RCSD All Staff Handbook

Office of Human Capital

Contents

Last updated: December 15, 2025

Section 1: INTRODUCTION

This handbook contains a summary of select policies and procedures related to your employment with the Rochester 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 Capital 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 Rochester 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 Rochester City School District both rewarding and fulfilling.

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

Activating dreams and unlocking potential.

1:3 Our Mission

We cultivate a culture of academic excellence for all and a community of empathy, equity, and accountability that empowers students to succeed beyond graduation.

1:4 Core Values

1. **Student-Centered:** We approach our work with an open, curious mindset, committed to learning and relentlessly focused on our students' needs and interests. We believe that student voice is essential to understanding and solving the core issues of education and that including student voice is a priority.
2. **Relationships:** We intentionally develop relationships to create a culture of safety, trust, and openness so that every student, family, staff member, and community partner feels valued and connected.
3. **Excellence:** We work with integrity and hold ourselves accountable for exemplary outcomes, service, and interactions.

4. **Diversity, Equity, Inclusion, and Belonging:** We foster equitable and inclusive schools where adults take responsibility for student learning outcomes, value and empathize with diverse lived experiences of others, dismantle systems of oppression, align resources for equitable opportunities, and eradicate achievement gaps
5. **Safety:** We create safe and supportive environments that foster human connection, help us reach our shared goals, and drive student success.

1:5 Strategic Plan and Improvement Plans

You can review our complete Board of Education Goals (2023-2028). A new District Strategic Plan (2024-2029) was recently developed by our community. Additional plans and information follows:

District and School Improvement Plans
District Independent Monitor, Academic and Financial Plans of the Monitor

1:6 Departments and Organizational Charts

The District is organized into varied departments and each has a presence on the District's website. Please also find our organizational charts for further reference on responsibility and supervision. Please also find information about our Board of Education, which includes Commissioner contact information, policies, agendas and minutes.

1:7 Calendars and Bell Times

Find the most up-to-date District Calendars, including a multipage and single page at-a-glance calendar.

The District calendar includes the following additional helpful information:

- School breaks and schedule
- Board of Education Commissioner photographs and contact information
- School and program addresses and phone numbers
- Departmental phone numbers

Start and End Times by School

1:8 Purpose of this Handbook

This handbook provides Rochester 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 access to all Rochester Board of Education Policies can be found here.

Staff should open and check email daily. Periodic review of our website for updates is also recommended to stay aware of the most up-to-date information and events. We also encourage you to follow the District's social media accounts **@RCSDNYS** (Facebook, Instagram, Twitter, etc.).

General Disclaimer Statement
This handbook is a general guide to the policies, practices, and benefits in the Rochester City School District. Neither this handbook nor any other communication or practice creates an employee contract or gives any employee special rights or privileges. The Rochester City School District reserves the right to change, amend, or terminate the content or application of its policies, programs, or benefits that are described in this handbook. These changes may be implemented even if they have not been first communicated, reprinted, or substituted in this handbook. Please be advised that only policies approved by the Board of Education will be available on the District website.

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

2:1 Commitment to and Notice of Non-Discrimination

The Rochester City School District does not discriminate on the basis of an individual's actual or perceived race, color, religion, creed, ethnicity, national origin, citizenship status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, gender (sex), military status, veteran status, domestic violence victim status, or political affiliation, and additionally does not discriminate against students on the basis of weight, gender identity, gender expression, and religious practices or any other basis prohibited by New York State and/or federal non-discrimination laws in employment or its programs and activities. The District provides equal access to community and youth organizations. Inquiries regarding the District's non-discrimination policies should be directed to:

Chief of Human Capital, Title IX Compliance Officer
131 West Broad Street
Rochester, New York 14614
(585) 262-8384
email: TitleIXComplianceOfficer@rcsdk12.org

Policy 9110—Equal Employment Opportunity

2:2 Sexual Harassment in the Workplace

The District is committed to maintaining a discrimination-free work environment. The Board of Education recognizes that harassment on the basis of sex, gender, gender identity or expression, and/or sexual orientation is abusive and illegal behavior that harms individuals and negatively impacts the school culture by creating an environment of fear, distrust, intimidation, and intolerance. The Board further recognizes that preventing and remedying such harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively. 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.

All staff are required to complete annual sexual harassment training, including reading the District's policy.

Policy 0110—Sexual Harassment Policy
Regulation 0110—Regulation Regarding Sexual Harassment

2:3 Harassment, Intimidation, Bullying, or Cyberbullying

The Board of Education affirms its commitment and responsibility to provide equal educational and employment opportunities in an environment which is free from discrimination, including harassment and intimidation and to comply with all applicable laws that prohibit unlawful discrimination. 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.

Policy 0100—District Policy Prohibiting Discrimination or Harassment of Students or Employees
Regulation 0100—Regulation Regarding Reporting Complaints of Discrimination or Harassment

2:4 Code of Conduct

Rochester's schools strive to provide a safe and productive learning environment that will help students become successful, responsible citizens. Our goal is to ensure that all students have the opportunity to participate fully in their education without disruption.

The District's Code of Conduct is written to promote a positive learning environment for all students. It spells out expectations for the responsible behavior of all partners in the school community: students, teachers, administrators and other staff, parents/guardians, and visitors to schools.

The District has developed, and its Board of Education adopted a Revised Code of Conduct on June 24, 2021, as Policy 1400, which governs the conduct of students, all school personnel, parents, and other visitors when on school property, while traveling in vehicles funded by the District, or while attending school functions.

Development of the Code of Conduct was overseen by the Community Task Force on School Climate, a collaboration between the District and numerous stakeholders facilitated by the Rochester Area Community Foundation. The process received support from a variety of places including the Advancement Project; the Alliance for a Quality Education; Education, Action and Change Committee of Facing Race=Embracing Equity; M.K. Gandhi Institute for Non-Violence; Metro Justice;

Rise Up Rochester Inc.; Rochester Area Community Foundation; Rochester City School District; and Teen Empowerment.

Policy 1400—Code of Conduct

Full list of Board policies related to students, 5000 series of student policies

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 supports that goal and demonstrates 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. This Code of Ethics is intended to establish those standards and to prohibit acts incompatible with the public interest.

Policy 2160—Code of Ethics

2:6 Staff Discipline

The Rochester City School District is committed to fair and consistent accountability for all employees. When performance or conduct concerns arise, the District is committed to utilizing a discipline process which address workplace issues, support individual improvement, and ensure compliance with District policies.

The District's discipline may include verbal warnings, written warnings, suspension, demotion, or termination. The specific action taken will depend on the nature and severity of the issue. The District reserves the right to determine the appropriate level of discipline and will utilize the discipline which reflects the severity of the workplace issue. More severe discipline will be warranted in certain instances, particularly in cases involving serious misconduct, insubordination, or violations that jeopardize safety, confidentiality, or District operations.

Employees should consult their collective bargaining agreement for more detailed information regarding disciplinary procedures and employee rights.

2:7 Failure to Follow Policy or Directives

Employees are required to follow all District policies, procedures, and lawful directives from supervisors. Failure to do so undermines operations, impacts student learning, and may constitute misconduct.

Examples include, but are not limited to:

- Disregarding District policies or procedures.
- Refusing to carry out a supervisor's reasonable directive.
- Neglecting assigned duties or responsibilities.

