



Monticello Central School District

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EMPLOYEE HANDBOOK

Created: October 2020

Last Updated: June 2021

Table of Contents

Table of Contents	2
Introduction	5
Purpose of Handbook	5
Welcome Message	5
MCSD Vision	6
MCSD Mission	6
MCSD Goals	6
❖ Student Success	6
❖ Community Engagement	6
❖ School Culture	6
❖ Fiscal Responsibility	6
GENERAL INFORMATION	6
Union Representation and Collective Bargaining Agreements	6
Monticello Administrators and Supervisors Association	7
Monticello Teachers Association	7
Association of Monticello Teaching Assistants	7
Teacher Aide Association	7
Monticello Secretarial Association	7
Drivers/Mechanics/Monitors unit	8
Cafeteria Unit	8
Custodial Unit	8
Managerial or Confidential Employees	8
New Employees	9
Fingerprinting	9
Payroll Information	9
Building or Department Specific Information	9
New employee paperwork	10
I-9 – Employment Eligibility Verification	10
W-2/IT-2104	10
Retirement System Eligibility and Supplemental Options	10
NYSTRS and NYSERS	10
403b Options	10
457 Options	10

Section 125 Plan	11
Premium Conversion Plan	11
Flexible Spending Accounts	11
Workers' Compensation	12
Procedures	12
Insurance Coverages	12
Health Insurance	12
Dental Insurance	12
Vision Insurance	12
COBRA	12
Disability Insurance	13
Affordable Care Act (ACA)	13
Paid time Off	13
AESOP	13
Sick Leave	14
Sick Leave Bank	14
Personal Leave	14
Bereavement Leave	14
Vacation Leave	14
Jury Duty	15
Blood donation Leave	15
Cancer Screening Leave	15
Time off to Vote	15
Leaves of Absence	16
FLMA	16
Mandatory Trainings	17
Bloodbourne Pathogens/Right to Understand	17
Sexual Harassment	17
CPE/CTLE credit	17
Americans with Disabilities Act (ADA)	17
Employee Assistance Program (EAP)	18
Harassment	18
Title VII	18
Sexual Harassment	18

Title IX	19
Smoking/Tobacco Use	19
Drug and Alcohol Use	19
Health Examinations	20
Resources on School Website	20
Conference and Travel Procedures	20
Mileage/Meal Reimbursement	20
School Calendar	20
Acceptance of Gifts	21
Application Process for Internal Position Postings, Transfers and Promotions	21
Access to Personnel File	21
Reporting hierarchy for employee accidents or incidents	21
Selected Board of Education Policies	21
Selected Forms	22
APPENDICIES	22
Acknowledgement of Receipt and Disclaimer	27

Introduction

The Monticello Central School District lies 100 miles southwest of Albany and 90 miles northwest of New York City in the southern sector of the Catskill Mountains. The district comprises approximately 190 square miles and includes the Towns of Bethel, Fallsburg, Forestburgh, Mamakating and Thompson in Sullivan County.

MCSD serves a diverse community of approximately 2,800 students. MCSD operates 5 school buildings; Emma Chase Elementary (K-5), George Cooke Elementary (K-2), Kenneth Rutherford Elementary (Gr 3 – Gr 5), Robert Kaiser Middle School (Gr 6 – Gr 8), and Monticello High School (Gr 9 – Gr 12). Our current demographics are 2% Asian, 17% Black, 32% Hispanic, 7% Multiracial, 42% White. 51% Male and 49% Female.

The area has seen economic activity increase in recent years including Resorts World Catskills.

Purpose of Handbook

This manual is designed to be a reference and guide to all the benefits available to employees of the Monticello Central School District. Also included are specific procedures and policies relating to the workplace.

Most employees of the district are union employees and are covered by the collective bargaining agreement with the specific Association representing your title. Membership in these unions entitles you to specific union related benefits. Those specific benefits are outlined in your contracts and any questions relating to those benefits should be directed to your union president.

There are many benefits available to all employees including 403b offerings through the Omni Group, a Section 125 plan, AFLAC , and district participation in the NYS Deferred Compensation Program (Section 457) plan. This booklet will outline those programs as well as the health and dental insurance programs, sick leave bank programs, workers compensation program and other procedures and policies so that all employees are informed.

This handbook should be your first reference for any questions you may have regarding your employment at Monticello Central School District. If at any time you need additional information you should reach out to the Business Office at extension 70537 and you will be directed to the appropriate person.

Welcome Message

We are excited that you have decided to join the Monticello Central School District family. Regardless of which team you are joining, we hope you will find the MCSD community supportive of your goals. Communication is key to any organization and at MCSD we feel we provide several avenues for communication from mentorship, faculty meetings, committees or our digital platforms. There is always someone available whether at the building or district level to assist you. Again, welcome to Monticello.

MCSD Vision

“This Board aspires to build a world-class community of schools, and be a district of choice”

MCSD Mission

“The Board’s mission is to ensure that each learner is future-ready by providing empowering educational experiences”

MCSD Goals

❖ Student Success

- This Board will provide a holistic education comprised of extensive curricular and extra-curricular experiences that empower each individual student to conquer challenges, develop talents, and discover passions, while sustaining rigor and achieving evidenced-based academic growth

❖ Community Engagement

- This Board will strive to build authentic relationships rooted in trust, transparency and two-way communication with all constituents. We will actively seek avenues to partner with local organizations and agencies to increase our network of resources to improve and support life-long learning opportunities for our community.

