Leaving Our Footprint
NOTICE OF NON-DISCRIMINATION

The Cattaraugus-Allegany-Erie-Wyoming Board of Cooperative Educational Services 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 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 District provides equal access to community and youth organizations. Inquiries regarding the District’s non-discrimination policies should be directed to:

Civil Rights Compliance Officer, Human Resources, Cattaraugus-Allegany BOCES, 1825 Windfall Road, Olean, NY 14760, 716-376-8237, Email: CivilRightsCompliance@caboces.org
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 resources with talents and creativity that benefit the learning communities of our area by enhancing the quality of education and training through shared resources.

Whether you come from within our BOCES region or outside its’ borders, we are excited to partner with you on your career path. We promise that your time at CA BOCES will challenge and encourage you to grow in your own experiences and learning.

We look forward to you sharing in the mission of our BOCES:

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

Board of Education
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About BOCES

CA BOCES’ Core Values

- To have highly satisfied customers.
- To treat all individuals with respect.
- To provide an environment that supports innovation and risk.

What is a BOCES?

BOCES is an acronym for Board of Cooperative Educational Services. BOCES functions as an extension of local school districts. It is comprised of school districts within a region who join together to share services. We are one of 37 BOCES in New York State. CA BOCES’ employees serve as ambassadors to schools and communities.

Our Team

CONGRATULATIONS! You are part of a team that provides valuable services throughout our region!

- Three Career & Technical Education (CTE) Centers, where school age students and adults learn technical skills for college and career readiness.
- Programs for students with disabilities.
- Alternative “Big Picture” Schools.
- Instructional Support Services, that provide teacher training, special programs and itinerant teachers.
- Management Services that provide business office support, labor relations, safety & health services, technology and a print shop.

Learn more at: www.caboces.org

BOCES’ Locations

- CTE Center at Belmont
  5536 County Route 48, Belmont, NY 14813
- CTE Center at Ellicottville
  5550 Route 242 East, Ellicottville, NY 14731
- CTE Center at Olean
  & CA BOCES Administrative Offices
  1825 Windfall Road, Olean, NY 14760
- Elm Street Academy Alternative School
  13-15 Water Street, Cuba, NY 14727
- IJN Exceptional Education
  411 West Henley Street, Olean, NY 14760
- Learning Resources Center at St. Bonaventure University
  182 E. Union Street, Allegany, NY 14706
- Teaching & Learning Center at Southern Tier West
  4039 US-219, Salamanca, NY 14779

Need Assistance? Help Lines

Human Resources (HR) (716) 376-8242
Health Insurance (716) 376-8232
Payroll (716) 376-8203
Certification (716) 376-8374
Attendance (716) 376-8257
Purchasing & Accounts Payable (716) 376-8226
Technology Help Desk (716) 376-8311

Employee Guide Summary

- This guide provides valuable information regarding your employment at CA BOCES, and an overview of your rights and responsibilities as a CA BOCES employee.
- It is a summary and is not your only source of information.
- CA BOCES may update the information in this guide, and its policies and procedures. The most current guide will be available on our website or from the HR Team.
- Information may also be found from resources cited herein. For additional guidance, see your supervisor, reference your collective bargaining agreement (CBA) or working conditions, as applicable; or contact HR.
Component School Districts Served by CA BOCES

Allegany-Limestone CSD............(716) 375-6600
Andover CSD........................(607) 478-8491
Belfast CSD.........................(585) 365-2646
Bolivar-Richburg CSD..............(585) 928-2561
Cattaraugus-Little Valley CSD....(716) 257-3483
Cuba-Rushford CSD...............(585) 968-2650
Ellicottville CSD...................(716) 257-3483
Fillmore CSD.......................(585) 567-2251
Franklinville CSD...............(716) 676-8060
Friendship CSD....................(585) 973-3311
Genesee Valley CSD..............(585) 268-7900
Hinsdale CSD........................(716) 557-2227
Olean City Schools.................(716) 375-8010
Pioneer CSD........................(716) 492-9300
Portville CSD........................(716) 933-6000
Randolph Academy UFS............(716) 358-6866
Randolph CSD......................(716) 358-7007
Salamanca City Schools..........(716) 945-2400
Scio CSD...........................(585) 593-5510
Wellsville CSD....................(585) 596-2170
West Valley CSD...................(716) 942-3293
Whitesville CSD...................(607) 356-3301
Terms & Conditions of Employment

- You should review the terms and conditions of your CBA or working conditions. You may access information online at: http://www.caboces.org/administration/ca-boces-forms or by contacting the HR Team.

