

Section 1

Handbook Introduction

Welcome to Nassau BOCES

It's our pleasure to welcome you to The Board of Cooperative Educational Services of Nassau County (Nassau BOCES). We value each one of our employees, and we hope that you find your work here rewarding and satisfying.

This section introduces you to our agency's history, purpose and goals. Please read it carefully so that you can better understand who we are and what we do. We think Nassau BOCES is a special place—made all the more special by the hard work and dedication of our employees.

Our Vision

Changing lives and shaping the future.

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 Agency-Wide Initiatives

At the heart of our strategic plan, our agency-wide initiatives express what we collectively expect to achieve. As we move forward, they will guide us, particularly in determining, measuring and reporting on department-level activities that support these efforts.

1. Build Capacity

We will build capacity through recruitment and retention of quality employees for the agency and component districts. We will promote agency and district success through professional development, effective performance evaluations, and cross training that develops and leverages employees' strengths. We will collaborate on cost-effective, technology-driven solutions to enable us to better meet internal and district needs as evidenced by implementation of the PeopleSoft Asset Management System and eRecruit.

2. Strengthen decision-making and planning

Research, data, and best practice models will be used in our decision-making, planning, and evaluation throughout the agency. Toward this end, we will expand the pilot account management project to a larger group of school districts.

3. Facilities

We will provide students and employees with safe, comfortable environments conducive to learning and working. We will implement recommendations put

forth in the Facilities Master Plan and successfully arrange a referendum to purchase a new building.

4. Student achievement and engagement

We will continue to promote successful educational outcomes for students across all programs through meaningful curriculum, instruction and assessment, with particular emphasis on creation of Nassau BOCES student systems.

5. Building relationships with stakeholders

We will create an environment committed to internal and external customer service and provide customized access to existing and emerging programs and services. Key aspects of this initiative include implementation of a portal, planning and funding for a new Web site design, additional piloting of the account management plan, and continued marketing of agency services.

Agency-wide Goals

1. Student Achievement

A. 100% of Nassau BOCES students will meet or exceed state standards and/or objectives set for them by their instructional and/or individual educational plans.

B. 100% of our partner school districts will report an increase in student achievement.

2. Internal Staff

Our staff will consistently report very high or high levels of satisfaction with a work environment that motivates, challenges and energizes them to achieve their personal bests.

3. Program-Based Planning

All Nassau BOCES programs/services will have consistently achieved significant levels of success as measured by program-specific performance indicators.

4. Customer Service and Relations

A. External - Our component districts will report that our programs and services as well as our communications and fiscal practices are consistent with their expectations of excellence.

B. Internal - Each Nassau BOCES program will report that our programs and services as well as our communications and fiscal practices are consistent with their expectations of excellence.

Introduction to Nassau BOCES

Nassau County is home to nearly one-and-a-third million people and incorporates 56 school districts. These districts provide top-quality instruction in neighborhood schools that reflect each community's values—and, in fact, are often central to local identity.

Yet smallness 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 “teachers” for its teachers. That’s where Nassau BOCES—a partnership of the 56 school districts—comes in. It’s New York State’s way to encourage districts to work together and share resources. Each pays a proportional share of the BOCES administrative costs, and local school boards vote on the administrative budget each spring. In addition, individual districts buy from BOCES the services they need, gaining the advantages of sharing and receiving partial reimbursement from the state for most of these purchases.

Departments:

Business Services (BS)

This Department manages all accounting, billing, budgeting, facilities, food services, printing, payroll and purchasing functions. It also provides several services to component school districts, including Graphic Arts and Printing, Cooperative Bidding, Transportation, School Business Affairs Institute and Nonpublic School Textbook Loan Program. (516) 396-2210

Career and Technical Education (CTE)

From teenagers earning certificates as computer network technicians to adults learning English so they can become citizens, the Department of Career and Technical Education gives people all the skills needed for success in the workplace. Its diverse offerings include a career education center for high school students, job training for men and women, specialized services for adults with disabilities, and basic education classes. (516) 396-2390

Communications and Agency Planning (CAP)

Communications today are a complex and evolving mix of media and messages. In this challenging environment, the Department of Communications and Agency Planning assists educators in planning and carrying out strategic activities that encourage community support for public schools. The Office of Information provides services agencywide, such as publicizing students' successes, sponsoring workshops and events, and producing BOCES annual master calendar. The School Public Relations Service plans and implements comprehensive and customized communications programs for partner school districts, or complements and assists their existing efforts with a selection of special projects from newsletters, press releases and budget campaigns to district brochures, crisis communications support and Web assistance. Additional department services include website development, strategic planning and market research. (516) 396-2208

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 dozens of services that are designed to support, augment and inspire education activities. (516) 396-2257

Facilities

The Department of Facilities operates all facilities and manages maintenance agency-wide. Nassau BOCES has 28 sites in 19 communities throughout Nassau County. (516) 396-2000

Financial and Information Systems (FIS)

The Department of Financial and Information Systems is responsible for the on-going maintenance and implementation of the agency's financial systems, most notably for the PeopleSoft system. It also handles business re-engineering of processes and procedures, development and support of databases and web applications, and development of management reporting systems. The department supports the Business Office in such areas as report development; compliance reporting; processing monthly interfaces with outside agencies, companies and organizations; and supporting financial applications such as payroll check printing. (516) 396-2474

Human Resources (HR)

Human Resources recruits and hires BOCES employees and provides employee services, such as benefits, separation, retirement, contract administration, Employee Assistance Program, new teacher mentoring, and internal staff development. The Department also operates the Regional Certification Office, which assists districts with state certification of educators, and offers services to school districts, such as Fingerprinting, Substitute Management System, Online Application System, Interim Replacement Program and the Diversity Recruitment Program. (516) 396-2360

Instructional Programs and Alternative Schools (IPAS)

The Department of Instructional Programs and Alternative Schools offers students a range of non-traditional high school programs appropriate to their individual needs. BOCES' five alternative schools include the Program of Alternative Comprehensive Education (P.A.C.E.), the Positive Alternative Twilight High School (PATHS), the Teenage Parenting Program (TAP), the English Literacy Alternative Program (ELAP), and the Cultural Arts Center (CAC)—Long Island's high school for visual and performing arts. IPAS also offers enrichment programs and services in the areas of at-risk youth and their families, parent training and early childhood literacy, tutorials, foreign language, scientific exploration, Arts in Education, outdoor and environmental education, and summer outdoor activities for students and teachers.

(516) 396-2262

Preschool Programs and Special Projects

To address the fact that preschool programs are funded differently than other school programs, Preschool Programs and Special Projects facilitates the flow of information between Nassau BOCES and the State Education Department. The department monitors preschool programs for effectiveness and cost efficiency and to ensure the needs of this population are met. (516) 396-2381

Special Education (SE)

The Department of Special Education offers a comprehensive array of special education programs for students with moderate to severe disabilities from three to 21 years of age. Regardless of whether a student attends a BOCES program at a Nassau BOCES center or at a local district school, each is prepared to reach his or her potential and to become as independent and productive as possible. Program curricula are adapted to meet the New York State Learning Standards and provide individualized instruction. Students' education is enriched by a wide variety of interactive, community-based experiences. The

Department of Special Education also offers extensive support services for districts, including itinerant services, consultation services and staff development. (516) 396-2288

The Purpose of this Handbook

We think that employees are happier and more valuable if they know what they can expect from Nassau BOCES and what Nassau BOCES expects from them. In the preceding paragraphs, we introduced you to our history, values, culture and goals. We expect you to incorporate that information into your day-to-day job performance, striving to meet our values in everything you do.