❖ School Culture

- This Board will foster an inclusive culture that sparks community pride, emphasized kindness and respect and ensures that all students, staff and visitors are valued and supported in safe, secure and orderly and clean appropriately effective facilities.

❖ Fiscal Responsibility

- This Board will fortify its financial assets through long-term, strategic planning that aims to consistently maximize district improvements while minimizing taxpayer impact.

GENERAL INFORMATION

Union Representation and Collective Bargaining Agreements

As a new employee of the Monticello Central School District, you should have been told whether your position is included in a collective bargaining agreement. You should reach out to the Union President/Shop Steward listed under your association to get a copy of the collective bargaining agreement. You are not required to join the union or have union dues withheld from your paycheck. You should discuss the implication of not joining the union with the union president. Each contract provides benefits to its membership differently. If you have questions regarding your benefits please contact Jean Jaffee at jjaffee@k12mcsd.net or at ext. 70544 and she will direct you accordingly.

Monticello Administrators and Supervisors Association

Represented by SAANYS (School Administrators Association of NYS)

Represents all building principals, assistant principals, coordinators, executive directors, supervisors and directors. These position all have administrative certification.

Collective Bargaining Agreement in effect through June 30, 2022

Union President – Michelle Knowlton, Principal RJK Middle School

Monticello Teachers Association

Represented by NYSUT (New York State United Teachers)

Represents all full-time and part-time classroom teachers, librarians, special teachers, school nurses, school nurse teachers, psychologists, guidance counselors, physical therapists, instructional coaches, educational technology instructors, speech therapists, speech pathologists, social workers, TOSA's (Teachers on Special Assignment), Teachers of Hearing Impaired and Behaviorists.

Collective Bargaining Agreement in effect through June 30, 2021

Union President – John Maranzana, MHS

Association of Monticello Teaching Assistants

Represented by NYSUT (New York State United Teachers)

Represents all licensed teaching assistants, interpreter, and Licensed Practical Nurses hired under the Civil Service title of Health Aide.

Collective Bargaining Agreement in effect through June 30, 2022

Union President – Rachel McBride, MHS

Teacher Aide Association

Represented by AFSCME Council 66, Local 1044, AFL-CIO

Represents all regular teacher aides, library aides/clerks, special education aides, and aides for students with physical needs.

Collective Bargaining Agreement in effect through June 30, 2021

Union President – Linda Nittoli, Chase Elementary

Monticello Secretarial Association

Represented by NYSUT (New York State United Teachers)

Represents all 10-, 11-, and 12-month typists, clerk typists, senior typists, stenographers, senior account clerks, account clerks, attendance clerks, data entry clerks, client technical assistant I, LAN technician, education services aide, network administrator, management information systems technical

assistant, administrative secretary, administrative specialist, educational services associate, system operator, and keyboard specialist.

Excludes: payroll clerk, assistant payroll clerk, payroll personnel, secretaries of the Superintendent, Business Administrator, Assistant to the Superintendent, business office clerk, part-time employees, temporaries, occasional, and seasonal employees.

Collective Bargaining Agreement in effect through June 30, 2022

Union President – Christine Budinich, PPS Dept located at MHS

Drivers/Mechanics/Monitors unit

Represented by USWU Local 74 (United Service Workers Union)

Represents all full-time and part-time bus drivers, mechanics, mechanic helpers and monitors.

Collective Bargaining Agreement has expired. Currently in negotiations for a successor agreement. All terms of the expired agreement are still in effect.

Union Shop Steward – Wayne Seargent, Donald O’Dell and Colleen Jonas

Cafeteria Unit

Represented by USWU Local 74 (United Service Workers Union)

Represents all food service helper, cook (high school), cook (all other schools), food service driver/packer.

Collective Bargaining Agreement has expired. Currently in negotiations for a successor agreement. All terms of the expired agreement are still in effect.

Union Shop Steward – Joanne Ruggerio

Custodial Unit

Represented by USWU Local 74 (United Service Workers Union)

Represents all full-time cleaners, custodians, buildings and grounds, and maintenance employees.

Excludes: part-time employees, occasional employees, seasonal employees, supervisors and guards.

Collective Bargaining Agreement in effect through June 30, 2021

Union Shop Steward – Bruce Ackerley

Managerial or Confidential Employees

Several employee titles are excluded from union representation. Some are excluded by NYS Civil Service as an Exempt title. Other titles interpret collective bargaining agreements and apply terms of those agreements to employees, who process payroll, have access to confidential information or

directly supervise employees. Current titles in this category include all employees of the Business Office regardless of title, Supervisory employees include Director of Facilities III, Director of Transportation, Assistant Director of Transportation, Supervisor of Buildings and Grounds, Building Cleaner Supervisors, Head Mechanic, Head Driver, Dispatchers, Attendance Officers, Directory of Security, Security Attendants.

Each Managerial or Confidential employee will receive a Terms & Conditions of Employment that will detail the benefits granted to this group.

