



Terms and Conditions of Employment

Service Administrative Personnel

Effective: July 1, 2025

These terms and conditions cover employees who are classified by the Ulster County Civil Service Commission and include:

Cook Manager
Environmental Compliance Coordinator
HR/Payroll Coordinator
Operations & Maintenance Administrative Coordinator
School Bus Dispatcher
Secretary to the Assistant Superintendent for Administration
Secretary, Central Administration
Secretary to the District Superintendent

ARTICLE 1 - LEAVE BENEFITS

Leave Time

Effective September 1, 2023, employees will be charged in quarter (.25 FTE) day increments (two hours) based on an eight (8) hour workday, inclusive of lunch, for the use of Personal Time, Sick Time, and Vacation Time.

1. VACATION DAYS

12-month employees are entitled to thirteen (13) vacation days in the first year of employment and an additional day of vacation for each year thereafter to a maximum of 24 days.

Employees must make every attempt to utilize all vacation time during the year in which it was awarded. Request for carry-over of unused vacation time should only occur because agency business prevented the employee from utilizing all of his/her awarded vacation time, and should be explained/documented to the District Superintendent in writing.

Employees who separate from Ulster BOCES shall be entitled to payment for earned, but unused vacation leave at their per diem rate. Payment will be made within 30 days of separation from service. Should it be determined that an employee has used more vacation time than earned, then the overuse value will be deducted from the employee's final paycheck.

2. SICK LEAVE

Effective July 1, 2025, 12-month employees are entitled to sixteen (16) days per year which may be used for personal illness or illness in the immediate family which is defined as:

father, mother, brother, sister, spouse, children, grandchildren, grandparents, legal guardians, mother-in-law, father-in-law, stepparents, stepchildren, stepbrother, stepsister or a person of significant relationship residing in the household which shall be credited on July 1 of each year but such days are earned at a rate of 1.3 days per month. 10-month employees are entitled to thirteen (13) days per year.

Unused sick leave days may be accumulated to 246 days.

3. UNUSED SICK LEAVE UPON RETIREMENT

Employees who retire from Ulster BOCES for the purpose of receiving benefits from the New York State Employees' Retirement System and have worked as a Service Administrative Personnel for seven (7) continuous years shall be entitled to buy out sick leave days under the following provisions:

Effective July 1, 2025, the Board will pay \$60.00 for each day of accumulated unused sick leave. Payment will be made within 30 days of retirement.

4. CATASTROPHIC ILLNESS LEAVE BANK

A. See "Appendix A".

B. Nothing in the preceding section shall prohibit any individual unit member from requesting in writing to donate up to five (5) days of their accumulated sick leave accruals to a specific BOCES employee who has exhausted their sick leave time and who is experiencing a catastrophic illness, subject to the approval of the District Superintendent.

5. BEREAVEMENT LEAVE

Employees shall be entitled to up to five (5) days leave for deaths in the immediate family. As used in this section, *immediate family* shall mean father, mother, brother, sister, husband, wife, son, daughter, legal guardian, mother-in-law, father-in-law, grandchild, grandparents, stepparents, stepchildren, stepbrother, stepsister, or a person of significant relationship residing in the household.

6. PERSONAL LEAVE DAYS

Three (3) days per year may be taken without reason for personal business matters that cannot be taken care of outside regular working hours.

Personal leave shall not be available for days immediately preceding or following a vacation, holiday, or another personal day, except with approval by the employee's direct supervisor. Any unused personal days will be converted to unused sick days at the end of each school year.

7. LEAVE FOR "OTHER ABSENCES"

Leave for other absences may be granted with or without pay upon the recommendation of the Assistant Superintendent for Administration and must be approved by the District Superintendent. Appropriate forms stating the reason for the leave must be filed with the Program Director and Assistant Superintendent for Administration.

8. JURY DUTY

Employees who are called for jury duty will be paid their full salary for the period of time served.

9. WORK YEAR & HOLIDAYS

A. The work year for 12-month employees shall be 246 days with 17 paid holidays, which shall include:

- New Year's Day
- Dr. Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day
- Six (6) floating holidays, of which four (4) will be determined annually by the District Superintendent and two (2) shall only be used when school is not in session during the 10-month school year.

