

BRENTWOOD EMPLOYEE HANDBOOK

I. BRENTWOOD UNION FREE SCHOOL DISTRICT

The Brentwood Union Free School District is a community of approximately 90,000 people. The District encompasses an area of approximately 21 miles, which is almost the size of Manhattan. The present school district was formed in 1856. Brentwood's first schoolhouse was an octagon shaped building that was built in 1857 and is now located on the grounds of the Anthony F. Felicio Administration Center.

The Brentwood School District is the largest suburban school district in New York State with approximately 19,000 students enrolled in our schools. The District has approximately 3,000 employees.

The six bargaining units in the District are listed below:

- Brentwood Teachers Association (BTA) – Teachers and Permanent Substitutes
- Brentwood Principals and Supervisors Organization (BPSO) – Certificated Administrators and Operational Supervisors
- Brentwood Clerical Association (BCA) – 12-month and 10-month Clericals
- Brentwood Professional Nurses Association (BPNA) – School Nurses
- Teamsters Local 237 – Buildings and Grounds Employees, Food Service Workers and Security Guards
- Brentwood Education Unit –Suffolk Education Local 870 (CSEA) – Teacher Assistants and Monitors

II. PAY PERIODS

The Brentwood School District runs on a fiscal year of July 1 to June 30. Paydays are biweekly on alternate Fridays. If a holiday falls on a payday, checks normally will be ready the preceding business day. Overtime pay is in accordance with appropriate bargaining units' contracts. (See Appendix 1 – Payroll Calendar)

III. PAYROLL DEDUCTIONS

There are numerous types of payroll deductions that could be listed on an employee's paycheck. Questions regarding the specific coding of these deductions can be addressed by the Payroll Department. Listed below are a few voluntary deductions that an employee may elect to chose.

A. Health (HTHCARE) Flexible Spending Accounts - This account allows employees to participate in benefits offered on a "pre-tax" basis. The two types of accounts, commonly referred to as the "Flex-Plan", are Health Care Reimbursement and Dependent Care Reimbursement. The enrollment period is normally in the month of November and becomes effective on January 1 of the following year. Employees can have a specific amount deducted from his/her paychecks. (Minimum of \$300 and maximum of \$2,500 for Health Care and a minimum of \$300 and a maximum of \$5,000 for Dependent Care per calendar year or \$2,500.00 if married filing separately.) For further information contact the Payroll Department at 434-2281 or Denise Ferguson at Fitzharris Insurance at 1-800-321-1336. The District's Payroll Office is located on the Second Floor of the Anthony Felicio Administration Building. (See Appendix 2 – Sample Flex-Plan Enrollment and Reimbursement Forms)

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B. AFLAC Insurance – Employees may choose to enroll in any of the policies that AFLAC offers to the District, within 31 days of being hired or during the annual open enrollment period. Once enrolled, employees are responsible for the full amount of the premium. Premium payments are made through payroll deductions. Should an employee be unpaid for more than one pay date, the District will notify AFLAC and AFLAC will attempt to bill directly to the employee's home. Information about any of these plans may be obtained by the District Sales Coordinator, Gavin Meier at 718-423-6000, ext. 214.

C. 403(b) Plan - Tax Deferred Annuities (TSA-##) – Brentwood offers all employees the option of participating in our 403(b) Plan. If employees are interested in starting a Tax-Sheltered Annuity Account, they should contact our Plan Administrator, OMNI for a list of companies. Employees must open an account with a participating provider within the Brentwood UFSD Plan in order to begin payroll deductions. Visit www.omni403b.com or call OMNI at 1-877-544-6664 for more information.

Please note: Employees should consult with their financial advisor before investing in any tax deferred annuities. The District does not make recommendations or endorsements of any plans.

VI. Credit Union and Direct Deposit – This is a payroll process, which allows automatic deposit of an employee's personal bank account. Forms for these authorizations may be obtained from the Payroll Office at 434-2281. (See Appendix 3 – Direct Deposit Memo and Form)

V. SALARY INCREMENTS

A. Professional Advancement - Teachers

Professional advancement gives teachers an opportunity to increase their salary by taking additional graduate and in-service courses; thereby moving across the salary schedule as per the stipulations described in Article 20 of the BTA Contract.