New Employees

Fingerprinting

Fingerprinting: All prospective employees must be fingerprinted prior to having any contact with any student of the district. This also includes volunteers. An appointment will be made for you by the MCSD HR Specialist. The Monticello Central School District will pay the fee for fingerprinting. You must take the check with you to your appointment. You cannot pay the fee and be reimbursed.

Payroll Information

All employees of the Monticello Central School District are paid on the 15th and 30th of each month. Timesheets or additional pay forms are due to the Business Office based on a calendar provided to each supervisor annually. Some 10-month or school year employees may elect to receive 24 paychecks or 20 paychecks. The 24 paycheck election generates one additional paycheck on June 30th that represents 4 additional paychecks. For more information, contact the payroll department.

Building or Department Specific Information

Each building or department may have a specific handbook or reference guide that explains the unique needs or procedures for that department/building. Items listed below may or may not be included:

- Working hours or schedules
- Breaks and lunch periods
- Attendance expectations and procedures
- Parking
- Workplace visitors
- Use of district equipment and electronics
- Performance or evaluation expectations and procedures
- Committee participation
- Severe weather or emergency closings
- Emergency procedures

New employee paperwork

There are several forms that you will need to complete upon hire. Below is a brief description of those forms.

I-9 – Employment Eligibility Verification

The Business Office will provide this form to you. This form must be completed in order to be employed by a public employer. Two forms of positive identification will be required. The form lists the acceptable documents.

W-2/IT-2104

These forms inform the payroll department of the amount to withhold for federal, state and local income taxes. The Business Office cannot assist in the completion of these forms. The district recommends you consult with an accountant to ensure you are having the proper amounts withheld. You may change the withholding amount at any time during the year.

Retirement System Eligibility and Supplemental Options

NYSTRS and NYSERS

All instructional employees are eligible to participate in the NYS Teachers' Retirement System. This participation is mandatory for all full time instructional personnel. Substitutes may elect to participate, if you chose not to participate a retirement waiver form will be required.

All non-instructional employees are eligible to participate in the NYS Employees' Retirement System. Part – time and substitute employees may choose not to participate, a retirement waiver form will be required.

403b Options

To supplement your retirement, all employees of the district may chose to open a Tax Sheltered Annuity account or a 403b account. By opening this account you authorized the Business Office to direct a portion of your salary on a pre-tax basis to your investment account. The employee must open the account. An Omni Salary Reduction Authorization form must be completed and returned to the business office. The district then forwards that form to the Omni Group, who verifies the company's compliance with IRS regulations. Once that is complete the Omni Group notifies the Business Office, and payroll deductions start. Employees may logon to www.omni403b.com and select Monticello CSD to see a list of approved vendors.

457 Options

District employees may also participate in the NYS Deferred Compensation Plan (Section 457). This also allows employees to defer part of their salary on a pre-tax basis. The amount you can defer annually is also determined by IRS regulations and is in addition to any 403b account you may have. Additional information is available in the Business Office.

Section 125 Plan

Premium Conversion Plan

The district instituted a Section 125-cafeteria plan, which allows employees who contribute to their health and dental insurance premiums through payroll deduction, to have those premiums withheld on a pre-tax basis. There is no cost to the employee. An enrollment form must be completed in the Business Office.

Flexible Spending Accounts

Flexible Spending Accounts are also part of the Section 125 plan. Each year employees may elect to establish any one of the following Flexible Spending accounts. These accounts are good for expenses incurred from October 1 – September 30 of each year and must be established annually. The amounts contributed to these accounts are NOT subject to Federal, State Income or FICA taxes

Un-reimbursed Medical FLEX account

This account can be established for any amount up to \$2,500 per year. Types of expenses that can be reimbursed from this account are co-pays and deductibles, out-of pocket costs not covered by insurance. Reimbursement forms are available in the Business Office or online. Employees may elect direct deposit for reimbursement or a debit card to be used for eligible expenses.

Dependent Day Care FLEX Account

This account can be established for any amount up to \$5,000 or \$2,500 if married and filing separate tax returns. Types of expenses that can be reimbursed from this account are: day care services that allow you and your spouse to work, Children up to age 13, disabled and elderly dependents are eligible.

Life-style Protection

Also available to employees is a range of lifestyle protection insurance policies. These policies are underwritten by the AFLAC Company and are commonly known as cancer insurance coverage. This is not health insurance. It is coverage designed to help pay for other expenses you would incur not covered by health insurance. More information on these policies is available from the AFLAC representative. Contact the Business Office for that information.

Workers' Compensation

Procedures

Employees injured in the performance of their duties are covered by Workers' Compensation Insurance. Employees shall follow the procedures outlined below to report a work-related injury.

- 1) Employees will always seek necessary *emergency* medical attention first.
- 2) Supervisor will be notified immediately of occurrence. (see note below)
- 3) An Employee Accident and Illness Report form will be completed as soon as possible. ***Ideally, this will be done at the time of the incident*** or otherwise, within 24 hours of actual incident occurrence to ensure appropriate Workers' Compensation coverage (if applicable).
- 4) Original form will be returned to the Business Office.
- 5) Delay in reporting must be justified to the satisfaction of the Monticello Central School Administration.

