# CONTENTS

## Section 1: HANDBOOK INTRODUCTION
- Welcome to The Nassau BOCES (3)
- Our Mission (3)
- Our Vision (3)
- Our Values (3)
- Our Strategic Goals (4)
- Introduction to The Nassau BOCES (4)
- Board Membership (5)
- Departments (6)
- The Purpose of This Handbook (6)

## Section 2: EMPLOYMENT
- 2:1 Commitment to Equal Opportunity (7)
- 2:2 Sexual Harassment and Reproductive Health Decision-Making (7)
- 2:3 Recruitment (7)
- 2:4 Employment of Relatives (8)
- 2:5 Oath of Allegiance (8)
- 2:6 Bargaining Units (8)
- 2:7 Transfers (9)
- 2:8 Work Schedules (9)
- 2:9 School Closing (9)

## Section 3: COMPENSATION AND BENEFITS
- 3:1 Payroll Procedures (10)
- 3:2 Uniform Compensation Schedule (10)
- 3:3 Additional Assignments (11)
- 3:4 Annuities (11)
- 3:5 Jovia Financial Credit Union (11)
- 3:6 Employee Assistance Program (11)
- 3:7 Health Insurance for Eligible Employees (12)
- 3:8 Flexible Spending Plan (12)
- 3:9 Election of “Cafeteria” Plan (12)
- 3:10 Continuation of Health Coverage (Under COBRA) (13)
- 3:11 Dental Plan (13)
- 3:12 Open Insurance Transfer Periods (13)
- 3:13 Domestic Partnerships (13)
- 3:14 Life Insurance (13)
- 3:15 Worker’s Compensation Insurance (14)
- 3:16 Insurance Reimbursements for Damaged or Stolen Property (14)
- 3:17 Bonus Waiver Agreement (14)
- 3:18 Pension Plans (14)
### Section 4: ATTENDANCE, ABSENCES AND LEAVES

- **4:1** Reporting Attendance
- **4:2** Absence Management System (Formerly Known as Aesop)
- **4:3** Reporting Absences
- **4:4** Request for Approval of Absence
- **4:5** Holidays

### Section 5: BUSINESS MANAGEMENT

- **5:1** Copyrights, Patents and Royalties
- **5:2** Conference/Business Travel
- **5:3** Reimbursement for Conference/Business Travel Expenses
- **5:4** Sales to District Employees
- **5:5** Use of District-Owned Property for Personal Reasons
- **5:6** Disposal/Transfer of Nassau BOCES Fixed Assets
- **5:7** Use of School Premises for Other Than School Purposes
- **5:8** After Hours Facilities Problems
- **5:9** Inter-Building Phone Network
- **5:10** Energy Conservation
- **5:11** Computer Usage

### Section 6: PERFORMANCE

- **6:1** Code of Ethics for All Nassau BOCES Personnel
- **6:2** Mentor Teacher Program
- **6:3** Personnel Records
- **6:4** Reporting Suspected Child Abuse or Maltreatment
- **6:5** Corporal Punishment/Physical Restraint
- **6:6** Employee Performance Review
- **6:7** Grievance Procedures
- **6:8** Safety
- **6:9** Safety and Health Responsibilities
- **6:10** Smoking, Vaping and the Use of Tobacco Products on Nassau BOCES Premises
- **6:11** The Nassau BOCES/Community Relations and Communications
- **6:12** Telephone “Greetings”
- **6:13** Drug-Free Workplace
- **6:14** Workplace Behavior

### Section 7: SEPARATION

- **7:1** Leaving the Employ of The Nassau BOCES/Exit Checklist
- **7:2** Resignation
- **7:3** Reduction in Force
- **7:4** Separation Benefits
- **7:5** Letters of Reference
- **7:6** Retirement
- **7:7** Retirement Benefits
- **7:8** Exit Interview

### INDEX

27
Section 1:
HANDBOOK INTRODUCTION

Welcome to The Nassau BOCES

We value all our employees, and we hope that they find their work at the Nassau BOCES rewarding and satisfying.

The Nassau BOCES advises employees that it offers employment and opportunities without regard to age, race, creed, color, national origin, sexual orientation, religion, military/veteran status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, marital status, disability, predisposing genetic characteristic(s), or domestic violence victim status.

The Nassau BOCES shall not discriminate or take any retaliatory action against an employee with respect to compensation, terms, conditions or privileges of employment because of the employee’s or dependent’s reproductive health decision-making.

This section introduces employees to our Agency’s history, purpose and goals. Please read it carefully to better understand who we are and what we do. The Nassau BOCES is a special place—made more special by the hard work and dedication of our employees.

Our Mission

To partner with all Nassau County school districts in providing leadership and the highest quality educational and support services.

We are committed to ensuring a successful, challenging, caring and safe environment that enables students of all ages and abilities to achieve their maximum potential.

Our Vision

Changing lives and shaping the future.

Our Values

The Nassau BOCES prides itself on its commitment to the following values:

Excellence: We deliver the highest-quality programs and services.

Integrity: We value honesty, accountability and high standards.

Respect: We believe in treating all people with care, courtesy and compassion.
Our Strategic Goals

Ensure Student Success: The Nassau BOCES continues to set the standard for high-quality programs and services that enable all students to reach their full potential. We prepare students to be lifelong learners and global citizens.

Build the BOCES of the Future: Public education can be a constant struggle with change. Factors ranging from increased mobile technology and a more diverse student body, to a property tax cap cannot be ignored. The Nassau BOCES will build the “BOCES of the future” to meet change. We will rededicate ourselves to stay flexible and creative, anticipating trends to expand our reach.

Invest in Our Employees: For the Nassau BOCES to be successful, we must invest deeply in our greatest resource – our employees. Emerging leaders at all levels need to be identified and encouraged. Existing administrators, supervisors, teachers and other staff need to be developed to meet their full potential. Our Agency will meet the challenges of change, keep instruction and service at the cutting edge, and prepare for leadership succession.

Improve Long Island’s Regional Economy: The Nassau BOCES is uniquely positioned to boost the productivity of our region’s workforce – and, by doing so, to kick-start an economic resurgence. Not only are we a major employer in our own right, but we play a key role in improving the skills and educational level of the county’s citizens.

Work ’Smarter,’ Reduce Costs: The decision to “own vs. rent” our facilities has been a major source of cost-savings for our Agency – and, in turn, for our component school districts. As we go forward, we need to sustain this focus on containing costs so that we can remain competitive, as well as grow.

Introduction to The Nassau BOCES

Nassau County is home to nearly one-and-a-third million people and incorporates 56 school districts. These districts provide instruction in neighborhood schools that reflect each community’s values.

The size of a school district and sometimes its limited resources can be a drawback when a school district needs to educate a few children with specialized needs, update its technology, provide state-of-the-art job training or find strong professional development instructors for its teachers. That is where Nassau BOCES, a partnership of the 56 school districts, comes in. It is New York State’s way of encouraging districts to work together and share resources. Each school district pays a proportional share of the Nassau BOCES administrative costs and local school boards vote on the administrative budget each spring. In addition, individual districts purchase the services they need from the Nassau BOCES thus gaining the advantages of sharing and receiving the ability to purchase services cooperatively as well as receiving reimbursement for some of the purchases from New York State.

