



BTA GUIDE TO FAQ's

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Who is My Rep?

BTA Reps and Executive Board

[Reps and Executive Board - SW BOCES Teachers Association](#)

Reps by Site:

Tappan Hill: Mairead Schuelein, Mike Piccolo, Rosalie Consani, Liz Lopez

St. Matt's: Derrick Green

Valhalla: Julie Crosier

Irvington: Stacey DiPaola

CTE: Jason Poniatowski, Pierre Fils

RLC: Theresa Saive, Ann Robertson, Tarik Curry

ALC: Keith Mattos

When Do I Need a Rep???

When in doubt - reach out to a Rep or Exec Board member before making a decision you are unsure of (response to an observation, using bereavement time, etc).

When you receive an email from your supervisor that says you are entitled to bring a union representative with you to a meeting. When you receive that email, reach out to a Rep **ASAP** so that the BTA can secure someone for that meeting day and time.

Work Day, Work Year, Extended Days

- 7 hour work day
 - If you work in a district building you follow that district's schedule
- 30 minute lunch; Aides get an additional 15 minute break
- Certified Staff get 45 minute prep for Special Services, 90 minutes for CTE
- 10 Extended Days (3-5pm) - these fall on Mondays 1x/month. One of these Extended Days must address mental health and wellness support for staff. Aides only attend 8 of the 10 Extended Days

Where can I view my sick/personal day balance (including use of sick time for COVID, bereavement, cancer screening, Workers Compensation, FMLA),

- This information can be found at Wincapweb.org
- You can also call MaryAnn Melendez at Berkley Drive

Where can I view my salary & W2?

- This information can be found at Wincapweb.org
- You can also call MaryAnn Melendez at Berkley Drive

Where can I find my Employee ID #?

- This information can be found at Wincapweb.org
- You can also call MaryAnn Melendez at Berkley Drive

Reporting an Absence

AESOP: method in which you report an absence from work of any kind. Sign into your account at frontlineeducation.com and choose Absence Management from the list of options

- Must sign on by 6:30am to record absence for that day
- If you miss that deadline and it is before 8am, you must email your supervisor and attendance@swboces.org
- If you need to leave for an emergency during the day, you must notify your supervisor (in person) or administrative assistant for your program and then email supervisor and attendance@swboces.org

- Where can I find my observation report?
- How do I manage professional development opportunities?
- How do I access my students' IEPs?

- IEP direct is a part of [Frontline](#) (where IEPs, related service logs, prescriptions, etc. can be found)
- Also holds [My Learning Plan](#) - this is where you will find your observation/evaluation reports and manage professional development opportunities

Pre-Observation & Post-Observation Forms

Certified Staff: For announced observations: you may be asked to complete both a pre and a post observation form.

For unannounced observations: you may be asked to complete a post-observation form

- Log onto [Frontline](#)
- Choose Professional Growth from the options list
- Under the heading Attention Required you will find the link to your Post and/or Pre-Observation forms
- Complete the forms by answering the questions in regard to your observed lesson

Observation and Evaluation

Teachers under APPR: APPR is moving back to local control and that will be negotiated as part of the upcoming contract negotiation. For now:

- 3 Observations/year - 2 announced and 1 unannounced (untentured)
- 2 Observations/year - 1 announced and 1 unannounced (tenured)
- Rubric is in APPR agreement
- Typically your direct supervisor will do all observations
- Evaluation report every year while untentured
- Observation report returned within 6 school days after observation. It is good practice to have post-observation conference
- You have a right to respond to an observation or evaluation report, within 10 school days of the receipt of the report. **The BTA strongly recommends you reach out to a Rep to assist you in that response.**

TAs and Certified Staff not under APPR:

- Rubric is different, observations are announced, evaluation report every 4 years if tentured/permanent

Aides

- One Evaluation report each year by June 1

Everyone must sign off on observations/evaluation reports in Frontline

Sick and Personal Time

Both MUST be taken in full or half day increments

Sick Time

- 10 sick days/year for the first 10 years
- Up to 5 days per year of the 10 days can be coded as Family Sick Days
- After 4 consecutive sick days or family sick days, HR may ask you for a medical note upon return to work
- Sick days carryover year to year
- No "payout" if you leave but convert to BOCES bucks when you retire for CS, length of service for pension for Aides

Personal Time

- 3 days/year every year
- Unused personal time carries over year to year
- No reason required for personal day
- Must submit form to your supervisor at least 2 school days (3 for Aides) before you take the personal day
[Personal Day Form](#)
- 1 personal day may be for an emergency
- No personal days taken adjacent to holiday/break

More about Sick Time

Language regarding the first day of school:

- If you do not show up on the first day of work, remain out for 5 consecutive days AND do not provide a note from a medical provider you will lose your new sick accrual for that school year
- You must provide the note by the 5th day of absence for members who receive 10 sick days (through 10 years of service)

When is a Doctor's Note Required?