The remainder of this handbook will familiarize you with the privileges, benefits and responsibilities of being an employee at Nassau BOCES. Please understand that this handbook can only highlight and summarize our policies and practices. For detailed information, you can contact your immediate supervisor or the Department of Human Resources.

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 these policies from time to time. Nothing in this handbook is a contract or a promise. The policies can change at any time, for any reason, without warning. Nassau BOCES reserves the right to change, delete or amend any statement made in this handbook unilaterally and without notice.

We are always looking for ways to improve communications with our employees. If you have suggestions for ways to improve this handbook in particular, or employee relations in general, please feel free to send them to Jeffrey Drucker, Executive Director of Human Resources, at the Administrative Center.

Be Sure to Check our Web Site

You can find important information about Nassau BOCES and your employment posted on the Nassau BOCES web site, www.nassauboces.org. The Employee section of our web site contains valuable information on a variety of topics. Visit the web site periodically to check for updates.

Board Membership

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

Section 2

Employment

2:1 Commitment to Equal Opportunity

Nassau BOCES believes that all people are entitled to equal employment opportunity. Following are the major laws prohibiting employment discrimination:

- **Title VII of the Civil Rights Act of 1964, as amended in 1972, 1978 and the Civil Rights Act of 1991**

The most prominent source of anti-bias employment rules is Title VII of the Civil Rights Act of 1964. It forbids discrimination in all areas of the employer-employee relationship, from advertisement for new employees through termination and retirement, on the basis of race, color, sex (including pregnancy, childbirth, or abortion), religion, or national origin. The Civil Rights Act of 1991 includes additional provisions to Title VII, reversing or reinforcing U. S. Supreme Court decisions, damages for intentional discrimination, and removal of exemptions for previously exempted employees of elected officials.

- **Americans with Disabilities Act of 1991 (ADA)**

The Americans with Disabilities Act of 1991, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

- **Age Discrimination in Employment Act of 1967**

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms and conditions, or privileges of employment.

- **Equal Pay Act of 1963**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

- **Title IX of the Education Amendments of 1972**

Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities that receive federal assistance. The Board of Cooperative Educational Services of Nassau County does not discriminate on the basis of sex in the instructional

programs or activities it operates, as required by Title IX of the Educational Amendments of 1972. This policy of non-discrimination includes the following areas: recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational programs, course offerings and student activities.

The BOCES official responsible for the coordination of activities relating to compliance with Title IX is Jeffrey Drucker, Executive Director of Human Resources, Nassau BOCES, Administrative Center, 71 Clinton Road, P.O. Box 9195 Garden City, New York 11530. This official will provide information, including complaint procedures, to any student or employee who feels that her or his rights under Title IX may have been violated by BOCES or its officials.

- **“Right to Know” Hazardous Substances**

Nassau BOCES complies with the laws of New York State obligating employers to provide information related to hazardous substances in the workplace. Any employee who wishes to see a copy of the law or to request information about a hazardous substance used in the workplace may contact the Safety Coordinator, Wendy Richter, (516) 396-2400.

2:2 Sexual Harassment Policy

Sexual harassment of employees is a form of discrimination and is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the New York State Human Rights Law, in that it constitutes differential treatment on the basis of sex. 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.

Nassau BOCES condemns all unwelcome behavior of a sexual nature, which is either designed to extort sexual favors from employees as a term or condition of employment, or has the purpose or effect of creating an intimidating, hostile, or offensive environment for employees.

Sexual harassment does not refer to occasional compliments or behavior of a socially acceptable nature. It generally refers to behavior that has sexual overtones, is not welcome, is personally offensive, fails to respect the rights of others and lowers morale, therefore interfering with the educational environment. BOCES recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as from supervisors.

The Nassau BOCES sexual harassment policy prohibits sexual harassment in the workplace, whether committed by supervisory or non-supervisory personnel. Specifically, no supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's employment, wages, advancement, assigned duties, shifts or any other condition of employment or career opportunity.

Other sexually harassing conduct in the workplace that may create an offensive work environment, whether it be in the form of physical, verbal or non-verbal harassment, and

regardless of whether committed by supervisory or non-supervisory personnel, is also prohibited.

Any employee who believes that the actions or words of a supervisor or fellow employee constitute such harassment has a responsibility to report or complain as soon as possible to the **District Compliance Officer**, or, if the complaint involves the District Compliance Officer, to the District Superintendent of Schools. The District Compliance Officer is Jeffrey Drucker, Executive Director, Human Resources Department.

All complaints of harassment will be investigated promptly in an impartial and confidential manner (to the extent possible for a complete investigation). Complaints are reported on the “Sexual Harassment Complaint” form, which is available from the Department of Human Resources.

Appropriate disciplinary action will be taken against any employee who violates this policy against sexual harassment. Based on the seriousness of the offense, disciplinary action may include a verbal or written reprimand, suspension, termination, or other appropriate penalty as provided for by law. Any retaliatory conduct by the person against whom such a complaint is lodged will also result in disciplinary action.

2:3 Recruitment

We know that we are only as good as our employees, so we search as widely as possible for talented and motivated individuals to fill vacant positions at Nassau BOCES. We conduct all recruiting in a fair and non-discriminatory manner.

In addition to looking outside Nassau BOCES for new hires, we also look within. After all, we already know the value and quality of our current employees. We post many internal job openings on what we call “*Red Border*” flyers, as well as on the Nassau BOCES web site. If you see a posting for a job that interests you, we encourage you to apply for it by following our Internal Application Procedures.

2:4 Internal Application Procedures

Sometimes, the best person for a job is right under our noses. As a result, we encourage current employees to apply for vacant positions that interest them.

Nassau BOCES employees applying for a position advertised on a “*Red Border*” flyer or the Nassau BOCES web site should send a cover letter, current resume and copy of the job posting to the Department of Human Resources.

2:5 Employment of Relatives

Usually, Nassau BOCES will not refuse to hire someone simply because he or she is related to one of our current employees. If you have a relative whom you think would be perfect to fill an open position in Nassau BOCES, please don’t hesitate to refer this person to us.

There are times, however, when employing relatives is inappropriate and has the potential to affect the morale of other employees and to create conflicts of interest for the relatives involved. Therefore, we will not hire relatives of current employees where one relative will have to supervise the other.

If two employees become related while working for Nassau BOCES, they will both be allowed to remain with Nassau BOCES. However, if one of them directly supervises the other, only one of the employees will be allowed to keep his or her current position. The other will have to transfer to another position.

Under this policy, the term “relatives” encompasses husbands, wives, live-in partners, parents, children, siblings, in-laws, cousins, aunts and uncles. This policy covers biological relationships, marriage relationships and step relationships.