Board Membership

The Board of Cooperative Educational Services of Nassau County, founded in 1967, was created by the New York State Legislature. This nine-member Board is elected by local district board of education members from the 56 component school districts.
Departments

Business Services
The Business Services Department manages all accounting, billing, budgeting, facilities, food services, payroll, purchasing and treasury functions for the Agency. It also provides several services to component school districts, including Cooperative Bidding and Transportation. In addition, Business Services is responsible for the on-going maintenance and support of the Agency’s financial systems including PeopleSoft and WinCap. The Department also handles business re-engineering of processes and procedures, development and support of databases and web applications, and development of management reporting systems covering report development; dashboards; compliance reporting; and processing monthly interfaces with outside agencies, companies and organizations. The Department can be reached at (516) 396-2389.

Curriculum, Instruction and Technology (CIT)
The Department of Curriculum, Instruction and Technology integrates the areas of curriculum, instruction, administration and technology. Through support programs, it offers schools new ideas, support, resources, training and the latest technologies for every aspect of the education process. CIT offers over 200 services that are designed to support, augment and inspire education activities including the Center for Online Learning, Data Privacy and Security Services, Graphic Arts and Printing Services, Health Services, Information Management-Financial Services, Library Services, Student Support Services, Student Information Services, Technology Services, Telecommunication Services, Outdoor and Environmental Education and Language Programs. The Department can be reached at (516) 396-2257.

Facilities Services
The Department of Facilities Services is responsible for the operation and maintenance of all facilities, grounds and physical environments at Nassau BOCES. These facilities total over 1.0 million square feet and nearly 60 acres at 15 locations across Nassau County and one in Suffolk County. The department also provides support for a number of the Nassau BOCES satellite programs located within component school district buildings. Facilities Services is committed to maintaining a clean, safe, comfortable and aesthetically pleasing environment for all staff, students and visitors at the Nassau BOCES. The Department can be reached at (516) 396-2000.

Human Resources (HR)
The Department of Human Resources recruits and hires Nassau BOCES employees and provides employee services, such as benefits, retirement, separation, contract administration, Employee Assistance Program, new teacher mentoring and internal staff development. The Department also operates the Regional Certification Office, which assists districts with New York State certification of educators. The Department offers services to school districts, such as the Absence Management System (formerly AESOP), the Online Application System (OLAS), an Interim Placement Program and a Diversity Recruitment Program. The Department can be reached at (516) 396-2337.
Regional Schools and Instructional Programs (RSIP)

The Department of Regional Schools and Instructional Programs offers students of Nassau County a variety of high school options. The Joseph M. Barry Career & Technical Education Center (Barry Tech) and the Gerald R. Claps Career & Technical Center (GC Tech) are both half-day CTE schools. The Long Island High School for the Arts (LIHSA) is a half-day visual and performing arts CTE high school. In addition, RSIP organizes and runs Twilight Alternative schools for districts in their local high schools, as well as Regional Summer School for Nassau County. RSIP includes all Nassau BOCES adult education programs at over a dozen locations in Nassau County with a variety of programs, services and schools. The Department can be reached at (516) 396-2392.

Special Education

The Department of Special Education offers a comprehensive array of special education programs for students with moderate to severe disabilities from ages three to 21 years. Students enrolled in a program at the Nassau BOCES, whether center-based or at a local district school, are prepared to reach their potential and to become independent young adults. Curricula are aligned to the New York State Next Generation Learning Standards, while providing individualized instruction. We deliver enriched educational experiences by providing a complement of school and community-based experiences. The Department of Special Education also offers extensive support services, including itinerant services, consultation services and staff development. The Department can be reached at (516) 396-2288.

The Purpose of This Handbook

This handbook will familiarize employees with the privileges, benefits and responsibilities of being an employee at the Nassau BOCES. This handbook will summarize our policies and practices. For detailed information, employees may contact their immediate supervisor, the Department of Human Resources, or consult with the E-Policy Manual at www.nassauboces.org/policies.

At Nassau BOCES, as in the rest of the world, circumstances are constantly changing. As a result, we may have to revise, rescind or supplement certain policies from time to time. Nothing in this handbook is a contract or a promise. The Nassau BOCES reserves the right to change, delete or amend any statement made in this handbook unilaterally and without notice.

Be Sure to Check Our Website

Important information about the Nassau BOCES is posted on the Nassau BOCES website, www.nassauboces.org. The Employee section of our website contains valuable information on a variety of topics. Visit the website periodically to check for updates.
Section 2: EMPLOYMENT

2:1 Commitment to Equal Opportunity

The Nassau BOCES believes that all people are entitled to equal employment opportunity. The Nassau BOCES does not discriminate on the basis of age, race, creed, color, national origin, sexual orientation, religion, military/veteran status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, marital status, disability, predisposing genetic characteristic(s), or domestic violence victim status in its programs, activities and employment.

2:2 Sexual Harassment and Reproductive Health Decision-Making

The Nassau BOCES is committed to safeguarding the rights of all its employees and to providing an environment that is free from all forms of sexual harassment and reaffirms its commitment to enforce the requirements of the law with respect to sexual harassment. See Policy 0110 Sexual Harassment (https://boardpolicyonline.com/?b=nassau&s=225530).

Furthermore, the Nassau BOCES prohibits discrimination based on an employee’s or a dependent’s reproductive health decision making and shall not access an employee’s personal information regarding the employee’s or the employee’s dependent’s reproductive health decision making, including but not limited to, the decision to use or access a particular drug, device or medical service without the employee’s prior informed affirmative written consent.

The Nassau BOCES shall not discriminate nor take any retaliatory personnel action against an employee with respect to compensation, terms, conditions, or privileges of employment because of or on the basis of the employee’s or dependent’s reproductive health decision making, including, but not limited to, a decision to use or access a particular drug, device or medical service; or require an employee to sign a waiver or other document which purports to deny an employee the right to make their own reproductive health care decisions, including use of a particular drug, device, or medical service.

Employees are advised that they may bring a civil action in any court of competent jurisdiction against the Nassau BOCES if they believe that the Agency has violated their rights as described above. In any such civil action alleging a violation, a court may award damages, afford injunctive relief, order reinstatement and/or award liquidated damages if deemed appropriate.

2:3 Recruitment

The Nassau BOCES searches for talented and motivated individuals to fill vacant positions and conducts all recruiting in a fair and non-discriminatory manner.

In addition to looking outside the Nassau BOCES for new hires, we also look within. The Nassau BOCES knows the value and quality of its current employees. We post many job openings internally on flyers, as well as on the Nassau BOCES website. If a job posting is of interest, employees are encouraged to apply by sending a cover letter, current resume and copy of the job posting to the Department of Human Resources.
### 2:4 Employment of Relatives

Usually, the Nassau BOCES will not refuse to hire someone because they are related to one of our current employees. If an employee has a relative who may be qualified to fill an open position in the Nassau BOCES, please do not hesitate to refer the person to us. For more information relating to the employment of relatives, see [Policy 9120.2 Employment of Relatives of Nassau BOCES Board Members/ Employees](https://boardpolicyonline.com/?b=nassau&s=225530).

### 2:5 Oath of Allegiance

When hired, all employees are required to sign an oath of allegiance supporting the Constitutions of the United States and the State of New York and promise to faithfully discharge duties to the best of their ability.

### 2:6 Bargaining Units

The following Bargaining Units represent the Nassau BOCES employees for purposes of collective bargaining under New York State’s Public Employees Fair Employment Act, commonly known as The Taylor Law and Civil Service Law.

