



## CONTACT US

Syracuse City School District

Office of Human Resources

(315) 435-4171 | [humanresources@scsd.us](mailto:humanresources@scsd.us)

District website: [syracusecityschools.com](http://syracusecityschools.com)

HR Connect (on staff intranet): [scsd.sharepoint.com](https://scsd.sharepoint.com)

Unit 3 Handbook 7/1/2022

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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](mailto: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

A stipend of \$18,250 or the daily stipend of \$40.00 per day times the number of accumulated sick days, whichever is greater.

## Recommendations:

1. Schedule doctor appointments after regular work hours or on holidays.
2. Consider asking other family or friends to be a standby if needed to assist with childcare coverage.



every leader...  
every day

Syracuse City School District

# UNIT 3 Leaders:

## 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?

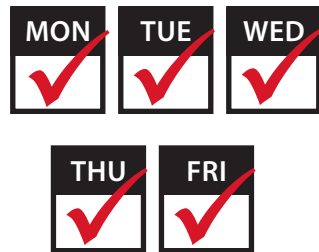
- 1

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

Educators have a unique skill set and understanding of the dynamics in their area of leadership.
- 3

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

You matter in the lives of our SCSD students.



# What time can Unit 3 Leaders utilize?

Starting July 1<sup>st</sup> every year:

Sick Days17

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

**New Hires**  
If hired during the school year the days are prorated.

Month Hired	IL	Month Hired	IL
July	17	January	9
August	16	February	7
September	14	March	6
October	13	April	4
November	11	May	3
December	10	June	1

*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 Family6

Up to six (6) days of leave for each death of an immediate family member:

Spouse, parent, guardian in loco parentis sibling, child, (including in-laws)

Vacation Days25

The administrator may carry over into a new school year up to fifteen (15) vacation days which must be used during that school year.

The administrator may receive per diem compensation for up to fifteen (15) unused vacation days per year. The per diem rate is 1/240th of his/her annual salary.

## Buyback Days

1. Sick Leave — Any member of the Unit may elect to convert up to three (3) unused accumulated sick leave days each year to his/her TSA account or receive a check at an amount equal to 100% per diem (1/240).
2. Vacation — Members may receive per diem compensation for up to ten (10) unused vacation days per year. The per diem rate is 1/240th of his/her annual salary.

Funeral1

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

Aunt, uncle, cousin, niece, nephew, grandchildren, grandparents

Personal Days3

Three (3) days total per year

The administrator may utilize up to three (3) personal leave days, regardless of the school calendar, upon approval of their supervisor. Unused personal leave shall be credited to the sick leave balance at the close of each school year.

Family Days3

Three (3) days per year charged against the sick leave.

Spouse, parent, guardian in loco parentis, sibling, child, (including in-laws)



## 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.
2. Once approved, enter your absence into the **Frontline Absence Management** system by:

1. Visiting the SCSD website at [www.syracusecityschools.com](http://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: (315) 849-3614

Holidays

The district recognizes federally established holidays, as defined in the annual Administrative Bulletins.

Inclement Weather 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**. When an inclement weather day is declared, employees must use their available vacation or personal day if the weather limits them from traveling to work. If sick on a designated snow day, employees must provide a doctor note to substantiate their use of a sick day.

Wind Chill Day	Report
Snow Day	Report
Delay of School Opening	All staff reports unless otherwise instructed