

▶ **BOARD OF COOPERATIVE
EDUCATIONAL SERVICES**

OFFICE OF THE ASSISTANT DISTRICT SUPERINTENDENT FOR MANAGEMENT SERVICES

1031 Watervliet-Shaker Road
Albany, New York 12205
(518) 862-4920 Fax (518) 862-4949



MEMORANDUM

TO: BOCES Employees
FROM: Mark Jones
Assistant District Superintendent for Management Services
SUBJECT: POTPOURRI 2008-09
DATE: July 2008

The following is important information for the 2008-09 School Year.

BOCES Calendar

Attached to this memorandum you will find the official 2008-09 BOCES Calendar.

Travel Expense Reimbursement

The IRS mileage reimbursement rate for the 2008 calendar year is .585 cents per mile. It is strongly suggested that mileage reimbursement claims be submitted periodically throughout the school year. Please refer to your respective employee agreement regarding this topic.

BOCES will reimburse employees for "actual and necessary travel expenses" incurred in the performance of their duties. Please ensure that all reimbursement claims reflect only actual expenses incurred. This will avoid delays in processing and possible disallowances. Attached is a copy of the updated Travel Expense Reimbursement Guidelines.

Travel expense reimbursement requests MUST be submitted on the Travel Expense Voucher Form (revised July 1, 2003). All requests must include original detailed itemized receipts.

Supplies and materials should be purchased through regular purchasing procedures. Any purchase of supplies and materials for which you seek reimbursement should be rare and must have prior approval.

An "Employee Travel Handbook" has been developed and is available on the BOCES website: www.capregboces.org/humanresources/TravelForms.

Salary Schedules

Attached are the 2008-09 Salary Schedules for all units.

Transcripts

Credit for graduate hours will be granted as of September 12, 2008 and February 13, 2009. Transcripts received as of August 24, 2008, will be reviewed and modifications will be made to annual salary accordingly. Transcripts received between August 25 - September 6 will be processed for the September 12, 2008 payroll. Transcripts received during September 8 - 12 will be processed for the September 26, 2008 payroll.

Salary adjustments will be made on the February 27, 2009 payroll for transcripts received on or before the February 13, 2009 adjustment date.

It is the employees responsibility to ensure that official transcripts are received by BOCES in a timely fashion. Transcripts should be sent to the Human Resources Office, 1031 Watervliet-Shaker Road, Albany, New York 12205.

Payroll Schedules

Attached to this memorandum you will find a 2008-09 Payroll Schedule.

The first biweekly pay date for ten month employees working with students will be September 12, 2008.

Please be advised that the "Big Pay" payroll is scheduled for June 5, 2009. The final pay for ten (10) month employees will be on June 19, 2009 and will be equivalent to one regular payroll. This schedule is necessary because payroll adjustments cannot be made on the "Big Pay." The procedure will allow for adjustments to be made prior to the conclusion of the school year. **The deadline for sign-up for the "Big Pay" is September 5, 2008** (sign-up sheet enclosed for Teachers and Teacher Assistants).

Employees cannot sign up for the "Big Pay" after the start of the school year. Employees on the "Big Pay" who enter or leave during the school year will automatically be set up for 21 pays upon their return to work, if they return within the same school year the leave commenced. **You are urged to double check your payroll check calculations to ensure that it is set up for the appropriate pay schedule (21 vs. Big Pay).**

Employees may wish to have their entire paycheck deposited directly to their personal checking account. A Direct Deposit Authorization form may be obtained from the Business Office.

State and Federal Taxes

A review of your withholding status is advisable at this time. The federal W-4 and the state withholding forms may be obtained from the Business Office at any time, and may be amended throughout the school year.

If you have a working spouse and/or a dual income, you may wish to review your withholding status very carefully since these circumstances have a significant impact on your tax obligation.

In addition, you may want to submit a new W-4 if you wish to withhold additional funds to cover non-BOCES income. For example, if you sell stock during the year and incur capital gains taxes, you may want to cover that tax obligation through payroll deduction of additional withholding.

Re-Issuance of Payroll Checks

The processing time of payroll checks depends upon many internal and external factors. The BOCES payroll process is very complex, and requires a considerable amount of work within the Business Office before it is processed.

Under normal circumstances, the Business Office will be able to mail payroll checks the Wednesday afternoon prior to the official Friday pay date. This should make receipt of the payroll checks on Fridays a fairly regular occurrence.

However, the Business Office will not be held responsible for circumstances which may make the Wednesday mailing impossible, nor can it be responsible for delays in postal handling. Replacement checks will not be issued until the Tuesday afternoon following the Friday pay date.

It is strongly suggested that employees housed in BOCES-operated facilities, pick up their checks at the BOCES site on the established Friday pay date, rather than depend upon the mailing of checks.

Also, if you have a change of address, it is important that you notify the Payroll Department in writing as soon as possible in order to ensure that your check will reflect the correct address.

ERS/TRS Beneficiary Designation

It is always advisable to review your selection of retirement beneficiary on a regular basis. Changes in family status may have affected this designation.

If you are a member of the New York State Teachers' Retirement System or the New York State Employees' Retirement System, you should be sure to keep your address current with the system.

Use of BOCES-owned Property for Personal Use

We call your attention to Board Policy Number 3019 which states, "BOCES owned property, supplies, equipment and tools, may **not** be borrowed or used for personal projects or private gain."

Retirement System Contributions

Certain Tier 3 and 4 retirement system members' annual salaries will be reduced for Federal Income Tax purposes by the amount of their mandated 3% retirement contribution. Tier 3 and Tier 4 retirement contributions are not includible in the member's gross income for Federal Income Tax purposes until the contributions are distributed or made available to the member, generally at retirement or upon withdrawal from the retirement system.

By reducing a member's federally reportable earnings, the member's current Federal Income Tax liability is reduced.