- Engaging in conduct that violates safety, confidentiality, or professional standards.

Failure to follow policies or directives may result in disciplinary action, up to and including termination of employment. Depending on the seriousness of the conduct, the District reserves the right to impose immediate and appropriate consequences, including skipping progressive steps.

2:8 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.

> "I do solemnly swear (or affirm) that I will support the constitution of the United States of America and the constitution of the State of New York, and that I will faithfully discharge, according to the best of my ability, the duties of the position of .....(title of position), to which I am now assigned."

2:9 Stop Theft and Fraud—Whistleblower Policy and Hotline

We urge employees to report theft or fraud (or suspected theft or fraud) of Rochester City School District money, equipment, resources, materials, or supplies, or the use of Rochester 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 District or use 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.

The Board of Education operates a Whistleblower Hotline that allows employees and others to anonymously report illegal or unethical activities. These may include fraud, waste, theft, misuse of funds, abuse, conflicts of interest, and other ethics violations.

The toll-free number is 1-866-284-7040 and is available 24 hours a day, seven days a week.

Callers may remain anonymous.

Policy 9645—Whistleblower Policy

2:10 Gifts and Donations

No District officer or employee shall directly or indirectly receive any gift having a value in excess of the limitation established by General Municipal Law § 805 (currently $75 or more), whether in the form of money, services, loans, travel, entertainment, hospitality, etc., under circumstances in which it could reasonably be inferred that the gift was intended to influence the performance of his/her duties. However, the Board of Education welcomes the writing of letters or notes to staff members expressing gratitude or appreciation.

Nothing herein should be construed as prohibiting the traditional exchange of holiday gifts, provided discretion is used to ensure that gifts of value are not accepted by staff employees or officers. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

Only the Board of Education may accept for the school district any gifts of money, property, or goods, except that the Superintendent may accept on behalf of the Board any such gifts of less than $1,500 in value.

The Board reserves and authorizes the Superintendent to reserve the right to refuse to accept any gift which does not contribute toward the achievement of the District's goals or the ownership of which would tend to deplete the resources of the District. Any gift accepted by the Board or the Superintendent shall become the property of the District and may not be returned without the approval of the Board. Gifts are subject to the same controls and regulations as other properties of the District.

Policy 1810—Gifts from the Public
Regulation 1810—Gifts from the Public Regulation

2:11 Employee Social Media and Social Networking Policy

The District realizes that part of 21st century learning is adapting to changing methods of communication. The importance of teachers, students, and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. To this end, the District has adopted the following guidelines to provide direction for staff, students, and the RCSD community when participating in online social media activities. Whether or not an employee chooses to participate in a blog, wiki, online social network, or any other form of online publishing or discussion is their own decision. Free speech protects individuals who want to participate in social media, but laws and courts have ruled that school districts can discipline employees if their speech, including personal online postings, disrupts school operations.

The District recognizes that employees may engage in "social networking" while off duty. "Social networking" 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; microblogging, such as Twitter; and the posting of videos on YouTube and similar media.

Regulation 8370—The Use of Social Media

2:12 Accurate Reporting and Working

The employees of the Rochester 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 is not worked (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 who lose out when our time is not appropriately accounted for.

All employees must ensure:

- Assigned duties are performed at any time an employee is "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. Timecards are to be submitted in a timely manner each pay period.
- Salaried employees must remain at work during their regularly scheduled work hours.
- Anytime an employee is not working during a regularly scheduled workday, they must submit for paid/unpaid time off by requesting pre approval from a supervisor and then submitting the request in the District's reporting system. If an employee is requesting to take unpaid time off, this request must also be pre-approved. Please be aware that there are additional contractual requirements in some bargaining units for use of paid time off before and after holidays.
- 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.

Anyone aware of theft of service can report this confidentially. The Board of Education operates a Whistleblower Hotline that allows employees and others to anonymously report illegal or unethical activities. These may include fraud, waste, theft, misuse of funds, abuse, conflicts of interest, and other ethics violations.

The toll-free number is 1-866-284-7040 and is available 24 hours a day, seven days a week. Callers may remain anonymous.

Policy 9645—Whistleblower Policy

2:13 Professional Boundaries Between Students and Employees

This regulation emphasizes the paramount importance of maintaining the highest levels of professional and ethical standards in all interactions with students. We recognize that each of you plays a vital role in shaping the learning atmosphere and serving as mentors and role models for our students.

Key points highlighted in the regulation include:

- The expectation for appropriate interactions and relationships with students both on and off district property, during and after school hours.
- The importance of establishing an environment of respect and rapport through words and actions.
- The necessity for interactions to be based on mutual respect, trust, and understanding of appropriate boundaries.
- Definitions and examples of inappropriate boundary invasions, emphasizing the need for vigilance and awareness of conduct that may harm students.

This regulation serves not only to guide behavior but also to protect both our students and staff from potential harm. We understand that navigating these boundaries can sometimes be challenging, and we encourage open communication and discussion of any concerns or uncertainties you may have.

Should you have any questions or require further clarification regarding this regulation, please do not hesitate to reach out to your supervisor or the Office of Human Capital. Together, we can uphold the integrity of our educational community and ensure the well-being of all its members.

Superintendent Regulation: 9800-R Professional Boundaries Between Students and Employees, Volunteers, Or Contractors

2:14 Work Schedules

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

2:15 Bargaining Units/Union Representation

- **Association of Supervisors and Administrators of Rochester (ASAR)**
  - Collective Bargaining Agreement
  - Evaluation Tool
  - Evaluation Handbook
- **Board of Education Non-Teaching Employees (BENTE) Local 2419**
  - Collective Bargaining Agreement
  - Performance Appraisal for Civil Service Employees
- **Rochester Association of Paraprofessionals (RAP)**
  - Contact: (585) 454-1380
  - Collective Bargaining Agreement
  - Performance Appraisal for Paraprofessionals
  - Performance Appraisal for Teaching Assistants
- **Rochester Teachers Association (RTA)**
  - Website
  - Collective Bargaining Agreement
  - Career in Teaching (CIT) Website for New Educators
  - Teacher Evaluation Guide
  - RTA Resource Handbook
- **Per Diem Substitute Teachers Unit (PDSU) of the RTA**
  - Collective Bargaining Agreement
- **Superintendent Employee Group (SEG)**
  - Rules and Regulations
- **Board of Education Employee Group (BEG)**
  - Rules and Regulations
- **Exempt Employees Handbook**
  - Rules and Regulations

2:16 School Closing for Inclement Weather or Other Emergency

In the event of a school closure or delayed opening due to inclement weather or other emergency condition, the Rochester City School District notifies all employees through its robocall system and through District email. Staff members are to keep their contact information current by using Employee Self Service in PeopleSoft. Announcements are also posted on the District's website and social media.

Once the decision to close schools is made, the following steps occur:

- Local television and radio stations are notified for their postings.
- An automated call is sent to all District families and staff.
- A web banner and on-screen alert is posted on the District website.
- Information is shared on the District Facebook, Twitter, and Instagram accounts.

Automated calls are sent to the number that is checked as "preferred" in PeopleSoft. Please review your account to ensure that the number selected is the one you would like to receive such calls. To update your account, log in to ROConnect, access PeopleSoft, and click on Employee Home under Employee Self Service in the main menu. From there, you will be able to update your phone numbers under Personal Information. http://roconnect.rcsdk12.org

If you have any questions about your reporting requirements, please contact your immediate supervisor.

