



CONTACT US

Syracuse City School District

Office of Human Resources

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District website: syracusecityschools.com

HR Connect (on staff intranet): scsd.sharepoint.com

Unit 12 Contract Dates 7/1/2019 – 6/30/2024

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Notice of Non-Discrimination

The Syracuse City School District hereby advises students, parents, employees and the general public that it is committed to providing equal access to all categories of employment, programs and educational opportunities, including career and technical education opportunities, regardless of actual or perceived race, color, national origin, Native American ancestry/ethnicity, creed or religion, marital status, sex, sexual orientation, age, gender identity or expression, disability or any other legally protected category under federal, state or local law.

Inquiries regarding the District's non-discrimination policies should be directed to: Civil Rights Compliance Officer, Syracuse City School District, 725 Harrison Street • Syracuse, NY 13210, (315) 435-4131, Email: CivilRightsCompliance@scsd.us

Family and Medical leave Act

The Family and Medical Leave Act (FMLA) entitles eligible employees of a covered employer (SCSD) to take an unpaid, job protected leave for specified family and medical reasons.

Uniformed Services Employment and Reemployment Rights Act

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects from discrimination or retaliation an employee who gives proper notice of the need for a military related absence and provides job reinstatement rights for up to five years. There is no requirement under USERRA to pay the employee for the military related absence.

Save your days!

There are many important reasons to save your sick and/or personal days. Here are a few:

1. Disability plan

The district does not have established disability plans or NYS disability insurance for employees. In the event of a catastrophic injury or unanticipated illness, your days can be used to cover an unforeseeable event.

2. Personal day rollover

The unused personal days rollover into your accumulated sick leave balance at the end of each school year.

3. Retirement incentive

Most of the union contracts now include language to pay out remaining sick days at the time of retirement.

Recommendations:

1. Schedule doctor appointments after regular school hours, on school recess breaks or during the summer months.
2. Consider asking other family or friends to be a stand-by, if needed, to assist with childcare coverage when ill or on snow days.



every teacher...
every day



Syracuse City School District

UNIT 12: Your Attendance Matters



Why does attendance matter?

As reported by the National Council on Teacher Quality (NCTQ):
Student achievement increases with regular teacher attendance. It is estimated that 10 days of teacher absences per year reduces mathematics achievement of fourth-grade students by 3.2% of standard deviation.



it leads to increased student achievement!

Why me?

- 1

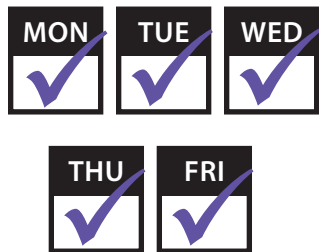
It takes **ALL** SCSD teachers every day to support the work of the classroom.
- 2

Teachers have a unique skill set and understanding of the **dynamics in their classroom and their students’ needs.**
- 3

Teachers go through **Professional Development**, coaching and mentoring to enhance and improve their instructional strategies.
- 4

Even the best substitute cannot deliver a lesson and know the students to the **level of a teacher’s intimate knowledge of each of the students they serve.**
- 5

You matter in the lives of our SCSD students.



What time can Unit 12 staff utilize? Starting July 1st every year:

Sick Days12

For use when you, the employee, are ill or for doctor appointments for yourself.

1. **New Hires** — The first year of service with the Program, members shall be granted one (1) day of personal illness leave for the month of service completed, cumulative, for a total of ten (10) days.
- The District reserves the right to request a physician’s statement regarding any absence for medical reasons, regardless of the length of such absence. Further, they may be required, at the discretion of the Superintendent, to be examined by the Medical Director.*

Death in Family5

Up to five (5) days of leave for each death of an immediate family member:

Spouse, parent, sibling, child, grandparent, grandchildren (including in-laws and step family)

Funeral1

One (1) day to attend the funeral of any of the following family members:

Aunt, uncle, cousin, niece, nephew

Tenth Day or Dead Feast Day1

One (1) day to attend Tenth Day or Dead Feast Day

Holidays

Members in this unit shall be entitled to school holidays, as specified in the annual holiday schedule for non-teaching members, issued by the Superintendent of Schools. To be paid for a holiday, the member must be present, or constructively present (e.g. drawing sick-leave pay), on the regularly scheduled workday before and after the holiday and have been on the active and current payroll for a period of thirty (30) calendar days preceding the holiday.

Recess Days

There are four holiday recesses each school year: in November, December, February and April. These recess periods are intended for 10-month school-based employees.

→ Planning Vacations

Staff are cautioned NOT to commit themselves to any irrevocable plans for the April Break in the event that any or all of these days will be required to make up for lost student days in excess of the amount provided in the annual school calendar.

Contingency Days

Designated contingency days will be utilized to ensure that school closings do not cause the number of days in session to drop below the number required by law. The amount of days will be determined by the Superintendent and Board of Education each year. Contingency days are listed in the District’s annual **Calendar Digest, Calendar/Handbook** and **One Page Calendar**.

Wind Chill Day (first 2 days)	Do not report
Wind Chill Day (beyond 2 days)	Report
Snow Day (beyond 2 days)	Do not report
Delay of School Opening	All staff reports unless otherwise instructed

Personal Days2

Two (2) days total per year to be split between Personal and Family Days

1. **Personal Days**—when you have personal matters which cannot be accomplished outside of the normal working hours (e.g., DMV, court, house closing, etc.).

Family Days5

Five (5) days total per year for Family Days

1. **Family Illness Days**—these days are when your family member, as defined in your union contract, is ill.



How do I request a personal day?

1. Ask your **immediate supervisor** at least five (5) school days in advance. They will recommend approval/denial.

***Consecutive Personal Days or Personal Day Before/After Holiday**

Complete the online request form for consecutive and/or personal days before/after holiday— at least five (5) days in advance. Provide supporting documentation of your request to Human Resources.

2. Once approved, enter your absence into the **Frontline Absence Management system** by:
1. Visiting the SCSD website at www.syracusecityschools.com
2. Selecting **Frontline Absence Management** from the Links list on the right under "About"
3. Logging in using your log-in information.
- OR by calling: (800) 942-3767

Consecutive Personal Days & Personal Days Before/After Holiday*

In accordance with the CBA- Article 1 Section C, it is understood that the use of personal time is to “attend to personal matters which cannot be accomplished during normal working hours.”

Use of consecutive personal leave days, except for reasons of family illness, shall be granted only after an employee has filed a request, in writing, with the Human Resources Department stating reasons for such absence. Requests which do not meet

the intent of the use of personal leave or are not filed sufficiently in advance will be denied.

Personal leave days may not be taken on days immediately preceding and/ or subsequent to scheduled vacations/ recess, except in cases of family illness, or unless authorized by the Superintendent pursuant to a valid written request submitted by the employee.

***CBA = Collective Bargaining Agreement**
The Unit 12 CBA can be found on www.syracusecityschools.com on the Human Resources > Staff Relations page.