Attendance & Absence Reporting

- Staff absences must be reported according to the employee’s CBA and standard procedures.
- Failure to report/log absences in a timely manner may result in denial of use of sick or personal time.
- As applicable:
  - Report absences in WinCap Web: https://wincapweb.com
  - Report absences in Aesop (substitute services): https://www.aesoponline.com
  - If reporting an absence after 7:00 a.m., you must also notify your supervisor.
  - Directions for reporting absences may be found online at: http://www.caboces.org/administration/ca-boces-forms or by contacting the HR Team, or your supervisor.

Certification & Professional Licensure

- If your position requires NYS Certification and/or Professional Licensure, it is your responsibility to maintain and provide a copy of a valid certificate and/or license to HR upon hire, change or renewal.
- Our Regional Certification Office is available to assist employees with questions related to NYSED certification. Call (716) 376-8374 or email candy_rose@caboces.org for assistance.

Dress/Attire

- All staff are expected to wear job appropriate attire that projects a desirable image of CA BOCES, and considers personal safety and safety for others.

Employment Outside of CA BOCES

- Employees may accept employment with an outside employer, so long as such outside employment does not interfere with your CA BOCES responsibilities and/or your CA BOCES work schedule.
- Employees may not use CA BOCES confidential information about students and/or CA BOCES personnel in any outside employment.
- Work product and resources completed while acting in the scope of your employment and/or during work hours, will remain the property of CA BOCES.

Leave Time

Paid or unpaid leave time may be available to employees according to the employee’s CBA, working conditions and/or applicable policies and laws. Examples of leaves employees may be eligible for include:

- Vacation
- Sick
- Military Leave
- Breastfeeding/Lactation

- Blood Donation
- Personal Leave
- Sick Bank
- Jury Duty

- FMLA
- Voting Leave
- Cancer Screening
Payroll

• Pay dates – Generally, pay is bi-weekly (every other Friday). Ten (10) month Teacher Aides have the option to select a 21 or 25 pay plan schedule at the start of the school year. Other ten (10) month staff have the option to select a 22 or 26 pay plan schedule at the start of the school year. Once selected, the schedule cannot be changed until the next year. Twelve (12) month employees will receive 26 bi-weekly pays. A schedule of pay dates will be distributed annually from the Payroll Office.
• For those employees that are eligible for overtime – Overtime must be authorized by your Supervisor. Working overtime without prior authorization is prohibited. Employees are paid overtime in accordance with the law and if applicable, their CBA.
• Deductions – Mandatory deductions (e.g., taxes & withholdings) are automatic. You may be able to voluntarily elect other deductions. Contact payroll for additional deduction information. Voluntary deductions require proper authorization forms and must be submitted at least two (2) weeks prior to the pay period in which deductions are to commence. Voluntary deductions may be limited by enrollment.
• Direct Deposit – CA BOCES encourages direct deposit of payroll checks. Direct Deposit forms may be found online at: http://www.caboces.org/administration/ca-boces-forms or by contacting Payroll or HR.
• Electronic Time Sheets – Employees may be required to complete electronic time sheets through the WinCap Web/Employee Self Serve portal for each pay period. Delay in submitting time sheets may result in delay of issuance of your paycheck. Consult your supervisor as to whether or not you are required to use electronic time sheet reporting.

Benefits

• Consult your CBA or Working Conditions for benefit eligibility.
• Health Insurance – Eligible employees
  o Cattaraugus-Allegany Health Plan – Summary of Benefits may be found at: http://www.caboces.org/human-resources/benefits
• Flex Plan (IRS 125) – Eligible employees – Deduction of pre-tax dollars to use for qualified unreimbursed medical and dependent care expenses as allowed by IRS regulations. For more information, go to: http://www.caboces.org/human-resources/benefits
• NYS Retirement – CA BOCES and employees contribute to the NYS Retirement System. Full-time employees are required to join. Part-time employees have the option to join, but joining is encouraged. Retirement information will be send to you directly from New York State.
  Additional retirement savings opportunities include:
  o IRS 403(b) plan – Confidential Planning, third party administrator
  o IRS 457 plan – NYS Deferred Compensation
• Employee Assistance Program (EAP) – Available to help manage every day challenges of work and home life. We encourage you to explore EAP resources at: www.theeap.com.
• Worker’s Compensation – Coverage may be provided to employees who are injured on the job. Any employee injured during their work hours should report that injury within 24 hours to their supervisor. Injury reports may be found at: http://caboces.org/administration/ca-boces-forms or by contacting HR.
• Mileage/Travel Expenses – When travel is required, CA BOCES may reimburse you for mileage and/or travel expenses. Prior approval may be required. Consult your supervisor and applicable CBA for eligibility and requirements. Forms for mileage and/or travel are available at: http://caboces.org/administration/ca-boces-forms.
• Professional Growth/Staff Development - BOCES supports employee participation in educational activities to enhance learning and growth. Where reimbursement may be available, prior authorization must be obtained and proper forms submitted. Refer to your CBA and consult your Supervisors for additional information.
Performance Evaluations

