



Special Meeting - Jun 25, 2026 Agenda

Thursday, June 25, 2026 at 5:30 PM

Early Childhood School, Conference Room A, 953 High Street, Victor, NY 14564

Board of Education

Page

1. Meeting Called to Order by President Lisa Kostecki

2. Approval of Agenda

Motion to approve agenda.

3. Acceptance of Consent Items (5 min.)

Motion to approve, upon recommendation of the Superintendent, the following consent items:

A. Personnel Agenda

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[6.25.26 Personnel Agenda.docx](#)

B. **RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the Terms and Conditions of Employment between the Victor Central School District and the Assistant Superintendent for Business, effective July 1, 2026, through June 30, 2027; and authorizes the Superintendent to execute the agreement on behalf of the District.

C. **RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the Terms and Conditions of Employment between the Victor Central School District and the Assistant Superintendent for Instruction, effective July 1, 2026, through June 30, 2027; and authorizes the Superintendent to execute the agreement on behalf of the District.

D. **RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the Terms and Conditions of Employment between the Victor Central School District and the Assistant Superintendent for Personnel, effective July 1, 2026, through June 30, 2027; and authorizes the Superintendent to execute the agreement on behalf of the District.

E. **RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the Terms and Conditions of Employment between the Victor Central School District and the Assistant Superintendent for Pupil Services, effective July 1, 2026, through June 30, 2027; and authorizes the

Superintendent to execute the agreement on behalf of the District.

- F. **RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the Memorandum of Agreement by and between the Victor Central School District and the Public Relations Specialist, regarding a cell phone stipend effective for the 2025-2026 school year.
- G. **RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the Memorandum of Agreement by and between the Victor Central School District and the Victor Administrators and Supervisors Association (VASA) regarding the title change and instructional leadership restructuring for a VASA member.
- H. Revised Non-affiliated District Office Handbooks: Confidential Staff 4
[Confidential Handbook 2026-2027.pdf](#) 
[Coordinator of District Safety Confidential Handbook 2026-2027.docx](#) 
[Public Relations Specialist Confidential Handbook 2026-2027.docx](#) 
[Secretary to Superintendent District Clerk Confidential Handbook 2026-2027.docx](#) 
- I. **RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the successor Collective Bargaining Agreement between the Victor Central School District and the Victor Teachers' Association, effective July 1, 2026, through June 30, 2030; and further authorizes the Superintendent to execute said agreement.

4.

Motion to enter executive session to discuss the employment history of a specific individual, and the matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person - specifically, to discuss a matter regarding a particular student and particular employee.

Motion to return to regular session and adjourn the meeting

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**
Personnel Agenda, June 25, 2026

All appointments on these pages are made in compliance with New York State Education Law relating to criminal history background clearances for new employees. Conditional clearances under that law have been requested for all new employees.

Instructional

Position Action:	Resolved , that the Board of Education hereby amends retroactively to July 15, 2022 the July 14, 2022 resolution appointing Carrie Goodell to a four (4) year probationary period in the Director of Science and Math tenure area to reflect that the tenure area shall be Director of 7-12 Instruction. All other terms and conditions set forth in the July 14, 2022 resolution, as well as seniority rights remain the same.
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VICTOR CENTRAL SCHOOL DISTRICT



CONFIDENTIAL EMPLOYEE HANDBOOK 2026-2027

District Data Specialist
District Treasurer
Deputy District Treasurer
Employee Relations Assistants (3)
Payroll Clerk

Approved by Board of Education –

This handbook has been created to promote a better understanding of both staff members' benefits and responsibilities in the District. The Victor Central School District values the service of its Confidential Staff as an integral part of its operation. Pride and the faithful performance of position responsibilities, no matter what that position, are important and necessary for both the District and its staff members.

Included in this handbook you will find payroll procedures, work rules, the holiday schedule, and other employment matters.

We have tried to include information that will be of help to all Confidential Staff members. If there are subjects of general interest to all Confidential Staff members that should be addressed, we ask that you let us know so that we can include them next time. We welcome suggestions -- just drop a note to the Assistant Superintendent for Personnel at the District Office. It will be sincerely appreciated.