2:6 Oath of Allegiance

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

2:7 Bargaining Units

The following Bargaining Units represent 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.

Membership	Unit
Civil Service Employees including office, secretarial and clerical employees; cleaners, custodial and maintenance personnel; teacher aides, monitors, motor vehicle operators and bus drivers; and food service personnel	Civil Service Employees Association
Technical Administrators including senior managers, program managers, assistant program managers, systems specialists, staff assistants	Nassau BOCES Technical Administrators Association
Educational Administrators including principals, assistant principals, supervisors, program coordinators, assistant program coordinators, program specialists, program assistants	Nassau BOCES Educational Administrators Association
Teachers , including psychologists, social workers, health faculty, resource team leaders, team leaders, lead teachers, curriculum teachers, guidance counselors, diversified occupational cooperative teachers, certain adult daytime teachers, and others specified in the contract	Nassau BOCES Central Council of Teachers
Physical and Occupational Therapists (PT/OT) who are employed 15+ hours per week	
English as a Second Language Instructors (ESL) who are employed 15+ hours per week	
Per Diem Substitute Teachers (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	

2:8 Types of Appointment

Employees may be appointed to positions on a temporary, provisional or probationary basis. Usually, provisional appointments are made pending Civil Service Test results when a current list is not available from Civil Service and a vacancy exists. Provisional employees who have not passed or who have not achieved a ranking on the Civil Service Exam that is “reachable” in the hiring process may be terminated or reduced to their previous title/salary. Persons appointed to permanent, full time positions are considered to be probationary employees until the Board awards tenure. The length of the probationary period depends on the position and every new employee receives an appointment letter indicating the length of his/her probation.

2:9 Transfers

Transfers may be requested by completing the “Application for Transfer” form available in the main office of all BOCES schools and in the Department of Human Resources at the Administrative Center. Instructions are on the form.

2:10 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 representative from the Department of Human Resources.

2:11 School Closing

In the event of a school closure due to inclement weather or other emergency condition, Nassau BOCES notifies all employees through its automated call system. Staff members are asked to inform Human Resources of any phone number changes. In addition, you 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 avenues for learning about closures: announcements are displayed prominently on the agency’s Web site, www.nassauboces.org; you can sign-up through the Web site to receive e-mail notifications; or you can call the emergency announcement line 516-396-4636.

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

WKJY 98.3FM

WHLI 1100AM

WBAB 102.3FM

WINS 1010AM

WOR 710AM

WBZO B103.1FM

Cablevision’s News 12 Long Island

Fox 5 News

Nassau BOCES does not have delayed school openings or early school closings.

Section 3

Compensation and Benefits

3:1 Payroll Procedures

Salary checks are issued on the fifteenth 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.

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 Joan Siegel at the Business Office at the Administrative Center. **If an employee is not present on a payday, the check will be returned directly to the Payroll Department.**

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, (516) 396-2300. The completed form including a cancelled check should be sent to the Payroll Office. Money will be available to employees on the morning of the payroll date.

Hourly/daily paid employees are paid for work performed from the first to the fifteenth of a month on the *last* day of that month. Earnings for work performed from the sixteenth to the end of the month are paid on the *fifteenth* of the following month. Deductions from salary are made for any of the following that apply to each employee:

- federal/state/city taxes
- retirement system contributions/loans
- health/dental/life insurance
- Social Security/Medicare
- U.S. Savings Bonds
- union dues
- credit union banking
- tax sheltered annuity

3:2 Uniform Compensation Schedule

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 in the main office of each building 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. Teachers, for example, who perform extra work in line with regularly assigned teaching duties beyond the normal workday are, under Education Law, required to be paid at the rate of 1/200th

of 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 Level Movement and Salary Adjustment (NABCOT Members)

NABCOT unit members can receive salary advancements by moving up levels and through the successful completion of blocks of 12 credits. The NABCOT contract outlines the procedures and requirements for such salary advancement. All courses to be used by NABCOT members for salary advancement must be approved by the Department of Human Resources prior to the start of the courses. Applications for course approvals must be received by the Human Resources Department no less than 30 days prior to the start of the course. A list of pre-approved college/university and in-service courses can be found on the Nassau BOCES website by following the link to Nassau BOCES Employees and Professional Development. NABCOT unit members should consult their current contract for details and can obtain the appropriate forms from their schools or from the Department of Human Resources.

3:5 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.

3:6 Nassau Educators Federal Credit Union

Employees on annualized salaries may authorize payroll deductions for the Credit Union by completing an authorization card obtained directly from the Nassau Educators Federal Credit Union at (516) 561-0030. This card must be returned directly to the Credit Union and not to the Human Resources or Payroll Departments.

3:7 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.

Seeking objective help, information and assessment for personal problems at the earliest possible time makes sense. 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. An employee or immediate family member may call the EAP toll-free number: 1-800-666-5327. Secondly, the Human Resources Department may initiate a management referral to the EAP for any employee because of 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 situations encountered by EAP fall in the following areas: family, marital, children, drugs, codependency, aging, emotional, psychological, financial, legal, occupational, work-related stress, and the loss of a loved one. EAP maintains confidentiality as required by federal and state law.

EAP assistance is provided at no cost to 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. The EAP Coordinator is Dr. Joseph Centamore, Assistant Director of Human Resources.

3:8 Health Insurance for Eligible Employees

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 fifteenth of the month will be charged the full monthly employee share of the premium. If the eligibility date is after the fifteenth of the month, half of the full monthly employee share of the premium will be charged. Thereafter, the EE portion of the premium is divided into two equal monthly payments made on the fifteenth and the last day of the month over the 12-month year.

Since 10-month employees do not receive paychecks during July and August, 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 enrollment period is usually December. Employees may only convert to a different approved health plan during the open transfer period each year. If you previously waived coverage, there is still a 3 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 Board for the Empire Plan Plus Enhancements subscription and the HMO cost.

Employees who retire directly from Nassau BOCES' service may be eligible to continue health, dental and life insurance coverage. Section 73.2 (a)(3)(iv) of the Regulations of the President of the Civil Service Commission establishes five years of service as the minimum service requirement to continue health insurance coverage into retirement for those hired prior to August 1, 2004 and ten years of service for those with an effective date of August 1, 2004 and going forward.

3:9 Flexible Spending Plan

All 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 1 through August 31 (20 pay periods) and the employee will not pay Federal, State Income, or FICA taxes on the amounts that are withheld. For the 2009-2010 year, there is a minimum of \$300 and a maximum amount of \$2,500 for the Medical Account and up to \$5,000 for the Dependent Care Account. 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 your position, or termination of employment. Additional information may be found on the Nassau BOCES website.

3:10 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 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 May. The selected option may not be changed for the full school year, except for reasons of changes in family status. The Department of Human Resources must receive the completed form on or before the tenth day prior to the first pay period for which a compensation reduction will apply.

