

Syracuse City



School District  
Benefits Handbook

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Unrepresented Confidential Support Staff (3C)

Effective: 7/1/2025 – 6/30/2029

BOE Approved: 7/9/2025

**Syracuse City School District**

Anthony Q. Davis, Sr., Superintendent

**Board of Education**

**2025-2026**

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## BENEFITS FOR UNREPRESENTED CONFIDENTIAL SUPPORT STAFF

### A. Unrepresented Confidential Support Staff include the following positions:

Administrative Aide - Staff
Administrative Assistant
Boards Claims Auditor
Clerk to the Board
Crisis Intervention Specialist
Office Assistant II - Staff
Personnel Analyst – Staff
Secretary to the Superintendent

And any new appointment of another title with comparable duties.

### 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-\$48,499	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 <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:

<b>Effective</b>	<b>Individual Coverage</b>	<b>Family Coverage</b>
2025-2028	\$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>
2025-2028	\$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>
Ten (10)

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, and voluntary long-term life insurance plans.

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

Each member of the Unit shall be allotted nineteen (19) 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	19 days
8/1 - 8/30	17 days
9/1 - 9/30	16 days
10/1 - 10/31	14 days
11/1 - 11/30	13 days
12/1 - 12/31	11 days
1/1 - 1/31	9 days
2/1 - 2/28 or 2/29	8 days
3/1 - 3/31	6 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

The employee shall be required to notify their Supervisor, 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 their supervisor 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 their supervisor before the end of the workday whenever possible. The employee shall be responsible to notify their supervisor of any change in status. The employee shall also notify their supervisor to inform them of the anticipated date of return whenever possible.

c. **If an employee uses more than three (3) unplanned PTO 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 supervisor 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 30 paycheck.
4. Reserve PTO Bank
  - a. Reserve PTO Bank are accruals that are specific to each employee and consists of previously unused PTO, including converted 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. Upon retirement from the Employee Retirement System, employees must be enrolled in a 403(b) to receive payment for unused accumulated PTO days. Members will be compensated at the rate of \$75/day for up to 240 accumulated PTO days.
  - c. Unrepresented confidential support staff must provide 30-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 30-days' notice is warranted by an unforeseen life changing event or a bona fide economic hardship that may have occurred.

## H. Bereavement Leave

1. The unrepresented confidential support staff shall be granted up to five (5) days of leave with full pay for each death in the immediate family.

Spouse	Children/Step
Parents	Sibling
Guardian in loco parentis	Grandparents/Grandchildren
Natural, in-law and step relations	

2. The unrepresented confidential support staff shall be allowed one (1) day of paid leave to attend the funeral of any of the following members of the family:

Aunt/Uncle
Cousin
Niece/Nephew
In-Laws in, but not of, the above categories

## I. Vacation Leave

1. The unrepresented confidential support staff will be granted five (5) days of vacation in their initial year of hire, and the days will be prorated based on hire date.
2. The unrepresented confidential support staff will earn:

Completed Years of Service	Earned Vacation Days
One (1) Years	10 days
Two (2) Years	15 days
Three (3) Years	20 days
Twenty (20) Years	One (1) 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.*

- a. It is expected that all unrepresented confidential support staff shall take their vacation time off in the ensuing vacation year. However, unused vacation leave may be carried over into the next succeeding vacation year, but such vacation leave must be used by December 31<sup>st</sup> of each school year.



- b. The unrepresented confidential support staff may receive per diem compensation for up to six (6) unused vacation days per year. The per diem rate is 1/240<sup>th</sup> of his/her annual salary.
- c. Notification will be sent out annually in May to make a request to buy back vacation days and/or roll over vacation days and disbursements will be distributed with the June 30 paycheck.

## **J. Tuition**

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

Unrepresented confidential support staff eligible for this program must be accepted in a District approved program, in order to qualify for the following benefits:

- a. Employees will be eligible to receive up to twelve (12) hours of paid tuition per school year at the State University of New York or community college tuition rates.
  - b. 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.
  - c. Total cost to the District shall not exceed \$15,000 per school year under all tuition cost plans.
2. The District shall reimburse unrepresented confidential support staff for incurred tuition (only) costs for noncredit 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. Satisfactory completion equals at least the equivalent of a B grade.
  - c. 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 employee.

