

Office of Human Resources

# EMPLOYEE HANDBOOK



# Contents

<b>Section 1: INTRODUCTION .....</b>	<b>4</b>
1:1 Welcome to the Syracuse City School District .....	4
1:2 Our Vision.....	4
1:3 Our Mission.....	4
1:4 Theory of Action.....	4
1:5 Strategic Plan .....	4
1:6 Departments .....	5
1:7 Calendars .....	5
1:8 Purpose of this Handbook.....	5
1:9 Receipt of Handbook .....	6
<b>Section 2: EMPLOYMENT .....</b>	<b>7</b>
2:1 Commitment to Equal Opportunity .....	7
2:2 Sexual Harassment in the Workplace .....	7
2:3 Harassment, Intimidation, Bullying or Cyber Bullying .....	7
2:4 Code of Conduct .....	8
2:5 Code of Ethics/Conflict of Interest.....	8
2:6 Civil Rights Compliance .....	8
2:7 Oath of Allegiance.....	8
2:8 Stop Theft and Fraud .....	8
2:9 Gifts and Donations .....	9
2:10 Employee Social Media and Social Networking Policy .....	9
2:11 Accurate Reporting and Working.....	9
<b>2:13 Bargaining Units/Union Representation .....</b>	<b>10</b>
2:12 Work Schedules .....	10
2:14 School Closing .....	11
2:15 Annual Mandatory Training Videos/Safe Schools.....	11
2:16 Break Time for Nursing Mothers under the FLSA .....	11
2:17 Equity and Diversity .....	11

2:18 Employment Opportunities .....	11
2:19 Identification Badges .....	12
<b>Section 3: COMPENSATION AND BENEFITS .....</b>	<b>13</b>
3:1 Payroll Procedures .....	13
3:2 Employee Assistance Program.....	13
3:3 Health Benefits.....	13
3:4 Flexible Spending Plan .....	13
3:5 Pension Plan/Investment Opportunities .....	14
3:6 Salaries, Wages and Stipends .....	14
3:7 Career Ladder.....	14
<b>Section 4: ATTENDANCE, ABSENCES AND LEAVES .....</b>	<b>15</b>
4:1 Reporting Absences .....	15
4:2 Request for Approval of Absence .....	15
4:3 Holidays.....	15
4:4 Cancer Screening .....	15
4:5 Bereavement Leave .....	15
4:6 Family and Medical Leave (FMLA) .....	15
4:7 Leaves of Absence.....	15
4:8 Jury Duty/Civil Leave.....	15
4:9 Military Leave.....	16
<b>Section 5: BUSINESS MANAGEMENT/ COMMUNICATIONS .....</b>	<b>17</b>
5:1 Travel .....	17
Meal Expense Reimbursement .....	17
Tax Exemption.....	17
5:2 Use of District-Owned Property for Personal Reasons.....	18
5:3 Fixed Asset Inventories, Accounting and Tracking .....	18
5:4 Use of School Premises for Other Than School Purposes.....	18
5:5 Electronic Information Resources Acceptable Use.....	18
5:6 Use of District Communications .....	18
5:7 Safety .....	19
5:8 Safe E-Mail/Internet Usage.....	19

**Section 6: PERFORMANCE..... 20**

- 6:1 Reporting Child Abuse, Maltreatment or Neglect in a Domestic/Educational Setting..... 20
- 6:2 Corporal Punishment/Physical Restraint ..... 20
- 6:3 Employee Performance Review/Evaluations..... 20
- 6:4 Smoking, Vaping and the Use of Tobacco Products on School Premises ..... 20
- 6:5 Drug-Free Workplace..... 21
- 6:6 Workplace Behavior/Professionalism..... 21
- 6:7 Complaints of Discrimination..... 21

**Section 7: SEPARATION ..... 22**

- 7:1 Leaving the Employ of the SCSD/Exit Checklist ..... 22
- 7:2 Resignation ..... 22
- 7:3 Reduction in Force ..... 22
- 7:4 Retirement ..... 22
- 7:5 Retirement Benefits..... 22

**INDEX ..... 23**

# Section 1:

## INTRODUCTION

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This handbook contains a summary of select policies and procedures related to your employment with the Syracuse City School District and does not address every possible workplace situation. This handbook is not a contract of employment and is provided as a reference tool to help you understand District policies and to provide guidance on where to locate District resources. Please read it carefully and refer to the information as needed. If you require additional information or clarification, you may contact the Office of Human Resources for questions you may have about information contained in this handbook.

**This handbook contains several hyperlinks to webpages and policies and is best viewed online.**

### 1:1 Welcome to the Syracuse City School District

We value all of our employees, and we believe that every employee contributes to the success of our students. We trust you will find your work at the Syracuse City School District both rewarding and fulfilling.

The Syracuse City School District does not limit employment to any person because of their actual or perceived race, color, national origin, Native American ancestry or ethnicity, creed or religion, marital status, sex, sexual orientation, age, gender identity, gender expression, disability, or any other legally protected category under federal, state or local law.