It should be noted that your annual salary prior to the reduction will be reported to the retirement system and will continue to be used in the calculation of retirement benefits.

Voluntary Payroll Deductions

Listed below are the authorized voluntary payroll deductions and their respective commencement and termination dates:

<u>Description</u>	<u>No. of Deductions</u>	<u>Commencement Date/</u>	<u>Termination Date</u>
Credit Union (10 mo. Employees)	21	(9/12/08 through 6/19/09)	

TSA	20	(9/12/08 through 6/19/09)	*
NYSUT	20	(9/12/08 through 6/19/09)	*
TRS – Loans-Arrears	20	(9/12/08 through 6/19/09)	*
Health	20	(9/12/08 through 6/19/09)	*
Prescription Drug	20	(9/12/08 through 6/19/09)	*
Dental	20	(9/12/08 through 6/19/09)	*
Bonds	20	(9/12/08 through 6/19/09)	*
Vision Care	20	(9/12/08 through 6/19/09)	*
Union Dues	18	(9/26/08 through 5/22/09)	
Agency Fee	18	(9/26/08 through 5/22/09)	

- Credit union deductions on the "Big Pay" dated June 5, 2009, will be equivalent to five (5) deductions.

* All deductions based on 20 pays (i.e., TSA, NYSUT, etc.) will be taken from 1st two (2) pays in January (January 2 & 16, excluding January 30, 2009).

Dental Insurance

The payroll deduction rate for those employees who are required to contribute based on 20 deductions is as follows:

10% contribution	Individual Coverage	\$2.35 per pay
	Family Coverage	\$7.51 per pay
50% contribution	Individual Coverage	\$11.74 per pay
	Family Coverage	\$37.56 per pay

Vision Care Insurance

The payroll deduction rate for those employees who are required to contribute based on 20 deductions is as follows:

Teachers, Educational Assistants, Teaching Assistants, Service Unit and Admin Program Associates Organization	Individual Coverage	\$.52 per pay
	Family Coverage	\$1.34 per pay
	Individual Coverage	\$.40 per pay
	Family Coverage	\$1.04 per pay

Health Insurance

The payroll deduction rate for those employees who are required to contribute based on 20 deductions is as follows:

NYSHIP **	Individual Coverage	\$71.09 per pay
	Family Coverage	\$151.05 per pay

** NYSHIP's rate changes every January, therefore, the per pay rate quoted will be for the first ten payroll deductions starting in September, 2008. The remaining ten deductions will be at a new rate.

Blue Shield Community Blue (includes Systemed [Medco] Rx)	Individual Coverage	\$70.36 per pay
	Family Coverage	\$181.94 per pay

Capital District Physicians' Health Plan (CDPHP) (includes Systemed [Medco] Rx)	Individual Coverage	\$57.59 per pay
	Family Coverage	\$147.17 per pay

Mohawk Valley Physicians' Health Plan (MVP) (includes Systemed [Medco] Rx)	Individual Coverage	\$60.18 per pay
	Family Coverage	\$154.89 per pay

Employee Assistance Program

The Employee Assistance Program office is located at 125 Wolf Road, Albany, New York. The telephone number is 454-9650. Kevin Eglit, the Coordinator, will assist employees and their families who are encountering specific problems in their lives. This is a strictly confidential service.

Personal Use of Telephones (including cell phones)

Auditors from the New York State Comptrollers Office have conducted extensive reviews of school district operations and recommended that schools establish a formal written procedure pertaining to personal long distance and cell phone calls.

In response to the auditor's comments, the following procedure has been established:

Telephones shall be used to conduct official BOCES business. It is recognized that there may be occasions when a phone will be used for personal use; however, the BOCES must be reimbursed for all personal long distance and cell phone calls made on any telephone paid for by the BOCES.

By the first of each month, a Personal Long Distance and Cell Phone Call Log must be submitted by each employee who used a BOCES phone for personal calls the previous month.

All such calls shall be listed. The log is to be submitted to the Telephony Services Unit located at NERIC. An internal invoice will be created based on the log and returned to the employee for payment.

The employee will have ten (10) days after receipt of the invoice to render payment to the Telephony Services Unit located at NERIC. Payment is to be made by check made payable to "Capital Region BOCES".

Copies of the Telephone Log/Invoice may be obtained from your Division Director's office or the Telephony Services Unit at 862-5338 (Linda Klime).

Sexual Harassment - Policy

The BOCES has adopted a policy prohibiting discrimination/harassment based on sex, race, color, religion, national origin, age, disability, sexual orientation, marital status or any other class protected by law. The policy applies to all BOCES personnel and students. A copy of Policy 5062 is attached for your information.

Asbestos Hazard Emergency Response Act Notice

The Asbestos Hazard Emergency Response Act (AHERA) requires all schools, Kindergarten through twelfth grade, to be inspected to identify any asbestos-containing building materials. The law further requires the development of a management plan, based upon the results of the inspection, which outlines BOCES' intent in controlling the potential for exposure to asbestos fibers in our facilities.

In the past, asbestos was used extensively in building materials because of its insulating and fire retardant capabilities. Virtually any building built before the late 1970s contains some form of asbestos insulation or structural materials. There are buildings within the Capital Region BOCES that contain some asbestos-containing materials.

The initial management plan was submitted to the Governor's office. The plan outlines in detail the methods that BOCES' trained maintenance and custodial staff will use to maintain the asbestos-containing material in a safe and proper manner. In addition, the required reinspection has been completed and the management plan updated accordingly.

A copy of the management plan is on file for your review at the BOCES Central Office, 1031 Watervliet-Shaker Road, Albany, New York. Copies of the management plan for individual buildings are on file in the office of each building administrator.