NOTE: If unable to notify immediate supervisor, refer to the attached chart and contact any of the personnel highlighted.

Insurance Coverages

Health Insurance

All full-time district employees are eligible for health insurance. Employee contributions to health insurance are outlined in the respective collective bargaining agreements. All employees, except those employees represented by the USWU Local 74, are covered under the NYSHIP (New York State Health Insurance Plan) or Empire Plan.

Dental Insurance

All full-time district employees are eligible for dental insurance. The plan you are enrolled in is dependent upon your union affiliation. Employer contributions to dental insurance or union welfare benefit funds are outlined in the respective collective bargaining agreements. Employees may have a premium contribution depending on the plan and/or CBA. Contact Jean Jaffee ext. 70544 for more information.

Vision Insurance

For employees enrolled in the NYSHIP Health insurance plan, Vision insurance is NOT part of that coverage. There are alternate options for vision insurance depending on your bargaining unit. You will be informed upon hire of the plan available to you.

COBRA

Under the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) employees and their dependents are eligible to continue their insurance coverage for up to eighteen (18) months when termination of their insurance is due to a reduction in their hours worked, or upon termination of their

employment. Dependents of employees are eligible to continue their insurance for up to thirty-six (36) months upon occurrence of one of the following events:

- a. Death of the covered employee
- b. Divorce or legal separation for the covered employee
- c. An employee becomes eligible for Medicare and ceases to participate in the employer-sponsored plan
- d. The dependents of a covered employee reach the maximum age for dependent coverage.

Those who are eligible to continue coverage have up to sixty (60) days to complete the Continuation of Coverage Election Form. They must pay the full cost of their premium plus administrative costs incurred by the district.

Disability Insurance

Public schools in New York State are NOT required to carry disability insurance. The Monticello Central School District provides disability coverage for some employees. For specific information on whether or not you are entitled to disability insurance, please contact Jean Jaffee ext. 70544. AFLAC does offer disability insurance for individual purchase. Contact the AFLAC representative for more information and payment options.

Affordable Care Act (ACA)

This Federal Law requires all individuals to have health insurance either through an employer sponsored plan or through the health insurance exchange. Individuals whose household incomes are between 100% and 400% of the federal poverty level are eligible to receive federal subsidies for premiums for policies purchased on an ACA exchange, if their employer's coverage is determined to be unaffordable. More information on ACA is available in the Business Office.

Paid time Off

Details regarding time off for sick, personal, bereavement and vacation leave can be found in your respective collective bargaining agreements. This section is intended to clarify how to request and report these days.

AESOP

Upon hire you are asked to complete the personnel data sheet with an AESOP PIN number. AESOP/Frontline is the system you will use to request time off. It also is the system that assigns substitutes to cover for you in your absence. A welcome email and invitation will be sent to your district email address for newly hired employees. The welcome email and invitation will contain your login id, PIN number and instructions for accessing and using AESOP/Frontline from the phone and computer.

AESOP/Frontline is the system that call substitutes to cover for absences, as well as allows substitutes to search for absences that require a substitute. A welcome email and invitation for substitutes will be sent to your personal email address. The welcome email and invitation will contain you login id PIN number, and instructions for accessing and using AESOP/Frontline from the phone and computer.

Sick Leave

Sick days are to be used for an illness, of either yourself or a family member. You request the use of a sick day by logging into AESOP. It is appropriate to discuss certain absences with your direct supervisor. Long-term absences for surgery or maternity leave should be brought to the attention of your supervisor and Jean Jaffee ext. 70544 so that appropriate paperwork can be determined. Non-instructional employees must call their immediate supervisor and advise him/her that you will be absent due to illness. Please try to call as early as possible so your supervisor may secure a substitute if necessary. Be advised that leaving only voicemail messages will not relieve you of your responsibility for reporting your absence. All employees **MUST** complete the Personnel Leave Report form immediately upon your return to work. If you are absent due to illness for more than three (3) consecutive days, a note from a physician may be required as per your CBA and if not required it would still be appropriate to provide one.

Sick Leave Bank

This benefit is part of most collective bargaining agreements. The Sick Leave Bank is a pool of paid days off that is available to employees who have exhausted all their sick leave. Usually an employee is asked to give up use of one of his/her sick days and contribute that day to the Sick Leave Bank. In exchange for their contribution, they have the ability to draw on the bank if the need arises. Access to sick leave days from the bank is controlled by procedures outline in each Collective Bargaining Agreement.

Personal Leave

Personal leave must be requested at least three (3) days prior to the date requested. Complete the Personnel Leave Report form and turn it in to your supervisor and/or the Superintendent for approval. You will receive the pink copy of the form back indicating the day was either approved or disapproved. Do NOT assume that since you completed the form use of the day is automatically approved.

Bereavement Leave

This benefit is part of all the collective bargaining agreements. Bereavement leave is available to each employee based on the negotiated terms in the collective bargaining agreement. These sections can be very specific regarding the relationship of the employee to the deceased. The payroll department may ask you for information regarding your relationship with the deceased to ensure the benefit is being appropriately accounted for.

Vacation Leave

All full-time 12-month (year-round) positions receive vacation time. This benefit may be based on years of service to the district. The payroll department will give you specific information on how you earn vacation time.

