

TUCKAHOE U.F.S.D. EMPLOYEE HANDBOOK

Welcome to the 2022-2023 School Year!

Knowing the importance of transparency in communication we wanted to provide you with access to reference this information, one of the first items to be updated this year was the Employee Handbook.

To help support the success of each employee, we are providing this tool for easy access to Board policies (listed and hyperlinked for reference) and procedures that apply to the Tuckahoe UFSD employees. In this handbook you will find the tenets of policy and procedures, as well as the description of benefits in broad terms. We have also provided for your reference the contact list of District Office Administration & Support staff. We encourage you to ask your direct supervisors for any clarification and feel free to reach out to us when you need additional assistance.

Sincerely,

The District Office

ABOUT THIS HANDBOOK

*In the pages that follow,
you will find descriptions of the benefits, procedures, and access to School Board Policies
that apply to Tuckahoe UFSD employees.*

*Benefits described in this handbook are in broad terms only. Specific benefit
information can be found in employment contracts.*

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*If you have any questions about the material contained in this handbook or any other
information you may receive regarding employment in the District,
please contact Human Resources or Payroll*

*During the school year any updated information will be available and posted to the
[Staff Resources page](#) of the Tuckahoe UFSD website.*

DISTRICT OFFICE ADMINISTRATION & SUPPORT

CONTACT INFORMATION

NAME	TITLE	PHONE INTEROFFICE
<p>Dr. Amy Goodman goodmana@tuckahoeschools.org</p> <p>Robyn Dunn dunnr@tuckahoeschools.org</p>	<p>Superintendent</p> <p>Assistant to the Superintendent/District Clerk</p>	<p>914-337-6600 x1250</p> <p>914-337-6600 x1251</p>
<p>Faith Sparks sparksf@tuckahoeschools.org</p> <p>Karen Barros barrosk@tuckahoeschools.org</p> <p>Beata Grabowski grabowskib@tuckahoeschools.org</p> <p>Jennifer Capocci jcapocci@tuckahoeschools.org</p> <p>Linda Cali calil@tuckahoeschools.org</p>	<p>Business Manager</p> <p>Assistant to the Business Manager/Registrar</p> <p>Treasurer</p> <p>Accounts Payable</p> <p>Payroll</p>	<p>914-337-6600 x1263</p> <p>914-337-6600 x1262</p> <p>914-337-6600 x1260</p> <p>914-337-66600 x1221</p> <p>914-337-6600 x1257</p>
<p>Chris Keogh keoghc@tuckahoeschools.org</p> <p>Jennifer Michel michelj@tuckahoeschools.org</p>	<p>Director of Curriculum, Instruction & Technology</p> <p>Assistant to the Director of Curriculum, Instruction & Technology / Human Resources</p>	<p>914-337-6600 x1222</p> <p>914-337-6600 x1224</p>
<p>Anthony Russo russoa@tuckahoeschools.org</p>	<p>Facilities Consultant</p>	<p>914-337-6600 x1218</p>
<p>Dr. Catherine Sweeney sweeneyc@tuckahoeschools.org</p> <p>Vanessa Lopes lopesl@tuckahoeschools.org</p>	<p>Director of Special Education & Student Services</p> <p>Assistant to the Director of Special Education</p>	<p>914-337-6600 x1255</p> <p>914-337-6600 x1226</p>

<p>Ana Sotolongo sotolongoa@tuckahoeschools.org</p>	<p>CPSE Secretary</p>	<p>914-337-6600 x1229</p>
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BENEFITS *Benefit Coordinator: Linda Cali: calil@tuckahoeschools.org x1257*

As an employee, you are eligible for a variety of group benefit plans. **You have one month from your date of hire to enroll in the various plans. Please know that you must wait for the next open enrollment period in the Winter or Spring if you do not enroll at the time of hire.**

Once you enroll in a benefit plan, you have certain responsibilities: verify the accuracy of enrollment and employee contribution amounts and provide any coverage or address changes to the Benefit Coordinator. You are allowed to add a new spouse or child within 30 days of a qualifying event. When your spouse or dependent is no longer eligible, you must notify the Benefit Coordinator within 30 days of the ineligibility date.

During the hiring process, you will receive a packet that includes information on benefits.

