

Syracuse City



School District  
Benefits Handbook

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Unrepresented Administrators (3A)

Effective: 7/1/2025 – 6/30/2029

BOE Approved: 6/3/2025

Updated: 11/12/2025

## **Syracuse City School District**

Pamela J. Odom, Superintendent

### **Board of Education**

**2025-2026**

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## **BENEFITS FOR UNREPRESENTED ADMINISTRATORS**

### **A. Positions Included in Contract:**

Assistant Director of Diversity, Equity & Belonging
Assistant Director of Employee Services
Assistant Director of Staff Relations
Assistant Superintendent
Chief
Comptroller
Coordinator of Staff Relations
Deputy Chief
Deputy Superintendent
Director of Accounting
Director of Communications
Director of Diversity, Equity & Belonging
Director of Effectiveness
Director of Employee Services
Director of Facilities
Director of Fiscal Services
Director of Media
Director of OMBUDS
Director of School Health Services
Director of Special Programs
Director of Retention
Director of School Security
Executive Chief
Executive Director
Senior Director (Human Resources)

and any new Superintendent's Appointment of another title.

### **B. Medical Coverage for All Employees (PPO)**

1. The District will provide health benefit coverage for eligible employees pursuant to the Syracuse City School District Health Insurance Plan.
2. Employee payroll deductions are based on the premium equivalent rate (PER) established for each school year and the corresponding wage level.
3. The employee contributions for each year are stated in the chart below.
4. The health insurance contributions will be published in the Administrative Bulletin and posted on the District's web pages.

5. Each year, the PER shall be established by September 1 and employees will contribute to the cost of District provided healthcare benefits based upon the employee's wages as of September 1.

<b>Employee Health Insurance Contributions</b> <i>(Effective September 1, 2024)</i>	
Level I = \$0 - \$29,999	10% APR
Level II = \$30,000-\$48,999	12% APR
Level III = \$48,500-\$59,999	17% APR
Level IV = \$60,000-\$79,999	20% APR
Level V = \$80,000-\$99,999	22% APR
Level VI = \$100,000 & Above	27% APR

6. Effective September 1, 2024, out-of-pocket expenses for the PPO plan shall be as follows:

PPO Plan Out-of-Pocket Expenses (Effective September 1, 2024)		
Outpatient Medical Co-Pay	\$25.00	
Hospital (Emergency Room or Inpatient)	\$200.00	
Out of Network Deductible (Individual)	\$75.00	
Out of Network Deductible (family)	\$225.00	
Prescription Co-Pays		
Prescription Type	Mail Order	Retail
Generic	\$12.50	\$5.00
Preferred	\$75.00	25%
Non-Preferred	\$95.00	25%

### C. Dental Benefits

The District will provide dental benefits as negotiated by the parties for eligible employees pursuant to the Syracuse City School District Dental Assistance Plan. With regard to the Plan, the District will assume all costs of such a program except for the following monthly contributions:

<b>Effective</b>	<b>Individual Coverage</b>	<b>Family Coverage</b>
2024-2028	\$22.00	\$44.00

### D. Vision Benefits

All Unit 3 members, regardless of work hours, are eligible to participate in the District's vision plan at the following rates:

<b>Effective</b>	<b>Individual Coverage</b>	<b>Family Coverage</b>
2024-2028	\$0.00	\$0.00

## **E. Retiree Health Insurance Coverage**

To be eligible for District retiree health benefits, the employee must be eligible to retire from TRS/ERS and meet the following service requirements.

<b>Years of Service</b>
Five (5)

1. Medicare Advantage/Medicare Advantage with Prescription Drugs (MAPD)  
All Medicare eligible retirees and their Medicare-eligible dependents (65 years of age and over or disabled) will be enrolled in the District's Medicare Advantage with Prescription Drugs (MAPD) health care plan.
2. Medicare eligible retirees and their Medicare-eligible dependents must apply for and pay for Medicare Part B coverage to the Center of Medicare & Medicaid Services.
3. Retiree health care contributions for each successive school year (July 1 – June 30) of this contract shall increase based on the annual percentage increase in active employee contributions.
4. Employees who retire under this handbook shall be entitled to participate, during their retirement and at their sole expense, in the District's dental and vision care insurance program(s) and such expense shall be based upon such formula/computation rate as is utilized by the District for other employees or retirees in connection with C.O.B.R.A. computations.