It is the teacher's responsibility to keep track of these credits and to request an increase in their salary when they have completed the appropriate number of credits for the next increment. This request must be forwarded to the Human Resources Office by using the "Salary Adjustment Form" that is available either in the Front Office of each school or in the Human Resources Office. (See Appendix 4 – Salary Adjustment Form) Employees should check with the Human Resources Office to see if *prior approval must be obtained to receive credit for coursework before registering for the course.*

All course work used to bring about the salary advancement must be listed. If a teacher has carry-over credits from a previous increment, he/she should also note on the form that the credits are already on record.

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Salary adjustment requests must be filed by September 10th, January 10th, or April 10th. Credits for these adjustment periods must be completed by September 1st, January 1st, or April 1st. Retroactive payment will be made to the first day of said month (i.e. Credits applied for by January 10th shall be paid retroactively to January 1st). An additional date of June 10th will be retroactive to April 1st only, and credits must be completed no later than April 1st. All courses completed after April 1st will be ineligible for a salary adjustment in the current school year. In every case, applications will be processed by the 15th of a given month, and any questions encountered in reviewing the application will be brought to the attention of the applicant. All course work must be completed prior to the increment date and official documentation must be on file prior to the increase being granted. Once all information is received and verified, the teacher's salary will be adjusted.

The following guidelines are used to award Professional Advancement:

- All graduate courses from regionally accredited institutions are generally accepted. For further information contact the Human Resources Office at 434-2331.
- Increments are awarded in 15-credit hour increments, prior to reaching a Master's Degree.
- Credits earned above a Masters Degree may be cumulative towards the teacher's next step, subject to review by the Human Resources Office.
- In-service courses are acceptable for advancement but are limited to a maximum of 6 credits per semester. Prior approval must be obtained. Twelve in-service credits may be accepted during the summer. Employees should refer to app.frontlineeducation.com (formerly known as My Learning Plan) for acceptable courses.
- Other in-service course work requires prior approval from the Human Resources Office. Courses are evaluated based on their individual usefulness to the teacher's role in Brentwood. To request acceptance for credit for an external in-service course, teachers must log on to their account at app.frontlineeducation.com (formerly known as My Learning Plan). In order for teachers to know whether the course will be accepted, they should get approval **prior** to beginning the class. **Approval can still be requested after the course, but its acceptability is not guaranteed.**
- In-service credits are given at a rate of one credit per 15 hours of instruction, assuming the in-service course fulfills all other requirements. Any courses with less than 15 hours are considered cumulative hours towards credit.
- Course work taken during working hours or paid for by Brentwood is not acceptable for Professional Advancement.

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Column Advancement: *column advancement beyond MA+30 will require a minimum of fifteen (15) credits to be graduate level courses for each column advancement.*

Commencing July 1, 2015, column advancement for each column advanced beyond MA will require a minimum of three (3) of the credits to be in Latino/Hispanic studies and/or multicultural awareness, including but not limited to strategies for teaching ELL students, Spanish language acquisition, courses related to Latino/Hispanic cultural awareness, African-American studies, West Indies Studies, immigrant studies, new language acquisition and strategies for teaching students from low income households.

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For additional information regarding Professional Advancement, contact the Human Resources Office at 434-2331. The District's Human Resources Office is located on the First Floor of the Anthony Felicio Administration Building.

B. Educational Incentives

- 1. Nurses** – A salary increase of \$400 will be paid for each 15 in-service credits (District, BOCES, SCOPE, etc.). A maximum of 15 to 30 credits may be accumulated per the existing formula for salary purposes by any member of the unit. Prior approval for such courses must be granted.

An annual salary increase of \$500 shall be paid for 15 credits toward a Master's Degree in the Nursing field. An additional \$500 shall be paid annually upon completion of the Master's degree in Nursing. See Article VI in the BPNA Contract.

- 2. Clericals** – All full-time BCA members will have the opportunity to participate in in-service courses on the computer programs provided by the District. In-service shall be divided into beginning and advanced courses (Word, Excel, etc.). In addition, a course on conversational Spanish will be offered for in-service credit to clerical employees.

Payment to the BCA member will be \$250 per year for the beginning course and \$250 per year for the advanced course. All course work must be completed for payment to accrue. Payment will be made on a semester basis, at the completion of each course. Course offerings will be jointly developed by the District and the BCA. No prior approval is needed to take the in-service course(s). (See Article XV of the BCA Contract for additional information.)

A BCA member that is hired on or after July 1, 2014 will receive payment for an

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in-service course only on the first year in which the course is completed.