<table>
<thead>
<tr>
<th>Membership</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Civil Service Employees</strong> include office, secretarial and clerical employees; cleaners, custodial and maintenance personnel; teacher aides, monitors, motor vehicle operators and bus drivers; food service personnel; and information technology personnel</td>
<td>Civil Service Employees Association</td>
</tr>
<tr>
<td><strong>Technical Administrators</strong> include senior managers, program managers, assistant program managers, systems specialists, and staff assistants</td>
<td>Nassau BOCES Technical Administrators Association</td>
</tr>
<tr>
<td><strong>Educational Administrators</strong> include principals, assistant principals, supervisors, program coordinators, assistant program coordinators, program specialists, and program assistants</td>
<td>Nassau BOCES Educational Administrators Association</td>
</tr>
<tr>
<td><strong>Adult Educators</strong> include employees from the Department of Career and Technical Education employed as adult educators who work less than 20 hours per week</td>
<td>Local 342, United Marine Division, ILA, AFL-CIO</td>
</tr>
<tr>
<td><strong>Teachers</strong>, including psychologists, social workers, health faculty, resource team leaders, team leaders, lead teachers, curriculum teachers, guidance counselors, diversified occupational cooperative teachers, ENL teachers, certain adult daytime teachers, and others specified in the contract</td>
<td>Nassau BOCES Central Council of Teachers (NABCOT)</td>
</tr>
<tr>
<td><strong>Physical and Occupational Therapists (PT/OT)</strong> who are employed 15+ hours per week</td>
<td></td>
</tr>
<tr>
<td><strong>Per Diem Substitute Teachers</strong> (also referred to as per diem teachers) who have received a letter of reasonable reassurance of employment or work at least 20 days during the school year</td>
<td></td>
</tr>
</tbody>
</table>
2:7 Transfers
Transfers may be requested by completing the “Application for Transfer” form available in the main office of all Nassau BOCES schools and in the Department of Human Resources.

2:8 Work Schedules
The workweek and actual daily starting and ending times vary by school and department needs. This information is discussed with new employees by a program representative and/or a representative from the Department of Human Resources.

2:9 School Closing
In the event of a school closure or a delayed opening, due to inclement weather or other emergency condition, the Nassau BOCES notifies all employees through its automated call system. Staff members are asked to inform the Department of Human Resources of any changes to their contact information including their phone number. Employees may supply multiple phone numbers such as work and personal cell phones. Many departments also maintain phone chains that are revised annually, or more frequently, to reflect staffing changes. There are several other ways to learn about closures: announcements are displayed prominently on the Agency’s website, www.nassauboces.org; employees can sign-up through the website to receive email notifications; or call the emergency announcement line (516) 396-4636.

In addition, the Agency notifies the following radio and television stations:

- WKJY 98.3 FM
- WHLI 1100 AM
- WBAB 102.3 FM
- WALK 97.5 FM
- WBLI 106.1 FM
- WBZO B103.1 FM
- News 12 LI
- WCBS Radio 880 AM
- Fox 5 News
Section 3: COMPENSATION AND BENEFITS

3:1 Payroll Procedures

Salary checks are issued on the 15th and on the last workday of each month. If a payday falls on a scheduled holiday or weekend, checks are issued the weekday before. Employees assigned to a specific building will receive their paychecks there. Itinerant teachers, teachers in off-site programs, evening instructors, and some others will have their paychecks mailed to their homes.

The Nassau BOCES encourages employees to participate in the Direct Deposit Payroll Program in which employees may elect to have their earnings electronically deposited into their personal bank accounts. “Direct Deposit” forms are available in the main office of each building or can be obtained from the Payroll Office. The completed form, including a canceled check, should be sent to the Payroll Office. Money will be available to employees on the morning of the payroll date. The Department can be reached at (516) 396-2300.

In special circumstances, employees may have their paychecks issued prior to the payroll date. In this event, a written request signed by an administrator must be sent to the Associate Superintendent of Business Services at the Business Office, George Farber Administrative Center.

If an employee is not present on a payday, the check will be returned directly to the Payroll Department.

Hourly/daily paid employees are paid for work performed from the first to the 15th of a month on the last day of that month. Earnings for work performed from the 16th to the end of the month are paid on the 15th of the following month.

Deductions from salary are made for any of the following that apply to each employee:

- Federal/state/city taxes
- Flex spending – medical/childcare
- Retirement system contributions/loans
- Union dues
- Health/dental/life insurance
- Credit union banking
- Social Security/Medicare
- Tax sheltered annuity

3:2 Uniform Compensation Schedule

The Nassau BOCES has established compensation schedules and qualifying criteria for personnel not covered by bargaining unit contracts or for rates not established by contract for certain unit employees. Information on the Uniform Compensation Schedule is available from each Executive Director or from the Department of Human Resources.
3:3 Additional Assignments

Regularly employed full-time and part-time Nassau BOCES personnel who are assigned extra work are reported under the category of Additional Assignments. For example, teachers who perform extra work in line with regularly assigned teaching duties beyond the normal workday paid at the rate of 1/200th of their annual salary. These rates are computed or reported on an hourly or daily basis. Special rates, however, have been established for assignments that are not regularly assigned teaching duties.

Further information on pay rates for additional assignments can be found in the Uniform Compensation Schedule.

3:4 Annuities

Employees on annualized salaries may participate in the Internal Revenue approved Tax-Sheltered Annuity Plan and/or the New York State Deferred Compensation Plan. Arrangements for these plans are made between the employee and the individual plans. Forms are available from the Payroll Department.

3:5 Jovia Financial Credit Union

Employees on annualized salaries may authorize payroll deductions for the Credit Union by completing an authorization card obtained directly from Jovia Financial Credit Union (formerly NEFCU) at (516) 561-0030. This card must be returned directly to the Credit Union and not to the Department of Human Resources or the Payroll Department.

3:6 Employee Assistance Program

The Employee Assistance Program (EAP) is a resource for employees and their immediate family members designed to provide highly confidential and experienced help for employees whose personal and/or health problems affect their lives and the quality of their job performance.

EAP offers the opportunity to individuals to solve problems, improve the quality of their lives, and enhance or maintain superior job performance.

There are two ways for an employee to get help: (1) an employee or immediate family member may call the EAP toll-free number 1-800-252-4555 and (2) the Department of Human Resources may initiate a management referral to the EAP for any employee due to deteriorating performance, excessive absenteeism or other departures from previous good performance. In either case, an appointment is made for a face-to-face session.

Typical EAP situations include 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 New York State law.

EAP assistance is provided at no cost to the employee. If the EAP assessment indicates the need for a referral to another outside professional, the fee for such service may be borne by the medical benefits plan and/or self-payment. For questions regarding the EAP Program at the Nassau BOCES, contact the Department of Human Resources at (516) 396-2337.
3:7 Health Insurance for Eligible Employees

The Nassau BOCES participates in the New York State Health Insurance Program. New hires or employees who become eligible for health benefits have the option to begin their health coverage on their date of employment/date of eligibility or to delay coverage until the first of the next month. Personnel who become eligible for health benefits by the 15th of the month will be charged the full monthly employee share of the premium. If the eligibility date is after the 15th of the month, half of the full monthly employee share of the premium will be charged. Thereafter, the eligible employee portion of the premium is divided into two equal monthly payments made on the 15th and the last day of the month over the 12-month year.

