

Syracuse City



School District  
Benefits Handbook

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Unrepresented Confidential Support Staff (3C)

Effective September 1, 2024

**Syracuse City School District**

Anthony Q. Davis, Superintendent

**Board of Education**

**2024-2025**

Tamica Barnett, President

TBD, Vice President

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**BENEFITS FOR UNREPRESENTED CONFIDENTIAL EMPLOYEES**

**A. Unrepresented Confidential Employees include the following positions:**

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

And any new appointment of another title with comparable duties.

**B. Medical Coverage for All Employees (PPO)**

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

<b>Employee Health Insurance Contributions</b> <i>(Effective September 1, 2024)</i>	
Level I = \$0 - \$29,999	10% APR
Level II = \$30,000-\$48,499	12% APR
Level III = \$48,500-\$59,999	17% APR
Level IV = \$60,000-\$79,999	20% APR
Level V = \$80,000-\$99,999	22% APR
Level VI = \$100,000 & Above	27% APR

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

<b>PPO Plan Out-of-Pocket Expenses</b> <i>(Effective September 1, 2024)</i>		
Outpatient Medical Co-Pay	\$25.00	
Hospital (Emergency Room or Inpatient)	\$200.00	
Out of Network Deductible (Individual)	\$75.00	
Out of Network Deductible (family)	\$225.00	
<b>Prescription Co-Pays</b>		
Prescription Type	Mail Order	Retail
Generic	\$12.50	\$5.00
Preferred	\$75.00	25%
Non-Preferred	\$95.00	25%

### C. Dental Benefits

The District will provide dental benefits as negotiated by the parties for eligible employees pursuant to the Syracuse City School District Dental Assistance Plan. With regard to the Plan, the District will assume all costs of such a program except for the following monthly contributions:

<b>Effective</b>	<b>Individual Coverage</b>	<b>Family Coverage</b>
2024-2025	\$22.00	\$44.00

### D. Vision Benefits

All Unit 3 members, regardless of work hours, are eligible to participate in the District's vision plan at the following rates:

<b>Effective</b>	<b>Individual Coverage</b>	<b>Family Coverage</b>
2024-2025	\$0.00	\$0.00

## E. Retiree Health Insurance Coverage

To be eligible for District retiree health benefits, the employee must be eligible to retire from TRS/ERS and meet the following service requirements.

<b>Years of Service</b>
Ten (10)

1. Medicare Advantage/Medicare Advantage with Prescription Drugs (MAPD)  
All Medicare eligible retirees and their Medicare-eligible dependents (65 years of age and over or disabled) will be enrolled in the District's Medicare Advantage with Prescription Drugs (MAPD) health care plan.
2. Medicare eligible retirees and their Medicare-eligible dependents must apply for and pay for Medicare Part B coverage to the Center of Medicare & Medicaid Services.
3. Retiree health care contributions for each successive school year (July 1 – June 30) of this contract shall increase based on the annual percentage increase in active employee contributions.
4. Employees who retire under this handbook shall be entitled to participate, during their retirement and at their sole expense, in the District's dental and vision care insurance program(s) and such expense shall be based upon such formula/computation rate as is utilized by the District for other employees or retirees in connection with C.O.B.R.A. computations.

## F. Voluntary Benefits

The District will offer access to voluntary benefits such as: group life, AD&D, long-term care, hospital indemnity, and disability plans.

## G. Leave Time

1. Sick Leave
  - a. Fifteen **(15) paid personal sick leave days** will be granted on a prorated basis for the first year. Thereafter, such allotment of personal sick days will be granted on July 1 of each year for the term of the appointment. Sick leave may be taken in hour increments.
  - b. Additional sick leave days may be used for **illness in the employee's immediate family**, not to exceed four (4) sick days per year. These days are in addition to the 15 sick days provided for personal illness. If these days are unused by June 30 such days shall be converted to sick days. Such days for employees hired at any time other than on July 1 shall be prorated. Such sick leave may be granted at the discretion of the Superintendent of Schools, or his/her designee, upon satisfactory evidence of reasonable cause, such as where the employee is required to care for the

immediate family member. Immediate family shall be defined as: spouse, child, parent, sibling, grandparents, grandchildren and guardians in loco parentis. These terms shall include natural, in-law and step relations.

- c. Upon **retirement** from the Employee Retirement System, payment for accumulated unused sick days will be paid at the rate of \$75.00 per day to a maximum of 240 days. The District shall utilize the employee’s 403(b) for this stipend.

Unrepresented support staff must provide 30 days-notice prior to retiring in order to be eligible for this benefit. The Superintendent and/or their designee shall determine if an exception to the 30 days-notice is warranted by an unforeseen life changing event or a bona fide economic hardship that may have occurred.

- d. **Sick Leave Buy Back.** Any member of the Unit may elect to cash in up to three (3) unused accumulated sick leave days each year which will be paid out at the applicable per diem rate. The per diem rate is 1/240<sup>th</sup> of his/her annual salary.

e. **Medical and Dental Visits**

Unrepresented confidential staff will be permitted release times, up to two (2) hours each, during the workday for medical or dental appointments without loss of pay or accruals.

The number of permitted release times shall not exceed four (4) annually. Leave shall also be afforded in accordance with applicable law.

**H. Bereavement Leave**

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

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

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

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

## **I. Personal Leave**

The unrepresented confidential employee may utilize up to three (3) personal leave days, regardless of the school calendar, upon approval of the Superintendent and/or immediate supervisor. Personal days are intended to conduct personal business that must be accomplished during regular business hours. Unused personal leave will be added to the sick leave balance at the close of each school year.