This section introduces employees to our District's purpose and goals. Please read it carefully to better understand who we are and what we do.

### 1:2 Our Vision

To prepare and inspire all of our students to innovate locally and contribute globally.

### 1:3 Our Mission

To build, support and sustain school communities that provide all students with a high-quality education that prepares them to graduate as responsible, active citizens ready for success in college and careers and prepared to compete in a global economy.

### 1:4 Theory of Action

When we...

- Recruit, develop, support and retain the most effective diverse staff
- Enlist and engage our partners and empower families and the community to take an active role in the education of our children
- Apply culturally responsive education practices to create equitable and accessible opportunities for students
- Ensure a personalized and rigorous instructional program

Then...

All students will graduate prepared for successful transition into higher education, careers, and active citizenship.

### 1:5 Strategic Plan

Click [here](#) to see our progress in "Building Our Future".

## 1:6 Departments

Please click on the department links for contact information. You may also visit the Intranet for additional resources.

### Finance

Payroll

Budget

Purchasing

Accounts Payable

### Office of Human Resources

Benefits

Educator Effectiveness

Health Services

Recruitment and Selection

Staff Relations

Employee Services

Risk Management

### Teaching and Learning

Early Childhood Program

Elementary Education

High Schools

Career & Technical Education Programs

Adult Education

English Language Arts

ENL, World Languages, & Bilingual Education

Fine Arts

Health, Physical Education, FACs

Library Media Services

Native American Education Program

Professional Development

Mathematics Department

Science and Technology

Special Programs

Special Education

### Operations

Facilities

Food and Nutrition

Public Safety/Security

Transportation

### Office of Shared Accountability

Central Registration

Data Management

Project Resource and Support Center

School Reform

Technology

(Technology Help Desk)

Testing

### Student Support Services

Multi-tiered System of Support (MTSS)



Student Behavior

### Office of Family Engagement

Mentoring Program

### Communications

Please visit the Communications Intranet Page for Phone Listings, School Start/Dismissal Times, District logos and templates, and for the Communications Handbook.

Print Requests – WebCRD

## 1:7 Calendars

You may find the most up to date District Calendars by clicking [HERE](#).

You may also download our one-page calendar, calendar digest, and Operational Calendar from the District Documents section on the [intranet homepage](#).

## 1:8 Purpose of this Handbook

This handbook provides Syracuse City School District staff with resources to understand the District's expectations and to assist in achieving success.

This handbook summarizes select policies and practices of the District. (Not all District policies have been included. Likewise, if there is any conflict between the policies of this handbook and the terms of any applicable collective bargaining agreement, the terms of the agreement will control.) Further procedural guidelines relative to your role will be provided by your immediate supervisor.

Additional information and full policy statements may be found [HERE](#).

Be sure to open your email daily and check our website periodically for updates.

### **1:9 Receipt of Handbook**

You will be assigned a mandatory video through SafeSchools (Vector Solutions) that will review the contents of the handbook.

# Section 2:

## EMPLOYMENT

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### **2:1 Commitment to Equal Opportunity**

The Syracuse City School District does not limit employment to any person because of their actual or perceived race, color, national origin, Native American ancestry or ethnicity, creed or religion, marital status, sex, sexual orientation, age, gender identity, gender expression, disability, or any other legally protected category under federal, state or local law.

[Policy 6120 – Equal Employment Opportunity](#)

### **2:2 Sexual Harassment in the Workplace**

The District is committed to maintaining a discrimination-free work environment. Sexual harassment is one form of workplace discrimination. This policy addresses sexual harassment in the workplace and is one component of the District's commitment to a discrimination-free work environment. The District will provide this policy to all employees in writing. The District will post this policy prominently throughout the District to the extent practicable.

Sexual harassment is a form of employee misconduct, a violation of District policy, and unlawful. Employees of every level who engage in sexual harassment, who knowingly allow such behavior to continue, or who fail to report suspected sexual harassment will be subject to remedial and/or disciplinary action by the District. Harassers may also be individually subject to liability pursuant to New York State law.

This Policy applies to all employees. It also applies to individuals who are not employees of the District but are employees of contractors/subcontractors, vendors, consultants, and other persons who provide services in the District, such as interns, volunteers, parents, and temporary employees.

Sexual harassment in the workplace can occur between any individuals, regardless of their sex or gender. Unlawful sexual harassment is not limited to the physical workplace itself. Sexual harassment can occur on school grounds, school buses or District vehicles, and at school-sponsored events, programs, or activities, including those that take place at locations off school premises. It can also occur while employees are traveling for District business. Calls, texts, emails, and social media usage can constitute unlawful workplace harassment, even if they occur away from school grounds, on personal devices, or during non-work hours.

[Policy 6121- Sexual Harassment in the Workplace](#)

[Sexual Harassment Complaint Form \(Online Form\)](#)

### **2:3 Harassment, Intimidation, Bullying or Cyber Bullying**

The Board of Education prohibits acts of harassment, intimidation and bullying of students or school employees. A safe and civil school environment is necessary for learning and required for students to achieve academic success. These behaviors, like other disruptive or violent behaviors, are conduct that disrupts both the students' ability to learn and the schools' ability to educate students in a safe environment.