Ten-month employees do not receive paychecks during July and August. Therefore, a double deduction during the months of May and June will be made to equal the employee’s full-year contribution.

If new hires do not enroll within 31 days of employment, they may not participate in health coverage until a three-month waiting period commencing on the date of application has been satisfied. The open transfer period is usually in December. Employees may only convert to a different approved health plan during the open transfer period each year. If an employee previously waived coverage, there is still a three-month waiting period to enroll.

For those employees who meet the eligibility requirement for participation and wish to elect one of the approved Health Maintenance Organizations, individual and family coverage is provided at a cost to the employee that represents the difference, if any, between the amount paid by the Nassau BOCES Board for the Empire Plan subscription and the HMO cost.

3:8 Flexible Spending Plan

All Nassau BOCES employees who are employed in a position which entitles them to medical coverage are eligible to participate in a Flexible Spending Plan for Medical and Dependent Care. The Plan Year runs from September 1st through August 31st (20 pay periods) and the employee will not pay Federal, New York State Income, or FICA taxes on the amounts that are withheld. All eligible employees will receive information during the Open Enrollment Period which will be held each year during the month of May or June. Employees must complete a FLEX Enrollment Form each year, and it must be received in the Department of Human Resources by the date indicated in the Open Enrollment letter.

The selected option may not be changed for the full Plan Year, except for reasons of changes in family status, changes in position, or termination of employment. Additional information may be found on the Nassau BOCES website.

3:9 Election of “Cafeteria” Plan

A “Cafeteria” Plan under Section 125 of the Internal Revenue Code was established effective July 1, 1992. A copy of this plan is available for inspection in the Department of Human Resources at the George Farber Administrative Center. Nassau BOCES employees enrolled for individual or family health insurance and/or family dental insurance coverage are provided the option of having their pre-tax salaries reduced by the amount of the employee contribution to the health and/or dental insurance. In effect, this lowers the employee’s gross salary, and because the gross salary is less, the employee pays less in Social Security deductions and taxes.

An election form is available from the Department of Human Resources. There is usually an open enrollment period in December.
3:10 Continuation of Health Coverage
(Under COBRA)

When an employee resigns from the Nassau BOCES, they have the right to continue coverage for either themselves and dependents for a total of 36 months. During this period, the former employee pays the full share of the health insurance premium. The coverage is the same as it was during active employment.

Information is sent to all COBRA eligible employees giving them 60 days from the date their coverage terminated or the date of their notification letter, to inform the Department 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.

3:11 Dental Plan

All full-time employees and some part-time employees (depending on the bargaining unit) are eligible to participate in the CSEA Dutchess Dental Plan provided by the Nassau BOCES. Under this plan, eligible employees may opt to use a participating provider from the approved directory of dentists. Employees who choose a non-participating dentist and are charged more than the amount listed in the Schedule of Allowances, must pay the difference. The charge for individual and family coverage is done as a monthly contribution through a payroll deduction. Information and rates are provided in new employee benefits kits or may be obtained from the Department of Human Resources.

3:12 Open Insurance Transfer Periods

Under the health plans at the Nassau BOCES, employees may elect to change their insurance options during “open transfer periods” each year in December. Each employee receives annual notification regarding their current coverage and the options available. Employees contemplating a transfer to a different option should make certain that they have thorough knowledge of the limitations and the benefits of the option to which they plan to transfer. For further information, contact the Department of Human Resources. Under the dental insurance plan at the Nassau BOCES, employees may elect to change their coverage during the Dental Open Enrollment each May/June.

3:13 Domestic Partnerships

Participating agencies in the New York State Health Insurance Program may now extend Empire Plan coverage to the domestic partners of their enrollees. According to Department of Civil Service guidelines, unmarried enrollees may cover same or opposite sex partners with whom they reside and have a committed, long-term relationship of mutual support, and for whom they have assumed long-term financial responsibility.

3:14 Life Insurance

Full time employees are eligible to participate in the group term life insurance program. The cost of this insurance is fully paid by the Nassau BOCES. Supplemental life insurance may be available with an employee contribution. Additional information and rates are provided in new employee packets or may be obtained from the Department of Human Resources.
3:15 Worker’s Compensation Insurance

Employees who are injured while performing their duties are covered by Workers’ Compensation. Employees must report accidents immediately to their supervisor. In buildings with school nurses, an injured employee must report the injury to the nurse who will provide first aid care. An Injury/Accident Report form must be completed within 24 hours of the incident and be submitted to the Department of Human Resources in order for the claim to be processed. Nassau BOCES employees should not use their health insurance plans to pay any Workers’ Compensation medical or prescription bills. Until a Workers’ Compensation case number is issued, bills should be forwarded to the Nassau BOCES Workers’ Compensation Insurer and hospitals, doctors or pharmacies should be furnished with the following information: The State Insurance Fund, 8 Corporate Center Drive, Melville, NY 11747, Policy number: 413516-6.

If an employee has not returned to work after five (5) working days due to an injury, the employee is required to periodically submit doctors’ notes detailing their health and treatment status, including the next appointment date, and stating when the employee is expected to return to work. If the employee’s absences are due to an on-the-job-injury and are not documented, the employee may be considered absent without authorization. Employees out for longer than five working days must submit a doctor’s note stating that the employee is able to return to work.

3:16 Insurance Reimbursements for Damaged or Stolen Property

The Nassau BOCES only carries insurance on items it owns. Some employee unit contracts, however, make limited provision for damage to personal property.

3:17 Bonus Waiver Agreement

Nassau BOCES employees may elect to receive an annual “bonus” if they decline health insurance. Restrictions apply and the terms and conditions vary among the different bargaining units. This “bonus” is contingent upon proof of dual insurance. Renewals are not automatic. All eligible members will be sent a “Bonus Waiver Agreement” form by the Department of Human Resources each November. The Bonus Waiver is available from January 1st through the following December 31st.

Paperwork must be submitted before the deadline each year or payment cannot be made. Employees must remain on payroll throughout the year in order to be eligible for the “bonus.”

3:18 Pension Plans

The Nassau BOCES is a participant in the Career Retirement plan of the State of New York. All employees are eligible to join.

- The New York State Teachers’ Retirement System – [www.nystrs.org](http://www.nystrs.org), if an educational staff member.
- The New York State Employees’ Retirement System – [www.osc.state.ny.us](http://www.osc.state.ny.us), if a Civil Service appointee.

All full-time, 12-month employees are required to become members of their pension plan. Part-time and full-time, 10-month (Classified) employees may elect to join. Full information concerning retirement system membership and benefits is available through the above websites.
Section 4: ATTENDANCE, ABSENCES AND LEAVES

4:1 Reporting Attendance

Employees are responsible for reporting attendance and absences accurately on their timesheet. White timesheets are preprinted with names of annualized employees. If an employee is newly hired or transferred from another location, it is imperative that the employee’s name is hand printed on the bottom of an existing timesheet and the time is accurately recorded. Certificated staff must record their attendance and non-certificated staff must record their hours each day. Overtime hours must be legibly recorded and totaled each day. At the end of the time period, the non-regular hours must be totaled, and the box indicating payment or compensatory time must be checked. Absence codes are indicated at the bottom of this sheet. All absences (chargeable days) must be recorded in red ink. All other entries, including holidays and weekends, are to be recorded in blue or black ink. If it is necessary to amend a timesheet, the employee should mark amended times in red with an explanation noted at the bottom of the timesheet. The supervisor must then re-sign the timesheet.

