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Contract Database Metadata Elements

Title: **Sullivan County Board of Cooperative Educational Services and Sullivan County BOCES Administrators (2011) (MOA)**

Employer Name: **Sullivan County Board of Cooperative Educational Services**

Union: **Sullivan County BOCES Administrators**

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AD 110641



Sullivan County BOCES

**ADMINISTRATORS'
TERMS AND CONDITIONS
OF EMPLOYMENT**

Effective: July 1, 2011

6/30/12

**SULLIVAN COUNTY BOCES
ADMINISTRATORS TERMS AND
CONDITIONS OF EMPLOYMENT
July 1, 2011**

Effective July 1, 2011

POSITIONS COVERED BY THIS DOCUMENT

Assistant Superintendent for Instruction; Assistant Superintendent for Instructional Support Services; Assistant Superintendent of Finance/Management Services; Director of Special Education, Director of Career and Technical Education, Director of Adult and Continuing Education; Public Information Officer; Supervisor Alternative Education, Supervisor Special Education; Supervisor Career and Technical Education; Prevention Services Director, SE-TASC Director; Director of Technology, Business Manager

Twelve (12) Month Administrators

The Sullivan County BOCES Board of Education will establish salaries to be effective July 1, of each year. The Board will adopt salaries following a recommendation by the District Superintendent.

WORK SCHEDULE

Administrative personnel are employed by BOCES to complete job responsibilities, which are many and varied. The nature of BOCES programs may force administrative personnel to work more than 40 hours per week, extra time, part time, or unusual hours. The work schedules for an individual administrator may have to change from time to time due to unique demands of the organization or the schools and clients served.

RESIGNATION

Administrative personnel are required to give the District Superintendent thirty (30) days written notice of resignation from their position.

HOLIDAY SCHEDULE

Shall consist of paid holidays determined annually by the office calendar.

SICK LEAVE

Full time (12) month administrators will be granted sick leave without loss of salary for personal illness in the amount of 18 days per year.

Unused sick leave may be accumulated from year to year until a maximum of 250 days have been reached.

Six of these days may be used for illness of the immediate family.

Immediate family shall be defined as spouse, son, daughter, mother, father, brother, sister, father-in-law, mother-in-law, grandparents of both spouses, brother-in-law, sister-in-law, grandchild or foster child or foster parent residing with the family

Upon retirement and/or 15 years of services with Sullivan County BOCES, the sick leave will be reimbursed at the rate of 1/600 times the annual salary times the number of days of sick leave accumulated up to a maximum of 250 days will be paid at the time of retirement or resignation.

PERSONAL LEAVE

Personal leave days are defined as days off for appointments that are of personal business in nature (i.e.: meetings with attorneys, house closings, etc.)

Administrators are entitled to Five (5) days per year.

Up to three unused personal leave days shall be added to accumulated sick leave each year.

Use of sick leave or personal leave is to be recorded on the appropriate form, signed by the individuals immediate supervisor and recorded in the business office. A status report of accumulated sick will be furnished each administrator in July of each year.

Administrators may request to use their unused personal days when the BOCES closes for students due to inclement weather. Such requests must be made to the Assistant Superintendent or the District Superintendent, who will have final approval after consideration of agency needs. In the event that the BOCES closes for all staff due to weather, employees will not be charged for those days.

DEATH IN THE FAMILY

Administrators will be allowed time off from duties in the event of death in the administrator's immediate family. The exact number of days approved and the definition of immediate family will be at the discretion of the District Superintendent.

VACATION

Administrators will receive twenty (20) days per year accrued on a monthly basis. Effective July 1, 1990, each administrator shall add one day of vacation to their present limit and one (1) additional day will be added every other year until they have reached a maximum of 25 vacation days per year.

Vacation is to be approved by the administrator's immediate supervisor and recorded in the business office. Vacation time shall be taken during periods the school is closed, such as Christmas, Easter, and Summer Recess or at other times as approved by the District Superintendent.

Prior approval of the District Superintendent must be obtained if a block of more than ten (10) days is to be used at one time.

VACATION ACCUMULATION

Administrative staff may accumulate no more than forty five (45) days. Any accumulated days beyond 45 must be used prior to September 1 or converted to sick leave accumulation.

Administrators who leave employment or retire are entitled to be compensated for their accumulated vacation at their current daily rate (1/240) of their current base salary. Administrators are entitled to be compensated for up to 45 accumulated vacation days. Any excess days will be converted to sick days and fall under the provision of sick day accumulation as stated in the agreement.

LEAVE OF ABSENCE

The Board may, on the recommendation of the District Superintendent, at its discretion grant leaves of absence upon written request from the administrator.

HEALTH INSURANCE

For the purposes of this section, all eligible employees shall be defined as a person who works for the BOCES as at least a 0.5 FTE and who meets other eligibility criteria set forth by the plan.

Health Insurance will be provided upon employment according to a plan adopted by the BOCES Board of Education. Administrators covered by this Agreement who choose not to participate in the Health Plan shall receive Three-Thousand (\$3,000) dollars annually in addition to their salary.

Effective July 1, 2009 all administrators will contribute 12% of the health insurance premium.

Upon separation from employment such health insurance coverage shall terminate on the first day of the month following the cessation of employment, if the administrator opts not to continue their insurance under the ERSA guidelines.

