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**Contract Database Metadata Elements**

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**SULLIVAN COUNTY BOCES  
ADMINISTRATORS TERMS AND  
CONDITIONS OF EMPLOYMENT  
July 1, 2010**

**Effective July 1, 2010** — 6/30/11

**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**

Four (4) 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.

#### **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**

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/RETIREE'S 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 2008-09 school year the BOCES will contribute \$600 per administrator to the Dental Trust.

Effective with the 2009-10 school year the BOCES will contribute \$650 per administrator to the Dental Trust.

Effective with the 2010-11 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 Sullivan County BOCES will establish.

**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 1<sup>st</sup>. 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

## **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**

3.3 days per year.

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

### **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

### **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) dollars annual non-elective contribution to a 403-B Plan that the Sullivan County BOCES will establish.

Board Approval Date: **June 15, 2010**

YES 8 NO 0

Board President's Signature: *Herb Bauernfeind*