Continuation of Health and Dental Care Benefits

Under the federal COBRA law, the Board of Cooperative Educational Services of Albany-Schoharie-Schenectady-Saratoga Counties is required to offer covered employees and covered family members the opportunity for a temporary extension of health/dental coverage (called "continuation of coverage") at group rates when coverage under the plan would otherwise end due to certain qualifying events. This notice is simply intended to inform you and your covered dependents, if any, in a summary fashion, of your potential future options and obligations under the continuation of coverage provisions of the law. Should an actual qualifying event occur in the future, you will be sent an appropriate notification.

If you are an employee of the Albany-Schoharie-Schenectady-Saratoga Board of Cooperative Educational Services and covered by our group health and dental insurance plan, you have a right to choose this continuation coverage if you lose your group health/dental insurance coverage because of a reduction in your hours of employment or upon the termination of your employment for reasons other than gross misconduct on your part.

If you are the spouse of an employee covered by our group health/dental insurance plan, you have the right to choose continuation coverage for yourself if you lose group health/dental coverage for any of the following reasons:

1. The death of your spouse
2. A termination of your spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment
3. Divorce or legal separation from your spouse
4. Your spouse becomes eligible for Medicare

In the case of a dependent child of an employee covered by our group health/dental insurance plan, he or she has the right to continuation coverage if the health/dental coverage is lost for any of the following reasons:

1. The death of a parent
2. The termination of a parent's employment for reasons other than gross misconduct or reduction in parent's hours of employment with the Albany-Schoharie-Schenectady-Saratoga BOCES
3. Parents' divorce or legal separation
4. A parent becomes eligible for Medicare
5. The dependent ceases to be a "dependent child" under our group health/dental insurance plan.

Under the law, the employee, spouse, or other family member has the responsibility to inform the BOCES Benefits Office of a divorce, legal separation, or a child losing dependent status under our group health/dental plan. This notification must be made within 60 days from whichever date is later; the date of the event or the date on which coverage would be lost because of the event. If this notification is not completed in a timely manner, then rights to continuation coverage will be forfeited.

Each qualified beneficiary has independent election rights and will have 60 days from the later of the date coverage is lost under our group health plan or from the date of notification to inform the BOCES Benefits Office that the qualified beneficiary wants to elect continuation coverage. This is the maximum period allowed to elect COBRA, as the plan does not provide an extension of the election period beyond what is required by law.

If you or your dependents do not choose continuation coverage, your group health/dental insurance coverage will end.

If a qualified beneficiary elects continuation coverage and pays the applicable premium, the BOCES is required to provide the qualified beneficiary with coverage that is identical to the coverage provided under the plan to similarly situated employees and/or covered dependents.

If the event causing the loss of coverage is a termination of employment (other than for reasons of gross misconduct) or a reduction in work hours, then each qualified beneficiary will have the opportunity to continue coverage for 18 months from the date of the qualifying event. If the event causing the loss of coverage was the death of the employee, divorce, legal separation, Medicare entitlement, or a dependent child ceasing to be a dependent child under our group health/dental program, then each qualified beneficiary will have the opportunity to continue coverage for 36 months from the date of qualifying event.

The continued coverage will end for any person when the following occurs:

1. The BOCES ceases to provide any group health plan to any of its employees
2. Any required premium for continuation coverage is not paid in a timely manner
3. A qualified beneficiary becomes covered under another group health plan that does not contain any exclusion or limitation with respect to any preexisting condition of such beneficiary
4. A qualified beneficiary becomes entitled to Medicare
5. A qualified beneficiary extended continuation coverage to 29 months due to a Social Security disability and a final determination has been made that the qualifying beneficiary is no longer disabled
6. A qualified beneficiary notifies the BOCES Benefits Office that they wish to cancel continuation coverage.

Any person who elects to continue coverage under the plan makes payment to the Capital Region BOCES (BOCES does not share in the premium costs). A two percent (2%) administrative fee will also be charged. Your payments for continued coverage must be made in advance, by the first day of each month for which coverage will be provided.

Once continued coverage ends for any person, that person may obtain a personal health care (conversion) policy without evidence of insurability, as provided under the terms of the plan. Such a conversion right is not available for prescription drug coverage. If continued coverage is subsequently terminated for nonpayment of a premium, a conversion right is not available.

Acceptable Use of BOCES Computers

Board Policy Number 4725 details the “Acceptable Use of Computerized Information Resources” for employees. A copy of the policy is attached for your information.

If you have any questions regarding any of the information above, please do not hesitate to contact my office at 862-4920.

Best wishes for a happy, healthy and successful school year.

MJ/sk

Attachments



CAPITAL REGION BOCES
2008-09 Regional School Calendar

July 2008 1						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2008 2						
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24	25	26	27	28	29	30
31						

September 2008 3						
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28	29	30				

October 2008 4						
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November 2008 5						
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30						

December 2008 6						
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28	29	30	31			

January 2009 7						
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February 2009 8						
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March 2009 9						
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29	30	31				

April 2009 10						
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26	27	28	29	30		

May 2009 11						
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24	25	26	27	28	29	30
31						

June 2009 12						
S	M	T	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- July 4 + 1
- September 1
- September 2 & 3
- September 4
- September 30
- October 8
- October 13
- November 10
- November 11
- November 27-28
- December 24
- January 6
- January 18
- February 18
- March 27
- April 10
- April 13
- May 25
- June 26

- Fourth of July Holiday
- Labor Day
- Staff Orientation/Staff Development Day
- Classes Begin
- Rosh Hashanah
- Yom Kippur
- Columbus Day
- Emergency Early Release Day
- Veterans Day
- Thanksgiving Day
- Holiday Recess Begins
- Classes Resume
- Marlin Luther King Jr. Day
- Winter Recess
- Staff Development Day
- Good Friday
- Spring Recess
- Memorial Day
- Last Day of School

Number of Days in Each Month:

September	20	February	16
October	21	March	22
November	17	April	18
December	17	May	20
January	18	June	19

Total # of Pupil Days:	183
Staff Development Days:	3
TOTAL DAYS:	188

- KEY:
- Classes Not in Session
 - Regents Testing Days
 - Staff Development Days

APPROVED BY THE BOCES BOARD AT THEIR FEBRUARY 14, 2008 MEETING

Date: 2/08
 Please Note: CTE teachers will follow the regional calendar.
 Special Education teachers will follow the calendar of the district in which the teacher's class is located.