The following chart outlines reporting requirements for all employee groups in the event the District closes schools due to inclement weather or other emergency.

Unit	Reporting Requirement	Communication on Reporting	Compensation if report	Compensation if not report
BEG, SEG and Exempt	All employees must make every feasible effort to report to work at Central Office.	None; must report.	No additional compensation.	If unable to work due to emergency, not required to use leave time (otherwise must use leave day).
ASAR Certificated and Civil Service	May be required to work at normal worksite at Superintendent's discretion.	None; must report unless Superintendent releases. At least one school building leader must report to each school to ensure student who may show up are cared for and return home.	No additional compensation.	If unable to work due to an official State of Emergency, not required to use leave time (otherwise must use leave day).

BENTE	Not required to report unless asked to report. Superintendent may announce staff are required to report.	Typically communicated to employee by supervisor (either ahead of time or on day of closing).	Double pay (straight time for time worked, in addition to full day's pay). Get overtime (time and a half) for time worked outside regularly scheduled day, in additional to full day's pay.	Full day of pay. If do not report when required to do so by Superintendent, must work to be paid, or use personal or vacation. Deviation for extreme hardship only upon approval of HCI Chief.
PDSU	Not required to report.	Not provided (not working if schools are closed).	Not provided (not to report if schools are closed).	Paid for day if worked in same school day before and day after closing (and school is closed for the emergency).
RAP	Not required to report.	Not provided (not working if schools are closed).	Not provided (not to report if schools are closed).	Members scheduled to work that day will receive full regular pay.
RTA	Not required to report. If number of school days falls below state minimum, RTA and District may meet to agree on additional make-up dates. If no agreement, goes to three-member panel consisting of the Superintendent, the Association President, and a third member chosen by the two parties.	Not provided (not working if schools are closed).	Not provided (not to report if schools are closed).	Members will receive regular pay.

2:17 Annual Mandatory Training Videos/SafeSchools

Annual mandated training videos will be assigned for you to complete. Some examples may include:

- Bloodborne Pathogens, Right to Know
- Sexual Harassment*
- Boundary Invasion
- Distracted Driving
- Staff Handbook
- Identifying and Reporting of Child Abuse
- Student Records and Privacy

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

When training is assigned as required, a deadline for completion is assigned. Staff will receive reminders to complete their training until the training is completed.

Accessing SafeSchools can be done by logging into ROConnect, then accessing the Business and Professional Portal and clicking on SafeSchools Training. http://roconnect.rcsdk12.org

*The sexual harassment training requires staff to view and engage with a video training and to also open and read the related Board of Education policy for sexual harassment. The training is not complete until the staff member clicks on and opens the policy which accompanies the training video.

2:18 Equity and Diversity—Affinity Groups

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 daily. The Office of Human Capital 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 our staff by working to develop advocacy groups for our colleagues.

Affinity Groups are employee groups organized based on social identity, shared characteristics, or life experiences. Affinity Groups are generally initiated by employees and often involve protected classes, such as sex, gender, sexual orientation, race, national origin, disability, and veteran status. Examples of Affinity Groups might include women in the workplace, working parents, lesbian, gay, bisexual, and transgender (LGBT) matters, and any other group based on a common set of interests.

The Office of Human Capital is interested in helping staff create and form fitting Affinity Groups as a method to attract, retain, support, and foster the exchange of ideas from staff of diverse backgrounds. Staff who are interested in helping to form an Affinity Group, please email humancapital@rcsdk12.org.

Affinity Groups and Diversity, Equity and Inclusion Resources

2:19 Employment Opportunities and Career Advancement

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 selection committee's recommendation and the approval of the Superintendent of Schools. Further information and procedures regarding filling vacant positions, promotions, and transfers within the District may exist in your Collective Bargaining Agreement.

Weekly, the Office of Human Capital emails all staff a listing of new and existing vacant positions. Vacancies can always be found on our careers site and all are encouraged to apply for fitting positions. Each job posting is identified with a job description. Interested candidates are encouraged to carefully review the job description to ensure fit and to understand the open job position's primary duties and responsibilities as well as the skills and qualifications necessary to complete the job.

Candidates interested in applying should ensure their application is submitted through the web-based application portal. All staff are encouraged to assist others who may not work in the District, to consider employment in the RCSD.

Click here to view current openings.

2:20 Criminal History Background Checks and Fingerprinting

It is the policy of the Board of Education that no individual shall be employed by or actively work in the District unless such individual has undergone a criminal history background check and has been cleared for such employment or work as required by the New York State Education Law and the regulations of the Commissioner of Education.

NYS Law requires that new employees of the District undergo a fingerprint supported criminal history background check. New employees cannot begin work until fingerprinted and cleared by the New York State Education Department (NYSED).

Staff who need to schedule fingerprinting clearance for the NYSED can do so through MorphoTrust at their website www.identogo.com or by calling 1-877-472-6915.

A 6-digit service code for the NYSED is required: 14ZGR7

Staff may also contact the Office of School Safety and Security for assistance with fingerprinting at 585-262-8606 or at fingerprinting@rcsdk12.org.

Policy 9200—Criminal History Background Checks
Regulation 9200—Criminal History Background Checks Regulation

2:21 Identification Badges and New Hire Technology

Upon hire, staff are issued an identification badge (ID) and are expected to wear it at all times during work hours and at school-sponsored events.

ID badges provide a quick visual way to determine if a person belongs in a school or building. District IDs have a photo, relevant information, and should be worn prominently to ensure people who do not belong are spotted quickly. When implemented with other security features, like door access, wearing your ID badge prominently helps to keep students, staff, and visitors safe.

Upon confirmation of full fingerprint clearance from the NYS Education Department, an RCSD Employee ID number will be created and provided to the new employee. At the same time, this number will trigger

notification that a laptop and other required technology is ready and available for pickup (laptops are provided to all teachers and administrators). Full-time staff will then be able to come to the Central Office to obtain their ID Badge from the Office of Human Capital located on the first floor of RCSD Central Office, 131 W Broad Street, Rochester, NY 14614.

School Safety and Security office hours are Monday - Friday, 8:30 am - 12 noon and 1:00 pm - 4:30 pm.

For questions about ID badges, staff may contact our badge desk at 585-262-8606.

Laptop and technology assistance (teachers and administrators only) is provided by Information Management and Technology (IM&T). For questions about technology, staff may contact IM&T at 585-262-8151 or online through a HelpDesk ticket at https://helpdesk.rcsdk12.org.

2:22 Drug-Free Workplace

All applicants selected for employment with the Rochester City School District shall be subject to a pre-employment drug test.

The Board of Education, recognizing that students are often influenced by teachers and other members of a school's staff, impresses upon staff members the importance of maintaining a high level of professionalism appropriate to their position, which, in turn, shall set a positive example for students.

If an employee is found to have violated the terms of these policies, they may be required to participate in a substance-abuse rehabilitation program and/or be subject to a range of penalties up to and including dismissal. Staff are encouraged to access the District's Employee Assistance Program (EAP) to receive appropriate and confidential prevention, intervention, assessment, referral, support, and follow-up services for District staff.