VI. BENEFITS:

Health, Dental, Vision, Life, and Long Term Disability benefits may be available for some full-time, contracted employees. Health insurance may also be available for some part-time contracted employees. Employees should check their respective union contract for additional information regarding which benefits they are eligible for.

Eligibility

Employees are generally eligible the first of the calendar month following their hire date into a benefits eligible/contracted position. Employees have 31 days from that date of eligibility to enroll in their benefits plan(s). Otherwise, they may enroll during any annual open enrollment period, or within 31 days of a qualifying life event (i.e. marriage, divorce, birth of a child, etc.). Benefit enrollment information and documents are available in the Business Office. Benefits cease effective the first of the calendar month following an employee's resignation or termination of employment. Please see the leave of absence section (VI) regarding the status of your benefits while on leave.

Eligible Dependents

Spouses, children and stepchildren may be covered under family health coverage. Children and stepchildren are covered through the end of the month in which they turn 26. For information regarding insuring disabled adult children and/or financially dependent grandchildren please contact the Business Office.

Opt-Out Option

If a health benefit eligible employee is covered by another health insurance plan not through the District, the employee may choose to "opt-out" of the health insurance and receive an annual payment equal to 50% of the District's portion of the health insurance cost in lieu of accepting health insurance coverage provided by the District. Employees must enroll in the opt-out plan on an annual basis, during the open enrollment period. Should an employee reinstate their health coverage through the District, at any point during the calendar year, the employee will forfeit the entire financial remittance. (See Appendix 5 – Opt Out Option).

Changes

Changes may be made to the health benefits within 31 days of a qualifying life event, or during the annual open enrollment period. If an employee needs to change their benefits, as a result of a qualifying event, the employee should immediately contact the Business Office. If an employee needs to make a change to their personal information (i.e. address change, name change, phone number update, etc.), they should complete the Employee Status Change Form, available in each building and on the District website.

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COBRA (Consolidated Omnibus Budget Reconciliation Act)

Should an employee and/or his/her dependents lose Health and/or Dental coverage through the District (due to divorce, termination/resignation, etc.), they may choose to continue benefits for a designated period of time (between 18-36 months dependent upon the reason for the loss of coverage) through COBRA. COBRA election forms and information are mailed directly to the employee/dependent(s) home(s) after the District has been notified of the change of status that resulted in the loss of coverage. Dependents reaching maximum age on the Health/Dental plan(s) are not eligible for COBRA.

Any questions regarding benefits should be directed to the Business Office at 434-2311.

A. WORKERS' COMPENSATION

In the event that an employee is injured during the performance of his/her duties in the District, the following steps should be taken:

1. The employee should notify his/her Supervisor immediately.
2. The employee should contact/visit the school nurse and complete an Employee Injury/Incident Report as soon as possible after the injury and forward to the supervisor/building administrator for signature (See Appendix 7 – Employee Accident Form).
3. Should the employee need to seek medical attention, they should be certain to notify the medical provider(s) that they were injured on the job, and insure that the provider will accept Workers' Compensation insurance as a means of payment.
4. The employee should contact the Business Office at 631-434-2311 to obtain carrier and claim information.

Should an employee need to be absent as a result of an injury, they will be required to utilize their sick and personal day(s), providing the absence is related to the injury. The employee will need to provide medical documentation that the absence is a direct result of his/her injury. The note must reference the date the employee was injured. Vacation time may not be utilized while an employee is absent as the result of an injury. Should the employee run out of sick/personal time, the Workers' Compensation carrier will determine if/when Workers Compensation indemnity payments will begin. In order to return to work, an employee must provide medical documentation that he/she is able to return to work full duty with no restrictions.

If, as a result of a Workers' Compensation Hearing, the District is compensated for wages paid to the employee during his/her absence, the employee will be reimbursed for sick or personal time that was utilized as a result of the injury.

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Should an employee be requested to attend a Workers' Compensation board hearing regarding his/her injury, the employee will be charged sick time upon receipt of a copy of his/her notice of hearing. Please forward the copy to the Human Resources Office and the Business Office (Attention - Attendance).

VII. RETIREMENT

Teachers Retirement System (TRS)/Employees Retirement System (ERS)

Employees should refer to their collective bargaining agreements regarding retirement eligibility and separation benefits. Upon making the decision to retire, an employee should notify, in writing, his/her supervisor and the Human Resources Office.