May 29, 2008 NOTE: The January 2009 Regents days on this calendar have been updated to reflect the latest information from the State Education Department. This calendar replaces the one dated 2/08.

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
 Albany-Schoharie-Schenectady-Saratoga Counties
 1031 Watervliet- Shaker Road
 Albany, New York 12205

TRAVEL EXPENSE VOUCHER

This form must NOT be used in seeking reimbursement for the purchase of pre approved supplies and materials

Name: _____

Date Submitted: _____

Date	From	To	# of Miles	Gas	Parking/ Tolls	Lodging	Overnight & Conference Meals	Phone	Other Expenses	
									Other Lunch* Amount	Description

I certify that the above claim is accurate and that these charges were incurred on the dates indicated and in the performance of assigned job duties.

 (Signature of Claimant) Total # Miles _____

 (Supervisor) MJ/sk Revised: **July 1, 2003**

Other Lunch * \$ _____
 Total Other Expenses \$ _____
 Mileage Expense \$ _____
Total Travel Expenses \$ _____

* Reimbursement for meals that are not associated with overnight travel or conference is considered income and will be reported on the employee's W-2

FOR BUSINESS OFFICE USE

TRAVEL EXPENSE REIMBURSEMENT GUIDELINES

Law authorizes reimbursement of "actual and necessary expenses" incurred by BOCES employees in the performance of their duties. In addition, the BOCES must conform to existing Internal Revenue Service rules. Specifically, reimbursements that do not comply with the IRS rules are referred to as "nonaccountable". All reimbursements under a nonaccountable plan are reported as salary or wage income to the employee. If the plan meets the IRS rules, it is classified as an accountable plan and reimbursements are not reported as salary or wage income. In order to ensure that employees are adequately reimbursed for "actual and necessary" expenses, the following guidelines/ procedures have been established:

A. Reimbursement for Meals, Lodging and Incidental Expenses

- All expenses for meals, lodging and incidental expenses must be supported by adequate proof of expenditures, i.e., **original itemized receipts** with the preprinted name of the vendor and the date service was provided.
- Employees are required to substantiate all meal expenses with original itemized receipts. Employees may be reimbursed for actual expenses up to the maximum amounts, as follows:

<u>Item</u>	<u>NY City Area *</u>	<u>Within NY State (excluding NYC)</u>	<u>Out-of-State</u>
Breakfast	\$15.00	\$11.00	\$12.00
Lunch **	20.00	13.00	16.00
Dinner	40.00	30.00	32.00
Additional allowance for overnight incidentals (i.e., laundry)	2.00	2.00	2.00

- * The term "New York City Area" includes New York City, Nassau, Rockland, Suffolk and Westchester Counties.
- ** Lunch reimbursement unless associated with overnight travel or a conference is taxable. Submission to the Business Office will generate reimbursement through the payroll process. Lunch will be identified as compensation and reported on the employee's IRS Form W-2, and is subject to payroll taxes.
- Sales tax imposed on food by a restaurant may be considered an expense incidental to the meal and an actual and necessary expenditure incurred in connection with travel on official business.
- Tax exemption certificates must be utilized for all lodging within New York State. Reimbursement claims for room taxes within New York State will not be approved.
- When a room is shared by a spouse, the single occupancy rate will be reimbursed if noted by the hotel on the receipt; otherwise, one-half (1/2) of the room rate will be paid.
- Meals, travel expenses and all other expenses incurred by an employee's spouse is a personal expense of the employee.
- Receipts for other expenses, i.e., parking fees, tolls, etc., must also be submitted. All lodging expenses identified as miscellaneous must be explained in detail. The business purpose of phone calls, even those itemized on hotel/motel bills, must be explained in sufficient detail (i.e., *called office* or *called XYZ School District*).
- Whenever possible, vehicles owned by the Capital Region BOCES should be used for business trips if it is more economical than other means of travel.
- Travel status is defined as when an employee is on assignment at a work location more than 35 miles from both home and official work station, for more than three hours. This determines that they are eligible for reimbursement of travel expenses, such as meals and lodging.

- When travel is to a work location that is either a) within 35 miles of the employee's residence or official work station, or b) for less than three hours, the employee will not be considered to be on travel status and will not be eligible for reimbursement of travel expenses such, as meals and lodging.
- An employee may be reimbursed for meal expenses when he or she is required to attend an approved workshop or conference which extends through and beyond the recognized meal time, or is on travel status.
- While on travel status, the following guidelines for reimbursement of meals will be used:
 - Breakfast:* reimbursement will be allowed if the travel began more than an hour prior to the normal start of the employee's workday.
 - Lunch:* reimbursement will be allowed if the travel began prior to noon and continued beyond 2:00 p.m. (** see page 1)
 - Dinner:* reimbursement will be allowed if the travel continued more than an hour beyond the normal end of the employee's workday.
- Expenditures for the purchase of alcoholic beverages are not considered a proper or necessary travel or meeting expense and must not be claimed for reimbursement.
- Gratuities may be considered an actual and necessary expense and may be reimbursed provided they are reasonable and either as charged by the restaurant on their receipt or actual and within 15 percent of the bill, the total of which may be rounded up to the next whole dollar for meals over \$5, or up to the next fifty cents for meals at or below \$5. Meal and gratuity together must be within maximum allowable amounts.
- Taxicab charges will be reimbursed upon submission of a receipt. Tipping, which includes baggage handling, of 15% and \$1 per bag will be allowed. Reimbursement for taxi charges and limousine services to and from an airport will be approved upon submission of an appropriate receipt.
- Travel expense reimbursement requests **must** be submitted on the Travel Expense Voucher form (revised July 1, 2003).
- Reimbursement for approved supplies and materials must be submitted on the Miscellaneous Expense Voucher form (July 1, 2003-attached).
- Per the definitions of "travel trips" outlined in Board Policy 3050, travel expense for business trips are to be coded to object code 454. Travel expense for conference trips are to be coded to object code 456.