Click link below for full policy:

[Policy 5300 – Harassment, Intimidation, Bullying or Cyber Bullying](#)



## **2:4 Code of Conduct**

The Syracuse City School District Board of Education (“Board”) is committed to providing a safe, civil, and orderly school environment where students may receive and District personnel may deliver quality educational services without disruption or interference. Responsible/respectful behavior by students, teachers, other District personnel, parents, and other visitors is essential to achieving this goal. The Syracuse City School District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The Board recognizes the need to clearly define these expectations for acceptable conduct on school property; to identify the possible consequences of unacceptable conduct; and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this Code of Conduct (“Code”).

[Code of Conduct, Character and Support](#)

## **2:5 Code of Ethics/Conflict of Interest**

Improving the quality of our students’ education is the fundamental goal to which the District’s energies and resources must be devoted. The District’s activities shall be conducted in a manner that consistently support that goal and demonstrate the highest standards of ethical behavior and fiscal accountability. The Board recognizes that in order to implement these principles, there must be clear and reasonable standards for ethical conduct. The Code of Ethics is intended to establish those standards and to prohibit acts incompatible with the public interest.

[Policy 6110 – Code of Ethics/Conflict of Interest](#)

## **2:6 Civil Rights Compliance**

The Syracuse City School District is committed to having a school environment free from all harassment on the basis of race, color and national origin. In accordance with Title VI of the Civil Rights Act of 1964, the District prohibits harassment in the school environment, including with regard to all academic, extra-curricular and school-sponsored activities.

[Policy 3420 Non-Discrimination and Anti-harassment in the District](#)

Email: [PolicyCivilRightsCompliance@scsd.us](mailto:PolicyCivilRightsCompliance@scsd.us)

## **2:7 Oath of Allegiance**

Upon hire, all employees are required to sign an oath of allegiance supporting the Constitutions of the United States and the State of New York and promise to faithfully discharge duties to the best of their ability.

## **2:8 Stop Theft and Fraud**

We urge employees to report theft or fraud (or suspected theft or fraud) of Syracuse City School District money, equipment, resources, materials, or supplies, or the use of Syracuse City School District paid work time for personal gain or profit, to school authorities or police authorities. It is against the law to steal from the School District or use School District money, equipment, materials, or supplies, or paid work time for personal gain or profit. Every school employee has a responsibility to protect what rightfully belongs to the public.

[Policy 5571 – Allegations of Fraud](#)

## 2:9 Gifts and Donations

The District may accept gifts, donations, grants, or bequests of money, real or personal property, as well as other merchandise that adds to the overall welfare of the District, provided that acceptance is in accordance with existing laws and regulations. The Board of Education authorizes the Superintendent of Schools to accept on behalf of the District, gifts, donations, grants, or bequests valued up to \$50,000, which, in his or her discretion, will benefit the District. The Board of Education shall be informed of all gifts accepted by the Superintendent on behalf of the District. The Board may accept gifts, donations, grants, or bequests over \$50,000, and those from companies in the business of manufacture, distribution, or sales of alcohol, tobacco, or food and beverage by official action and resolution passed by Board majority. Donations to the school may be fully tax deductible so long as the gift is used exclusively for public purposes in accordance with USC Section 170(c).

[Policy 5230 – Acceptance of Gifts, Grants, and Bequests to the District](#)

## 2:10 Employee Social Media and Social Networking Policy

The District recognizes that employees may engage in “social networking” while off duty. “Social networking”, for purposes of this policy, includes all types of posting on the Internet, including, but not limited to, social networking sites such as Twitter, Instagram, Facebook or Linked-In; blogs and other online journals and diaries; bulletin boards and chat rooms; micro-blogging, such as Twitter; and the posting of videos on YouTube and similar media. This policy applies to personal social networking. Social networking or other services, such as parent portals, used in an official capacity as part an employee’s employment with the

District must be approved by the building Principal or Supervisor.

Click link below for full policy:

[Policy 6412 – Employee Social Media and Social Networking](#)

## 2:11 Accurate Reporting and Working

The employees of the Syracuse City School District are dedicated to the education of our students and have their best interests at heart. There are many times when our staff work beyond their regular workday to ensure positive educational outcomes for our students.

We would like to take this time to remind each employee of the importance to accurately reflect time worked when completing timecards. Being paid for time that you do not work (or that is not requested leave time) is considered theft of services. Employees who engage in this type of conduct will be subject to disciplinary action, up to and including termination of employment, in accordance with applicable laws and collective bargaining agreements.

As a school district, we are accountable to our students, their families, and the cities’ taxpayers. Our students are the ones that lose out when our time is not appropriately accounted for.

All employees must ensure:

- You are performing your assigned duties at any time you are “on the clock”.
- Hourly employees, paid by timecard, must accurately report their arrival time and departure time from work. Hours worked beyond the standard workday must be pre-approved by a supervisor with a Pay Ticket authorizing the additional time. Timecards are to be submitted in a timely manner each pay

period by the close of business on the 15<sup>th</sup> and/or last day of the month respectively.