## K. Wage Increases

Salaries shall be increased effective July 1, 2025, for all members as follows:

2025-2026 - 5% to base  
2026-2027 - 4% to base  
2027-2028 - 4% to base  
2028-2029 - 3% to base

## L. Longevity premium

Unrepresented confidential support staff shall be entitled to **cumulative** longevity premiums, in addition to their base salary in accordance with the following:

5 years	\$500
10 years	\$1,000
15 years	\$1,500
20 years	\$2,000
25 years	\$2,500
30 years	\$3,000
35 years	\$3,500

## M. Emergency Closings

1. When school is closed due to inclement weather, the Superintendent of Schools will determine whether unrepresented confidential support staff 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 confidential support staff unless such closing is the result of unauthorized absence from duty by members of the Unit or unless an unrepresented confidential staff member has been granted excusal from duty, without pay, for the day(s) of such closing.

## N. Notice of Resignation or Retirement

Unrepresented confidential support staff must provide 30-days' notice prior to resigning or retiring to be eligible for any applicable separation benefits.

## O. Benefits for 10-Month Employees

1. The work week shall consist of a **40-hour flexible work week, Monday through Saturday**, with a flexible work schedule between the hours of 6 a.m. and 7 p.m. Employees shall complete a timesheet or other form of documentation of time worked on a weekly basis.
2. **Overtime compensation or compensatory time** will be granted to qualified employees consistent with the requirements of applicable wage and hour laws.
3. It is the intention that no employee should be paid twice for the same time frame.
4. Full time, 40-hour employees shall be granted a **half hour lunch** period each workday.
5. The 10-month employees shall follow the annual established **School Calendar Digest** for recess and holiday time off that is granted to instructional-based staff.
6. Full time, 40-hour employees, who work a 10-month work year, will be requested to work a minimum of 20 days and up to 30 days **extension in the summer months** to cover the program requirements. Employees who work the extension of service summer days, will be compensated at their hourly rate.
7. The 10-month employees shall be **reimbursed for mileage** for travel expenses incurred from traveling from site to site during the workday.
8. The 10-month employees shall be eligible for **PTO, as well as medical, dental and vision benefits** outlined in this handbook, pro-rated on a 10-month basis.
9. Newly hired Crisis Intervention Specialists will be offered a starting salary, at step 1, from the Salary Schedule shared in Section Q below. Effective July 1, 2025, unrepresented confidential support staff, without an individual contract, and covered by this handbook, will be considered for wage increases when other SCSD employees are scheduled to receive a wage increase.

## P. Time and Attendance

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

**Q. Salary Schedule**

Employees shall move to the next step upon completion of one (1) year of service in each step until employee achieves top step.

<b>Position</b>	<b>2025-2026 (5%)</b>	<b>2026-2027 (4%)</b>	<b>2027-2028 (4%)</b>	<b>2028-2029 (3%)</b>
<b>Secretary to Superintendent</b>	89,640	93,226	96,955	99,864
<i>* At least \$7,500 above Admin Assistant Step 5.</i>				
<b>Personnel Analyst</b>				
Step 1	84,180	87,547	91,049	93,780
Step 2	84,888	88,284	91,815	94,569
Step 3	85,597	89,021	92,582	95,359
Step 4	86,306	89,758	93,348	96,148
Step 5	87,015	90,496	94,116	96,939
<b>Administrative Assistant</b>				
Step 1	67,575	70,278	73,089	75,282
Step 2	72,971	75,890	78,926	81,294
Step 3	76,405	79,461	82,639	85,118
Step 4	81,765	85,036	88,437	91,090
Step 5	84,600	87,984	91,503	94,248
<b>Claims Auditor/BOE Clerk</b>	Determined by the BOE			
<b>Administrative Aide - Staff</b>				
Step 1	60,579	63,002	65,522	67,488
Step 2	62,396	64,892	67,488	69,513
Step 3	64,268	66,839	69,513	71,598
Step 4	66,196	68,844	71,598	73,746
Step 5	69,031	71,792	74,664	76,904
<b>Office Assistant II - Staff</b>				
Step 1	60,579	63,002	65,522	67,488
Step 2	62,396	64,892	67,488	69,513
Step 3	64,268	66,839	69,513	71,598
Step 4	66,196	68,844	71,598	73,746
Step 5	69,031	71,792	74,664	76,904
<b>Crisis Intervention Specialists</b>				
Step 1	43,260	44,990	46,790	48,194
Step 2	45,644	47,470	49,369	50,850
Step 3	49,382	51,357	53,411	55,013
Step 4	53,990	56,150	58,396	60,148
Step 5	56,825	59,098	61,462	63,306