Policy 9320—Drug-Free Workplace

2:23 Other Key Employment Policies of the Board of Education

Please find other key employment policies of the Board of Education:

- District Policy against Harassment of Students and Employees (0100, 0100-R)
- Smoking on School Premises (1530)
- Gifts from Public Regulation (1810-R)
- Gifts to School Personnel (1810)
- School District Officer and Employee Ethics (2160)
- Internet (4526)
- Drug-Free Schools (5312.1a)
- Suspected Child Abuse and Maltreatment (5460; 5460-R)
- Code of Conduct (1400, 1400-R)
- Transportation Policy (8400)
- Equal Employment Opportunity (9110)
- Drug-Free Workplace (9320)

- Reporting Improper Governmental Action and Protecting Employees Against Retaliation (9645)
- Up-to-date revisions and additional Rochester Board of Education Policies
- Acknowledgement of Receipt of Board Policies and Superintendent's Regulations

2:24 Teacher Certification Resources

Please find useful links to the NYS Education Department Office of Teaching Initiatives. All educators are expected to maintain and as appropriate renew and/or obtain appropriate certification from NYSED.

NYSED TEACH Online Services
Teacher Certification Information
Teaching Assistant Certification Information
Fingerprinting Procedures

Teacher Certification Action Plan (T-CAP)

The Rochester City School District is committed to growing our own workforce. The Office of Human Capital administers the **Teacher Certification Action Plan (T-CAP)** program to support staff who are working toward New York State teacher certification.

T-CAP provides structured guidance for **Rising Teaching Assistants** and **Rising Teachers** by:

- Helping employees understand certification requirements and timelines.
- Offering individualized plans to ensure compliance with New York State Education Department standards.
- Connecting staff with preparation resources, mentoring, and professional learning.
- Monitoring progress to support timely certification and career advancement.

Participation in T-CAP ensures that employees have the tools and support they need to complete certification successfully and continue to serve students in greater instructional roles within the District.

Section 3: COMPENSATION AND BENEFITS

3:1 Payroll Procedures and Entering Time

Payroll is a division of the Office of Finance. Annually, a payroll schedule is published with 26 pay periods per year. Depending on the role of the staff member, they are paid to date or on a lag, based on submission of timecards for hours worked. Staff may be on a 10-, 11-, or 12-month payment plan, depending on their role and work year.

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

Payroll Calendar and Key Information
Payroll Forms

To access the Oracle application, staff will need to log into ROConnect first and select the Oracle FusionROCK-12 application from the dashboard.

The payroll department may be reached at payroll@rcsdk12.org or through the Payroll Help Line:

- Civil Service Staff Payroll Help Line 585-262-8243
- Teachers Payroll Help Line 585-262-8265
- Service Increment/Pay Differentials 585-262-8578

Time Entry

Enter Time in Oracle FusionRocK-12!

Employee Group	Time Entry in PeopleSoft	Time Entry in Oracle FusionRocK-12	What This Means for You
ASAR	You only entered absences	Same in Oracle FusionRocK-12	You're assumed to be present. You must enter any absences. No one else will do it for you.
BENTE	You entered hours to get paid		You must enter all hours worked. Approvers can't enter for you.
PDSU	You entered full/half days		You must enter time in full/half-day blocks.
RAP	You entered hours to get paid		You must enter your own hours to be paid. This is your responsibility.
RTA	Your absences were recorded via SmartFind		Time is still auto-entered through SmartFind. You must make sure your absences are correct.
BEG, Exempt, SEG	You only entered absences		You must now enter any absences yourself.

Time Entry Guidance by Employee Group

BENTE

1. Time Entry Video
2. New User Time Entry Guide (All Steps)
3. Regular Time Entry Guide
4. Overtime Time Entry Guide

Night Shift

1. New User Time Entry Guide (All Steps)
2. Regular Time Entry Guide

Absences

1. Absence Entry Guide

PDSU

1. New User Time Entry Guide (All Steps)
2. Time Entry Guide

RAP

1. Time Entry Video
2. New User Time Entry Guide (All Steps)
3. Regular Time Entry Guide
4. TAP Time Entry Guide

RTA Board Resolution

1. Time Entry Video
2. Board Resolution Time Entry Guide

Paper Timesheets*

1. Access and Submit Paper Timesheets
2. Board Resolution Additional Pay
3. Civil Service Hourly Regular Time
4. Contract Teacher, Administrator and Management
5. Substitute Cleaner
6. Substitute Sentry
7. Substitute Teacher/Substitute Administrator
8. Teacher Hourly

***IMPORTANT**: When submitting paper timesheets, there may be a delay in the receipt of pay.

ATTENTION!
Do not select "Submit" on your Oracle Fusion timecard until the end of your pay period.
Select "Save" or "Save and Close" when you fill out your time throughout your pay period.
If you select "Submit" on your timecard in Oracle Fusion before it is completed, then you cannot delete or correct your time entries.

Reach out to your line manager if you submit your timecard early.
If you cannot enter time due to missing assignments or Board Resolutions, please submit a PAPER TIMESHEET completed and signed for approval and submit it through the Oracle FusionRocK-12 Support Model page.

Time Entry and Approvals for Managers and Delegates

- Timecard Approval Video
- Timecard Approval Guide
- Enter a Timecard on Behalf of an Employee
- Edit an Employee Timecard

Time Entry Train-the-Trainer

- Train-the-Trainer Champions Presentation

Additional Resources

- Connect to RCSD VPN
- Department ID Information
- Fix Your Timecard View
- Open a Timecard

Have a Time Entry Question?

Access the Oracle FusionRocK-12 Support Model to create a ticket.

For instructions please follow this guide, or visit our support model page!

3:2 Employee Assistance Program

NextGen is a program provided free of charge by the Rochester 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). Free and confidential, your personal information and access is not shared back to the District.

- Immediate connection to a mental health professional
- Emotional support
- Wellness resources
- Work-life balance resources
- Legal consultation
- Child/eldercare resources
- Financial consultation
- Physical health and health advocacy resources
- Planning and support for personal events—virtual concierge

EAP Resources

Visit www.breehealth.com for more information or to access the service or call 1-800-327-2255.

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

Use the RCSD Web ID when registering:

First Time User—click “Member Login”
Employer Code: 9045

3:3 Health Benefits

Comprehensive medical and dental options are available for eligible employees. Consult your Union contract for eligibility.

Information on our Benefits Plans and rates.

- Association of Supervisors and Administrators of Rochester (ASAR)
  - Collective Bargaining Agreement
- Board of Education Non-Teaching Employees (BENTE) Local 2419
  - Collective Bargaining Agreement
- Rochester Association of Paraprofessionals (RAP)
  - Collective Bargaining Agreement
- Rochester Teachers Association (RTA)
  - Collective Bargaining Agreement
- Per Diem Substitute Teachers Unit (PDSU) of the RTA
  - Collective Bargaining Agreement

- Superintendent Employee Group (SEG)
  - Rules and Regulations
- Board of Education Employee Group (BEG)
  - Rules and Regulations
- Exempt Employees Handbook
  - Rules and Regulations

3:4 Flexible Spending Account (FSA)

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, medical costs, and out-of-pocket healthcare expenses.

Information on our FSA Plan.

