONE OF YOUR EMPLOYEES OR ONE OF YOUR STUDENTS BELIEVE YOU ARE BEING HARASSED:**

1. The district encourages you to notify the offender that his/her behavior is unwelcome.
2. If the individual does not wish to confront the offender, he/she may notify any one or more of the following:

**EMPLOYEE**

**STUDENT**

- A** Supervisor
- B** Principal
- C** Title IX Officer (Human Resources Director) Pamela Kirkwood, Center @ Olean, 376-8237
- D** Assistant D.S.
- E** District Superintendent

- A** Principal
- B** School Counselor
- C** Instructor
- D** Parent

*THIS IS AN INFORMAL PROCEDURE, HOWEVER, THE DISTRICT MAY DEEM IT NECESSARY TO TAKE FURTHER ACTION TO ADDRESS THE HARASSMENT BEYOND INFORMAL DISCUSSION.*

**FORMAL PROCEDURE IF YOU AND/OR ONE OF YOUR EMPLOYEES OR ONE OF YOUR STUDENTS BELIEVE YOU ARE BEING HARASSED:**

If the individual is not satisfied with the outcome of the informal procedures, he or she may file a written complaint with the Title IX Officer (Personnel Director), the Assistant Superintendent, or the District Superintendent. Such complaint should be in writing on the attached report form.

Complaint must be filed within 180 days of the most recent alleged harassment. Complaint forms should be forwarded to the Title IX Officer immediately upon receipt.

Upon receipt of a written complaint, the district will promptly investigate all complaints of harassment.

The investigation may consist of personal interview with the alleged complainant, the alleged offender and others who may have knowledge of the circumstances leading to the complaint.

The district will notify the complainant and the offender of the outcome of the investigation.

Any supervisor, agent or employee who is found to have engaged in harassment shall be subject to appropriate disciplinary action, up to and including discharge.

**SUPERVISOR'S RESPONSIBILITY: EACH SUPERVISOR HAS AN AFFIRMATIVE DUTY TO MAINTAIN HIS/HER WORKPLACE FREE FROM HARASSMENT.**

**EACH SUPERVISOR SHALL DISCUSS THIS POLICY WITH EMPLOYEES AND ASSURE THEM THAT THEY ARE NOT REQUIRED TO ENDURE CONDUCT SUCH AS DISCRIMINATION OR HARASSEMNTN THAT IS IN VIOLATION OF CA BOCES BOE POLICY.**