



CONTACT US

Syracuse City School District

Office of Human Resources

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

Unit 3 Handbook 10/24/2022

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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

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

Payment for accumulated unused sick days will be paid at the rate of \$40.00 per day to a maximum of 240 days. Employees shall have the option to have applied on their behalf any or all of such sum available to cover the member's contribution for health insurance (on a monthly basis) during the member's retirement.

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 staff member...
every day

Syracuse City School District

UNIT 3 Confidential Staff: 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!

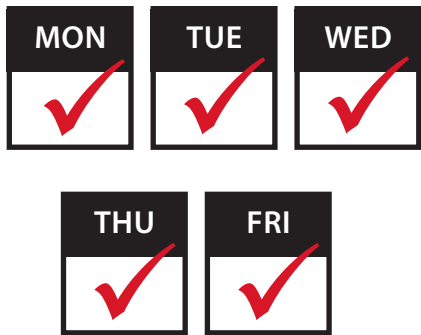
Why me?

- 1

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

Staff have a unique skill set and understanding of their work.
- 3

You matter in the lives of our SCSD students.



What time can Unit 3 staff utilize? Starting July 1st every year:

Sick Days15

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

New Hires
Members who are hired after July 1 will receive prorated sick leave.

Month Hired	IL	Month Hired	IL
July	15	January	7.5
August	13.5	February	6
September	12.5	March	5
October	11	April	3
November	10	May	2.5
December	8.5	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 Family5

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

Spouse, parent, guardians in loco parentis, sibling, child, grandparents, grandchildren
These terms shall include natural, in-law and step relations.

Funeral1

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

Aunt, uncle, cousin, niece, nephew, in-laws in above

Vacation DaysDays Earned

Upon hire (prorated)	5
1 Year of Continuous Service	10
2 Years of Continuous Service	15
3 Years of Continuous Service	20

After completion of twenty (20) years of continuous service, members shall receive an additional vacation day for each year of service credited on July 1st following their anniversary date, to a maximum of five (5) additional days following completion of the 25th year. Confidential employees who are entitled to twenty-five (25) days paid vacation as of July 1, 2013, shall be grandfathered and will continue to receive twenty-five (25) days paid vacation each year.

The staff may carry over into a new year their vacation time, however must be used by December 31st of each year.

Buyback Days

Vacation
Members may buy back a maximum of six (6) vacation days annually. To be compensated at 100% per diem (1/240) and distributed in a separate check.

Sick
Members may convert up to three (3) unused accumulated sick leave days to a 403b account equal the applicable per diem rate (1/240) of annual salary.

Personal Days3

Three (3) days total per year

The staff may utilize the 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 Days4

Four (4) days total per year charged against sick leave.
For use when your immediate family are ill.

Spouse, parent, guardian in loco parentis, sibling, child, grandparents, grandchildren (including in-laws and step relations)



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
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

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