- The BOCES may require unit members who are absent for four (4) or more consecutive days to submit a physician's note to the Director of Human Resources upon return to work explaining the nature of the illness and the individual's fitness to work.
- After four or more consecutive days of immediate family illness time, a unit member may be required to provide a physician's note to the Director of Human Resources upon return to work explaining the reasons why their immediate family member needed the unit member to care for them

Is there a way to take time for a cancer screening or blood donation? How much time do I get? What form do I fill out?

- Yes, you can take a half day each year for a cancer screening or blood donation
- Code your absence into AESOP as “sick” and put “health screening” in the comments section
- Go [here](#) and print out the **Health Screening Form**. You fill out the top part and the physician fills out the bottom part
- Submit the form **within 5 business days of the appointment** to Human Resources. If you have a question, contact Diane Sedacca in HR
- When the form is received, HR will change the coding in Wincap from “Sick” to “Health Screening”

Upgrade Forms

- When you have covered for an absent staff member and are due an upgrade in accordance with the contract you must fill out an upgrade form which MUST be signed by you, the staff member you covered for and your supervisor.
- There are different forms for each job title (Teacher/TA) so please be sure to use the correct form
- You can request a form from your program's secretary
- This form must then be submitted to HR
- Upgrades are a daily rate of \$85 for a teacher and a TA
- Period upgrades are paid at 1/3 per period of the upgrade amount

Sick Bank

What is it?: An insurance policy to be able to have additional paid time granted to you if you exhaust all sick/personal time and find yourself with a serious medical condition or emergency

How can I join?: You must submit a form to join the Sick Bank. Aides must be employed for 3 years before joining the Sick Bank. When you donate 2 sick days, HR will donate one

[Sick Bank Request Form for CS](#)

[Sick Bank Request Form for Aides](#)

Who determines how many days I get?: A Sick Bank committee comprised of the BTA President, BTA Treasurer, Director of HR and Assistant Superintendent of Business meet to determine eligibility and days granted.

What happens when the bank runs out?: Members replenish the bank with another day when the level drops below 90

If something happens to me this year, will I be eligible for days from the Sick Bank?: Employees who have worked less than 3 years may only be eligible for up to 5 days from the Sick Bank per school year.

Bereavement Days

- Up to five (5) working days shall be granted to all bargaining unit members for a death in the immediate family. Immediate family is defined as employees' spouse, children, parents, grandparents, siblings, mother-in-law, father-in-law, or partner.
- This benefit applies only to members who are actively working at the time of the bereavement leave and will not apply to members who are out on any form of leave of absence.

Other Days:

IEP Days: Each school each member who is responsible for IEPs will receive one release day for IEPs. Signups for this day occur during December/January for dates during January or February. The day can be taken at your work site or in a conference room at 450 Mamaroneck Avenue. The dates available are typically Tuesday-Thursday.

Childcare leave: Up to two years of unpaid childcare leave. FMLA/sick time is used immediately following the birth of a child.

Jury Duty: Paid in full. Inform your supervisor as soon as you receive the paperwork in the mail.

BASIS

What does it stand for? Before and After School Intervention Services

What is it: Services provided to students in surrounding districts, typically within their home either before or after the workday.

Who can apply? Anyone - posting opens in late spring and then fall

Pay: Aides: \$30/hour; TAs: \$40/hour; All other Certified Staff: \$80/hour. Pay is a guaranteed minimum of one hour even if time spent is less than one hour.

How do I get informed of open cases: Email with a chart of open positions, locations, times, etc.

How can I apply?: Posting is typically done in the end of Spring and again in the Fall

Summer Employment

special Services: Summer Employment is OPTIONAL. It is a 6 week session July - August

- Application comes out via email in January
 - Daily rate is 1/270th of your yearly salary
 - Could I ever be denied summer employment?
 - Yes - for these reasons
1. There is not a need for the certification/services you provide
 2. You have taken more than 12 sick days in the course of a school year
 3. You have gone into payroll dock
 4. You have received more than 2 counseling memos in one school year
 5. You were out for more than 3 days during one summer with no note to explain absences

There is no sick time in ESY. Rules for Upgrades do not apply.

How do I know how much I will be paid to work ESY?

Your daily rate will be 1/270th of the yearly salary you made during the school year. Here are sample calculations:

- I am a TA making \$40,379
- Take \$40,379 and divide by 270. This equals 149.55. You will be paid \$149.55 for each day worked in ESY. The max summer salary for TAs is \$200/day.
- I am an Aide making \$27,000
- Take \$27,000 and divide by 270. This equals 100. You will be paid \$100 for each day worked in ESY. Aides have language in the contract that says they cannot make less than outside hires for the summer. If Boces pays outside hires a rate of \$19/hour, you will make a minimum of \$114/day.

How do I know how much I will be paid to work ESY, cont.