3:5 Pension Plan/Investment Opportunities

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

New York State Teachers Retirement System (TRS) for educators
New York State Employees Retirement System (ERS) for civil service employees
Omni 403b/Roth IRA
457 Plans

3:6 Salaries and Wages

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

- Association of Supervisors and Administrators of Rochester (ASAR)
  - Collective Bargaining Agreement
- Board of Education Non-Teaching Employees (BENTE) Local 2419
  - Collective Bargaining Agreement
- Rochester Association of Paraprofessionals (RAP)
  - Collective Bargaining Agreement
- Rochester Teachers Association (RTA)
  - Collective Bargaining Agreement
- Per Diem Substitute Teachers Unit (PDSU) of the RTA
  - Collective Bargaining Agreement

Additional links to Compensation and Contracts for all staff.

Section 4: ATTENDANCE, ABSENCES AND LEAVES

4:1 Staff Attendance Expectations

The Rochester City School District is committed to providing every student with consistent, high-quality instruction and support. Research shows that chronic staff absenteeism negatively affects student learning, disrupts classroom continuity, and contributes to higher rates of student absenteeism. For these reasons, staff attendance is a critical component of our mission and professional responsibility.

The District recognizes that employee contracts provide for specific types of leave, including sick leave, personal leave, and other approved absences. These affordances remain in place; however, employees are expected to use leave responsibly and to attend work regularly and reliably.

Expectations:

- Employees are expected to report to work on time each scheduled workday.
- Absences must be reported in accordance with District procedures.
- "No call/no show" absences will not be tolerated and will result in counseling and may lead to disciplinary action, up to and including termination.
- Patterns of absenteeism (e.g., frequent single-day absences before or after weekends/holidays, excessive use of sick leave without supporting documentation, or repeated tardiness) may also result in counseling, progressive discipline, or other corrective action.

Accountability:

- Supervisors will monitor attendance patterns and address concerns promptly.
- Employees who demonstrate chronic absenteeism may be subject to a formal improvement plan or other disciplinary measures, in accordance with contractual provisions and District policy.
- Documented expectations and prior counseling will be considered in any unemployment or grievance proceedings to establish that employees were made aware of the impact of absenteeism and the importance of consistent attendance.

By clearly outlining these expectations, the District affirms that employee attendance is directly tied to student achievement, operational effectiveness, and equity. All staff share responsibility for modeling reliability and ensuring students experience the continuity of instruction and support they deserve.

4:2 Reporting Absences

All District Staff must record their absences via the District's electronic Oracle platform, which is routed to supervisor(s). Staff should submit the Request for Absence form to their supervisor to obtain approval for any absence, or immediately upon return from an unexpected emergency absence.

Teachers will have their absences reported in the SmartFind Substitute Management system and that will in turn populate the teacher's timecard. However, teachers should still be reviewing their time sheet each pay period to ensure all absences are properly reflected and there are no errors. If errors are discovered, concerns should be reported to the school building leader or school secretary.

All other staff will need to ensure they report their absences on their timesheet each week. It is important that absences are reported immediately on the timecard to ensure timely and accurate paychecks.

If you have questions about absences, below are appropriate contacts:

- Questions related to the timesheet and entering of time, please work with your supervisor, building secretary or email payroll@rcsdk12.org;
- Questions about availability of absences and what is available to you, please reach out to your union representative or email humancapital@rcsdk12.org.

Request for Absence Form

4:3 Request for Approval of Absence

Certain types of absences require supervisor and/or Office of Human Capital 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. Please also contact employee benefits (585-262-8206 or email benefits@rcsdk12.org) if you need to request any long-term or unique leave of absence. Leaves of Absence information and forms.

- Association of Supervisors and Administrators of Rochester (ASAR)
    - Collective Bargaining Agreement
- Board of Education Non-Teaching Employees (BENTE) Local 2419
    - Collective Bargaining Agreement
- Rochester Association of Paraprofessionals (RAP)
    - Collective Bargaining Agreement
- Rochester Teachers Association (RTA)
    - Collective Bargaining Agreement
- Per Diem Substitute Teachers Unit (PDSU) of the RTA
    - Collective Bargaining Agreement

4:4 Holidays

The holiday schedule may be found on the District calendar. Please see the calendar and note your Union contract for further explanation.

4:5 Cancer Screening

In accordance with New York State Civil Service Law, the Rochester 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.

4:6 Bereavement Leave

Please refer to your Union contract for details. Leaves of Absence information and forms.

- Association of Supervisors and Administrators of Rochester (ASAR)
  - Collective Bargaining Agreement
- Board of Education Non-Teaching Employees (BENTE) Local 2419
  - Collective Bargaining Agreement
- Rochester Association of Paraprofessionals (RAP)
  - Collective Bargaining Agreement
- Rochester Teachers Association (RTA)
  - Collective Bargaining Agreement
- Per Diem Substitute Teachers Unit (PDSU) of the RTA
  - Collective Bargaining Agreement

4:7 Family and Medical Leave (FMLA)

It is the policy of the Rochester 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. In order to request FMLA paperwork or to speak to a specialist, please email benefits@rcsdk12.org.

Leaves of Absence information and forms.

4:8 Leaves of Absence

Please refer to your Union contract for details. Leaves of Absence information and forms.

- Association of Supervisors and Administrators of Rochester (ASAR)
  - Collective Bargaining Agreement
- Board of Education Non-Teaching Employees (BENTE) Local 2419
  - Collective Bargaining Agreement
- Rochester Association of Paraprofessionals (RAP)
  - Collective Bargaining Agreement
- Rochester Teachers Association (RTA)

    - Collective Bargaining Agreement
- Per Diem Substitute Teachers Unit (PDSU) of the RTA
    - Collective Bargaining Agreement

4:9 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.

- Association of Supervisors and Administrators of Rochester (ASAR)
    - Collective Bargaining Agreement
- Board of Education Non-Teaching Employees (BENTE) Local 2419
    - Collective Bargaining Agreement
- Rochester Association of Paraprofessionals (RAP)
    - Collective Bargaining Agreement
- Rochester Teachers Association (RTA)
    - Collective Bargaining Agreement
- Per Diem Substitute Teachers Unit (PDSU) of the RTA
    - Collective Bargaining Agreement

4:10 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.

Leaves of Absence information and forms.

4:11 Pets in the Workplace and Service Animals

In the RCSD, we understand the importance of accommodating individuals with disabilities under the Americans with Disabilities Act (ADA). As part of this accommodation process, we approve service animals that provide assistance to staff members with disabilities. However, it's important to note that therapy dogs and emotional support animals are not approved for general presence in our facilities.

Approval for a service animal is granted only after a thorough evaluation, including submission of an attending physician statement and consideration of alternative accommodations. All requests for accommodation are carefully reviewed to ensure equity, compliance, and consistency.
We recognize that some staff members may have concerns such as allergies or fears related to the presence of animals in the workplace. Additionally, we want to avoid any potential disruptions such as accidents that may require additional cleaning or create discomfort for others.

As of now, the RCSD does not have a pet in the workplace policy. However, we encourage any staff member who feels that they may require an accommodation to reach out to our Office of Human Capital (OHC) Employee Benefits Team to engage in the interactive process. Likewise, if you are a supervisor and want to confirm an accommodation, you may also contact the OHC Employee Benefits Team.

We are committed to ensuring that all employees feel supported and accommodated in their work environment.

benefits@rcsdk12.org or 585-262-8206.

4:12 Children in District Workspaces

District facilities, including schools, Central Office buildings (such as 131 W. Broad Street and Costar), and other administrative sites, are professional work environments and are not designed or equipped for childcare.