- Salaried employees must remain at work during their regularly scheduled work hours.
- Anytime you are not working during your regularly scheduled workday, you must either submit for paid/unpaid time off by requesting preapproval from your supervisor and then submitting the request in the District’s absence reporting system. If you are requesting to take unpaid time off, this request must also be pre-approved by the Office of Human Resources. Please be aware that there are additional contractual requirements in some bargaining units for use of paid time off before and after holidays, which may require you to received pre-approval from the Office of Human Resources for the use of consecutive personal days. It is your responsibility to review your

collective bargaining agreement to determine which, if any, of the requirements apply to you.

- Employees working extra duties must accurately report and state only the **actual** time performing those duties, not the proposed scheduled time to perform the duties.

### 2:12 Work Schedules

The workweek and actual daily starting and ending times vary by school and department needs. Refer to union contract and immediate supervisor.

### 2:13 Bargaining Units/Union Representation

<b>Unit 1</b>	Syracuse Teachers Association
<b>Unit 2</b>	Syracuse Administrators
<b>Unit 5 Maintenance &amp; Trades</b>	CNNYBTC Plumbers and Steamfitters Local 267
<b>Unit 6 CSEA Operation Of Plant</b>	CSEA Region 5
<b>Unit 7 Food Service Employees</b>	Syracuse Teachers Association
<b>Unit 8 Assistants and Attendants</b>	Syracuse Teachers Association
<b>Unit 9 Office Personnel</b>	CSEA Office Personnel
<b>Unit 10 School Nurses And School Health Aides</b>	Syracuse Teachers Association
<b>Unit 11 Syracuse Association of Managers &amp; Supervisors</b>	SAANYS
<b>Unit 12 Native American Program</b>	
<b>Substitute Teachers and Substitute Teaching Assistants</b>	Contact the Office of Human Resources

## 2:14 School Closing

In the event of a school closure or delayed opening due to inclement weather or other emergency condition, the Syracuse City School District notifies all employees through its robo-call system and through District email. Staff members are to keep their contact information current by using “[Employee Self Service](#)” at all times. Announcements are also posted on the Syracuse City School District’s website, [www.syracusecityschools.com](http://www.syracusecityschools.com).

Please refer to the Administrative Bulletin- “Emergency School Closings” for clarification on reporting requirements for your bargaining unit.

Administrative Bulletins are posted on the [Intranet](#).

## 2:15 Annual Mandatory Training Videos/Safe Schools

Throughout the year and at various intervals, training videos will be assigned for you to complete. Some examples may include:

- Multi-Hazard Emergency Response Staff Training Video (Annual Refresher)- Standard Response Protocol
- Bloodborne Pathogens, Right to Know and Boundary Invasion
- Sexual Harassment: Staff-to-Staff
- Boundary Invasion
- Distracted Driving
- Staff Handbook

You will receive District email notifications and reminders when videos are to be completed. You may also log into your profile to see which videos have been assigned to you. Some may be assigned by the Office of Human Resources while others may be assigned by your immediate supervisor that may be more specific to your job duties.

[SafeSchools \(Vector Solutions K-12\)](#)

## 2:16 Break Time for Nursing Mothers under the FLSA

This [fact sheet](#) provides general information on the break time requirement for nursing mothers in the Patient Protection and Affordable Care Act (“PPACA”), which took effect when the PPACA was signed into law on March 23, 2010 (P.L. 111-148). This law amended Section 7 of the Fair Labor Standards Act (FLSA).

[Break Time for Nursing Mothers](#)

## 2:17 Equity and Diversity

Positive and supportive cultures are created by the actions of each of us and are essential to the daily teaching and learning of not just our students, but also our staff. As a District, we recognize and celebrate the diversity of our student population on a daily basis. The Office of Human Resources strives to ensure opportunities for all by recruiting, developing, supporting and retaining the most effective diverse staff. We are committed to retaining and supporting all of our staff by working to develop advocacy groups for our colleagues. Click the link below for more information:

[Affinity Groups](#)

## 2:18 Employment Opportunities

Employees are encouraged to explore career development opportunities at the District. All employees are encouraged to gain the necessary skills, training and work experience needed to qualify for advancement opportunities. The District believes in internal staff development and promotion from within whenever practicable. In all cases, the best qualified candidate for the position will be selected as determined by the hiring committee’s recommendation and the approval of the Superintendent of Schools. Further information and procedures regarding filling vacant positions, voluntary transfers, etc. within

the District may exist in your Collective Bargaining Agreement.

Click here to view current [Job Opportunities](#)

## **2:19 Identification Badges**

Upon hire, employees are issued an identification badge and are expected to wear it at all times during work hours and at school sponsored events.

For questions about ID badges, you may contact the School Security office at (315) 435- 4527.