Blue timesheets are used solely for the purpose of recording authorization payment for part-time employees.

4:2 Absence Management System (Formerly Known as Aesop)

The Nassau BOCES has implemented an automated Absence Management System, which contains a pool of qualified substitutes who can be assigned to cover for absent staff. All administrators, teachers, teacher aides and other staff requiring substitutes should call the Absence Management System (1-800-942-3767). Guidelines for reporting absences and securing substitute personnel are provided by program supervisors.

4:3 Reporting Absences

Employees should inform the Nassau BOCES as soon as possible if they are going to be absent. Office, custodial and other non-instructional staff (except teacher aides) should call their supervisors directly. Teacher aides, teachers and other instructional staff are required to report their absence by calling the Absence Management System (1-800-942-3767). A web interface is also available at www.aesoponline.com.
4:4 Request for Approval of Absence

Requests for specific absences must be submitted to the Payroll Department before the date of the planned absence. It is the employee’s responsibility to record these requests accurately and to be certain that the days are accurately reflected on the appropriate timesheet in red ink.

Each employee is required to submit a “Request for Approval of Absence” electronic form and receive approval from their supervisor in advance of taking leaves of absence, personal days, vacation days, or “Z” (recess) days. Employees should refer to the applicable bargaining unit contract for notice requirements for these requests.

In the event that a request has been submitted, and time has not been taken or a date has changed, an “AMENDED” electronic form must be submitted. The form should indicate that the time originally requested was not taken, and this form must be re-signed by both the employee and the administrator and submitted to the Payroll Department. The original entry will then be reversed, restoring correct leave balances.

It is the responsibility of the building principal/supervisor to make sure that the “Request for Approval of Absence” form is submitted by the employee and forwarded to the appropriate department in a timely manner. If an employee is absent for an unexpected medical reason, it may be required that the form be sent to the employee’s home. If the absence is for a reason related to the Family and Medical Leave Act (FMLA), an FMLA form should be given to the employee. When this form is returned to the Department of Human Resources, it will be reviewed to determine FMLA eligibility.

4:5 Holidays

Employee paid holiday schedules are in accordance with their respective collective bargaining unit agreements or Board policy.

Note: NABCOT members who are assigned to local component school district programs or to non-public elementary or secondary school facilities should consult the BOCES/NABCOT Agreement on duty-day and school calendar adjustments (Article IV, Section 6.3). CSEA members who are assigned to work in these schools must adhere to the calendars established at these schools unless directed otherwise.

Leaves — Vacation/Sick Leave/Bereavement Leave/Personal Leave/Absences Without Pay

Employees should refer to the applicable bargaining unit contract.
Section 5: BUSINESS MANAGEMENT

5:1 Copyrights, Patents and Royalties

The Nassau BOCES encourages its staff to participate in the development of publications, materials and devices that could facilitate the mission of the Nassau BOCES. It also recognizes that such creative materials may have commercial value. Accordingly, with prior approval from the Nassau BOCES District Superintendent or designee, such publications, materials and devices may be developed during work hours and funded by the Nassau BOCES. The Nassau BOCES Board also requires its employees to communicate in writing to the Nassau BOCES District Superintendent once such materials are completely developed. A copy of the work product must be submitted to the Nassau BOCES District Superintendent. See (Policy 9720 Professional Research and Publishing of Intellectual Property (https://boardpolicyonline.com/?b=nassau&s=225530).

5:2 Conference/Business Travel

Permission to attend a conference must be requested on forms available on the Nassau BOCES website. These forms must be submitted to the appropriate Executive Director or designee for approval at least three days prior to the first date of the business meeting for meetings within New York State. Out-of-state travel requires final approval by the Nassau BOCES District Superintendent or designee.

5:3 Reimbursement for Conference/ Business Travel Expenses

The “Travel Expense” form for Conference/ Business Claim is to be used for reimbursement of expenses incurred while attending a conference, workshop, seminar or out-of-town meeting.

Questions regarding the use of the “Travel Expense” form can be directed to the Internal Audit Office at the George Farber Administrative Center at (516) 396-2216.

When a Nassau BOCES Purchase Order will not be accepted for travel arrangements, use of the Nassau BOCES credit card will be permissible. In this case, Business Services requests that an authorized “Travel Request” form be submitted in order to use the credit card.

Employees using a personal vehicle on authorized Nassau BOCES business are entitled to a mileage allowance. Current rate information is available on the Nassau BOCES website at https://www.nassauboces.org/employeeforms.

For more detailed information regarding expense reimbursement for lodging, meals, mileage and other expenses refer to Policy 6830 Conference/Business Meeting Approval and Expense Reimbursement for Employees Other Than the District Superintendent and the accompanying regulations and forms on the Nassau BOCES website.
5:4 Sales to District Employees

Except as permitted by law or regulations, employees of the Nassau BOCES and other individuals shall be prohibited from purchasing any equipment, materials, or supplies under the name of Nassau BOCES that are to be used for personal purposes.

5:5 Use of District-Owned Property for Personal Reasons

Property, supplies, equipment and tools may not be borrowed or used for personal projects or private gain.

5:6 Disposal/Transfer of Nassau BOCES Fixed Assets

Procedures are in place for the disposal or transfer of Nassau BOCES property. Employees should notify their supervisors if fixed assets should be disposed or transferred to another location. The disposal of any Nassau BOCES fixed asset must be first cleared by the Internal Audit Office.

5:7 Use of School Premises for Other Than School Purposes

Nassau BOCES facilities shall be made available to the community, when they do not interfere with Nassau BOCES programs and activities, for purposes as outlined in Policy 1500 Public Use of Nassau BOCES Facilities (https://boardpolicyonline.com/?b=nassau&s=225530).

5:8 After Hours Facilities Problems

If there is an urgent facilities-related issue that becomes evident after normal business hours (loss of building heat, vandalism, flooding) and a custodian is not available, contact the ILS Incident Awareness Center at (516) 832-2700 or by email at iliac@intralogicsolutions.com.

5:9 Inter-Building Phone Network

The Nassau BOCES has a standardized telephone system, and a number of buildings are interconnected through a fiber-optic network. Staff in these buildings can access other buildings by dialing four-digit extension numbers. Further information is available in each main office. Calls made on this network, if dialed by four-digit extensions, are free calls. Dialing a seven digit outside number may incur a charge.

5:10 Energy Conservation

The Nassau BOCES has an aggressive energy management program designed to control energy costs and consumption. During nights, weekends, and holiday periods in the winter (Thanksgiving holiday, December holiday recess, February winter recess), many buildings will have their temperatures reduced to minimum levels and will have lighting and equipment shut off. Employees should be aware of the possibility of building temperatures dropping to less than 50 degrees Fahrenheit during these periods. Employees will be notified prior to any extended setback period. Any situations requiring alternate arrangements should be directed to the Facilities Department.
5:11 Computer Usage

All Nassau BOCES employees are given a copy of the Nassau BOCES’ policies on the use of computers, computerized information resources and the regulations established in connection with those policies. Each staff member must sign an acceptable use agreement before establishing an account or beginning use of the Nassau BOCES computerized network.