NOTE: This benefit is NOT available to employees covered under the following Collective Bargaining Agreements: MTA (Monticello Teachers Association), Association of Teaching Assistants, Teacher Aides Association, the Cafeteria Unit of the Local 74, certain titles under the Drivers/Mechanics/Monitors unit and 10 month or school year Managerial/Confidential employees.

Jury Duty

Time off to serve on a jury is paid time off and not deducted for accumulated leave, if the employee provides a copy of the initial jury duty notification that states the date your service begins. You must notify your supervisor each day that you are serving on jury duty and you must turn in documentation from the court stating that you were in attendance.

Blood donation Leave

Employees are entitled to up to three (3) hours of leave during a calendar year. There are two types of Blood Donation leave; Off-Premises Donation and Blood Donation Leave Alternatives.

Off-Premise donation: Employees taking leave for off-premises blood donation shall be permitted one leave period per calendar year of three hours duration during the employee's regular work schedule. This leave is not paid leave and there is no provision for use of accumulated vacation, personal, sick or other leave time.

Blood Donation Alternatives: This leave is paid leave as long as the donation is on-premise. This leave is NOT deducted from accumulated sick, personal or vacation leave. There are Blood Drives scheduled each year in the district. If you wish to donate blood you may do so at any or all of these Blood Drives. You may do so during the work day without using sick, personal or vacation time. The maximum amount of paid leave is three (3) hours per and is available twice in a calendar year (January – December). You will need to notify the district in writing that you wish to use your "blood donation leave" at least 5 days in advance to allow for proper coverage. In order to properly track leave time, you will be required to "sign in and out" in the main off and indicate "blood donation". Leave time does NOT accumulate from year to year.

Cancer Screening Leave

Effective March 18, 2018, NYS amended Section 159-b of Civil Service Law and entitles employees the right to paid, excused leave of absence from work, up to 4 hours for a screening for cancer of any kind per calendar year. This leave is not deducted from any accumulated leave time earned by the employee. You must notify your supervisor in writing of your intent to use such leave at least 3 days in advance to allow for appropriate coverage.

Time off to Vote

Employees are entitled to 2 hours of paid leave time in order to vote. To qualify for leave, you must demonstrate that you do NOT have 4 consecutive hours either from the opening of the polls to the beginning of your working shift or between the end of your working shift and the closing of the polls if you are a registered

voter. If you feel you qualify for this leave, you must notify your direct supervisor not less than 2 days but no more than 10 days before the day of the election.

Since polls are open in NYS from 6:00 am – 9:00 pm, most employees will have sufficient time to vote.

Leaves of Absence

Paid – Any paid time off is either covered by your collective bargaining agreement or your terms and conditions of employment. Any other paid leave granted by NYS law is explained in each specific section of this manual.

Unpaid leave – Unpaid leave of absence can ONLY be granted by the Board of Education. Employees must request the leave in writing. The Board can either approve or deny such a request. Employees should NOT assume unpaid leaves will be granted.

Maternity/Paternity Leave – Generally this type of leave is specific to your collective bargaining agreement. If your CBA is silent in regard to this type of leave, it would be covered under FMLA. Contact Jean Jaffee at ext. 70544 for more information.

FLMA

The Family Medical Leave Act is a Federal law that provides up to 12 weeks of job protected leave for an employee under four circumstances.

1. A serious medical condition that makes the employee unable to perform the function of his/her position.
2. The need to care for the employee's spouse, son, daughter or parent with a serious health condition.
3. The birth of a son or daughter of the employee and the need to care for such son or daughter.
4. The placement of a son or daughter with the employee for adoption or foster care.

There are specific eligibility requirements an employee must meet in order to use FMLA leave.

1. The individual must have been employed by the district for at least 12 months.
2. The individual must have worked at least 1,250 hours in the 12 month period immediately preceding the leave.
3. The individual must be employed at a location that has at least 50 employees within 75 miles.

FMLA leave is unpaid, UNLESS the employee chooses to use their accumulated leave. Forms must be completed by both the employee and the doctor treating the patient in order for the leave to be approved. Contact Jean Jaffee at ext. 70544 for information.

Mandatory Trainings

Bloodborne Pathogens/Right to Understand

All employees of the district MUST attend a bloodborne pathogen certification course and provide the district with proof of attendance. Initial training takes several hours. Annual re-certification is REQUIRED and is offered online through Sullivan County BOCES Safe Schools online platform. You will receive an email with instructions on how to access the training platform. This training must be completed within 30 days of initial hire and within 90 days for annual re-certification. Compliance is monitored by the Business Office.

Sexual Harassment

Annual interactive training is required. Information on how to access this training is provided at the beginning of each school year. This training must be completed within 30 days of initial hire and within 90 days for annual recertification. Compliance is monitored by the Business Office.

CPE/CTLE credit

Certain titles are required to earn a certain number of CPE (Continuing Professional Education) credits. Your direct Supervisor will provide you with information on available trainings.