HEALTH INSURANCE

The District participates in the SWSCHP and the NYSHIP Empire Plan. The District pays a portion of the premium for the cost of health insurance. Your contribution to the cost of health insurance will be deducted over 20 pay periods starting the third Wednesday of September. **Refer to your bargaining unit contract for eligibility requirements and employee cost for this coverage.**

WELFARE FUND

Certain employees are eligible for enrollment in the Tuckahoe Teachers Welfare Fund for vision, dental and life insurance benefits. **Refer to your bargaining unit contract for eligibility requirements.**
Contact – Kelly Donovan donovank@tuckahoeschools.org

WORKER’S COMPENSATION

If you incur a work-related injury or illness, you may be eligible for benefits under the Workers' Compensation Act. All work-related accidents or injuries should be reported immediately to the Nurse’s Office or your immediate supervisor. If you have questions related to Worker’s Compensation please call Jennifer Michel in Department of Human Resources at x 1224.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) provides free, confidential professional help for employees and their families. EAP offers assistance with personal problems that may include depression, family issues, substance abuse, financial and legal worries, and caregiver stress. For more information, visit the EAP website at: <https://www.theeap.com/educators-eap>

COBRA (Continuation of Health Insurance Coverage)

You and your eligible dependents have the right to elect to continue your medical and dental coverage if you lose these benefits under certain circumstances. This right is guaranteed under federal law. To continue coverage, you must pay the total premium for the plan. For more information regarding COBRA coverage eligibility, please visit the [US Department of Labor website](https://www.dhs.gov/eag-svc/aca/coverage) or contact Linda Cali at x 1257

PAYROLL INFORMATION *CONTACT: Linda Cali, Payroll*

PAYMENT DATES AND PROCESS

This list can be obtained by contacting the payroll department.

Direct deposit is mandatory for all employees to ensure security and timeliness of deposit. A

paystub that details the direct deposit transaction and year-to-date information is produced for each pay period and emailed to each employee.

CREDIT UNION

All District employees are eligible to join the B.E.T Federal Credit Union. Please contact the payroll office for additional information.

TAX SHELTERED ANNUITY (403b) & (457)

All District employees are eligible to enroll in a tax-sheltered annuity (403b) through an insurance agent or mutual fund company. This money is sheltered from Federal and State tax and put into an investment fund of your choice. A list of tax-sheltered annuity companies from which you may choose is included in your employee packet. The District does not endorse any one of these companies.

FLEXIBLE SPENDING ACCOUNT (FSA)

District employees may participate in the flexible spending plan offered by the District. You may spend tax-free budgeted dollars for dependent care, medical, dental, and optical expenses not covered by insurance.

Time Sheets and Overtime

Except for emergency situations, overtime work must be pre-approved by your Building Principal and the School Business Official and recorded on a timesheet. These hours will be verified against timeclock records. Timesheets must be signed by the employee and supervisor. Timesheets must be submitted to the business office for payroll processing in a timely manner in accordance with the dates listed on the payroll schedule. For blank timesheets please contact your building secretary or the payroll department at x 1257.

RETIREMENT CONTACT: Linda Cali, Payroll x 1257

All full-time teachers and 12-month employees are required to join a retirement system. Part-time teachers and 10-month employees have the option of joining a retirement system. A waiver must be signed if declining to join. Instructional personnel and administrators are eligible to join the [NYS Teachers' Retirement System](#). All other employees are eligible to join the [NYS Employees' Retirement System](#). If you are not mandated to join, you may join at any time. Employees are encouraged to join now to begin the accumulation of time to become vested.

Employees who are new members of either retirement system contribute a percentage of their gross wages each pay period. The TUFSD also makes a contribution on your behalf. **Please refer to the following documents regarding more information on individual member contribution rates:**

TRS:

1. <https://www.nystrs.org/NYSTRS/media/PDF/LearningAboutNYSTRS.pdf>
2. <https://www.nystrs.org/NYSTRS/media/PDF/Forms/mes-4.pdf>

ERS:

<https://www.osc.state.ny.us/retirement/members/member-contributions>

ATTENDANCE

Staff members are required to swipe in and out of assigned buildings using their ID badges when arriving on campus and when leaving campus for any reason. This digital attendance is used for time, attendance, and roster verification in emergency situations.