B. Mileage Reimbursement Guidelines

Employees using their personal vehicles to travel on BOCES business shall be reimbursed for each mile at the then current Internal Revenue Service rate and in compliance with all other IRS rules and regulations. The current IRS mileage reimbursement rate is \$.585 per mile. The calculation for this reimbursement is outlined below:

1. Employees with only One Work Site

- a. Employees who typically work from the same work site every work day, shall be reimbursed only for miles traveled from their regular work site to other sites during the work day ***or when their mileage exceeds the distance that they would normally commute to their regular work site.***

Example: Employee Jones lives in Saratoga Springs and works each work day out of Wembley Square. Her regular home to office commute is 30 miles round trip. On Monday, Employee Jones travels from home to Wembley Square. During the business day, she leaves Wembley Square and travels to Watervliet City Schools and then back to the office, a total round trip mileage between Wembley Square and Watervliet of 17 miles. After returning to Wembley Square, she leaves Wembley Square and goes directly home. Employee Jones would be entitled to reimbursement for a total of 17 miles, the actual roundtrip distance between Wembley Square and Watervliet.

- b. If an employee travels directly to a work site, which is not the employee's regular work site, from home and then to the regular work site, the employee shall be reimbursed only to the extent that the stop at the first work site increased, if at all, the regular commute to the office. The same would apply to employees who leave their regular work site to travel to another destination and then go directly home.

(over)

Example: Employee Jones lives in Saratoga Springs and works each work day out of Wembley Square. Her regular home to office commute is 30 miles round trip. On Monday, Employee Jones leaves her home and travels to the Ballston Spa Central School District, a distance of 11 miles from her home. She then goes directly from Ballston Spa to Wembley Square and at the end of the day, goes directly home from Wembley Square. The stop at Ballston Spa schools increased her regular commute of 30 miles by 8 miles. Employee Jones would be entitled to be reimbursed for 8 miles.

2. Employees Who Have Multiple Work Sites, One of Which Constitutes a Clear Majority (*i.e., 3 days at one work site, two days at another work site or four days at one work site and one day at another work site*)

Employees who regularly work from more than one work site, but do so in a manner where one site constitutes the clear majority of days in a given work week, shall have their mileage reimbursement based upon the majority site being treated as their regularly assigned work site.

Example: Employee Jones lives in Saratoga Springs. Three days of the week, she works out of central offices on Watervliet-Shaker Road. The roundtrip distance between home and central office is 30 miles. Two days a week, she is assigned to the CTE Center in Schoharie. The round trip distance between home and the work site in Schoharie is 60 miles. The distance between central office and the Schoharie Center is 40 miles. Employee Jones would be entitled to be reimbursed for two days of travel to Schoharie for 30 miles each day; i.e., the round trip distance from home to Schoharie (60 miles) minus 30 miles, which is the mileage distance of Employee Jones's regular commute between her home in Saratoga Springs and her travel to the work site where she works a majority of her time, at central office.

Example: Employee Jones lives in Saratoga Springs. Three days of the week, she works out of central office on Watervliet-Shaker Road. The roundtrip distance between home and central office is 30 miles. Two days a week, Employee Jones is assigned to work at the Ballston Spa Schools. The roundtrip distance between Ballston Spa Schools and Employee Jones's home is 11 miles. In this scenario, Employee Jones would not be entitled to any mileage reimbursement, because her commute two days a week to the Ballston Spa Schools is actually less mileage than her regular commute between her home and the work site to which she reports the majority of days, i.e., central office.

Example: Employee Jones lives in Saratoga Springs. Three days of the week, she works out of central office on Watervliet-Shaker Road. The roundtrip distance between home and central office is 30 miles. Two days a week, Employee Jones is assigned to work in Kingston City Schools. The roundtrip distance between Kingston City Schools and Employee Jones's home is 71 miles. In this scenario, Employee Jones would be entitled to be reimbursed for mileage to the extent that her twice weekly trips to Kingston exceed her three day a week commute to central office, i.e., 41 miles per day traveled to Kingston. (71 miles to Kingston Schools minus the 30 miles traveled to the majority work site located at central office)

3. Where there is no clear majority of work site days, an average of the total weekly commute will be used to calculate reimbursable mileage. Outlined in the following example:

Employees who are assigned to multiple sites, none of which constitute a clear majority of work days, shall have their entitlement to mileage reimbursement calculated upon averages, best demonstrated by the following example:

<u>Day</u>	<u>Traveling to/from</u>	<u>One way mileage</u>	<u>Total</u>
1	Saratoga Springs to Ausable Valley CSD	20	20
2	Saratoga Springs to Ausable Valley CSD	20	20
3	Saratoga Springs to Moriah CSD	50	50
4	Saratoga Springs to Moriah CSD	50	50
5	Saratoga Springs to Schroon Lake CSD	66	<u>66</u>
			206
			÷ <u>5 days</u>
			41.2 average daily one-way commute

Employee would be reimbursed for mileage as if 41.2 miles represented a one-way commute to a single work site.

4. Intra-Day Travel

All employees who travel from home directly to their regular work site, and travel from their regular work site directly home, shall also be entitled to mileage reimbursement when during the course of the work day the employee leaves their regular work site, travel to another location and then returns to their regular work site.

Reimbursement claims must be submitted in the same fiscal year as the expense was incurred. In order to ensure that reimbursements are made, employees must refer to their contract for the deadlines appropriate to their bargaining unit.