# Section 3:

## COMPENSATION AND BENEFITS

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### 3:1 Payroll Procedures

Paychecks are issued on the 15<sup>th</sup> and last workday of each month. If a payday falls on a scheduled holiday or weekend, checks are issued the weekday before. Those not signed up for direct deposit will have their paychecks mailed to the address listed in “[Employee Self Service](#)”. A link to ESS is located on the Welcome page of the [Intranet](#).

The [payroll department](#) may be reached at (315) 435-4191.

#### [Employee Self Service User Guide](#)

Hourly/daily paid employees are paid for work performed from the 1<sup>st</sup> to the 15<sup>th</sup> of a month on the last day of the month. Earnings for work performed from the 16<sup>th</sup> to the end of the month are paid on the 15<sup>th</sup> of the following month.

Deductions from salary are made for any of the following that apply to each employee:

- Federal/state taxes
- Flex Spending-medical/childcare
- Retirement system contributions/loans
- Union dues
- Health/dental/vision insurance
- Social Security/Medicare
- Tax sheltered annuity

### 3:2 Employee Assistance Program

[GuidanceResources](#) is a program provided free of charge by the Syracuse City School District that offers someone to talk to and resources to consult whenever and wherever you need them. Services are available to help you and

your family members (even those not covered on your healthcare plan).

- Emotional
- Work Life
- Legal
- Financial
- Physical Health

Visit [www.guidanceresources.com](http://www.guidanceresources.com) for more information.

First time users online and using the mobile app will need to register before getting started.

Use the SCSD Web ID when registering:  
**SCSDEAP**

Call (844) 206-1127

TTY (844) 697-0353

### 3:3 Health Benefits

Comprehensive medical, dental, and vision options are available for eligible employees (refer to your [Union Contract](#) for questions on eligibility).

For information on our plans, click [HERE](#).

### 3:4 Flexible Spending Plan

The District offers a medical flexible spending plan option for all employees who meet the eligibility requirements for the health insurance plan and a Dependent Care flexible spending plan option for all employees. The flexible spending plans allow an employee to defer pre-tax compensation for dependent costs, such as daycare, or medical costs, such as out-of-pocket healthcare expenses.

For additional information, click [HERE](#).

### **3:5 Pension Plan/Investment Opportunities**

As a public employee, you are eligible to enroll in the NYS pension plan. The SCSD also offers other investment options.

Click [HERE](#) to learn more.

### **3:6 Salaries, Wages and Stipends**

Salaries, wages and stipends are determined consistent with applicable bargaining unit contracts.

For questions/concerns, please contact: Staffing and Compensation at (315) 435-4171.

[Salary Adjustment Form](#) *(Online form-must sign in with District credentials)*

[Verification of Paid Prior Service](#)

### **3:7 Career Ladder**

The purpose of the Career Ladder program is to provide full time employees in units 6, 8, 9, 10 and 11 the opportunity to further their education by taking college courses and/or obtaining a college degree in an area of study or discipline that could lead to career advancement within the District. Employees must be accepted in a District approved program leading to a degree.

[Career Ladder Application](#) *(Online Form-must sign in with District credentials)*

# Section 4: ATTENDANCE, ABSENCES AND LEAVES

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## 4:1 Reporting Absences

All SCSD District Staff must record their absences in the [Absence Reporting System](#).

Specific positions may require specific absence reporting procedures in addition to using the absence reporting system. Your immediate supervisor will outline these expectations.

If your position requires substitute coverage, you will also need make this request in addition to entering your absence in the absence reporting system.

[Substitute Management System](#) – Log In  
Click on the links below for User Guides:  
[QuickStart Guide – Employees](#)  
[QuickStart Guide – Substitutes](#)  
[QuickStart Guide – Campus User](#)

## 4:2 Request for Approval of Absence

Certain types of absences require supervisor and/or HR approval.

Please refer to your [union contract](#) for additional information, especially when requesting consecutive days off or days preceding or following a holiday or recess.

## 4:3 Holidays

The holiday schedule may be found in the Administrative Bulletin. Please see the [Intranet](#) for the current year's Administrative Bulletins.

## 4:4 Cancer Screening

In accordance with New York State Civil Service Law, the Syracuse City School District will permit employees to take up to four (4) hours of paid leave annually for the purpose of undergoing cancer screening. These four (4) hours are intended to be used only for the actual screening and reasonable travel time.

[Request for Paid Leave Time for Cancer Screening](#)

## 4:5 Bereavement Leave

Please refer to your [Union Contract](#) for details.

## 4:6 Family and Medical Leave (FMLA)

It is the policy of the Syracuse City School District to grant family and medical leave to eligible employees in accordance with the Family and Medical Leave Act of 1993, known as FMLA.

[Request for Family and Medical Leave \(Online form\)](#)

## 4:7 Leaves of Absence

Please refer to your [Union Contract](#) for details.

[Request for Extended Leave of Absence \(Online form-you must sign in with your District credentials\)](#)

## 4:8 Jury Duty/Civil Leave

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 of call to jury duty, the individual shall notify the building principal, or designee, to that effect, on the first school day following receipt of such notice by providing to the principal a copy thereof.