- **Email Is Not Private**
  Email messages sent using Nassau BOCES communications equipment are the property of the Nassau BOCES. The Agency reserves the right to access, monitor, read and/or copy email messages at any time, for any reason. In addition, the Nassau BOCES may select and read employee messages at random to ensure that employees are in compliance with this policy. Employees should not expect that any email message sent using Nassau BOCES equipment including messages the employee may consider to be personal will be private.

- **Personal Use of the Internet Is Prohibited**
  Our network and Internet access are for official Nassau BOCES business only. Employees may not access the Internet for personal use at any time. Any employee who uses the Nassau BOCES’ Internet access for personal reasons, or who violates any other provision of this policy, may be subject to discipline.

- **Software Use**
  It is Nassau BOCES policy to use licensed software only in accordance with the terms of its license agreement. Violating a license agreement is not only unethical – it is also illegal.

- **Use of Nassau BOCES Telephone and Other Communication Equipment**
  Nassau BOCES landline telephones and other communication devices (i.e., fax machines, etc.) are to be used for Nassau BOCES related business. Personal communication when necessary should be kept to a minimum, and any incurred charges shall be reviewed by the Nassau BOCES Internal Auditor and may be subject to reimbursement to the Nassau BOCES.
Section 6: PERFORMANCE

6:1 Code of Ethics for All Nassau BOCES Personnel

The Nassau BOCES is committed to ensuring that no situation occurs in which the existence or perceived existence of a conflict of interest of any Nassau BOCES Board member, officer or employee calls into question the integrity of the management or operation of the Nassau BOCES. Therefore, every Nassau BOCES Board member, officer and employee, whether paid or unpaid, shall adhere to the Nassau BOCES Code of Ethics (Policy 2160 Board Officer and Employee Code of Ethics - https://boardpolicyonline.com/?b=nassau&s=225530).

6:2 Mentor Teacher Program

The purpose of the Mentor Program is to enhance and refine those already developing skills while the new teacher adjusts to the instructional environment. Faculty members work collaboratively with building administrators to provide support for first year teachers and to teachers newly assigned to a program. The term teacher shall mean all certificated staff covered by the NABCOT contract. A temporary teacher appointed for five months or longer will be assigned a mentor. Building principals will select and assign mentors to new teachers in September.

Further information is available in each school’s main office or through the Department of Human Resources.

6:3 Personnel Records

Employees may review the contents of their personnel file in the Department of Human Resources upon two days advance notice to the Department of Human Resources. Copies of materials in the file will be made on a per page charge, and depending on clerical staff schedules, given to employees no later than two days after the request is made.

6:4 Reporting Suspected Child Abuse or Maltreatment

Any employee of the Nassau BOCES who has reasonable cause to suspect that a minor in attendance at any Nassau BOCES program is or has been abused or maltreated shall make a report of such abuse or maltreatment in compliance with Chapter 1039 of the laws of 1973 and in accordance with procedures promulgated by the Nassau BOCES District Superintendent.

The Nassau BOCES District Superintendent shall prepare and maintain regulations that outline the specific procedures to be followed in reporting suspected child abuse or maltreatment. A copy of these procedures is available in the main office of each building.
6:5 Corporal Punishment/Physical Restraint

Corporal punishment as a means of discipline shall not be used against a student by any teacher, administrator, officer, employee or agent of the Nassau BOCES.

Physical Restraint

The Nassau BOCES holds the belief that the classroom teacher is the key person responsible for the maintenance of acceptable discipline among students. A well-planned program that keeps students occupied with work that is meaningful, interesting and challenging is the best means of preventing disruptive behavior by students. The Nassau BOCES Board recognizes, however, that under certain circumstances, a classroom teacher, supervisor or administrator may find it necessary to resort to reasonable and prudent physical restraint in maintaining order in or on school premises. Accordingly, the following actions by a teacher are herewith authorized:

a) Physical restraint which may be used to prevent threatened assault, self-inflicted harm or physical injury to other students or personnel;

b) Physical restraint which may be used to prevent damage to school or Nassau BOCES property.

Education Law Sections 3028 and 3811
Penal Law Section 35.10
Rules of the Board of Regents
Section 19.5
New York Code of Rules and Regulations (NYCRR) Section 100.2(1) (3)

6:6 Employee Performance Review

All classified and certificated employees, with the exception of teachers/principals who are covered under APPR (Annual Professional Performance Review), will be evaluated in writing at least once a year. More frequent evaluations will be made of new or promoted employees on probation. All evaluations shall be conducted in compliance with Civil Service Law, and employee bargaining contracts, where applicable.

All teachers and principals will be evaluated as outlined in the Nassau BOCES APPR Plan.

The Nassau BOCES District Superintendent shall develop and promulgate regulations and procedures for such evaluations to ensure that they are uniformly conducted throughout the Nassau BOCES. Such regulations will include provisions for a post-evaluation conference between the employee and the supervisor during which time the employee shall have an opportunity to discuss the evaluation. The employee shall also be permitted to respond to the evaluation in writing.

All evaluations will be subject to review of the appropriate department head after which the evaluation document and the employee’s written response, if any, will be placed in the employee’s personnel file. A copy of all evaluations shall be furnished to the employee.

6:7 Grievance Procedures

The term grievance generally means a dispute between a bargaining unit and the Nassau BOCES with respect to the meaning, interpretation or application of the terms and provisions of a respective bargaining agreement.

Each agreement between the Nassau BOCES and the bargaining units contains specific conditions, procedures and timelines to be followed in resolving such disputes. Employees can obtain a copy of their respective unit agreement through their unit representatives or directly from the Department of Human Resources. All agreements are available on the Nassau BOCES website https://www.nassauboces.org/union-agreements.
6:8 Safety

Concern for safety is a prime consideration of the Nassau BOCES based on the belief that people are Nassau BOCES’ most valuable resource. The safety and health of Nassau BOCES employees, students and the public are paramount. It is the policy of the Nassau BOCES to provide and maintain a safe and healthful environment for all staff, students and visitors. The Nassau BOCES is committed to this policy and considers no phase of operation or administration as being of greater importance than safety management. In addition, it is the policy of the Nassau BOCES to fully comply with all applicable safety standards and laws.

6:9 Safety and Health Responsibilities

The basic responsibility for safety and health rests with the individual employee. It is a condition of employment for all employees to work and act in a safe manner at all times. Employees are responsible for:

1. Following all established safety rules and regulations;
2. Reporting hazards to supervisors;
3. Reporting all injuries, no matter how minor; and
4. Attending safety training sessions.

Supervisors and department heads play a vital role in the implementation of safety policies. Supervisors are responsible for:

1. Developing proper attitudes towards safety and health in themselves and those they supervise;
2. Ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves; and
3. Conducting accident investigations to determine cause and taking appropriate follow-up actions.

The Safety Committee is responsible for:

1. Developing and monitoring procedures to detect and eliminate hazards; and
2. Providing training in safe work procedures.

The Safety Coordinator is management’s designee to facilitate the safety management program by working to develop more effective and more efficient programs. The continued cooperation of all personnel is required to support and sustain an effective safety program. Only through such a cooperative effort can an exemplary safety program be established and preserved.

Employees with any safety concerns or who wish further information on safety issues at Nassau BOCES are welcome to contact the Safety Coordinator at (516) 396-2400.