Employees will be promptly notified if a reimbursement claim cannot be processed as submitted.

2008-09

TEACHERS SALARY SCHEDULE

STEP	SCHEDULE I STEP AMOUNT	SCHEDULE II STEP AMOUNT	SCHEDULE III STEP AMOUNT	SCHEDULE IV STEP AMOUNT
1	\$34,883	37,029	39,336	41,347
2	35,983	38,279	40,826	42,842
3	37,083	39,529	42,326	44,348
4	38,183	40,779	43,841	45,872
5		42,029	45,371	47,417
6		43,179	46,911	49,004
7		44,429	48,461	50,601
8		45,679	50,021	52,207
9		46,929	51,591	53,802
10			53,211	54,239
11			54,841	57,103
12			56,561	58,863
13			58,472	60,685
14			60,601	62,772
15			62,983	65,156
16			65,199	68,231
17			68,333	71,432
18			71,234	74,332
19			75,358	77,382
20			77,523	80,622
21			80,623	83,672

**EDUCATIONAL ASSISTANT
SALARY SCHEDULE – 2008-09**

<u>STEP</u>	<u>RATE</u>
1	10.36
2	10.82
3	11.15
4	11.47
5	12.00
6	12.42
7	12.69
8	13.02
9	13.36
10	14.27
11	14.81
12	15.29
13	15.61
14	15.92
15	16.38
16	17.12
17	17.53
18	17.81
19	18.47
20	19.10
21	20.95

**TEACHING ASSISTANT
SALARY SCHEDULE - 2008-09**

<u>STEP</u>	<u>RATE</u>
1	11.77
2	12.29
3	12.67
4	13.03
5	13.64
6	14.11
7	14.42
8	14.79
9	15.18
10	16.22
11	16.83
12	17.37
13	17.74
14	18.09
15	18.61
16	19.45
17	19.92
18	20.24
19	20.99
20	21.70
21	23.81

BONUS 1.70

Educational Assistants and Teaching Assistants above Step 21 will, in addition to Step 21, receive longevity of \$1.70 per hour.

Educational Assistants appointed on or after February 1st will receive no credit for that service.

SERVICE UNIT HIRING RANGES – 2008-09

<u>Grade Level</u>	<u>Hiring Range 10 Month Employee</u>	<u>Hiring Range 12 Month Employee</u>
I	20,817 - 22,470	24,981 - 26,966
II	22,075 - 23,730	26,490 - 28,474
III	22,467 - 24,120	26,961 - 28,946
IV	22,862 - 24,515	27,435 - 29,419
V	23,262 - 24,916	27,914 - 29,898
VI	23,647 - 25,300	28,377 - 30,361
VII	24,504 - 26,157	29,405 - 31,390
VIII	26,504 - 28,157	31,804 - 33,789
IX	30,214 - 31,868	36,258 - 38,242

Longevity is calculated giving \$2,000 to employees appointed with continuous employment prior to or during the 1988-89 School Year.

Longevity is calculated giving \$1,000 to employees appointed with continuous employment prior to or during the 1993-94 School Year.

SERVICE UNIT

Grade I

Clerk 55A Job Coach	Campus Monitor
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Grade II

Clerk Custodial Worker Keyboard Specialist	Clerk/Typist Data Entry Operator Messenger
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Educational Interpreter for the Deaf and Hard of Hearing II (Possesses minimum competence in basic sign language skills as required in the assigned program sufficient to interpret all messages.)

Grade III

Custodian
Educational Interpreter for the Deaf and Hard of Hearing III (Holds a certificate of completion in deaf studies and/or interpreter training from a recognized institution.)
Senior Clerk
Senior Library Typist

	Senior Keyboard Specialist
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Grade IV

Educational Interpreter for the Deaf and Hard of Hearing IV (Has a Certificate of Completion in interpreter training or an A.A. S. in interpreting from a recognized institute or meets the national standards and objective written criteria as established by the National Registry of Interpreters for the Deaf and Hard of Hearing, Inc.)
Job Developer

	Senior Account Clerk I
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Grade V

Educational Interpreter for the Deaf and Hard of Hearing V (Meets the national standards and objective criteria as established by the National Registry of Interpreters for the Deaf, Inc., and is certified as a transliterator or interpreter)
Maintenance Helper
Secretary I

	Nurse
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Grade VI

Senior Account Clerk II

Grade VII

Data Processing Documentation Specialist Maintenance Mechanic	Principal Account Clerk
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Grade VIII

Computer Operator Principal Data Entry Machine Operator Senior Nurse	Occupational Therapy Assistant Physical Therapy Assistant
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Grade IX

Computer Programmer
Senior Computer Operator

**2008-09 SALARY RANGES
PAO UNIT**

	Minimum	25%	50%	75%	Maximum
Level 1A	\$18,545	\$21,327	\$24,109	\$26,890	\$29,672
Level 1	\$34,822	\$40,045	\$45,269	\$50,492	\$55,715
Level 2	\$38,945	\$44,747	\$50,628	\$56,470	\$62,312
Level 3	\$43,683	\$50,236	\$56,788	\$63,341	\$69,893
Level 4	\$49,043	\$56,399	\$63,756	\$71,112	\$78,469
Level 5	\$54,813	\$63,035	\$71,257	\$79,479	\$87,701
Level 6	\$61,407	\$70,618	\$79,829	\$89,040	\$98,251
Level 7	\$68,826	\$79,150	\$89,474	\$99,798	\$110,122
Level 8	\$75,623	\$86,966	\$98,310	\$109,653	\$120,997
Level 9	\$83,247	\$95,734	\$108,221	\$120,708	\$133,195