3:11 Continuation of Health Coverage (Under COBRA)

When an employee resigns from Nassau BOCES he/she has the right to continue coverage for himself/herself for a total of 18 months and under certain circumstances his/her dependents can continue coverage for 36 months. During this period, the former employee pays the full share of the health insurance premium. The coverage is exactly the same as it was during active employment.

Any employee who was involuntarily terminated from Nassau BOCES between September 1, 2008 and December 31, 2009, has the right to continue health and or dental COBRA at a reduced rate (35% of the premium) as outlined in the American Recovery and Reinvestment Act of 2009 (ARRA). This is a temporary payment reduction, ending nine months from the date on which continuation coverage is elected.

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.

3:12 Dental Plan

All full time employees and some part time employees (depending on bargaining unit) are eligible to participate in the CSEA Dutchess Dental Plan provided by Nassau BOCES. Under this plan, eligible employees may opt to use a participating provider from the approved directory of dentists. Treatment by one of these providers does not require any claim forms and is covered in full up to the yearly maximum amount. 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.

3:13 Open Insurance Transfer Periods

Under the health and dental insurance plans at Nassau BOCES, employees may elect to change their insurance options during “open transfer periods” each year. Each employee receives annual notification regarding his/her current coverage and the options available. Employees contemplating a transfer to a different option should make certain that they have a 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.

3:14 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.

Nassau BOCES has extended “domestic partner” coverage to members of the Nassau BOCES Council of Teachers (NABCOT), OT/PT and Educational Administrators. Members wishing further information on eligibility and enrollment procedures should contact the Department of Human Resources.

3:15 Life Insurance

Full-time employees are eligible to participate in the group term life insurance program. In some cases, the employees must contribute towards the premium. Information and rates are provided in new employee benefits kits or may be obtained from the Department of Human Resources.

3:16 Workers Compensation Insurance

Employees who are injured while performing their duties are covered by Workers Compensation. They 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 Payroll office in the Business Services Department so that the claim may be processed. ***BOCES employees should not use their health plans to pay any workers compensation medical or prescription bills. Until a workers compensation case number is issued, bills*** should be forwarded to 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 5 working days due to an injury, the employee is required to periodically submit Doctors notes detailing his or her health and treatment status, including the next appointment date, and stating when the employee is expected to return to work. If an employee's absences due to an on-the-job-injury are not documented, the employee may be considered absent without leave. Employees out for longer than 5 working days must submit a doctors note stating that the employee is able to fully assume his her duties without restrictions, before the employee will be permitted to return to work.

3:17 Insurance Reimbursements for Damaged or Stolen Property

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

3:18 Bonus Waiver Agreement

Members of NABCOT, CSEA and OTs/PTs may elect to receive an annual “bonus” if they decline health insurance. Restrictions apply and the terms and conditions vary among these 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 June. The Bonus Waiver is available from July 1st through the following June 30th.

Paperwork must be submitted before deadline each year or payment cannot be made.

3:19 Pension Plans

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, if an educational staff member www.nystrs.org
- The New York State Employees’ Retirement System, if a Civil Service appointee www.osc.state.ny.us

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 not 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

Each employee is responsible for reporting attendance and absences accurately on his/her time sheet. 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 time sheet and the time is accurately recorded. Certificated staff must record their attendance and non-certificated staff must record their hours on a daily basis. 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 time sheet, the employee should mark amended times in red with an explanation noted at the bottom of the time sheet. The supervisor must then re-sign the time sheet.

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

4:2 Reporting Absences

Employees should inform 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 *also* required to call in their absence or use the web center of the automated substitute employee management system, AESOP. (see telephone number below)

4:3 Substitute Employee Management System

Nassau BOCES has implemented an automated substitute employee management system, AESOP, in which qualified substitutes are located and assigned for absent staff. All administrators, teachers, teacher aides and other staff requiring substitutes should call the AESOP system, **1-800-942-3767**. Guidelines for reporting absences and securing substitute personnel are provided by program supervisors.

4:4 Request for Approval of Absence

Requests for specific absences must be submitted to the Payroll Department before the days you plan to be out. It is your responsibility to record these requests accurately and to be certain that the days are accurately reflected on the appropriate timesheet in red.

Each employee is required to submit a "Request for Approval of Absence" form and receive approval from his/her 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 time requirements for these requests.

In the event that a request has been submitted, **and time has not been taken**, the word “AMENDED” must be written in red ink across the top of a copy of the original “Request for Approval of Absence”. It 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 obtained from 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 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

Time off with pay is generally given when the following holidays fall on workdays:

New Year’s Day	Labor Day
Martin Luther King Jr. Day	Rosh Hashanah
Presidents’ Day	Yom Kippur
Holy Thursday	Columbus Day
Good Friday	Veterans Day
Memorial Day	Thanksgiving (2 days)
Independence Day	Christmas

Employees should refer to the Official School Calendar on the Nassau BOCES web site, www.nassauboces.org, for the Holiday Schedule.

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.

4:6 Vacation

Full-time twelve-month employees earn vacation days calculated from the anniversary date of their employment. Half-time (or greater) employees who work on a twelve-month schedule as annualized employees may earn vacation days on a pro-rata basis.

Administrators accrue vacation at the rate of 5.5 days every 3 months, for a total of 22 days per year, cumulative to a maximum of 40 days.

CSEA employees earn 10 vacation days per year during the first 2 years of employment (.83 of a day per month); 15 days per year during their third through ninth years (1.25 days per month) to a maximum of 40 days; and 20 days per year during the tenth year and thereafter (1.66 days per month) to a maximum of 40 days.

To request the use of vacation time, employees must submit a “Request for Approval of Absence” form to their supervisor for prior approval..

4:7 Sick Leave

Employees who are working at the beginning of the fiscal year (12-month employees) or school year (10-month employees) earn the full amount of sick leave.

Employees who start work after the applicable fiscal year or school year will be credited with sick leave on a pro-rata basis. Similarly, employees who separate from Nassau BOCES before the fiscal or school year ends will be credited with sick leave on a pro-rata basis.

- **Administrator**

12-MONTH EMPLOYEES accrue leave at the rate of 1.5 days a month, for a total of 18 days a year, to a maximum of 250 days.

10-MONTH EMPLOYEES accrue leave at the rate of 1.5 days a month, for a total of 15 days a year, to a maximum of 250 days.

- **CSEA Employees**

12-MONTH EMPLOYEES accrue leave at the rate of 1 day a month, for a total of 12 days a year, to a maximum of 150 days.

10-MONTH EMPLOYEES accrue leave at the rate of 1 day a month, for a total of 10 days a year, to a maximum of 130 days.

PART-TIME EMPLOYEES See “All-Purpose Leave”.

- **Instructional Staff**

TEACHERS accrue leave at the rate of 1.5 days a month, for a total of 15 days a year, to a maximum of 250 days.

ADULT EDUCATORS and TEMPORARY TEACHERS accrue leave at the rate of 1.5 days a month, for a total of 15 days a year, to a maximum of 180 days.

REGULAR PART-TIME TEACHERS accrue leave on a pro-rata basis, based on the full-time teacher rate, to a maximum of 25 days.

- **Occupational/Physical Therapists**

Therapists accrue leave at the rate of 1.5 days a month, for a total of 15 days a year, to a maximum of 225 days.