6:10 Smoking, Vaping and the Use of Tobacco Products on Nassau BOCES Premises

The Nassau BOCES prohibits smoking, vaping and all other tobacco use in all school buildings, on school grounds, in any Nassau BOCES vehicle and at any Agency sponsored function.
The Nassau BOCES Board shall support the following goals of community relations:

a) To develop and maintain the confidence of the community in the Nassau BOCES and its staff;
b) To stimulate public interest in the schools and public understanding of Nassau BOCES programs;
c) To discover what people think, what they want to know, correct erroneous impressions and supply desired information; and
d) To develop the most effective means of communication with the maximum number of people in the Nassau BOCES' component school districts.

• Communication with Component Districts
  It is essential that the Nassau BOCES Board and the Nassau BOCES staff keep component boards of education informed as to policies and programs that might affect their educational processes. As much as possible, the Nassau BOCES staff and the Nassau BOCES Board should attempt to provide written and/or oral communication to the Superintendents and board members of component districts on any matter that might affect them, including agendas and minutes of the Nassau BOCES meetings.

• Communication with Nassau BOCES Board Members
  The Nassau BOCES staff members shall make every effort to provide Nassau BOCES Board members with written communications regarding significant items prior to the Nassau BOCES Board meetings. Communications shall be forwarded via the Nassau BOCES District Superintendent.

• Communication with the Community
  The Nassau BOCES Board and staff shall attempt to keep the various communities informed of school activities so that the communities shall be aware of what is occurring in the schools and shall be able to support the activities. Communications involving Nassau BOCES Board policy shall have prior approval by the Nassau BOCES District Superintendent or designee.

• News Releases
  The Nassau BOCES District Superintendent or designee is responsible for the release of news items to any instrument of the media. In any areas where the release is of a sensitive nature, the Nassau BOCES District Superintendent or designee shall consult with the President of the Nassau BOCES Board, if determined to be warranted.

• Nassau BOCES Spokesperson
  The Nassau BOCES Board invites and welcomes the active participation of the news media in promoting the cause of good education with Nassau BOCES. The Nassau BOCES Board invites members of the media and general public to attend all meetings of the Nassau BOCES Board.
  In order to assure that news releases, announcements or other information to the public be accurate and reflect the position of the Nassau BOCES Board, the Nassau BOCES District Superintendent or the President of the Board is designated as spokesperson for the Nassau BOCES Board. No other individual is authorized to or shall issue press releases or statements purporting to represent the Nassau BOCES Board's position on any issue without the express consent of the Nassau BOCES District Superintendent or the Nassau BOCES Board President.
6:12 Telephone “Greetings”

In an effort to enhance our image with our “external customers,” the Nassau BOCES has established the following standard telephone greeting (examples), which should be used uniformly throughout the Nassau BOCES. Some minor variation may be necessary depending on specific program logistics.

**Main Line:**
“Thank you for calling Nassau BOCES’ Rosemary Kennedy Center. How may I direct your call?”

**Individual Office:**
“Thank you for calling Accounts Payable. Mary Smith speaking. How may I help you?” or
“Thank you for calling John White’s office. Mary Smith speaking. How may I help you?”

6:13 Drug-Free Workplace

It is the intent of the Nassau BOCES Board that all workplaces within the Nassau BOCES shall be free of the illegal or unauthorized use of controlled substances.

6:14 Workplace Behavior

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 act toward individuals dealing with the Nassau BOCES will influence whether those relationships are successful or not.

Because an employee’s conduct may affect others, we expect employees to act in a professional manner while on Nassau BOCES property, conducting Nassau BOCES business or representing the Nassau BOCES at business or social functions.

Although it is impossible to give an exhaustive list of everything that professional conduct means, it does include:

- following all the rules in this handbook,
- refraining from rude, offensive or outrageous behavior,
- treating coworkers and districts with patience, respect and consideration,
- being courteous and helpful to others,
- communicating openly with supervisors, managers and coworkers.

Individuals who act unprofessionally may face possible disciplinary actions.
Section 7: SEPARATION

7:1 Leaving the Employ of The Nassau BOCES/Exit Checklist

When employment with the Nassau BOCES ends, we expect the employee to return all Nassau BOCES property prior to the effective date of separation. All employees leaving the Nassau BOCES will be required to complete an Exit Checklist with their supervisor. Employee ID badges, computers, cell phones and other materials will be returned to the employee’s department. The Nassau BOCES reserves the right to take any lawful action to recover or protect Nassau BOCES property.

7:2 Resignation

In the event of resignation, employees must give written notice to their supervisors and to the Department of Human Resources. All certificated staff are required to give thirty (30) days’ notice under Education Law. The Nassau BOCES requests at least two (2) weeks’ notice from all non-certificated staff members.

7:3 Reduction in Force

Employment at the Nassau BOCES is always subject to budgetary considerations. In the event of a reduction in force, the Nassau BOCES will notify the affected employees within specified time periods subject to contractual agreements and Nassau BOCES Board approval. Persons wishing to obtain information on insurance coverage or who have other questions or concerns relating to this subject may contact the Department of Human Resources.

7:4 Separation Benefits

When employees resign or are terminated from the Nassau BOCES, they have the right to continue health and dental coverage under COBRA. During this period, the former employee pays the full share for the health and dental insurance premium. The coverage is the same as it was during active employment. For additional information, see COBRA Section 3:10.

7:5 Letters of Reference

Employee may request a letter of recommendation from their immediate supervisor. All letters should be sent to the Department of Human Resources for formatting and distribution.

7:6 Retirement

All employees who intend to retire are required to provide written notification similar to resigning. Members of the New York State Employees’ Retirement System or the New York State Teachers’ Retirement System 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.

To schedule a video conference with the Teachers’ Retirement System, call 1-800-348-7298 ext. 6100. Representatives of the Employees’ Retirement System are available for consultations by appointment only, Monday–Friday, 9:00 a.m. to 4:00 p.m. Members should call (866) 805-0990 to arrange an appointment.
7:7 Retirement Benefits

Employees who retire from the Nassau BOCES may be eligible to continue health, dental and life insurance coverage. Employees seeking general information on retirement benefits should contact the Department of Human Resources to assist them with further information on eligibility, costs and coverage limitations.

For more information on retirement issues, see the Nassau BOCES website “Employee” link. (See https://www.nassauboces.org/retirement-benefits)

7:8 Exit Interview

Exit interviews are a great way to learn valuable information. All employees may request an exit interview and an explanation of available benefits.
# INDEX