It is suggested that within five years prior to the employee's retirement date, he/she should make an appointment with a member of the retirement system staff to discuss options and calculate the compensation he/she can expect to receive as a retiree.

Employees must be vested in order to be eligible to receive benefits.

Additional information on retirement is available in the employee's respective contracts (BTA – Article 31, BPSO – Article 27, BCA – Article X, BPNA – Article XVII, Local 237 – Article 7, CSEA – Article IX.) and CSEA – Article IX.)

The retirement system will help employees calculate the approximate compensation they will receive as a retiree. Within five (5) years of the employee's anticipated retirement, he/she should meet with a retirement counselor.

VIII. ABSENCES FROM WORK / LEAVES OF ABSENCE

In the following section of this guide, employees will find important information about leave eligibility, benefits during their leave, seniority issues, salary placement and other items that are affected by their leave and may be of concern to the employee. This guide is formulated in conjunction with Board policies, regulations and collective bargaining agreements with the unions. The contractual agreements with the employee's respective bargaining unit include specific information regarding benefits and other issues.

Employees should keep their immediate supervisor, as well as the Human Resources Office, fully informed of their needs and plans. In this way a smooth transition can be attained.

Each bargaining unit agreement specifies the types of leaves available to each member. All leaves of absence require formal Board of Education approval; therefore, it is necessary for the employee to put his/her request in writing, stating the reason for the leave. The employee may be required to provide documentation indicating the necessity for the leave.

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A. Benefits Common to All Leaves

- 1. Seniority:** While an employee is on payroll, his/her seniority is not affected. Once an employee is on an unpaid leave of absence, he/she does not continue to accrue time; therefore, this may cause a change in the employee's seniority status. Employees should contact the Human Resources Office to acquire additional information.
- 2. Salary Placement:** Generally during a leave of absence, an employee retains his/her salary level; however, in job categories with salary steps, an employee does not advance unless he/she worked for a minimum of a half of a school year, prior to his/her leave. Upon returning to work, the employee's salary is adjusted to the current contractual rate for the school year.
- 3. Benefits:** All benefits remain in effect while the employee is on payroll. Once the employee's unpaid leave of absence starts, the employee may be covered for certain benefits under the Family Medical Leave Act (FMLA). Eligible employees have the right to take an unpaid leave under FMLA for a period of up to 12 weeks in a school year (7/01-6/30). In order to be eligible for FMLA, the employee must have been employed by Brentwood for at least 12 months during the previous 12 month period. The FMLA provisions are in effect for 12 weeks from the date of the employee's initial absence, whether it is a paid or unpaid leave. Upon Board of Education approved Leave of Absence, the employee may continue all benefits, excluding disability insurance, at his/her own expense.

B. Types of Short-Term Absences

- 1. Sick Leave/Family Sick Leave**
- 2. Personal Leave**
- 3. Death in the Family (Bereavement Leave)**
- 4. Jury Duty**

Details and procedures to follow of each of the above short-term leaves of absences are described in the employee's respective contract (BTA – Article 13, and 14, BPSO – Article 22, BCA – Article VIII and IX, BPNA – Article VII, Local 237 – Article 6 and 9, CSEA – Article VII and VIII. (See Appendix 8 for Employee Absence Report Forms)

Sub Service Information

If an employee will be absent from work, he/she must notify the AESOP Substitute Placement and Absence Management System. Employees will have the option of reporting an absence via computer, or by telephone to an 800 line. Substitutes will be able to access AESOP to find assignments as they become available, or will be contacted automatically through AESOP. Administrators and supervisors will now have the ability to access the AESOP system and obtain real-time information on absences and coverage. These groups will include: Teachers, Clericals, Teacher Assistants, School Monitors, Health Monitors and Nurses.

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All other groups are to continue reporting their absences in the same manner as in the past.

C. Types of Long-Term Leaves

- 1. Child Rearing Leave of Absence** - Child Rearing Leave is available to any parent immediately following the birth or adoption of a child. Many parents choose to remain at home and care for their children during their early years, and all Brentwood union contracts provide for unpaid leaves of absence for use by male and female parents. At the discretion of the Board of Education, a District employee may be granted, upon written notification, a Child Rearing Leave of Absence of up to one (1) year, renewable to two (2) years.