Please refer to your [union contract](#) for information on other judicial or administrative proceedings.

#### **4:9 Military Leave**

A military leave of absence shall be granted to any employee while engaged in the performance of ordered military duty, and while going to and returning from such duty as provided by law.

# Section 5: BUSINESS MANAGEMENT/ COMMUNICATIONS

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## 5:1 Travel

The Board of Education believes that staff attendance at appropriate in-state and out-of-state meetings, conferences, professional development opportunities, and other events is beneficial to the District. Attendance at these events strengthens employees' knowledge base, skills and abilities; enhances professionalism; and promotes networking with other school districts and local and national entities that can support the District.

The purpose of this policy is to ensure that appropriate systems are in place to monitor and approve all requests for travel to ensure appropriateness; ensure that only allowable travel expenses are reimbursed; and ensure that employees are reimbursed for out-of-pocket expenses in a timely manner.

The Board allows for reasonable and necessary travel-related expenses to be reimbursed to employees who are traveling on District business. Allowable travel expenses include event registration fees; transportation expenses; lodging expenses; and food and non-alcoholic beverage expenses (including taxes, mandatory fees, and reasonable tips).

Employee attendance at meetings, conferences, professional development opportunities, and other events will be appropriate and enhance knowledge, skills, and abilities. Only allowable expenses will be reimbursed; employee reimbursement will be timely.

Transportation Expense Reimbursement: The District reimburses employees at the IRS Publication 1542 per mile rate as of the date

the travel occurred. The IRS updates this rate periodically.

## Meal Expense Reimbursement

The District reimburses employees at the government per diem rates for meals during approved travel as published by the U.S. General Services Administration as of the date the travel occurred. The U.S. General Services Administration updates this rate periodically. Receipts are not required to be submitted for meal expense reimbursement.

## Tax Exemption

The District is a tax-exempt entity and will provide a tax-exempt certificate to employees to present to hotels and vendors to ensure that no tax is charged to an employee traveling on behalf of the District.

The Superintendent or designee will establish a system to review and approve all travel requests to ensure that participation is appropriate. Further systems and procedures will be in place to review and monitor reimbursement of travel-related out-of-pocket expenditures to ensure that they are reasonable and necessary.

Employees traveling on behalf of the District must obtain approval from the Superintendent or designee for travel and must provide receipts and/or proper documentation of reasonable and necessary travel related expenses for reimbursement.

The Superintendent will present to the Board of Education a quarterly written report on the travel budget. Please visit the Intranet's [Accounts Payable](#) page for procedures and forms.

Please also check your Collective Bargaining Agreement as it may include additional information or guidelines pertaining to this topic.

## **5:2 Use of District-Owned Property for Personal Reasons**

Property, supplies, equipment and tools may not be borrowed or used for personal projects or private gain.

[Policy 5621 – District Vehicle Use Policy](#)

## **5:3 Fixed Asset Inventories, Accounting and Tracking**

The Superintendent or designee will maintain a continuous and accurate inventory of fixed assets owned by the District in accordance with applicable rules, standards, procedures, and best practices. Fixed assets are, generally, long-term, tangible resources intended to be continuously held or used, and may include land, buildings, improvements, machinery, and equipment.

[Policy 5620 – Fixed Assets Inventories, Accounting, and Tracking](#)

## **5:4 Use of School Premises for Other Than School Purposes**

While the District's school buildings and grounds are maintained primarily for the purpose of educating students within the District, the Board of Education recognizes that the buildings and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with educational activities. This policy is intended to identify the uses that community groups may make of those facilities.

Click link below for full policy:

[Policy 7150 – Public Use of School Facilities](#)

[Building Permit Application](#)

## **5:5 Electronic Information Resources Acceptable Use**

The Syracuse City School District provides access to the Internet, local computer network resources, electronic mail, legally purchased software, online information subscriptions and media products (hereafter referred to collectively as “electronic information resources”) to students, staff, and community users in support of the educational objectives of the District. This equipment and these services must be used in a responsible, efficient, and legal manner in accordance with the instructional objectives and institutional needs of the District.

[Policy 4526 – Electronic Information Resources Acceptable Use](#)

## **5:6 Use of District Communications**

Email and other forms of electronic District communication are valuable business tools. Users must use these tools in a responsible and lawful manner. However, careless, unacceptable, or illegal use of email may place the District and members of its community at risk. Use of email in the District must be consistent with the District's educational goals and comply with federal and state laws and regulations, as well as all applicable District policies, regulations, procedures, collective bargaining agreements, and other related documents such as the District's Code of Conduct. This includes, but is not limited to, this policy and the District's policies on non-discrimination and anti-harassment, protecting the personal information of District employees and students, acceptable use, and record management. Every employee and authorized user have a responsibility to be knowledgeable about the inherent risks associated with electronic communication usage and to avoid placing the District at risk. The same laws and business records requirements apply to electronic communication as to other forms of written communication.