RETIREMENT/RETIRES HEALTH INSURANCE

Administrative personnel are required to give the District Superintendent ninety (90) days written notice of their retirement.

Retirees may continue to stay in the Health Insurance Plan as long as they pay their portion of their monthly premium if terminated by their retirement under the New York State Teachers Retirement System or disability will be entitled to 1/600 of their salary times the total number of days of accumulated sick leave up to 250 days as a form of severance pay.

Upon retirement the health insurance is paid as follows:

Administrators who are eligible for retirement under the New York State Retirement System Retirement System and who have been employed by the BOCES for a least five consecutive years prior to their retirement would have the BOCES pay 70% of their health insurance premium.

Administrators hired after July 1, 2010 who are eligible for retirement under the New York State Retirement System and who have been employed by the BOCES for a least ten (10) consecutive years prior to their retirement would have the BOCES pay 70% of their health insurance premium.

DENTAL INSURANCE

The administrators will be allowed to participate in the Sullivan County BOCES Dental Trust.

Effective with the 2011-12 school year the BOCES will contribute \$700 per administrator to the Dental Trust.

NON-ELECTIVE 403-B CONTRIBUTION

The Sullivan County BOCES will make a two thousand (\$2,000) dollar annual non-elective contribution to a 403-B Plan that the employee must establish and the Sullivan County BOCES will contribute to by June 30th of each year.

JURY DUTY

An administrator who is summoned and is actually required to attend and serve on jury duty will be paid the employee's normal per-diem rate for the time actually lost from work due to such jury duty, and the employee shall submit to the district any remuneration received for such duty.

TUITION REIMBURSEMENT

Administrators who attend an accredited graduate school to pursue a degree beyond what is required for their certification would be reimbursed for tuition expense to a maximum of four thousand dollars (\$4,000) per school year. Course work would require prior approval by the District Superintendent. All requests for reimbursement must be submitted to the District Superintendent by April 1st. In order to receive the reimbursement the administrators must complete the tuition reimbursement form and submit a copy of their transcript which indicates that they have passed the course.

LONGEVITY

The longevity payment is not cumulative and applies only to the employees' years of service at Sullivan County BOCES in an administrative position.

10 years	\$2,000
15 years	\$2,500
20 years	\$3,000
25 years	\$3,500

Longevity will be calculated on the employee's anniversary date and will be pro-rated for the year as well as during any other transitional years.

Ten (10) Month Administrators

***10-Month Administrators will receive the following benefits pro-rated at 5/6 of the benefit of 12-Month Administrators.**

PERSONAL LEAVE

4.0 days per year.

Up to 2.5 unused personal leave days shall be added to accumulated sick leave each year.

Administrators may request to use their unused personal days when the BOCES closes for students due to inclement weather. Such requests must be made to the Assistant Superintendent or the District Superintendent, who will have final approval after consideration of agency needs. In the event that the BOCES closes for all staff due to weather, employees will not be charged for those days.

VACATION LEAVE/HOLIDAYS

10-Month administrators are not entitled to vacation leave. 10-Month administrators follow the Sullivan County BOCES 10 month calendar.

SICK LEAVE

10-Month administrators will be granted sick leave without loss of salary for personal illness in the amount of 15 days per year.

Unused sick leave may be accumulated from year to year until a maximum of 208 days have been reached.

Six of these days may be used for illness of the immediate family.

Upon retirement and/or 15 years of services with Sullivan County BOCES, the sick leave will be reimbursed at the rate of 1/600 times the annual salary times the number of days of sick leave accumulated up to a maximum of 208 days will be paid at the time of retirement or resignation.

LONGEVITY

The longevity payment is not cumulative and applies only to the employees' years of service at Sullivan County BOCES in an administrative position.

10 years - \$1667.00

15 years - \$2083.00

20 years - \$2500.00

25 years - \$2917.00

Longevity will be calculated on the employee's anniversary date and will be pro-rated for the year as well as during any other transitional years.

TUITION REIMBURSEMENT PAYMENTS

10-Month Administrators who attend an accredited graduate school to pursue a degree beyond what is required for their certification would be reimbursed for tuition expense to a maximum of \$3333.00.

NON-ELECTIVE 403-B CONTRIBUTION

The Sullivan County BOCES will make a one thousand six hundred (\$1,600) dollar annual non-elective contribution to a 403-B Plan that the employee must establish and the Sullivan County BOCES will contribute to by June 30th of each year.

Board Approval Date: June 21, 2011

YES 7 NO 0 ABSTAINED 1

Board President's Signature:



Herbert J. Bawerleind

MEMO

TO: Administration
FR: Larry Thomas, District Superintendent *L.T.*
DATE: September 21, 2011

RE: *Amendment to the Terms and Conditions Document*

At the September 20, 2011 regular meeting of the Sullivan County BOCES Board of Education, the following amendment was made to the *Terms and Conditions of Employment*:

VACATION ACCUMULATION

“Administrative staff may accumulate no more than forty-five (45) days. Any accumulated days beyond 45 must be used prior to September 1 or converted to sick leave accumulation. However, when circumstances warrant it as determined by the District Superintendent, the District Superintendent is authorized to extend the deadline September 1 deadline up to October 31.”

The remainder of this section is unchanged. This amendment is effective immediately. It will be added to the 2011-2012 Terms and Conditions. You may wish to affix this memorandum to your copy of that document.