- Employees may not bring children to district facilities for extended periods during the workday.
- Brief, incidental visits are permitted when appropriate.
- The presence of children in district workspaces creates safety and liability risks, may expose confidential information, and can disrupt productivity and learning.
- In emergency or exceptional circumstances, employees must consult with their supervisor or school leader before bringing children to work.
- For ongoing family needs, employees should contact the Office of Human Capital to discuss available supports, leave options, or accommodations.

This expectation applies consistently across all schools, offices, and departments.

4:13 Rights of Nursing Employees to Pump Breast Milk at Work (NYS DOL)

Employees working in New York are entitled to 30 minutes of paid break time (plus additional unpaid break time, as needed) to express breast milk.

An employer shall provide paid break time for thirty minutes, and permit an employee to use existing paid break time or mealtime for time in excess of thirty minutes, to allow an employee to express breast milk for such employee's nursing child each time such employee has reasonable need to express breast milk for up to three years following childbirth. No employer shall discriminate in any way against an employee who chooses to express breast milk in the workplace.

Accordingly, lactating employees may now take their 30-minute unpaid meal period, an additional 30-minute paid break, and any other reasonably needed time (paid or unpaid) to express breast milk.

New York State Department of Labor

4:14 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, US Department of Labor

Section 5: BUSINESS MANAGEMENT/ COMMUNICATIONS

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 nonalcoholic 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.

Travel Handbook & Procedures
Travel Department

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.

Please visit the Finance Office'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 and are intended for official District use only. All District-provided property, supplies, equipment, and tools must be returned upon end of employment. The linked regulations detail further expectations for use of District property.

Regulation 8335–District Equipment Management Regulation

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.

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.

Regulation 1500—Permits for Community Use of School Facilities

5:5 Electronic Information Resources Acceptable Use

The Rochester 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 1950—Acceptable Use of the District Network Policy
Regulation 4526—Acceptable Use of the District Network Regulation

5:6 Cell Phone Policy

The Board of Education recognizes that the District's purposes and needs are served by the ability to communicate immediately and efficiently with District employees and that use of a cell phone or similar telecommunication device may be efficient and effective, and may be necessary or critical in certain instances. Consistent with the Board's obligation to ensure that District resources are expended only for legitimate District needs, it is the policy of the Board that the District provides such devices at District expense to an employee when, in the judgment of the Superintendent or designee, the use of a cell phone is required in order for the employee to perform assigned duties; or when communication through other, less costly means, is inefficient, unavailable or impracticable.

Policy 8332—Cell Phone Policy
Regulation 8332—Mobile Communications Regulation

5:7 ROConnect

ROConnect is our RCSD one login-landing page for students, teachers, and staff to access their educational, professional, and business applications from school and home.

http://roconnect.rcsdk12.org

5:8 RCSD 121 Google Accounts

Everyone in the District, students and staff, have their own RCSD 121 Google account.

Staff username: EMPLID@rcsd121.org

Password: Same as your district password to login to the computer. When you change your district password, your RCSD 121 Google password also changes.

5:9 RCSD Multi-factor Authentication (MFA) Setup

Multi-factor authentication is a method of verifying who you are that requires the use of more than just a username and password. With MFA, you sign in with your password (step 1) and a code/notification sent to your mobile phone (step 2). You will need this if you are not working from a District network.

Multi-Factor Authentication Directions

5:10 Information Management and Technology (IM&T) HelpDesk

The RCSD HelpDesk is a technical support team that provides prompt, knowledgeable, and courteous computing support services to the employees and partners of the Rochester City School District. The

HelpDesk is the central point of contact where all technology-related problems can be reported and questions can be answered. We will attempt to resolve the issue on the first call. If the HelpDesk cannot resolve the issue, we will either assign the technician responsible for your building or be directed to the appropriate person or department that can further assist you. Find more information at the HelpDesk

5:11 Safety

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 their respective Chief of Schools and in no case later than three days following the accident. The Superintendent or designee will ensure that the Rochester 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.

Staff should reference their specific Union contract for additional information.

District Operations, Health and Safety Guidelines

5:12 District-wide School Safety Plan

The Rochester City School District is committed to the safety and preparedness of its students, staff, and visitors. Our District-Wide School Safety Plan is an all-hazards approach to crisis management and focuses on mitigation/prevention, preparedness, response, and recovery procedures.

The District-Wide School Safety Plan is decreed by the Superintendent and adopted by the Board of Education. This plan is implemented at the time of an emergency at the direction of the Superintendent and/or their staff. "Incident Commanders" (Principal/designee) implement Building-Level Emergency Response Plans (BLERP) when directed by their respective School Chief, Deputy Superintendent or the Chief of Operations. In the absence of direction from senior leadership, each Building Incident Commander (Principal/designee) is authorized and directed to implement this plan, or take other action as may be, in their judgment, necessary to save lives and mitigate the effects of emergencies.

The District-Wide School Safety Plan is reviewed annually by the District-Wide Safety Team under the guidance of the Superintendent or designated Chief Emergency Officer. The District-Wide Safety Team is appointed by the Board of Education. The Plan is reviewed annually each spring and made available for a 30-day comment period and one public hearing after any revisions have been made. The Board of Education reviews and adopts the Plan annually, and it is uploaded to the Rochester City School District website.

New York State Education Code 2801-a and Commissioner's Regulation 8 NYCRR Section 155.17 require that each school district shall amend and adopt a comprehensive district-wide school safety plan and building-level safety plans in relation to emergency response and management, and crisis intervention.

Plans are annually reviewed by the district-wide school safety team and building-level school safety teams.

District-wide School Safety Plan

5:13 Staff Safety and Workplace Violence Prevention

RCSD is committed to keeping our employees safe. The New York State Workplace Violence Prevention Act requires that School Districts develop a program to prevent and minimize acts of Workplace Violence. Prior to this regulation, RCSD had many existing programs to help keep employees safe while at work. But thanks to this program and the steps taken to develop it, areas of additional improvement were identified and are being addressed. If you have any questions about the Workplace Violence Prevention Program you can contact your union office, speak with your school or department leader, or email workplace_violence@rcsdk12.org.

Staff Safety: Workplace Violence Prevention Resources and Information

5:14 Substitute Management

The role of a per diem substitute teacher is an integral part of student learning as they bridge the educational gap when regular classroom teachers are absent or if a teaching position is vacant. The same high standards and accountability demonstrated from permanently assigned teachers are also expected from substitute teachers.

New York State does not require a substitute teacher to hold a teaching certificate in order to work as a per diem substitute, but it is preferred.

The need for per diem substitute teachers varies throughout the school year; however, several other factors also affect the frequency with which substitutes may be called. These include weekly availability and successful completion of per diem teaching assignments. For more information about the responsibilities, compensation, and benefits for per diem substitute teachers, please view the Per Diem Substitute Handbook.

Substitute Teacher Website

Interested applicants should visit the careers section on the RCSD website to apply.

Section 6: PERFORMANCE

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 and maltreatment (which includes neglect) in a domestic setting.

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 23B of the Education Law.

Policy 5460—Policy Regarding Suspected Child Abuse and Maltreatment: Reporting Requirements for All District Staff

Regulation 5460—Regulation Regarding Suspected Child Abuse and Maltreatment: Reporting Requirements for All District Staff

Reporting procedures and related information:

1. All District employees, including building administrators, teachers, registered nurses, doctors, psychologists or psychiatrists, and all other employees who come into contact with students, are required to report all cases of suspected child abuse or maltreatment to the Child Abuse Hotline.

