

OVERNIGHT SUPERVISION PROCEDURES

The following procedure should be used to request reimbursement for teachers and substitutes that provide overnight supervision for environmental education resident programs (i.e., Greenkill, Frost Valley and Caumsett) through the Environmental Education CoSer 401.

This procedure has been implemented because tax, social security, retirement and other benefits must be accounted for when paying overnight supervisors who are teachers or substitutes regularly employed by your district.

- Pay the teachers and substitutes as you usually would.
- Send us a completed, signed Overnight Supervisory Form that lists the following information:
 - The location and dates of the environmental education resident experience,
 - The school that attended,
 - The names of the teachers or substitutes who provided the supervision, and the amount of the money that they earned.

(NOTE: If supervision will occur after April 15, fax or send a copy of the filled out form prior to April 15 so a BOCES P.O. can be put in place. Then after the trip send the original with district approval to BOCES.)

- Our Account Payable office will send your business office a check in the exact amount of money that your district approved to expend for overnight supervisors. The money for the overnight supervisors will be posted against your district's Outdoor and Environmental Education Letter of Intent. This amount is subject to the Outdoor and Environmental management fee of 21%, but this fee is also aidable, so you will receive aid on the entire amount.
- This billing will be reflected in the printout that you receive from our office and will appear in your BOCES bill as part of CoSer 401.

If you have any questions or require further clarification about this procedure, please do not hesitate to contact the Outdoor Education office at 516-396-2264.

Non Discrimination Statement:

Nassau BOCES advises students, parents, employees and the general public that it offers employment and educational opportunities without regard to age, race, creed, color, national origin, sexual orientation, religion, military status, sex, marital status, disability, predisposing genetic characteristics, or domestic violence victim status. Information and grievance procedures are available by contacting the following Civil Rights/Title IX/Section 504/ADA Compliance Officers at 71 Clinton Rd., Garden City, NY, 11530: with Dr. Tracey Nekulak, Executive Director of Human Resources, at 516-396-2358, tnekulak@nasbores.org, or Selma Stoddard, Assistant Director, Department of Human Resources, at 516-396-2360, sshelton@nasbores.org. A copy of programs and educational courses offered and available to residents may be obtained from our website, www.nassauboces.org.

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