B. The work year for 10-month employees shall follow the annual school calendar.

ARTICLE 2 - INSURANCE & RETIREMENT BENEFITS

1. NEW YORK STATE EMPLOYEES RETIREMENT SYSTEM

Employees in a full-time permanent appointment, on a 12-month basis, with a work week of not less than 30 hours and in which the appointment is not to be a temporary position or limited to a temporary position of less than one year, must be enrolled as a member of the New York State Employees Retirement System.

2. HEALTH INSURANCE

Employees who work at least .50 FTE (Full Time Equivalent), except hourly employees and employees employed to work for less than 3 months, are eligible for health insurance coverage.

A. The Board shall contribute towards the cost of health insurance for the employee and their eligible dependents in one of the following plans: DEHIC Alternative PPO, DEHIC EPO20, MVP or equivalent should the district discontinue its participation with these plans. The district contribution shall be according to the following schedule:

- 85% - effective July 1, 2023 (EPO 20)
- 83% - effective July 1, 2024 (ALT. PPO/MVP)
- 82% - effective July 1, 2026 (ALT. PPO/MVP)

The employee shall pay the balance of the premium due.

- B. For employee hired prior to September 1, 2023, in recognition of the employees increased level of contribution to the cost of health insurance premiums, employees will have added the equivalent dollar amount of the increase of their premium contribution to the cost of health insurance, to their base salary for the 2024-2025 and 2026-2027 school years. The adjustment shall be added to the base salary after the calculation of the salary increase in each school year.
- C. All employees hired after July 1, 2023, the Board shall contribute towards the cost of health insurance for the employee and their eligible dependents in the DEHIC EPO 20 plan according to the following schedule:

85% - Effective July 1, 2023

The employee shall pay the balance of the premium due.

- D. All employees hired after July 1, 2023, shall have the option of participating in any of the other Health Insurance plans offered by Ulster BOCES by paying the dollar cost difference between their required contribution to participate in the DEHIC EPO20 and the total premium of the other health insurance plan. The Boards contribution will remain at the dollar amount required for the DEHIC EPO20 plan.
- E. When an active employee predeceases a spouse, the spouse is eligible to continue the health insurance plan in which the active employee enrolled until such time as they remarry and/or become eligible for other coverage. The surviving spouse is responsible for 102% of the cost of the health insurance premium.

3. HEALTH INSURANCE UPON RETIREMENT

- A. For Employees hired at Ulster BOCES before July 1, 2012, who retire from Ulster BOCES for the purpose of receiving benefits from the New York State Employees' Retirement System (NYSERS), and who have completed seven (7) years of continuous service at Ulster BOCES, the Board will pay the full cost of health insurance coverage for the employee and his/her eligible dependents. Medicare Part B reimbursement will be paid by the BOCES up to the standard premium rate. Unit members who are not enrolled in a BOCES health insurance plan will be reimbursed for their Medicare Part B cost up to the standard premium coverage rate.
- B. Employees hired at Ulster BOCES between July 1, 2012 and June 30, 2023, who retire from Ulster BOCES for the purpose of receiving benefits from the New York State Employees' Retirement System (NYSERS), and who have completed five (5) years of continuous service at Ulster BOCES, the Board will pay the cost of health insurance coverage for the employee and his/her eligible dependents according to the following schedule:

After Completing the Following	Board Contribution Toward
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Years of Service at Ulster BOCES	Medical Insurance Premium
5-9	50%
10 - 14	75%
15 – 19 and beyond	85%
20 and beyond	89%

The Board will make no payment toward the cost of Medicare Part B premiums.

- C. Employees hired at Ulster BOCES on or after July 1, 2023, who retire from Ulster BOCES for the purpose of receiving benefits from the New York State Employees' Retirement System (NYSERS), and who have completed five (5) years of continuous service at Ulster BOCES, the Board will pay the cost of health insurance coverage for the employee and his/her eligible dependents according to the following schedule:

After Completing the Following Years of Service at Ulster BOCES	Board Contribution Toward Medical Insurance Premium
5-9	50%
10 - 14	70%
15 – 19 and beyond	75%
20 and beyond	80%

The Board will make no payment toward the cost of Medicare Part B premiums.

- D. Opting Out Option - When a retiree reaches the age of 65 and Medicare becomes the primary insurance provider, the retiree has the option of opting out of the BOCES sponsored health insurance plan to a private insurance plan and the BOCES will reimburse the retiree, upon the submission of proof of enrollment and payment, up to \$5,000 per year to cover the cost of up to 100% of their secondary insurance plan. In the event the retiree's private insurance is cancelled or cannot be obtained, the retiree will have the right to return to the EPO20 plan and will contribute towards the health insurance premium at the rate appropriate for their status based on their original date of employment.
- E. When an Ulster BOCES employee has been promoted to the Service Administrative personnel classification and retires prior to meeting the required years of service as a Service Administrator, the employee will be eligible to receive health insurance benefits upon retirement under the prior terms and conditions of employment if the prior service has been rendered to Ulster BOCES.