During the period of medical disability, an employee may remain on payroll utilizing any available sick or personal time accumulated. Under normal circumstances, an employee is considered disabled for 6 weeks following a normal delivery or 8 weeks following a Caesarean delivery. Employees should provide the Human Resources Office with a doctor's note, indicating the date and type of delivery so that Human Resources can determine the employee's eligibility to stay on payroll. Vacation time, if applicable, can be used to extend this time on payroll. Employees should refer to their respective union contracts and the District's Family Medical Leave Act (FMLA) Policy.

Under the provisions of the Family Medical Leave Act (FMLA), employee's health-related benefits remain in effect for 12 weeks (or until the end of that month) from the last day worked. Health-related benefits include health, dental and optical insurance, if applicable. Life and disability insurance will stop at the end of the month in which the employee comes off payroll.

Employees should notify Human Resources at least one (1) month prior to the end of his/her leave or earlier if possible, to indicate whether he/she will be returning to his/her position, extending his/her leave or choosing to remain at home caring for his/her child.

- 2. Disability/Medical Leave of Absence** - All contract employees are eligible for a Disability/Medical Leave of Absence for up to 2 years. The Benefits Office and the Human Resources Office can assist employees in this matter.
- 3. Extended Personal Leave of Absence** – Extended personal leave can be granted (with Board of Education approval) to care for an ill family member, or for extenuating circumstances, which may be approved by the Superintendent of Schools. An unpaid personal leave of absence may be granted for up to 1 year. Certain types of personal leave, which may be approved by the Superintendent of Schools may be FMLA eligible. For example, a personal leave to care for an ill family member would be covered under FMLA; therefore the employee health-related benefits remain in effect for 12 weeks from the initial date of the employee's absence. All benefits will be resumed upon the employee's return from leave.

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- 4. Military Leave of Absence** - Military leave of absence is available to all Brentwood employees. Such leave will be for the duration of ordered military duty. Absence for military duty is not considered an interruption of employment; therefore, salary and seniority will be reinstated upon an employee's return from military leave as if the employee had been actively at work. For non-tenured teachers, military leave will be considered an interruption in service. (See BTA Contract - Article 15-4)

Additional information can be acquired from the Human Resources Office and the Benefits Office.

IX. SAFE WORK PLACE

The Chief Emergency Management Officer chairs the District's Safety Committee. The mission of the Safety Committee is to have all Brentwood School District employees recognize, understand and promote safety and health in order to reduce accidents. The Safety Committee meets on a regular basis to discuss and review the District's health and safety needs. Committee members appreciate input from staff. For further information, contact the School Safety Office at 434-2500.

A. District Identification System

- 1. ID Cards** - A photo identification card is issued to all permanent District employees and Board of Education members. Additionally, cards may be issued to other individuals (i.e. Contractors) who are regularly in a District facility on business-related matters.

All District employees must wear their identification cards at all times during working hours.

- 2. Temporary Visitor Passes** - A Temporary Visitor Pass System has also been initiated throughout the District. Some basic procedures involved are as follows:

- A Temporary Visitor Pass is issued to **all** visitors (i.e. parents/guardians, outside vendors, sales/repair people, etc.).
 - All visitors are required to report to the Main Office of the building.
 - Each visitor is required to sign a visitor's log, and at the discretion of the building administrator, may be asked to produce a picture identification to verify his/her identity.
 - Each visitor will be issued a **TEMPORARY VISITOR PASS**.
 - The visitor should display the Temporary Visitor Pass at all times while in the building.
 - A pass is to be used only for the date indicated on the pass.
 - The Main Office will notify the employee/office/classroom to be visited and announce the visitor.
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- At the discretion of the building administrator, the visitor could wait for an

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escort before leaving the Main Office, or the visitor could be given directions to the employee/office/classroom to be visited.

- When leaving the building, the visitor should sign out on the visitor's log and return the pass.

B. Obtaining Information and Assistance on Health and Safety Issues

The following safety and health information and procedures are available in each building, the Building and Grounds Office, and/or the Special Services Office:

Right-to-Know/Hazard Communication Program
Exposure Control/Blood Borne Pathogen Program
Project SAVE/School Emergency/Disaster Preparedness Plan
Asbestos Management Plan
Personal Protective Equipment Program

X. MISCELLANEOUS

A. Certification

The District's Human Resources Office is located on the First Floor of the Anthony Felicio Administration Building. This office acts as a liaison between an individual seeking the New York State Education Department's Office of Teaching Initiatives.