## **F. Voluntary Benefits**

The District will offer access to voluntary benefits such as: accident insurance, voluntary long-term disability, voluntary long-term life insurance plans.

## **G. Paid Time Off (PTO) Granting**

Each member of the Unit shall be allotted twenty (20) PTO days on July 1<sup>st</sup> of each school year. If the full amount of the annual PTO allotment is not used in any school year, the amount not used shall be placed into the employee's Reserve PTO Bank. The annual allotment for part-time employees will be prorated based on the employee's standard work hours.

PTO can be utilized in increments of 2 hours.

Members of the Unit employed with effective dates after the beginning of the school year shall be credited with PTO in accordance with the following table during the first year of employment:

Effective Date of Appointment	PTO Credit
7/1 - 7/31	20 days
8/1 - 8/30	18 days
9/1 - 9/30	17 days
10/1 - 10/31	15 days
11/1 - 11/30	14 days
12/1 - 12/31	12 days
1/1 - 1/31	10 days
2/1 - 2/28 or 2/29	9 days
3/1 - 3/31	7 days
4/1 - 4/30	5 days
5/1 - 5/31	3 days
6/1 - 6/30	2 days

There shall be no limit on the total number of PTO days accumulated in the reserve PTO Bank.

All employees hired before July 1, 2025, will be transitioned to the PTO system. Employees will receive their previous accumulated accruals from the prior system and have those days recounted in the PTO system. These prior-year PTO accruals will fall into the Reserve PTO Bank.

1. Request for Paid Time Off

a. Planned Absences

Administrators shall be required to notify the Superintendent, or his/her designee, of their intent to use planned PTO days at least 5 workdays prior to the date of absence. Any request of planned PTO days in excess of three (3) consecutive days must be submitted through the online procedure to the Office of Human Resources and approved in advance of the use of such days.

b. Unplanned Absences

The employee shall notify the Superintendent, or his/her designee, of the use of an unplanned PTO day according to reasonable procedures established for call-in. If the employee anticipates that they will not return on the next day, the employee will notify the Superintendent, or his/her designee, before the end of the workday whenever possible. The employee shall be responsible to notify the Superintendent, or their designee, of any change in status. The employee shall also notify the Superintendent or designee to inform them of the anticipated date of return whenever possible.

c. **If an employee uses unplanned PTO days more than three (3) days consecutively, documentation must be submitted through the online procedure to the Office of Human Resources.** That documentation will be reviewed to determine if the requested days will be approved.

- d. **The Superintendent or designee reserves the right to request documentation be submitted to support the use of unplanned absences to determine if PTO days can be used.**
2. Use of PTO days prior to holidays or recesses
  - a. Planned PTO days may not be taken on days immediately preceding and/or after scheduled holidays or recesses unless authorized by the Office of Human Resources pursuant to a prior approved request submitted by the employee.
3. PTO Leave Buy Back.
  - a. Each member of the Unit may buy back per diem compensation for up to three (3) unused accumulated PTO days each year. The per diem rate is 1/240<sup>th</sup> of his/her annual salary.
  - b. Notification will be sent out annually in May to make a request to buy back PTO days and disbursements will be distributed with the June 30th paycheck.
4. Reserve PTO Bank
  - a. Reserve PTO Bank PTO are accruals that are specific to each employee and consists of previously unused PTO, including converted Personal/Family sick Leave/Personal Leave time. This provides employees with the ability to ensure against the risk of not receiving pay when they are out of work for longer than the yearly granted PTO.
  - b. Employees will have the ability to apply to utilize their personal Reserve PTO Bank for any FMLA-qualifying event, for illness or emergency (as determined by the Superintendent or designee). The Supervisor reserves the right to request supporting documentation for such absences.
5. Separation from the District
  - a. Upon termination of employment, other than for reason of retirement, any remaining PTO days will be forfeited. If an employee has overused their PTO allotment, the District shall have the right to deduct any compensation for PTO in excess of the above from the employee's final paycheck.
  - b. Any unrepresented employee who is eligible to retire under the New York State Teachers Retirement System or Employees Retirement System shall be granted a retirement stipend, at the point of retirement, of \$18,250 or the daily stipend of \$125 per day times the number of accumulated PTO days, whichever is greater. The District shall utilize the employee's 403(b) for this stipend. Unrepresented administrators must provide 60-days' notice prior to retiring in order to be eligible for this benefit. The Superintendent and/or their designee shall determine if an exception to the 60-days' notice is warranted by an unforeseen life changing event or a bona fide economic hardship that may have occurred.
  - c. Unrepresented Administrators must provide 60-days' notice prior to retiring in order to be eligible for this benefit. The Superintendent and/or their designee shall determine if an