## **J. Vacation Leave**

1. The unrepresented confidential employees will be granted five (5) days of vacation in their initial year of hire, the days will be prorated based on hired date.
2. The unrepresented confidential employee will earn 10 days paid vacation after one (1) year of continuous service; 15 days paid vacation after two (2) years of continuous service; twenty (20) days paid vacation after three (3) years of continuous service. After completion of twenty (20) years of continuous service, members shall receive an additional vacation day for each year of service credited on July 1<sup>st</sup> following their anniversary date, to a maximum of five (5) additional days following completion of the 25<sup>th</sup> year. Confidential employees who are entitled to twenty-five (25) days paid vacation as of July 1, 2013, shall be grandfathered and will continue to receive twenty-five (25) days paid vacation each year.
  - a. It is expected that all unrepresented confidential employees shall take their vacation time off in the ensuing vacation year. However, unused vacation leave may be carried over into the next succeeding vacation year, but such vacation leave must be used by December 31<sup>st</sup> of each school year.
  - b. The unrepresented confidential employee may receive *per diem* compensation for up to six (6) unused vacation days per year. The *per diem rate* is 1/240<sup>th</sup> of his/her annual salary.

## **K. Tuition**

1. Career Ladder – Undergraduate and Graduate Study  
Unrepresented confidential employees eligible for this program must be accepted in a District approved program, in order to qualify for the following benefits:
  - a. Employees will be eligible to receive up to twelve (12) hours of paid tuition per school year at the State University of New York or community college tuition rates.
  - b. Tuition costs will be directly paid by the District to the State University or community college, as long as a B average is maintained. If a B average is not maintained, the employee must assume payment of tuition costs. The District will resume direct payment once a B average is again attained.

- c. Total cost to the District shall not exceed \$15,000 per school year under all tuition cost plans.
2. The District shall reimburse unrepresented confidential employees for incurred tuition (only) costs for noncredit courses satisfactorily completed at New York State Community Colleges and similar continuing Education Courses, and in-service courses offered by other educational institutions providing all the following requirements are satisfied:
- a. Any course taken must be within job related subject areas, and approval must be given in advance by the Office of Human Resources.
  - b. Satisfactory completion equals at least the equivalent of a B grade.
  - c. Reimbursement shall not exceed the tuition rate of the State University of New York. In no instance shall reimbursement exceed the actual cost to the employee.

**L. Wage Increases**

Salaries shall be increased effective July 1, 2024, for all members as follows:

2024-2025 3% to base

**M. Longevity premium**

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

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

**N. Emergency Closings**

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



2. The official closing of schools by the Superintendent shall not result in loss of pay by any unrepresented confidential staff unless such closing is the result of unauthorized absence from duty by members of the Unit or unless an unrepresented confidential staff member has been granted excusal from duty, without pay, for the day(s) of such closing.

#### **O. Notice of Resignation or Retirement**

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

#### **P. Benefits for 10-Month Employees**

1. The work week shall consist of a **40-hour flexible work week, Monday through Saturday**, with a flexible work schedule between the hours of 6 a.m. and 7 p.m. Employees shall complete a timesheet or other form of documentation of time worked on a weekly basis.
2. **Overtime compensation or compensatory time** will be granted to qualified employees consistent with the requirements of applicable wage and hour laws.
3. It is the intention that no employee should be paid twice for the same time frame.
4. Full time, 40-hour employees shall be granted a **half hour lunch** period each workday.
5. The 10-month employees shall follow the annual established **School Calendar Digest** for recess and holiday time off that is granted to instructional-based staff.
6. Full time, 40-hour employees, who work a 10-month work year, will be requested to work a minimum of 20 days and up to 30 days **extension in the summer months** to cover the program requirements. Employees who work the extension of service summer days, will be compensated at their hourly rate.
7. The 10-month employees shall be **reimbursed for mileage** for travel expenses incurred from traveling from site to site during the workday.
8. The 10-month employees shall be eligible for **sick, personal/family days as well as medical, dental and vision benefits** as outlined in this handbook, pro-rated on a 10-month basis.
9. Newly hired Crisis Intervention Specialists will be offered a **starting** salary of \$41,200 for the 2024-2025 school year. Effective July 1, 2025, Unrepresented Confidential Employees, without an individual contract, and covered by this handbook, will be considered for wage increases when other SCSD employees are scheduled to receive a wage increase.

**Q. Time and Attendance**

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

**Salary Schedules**  
*(effective 9.1.2024)*

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

<b>Position</b>	<b>2024-2025 Step Schedule</b>
Secretary to Superintendent	\$85,371 (\$7,500 above Admin Assistant Step 4)
Personnel Analyst	\$82,871 (\$5,000 above Admin Assistant Step 4)
Administrative Assistant	Step 1-\$64,357 Step 2-\$69,496 Step 3-\$72,767 Step 4-\$77,871
Claims Auditor/BOE Clerk	Determined by the BOE
Administrative Aide	Step 1-\$57,694 Step 2-\$59,425 Step 3-\$61,208 Step 4-\$63,044
Office Assistant II	Step 1-\$57,694 Step 2-\$59,425 Step 3-\$61,208 Step 4-\$63,044
Crisis Intervention Specialist	Step 1-\$41,200 Step 2-\$43,470 Step 3-\$47,030 Step 4-\$51,419