3. HEALTH INSURANCE BUY OUT

- A. Any employee who voluntarily elects to not participate in or withdraws from a District health plan or anyone who voluntarily changes from a family to a single coverage while eligible for family coverage shall receive annually the sum equal to 50% of the net

savings realized by the District as a result of this change in coverage. The sum shall not exceed \$2,500 each year.

- B. Each year, if 15% or more of the health insurance eligible employees elect the buy out, said maximum sum shall be increased to \$3,500 for that year. Employee participation shall be calculated on February 2 of each school year.
- C. This buy out shall be payable to the employee in his/her final paycheck of the fiscal year. In the event that a “change in life circumstance” occurs and such employee finds it necessary to re-subscribe to the original coverage, this will be permitted.

4. DENTAL/VISION INSURANCE

The Board shall pay the full cost of dental/vision insurance for the employee and his/her eligible dependents. The Board shall make no payments upon retirement.

5. WORKERS' COMPENSATION

If an employee is injured on the job, and sick time is available his/her absence will be charged to his/her sick leave accrual and he/she will be paid his/her full salary. When his/her sick leave accrual has been depleted, and if the employee is a member of the Ulster BOCES Employee's Catastrophic Leave Bank, additional days may be granted at the discretion of the Catastrophic Leave Bank Committee. Any reimbursement of sick time paid to Ulster BOCES from the Workers' Compensation Board shall be converted to days and returned to the employee or the Sick Bank.

6. DISABILITY INSURANCE

The District has established a group short-term Disability Insurance program which employees can voluntarily join at his/her own expense.

ARTICLE 3 – OTHER BENEFITS

1. MILEAGE REIMBURSEMENT

Employees who use their personal vehicle for approved business travel will be reimbursed in accordance with the Internal Revenue Service.

2. ULSTER BOCES ADULT EDUCATION CONTINUING EDUCATION CLASSES

On a space available basis, Ulster BOCES employees may enroll on a tuition free or reduced fee basis in Adult Education Continuing Education classes.

3. TUITION REIMBURSEMENT IN CERTAIN COURSES

The BOCES will reimburse up to the cost of three (3) credits at the prevailing SUNY rate per unit member per year toward the cost of coursework that meets the following criteria:

- A. The coursework is functionally related to the field in which the employee works.
- B. The coursework is scheduled outside of working hours.
- C. The employee must receive prior approval from the BOCES District Superintendent or his/her designee.

- D. The employee must submit evidence of successful completion of course prior to reimbursement.
- E. It is understood that any employee who receives a tuition reimbursement payment for such coursework shall remain in the employ of the district for at least two years from the ending date of the course for which payment was received. Any employee who leaves the employ of the district of his or her own free will prior to the two-year requirement shall reimburse the district any and all monies received under this program for courses completed within the two-year window.

4. PERSONAL CELL PHONE USAGE REIMBURSEMENT

Employees for whom it is determined that a cell phone is necessary to conduct agency business, shall be reimbursed for a portion of the monthly cost of the using their personal cell phone for agency business. Upon submission of a bill noting a monthly charge for a personal cell phone reimbursement, \$35.00 per month will be permitted

ARTICLE 4 – SALARY & PAYROLL INFORMATION

1. Service Administrators are evaluated at least once each year by their supervisor or program director.
2. Employees will be paid on a semi-monthly schedule. All payroll checks shall be electronically deposited by the Ulster BOCES Treasurer into the accounts (maximum two) designated by the employee. The obligation to make direct deposits shall be subject to the requirements of Section 192 of NYS Labor Law and/or other regulations as promulgated by the NYS Division of Labor or the Office of the State Comptroller or by laws enacted by the legislature. All employees shall have access to the WinCapWeb system for receiving the record of their payroll information traditionally printed on their paystub.
3. Time Clocks - All employees reporting to an Ulster BOCES building will sign-in and sign-out upon entering and exiting the building utilizing an electronic time clock system. All employees working from an alternate location will sign-in and sign-out utilizing an electronic time clock system. If an employee misplaces or forgets their BOCES issued ID badge/card on a given day, or the BOCES issued ID badge/card or machine malfunctions, a manual method will be available to record a signature and time. Only the unit member's name and time will be recorded.
4. Tax Shelter Annuity and Credit Union deductions may be withheld by completing the appropriate forms. These forms are located on the Ulster BOCES website under Human Resources
4. Longevity shall be paid annually to all employees based on the completion of years of service with Ulster BOCES and shall be paid effective July 1, in addition to the regular salary increase according to the following schedule:

Years of Service Completed	July 1, 2024
7-11 years	\$500
12-16 years	\$550 (additional)
17-21 years	\$600 (additional)
22-26 years	\$650 (additional)
27 years and beyond	\$650 (additional)

ARTICLE 5 EMPLOYEE ASSISTANCE PROGRAM

The District shall have the right to establish an employee assistance program. Utilization of the Employee Assistance Program may be voluntary, and is confidential and HIPAA compliant.

ARTICLE 6 IRS 125 - FLEXIBLE SPENDING ACCOUNT

The BOCES shall maintain the Flexible Benefit Plan and provide for the administration of the plan, in accordance with Section 125 of the Internal Revenue Tax Code. Unit Members will be allowed to contribute up to the IRS or State maximum allowable amount for medical expenses and dependent care.

ARTICLE 7 GRIEVANCE PROCEDURE

It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of a grievance at the earliest possible stage is encouraged.

DEFINITIONS:

1. **EMPLOYEE** shall mean any service administrator of Ulster BOCES.
2. **IMMEDIATE SUPERVISOR** shall mean the person to whom the employee is directly responsible.
3. **GRIEVANCE** shall mean any claimed violation, misinterpretation or inequitable application of any existing laws, rules, regulations, or policies which relate to or involve the employee in the exercise of the duties assigned. It does not apply to questions involving the employee’s rate of compensation. Questions about retirement benefits, questions relating to disciplinary proceeding or to any matter which is otherwise reviewable pursuant to law or any rule or regulations have the force and effect of law.

FIRST STAGE

Within 30 days of the employee’s awareness of the allegedly grievable situation, the employee shall orally present the grievance to the immediate supervisor who shall orally and informally discuss the grievance with the aggrieved employee. The immediate supervisor shall render a determination within five school days after the grievance has been presented.

SECOND STAGE

If the grievance is not resolved by the immediate superior on the basis of the first stage, then the employee should request, in a written statement, a review of the determination of the *immediate supervisor* by the District Superintendent. The District Superintendent shall render a decision within five school days after the grievance has been presented.

REVIEW STAGE

If the grievance is still unresolved the aggrieved employee may request, in a written statement, a review of the determination of the District Superintendent by the Board of Cooperative Educational Services. The Board shall notify all parties concerned of the time and place when a hearing will be held. Such hearing shall be held within ten school days of receipt of the request. Each party concerned shall have the right to present further statements at such hearing. The Board of Cooperative Educational Services shall render its report to all parties concerned in written form within five school days after conclusion of the hearing. Throughout all stages, the employee shall have the right to be represented by a person or persons of the employee's choice. All hearings shall be confidential.

ARTICLE 8 – RESIGNATION

Service Administrative Personnel shall be required to give the Board no less than a 60-day notice of his/her intent to leave the employment of Ulster BOCES.

ARTICLE 9 ULSTER BOCES - AN EQUAL OPPORTUNITY AGENCY

The Board of Cooperative Educational Services, Sole Supervisory District of Ulster County (the "District"), complies with all applicable federal and state laws regarding nondiscrimination. The District operates all educational programs and activities in compliance with federal laws which prohibit discrimination based on age, color, religion, gender, sexual orientation, gender identity or expression, genetic information, disability, marital status, veteran status, national origin or race. Title IX of the Education Amendments of 1972 (20 U.S.C. Section 1681, et seq.), among other bases, prohibits public school districts from discrimination against students on the basis of sex. The prohibition against sex discrimination covers sexual harassment, including sexual violence. All inquiries or complaints concerning any form of discrimination may be referred to the District's Compliance Officer, Mr. Ed Forgit, 175 Route 32 North, New Paltz, New York, 12561 ~ eforgit@ulsterboces.org ~ (845) 255-3020 or to the Office of Civil Rights of the United States Department of Education.

Note: Benefits are prorated for employees working less than a full year.