Employees may be required to submit doctors’ notes in conjunction with any absences for illnesses and are required to submit a doctor’s note for absences of 5 days or more. All doctors’ notes obtained by the building principal/supervisor must be forwarded to the Department of Human Resources.

Employees who have exhausted their sick leave and are unable to return to work must complete a “Request for Approval of Absence” form for a leave of absence without pay.

4:8 Bereavement Leave

- **Administrators**

Administrators are entitled to 1 day of leave for a death in the family and 5 days for a death in the immediate family, which is defined as a spouse, child, brother, sister, parent, substitute-parent, grandparent, grandchild or mother/father-in-law.

*The Technical Administrators contract states that for a death in the immediate family as described above, the 5 days must be 5 consecutive days, not including weekends and holidays.

- **CSEA Employees**

CSEA employees are entitled to 1 day of leave for a death in the family, not to exceed 3 days in a fiscal year, and 5 days for a death in the immediate family, which is defined as a spouse, child, brother, sister, parent, substitute-parent, mother/father-in-law, grandparent or grandchild. Bereavement leaves taken for the deaths of persons other than members of the immediate family shall not exceed a cumulative total of 3 days in any one fiscal year.

- **Instructional Staff**

The immediate family is defined as a spouse, child, brother, sister, parent, substitute-parent, mother/father-in-law, grandparent, grandchild or son/daughter-in-law.

TEACHERS, ADULT EDUCATORS AND ESL INSTRUCTORS are entitled to 1 day of leave for a death and 5 days for a death in the immediate family.

TEMPORARY TEACHERS are entitled to 1 day of leave for a death and 3 days for a death in the immediate family.

REGULAR PART-TIME TEACHERS are entitled to 1 day of leave, equal to the hours worked, for a death and 3 pro-rated days for a death in the immediate family.

- **Occupational/Physical Therapists**

Therapist are entitled to 1 day of leave for a death and 5 days for a death in the immediate family, which is defined as a spouse, child, brother, sister, parent, substitute-parent, mother/father-in-law, grandparent, grandchild or son/daughter-in-law.

4:9 Personal Leave

Personal Days are non-cumulative and are earned as follows:

- **Administrators**

Administrators earn 2 personal days per year, pro-rated from the date of employment. Requests must be submitted at least 2 days in advance. At the conclusion of each school year, unused full days will convert to sick days.

- **CSEA Employees**

Requests must be submitted at least 5 days in advance, and reasons must be given.

12-Month employees earn personal days at the rate of 1 day every 3 months, for a total of 4 days per year.

10-month employees earn personal days at the rate of 1 day every 3.33 months, for a total of 3 days per year.

At the conclusion of each school year, unused full days will convert to sick leave.

- **Part-time Employees**

Part-time employees should see “All Purpose Leave” later in this section.

- **Instructional Staff**

Full-time teachers and adult educators earn 2 personal days a year. At the conclusion of each school year, unused full days will convert to sick leave.

Temporary teachers and ESL instructors earn 1 personal day per year, noncumulative.

Regular part-time teachers earn 1 personal day per year pro-rated on time worked, noncumulative.

If a personal day is taken prior to, or following a day when schools are closed, a reason must be given.

A personal day shall not be used for the purpose of extending a holiday.

- **Occupational/Physical Therapists**

Therapists earn 2 personal days per year.

4:10 Leaves of Absence Without Pay

Full-time employees may submit a request for a leave of absence without pay for good cause for a period of up to one year. Teachers and adult educators must file 45 days prior to the intended commencement date of the leave, which should begin on or about September 1, February 1 or July 1, if for purposes other than maternity/paternity. A physician’s verification is necessary if the requested leave is for medical or maternity/paternity purposes.

The employee is not required to exhaust all sick leave prior to taking a leave of absence without pay, if such leave is for reasons other than illness (e.g., child care).

If a leave of absence without pay precedes or follows a holiday, the employee will not be paid for the duration of the holiday and holiday recess.

4:11 Family and Medical Leave Act (FMLA)

Under the Family and Medical Leave Act of 1993, Nassau BOCES will provide employees with up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons, if that person has been employed for at least 12 months and has worked at least 1,250 hours during that time. Employees will be charged available sick leave as part of the 12 week FMLA entitlement.

Unpaid leave will be granted to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, placement for adoption or foster care;
- to care for the employee's spouse, son, daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform his/her job.

Military Family Leave Entitlements:

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

At the employee's or BOCES' option, certain kinds of paid leave may be substituted for unpaid leave.

The employee is required to provide advance leave notice and medical certification if requesting paid leave. Such requests may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- Nassau BOCES may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at BOCES' expense) and a fitness for duty report to return to work.

For the duration of FMLA leave, Nassau BOCES will maintain the employee's health coverage. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms. The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA; discharge or discriminate against any person for opposing any practice made unlawful by FMLA; or for involvement in any proceeding under or relating to FMLA.

The U. S. Department of Labor is authorized to investigate and resolve complaints of violations. An eligible employee may bring a civil action against an employer for violations. FMLA does not affect any federal or state law prohibiting discrimination, or

supercede any State or local law or collective bargaining agreement that provides greater family or medical leave rights.

Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U. S. Government, Department of Labor.

If an FMLA leave request is necessary, contact the Department of Human Resources to determine eligibility and to obtain necessary forms.

4:12 Military Leave

Under military law, employees of school districts are entitled to leaves of absence while engaged in full-time military duty, including National Guard and the Reserves. The employees must be reinstated at the end of the military duty, provided application for reinstatement is made within 90 days after the end of military service. The employee is entitled to receive a salary for a period of 30 days or 22 working days, whichever is greater, in any one calendar year. Military orders must be filed with Nassau BOCES.

4:13 Jury Duty

All employees summoned to jury duty shall notify their supervisor as soon as notice has been received.

It should be noted that any citizen may request a postponement of the assigned jury duty, according to 22 N.Y.C.R.R. Section 128.6-a, which states: "A prospective juror who has received the initial jury summons is entitled, upon notifying the commissioner of jurors, to a postponement of jury service to a specific jury term date that is not more than six months after the date such service is to commence as set forth in the summons." Hence, the public employee should postpone jury service to a date when schools are not in session, such as winter or summer recess.

If there is an option to postpone via telephone, online or by mail, employees are not to appear in person. One of these options must be chosen.

Postponements that are made in person when telephone, online or mail options are available will not be classified by Nassau BOCES as jury duty. As a result, the absence will not be indicated as a "J" day and the employee will not be paid for that day.

CSEA Employees

CSEA employees who work less than 12 months a year will be required to request postponement of jury duty to a non-work week. (The term "non-work week" shall exclude periods of paid leave and include recess periods and the summer period after school ends when the employee is not scheduled to work.) Nassau BOCES will pay full salary during jury duty only if the courts refuse a request for re-scheduling duty to a non-work week, or in the event jury duty that began during a "non-work week" extends into a period of time when the employee is scheduled to work.