Cordially,

Timothy Terranova Ed.D.
Superintendent of Schools

NAME AND ADDRESS CHANGES

When a Confidential Staff member has a change in name, address or phone number, please notify the Office of Human Resources immediately. Once the change has been made, the information will appear on your paycheck.

MARITAL STATUS

In the event of a change in marital status, please notify the Office of Human Resources. The staff member should also be made aware that any changes in beneficiary information with the NYS Employees' Retirement System, and/or District life insurance policies, can be submitted through the Payroll Office. Changes for federal and state withholding tax can be accomplished by filing updated W-4's.

BENEFICIARY FOR RETIREMENT BENEFITS

The majority of Confidential Staff members have a death benefit in conjunction with their New York State Employees' Retirement. Beneficiaries of the death benefit are designated at the time of initial employment. Seldom is there a need for a change of designation of beneficiary but death, change in marital or financial status, or other factors can bring about circumstances that make such a change necessary. It is vital that you maintain up-to-date information on your life insurance policies to ensure that your estate will be distributed according to your wishes.

Change in beneficiary forms can be provided to you by the Payroll Office or by contacting the retirement system directly.

Be sure that your beneficiary designee is up-to-date!

QUESTIONS - REVIEW OF BENEFITS

Confidential Staff members having questions about benefits, obligations of employment or Civil Service rules are encouraged to contact the Human Resources Office. Staff members having questions about accumulated sick leave, pay rate and method of computing pay, deductions, retirement or Social Security are encouraged to contact the Payroll Office.

HOURS

The hours for full-time Confidential Staff members are from 8:00 A.M. until 4:30 P.M. On days when no students are on campus, the work day will be from 8:00 A.M. until 4:00 P.M.

Holidays

Fifteen paid holidays shall be designated as follows: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Juneteenth Day, July 4, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day. When any of these designated holidays fall outside the standard work week, the district will designate an alternate holiday, subject to the constraints of the school year calendar. Alternate holidays may be scheduled in any given year, subject to the approval of the superintendent

Confidential Staff members will receive by September 30, or as soon thereafter as possible, a statement listing the accumulated sick days and personal days available for that year.

VACATIONS

Staff members shall earn paid vacation in accordance with the schedule hereinafter set forth. All twelve-month personnel hired after July 1st will receive pro-rated paid vacation time.

<u>Continuous Years of Service</u>	<u>Vacation Entitlement</u>
0 - 5	3 weeks
6	3 weeks + 1 day
7	3 weeks + 2 days
8	3 weeks + 3 days
9	3 weeks + 4 days
10-15	4 weeks
16	4 weeks + 1 day
17	4 weeks + 2 days
18	4 weeks + 3 days
19	4 weeks + 4 days
20+	5 weeks + 1 day

For a Confidential Staff member changing from a ten-month or school year (185 days) schedule to a twelve-month schedule, the actual number of months worked shall be converted to years (total number of months worked divided by twelve [12]) for computing vacation and benefits.

Prior service as provided above shall be credited to the member at the completion of the first year as a twelve-month employee and effective the following July 1.

Vacation time is calculated on a twelve month basis; however, the Confidential Staff member may take the vacation time allotted within a fourteen month period.

In the event a Confidential Staff member has a balance of unused vacation days after the fourteen month period, referenced in the Confidential Employee Handbook, the Superintendent may grant a rollover of up to five vacation days. The rolled over vacation days (maximum of five) may be rolled over into the current school year vacation balance for the particular staff member, but cannot be part of any compensation upon termination of service as referenced in the next paragraph. In the event of consecutive year's worth of unused vacation days, the rollover day's arrangement will be capped at a maximum balance of five days and therefore not cumulative.

Upon termination of service due to resignation or retirement, staff members will be compensated on a prorated basis, based upon the time worked in the final school year, for any unused vacation days.

PERSONAL LEAVES

From time to time, events may occur which require your absence from work for personal reasons. The District strives to meet your need to attend to personal matters, yet meet organizational demands.