District-related emails are most secure and best managed when District email services are used. Accordingly, District employees and authorized users will use the District's designated electronic communication systems for all District-related communications, including communications in which students or student issues are involved. Personal accounts and instant messaging will not be used to conduct District-related business. Further, District email accounts should not be used as any individual's primary personal email address.

#### [Policy 6411 – Use of District Communications](#)

### **5:7 Safety**

According to the District's Code of Conduct, Syracuse City School District Administrators have the responsibility to create and implement policies and procedures that encourage safe and orderly schools for all students, school staff, and principals. Therefore, all staff members are expected to comply with all safety plans and procedures established by the Department of Safety and Security to ensure building security, including but not limited to, prohibiting unauthorized entry into school buildings which have not been designated as the single point of entry as outlined in Policy 5681 (School Safety Plans).

#### [Policy 5681 – School Safety Plans](#)

All accidents occurring in a classroom, on school property, or on buses, regardless of seriousness, must be reported to the school administration as promptly as possible.

Accident reports must be completed for each student or employee involved in the accident. The building principal will be responsible for completing all accident reports. Reports should be immediately forwarded by principals to the Superintendent's designee and in no case later than three days following the accident. The Superintendent, or his/her designee, will ensure that the Syracuse City

School District is in compliance with all federal, state and local laws pertaining to the monthly reports including, but not limited to, PESH requirements and notification of DOSH 900 requirements.

#### [Employee Injury and Illness Report](#)

#### [Workers Compensation FAQ's](#)

### **5:8 Safe E-Mail/Internet Usage**

With the increasing prevalence of cyber-crime and fraudulent schemes to obtain information, it is important that all employees know how to recognize links and emails that may possibly pose a threat to the District's network as well as your own personal information.

You may be assigned the following videos provided by SafeSchools (Vector Solutions) in order to protect yourself and the District:

- Browser Security Basics
- Email and Messaging Safely
- Password Security Basics
- Protection Against Malware

(These resources are always available to you by logging into [SafeSchools \(Vector Solutions\)](#) with your District credentials.

# Section 6:

## PERFORMANCE

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### 6:1 Reporting Child Abuse, Maltreatment or Neglect in a Domestic/Educational Setting

The Board of Education recognizes that because of their sustained contact with school-aged children, employees are in a position to identify abused, maltreated or neglected children and refer them for treatment and protection. The Board further recognizes the specific dictates of law which require school officials to report suspected instances of child abuse, maltreatment (which includes neglect) in a domestic setting. Click links below for full policy/regulation:

[Policy 5460 Regulation](#)

The Board of Education recognizes that children have the right to an educational setting that does not threaten their physical and emotional health and development. Child abuse by school personnel and school volunteers violates this right and therefore is strictly prohibited.

Allegations of child abuse by school personnel and school volunteers shall be reported in accordance with the requirements of Article 23-B of the Education Law.

[Policy 7530 Child Abuse and Maltreatment](#)

### 6:2 Corporal Punishment/Physical Restraint

The prohibition on the use of corporal punishment set forth in the Code of Conduct, does not prohibit the use of reasonable physical force as an emergency intervention. An “emergency” means a situation in which immediate intervention involving the use of reasonable physical force is necessary:

- to protect oneself from physical injury; or
- to protect another student, teacher, or any person from physical injury.

Emergency interventions may be used only in situations in which alternative procedures and methods not involving the use of physical force cannot reasonably be employed.

[Policy 7531- Use of Emergency Interventions and Physical Restraints](#)

### 6:3 Employee Performance Review/Evaluations

Educator Effectiveness promotes and supports the effective preparation, development, and improvement of SCSD's teachers, instructional leaders and support staff to insure that through effective professional practice, we build, support, and sustain school communities that provide all students with a high-quality education that prepares them to graduate as responsible, active citizens ready for success in college and careers and prepared to compete in a global economy.

[StaffTrac](#)

### 6:4 Smoking, Vaping and the Use of Tobacco Products on School Premises

Due to the health hazards associated with smoking, and in accordance with the Federal and State Law, the Board of Education prohibits smoking or other tobacco use, possession or sale of tobacco products in all school buildings, on school property, or at school sponsored activities, and in any vehicle used to transport children or personnel.

[Policy 5640- Tobacco Policy-Smoking on School Premises](#)

## 6:5 Drug-Free Workplace

The Board affirms that the District's workplaces, including the programs in the District that receive Federal funds, are free of controlled substances, unless medical prescribed by a student's physician. In those instances, controlled prescriptions are locked at all times, monitored and regulated by the school nurse in accordance with NYS Education Department's Guidelines for Medication Management in Schools. "Controlled substance" means a controlled substance in schedules I through V of the Controlled Substance Act. An acknowledgment form will be signed by the Superintendent indicating that the District is in full compliance with the Drug-Free Workplace Act.

Click link below for full policy:

[Policy 6151 – Drug-Free Workplace](#)

## 6:6 Workplace Behavior/Professionalism

People who work together have an impact on each other's performance, productivity and personal satisfaction in their jobs. In addition, the way in which our employees act toward individuals dealing with the Syracuse City School District will influence whether those relations are successful or not.