exception to the 60-days' notice is warranted by an unforeseen life changing event or a bona fide economic hardship that may have occurred.

#### **H. Leave for Bereavement or Illness in Immediate Family**

1. The unrepresented administrator shall be granted up to **six (6) days** of leave with full pay for each **death in the immediate family**.
2. Immediate family consists of:

Spouse	Children/Step
Parents	Sibling
Guardian in loco parentis	Grandparents/Grandchildren
In-laws	

3. The unrepresented administrator shall be allowed one (1) full-time day to attend the funeral of an of the following members of the family:

Aunt/Uncle
Niece/Nephew
Cousin

#### **I. Holidays**

It is understood that all Syracuse City School District Administrators are responsible for their customary duties during holiday periods of the instructional staff. All Administrators recognize an obligation, during holiday and vacation periods, to devote the time necessary to carry out the duties required by their job descriptions.

All Administrators are entitled to establish vacation and holiday periods subject to the constraints and the specific requests of the Superintendent or immediate supervisor.

#### **J. Vacation Leave**

The unrepresented administrator will work a twelve-month school year with five weeks (25 days) paid vacation leave (*prorated based on the months worked in the current school year at the time of separation*).

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



## K. One Time Only Moving and Relocation Expense

Upon commencement of services, a newly hired unrepresented administrator shall be entitled to receive a reimbursement for reasonable and necessary expenses incurred by the administrator or in connection with relocation of his/her permanent residence to within the City of Syracuse, including but not limited to, the cost of moving, packing and unpacking, and storage costs and transportation expenses or his/her travel to his/her former residence, and return to Syracuse. Such reimbursement shall be made in a timely manner upon presentation of bills and other receipts in a form acceptable to the District. The total of the reimbursement paid shall not exceed \$3,500. The administrator shall be responsible for all costs incurred in excess of this amount. The reimbursement shall be a one-time only benefit and shall not continue from year to year.

## L. Salary Ranges

Position	25-26 (5%)		26-27 (4%)		27-28 (4%)		28-29 (3%)	
Deputy Superintendent	202,650	221,708	210,756	230,576	219,186	239,799	225,762	246,993
Executive Chief	205,000	215,000	213,200	223,600	221,728	232,544	228,380	239,520
Chiefs	185,850	205,485	193,284	213,704	201,015	222,252	207,045	228,920
Deputy Chiefs	178,448	188,181	185,586	195,708	193,009	203,536	198,799	209,642
Assistant Superintendent	173,040	183,801	179,962	191,153	187,160	198,799	192,775	204,763
Senior Director (Human Resources)	170,336	181,016	177,149	188,257	184,235	195,787	189,762	201,661
Executive Director/ Comptroller	167,633	178,231	174,338	185,360	181,312	192,774	186,751	198,557
Director	151,410	167,092	157,466	173,776	163,765	180,727	168,678	186,149
Assistant Director	135,188	150,383	140,596	156,398	146,220	162,654	150,607	167,534
Coordinator	116,802	131,445	121,474	136,703	126,333	142,171	130,123	146,436

Salary increases of 5% effective July 1, 2025, shall apply to base salary only and will not be applied to tenure or longevity payments. Members who reach the maximum limit on the salary range will be capped. The maximum salary for any administrator must be \$10,000 less than the current Superintendent of School's salary in any given school year.