- Employees are assessed/evaluated to provide feedback for continued professional growth and to ensure quality service is being provided to students and districts. Please consult your CBA and/or Supervisor for additional information.

Personnel Files

- Personnel files are maintained by HR. Please consult your applicable CBA or your supervisor for additional information.

Probationary Terms

- All employees must serve a probationary term upon appointment. Probationary periods vary by position and may be adjusted for unpaid days. Please consult your supervisor or HR if you have questions regarding your probationary period or length thereof.

Additional Employment Opportunities

- CA BOCES employees are ambassadors and recruiters! Please refer qualified family and/or friends to: www.caboces.org, where CA BOCES vacancies and employment opportunities are generally posted.

Your Sick Leave is Valuable.

Safeguard your leave time and use your days appropriately and only as needed.
Health & Safety

• Each employee is responsible to perform all tasks in a safe and efficient manner, complying with all local, state and federal safety and health standards.
• All employees are expected to be familiar with, and follow emergency procedures, including fire drills, evacuations and lock downs.
• Fire Alarms – When a fire alarm is sounded, all employees are to exit the building in the prescribed manner. Please take note of your evacuation route posted in your classroom or office. No employee is to remain in the building without authorization during a fire alarm.
• CA BOCES Vehicles
  o A valid driver’s license is required to operate a CA BOCES vehicle. CA BOCES vehicles are for official use only.
  o If you are required to drive as part of your job duties, CA BOCES reserves the right to periodically check your driving record.
  o Should you be involved in any traffic accident or receive any traffic ticket, while on CA BOCES business or during work hours, you must report this to your supervisor immediately.
  o During work hours or while on CA BOCES business employees are expected to follow all motor vehicle laws including, but not limited to, school zone speed limits and laws related to use of hand held devices.
• Fingerprinting – NYS Education Dept. has mandated that all employees in contact with students under the age of twenty-one (21) be fingerprinted. Please contact HR with any questions related to fingerprinting.
• District Safety Plan – Employees have a responsibility to provide a safe school and work environment. A copy of the CA BOCES plan is available at: http://www.caboces.org/management/esf. Any concerns related to safety in the workplace should be reported to your supervisor immediately.
• If you are assigned to an alternate location or Component District, see your supervisor for a copy of your location’s safety plan.
• Right to Know – BOCES maintains Safety Data Sheets (SDS) for hazardous materials and substances to which employees may be exposed. SDS sheets are available from our Safety & Health Department or online at: http://www.caboces.org/management/esf.
• Exposure Control – BOCES has an exposure control plan to insure a safe and healthy workplace for employees. A copy of the plan is available at: http://www.caboces.org/management/esf.
• All employees are required to participate in annual Right to Know and Exposure Control training and are expected to follow exposure control procedures.

In order to promote a healthy work environment, CA BOCES maintains a strict Drug Free Workplace policy.
• Smoking is prohibited on CA BOCES properties, on school grounds and in CA BOCES vehicles.
• Unless prescribed by a healthcare provider, employees are prohibited from being under the influence of, possessing, or using any controlled substances while on CA BOCES or component school property, during work hours or while working. If you do have a prescription drug that you must have at work, see your supervisor to ensure proper storage of the prescription drug.
• Employees are prohibited from distributing, in any way, controlled substances or alcohol on CA BOCES or component school property.
• Employees are prohibited from possessing alcohol on CA BOCES or component school property, or being under the influence of alcohol during work hours.
Board of Education Policies