2008-09 Payroll Schedule

FOR PAYROLL OF

PAYROLL INFORMATION DUE BY

July 3, 2008 * Early Thursday
July 18, 2008

June 23, 2008 * Early Monday
July 9, 2008

August 1, 2008
August 15, 2008
August 29, 2008

July 23, 2008
August 6, 2008
August 20, 2008

September 12, 2008
September 26, 2008

September 3, 2008
September 17, 2008

October 10, 2008
October 24, 2008

October 1, 2008
October 15, 2008

November 7, 2008
November 21, 2008

October 29, 2008
November 12, 2008

December 5, 2008
December 19, 2008
December 23, 2008
December 10, 2008
**Teachers/TA's -
(10 Month – Working with Students)

November 24, 2008 * Early Monday
No Timesheets

January 2, 2009
January 16, 2009
January 30, 2009

December 22, 2009 * Early Monday
January 7, 2009
January 21, 2009

February 13, 2009
February 27, 2009

February 4, 2009
February 18, 2009

March 13, 2009
March 26, 2009 * Early Thursday

March 4, 2009
March 17, 2008 * Early Tuesday

April 09, 2009 * Early Thursday
April 24, 2009

March 31, 2009 * Early Tuesday
April 15, 2009

May 8, 2009
May 22, 2009

April 29, 2009
May 13, 2009

June 5, 2009
June 19, 2009

May 27, 2009
June 10, 2009

Credit Union (10 mo. Employees)	(9/12/08 through 6/19/09)	(21 pays)
TSA	(9/12/08 through 6/19/09) *	(20 pays)
NYSUT	(9/12/08 through 6/19/09) *	(20 pays)
TRS – Loans-Arrears	(9/12/08 through 6/19/09) *	(20 pays)
Health	(9/12/08 through 6/19/09) *	(20 pays)
Prescription Drug	(9/12/08 through 6/19/09) *	(20 pays)
Dental	(9/12/08 through 6/19/09) *	(20 pays)
Bonds	(9/12/08 through 6/19/09) *	(20 pays)
Vision Care	(9/12/08 through 6/19/09) *	(20 pays)
Union Dues	(9/26/08 through 5/22/09)	(18 pays)
Agency Fee	(9/26/08 through 5/22/09)	(18 pays)

*All deductions based on 20 pays (i.e., TSA, NYSUT, etc.) will be taken from 1st two (2) pays in January (January 2 & 16, excluding January 30, 2009)

POLICY PROHIBITING DISCRIMINATION AND HARASSMENT

It shall be the policy of the Albany-Schoharie-Schenectady-Saratoga BOCES (the “BOCES”) to provide and maintain a learning and work environment which promotes respect, dignity, diversity and equality for all and which is free from unlawful forms of discrimination based on sex , race, color, religion, national origin, age, disability, sexual orientation, marital status and any other class protected by law. Harassment based on these characteristics is not only a form of unlawful discrimination, but is also a form of misconduct which will not be tolerated in the BOCES’ learning and work environment.

In order to provide for the effective implementation and enforcement of this policy, the BOCES’ administration shall develop, subject to Board approval, appropriate regulations and procedures to accompany this policy. All management and supervisory staff shall be trained in all facets of this policy and the attendant regulations and procedures. Students and non-supervisory staff shall participate in appropriate opportunities designed to promote awareness and understanding of this policy, as well as their rights and responsibilities.

All allegations of discriminatory harassment and/or retaliation shall be investigated thoroughly, in accordance with required procedures, and if substantiated, will be met with appropriate corrective and/or disciplinary action commensurate with the seriousness of the offense(s), and in accordance with the parameters of State law, educational requirements and/or applicable collective bargaining agreements.

References: Title VII of the Civil Rights Act (1964), 42 USC 2000-e
34 Code of Federal Regulations, Section 100 et. Seq.

Adoption: April 24, 2006
Ratified: May 15, 2006
Amended:

**ACCEPTABLE USE OF COMPUTERIZED INFORMATION RESOURCES
EMPLOYEES**

STATEMENT OF POLICY

Use of the Board of Cooperative Educational Services provided computer and telephone systems (including Internet, e-mail, voice-mail access and facsimile machines) is authorized by BOCES Divisions within their departments as needed, based on job function.

This policy applies to All Users, whether full time, part time, or temporary employees, independent consultants and volunteers (hereinafter collectively referred to as "All Users"). Generally, it is the policy of the organization to allow computer and telephone use strictly for business purposes. Access by All Users to information not directly related to that user's job responsibilities without proper authorization is prohibited.

1. General Statement

All computer system networks, business and telephone equipment and other electronic communication systems, and all communications and stored information transmitted, received or contained within the BOCES information systems is BOCES property and is to be used solely for job-related purposes and educational purposes for student usage. The BOCES may access and monitor such use on a random basis to ensure that such equipment is used for proper purposes. The reasons for this monitoring are many, including cost analysis and management of the BOCES gateway to the Internet. Staff should therefore assume such communications are not totally private and should not transmit any confidential data. The existence of a staff member pass code or password does not necessarily mean that messages sent using a password or pass code will be confidential.

The BOCES strictly prohibits non-job-related uses of its software and business equipment, including but not limited to telephone systems, telecopiers, computers, copy machines, and facsimile devices.

Staff are also prohibited from using codes, accessing files, or retrieving any stored communication without prior authorization.

Each staff is responsible for the content of all text, audio or images that he/she places or sends over the BOCES computer and telephone system with its Internet, e-mail and voice mail access. No

Adopted: April 11, 2002

Ratified: May 20, 2002

Amended:

e-mail or other electronic communications may be sent which hides the identity to the sender, or represents the sender as someone else or someone from another organization. All messages communicated on the BOCES computer and telephone system with its Internet, e-mail and voice mail access must contain the staff member's name.

Any messages or information sent by a staff member to another individual outside of the BOCES via electronic network (e.g., bulletin board, online services or Internet) are also statements that reflect on the BOCES. While some users include personal "disclaimers" in electronic messages, there is still a connection to the BOCES, and the statements may be tied to the organization.