Effective July 1, 2025, Unrepresented Administrators without an individual contract will be considered for wage increases when represented administrators are scheduled to receive a wage increase.

#### **M. Longevity Premium**

Unrepresented administrators, who have completed continuous years of service in the District, shall be entitled to longevity premiums non-cumulative, in addition to their base salary in accordance with the following:

5 years	\$500.00
10 years	\$1,000.00
15 years	\$1,500.00
20 years	\$2,000.00
25 years	\$2,500.00
30 years	\$3,000.00
35 years	\$3,500.00

#### **N. Degree Credits**

Effective July 1, 2021, an unrepresented administrator shall be eligible for a degree stipend, *if the degree is not a job requirement at the time of appointment*. The degree stipend will be allowable for any member who has obtained their degree and shall be applied after the employee submits documentation of the degree. The stipend is annual and non-cumulative and will be a maximum of \$2,500 (e.g. if an administrator has a CAS \$2,500 stipend and obtains a doctorate degree, the stipends shall not compound). The degree stipend is not eligible for annual wage increases.

The degree stipends are as follows:

CAS - \$2,500

Doctorate - \$2,500

**Note:** If an employee is promoted or hired and already holds a CAS degree, they do not qualify for that degree stipend. Any unrepresented administrator who takes advantage of the paid career ladder benefits, will forfeit eligibility for the degree stipend.

## **O. Career Ladder – Undergraduate and Graduate Study**

Unrepresented administrators eligible for this program must be accepted in a District approved program in order to qualify for the following benefits:

1. Employees will be eligible to receive up to two (2) courses per semester of paid tuition per school year at the State University of New York or community college tuition rates.
2. Tuition costs will be directly paid by the District to the State University or community college as long as a B average is maintained. If a B average is not maintained, the employee must assume payment of tuition costs. The District will resume direct payment once a B average is again attained.
3. The District shall reimburse members for incurred tuition (only) costs for non-credit courses satisfactorily completed at New York State Community Colleges and similar continuing education courses, and in-service courses offered by other educational institutions providing all the following requirements are satisfied:
  - a. Any course taken must be within job related subject areas, and approval must be given in advance by the Office of Human Resources.
  - b. The course taken must be within job related subject areas, and approval must be given in advance by the Office of Human Resources.
  - c. Satisfactory completion equals at least the equivalent of a grade of B.
  - d. Reimbursement shall not exceed the tuition rate of the State University of New York. In no instance shall reimbursement exceed the actual cost to the member.

## **P. Legal Matters**

1. Jury Duty – Each employee shall be granted leave with pay as necessary in order to perform jury duty. Such absence shall not be deducted from any other leave allowance. When an employee receives a notice to serve as a juror, he/she shall promptly notify his/her supervisor or designee, on the first school day following receipt of such notice by providing him/her with a copy thereof.
2. Absence for other Judicial Proceedings – When an unrepresented administrator is required to appear in court or for any other judicial or administrative proceeding, leave with full pay (as necessary to comply with the order) shall be granted, provided the appearance is in some way connected with the professional duties and responsibilities of the administrator. Appearances which are not in the line of duty will be judged on their individual merits by the Superintendent.

**Q. Emergency Closings**

1. When school is closed due to inclement weather, the Superintendent of Schools will determine whether confidential administrators will report to work, work from home, or be granted up to two (2) snow days without loss of pay.
2. The official closing of schools by the Superintendent shall not result in loss of pay by any unrepresented administrator unless such closing is the result of unauthorized absence from duty by members of the Unit or unless an unrepresented administrator has been granted excusal from duty, without pay, for the day(s) of such closing.

**R. Notice of Resignation or Retirement**

Unrepresented administrators must provide 60-days' notice prior to resigning or retiring in order to be eligible for any applicable separation benefits.

**S. Time and Attendance**

The Superintendent or designee may establish any appropriate means for recording the presence of each employee each day.