• Employees are responsible to review, remain familiar with and abide by Board of Education policies throughout their employment with CA BOCES. Board of Education policies are available online at: http://www.caboces.org/board-of-education/policies, and include the following:

  o Policy # 1440: Non-Discrimination
  o Policy # 2270: Non-Discrimination and Anti-Harassment in the School District
  o Policy # 2311: FERPA/School Policy
  o Policy # 2420: Anti-Harassment in the BOCES
  o Policy # 5110: Code of Ethics for ALL BOCES Personnel
  o Policy # 5120: Equal Employment Opportunity
  o Policy # 5121: Sexual Harassment (Personnel)
  o Policy # 5170: Complaints and Grievances by Employees
  o Policy # 5260: BOCES Personnel Use of Computerized Information Resources
  o Policy # 6211: Corporal Punishment/Physical Restraint
  o Policy # 6440: Sexual Harassment of Students
  o Policy # 6450: Dignity for All Students Act
  o Policy # 6460: Equal Educational Opportunity (Students)
  o Policy # 7190: Civility, Citizenship & Character Education/Interpersonal Violence Prevention Education
  o Policy # 7250: Misuse/Abuse of Software and/or Electronic Communication Systems

Anti-Harassment & Discrimination

• CA BOCES is committed to providing an environment that is free of unlawful discrimination and harassment.

• Complaint Procedure – Individuals who believe they have been the victim of unlawful discrimination and/or harassment, or who have witnessed such conduct should report their concerns immediately. The complaint procedures and form can be found at: http://www.caboces.org/administration/ca-boces-forms or you may contact the Civil Rights Compliance Officer at: CivilRightsCompliance@caboces.org.

• Anti-Retaliation – CA BOCES prohibits any retaliatory behavior (Policy #2270) directed against individuals who may have or are perceived to have reported unlawful discrimination and/or harassment, as well as anyone who may have participated in any investigation of unlawful discrimination and/or harassment.
Employee Information

• CA BOCES takes steps to safeguard personal employee information. Employees are expected to adhere to CA BOCES policies regarding confidentiality.

Student Information

• CA BOCES and its employees may only release education records or information from education records as permitted by Board policies and the law. Additionally, employees must at all times, safeguard personal information of or pertaining to students.

Staff Conduct

• CA BOCES employees are expected to act as positive role models for students and conduct themselves in a professional manner that is conducive to an effective and safe learning and work environment.
• CA BOCES employees are expected to establish and maintain appropriate professional boundaries with students and not engage in behavior that could reasonably lead to the appearance of impropriety.

Arrests

• CA BOCES employees are expected to demonstrate good moral character and abide by all laws.
• Employees should be aware that the NYS Education Department may notify CA BOCES if an employee is the subject of an arrest. Should an employee be the subject of an arrest, he/she should contact their supervisor or the HR Department so the employee may have an opportunity to share the circumstances.

CA BOCES Equipment & Materials

• CA BOCES provides a variety of technology tools to employees for their work and for the education of students. Technology tools, including CA BOCES email and internet access, are for use in an employee’s related work and are not for personal use or personal gain. Use of CA BOCES technology to violate any CA BOCES policies is strictly prohibited.
• CA BOCES employees should have no expectation of privacy while using CA BOCES email, internet access or other CA BOCES technology devices or systems.
• Equipment and materials purchased by CA BOCES are intended for use in an employees’ related work. They may not be removed from the school or worksite without prior approval.
• The technology help desk at (716) 376-8311 is available for assistance.
Personal Property of Employee

- CA BOCES is not responsible for lost or damaged personal property left at the workplace.
- For teachers and other ten (10) month employees, unless exempted by your supervisor, personal property should be removed annually from the classroom/workspace by the last day of the school year. This allows for efficient summer recess cleaning, maintenance and classroom moves. Employees should take care throughout the year to keep work areas neat and clean.

If you have any questions related to your employment with CA BOCES, please contact the HR office at (716) 376-8242.
Employee Guide Acknowledgment and Receipt

I have received and reviewed a copy of the Employee Guide.

This Employee Guide describes important information about CA BOCES. I understand that I must consult my supervisor or HR regarding any questions I have related to this Guide, the policies and/or procedures referenced herein, or any matters related to my employment not answered by this Guide.

I have received the Employee Guide, and I understand that it is my responsibility to read and comply with the policies referenced in this Guide and any revisions thereafter. I have been informed that the most current Employee Guide will be available on the CA BOCES website.

________________________________________
Employee’s Signature

________________________________________  __________________________
Employee’s Name (Print)     Date

THIS ACKNOWLEDGMENT WILL BE PLACED IN EMPLOYEE’S PERSONNEL FILE