2. Acceptable Uses of Organizational Systems

The BOCES provided computer and telephone system with its Internet, e-mail and voice-mail access is intended for business and educational use only. The BOCES encourages the use of the computer and telephone system with its Internet, e-mail and voice-mail access, because it makes communication more efficient and effective. However, the computer and telephone system with its Internet, e-mail and voice-mail access is organizational property, and its purpose is to facilitate the organization's service to its instructors, students, administrators and other users, and to aid the organizations communications with the public. Staff are required to use the computer and telephone system with its Internet, e-mail and voice-mail access in a productive professional manner. To ensure that all staff are responsible, the following guidelines have been established for using the computer and telephone system with its Internet, e-mail and voice-mail access. Any improper or unauthorized use of the computer and telephone system with its Internet, e-mail and voice-mail access is not acceptable and will not be permitted.

3. Unacceptable Uses of Organizational Systems

A. Personal Uses

E-mail networks and voice-mail shall not be used to solicit for outside business ventures, organizational campaigns, and political or religious causes. Any use of such equipment for these types of activities is prohibited. Unauthorized use of e-mail or voice-mail for non-business purposes is also strictly prohibited. Solicitation of non-organizational business or any use of the BOCES computer and telephone system with its Internet, e-mail and voice-mail access for personal gain is prohibited.

B. Offensive Content

The BOCES computer and telephone system with its Internet, e-mail and voice-mail access may not be used for transmitting, retrieving or storage of any communications of a discriminatory or harassing nature or materials that are obscene or X-rated. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. No abusive, profane or offensive language is to be transmitted through the BOCES computer and telephone system with its Internet, e-mail and voice-mail access. Electronic media may also not be used for any other purpose that is illegal, against organizational policy or contrary to the organization's best interest. In addition, all staff are prohibited from downloading, viewing, transmitting and/or possessing pornographic, profane, sexually explicit, or racially offensive materials with the BOCES equipment or systems. As used herein the terms obscene, profane, pornography, sexually, explicit, and racially offensive shall have the meaning given to them by statute, case law or by common usage and understanding in the community.

C. Misuse of Intellectual Property

Staff members are also prohibited from accessing, distributing or publishing through the use of the BOCES equipment, materials which have been identified as trade secrets or proprietary information of the organization without proper authorization.

D. Unauthorized Transmission of Copyright Materials Over Organizational Systems

Copyright materials, may not be transmitted to staff over the BOCES e-mail/Internet system. All staff obtaining access to other companies' or individuals' materials must respect all copyrights and not copy, retrieve, modify or forward copyright materials, except with permission, or as a single copy to reference only.

E. Unauthorized Downloading or Installation of Software

Unauthorized downloading of any software, whether from the Internet or any other source is prohibited. All software downloaded or loaded from a disc onto a computer must be registered to the organization, screened with virus detection software and authorized for use on that computer.

F. Privacy and Unauthorized Access

The policy is violated when users break into or attempt to break into a file which is identified as a confidential file or otherwise abuse the privilege of computer access, or abuse the system by unauthorized surfing.

Similarly, the use of the BOCES systems to access information, voice mail or e-mail messages or other communications identified as not intended to be received by the staff member (except otherwise noted in this policy) is prohibited. Access to the organization's computer system from any network terminal or personal computer on the organization's communication network shall only be permitted through connection established and authorized by the BOCES. For security reasons no other e-mail and/or Internet connections will be allowed, except as authorized by the BOCES.

4. Monitoring

All staff are hereby put on notice that telephone calls and usage patterns for the BOCES e-mail/Internet communications and voice-mail system may be monitored. All messages created, sent or retrieved over the BOCES e-mail/Internet is the property of the organization and should be considered as being in the public domain and/or BOCES property, notwithstanding the staff using a personal access code.

The BOCES reserves the right to access and monitor all messages and files on the organization's E-mail/Internet and voice-mail system. Staff should not assume electronic communications are private and should transmit highly confidential data in other ways. All staff are put on notice that system security features, such as passwords and message delete functions, do not take away the ability to archive any message, at any time, for future viewing. Electronic and voice-mail communications are subject to search without notice.

5. Reporting Security Problems

The BOCES Security Officer must be notified when any organizational information is lost or disclosed to unauthorized parties, unauthorized use of organizational information systems has taken place, passwords or other system access control mechanisms are lost, stolen, or disclosed, or any of the preceding is suspected to have happened. Unusual system behavior should also be reported; it may indicate the presence of a virus or other security problem. Probing the security mechanism at either the organizational or other Internet sites using the organizational computer and telephone system is prohibited.

6. Expenses

No individual staff may use these systems which in any manner results in unauthorized charges or expenses to the BOCES.

7. Expiration of E-mail

E-mail stored on the BOCES e-mail servers may be deleted, on a periodic basis, at the convenience of the BOCES.

8. Sanctions

All Users of the BOCES computer network and equipment are required to comply with the BOCES policy and regulations governing the BOCES computer network. Failure to comply with the policy or regulation may result in suspension and/or revocation of computer access privileges as well as discipline up to and including discharge.

In addition, illegal activities are strictly prohibited. Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secret. All Users must respect all intellectual and property rights and laws.

9. Disclaimer (plausible deniability)

BOCES makes no warranties of any kind, neither expressed nor implied, for the electronic communication services it is providing. BOCES will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. BOCES will not be responsible for the accuracy, nature, or quality of information stored on BOCES storage devices; nor for the accuracy, nature, or quality of information gathered through BOCES provided electronic communication services. BOCES will not be responsible for personal property used to access BOCES computers or networks or for BOCES provided Internet access. BOCES will not be responsible for unauthorized financial obligations resulting from BOCES provided access to the Internet.

10. Law

This policy and all its provisions are subordinate to local, state, and federal laws.

For information on Acceptable Use of Computerized Information Resources - Students see Policy # 5095.