2. All mandated reporters or any other District staff who have reasonable cause to suspect that a child is an abused or maltreated child must immediately personally make a report to:

    a. 585-461-5690 Monroe County Child Abuse Reporting Hotline
    OR
    b. 800-635-1522 State Central Register for Child Abuse and Maltreatment (mandated reporters)
    OR
    c. 800-342-3720 State Central Register for Child Abuse and Maltreatment (non-mandated reporting)
    AND
    Immediately notify the building principal or his/her designee of the report

The building principal is required to:

a. Inform the Superintendent of Schools of the information received; and
b. Shall be responsible for all subsequent administration required by the report including filing a written report with the local child protective services agency within forty-eight hours after the above report.

Refer to above noted policy and regulation for further information.

6:2 De-Escalation of Crisis Situations

The Board of Education recognizes the need to ensure that student participation in learning is free from unreasonable and unnecessary physical restraint and that such an intervention is used only in emergency situations. It is the Board's intention that positive, preventive behavioral supports be proactively employed as a means to significantly limit the need for use of emergency interventions.

This policy is intended to promote student and staff safety and prevent student violence, self-injuries, or injuries to others by emphasizing de-escalation of potentially dangerous behavior that may occur with an individual student or among groups of students in an effort to avoid the need for use of emergency interventions. This policy is also intended to ensure that, when emergency interventions are necessary, they are administered in the least intrusive manner possible.

Policy 4321.12—Timeout and Physical Restraint: De-escalation of Crisis Situations

6:3 Employee Performance Review/Evaluations

The Staff and Educator Effectiveness Team within the Office of Human Capital, promotes and supports the effective preparation, development, and improvement of RCSD's teachers, instructional leaders, and support staff to ensure 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.

Please refer to the following Union-specific resources:

- **Association of Supervisors and Administrators of Rochester (ASAR)**
  - Collective Bargaining Agreement
  - Evaluation Tool
  - Evaluation Handbook
- **Board of Education Non-Teaching Employees (BENTE) Local 2419**
  - Collective Bargaining Agreement
  - Performance Appraisal for Civil Service Employees
- **Rochester Association of Paraprofessionals (RAP)**
  - Contact: (585) 454-1380
  - Collective Bargaining Agreement
  - Performance Appraisal for Paraprofessionals
  - Performance Appraisal for Teaching Assistants
- **Rochester Teachers Association (RTA)**

    - Website
    - Collective Bargaining Agreement
    - Career in Teaching (CIT) Website for New Educators
    - Teacher Evaluation Guide
- **Per Diem Substitute Teachers Unit (PDSU) of the RTA**
    - Collective Bargaining Agreement
- **Superintendent Employee Group (SEG)**
    - Rules and Regulations
- **Board of Education Employee Group (BEG)**
    - Rules and Regulations
- **Exempt Employees Handbook**
    - Rules and Regulations

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

To provide a healthy environment for District students, employees, and members of the public, the Board of Education prohibits smoking, tobacco use, and use of electronic cigarettes (or e-cigarettes) in District buildings, on school grounds, and in any vehicle used to transport children or staff. Smoking, tobacco use, and use of electronic cigarettes are also prohibited within 100 feet of all District building entrances, exits, and outdoor areas, except when this includes residential property. This prohibition extends to all employees, students, visitors, guests, and clients of the District.

District employees and students who violate this policy shall be subject to appropriate disciplinary action, as outlined in the Code of Conduct (1400).

Visitors, guests and clients of the District shall be subject to ejection from school grounds if they refuse to abide by this policy.

Policy 1530—Smoking, Tobacco Use, and Use of Electronic Cigarettes on School District Premises

6:5 Drug-Free Workplace

The Board of Education prohibits the illegal, improper, or unauthorized manufacture, distribution, dispensing, possession, or use of any controlled substances in the workplace. "Workplace" shall mean any site on District or school grounds, at school-sponsored activities, or any place in which an employee is working within the scope of their employment or duties. "Controlled substances" shall include all drugs, which are banned or controlled under federal or state law, including those for which a physician's prescription is required, as well as any other chemical substance which is deliberately ingested to produce psychological or physiological effects, other than accepted foods or beverages. All applicants selected for employment with the Rochester City School District shall be subject to a pre-employment drug test.

Consistent with the change to New York Labor Law §201-d, the District shall not conduct pre-employment drug testing for marijuana, for most employees. The District is required to continue to test for marijuana for those employees required to be licensed or otherwise cleared by the Federal Departments of Transportation or Labor (e.g. Commercial Drivers' License), including, but not limited to:

- 12-Month Bus Driver
- 10-Month Bus Driver
- Class 5 Truck Driver
- Maintenance Mechanic I
- Driver/Mover
- Messenger/Stock Keeper
- Safety Coordinator
- Bus Operations Expeditor
- Senior Automotive Mechanic
- Troubleshooter
- Bus Security Assistant
- 12-Month Dispatcher
- 10-Month Dispatcher

This policy only applies to pre-employment drug testing. Any employee suspected of being under the influence of any drug, including marijuana, while working is still subject to the provisions of Policy 9610.

Policy 9320—Drug-Free Workplace Policy

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 Rochester 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 District property, conducting District business or representing the District 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.

Section 7: SEPARATION

7:1 Leaving the Employ of the RCSD/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 Office of Human Capital Employee Benefits Team for clarification (benefits@rcsdk12.org).

When employment with the Rochester City School District ends, we expect the employee to return all District property prior to the effective date of separation. All employees leaving the District will be required to complete an Exit Checklist. Employee ID badges, computers, cell phones, and other materials will be returned to the employee's supervisor. The District reserves the right to take any lawful action to recover or protect District property that is not returned.

7:2 Resignation

In the event of resignation, employees must give written notice to their supervisors and to the Office of Human Capital by completing the notice of resignation form through Oracle.

7:3 Reduction in Force

Please refer to your Union Contract for further information.

- Association of Supervisors and Administrators of Rochester (ASAR)
  - Collective Bargaining Agreement
- Board of Education Non-Teaching Employees (BENTE) Local 2419
  - Collective Bargaining Agreement
- Rochester Association of Paraprofessionals (RAP)
  - Collective Bargaining Agreement
- Rochester Teachers Association (RTA)
  - Collective Bargaining Agreement
- Per Diem Substitute Teachers Unit (PDSU) of the RTA
  - Collective Bargaining Agreement

7:4 Retirement

It is recommended that you refer to your Collective Bargaining Agreement for detailed information on important dates and guidelines for retirement. Submission of retirement is made through electronic form in Oracle.

- Association of Supervisors and Administrators of Rochester (ASAR)
  - Collective Bargaining Agreement

- Board of Education Non-Teaching Employees (BENTE) Local 2419
    - Collective Bargaining Agreement
- Rochester Association of Paraprofessionals (RAP)
    - Collective Bargaining Agreement
- Rochester Teachers Association (RTA)
    - Collective Bargaining Agreement
- Per Diem Substitute Teachers Unit (PDSU) of the RTA
    - Collective Bargaining Agreement

7:5 Retirement Benefits

As an employee of the Rochester City School District, you may be eligible to participate in one of New York State's retirement systems: the Teachers' Retirement System (TRS) for educators or the Employees' Retirement System (ERS) for non-teaching staff. These systems offer valuable benefits, including a defined pension plan based on your years of service, final average salary, and age at retirement. Both TRS and ERS provide options for service credit, retirement planning tools, and various payment plans to suit your retirement needs. Enrollment and employee contributions are required to take advantage of these benefits. We encourage all eligible employees to explore the benefits and resources available through their respective retirement system to plan effectively for their future.