4:14 Cancer Screening

All full and part-time Nassau BOCES employees are entitled to take up to a maximum of **4 hours** of excused paid leave each fiscal year to obtain a screening for breast or prostate cancer. Breast cancer screening includes physical exams and mammograms for the detection of breast cancer. Prostate cancer screening includes physical exams and blood work for the detection of prostate cancer. Employees are not entitled to compensatory time for screening outside the regular work schedule. Please see memo and Leave Request form in the Employee Section of the Nassau BOCES website.

4:15 Blood Donation

Nassau BOCES Employees, who seek to donate blood, will be allowed to participate in any Nassau BOCES blood drives at our locations during work hours without use of any accumulated time. Off-Premises donations can also be made using sick, personal or unpaid time. Up to **3 hours** maybe used for this purpose, inclusive of travel time. Please see memo and Leave Request form in the Employee Section of the Nassau BOCES website.

4:16 Expressing Breast Milk

All Nassau BOCES full-time and part-time employees working 20 hours or more are entitled, upon request, to take at least **20 minutes** of unpaid break time once every **3 hours** for the purpose of expressing breast milk. Such unpaid break time may run concurrently with regularly scheduled paid break or meal times. An employee may make up the amount of time used during unpaid break time before or after her normal shift so long as such additional time requested falls within Nassau BOCES normal work hours. An employee may be required to postpone scheduled unpaid break time for no more than thirty minutes if she cannot be spared from her duties until appropriate coverage arrives. Nassau BOCES shall make every reasonable effort to provide a private and sanitary location. Information on this and other types of leaves can be found on the BOCES website and in the employee handbook, which is available on Nassau BOCES website.

Section 5

Business Management

5:1 Copyrights, Patents and Royalties (Board Policy 5242)

The Board encourages its staff to participate in the development of publications, materials and devices which will facilitate the work of the BOCES. It also recognizes that such creative materials may have commercial value. Accordingly, the Board requires its employees to communicate to the District Superintendent fully, and in writing, when such creative materials are completed, whether or not such materials were developed during working hours, and whether or not the work was prepared with collaborators, and to include a copy thereof.

The Board will have the exclusive right for ninety (90) days after receipt of the materials to require the employee to execute promptly specific assignment of the employee's entire right, title and interest in the materials, and the Board may obtain a copyright or patent in its own name after receipt of the assignment. The employee may not seek a copyright or patent until the ninety (90) day period has expired without the Board requiring the execution of the assignment or until written permission is sooner given.

The Board in deciding whether to require an assignment of the employee's rights in the material will consider the nature of the material in relation to the employee's job function, and whether the work was prepared during the employee's working hours. The Board's decisions shall be based upon its judgment as to whether, considering these factors, assignment of title would be fair and reasonable.

Recognizing the creative contribution of staff to the development of original publications, materials and devices, the Board wishes to see such creativity rewarded through a fair participation in any royalties which might accrue through commercial distribution of materials developed by employees in the course of their employment. The amount of participation shall be negotiated between the District Superintendent and the author(s) or inventor(s) with the concurrence of the BOCES Board of Education.

5:2 Conference Attendance / Business Travel

Permission to attend a conference must be requested on forms available in each building's main office or from the Department of Human Resources. This form must be submitted to the appropriate Executive Director, or his/her 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 District Superintendent or his/her 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. Board Regulation 5210R.2 provides guidelines for reimbursable expenses, summarized as follows:

1. Lodging – The maximum amount to be reimbursed is based upon IRS Publication 1542 “Per Diem Rates.” Lodging will be reimbursed at a rate exceeding “Per Diem Rates” only if employees stay at the conference hotel. When making reservations, employees must request the government rate. Tax exempt certificates must be utilized for all lodging within New York State. There is no reimbursement for room taxes or movie charges within New York State.
2. Meals – The maximum reimbursable amount per day for breakfast, lunch and dinner is \$75.00. The amount spent for dinner generally should not exceed \$50.00. These maximum amounts include tip and tax on the meal. Alcoholic beverages are not reimbursable. All reimbursable expenses incurred must be supported by original receipts.
3. Telephone Calls – Only one personal phone call of a reasonable length per day is reimbursable. Other phone calls of a personal nature will not be reimbursed by the agency.
4. Other Expenses – All other expenses, such as parking, tolls, tips, must be supported by receipts.
5. Receipts – Expenses must be supported by receipts, or employees must provide a written explanation as to why the receipts are not available.
6. Timely Submission of Claim– The properly completed travel expense claim form must be submitted within 30 days of the end of a conference.

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

Please note: 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.

5:4 Mileage

Employees using a personal vehicle on authorized Nassau BOCES business are entitled to a mileage allowance. Current rate information is available from supervisors.

5:5 Dinner Allowance

Clerical and technical staff members who are requested to work overtime after 6:30 p.m. are entitled to receive a dinner allowance for the amount permitted.

5:6 Sales To District Employees (Board Policy 4471)

Except as permitted by law or regulations, employees of 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.

5:7 Use of District-Owned Property for Personal Reasons (Board Policy 3518)

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

5:8 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 BOCES fixed asset must be first cleared by the Internal Audit Office.

5:9 Use of School Premises for Other Than School Purposes

Use of school premises for other than school purposes may be granted in accordance with the following regulations:

1. The school buildings, grounds and other school property, when not in use by the schools, may be used for other purposes only if a written permit was issued by, or under the authority of the Board. The Board will only permit fees to be charged, donations accepted and sale of merchandise when proceeds are for the exclusive use of students in Nassau BOCES programs.
2. All applications for permits shall be filed in writing, in triplicate, and submitted to the Superintendent at least two weeks prior to the date of the requested use of the school premises, on the "Application for Permit to Use School Premises" form supplied by the school.
3. Written requests for the use of buildings for political purposes will be considered and passed upon by the Board only.
4. Use of instructional and maintenance equipment may, upon proper application, be used by the holder of a Building Permit within the school buildings, but such use is prohibited beyond the school premises.
5. There shall be no gambling, sale or use of intoxicating beverages at any time on school premises.
6. Loitering in any school building or on any school property is prohibited.
7. The rate for use of the facilities shall be stated on the "Application for Permit to Use School Premises" form. A check payable to the Board of Cooperative Educational Services covering the amount stipulated on the permit must accompany the application to use the school premises. The check shall be returned immediately if the permit is not granted.
8. The Board may require an organization, if it deems it necessary, to file a copy of its Liability Insurance policy with an endorsement naming the Board as an additional insured party.

5:10 After Hours Facilities Problems

The Facilities Department has a supervisor on duty 24 hours a day, seven days a week. 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, the duty supervisor can be contacted by pager at (516) 252-1201.

5:11 Inter-building Phone Network

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 each other 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 is a charge call.

5:12 Energy Conservation

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.

5:13 Computer Usage (Board Policy 5260)

All Nassau BOCES employees are given a copy of 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 BOCES computerized network.

- **E-mail Is Not Private**

E-mail messages sent using Nassau BOCES communications equipment are the property of Nassau BOCES. We reserve the right to access, monitor, read and/or copy e-mail messages at any time, for any reason. In addition, Nassau BOCES may select and read employee messages at random to ensure that employees are in compliance with this policy. You should not expect that any e-mail message you send using Nassau BOCES equipment—including messages you 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 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 and can subject Nassau BOCES to criminal prosecution and substantial monetary penalties.

