



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 9 Contract Dates 7/1/2019 – 6/30/2025

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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 9 Office Personnel: 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.



it leads to increased student achievement!

Why me?

- 1

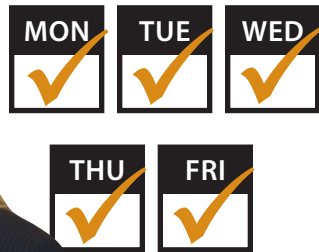
It takes all SCSD staff every day to support the work of the classroom.
- 2

Our building clerical staff are the face of SCSD and the initial point of contact for all staff, students, families and visitors.
- 3

Our staff at OSA and the PDC provide invaluable technology and training support – enriching the learning experience for all.
- 4

The staff at BOVA, Transportation, Central Office and throughout the district ensure the needs of our students and staff are met on a daily basis. Their support is also essential to creating a positive and supportive culture in our District.
- 5

Your presence makes a difference in the lives of our entire school community.



What time can Unit 9 staff utilize?

Starting July 1st every year:

Sick Days (10 Month)	13
Sick Days (12 Month)	15
For use when you, the employee, are ill or for doctor appointments for yourself.	

1.

New Hires — new hires hired during the school year shall be allocated use of sick leave as state in the schedule shown in the Unit 9 CBA Article 13 Section B.
2.

Consecutive Absences — “In those cases where sick leave is over five (5) days, the employee shall forward medical documentation and anticipated return date to the Health Services Office. The employee shall also call the building principal/supervisor to inform her or him of the anticipated date of return whenever possible.”

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

***CBA = Collective Bargaining Agreement**
The Unit 9 CBA can be found on www.syracusecityschools.com on the Human Resources > Staff Relations page.

Holidays
The district recognizes federally established holidays, as defined in the Unit 9 CBA- Article 15.

Recess Days
10-Month employees within this Unit will follow the recess/"Holiday Schedule for 10-month Employees" as outlined in the Administrative Bulletin.
→ Planning Vacations
<i>In accordance with the School Calendar Digest, 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.</i>

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

Family Days (10 Month)	4
After 8 years of service 10 month employees awarded 5 days.	
Family Days (12 Month)	5

1.

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



Personal Days (10 Month)	2
Personal Days (12 Month)	3
After 8 years of service: 10 & 12 month employees awarded 5 days	

How do I request a personal day?

1.

Ask your **immediate supervisor** at least five (5) calendar 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
3.

Logging in using your Employee ID# and selected pin **OR** by calling: (800) 942-3767

Consecutive Personal Days & Personal Days Before/After Holiday

In accordance with the CBA – Article 14, Personal days may be used consecutively, but may not be used to extend a vacation or holiday leave, except by written approval of the Superintendent or his/her designee. Employees must request personal leave, in writing, at least five (5) calendar days in advance from his/her Immediate Supervisor. In cases of emergency, said notice

shall be waived upon approval of the Superintendent.

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.