NYSLRS-New York State and Local Retirement System (LRS/ERS)

NYSTRS-New York State Teachers Retirement System (TRS)

Section 8: LEARNING RESOURCES

This section contains useful and key information related to learning resources. It is not intended to provide every teaching and learning resource, but links to main resources that will assist educators.

8:1 RCSD Learns

RCSD Learns Google Site is our one-stop shop for *learning outside of the school walls*. Students, families, and staff should access this website for information about eLearning, District web-based applications, and log-in instructions.

RCSD Learns Website

8:2 Social-Emotional Learning (SEL) Toolkit

Social-Emotional Learning (SEL) support will be provided to students, parents, and teachers throughout their schools and community-based partners. The SEL Toolkit has been created to support the social-emotional needs of students, parents, and teachers.

In our SEL Toolkit, you will find links to resources, classroom activities, discussions, and recreational activities. There are community resources for parents and caregivers related to SEL support on the side panel, under Caregiver and Parent Support and on the Community Health Supports page. The SEL Toolkit will be fluid and additional resources for students, parents/caregivers, and teachers will be added throughout the year. In addition to the SEL Toolkit, there is an SEL Hotline that is monitored by social workers and counselors. The Hotline will be available from 8:00 am – 3:00 pm at 585-262-8333. Students can also contact the Center for Youth 24 Hour Hotline at 585-271-7670. We also provide Drop-In SEL Sessions throughout the year for students, parents, and teachers.

A systemic approach to SEL intentionally cultivates a caring, participatory, and equitable learning environment and evidence-based practices that actively involve all students in their social, emotional, and academic growth. This approach infuses social and emotional learning into every part of students' daily lives—across all of their classrooms, during all times of the school day, and when they are in their homes and communities.

SEL Toolkit
Trauma, Illness, and Grief Resources

8:3 English Language Learner (ELL), Bilingual and Multilingual Learner (ML) Resources and Handbook

An overview of District policies, procedures, and guidance regarding different English Language Learners (ELLs)/Multilingual Learners (MLs) program options for student placement as well as educational and social emotional resources is found within our English Language Learner Handbook.

There are 65 different languages spoken in the District. The District promotes bilingualism and biculturalism as strengths that, when honored and cultivated, lead to increased student achievement. Cultivation of these strengths at school includes academic instruction that reflects the cultural backgrounds of all students.

RCSD Board policy compels instruction for ELLs/MLs which supports the acquisition of content and language skills. Students' previous learning and cultural experiences are relevant as foundational knowledge that teachers can build upon. The District supports instruction that is culturally responsive and sustaining thus contributing to increasing graduation rates among ELLs/MLs.

In addition to culturally relevant instructional practices, The District is committed to supporting students in the attainment of the New York State's Seal of Biliteracy (NYSSB) incentive. The Seal of Biliteracy acknowledges students' bilingualism in the form of graduation credits once they satisfy the requirements of the Seal. Students can use their advanced language skills as an asset when setting future goals. Please visit our District NYSSB resource page to access more information and resources at RCSD NYSSB.

English Language Learner Handbook

8:4 Special Education Resources

Students with disabilities often need specially designed instruction to be successful in the academic setting.

Special Education Resources

8:5 Office of Parent Engagement (OPE)

The Office of Parent Engagement serves our parents, students, and schools in support of academic success for all students. Our mission is to help facilitate parent engagement that is systemic, integrated and sustained. The District's Strategic Plan goals and objectives for family engagement are aligned with the National Standards for Family-School Partnerships.

Parent Engagement Network seeks to "educate and empower parents as partners, advocates, and lifelong teachers in their child's education through educational courses and leadership opportunities" through a series of free informative programs both within the District and with partner organizations in the Greater Rochester community.

Office of Parent Engagement

8:6 Office of Professional Learning (OPL)

The Office of Professional Learning is dedicated to the continuous development of educators so that they may gain the skills and knowledge necessary to provide high-quality educational experiences for all students of the Rochester City School District. We strive to develop meaningful learning

opportunities through collaborative learning experiences and embedded professional growth opportunities so that educators can engage students in rigorous instructional activities to produce increased student understanding and achievement.

OPL Website and Resources

8:7 Instructional Technology Support

The District has cultivated a series of electronic resources to support learning *inside and outside of the school walls*. Please find important information to support teaching and learning through the use of technology:

Instructional Technology

8:8 Teaching and Learning

Teaching and Learning, which includes managing directors of content areas as well as Intervention Services, Special Education, and English Language Learners, is responsible for the academic and instructional needs of the District. The Deputy Superintendent of Teaching and Learning oversees the work of these departments and designs and implements "best practice" instructional systems to ensure the alignment of curriculum, instruction, research, assessment, and supporting resources. The focus is to ensure that all curriculum is aligned to the NYS Standards and that all students are prepared for high school graduation and post-secondary education.

The Division of Teaching and Learning focuses work on the District's core priorities of student achievement, parental, family, and community involvement, effective school and District management, effective, efficient allocation of resources, and improved communication in order promote and establish a culture in which...

- All employees understand that they are educators and share responsibility for student success.
- Every student, staff member, and family in the community is treated with fairness, dignity, and respect.
- A rigorous focus on instruction will improve student achievement.
- The intellectual, social, emotional, physical, and civic potential of every student is nurtured.
- Schools are safe, supportive environments for students and staff members.
- Data informs and drives decisions and accountability.
- We hold high ethical standards of professionalism and integrity, guided by the New York State Educator Code of Ethics.
- Building relationships with families and the community is valued and promoted.

To contact the Division of Teaching and Learning, call 585-262-8584.

For more information and resources: Division of Teaching and Learning

BOARD OF EDUCATION

Camille Simmons, President
Amy Maloy, Vice President
Cynthia Elliott, Commissioner
Jacqueline Griffin, Commissioner
Beatriz LeBron, Commissioner
James Patterson, Commissioner
Isaiah Santiago, Commissioner

Student Representative
Elijah Espada

SUPERINTENDENT OF SCHOOLS
Dr. Eric Jay Rosser

OFFICE OF HUMAN CAPITAL

Christopher Miller, Ed.D., Chief of Human Capital

humancapital@rcsdk12.org
benefits@rcsdk12.org
Human Capital: 585-262-8597
Employee Benefits: 585-262-8206
Employee Verifications of Employment: Employee_Verification@rcsdk12.org
Office of Human Capital (OHC) OHC Customer Service Guide

The Rochester City School District does not discriminate on the basis of an individual's actual or perceived race, color, religion, creed, ethnicity, national origin, citizenship status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, gender (sex), military status, veteran status, domestic violence victim status or political affiliation, and additionally does not discriminate against students on the basis of weight, gender identity, gender expression, and religious practices or any other basis prohibited by New York State and/or federal non-discrimination laws in employment or its programs and activities. The District provides equal access to community and youth organizations.