<table>
<thead>
<tr>
<th>Topic</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence Management System</td>
<td>5, 15</td>
</tr>
<tr>
<td>Absences</td>
<td>15</td>
</tr>
<tr>
<td>Additional Assignments</td>
<td>11</td>
</tr>
<tr>
<td>Age Discrimination</td>
<td>7</td>
</tr>
<tr>
<td>Agency Strategic Goals</td>
<td>4</td>
</tr>
<tr>
<td>Annuities</td>
<td>11</td>
</tr>
<tr>
<td>Attendance</td>
<td>15</td>
</tr>
<tr>
<td>Bargaining Units</td>
<td>8</td>
</tr>
<tr>
<td>Bereavement Leave</td>
<td>16</td>
</tr>
<tr>
<td>Board Members</td>
<td>4, 23</td>
</tr>
<tr>
<td>Bonus Waiver</td>
<td>14</td>
</tr>
<tr>
<td><strong>Business Services</strong></td>
<td>5, 10, 17</td>
</tr>
<tr>
<td>Business Travel</td>
<td>17</td>
</tr>
<tr>
<td>Business Travel Expenses</td>
<td>17</td>
</tr>
<tr>
<td>Child Abuse</td>
<td>20</td>
</tr>
<tr>
<td>COBRA</td>
<td>13, 25</td>
</tr>
<tr>
<td>Code of Ethics</td>
<td>20</td>
</tr>
<tr>
<td>Communications</td>
<td>23</td>
</tr>
<tr>
<td>Community Relations</td>
<td>23</td>
</tr>
<tr>
<td>Computer Usage</td>
<td>19</td>
</tr>
<tr>
<td>Copyrights</td>
<td>17</td>
</tr>
<tr>
<td>Corporal Punishment</td>
<td>21</td>
</tr>
<tr>
<td>Credit Union</td>
<td>11</td>
</tr>
<tr>
<td><strong>Curriculum, Instruction and Technology</strong></td>
<td>5</td>
</tr>
<tr>
<td>Damaged or Stolen Property</td>
<td>14</td>
</tr>
<tr>
<td>Dental Plan</td>
<td>13</td>
</tr>
<tr>
<td>Direct Deposit</td>
<td>10</td>
</tr>
<tr>
<td>Disabilities</td>
<td>6</td>
</tr>
<tr>
<td>Domestic Partners</td>
<td>13</td>
</tr>
<tr>
<td>Drug-Free Workplace</td>
<td>24</td>
</tr>
<tr>
<td>Email</td>
<td>9, 19</td>
</tr>
<tr>
<td>Employee Assistance Program</td>
<td>5, 11</td>
</tr>
<tr>
<td>Employee Performance Review</td>
<td>21</td>
</tr>
<tr>
<td>Employment of Relatives</td>
<td>8</td>
</tr>
<tr>
<td>Energy Conservation</td>
<td>18</td>
</tr>
<tr>
<td>Equal Opportunity</td>
<td>7</td>
</tr>
<tr>
<td>Exit Interview</td>
<td>26</td>
</tr>
<tr>
<td>Facilities</td>
<td>4, 5, 16, 18</td>
</tr>
<tr>
<td>Family and Medical Leave Act</td>
<td>16</td>
</tr>
<tr>
<td>Fixed Assets</td>
<td>18</td>
</tr>
<tr>
<td>Flexible Spending Plan</td>
<td>12</td>
</tr>
<tr>
<td>Grievance Procedures</td>
<td>21</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>12, 14</td>
</tr>
<tr>
<td>Holidays</td>
<td>15, 16</td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
<td>5, 6, 7, 9, 10, 11, 12, 13, 14, 16, 20, 25, 26</td>
</tr>
<tr>
<td>Inter-Building Phone Network</td>
<td>18</td>
</tr>
<tr>
<td><strong>Internet Usage</strong></td>
<td>19</td>
</tr>
<tr>
<td>Introduction to Nassau BOCES</td>
<td>4</td>
</tr>
<tr>
<td>Leaves of Absence</td>
<td>15</td>
</tr>
<tr>
<td>Leaves of Absence Without Pay</td>
<td>16</td>
</tr>
<tr>
<td>Leaving the Employ of Nassau BOCES/Exit Checklist</td>
<td>25</td>
</tr>
<tr>
<td>Letters of Reference</td>
<td>25</td>
</tr>
<tr>
<td>Topic</td>
<td>Page(s)</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>10, 13</td>
</tr>
<tr>
<td>Mentor Teacher Program</td>
<td>20</td>
</tr>
<tr>
<td>Mileage</td>
<td>17</td>
</tr>
<tr>
<td>Mission</td>
<td>3</td>
</tr>
<tr>
<td><strong>News Releases</strong></td>
<td>23</td>
</tr>
<tr>
<td>Oath of Allegiance</td>
<td>8</td>
</tr>
<tr>
<td>Open Transfer Periods</td>
<td>12</td>
</tr>
<tr>
<td>Patents</td>
<td>17</td>
</tr>
<tr>
<td>Payroll Procedures</td>
<td>10</td>
</tr>
<tr>
<td>Pension Plans</td>
<td>14</td>
</tr>
<tr>
<td>Personal Leave</td>
<td>16</td>
</tr>
<tr>
<td>Personnel Records</td>
<td>20</td>
</tr>
<tr>
<td>Physical Restraint of Students</td>
<td>21</td>
</tr>
<tr>
<td>Recruitment</td>
<td>4, 7</td>
</tr>
<tr>
<td>Reduction in Force</td>
<td>25</td>
</tr>
<tr>
<td><strong>Regional Schools and Instructional Programs</strong></td>
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<tr>
<td>Reimbursement for Conference/ Business Travel Expenses</td>
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<td>Request for Approval of Absence</td>
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<td>Resignation</td>
<td>25</td>
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<td>Retirement</td>
<td>5, 10, 14, 25, 26</td>
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<tr>
<td>Retirement Benefits</td>
<td>26</td>
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<tr>
<td>Royalties</td>
<td>17</td>
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<tr>
<td>Safety and Health Responsibilities</td>
<td>22</td>
</tr>
<tr>
<td>Salary Adjustments</td>
<td>10</td>
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<tr>
<td>Sales to District Employees</td>
<td>18</td>
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<td>School Closing</td>
<td>9</td>
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<tr>
<td>Separation Benefits</td>
<td>25</td>
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<tr>
<td>Sexual Harassment and Reproductive Health Decision-Making</td>
<td>7</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>16</td>
</tr>
<tr>
<td>Smoking, Vaping</td>
<td>22</td>
</tr>
<tr>
<td><strong>Software Usage</strong></td>
<td>19</td>
</tr>
<tr>
<td><strong>Special Education</strong></td>
<td>6</td>
</tr>
<tr>
<td>Telephone “Greetings”</td>
<td>24</td>
</tr>
<tr>
<td><strong>Telephone and Other Communication Equipment Use</strong></td>
<td>19</td>
</tr>
<tr>
<td>Transfers</td>
<td>9</td>
</tr>
<tr>
<td>Uniform Compensation Schedule</td>
<td>10</td>
</tr>
<tr>
<td>Use of District-Owned Property</td>
<td>18</td>
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<tr>
<td>Use of School Premises</td>
<td>18</td>
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<td>Vacation</td>
<td>15</td>
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<tr>
<td>Vision</td>
<td>3</td>
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<tr>
<td><strong>Website</strong></td>
<td>6, 7, 9, 12, 14, 16, 17, 21, 26</td>
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<td>Welcome to Nassau BOCES</td>
<td>3</td>
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<td>Work Schedules</td>
<td>9</td>
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<td>Worker’s Compensation</td>
<td>14</td>
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<td>Workplace Behavior</td>
<td>24</td>
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Board of Cooperative Educational Services
of Nassau County
Susan Bergtraum, President
Deborah Coates, Vice President
Michael Weinick, District Clerk
Fran N. Langsner, Vice District Clerk
Ronald Ellerbe
Lawrence Greenstein
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Dr. Robert R. Dillon, District Superintendent
James R. Widmer, Associate Superintendent
for Business Services
Dr. RG France, Associate Superintendent
for Curriculum, Instruction and Educational Services

Department of Human Resources
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Dr. Peter A. Nicolino, Assistant Director
Selma Stoddard, Attorney, Employee Relations

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