- **Use of BOCES Telephone and Other Communication Equipment**

Nassau BOCES land line telephones and other communication devices (ie. 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 Nassau BOCES.

Section 6

Performance

6:1 Code of Ethics for All BOCES Personnel (Board Policy 5110)

Definitions

- a) “BOCES” shall mean the Board of Cooperative Educational Services for Nassau County.
- b) “Municipal Officer or Employee” means a Board member or employee of the BOCES, paid or unpaid, including members of any administrative board, commission, agency, or committee thereof.
- c) “Interest” means a direct or indirect pecuniary or material benefit accruing to a BOCES member or employee as the result of a contract with the BOCES.

Purpose

- a) Pursuant to the authority of Section 806 of the General Municipal Law, the BOCES adopts this code of ethics setting forth for the guidance of its officers and employees, the standards of conduct reasonably expected of them.
- b) This code of ethics is in addition to the rules regarding prohibited conflicts of interest contained in Article 18 of the General Municipal Law; and the provisions of any other general or special law governing conflicts of interest and/or ethical conduct of municipal officers and employees.

Standards of Conduct

Every officer and employee of the BOCES shall be subject to the following standards of conduct:

- a) Gifts - No officer or employee shall directly or indirectly solicit any gift or accept or receive any gift having a value of \$75.00 (seventy-five dollars) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence the officer or employee, or could reasonably be expected to influence the officer or employee in the performance of his/her official duties or was intended as a reward for any official action on his/her part.

Recognizing that parents and students may wish to express their gratitude and appreciation for outstanding services rendered by a staff member, the Board of Education recommends that such expressions be in the form of a personal letter to the staff member.

- b) Confidential Information - No officer or employee shall disclose confidential information acquired in the course of official duties, except when permitted or required by law, or use such information to further personal interest.
- c) Representation before the BOCES - No officer or employee shall receive, or enter into any agreement, express or implied, for compensation for services to be rendered in any matter before the BOCES.

- d) Representation before any agency for a contingent fee - No officer or employee shall receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the BOCES, whereby compensation is to be dependent or contingent upon any action by the BOCES with respect to such matter, provided that this paragraph shall not prohibit the fixing at anytime of fees based upon the reasonable value of services rendered.
- e) Disclosure of interest in resolution - An officer or employee who participates in the discussion of or gives official opinion to the Board on any resolution before such Board shall publicly disclose in the minutes of a public Board meeting the nature and extent of any direct or indirect financial or other private interest in such resolution.
- f) Investments in conflict with official duties - No officer or employee shall invest or hold any investment, directly or indirectly, in any financial, business, or commercial, venture, or other private transaction, which creates a conflict of interest with official duties or work assignments.
- g) Private employment - No officer or employee shall engage in, solicit, negotiate for or promise to accept private employment or render services to private interests when such employment or service creates a conflict of interest with or impairs the proper discharge of official duties or work assignments.
- h) Future employment - No officer or employee after termination of service or employment with the BOCES, shall appear before any board or agency or committee of the BOCES in relation to any matter in which the officer or employee personally participated during the period of his or her service or employment, or which was under his/her active consideration.
- i) Employment of Board Members - No member of the Board shall apply for a position as a paid employee of the BOCES and neither the Board nor any officer or employee of the BOCES shall consider any application from any such Board member unless that Board member shall have resigned as such member prior to the submission thereof.

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former officer of any claim, account, demand, or suit against the BOCES, or any agency thereof on behalf of himself/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Distribution/Posting of Code of Ethics

The District Superintendent of the BOCES shall cause a copy of this code of ethics to be distributed to every officer and employee of the BOCES. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment.

The District Superintendent shall also cause a copy of Article 18 of the General Municipal Law to be kept posted in each building in the BOCES in a place conspicuous to its officers and employees. Failure to distribute any such copy of this code of ethics or failure of any officer or employee to receive such copy, as well as failure to post any such copy of General Municipal Law, Article 18, shall have no effect on the duty of compliance with such code or Article 18, nor with the enforcement of provisions thereof.

Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined,

suspended or removed from office or employment, as the case may be, in the manner provided by law.

General Municipal Law, Article 18

NOTE: Refer also to Policy #1340 -- Obligations of Board Members.

Adopted: 6/3/99

6:2 Mentor Teacher Program

The goal of the Mentor Teacher Program is for volunteer faculty members to work collaboratively with the building administrator to provide support for first year teachers (30 mentoring hours) and to teachers newly assigned to a program (15 mentoring hours). 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. Mentors earn one in-service credit per 15 mentoring hours for up to two BOCES in-service credits. Credit is given upon submission of the mentor logs via MyLearningPlan, and approval, by the Human Resources Department.

The Mentor Program is not intended to substitute for student teaching and the role of the mentor is supportive and not evaluative. It is reasonable to expect that any newly hired teacher will come equipped with the basic instructional skills necessary to meet the demands of the profession for which he/she was certified. The purpose of the Mentor Program is to enhance and refine those already developing skills while the new teacher adjusts to his/her instructional environment.

Building principals will select and assign mentors (faculty volunteers) to new teachers as soon as they arrive at their program.

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

6:3 Personnel Records

Employees may review the contents of their personnel folder in the Department of Human Resources on two-day advance request. Copies of materials in the folder 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 Board of Cooperative Educational Services who has reasonable cause to suspect that a minor in attendance at any 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 District Superintendent.

The 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 (Board Policy 6211)

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

However, if alternative procedures and methods that would not involve physical force do not work, then the use of reasonable physical force is not prohibited for the following reasons:

- a) To protect oneself from physical injury;
- b) To protect another student or teacher or any other person from physical injury;
- c) To protect the property of the school or of others; or
- d) To restrain or remove a student whose behavior is interfering with the orderly exercise and performance of school district functions, powers or duties, if that student has refused to comply with a request to refrain from further disruptive acts; provided that alternative procedures and methods not involving the use of physical force cannot reasonably be employed to achieve the purposes set forth above.

Whenever a school employee uses physical force against a student, the school employee shall, within the same school day, make an immediate written report to his/her supervisor describing in detail the circumstances and the nature of the action taken.

The District Superintendent shall submit a written semi-annual report to the Commissioner of Education, with copies to the Board, by January 15 and July 15 of each year, setting forth the substance of each written complaint about the use of corporal punishment received by school authorities during the reporting period, the results of each investigation, and the action, if any, taken by the school authorities in each case.

Physical Restraint

The Board of Cooperative Educational Services 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 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 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 (Policy 5130R)

All classified and certificated employees 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, Education Law, and employee bargaining contracts, where applicable.

The District Superintendent shall develop and promulgate regulations and procedures for such evaluations to insure that they are uniformly conducted throughout the BOCES. Such regulations will include provisions for a post-evaluation conference between the employee and the supervisor during which time the employee shall have 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 BOCES with respect to the meaning, interpretation or application of the terms and provisions of a respective bargaining agreement.