Employees with a Professional Classroom Teaching Certificate, Educational Leadership Certificate or Level III Teaching Assistant Certificate issued by the NYS Education Department are required to earn, track and report CTLE (Continuing Teacher and Leader Education) credits. You must attend 100 hours of acceptable CTLE hour in a 5 year period in order to maintain your license. Acceptable CTLE must be taken from a sponsor approved by the State Education Department. Of the 100 hours, fifteen percent (15%), must be training regarding ELL (English Language Learners). Holders of Professional English to Speakers of Other Languages or Bilingual Extension Annotations are required to complete a minimum of fifty percent (50%) of the CTLE hours in language acquisition. See the NYSED website for more information. A CTLE record keeping form is included in the Appendix. The Monticello Central School District uses the MLP (My Learning Plan) platform to offer enrollment in training provided by MCSD, regional BOCES, as well as fill in forms for approval of trainings offered by other professional organizations whose catalog is not linked to MLP. It is the employees' responsibility to track CTLE hours and maintain your Certificate.

Americans with Disabilities Act (ADA)

The ADA prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation and telecommunications. To be protected by the ADA, one must have a disability, defined by the ADA as, a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment or a person who is perceived

by others as having such and impairment. The ADA does not specifically name all of the impairments that are covered.

Title 1 requires employers with 15 or more employees to provide qualified individuals with disabilities an equal opportunity to benefit from the full range of employment-related opportunities available to others. For example, it prohibits discrimination in recruitment, hiring, promotions, training, pay, social activities, and other privileges of employment. It restricts questions that can be asked about an applicant's disability before a job offer is made and requires that employers make reasonable accommodations to the know physical or mental limitations of otherwise qualified individuals with disabilities, unless it results in undue hardship.

Employees who feel they qualify for a workplace accommodation due to their disability, may request an interactive meeting to discuss the accommodations requested by contacting Cindy Sapia at ext. 70501.

Employee Assistance Program (EAP)

The Monticello Central School District participates in the Educators' EAP. This service is free to all employees and provides a range of services, including a variety of counseling services, legal services, personal finance and education services, child and elder care, caregiver benefits, wellness and lifestyle benefits, stress assessment and services, adoption counseling and more. The information is confidential and no one at the district has any information on who is using the EAP or what services they access. To access the list of available services visit www.theEAP.com/Educators-EAP

Harassment

Title VII

This act protects employees and job application from employment discrimination based on race, color, religion, sex and national origin. Title VII protection covers the full spectrum of employment decisions, including recruitment, terminations and all other decision concerning terms and conditions of employment.

Sexual Harassment

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects and individual's employment, unreasonable interferes with and individual's work performance or creates an intimidating, hostile or offensive work environment. Sexual harassment can occur in a variety of circumstances, including but not limited to:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.

- The harasser can be the victim’s supervisor, co-worker or non-employee
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser’s conduct must be unwelcome.

It is unlawful to retaliate against an individual for opposing employment practices that discriminate based on sex or for filing a discrimination charge, testifying or participating in any way in an investigation, proceeding or litigation under Title VII.

Title IX

This act protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Specifically, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

If you feel you are a victim of harassment of any kind, you can file a report. The report should be filed with the Title IX Officer. Currently that is the Assistant Superintendent for Curriculum and Instruction. Instructions and the form are attached to this manual and available on the school website under staff resources.

Smoking/Tobacco Use

Section 408 of NYS Education Law and the Monticello School District policy prohibits the use of tobacco products on school grounds. School grounds means any building, structure and surrounding outdoor grounds, including entrances and exits, contained within a public elementary or secondary school’s legally defined property boundaries. A link to a copy of the policy is included in the appendix to this manual.

Drug and Alcohol Use

The Board of Education has established a policy recognizing that students are often influenced by teachers and other staff members. The district impresses upon all staff members the importance of maintaining a high level of professionalism appropriate to their position, which in turn, shall set a positive example for our students. Since substance abuse has become a national problem, the Board and District believe that all school employees must exemplify the positive benefits of a drug-free lifestyle. The Board will not permit the illegal use, including possession, sale and/or manufacture, or alcohol or controlled substances by staff members either in the workplace or at any time when the effects of such substance(s) may impair the performance of their duties.

Employees found to have violated this policy are subject to a range of penalties up to and including dismissal.

Health Examinations

Certain employees are required to have a health examination on a regular basis in order to maintain their license. Your supervisor will inform you if you are subject to such an exam.

The Board of Education reserves the right to request a health examination at any time during employment, at the districts expense, in order to determine the physical and mental capacity of an employee to perform his/her duties.

Resources on School Website

The Monticello Central School District maintains a vast library of resources for staff on our district website at www.monticelloschools.net/staff-resources/ . This site can provide you with information and forms regarding instruction, payroll, benefits and conference/travel reimbursement procedures.

Conference and Travel Procedures

The District utilizes Professional Growth (formerly MLP or My Learning Plan) application through Frontline education which can be accessed via Classlink. All professional development must be approved in MLP before you can register for any PD or conference. The conference procedures on the district website explain in detail how to register for a conference and to be reimbursed for expenses. You are NOT allowed to pay for a conference or travel and be reimbursed. Reimbursement is for mileage and meal expenses you incur while attending your conference.