- I am a teacher working ESY. I make \$76,586.
- Take 76,586 and divide by 270. This equals \$283.65. Your daily rate for ESY is \$283.65. The max daily rate for teachers is \$415/day.
- I am an itinerant teacher working ESY (TOD, TVI, Reading, etc.) I make \$76,586.
- Take 76,586 and divide it by 200. This equals 382.93, which is your daily rate. Then divide that by 7, which equals 54.70. That is your hourly rate for work you do over the summer, as you do not work a full day.

How Do I Order Supplies?

CLASSROOM SUPPLIES

- Speak with the secretary at your site in order to get clarity on the procedures for your site
- Classroom supplies are often ordered through WB Mason through the secretary

TEXTBOOKS/LEARNING AIDS

- In order to order textbooks and other learning aids you should speak with your supervisor

What is the LHRIC?

How do I Contact them?

- The LHRIC or Lower Hudson Regional Information Center is the SW BOCES department responsible for many data and technology related services for our component districts.
- The LHRIC is also responsible for our technology support services.
- If you are having an issue with a piece of technology in your classroom, you must submit a help ticket in order to receive help to resolve the issue
- Help tickets can be submitted at <https://lhric.service-now.com/mit/?id=login>

I'm thinking about retiring. Who do I need to contact? What forms do I need to fill out?

- All members need to fill out the form for retirement found here and then submit that to Human Resources
- **Certified Staff:** If you would like to use your sick days for BOCES Bucks (must have at least 50 days accrued), you must submit that form **at least 120 days ahead of the retirement date** you write on the form
- **Certified Staff:** In addition to the form, you should contact NYSTRS for a meeting to discuss the process and set up an individual meeting
- **Aides:** Your sick days can be used to add onto your length of service with NYSERS. In addition to the form, you should contact NYSERS for a meeting to discuss the retirement process and to set up an individual meeting
- If you ever worked here as an Aide and then took another position within SWBOCES, you need to contact NYSERS to link that account to your NYSTRS account for total years of service toward your pension

How Can I Get Involved/Learn More?

Attend a monthly Rep Council meeting (meetings are on Zoom or in-person at a BOCES site)

Read the emails your Rep or the Corresponding Secretary (Rosalie Consani) sends out

[Sign up](#) to join the BTA text list

Check the BTA website for more information

Follow us on Social Media

Facebook: BOCES Teachers Association

Instagram: swbocesteachersassociation

Who Should I Contact at HR?

Who's Who in Human Resources

Suzanne Doherty, Director of Human Resources (914) 937-3820 ext. 4553 sdoherty@swboces.org	Civil Rights Compliance Officer Accommodations Board Recommendations and Personnel Agenda
Cynthia Bambace and Diana Priore Regional Certification Officers cbambace@swboces.org and dpriore@swboces.org	Certification TEACH Registration and CTLE hours
Judy Bullitt, Human Resource Clerk (914) 937-3820 ext. 4512 jbullitt@swboces.org	Replace lost or stolen badges for all sites except 450 Mamaroneck Ave. Personnel files and HR records Record evaluations in Wincap
Kaye Jackson, Secretary to School Administrator (914) 937-3820 ext. 4538 kjackson@swboces.org	Board Recommendations/ Personnel Agenda Updating personal information in Wincap Unemployment claims, verification of employment and loan forgiveness applications Course approval and salary lane movement Fingerprint information
Neondra Navarro, Personnel Clerk for Special Services (914) 937-3820 ext. 4532 nnavarro@swboces.org	Attendance for SS, CS and ACS (All Instructional Programs) Assist with on-boarding documentation and orientation for new hires Hiring process for vacancies in Special Services
Mary Ann Melendez, Executive Assistant for HR (914) 937-3820 ext. 4558 mmelendez@swboces.org	COVID Staff Issues Wincap Web and Wincap reports GCN annual training Employee years of service review Frontline Professional Growth (My Learning Plan) enrollment and final approval SchoolFront Time and Attendance
Francesca Zacaroli, Benefits Coordinator (914) 937- 3820 ext. 4509 fzacaroli@swboces.org	Cabinet on-boarding for benefits Retirement process and questions Workers Compensation Open Enrollment
Nancy Riznychok, Personnel Assistant (914) 937-3820 ext. 4523 nriznychok@swboces.org	Job Postings for certified and classified staff New hire on-boarding Civil Service OLAS and SchoolFront Hiring and Recruiting
Diane Sedacca, Personnel Clerk (914) 937-3820 ext. 4506 dsedacca@swboces.org	SchoolFront Attendance for all Non-Instructional Programs Health Screening FMLA/Sick Bank Enrollment and Requests
Alison Strauzer, Benefits Representative (914) 937-3820 ext. 4511 astrauzer@swboces.org Susana Mendez, Benefits Assistant (914) 937-3820 ext. 4522 sumendez@swboces.org	New hire on-boarding for benefits Replacing medical plan ID cards COBRA Coverage, Qualifying life events and Retiree benefits Open Enrollment