Each agreement between the 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 representative or directly from the Department of Human Resources.

6:8 Safety (Board Policy 7110)

Concern for safety is a prime consideration of the Board of Education 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. The Board therefore declares that it is the policy of Nassau BOCES to provide and maintain a safe and healthful environment for all staff, students and visitors. The Board 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 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
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
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
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 BOCES are welcome to contact Wendy Richter, BOCES Safety Coordinator, (516) 396-2401.

6:10 Smoking in BOCES Facilities, Vehicles and on Grounds

The New York State Pro-Kids Act of 1994 prohibits tobacco use in buildings, on school grounds, and in any vehicle used by a school, such as school buses or vans. The federal Pro-Children Act of 1994 prohibits any tobacco use in any school building at any time.

6:11 BOCES/Community Relations and Communications (Board Policy 2110)

The Board of Cooperative Educational Services shall support the following goals of community relations:

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

- **Communication with Component Districts**

It is essential that the Board and the BOCES staff keep component boards of education informed as to policies and programs that might affect their educational processes. As much as possible, the BOCES staff and the 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 BOCES meetings.

- **Communication with Board Members**

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

- **Communication with the Community**

The Board of Cooperative Educational Services 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 Board policy shall have prior approval by the District Superintendent or his/her designee.

- **News Releases**

The District Superintendent or his/her 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 District Superintendent/designee at his/her discretion shall consult with the President of the Nassau Cooperative Board.

- **BOCES Spokesperson**

The Board invites and welcomes the active participation of the news media in promoting the cause of good education with Nassau BOCES. The Cooperative Board invites members of the media and general public to attend all meetings of the Board.

In order to assure that news releases, announcements or other information to the public be accurate and reflect the position of the Board, the District Superintendent and/or the President of the Board is designated as spokesperson for the Board. No other individual is authorized to or shall issue press releases or statements purporting to represent the Board's position on any issue without the express consent of the District Superintendent or Board President.

6:12 Telephone "Greetings"

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

Switchboard: “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?”

If there is no central switchboard, “Nassau BOCES” should be added to the office identification.

6:13 Drug-Free Workplace Act of 1988

In accordance with the Drug-Free Workplace Act of 1988, Nassau BOCES must certify that it provides a workplace free of controlled substances (illegal drugs plus drugs that have medical uses but are highly addictive) by publishing a statement putting employees on notice that the manufacture, sale, distribution possession, and use of such drugs is forbidden in the workplace, and specifying the actions that will be taken against employees for any violation of this policy.

Accordingly, all employees are hereby notified that it is a violation of Board Policy #4311 of Nassau BOCES for any employee to unlawfully manufacture, distribute dispense or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine barbiturate, marijuana or any other controlled substance, as defined by Substances Act (21 U.S.C. 812) and regulation 21 CFR 1300.11 through 1300.15.

Workplace is defined as the site for the performance of any work done in connection with Nassau BOCES. That includes any place where work on a Nassau BOCES federal grant is performed, including a BOCES building or other BOCES premises; any BOCES-owned vehicle or any other BOCES-approved vehicle used to transport students to and from BOCES or BOCES activities; off BOCES property during any BOCES sponsored or BOCES approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of BOCES.

All employees are further notified that it is a condition of their continued employment that they will comply with the above policy of BOCES and will notify their supervisor of their conviction of, or plea of *nolo contendere* to any criminal drug statute violation occurring in the workplace, no later than 5 calendar days after such conviction.

Any employee who violates the terms of Nassau BOCES Drug-Free Workplace policy shall be subject to discipline and/or be required to satisfactorily participate in a drug-abuse assistance or rehabilitation program approved by BOCES.

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 Nassau BOCES will influence whether those relationships are successful or not.

Because your conduct affects many more people than just yourself, we expect you to act in a professional manner whenever you are on Nassau BOCES property, conducting Nassau BOCES business or representing 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 that apply to you,
- 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 could face possible disciplinary actions.

Section 7

Separation

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

When your employment with Nassau BOCES ends, we expect you to return all BOCES property. All employees when leaving the employ of Nassau BOCES will be required to complete an Exit Checklist with their supervisor. All Nassau BOCES materials and equipment in the possession of the employee are to be returned prior to the effective date of separation. Employee ID badges, employee handbooks, computers, cell phones, and other materials will be returned to the employee's department. 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. Teachers and administrators are required to give thirty (30) days notice as required under Education Law. Nassau BOCES requests at least two (2) weeks notice from all other staff.

7:3 Reduction in Force

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

Additional information pertaining to the excessing of NABCOT members only can be found on the Nassau BOCES web site through the "Employee" link under the benefits sections. There you can find frequently asked questions and answers on excessing. Again, if you need further information, you are welcome to call Amy Levine in the Department of Human Resources, (516) 396-2340.

7:4 Separation Benefits

When an employee resigns or is terminated from Nassau BOCES, he/she has the right to continue health and dental coverage for himself/herself for a total of 18 months and 36 months for his/her dependents. During this period, the former employee pays the full share for the health and dental insurance premium. The coverage is exactly the same as it was during active employment. **For additional information see COBRA section 3:12.**

Employees have 60 days from the date their normal coverage terminates, or from the date of their COBRA (*Consolidated Omnibus Budget Reconciliation Act*) notice letter, to 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.**

7:5 Letters of Reference

It is Nassau BOCES' policy not to give letters of reference other than advising prospective employers of the current or former employee's title and employment dates. If a BOCES administrator is asked to write a personal letter of reference for a current or former employee, no such reference may be written unless the employee seeking the reference has signed a release. The Waiver for Letter of Reference form can be obtained from the Human Resources Department.

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 directly from Nassau BOCES service may be eligible to continue health, dental and life insurance coverage. Section 73.2 (a)(3)(iv) of the Regulations of the President of the Civil Service Commission establishes five years of service as the minimum service requirement to continue health insurance coverage into retirement for those hired prior to August 1, 2004 and ten years of service for those with an effective date of August 1, 2004 and going forward.

Employees seeking general information on retirement benefits should contact the Department of Human Resources for preliminary information. The Department of Human Resources is available to assist them with further information on eligibility, costs and coverage limitations.

For more information on retirement issues, see the Nassau BOCES web site "Employee" link. Within the Benefits section, you will find information on retirement in a frequently asked question-and-answer format.

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. The Department of Human Resources will send all employees who leave Nassau BOCES, for whatever reason, a Confidential Exit Interview Questionnaire in order to evaluate the work environment and make changes or improvements where needed. The questionnaire will give the employee the opportunity to tell Nassau BOCES about their employment experience. We greatly value these comments. All Nassau BOCES employees will fill out an Exit Checklist with their immediate supervisor before leaving the employ of Nassau BOCES.

Non-Discrimination Statement

Nassau BOCES does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities and employment. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Jeffrey Drucker, Executive Director of Human Resources
71 Clinton Road
Garden City, NY 11530
516 396-2358
jdrucker@mail.nasboces.org

Dina Maggiacomo, Supervisor, Human Resources
71 Clinton Road
Garden City, NY 11530
516 396-2473
dmaggiac@mail.nasboces.org

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