Mileage/Meal Reimbursement

Travel using your personal car between buildings or to a meeting at a local BOCES will be reimbursed at the IRS mileage rate. You must either use the mileage chart available on the website or attach a Map Quest or similar to your claim for reimbursement for travel to a location not on the mileage chart. MLP approval is required for attendance at an offsite meeting. Meals are only reimbursed for meetings when original itemized receipts are provided. Meals for single day conference or meeting are only reimbursed under certain conditions, where an employee has no choice but to purchase a meal. Those conditions are as follows:

- Meeting does not take place in a district building
- Meeting does not take place at Sullivan County BOCES
- Meals are not provided as part of conference participation

School Calendar

Each year the Board of Education adopts an Academic Calendar. This calendar is contains information on when conference days are scheduled, dates that school is closed for various holiday observances, winter and spring breaks, testing dates and emergency days. This information is included on the calendar available on the district website including building specific events as well. Winter and Spring breaks are tentative and

dependent on the district meeting the 180 days of instruction requirement. The calendar can be found at <https://www.monticelloschools.net/calendar/>

Acceptance of Gifts

No Board of Education Member, Officer or Employee of the district directly or indirectly solicit any gift or accept or receive any gift having a value of **\$75** or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstance in which it could reasonable be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on her or her part.

Application Process for Internal Position Postings, Transfers and Promotions

The District recognizes that internal position postings may be of interest to current employees. The position posting may involve a transfer to another building in the same title, or a promotion to a higher level title. In addition, employees may seek a transfer to another building or department for any number of personal reasons.

To make the process as simple as possible, the employee need only submit a letter or interest in the position or a request to transfer. No other paperwork is required. Normal hiring procedures will be followed.

Access to Personnel File

Every employee has a right to view all the documents in their personnel file. You need to request an appointment with the Personnel Department. While you are viewing your file, an employee of the Business Office will be there to ensure nothing is removed from your file. You may request copies of any document in your personnel file. The Business office employee will take the entire file to the copy machine and make the copies you requested.

Reporting hierarchy for employee accidents or incidents

All accidents or incidents **MUST** be reported immediately to your direct supervisor. If you cannot reach your supervisor, follow the chain of command as depicted in the Supervision/Reporting Chart in the Appendix of this manual

Selected Board of Education Policies

The Policies of the Board of Education control many aspects of our operations. You are encouraged to familiarize yourself with the policies of the district. Policies can be accessed here https://boardpolicyonline.com/?b=monticello_central

Links to selected policies that relate to this manual are included in the Appendix of this manual.

Selected Forms

Appendix III contains specific forms for reporting of harassment, workplace injury, claim forms, mileage chart, CTLE tracking form. These forms are also available in the Business Office.

APPENDICIES

Appendix I – Supervision/Reporting Chart

Employee should locate your title and follow the chart for reporting injuries or incidents. Employees may report to either Assistant Superintendent of the Superintendent of Schools if they cannot reach any other supervisor.

Appendix II - Selected Board of Education Policies

Appendix III – Selected Forms

APPENDIX I

SUPERVISION/REPORTING CHART

Instructional			
Title	Reports to	Reports to	Reports to
Teachers	Asst. Principal	Building Principal	Asst Supt for Curr & Inst
Teaching Assistants	Asst. Principal	Building Principal	Asst Supt for Curr & Inst
Teacher Aides	Asst. Principal	Building Principal	Asst Supt for Curr & Inst
Guidance Counselors	Asst. Principal	Building Principal	Asst Supt for Curr & Inst
Technical Data Spec		Director of Ed Data	Asst Supt for Curr & Inst
LAN Technician		Director of Info Tech	Asst Supt for Curr & Inst
Systems Operator		Director of Info Tech	Asst Supt for Curr & Inst
Network Administrator		Director of Info Tech	Asst Supt for Curr & Inst
Tech Integration Spec	Dir of Info Tech	Building Principal	Asst Supt for Curr & Inst
Nurses/Health Asst	Principal or AP	Director of PPS	Asst Supt for Curr & Inst
Attendance Officers	Director of PPS	Building Principal	Asst Supt for Curr & Inst
Registration		Director of PPS	Asst Supt for Curr & Inst
Social Workers	Principal or AP	Director of PPS	Asst Supt for Curr & Inst
Speech Therapist/Patho	Principal or AP	Director of PPS	Asst Supt for Curr & Inst
Psychologist	Principal or AP	Director of PPS	Asst Supt for Curr & Inst
Supervisor of SPED		Director of PPS	Asst Supt for Curr & Inst
CSE/CPSE Chair	Sup of SPED	Director of PPS	Asst Supt for Curr & Inst
Director of Curriculum			Asst Supt for Curr & Inst
Typist/Sr Typist	AP or Supervisor	Principal or Director	Asst Supt for Curr & Inst
Administrative Specialist	AP or Supervisor	Principal or Director	Asst Supt for Curr & Inst
Coaches/Asst Coaches	Athletic Director	Building Principal	Asst Supt for Curr & Inst
Non-Instructional			
Title	Reports to	Reports to	Reports to
Security Attendant		Security Supervisor	Asst Supt for Business
Personnel Specialist			Asst Supt for Business
Cleaners/Custodians	Head Cleaner	Supervisor/Dir of Fac	Asst Supt for Business
Maintenance Workers	Supervisor	Director of Facilities	Asst Supt for Business
Buildings and Grounds	Supervisor	Director of Facilities	Asst Supt for Business
Bus Drivers/Monitors	Head Driver	Asst or Director of Tran	Asst Supt for Business
Mechanics	Head Mechanic	Asst or Director of Trans	Asst Supt for Business
Food Service Worker		Café Manager	Asst Supt for Business
Unit Cook/HS Cook		Café Manager	Asst Supt for Business
District Treasurer			Asst Supt for Business
Payroll/Benefits			Asst Supt for Business
Tax Collector			Asst Supt for Business
Senior Account Clerks	Supervisor	Asst Dir or Director	Asst Supt for Business
Account Clerk	Supervisor	Asst Dir or Director	Asst Supt for Business
Typist/Senior Typist	Supervisor	Asst Dir or Director	Asst Supt for Business
Administrative Specialist	Supervisor	Asst Dir or Director	Asst Supt for Business

