

Syracuse City



School District

Benefits Handbook

Unrepresented Administrators (3A)

Effective June 12, 2024

Syracuse City School District

Anthony Q. Davis, Superintendent

Board of Education

2024-2025

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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 Communications
Director of Diversity, Equity & Belonging
Director of Effectiveness
Director of Employee Services
Director of Media
Director of OMBUDS
Director of School Health Services
Director of Special Programs
Director of Retention
Executive Director

and any new Superintendent's Appointment of another title.

B. Medical Coverage for All Employees (PPO)

1. Unit employees currently enrolled in the High Deductible Health Plan may choose to enroll in the PPO or may remain on the High Deductible Health Plan (HDHP) until July 1, 2025, when the HDHP will cease to exist.
2. The District will provide health benefit coverage for eligible employees pursuant to the Syracuse City School District Health Insurance Plan.
3. Employee payroll deductions are based on the premium equivalent rate (PER) established for each school year and the corresponding wage level.
4. The employee contributions for each year are stated in the chart below.
5. The PER shall be established for each year by September 1st.
6. The health insurance contributions will be published in the Administrative Bulletin and posted on the District's web pages.
7. Employees will contribute to the cost of District provided healthcare benefits based upon the employee's wages as of September 1.

Employee Health Insurance Contributions <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

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

PPO Plan Out-of-Pocket Expenses <i>(Effective September 1, 2024)</i>		
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:

Effective	Individual Coverage	Family Coverage
2024-2025	\$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:

Effective	Individual Coverage	Family Coverage
2024-2025	\$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.

Years of Service
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: group life, AD&D, long-term care, hospital indemnity, and disability plans.

G. Sick Leave

1. Seventeen (17) paid sick leave days will be granted on a prorated basis for the first year. Thereafter, such allotments of sick leave days will be granted on July 1 of each year for the term of the appointment. Sick leave may be taken in hour increments.
2. Sick Leave Buy Back. Any member of the Unit may elect to cash in up to three (3) unused accumulated sick leave days each year which will be paid out at the applicable per diem rate. The per diem rate is $\frac{1}{240}^{\text{th}}$ of his/her annual salary.
3. 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 sick 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.

D. Medical and Dental Visits

Unrepresented employees will be permitted release times, up to two (2) hours each, during the workday for medical or dental appointments without loss of pay or accruals. The number of permitted release times shall not exceed four (4) annually. Leave shall also be afforded in accordance with applicable law.

E. 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. Up to three (3) days paid family leave will be granted for illness in immediate family.
- 5. Immediate family consists of:

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

- 6. 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

F. Holidays and Personal Leave

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.

The unrepresented administrator may utilize up to three (3) personal leave days, regardless of the school calendar, upon approval of their supervisor. Personal days are intended to conduct personal business that must be accomplished during the regular workday. Unused personal leave shall be credited to the sick leave balance at the close of each school year.

G. 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.

H. 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.

I. Wage Increases

Salaries shall be increased for all members as follows:

2024-2025 3.00% to base*

Effective July 1, 2024, the following salary ranges will be in effect:

Title	Range 7/1/2024	
	Start Minimum	Maximum
Deputy Superintendent	\$193,000	\$211,150
Chiefs	\$177,000	\$195,700
Deputy Chiefs	\$169,950	\$179,220
Assistant Superintendent	\$164,800	\$175,049
Executive Director/Comptroller	\$159,650	\$169,744
Director	\$144,200	\$159,135
Assistant Director	\$128,750	\$143,222
Coordinator	\$111,240	\$125,186

Salary increases of 3% effective July 1, 2024 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.

J. 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

K. 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 obtains their degree, after appointment into the confidential unit. The stipend is non-cumulative and will be a maximum is \$5,000 (e.g. if an administrator has a CAS \$2,500 stipend and obtains a doctorate degree, the \$2,500 CAS stipend will be removed and a \$5,000 doctorate stipend will be added as a separate pay line). The degree stipend is not eligible for annual wage increases.

The degree stipends are as follows:

CAS - \$2,500

Doctorate - \$5,000

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

L. 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.

M. 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.

N. Emergency Closings

1. Each unrepresented administrator shall receive full pay, up to two (2) days in the state of emergency, allowed to work remote or required to report in-person, for absence due to abnormally severe weather or other emergency conditions as determined by the Superintendent of Schools and as indicated in the annual administrative bulletin related to emergency closing of schools.
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.

O. 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.

P. Time and Attendance

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