When you are absent from school, **you are required to enter your absence in Frontline – Absence Management.** Please see your contract or salary agreement regarding the number of days available to you.

The following are categories of personal absence: Sick, Family Illness, Personal, Bereavement, Vacation, Jury Duty, Cancer Screening and Administrative and Board approved unpaid or paid leaves, as well as leaves requested under the Family Medical Leave Act.

- **Sick days** are used when an employee is sick and unable to attend work.
- **Family Illness days** may be used when an employee must be absent because the illness of a child, spouse, parent or a relative who resides in the home with the employee necessitates the absence of such employee.
- **Personal days** may be used to conduct compelling personal business which cannot be conducted outside of the workday. Personal days without reason will not be granted to personnel on the day before or after a school holiday or recess period.
- **Bereavement days** may be used for arrangements or travel when a member of an employee's immediate family dies.
- **Vacation days** for non-instructional, full-time staff may be used for vacations as designated in the applicable salary agreements or collective bargaining contracts.
- **Family and Medical Leave Act:** Pursuant to the requirement of the Family and Medical Leave Act. Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:
 - The birth of a child or placement of a child for adoption or foster care;
 - To bond with a child (leave must be taken within one year of the child's birth or placement);
 - To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
 - For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
 - For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child or parent.
- **Jury Duty:** Employees will receive leave with pay for jury duty service, minus any fees or pay received for such service.
- **Leaves of Absences:** For more information on Leaves of Absences, please contact Jennifer Michel at x1224.

OTHER INFORMATION

IDENTIFICATION BADGES

All employees are required to wear photo identification badges issued by the District.

CIVIL SERVICE

Employees who are required to be certified by the State of New York are not bound by any Civil Service requirements (teachers, administrators). All other employees will be civil servants under the jurisdiction of Westchester County Civil Service and upon hiring will be required to:

1. Fill out the Civil Service Application for Examination/Employment form (if applicable) and;

2. Pay by check the filing fee (if applicable) and;
3. Take an appropriate test, if required by your job classification.

HEALTH INSURANCE BUY-OUT

Employees eligible for health insurance coverage may be able to participate in a District buy-out plan. For information, please call Linda Cali at x1257.

RESIGNATIONS AND RETIREMENTS

All resignations/retirements must be sent in writing to the Superintendent's Office for formal action by the Board of Education. Such communication should include a copy to your immediate supervisor and/or building principal, and Human Resources. Additionally, refer to individual bargaining agreements, contracts, and retirement systems for required time to give notice of resignation/retirement.

PERSONNEL FILES

Each employee shall have the right, upon **written** request, to review the contents of his/her personnel file.

DISTRICT EQUIPMENT

Each employee is responsible for all district issued equipment while it is in their possession.

FIREARMS:

Please be aware that staff are strictly prohibited from carrying or transporting firearms of any kind on school grounds.

CONFLICT OF INTEREST FOR EMPLOYEES/BOARD MEMBERS

In accordance with Board Policy 2160. "School District Officer and Employee Code of Ethics" employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Tuckahoe Union Free School District wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

Contact the Business Manager at x1263 with questions about conflicts of interest.

BOARD OF EDUCATION POLICIES

For the purpose of this handbook, the policies included and listed below are personnel policies that are **mandated by state or federal law or that are considered critical to your responsibilities as a Tuckahoe UFSD Employee.**

Additionally, ALL Board of Education Policies are available in [Board Docs](#) on the TUFSD website.

[Policy No. 2160 School District Officer and Employee Code of Ethics](#)

[Policy No. 0150 HIV/AIDS Policy](#)

[Policy No. 8635 Information and Security Breach & Notification](#)

[Policy No. 0100-R Equal Opportunity and Non-Discrimination](#)

[Policy No. 0110 Sexual Harassment](#)

[Policy No. 0110-R Sexual Harassment Regulations](#)

[Policy No. 5460 Child Abuse, Maltreatment or Neglect In A Domestic Setting Policy](#)

[Policy No. 4526 Computer Use in Instruction](#)

[Policy No. 4526.1 Internet Safety Policy](#)