APPENDIX II

SELECTED POLICIES

Policy Number	Policy Name/Description	Link
0100	Non-Discrimination and Equal Opportunity	https://boardpolicyonline.com/?b=monticello_central&s=46643
0110	Sexual Harassment	https://boardpolicyonline.com/?b=monticello_central&s=46644
1530	Smoking and other Tobacco Use on School Property	https://boardpolicyonline.com/?b=monticello_central&s=46666
2160	School District Office and Employee Code of Ethics	https://boardpolicyonline.com/?b=monticello_central&s=46679
4526	Computer Use in Instruction or Acceptable Use	https://boardpolicyonline.com/?b=monticello_central&s=46732
5405	Wellness Policy	https://boardpolicyonline.com/?b=monticello_central&s=46784
8130	School Safety Plans and Teams	https://boardpolicyonline.com/?b=monticello_central&s=46839
8330	Authorized Use of District Owned Materials and Equipment	https://boardpolicyonline.com/?b=monticello_central&s=46844
8635	Information and Data Privacy, Security, Breach and Notification	https://boardpolicyonline.com/?b=monticello_central&s=46858
9120.1	Conflicts of Interest	https://boardpolicyonline.com/?b=monticello_central&s=46866
9180	Staff Use of Personal Electronic Devices for Work-related Duties	https://boardpolicyonline.com/?b=monticello_central&s=46870

9320	Drug-Free Workplace	https://boardpolicyonline.com/?b=monticello_central&s=46875
9620	Child Abuse in an Educational Setting	https://boardpolicyonline.com/?b=monticello_central&s=46887
9800	Social Media	https://boardpolicyonline.com/?b=monticello_central&s=46890

APPENDIX III

SELECTED FORMS

- Mileage chart - https://monticellocsd-my.sharepoint.com/personal/communications_k12mcsd_net/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fcommunications%5Fk12mcsd%5Fnet%2FDocuments%2FWebsite%20forms%2FStaff%20Resources%20forms%2F2020%2D2021%20Mileage%20Spreadsheet%20for%20Staff%20Resources%2Epdf&parent=%2Fpersonal%2Fcommunications%5Fk12mcsd%5Fnet%2FDocuments%2FWebsite%20forms%2FStaff%20Resources%20forms&originalPath=aHR0cHM6Ly9tb250aWNlbGxvY3NkLW15LnNoYXJlcG9pbmQuY29tLzpiOi9nL3BlcnNvbmljYXRpb25zX2sxMm1jc2RfbmV0L0VkanlFdXFUY2pKSnbW1SaDVyWUHVQmNuZGt3N3MteUctMFVVbzJ3dURFc0E_cnRpbWU9SG5FSVF6WjgyRWc
- Mileage Reimbursement Form - https://monticellocsd-my.sharepoint.com/:w:/g/personal/communications_k12mcsd_net/EWmtpOBjFANHmexdAVjN0BcBZ4Q-yDinwd8C2HvR_aoBaA?rttime=CD55dDZ82Eg
- Claim Form - https://monticellocsd-my.sharepoint.com/:x:/g/personal/communications_k12mcsd_net/ERUPqEncd6FIn882rkrXKh8BVtc-moI6kGsdYnMyvuCZVQ?e=Trv8bp
- Workplace injury form – This form is available in the Nurse’s office in each building, Plant Operations and Transportation office and by contacting Jean Jaffee (ext. 70544) in the Business Office
- Harassment form - <https://www.monticelloschools.net/district-administration/discrimination-and-harassment-grievance-procedure/>
- CTLE Credit tracking form – <https://www.monticelloschools.net/wp-content/uploads/2021/07/CTLE-tracking-form.pdf>

Monticello Central School District

Employee Handbook

Acknowledgement of Receipt and Disclaimer

My signature below indicates that I have received a copy of the Monticello Central School District Employee Handbook.

I understand that this manual contains information regarding the Monticello Central School District's rules and regulations and benefits which affect me as an employee.

I acknowledge that I have read and understood Monticello Central School District policies.

I also understand that the Monticello Central School District may revise, supplement or rescind policies, procedures, or benefits described in the manual, with or without notice.

Print Name: _____

Signature: _____

Date: _____

RETURN THIS DOCUMENT TO THE BUSINESS OFFICE (page 27 only)

Monticello Central School District
60 Jefferson Street, Suite #3
Monticello, NY 12701