



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 5 Contract Dates 7/1/2014 – 6/30/2019

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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 work hours or on holidays.
2. Consider asking other family or friends to be a standby if needed to assist with childcare coverage.



Syracuse City School District

UNIT 5 Trades: Your Attendance Matters



every staff member...
every day

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.



Why me?

- 1

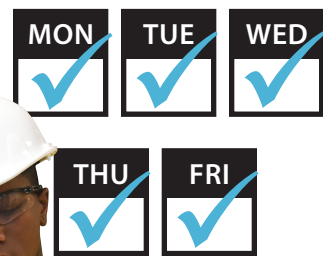
It takes **ALL** SCSD staff every day to support the work of the classroom.
- 2

Trades staff have a unique set of skills and abilities that are used to ensure the schools and buildings are operational on a day-to-day basis.
- 3

Trades staff have gone through the rigors of trade school and apprenticeships to prepare for their individual fields.
- 4

To maintain a skillset necessary to provide the highest quality of workmanship for students and staff.
- 5

You matter in the lives of our SCSD students.



What time can Unit 5 staff utilize? Starting July 1st every year:

Sick Days

15

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

1. **New Hires** — all new hires hired after 7/1 will be credited four (4) sick days for the first 6 months of employment with an additional day awarded for each month leading up to the 7/1 calendar year, to use on an unrestricted basis .
2. **Incremental Use** — Sick time can be utilized in 1 hour increments, up to 10 hours per year, for medical visits with one week notice. In cases of emergency, where a one week notice cannot be provided, proof of attendance/ doctor verification will be required.

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 Family

5

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

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

Funeral

1

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

Aunt, uncle, cousin, niece, nephew (including in-laws)

Holidays

The district recognizes federally established holidays, as defined in the Unit 5 CBA- Article 7. To be eligible for holiday pay, employees must be present, or constructively present (drawing sick leave pay), on the day before or day after the holiday.

Recess Days

Employees within Unit 5 will follow the non-teaching personnel holiday/recess schedule

Vacation Days	
Years of Service	Days Earned
1	10
8	15
17	20
23	25

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

Report

Snow Day

Report

Delay of School Opening

All staff reports unless otherwise instructed

Personal Days

3

Three (3) days total per year

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.). These requests must be submitted at least five (5) days in advance.

Family Days

5

Five (5) days total per year

1. **Family 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 login information.
- OR** by calling: (800) 942-3767

Consecutive Personal Days

Use of consecutive personal leave days, 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.

***CBA = Collective Bargaining Agreement**
The Unit 5 CBA can be found on www.syracusecityschools.com on the Human Resources > Staff Relations page.