All concerns regarding teaching, administrative, pupil personnel and coaching certificates should be addressed to the Human Resources Office.

Applications, as well as evaluations, for additional certificates may be processed through this office. Inquiries regarding problems with certifications will be addressed as needed.

Individuals being hired as teaching assistants should contact the New York State Education Department for the appropriate application, coursework and testing needed to become certified. Employees may contact the NYSED at (518) 474-3901.

Information regarding applications, certification requirements and testing, may also be obtained at the Office of Teaching Initiatives website:

www.highered.nysed.gov/tcert.

B. Employee Assistance Program

The District offers an Employee Assistance Program (EAP) to provide EAP services to employees and covered dependents. These services include individual, group, family and relationship counseling services as well as related educational seminars. They can assist with marital problems, alcoholism, drug abuse and mental/psychological problems.

Please utilize the program if necessary. For further information on the Employee Assistance Program, employees can call the Institute for Rational Counseling at (631) 567-7760. All calls remain confidential.

C. Emergency School Closings

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An emergency contact list will be used to advise employees of a school closing. When school is scheduled to be in session, all staff are advised via telephone chain of any closings. Also, the following radio stations will be announcing closings:

WALK 97.5 FM (1370 AM)
WBLI 106.1 FM
WBAB102.3 FM

Employees may also check the TV Channel 12 News Web site at: www.news12.com/liclosings and the District's Web-site: www.bufsd.org.

E. Travel Reimbursement

When an employee must use his/her personally owned vehicle for authorized official District travel, the employee is entitled to apply for mileage reimbursement at the applicable IRS rate. An expense voucher must be filled out with the destination, mileage (odometer reading/or MapQuest printout) and signed by the appropriate supervisor. The expense voucher should then be submitted to the Business Office.

F. Fifth Disease Exposure

When a case of Fifth Disease is detected in any of our buildings, a general announcement will be made to all employees assigned to that building.

The action to be taken by a pregnant employee will be determined by the employee in consultation with her physician.

G. Vacancies

The Human Resources Office will notify employees of vacancies, as they become known, according to the collective bargaining agreements. (BTA – Article 30, BPSO – Article 6, BCA – Article VII, BPNA – Article IX, Local 237 – Article 2 and CSEA – Article VI).

Notice shall be in the form of announcements sent to each building for posting. There will be no mailing of vacancy notices to individual employees during the school year. During summer vacation, teaching and/or administrative vacancy notices will be sent out only to those BTA and BPSO employees who specifically request to be notified over this time period.

Notices will be posted as soon as practical after a vacancy becomes known officially to the Human Resources Office. In the case of new positions, Board of Education approval for the creation of the position may be required before such notice can be posted.

All newly hired personnel must be fingerprinted as per New York State Education requirements.

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Appendices	
1.	Payroll Calendar
2.	Flex-Plan Enrollment and Reimbursement Forms
3.	Direct Deposit Memo and Form
4.	Salary Adjustment Form
5.	Health Insurance Opt-Out Memo and Form
6.	Employee Status Change Form
7.	Employee Accident Form
8.	Employee Attendance Forms

Board Policies/Regulations	
1.	School District Officer and Employee Code of Ethics Policy #2160
2.	Equal Employment Opportunity Policy #0100
3.	Sexual Harassment Policy with Complaint Form #0110
4.	Smoking and Other Tobacco Use on School Premises Policy #1530
5.	Code of Conduct Policy (Summary)* #5300
6.	Computer Acceptable Use Policy, Regulation (Summary)* and Employee Agreement Form #4526

* Full version of the policy is available in each District building and on the District's Web site: www.bufsd.org.

Telephone Numbers	
Human Resources	434-2331
<i>Alice Vanderveldt, Coordinator</i>	
First Floor – Anthony Felicio Administration Building	
Business Office	434-2311
<i>Stacy O'Connor, Assistant Superintendent for Finance and Operations</i>	
Second Floor – Anthony Felicio Administration Building	
Payroll Department	434-2281
<i>Irene Malfa, Supervisor</i>	
Second Floor – Anthony Felicio Administration Building	
Benefits Department	434-2311
<i>Nicole Valente</i>	
Second Floor – Anthony Felicio Administration Building	
<i>AESOP email</i>	www.frontlinek12.com/aesop
<i>AESOP Phone</i>	1-800-942-3767
<i>For Cancellation's Only</i>	631-434-2532