Because an employee's conduct may affect others, we expect employees to act in a professional manner while on SCSD property, conducting SCSD business or representing the SCSD at business or social functions.

Although it is impossible to give an exhaustive list of everything that professional conduct means, it does include:

- Following all rules/policies;
- Refraining from rude, offensive or outrageous behavior;
- Treating co-workers with patience, respect and consideration;

- Being courteous and helpful to others;
- Communicating openly with supervisors, managers, staff, subordinates and coworkers.
- 

Employees should refrain from any action or conduct that:

- Threatens the safety of students, fellow employees, or the broader community;
- Undermines the employee's professional integrity; and/or
- Makes the employee unfit to perform his or her assigned duties.

Individuals who act unprofessionally may face possible disciplinary actions, in accordance with applicable laws and collective bargaining agreements.

## 6:7 Complaints of Discrimination

The Board is committed to providing an environment free from discrimination and harassment. Accordingly, the Board prohibits discrimination and harassment on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or other legally protected category. These actions and occurrences are prohibited regardless of whether they take place on District premises or at school sponsored events, programs, or activities held at other locations.

Click the link below for full policy:

[Policy 3420-Non-Discrimination and Anti-Harassment in the District](#)

[Discrimination/Harassment Complaint Form](#)

# Section 7: SEPARATION

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## 7:1 Leaving the Employ of the SCSD/Exit Checklist

Should you decide to separate from the District, either through a resignation or retirement, it is important to be aware that there are certain notification requirements (ie: teaching staff must provide a 30-day notice). There are also other important dates and deadlines to keep in mind when making the decision to leave the District, so it is always best to refer to your bargaining unit's contract and/or contact the Benefits and Leaves Department for clarification.

When employment with the Syracuse City School District ends, we expect the employee to return all SCSD property prior to the effective date of separation. All employees leaving the SCSD will be required to complete an Exit Checklist. Employee ID badges, computers, cell phones, and other materials will be returned to the employee's department. The SCSD reserves the right to take any lawful action to recover or protect SCSD property.

## 7:2 Resignation

In the event of resignation, employees must give written notice to their supervisors and to the Office of Human Resources by completing the [Online Resignation/Retirement Form](#).

## 7:3 Reduction in Force

Please refer to your [Union Contract](#) for further information.

## 7:4 Retirement

It is recommended that you refer to your Collective Bargaining Agreement for detailed information on important dates and guidelines.

[Online Resignation/Retirement Form](#)

## 7:5 Retirement Benefits

[NYSLRS-New York State and Local Retirement System](#)

[NYSTRS-New York State Teachers Retirement System](#)

# INDEX

Absence reporting system .....9, 14

Absences .....14

Accurate Reporting .....1, 8, 23

Age .....3, 6, 20, 25

Attendance.....1, 14

Bargaining Units .....1, 9, 23

Benefits ..... 1, 2, 4, 12, 21, 24

Bereavement.....1, 14, 23

Board of Education ..... 6, 7, 8, 16, 17, 19

Calendars .....4

Child Abuse .....2, 19, 23

Code of Conduct ..... 1, 7, 17, 19, 23

COMMUNICATIONS .....1, 16

Corporal Punishment.....2, 19, 23

Direct deposit.....12

Email.....5, 10, 17, 18

Employee Assistance Program.....1, 12, 23

Equal Opportunity.....1, 6, 23

Exit Checklist .....2, 21, 23

Facilities .....17

Family and Medical Leave Act.....14, 23

Fixed assets..... 17

Flexible Spending Plan ..... 1, 12, 23

Health insurance..... 12

Holidays ..... 9

Human Resources ..... 3, 4, 9, 10, 21, 23, 25

Leaves of Absence ..... 1, 14, 23

Mission..... 1, 3, 23

Oath of Allegiance ..... 1, 7, 23

Payroll ..... 1, 4, 12, 23

Recruitment ..... 4, 23

Reduction in Force..... 2, 21, 23

Reimbursement ..... 16

Resignation ..... 21

Retirement..... 21

Safety ..... 2, 4, 18, 24

Salary ..... 12

Sexual Harassment ..... 1, 6, 10, 24

Smoking ..... 2, 19, 24

Travel ..... 1, 16, 23, 24

Workplace Behavior ..... 2, 20, 24





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**NOTICE OF NON-DISCRIMINATION**

The Syracuse City School District hereby advises students, parents, employees and the general public that it is committed to providing equal access to all categories of employment, programs and educational opportunities, including career and technical education opportunities, regardless of actual or perceived race, color, national origin, Native American ancestry/ethnicity, creed or religion, marital status, sex, sexual orientation, age, gender identity or expression, disability or any other legally protected category under federal, state or local law.

Inquiries regarding the District's non-discrimination policies should be directed to:

Civil Rights Compliance Officer  
Syracuse City School District  
725 Harrison Street • Syracuse, NY 13210  
(315) 435-4131

Email: [CivilRightsCompliance@scsd.us](mailto:CivilRightsCompliance@scsd.us)