Each full-time Confidential Staff member receives three (3) days of personal leave with full pay per year. Personal leave may be taken with the permission of your immediate supervisor. This leave is in addition to sick leave days, family emergency days, and days allowed for a death in the immediate family, and will be allowed at the discretion of the immediate supervisor. Except in cases of emergency, personnel shall notify the immediate supervisor at least three (3) days in advance of their desire to use a personal day. Personal leave days will not be cumulative from year to year, but any of the unused personal leave days shall be added to the accumulated sick leave days of the member.

The number of personal days available to members working less than a full year shall be prorated as follows:

<u>12-Month Personnel</u>	<u>Month of Hire</u>	<u>Number of Personal Days Available</u>
	July - Oct.	3
	Nov. - Feb.	2
	March - June	1

For the purposes of this section, any day of the month constitutes the hire month.

In the case of death in the immediate family, each Confidential Staff member may take up to five (5) days leave with full pay. Immediate family shall here be defined as parent (or surrogate) brother or sister, son or daughter, grandparent (including in-laws in each case), spouse, grandchild, or person living under the same roof.

In the event of the death of a close friend or associate, one day's leave with pay will be granted for funeral attendance.

LEAVE OF ABSENCE

Confidential Staff members may request a leave of absence without pay or benefits for personal reasons for a period not to exceed one (1) year. Such requests will be in writing and subject to the approval of the Assistant Superintendent of Human Resources.

Members on leave shall notify the Human Resources Office in writing at least three (3) months prior to the expiration date of the leave stating the intention to return to work. Failure to notify the Human Resources Office shall be deemed to constitute a resignation.

Upon return to work at the termination of the leave, staff members will be assigned to the same position which was held at the time said leave commenced, if available, or if not, to a substantially equivalent position. All benefits to which a Confidential Staff member was entitled at the time the leave of absence commenced will be restored upon return unless changed through Board action. Upon return to work, the staff member's former hourly rate shall be recalculated to reflect the most recent increase in effect at the time the member returns from leave. Time spent on leave shall not be credited to the member's employment record.

Confidential Staff members will be granted parenthood leave upon written application which shall, as far as possible, be made at least six (6) months before the birth or adoption of a child. Such leave may continue for a period not exceeding one (1) year after the birth or adoption of a child, or other termination of pregnancy.

Return from parenthood leave shall be governed by the second paragraph of this section.

Confidential Staff members will be granted, upon request, sick leave for disability occasioned by pregnancy and/or delivery. Such member shall provide a certificate from her physician setting forth the onset and termination of such disability. Sick leave payments for said disabilities shall be available only through accumulated sick days.

The District fully complies with the Family Medical Leave Act for all circumstances covered by that law.

SICK LEAVE

Your presence at work is important and critical for the delivery of services to our children, staff and community. Nevertheless, from time to time illness will occur that necessitates staff members' absence. The District provides a comprehensive sick leave program that adequately meets short- and long-term absences necessitated by illness.

Twelve-month staff members receive twelve (12) sick days per year with full pay. Sick leave is accumulative to 265 days.

All twelve-month personnel hired after July 1st will receive pro-rated paid sick days.

FAMILY EMERGENCY DAYS

Any employee covered by this Agreement who has been continuously employed at least ninety (90) days shall be granted up to three (3) working days annually with pay for serious illness involving family members (spouse, son, daughter, parent, significant other living in household). These days may accumulate as sick days. The employee's annual allotment shall be credited to his or her record on the first day in each new school year. In the first year of employment, an employee's entitlement to such leave shall be prorated on the basis of the portion of the school year actually worked.

Under extenuating circumstances, sick days for the purpose of family illness may be granted upon the recommendation of the immediate supervisor, with the approval of the Director of Human Resources. The number of additional days granted shall be deducted from accumulated sick leave days.

JURY DUTY

Jury duty is viewed by the District as a civic obligation. Confidential Staff members shall not suffer loss of pay, vacation or personal leave benefits for those days needed to fulfill jury duty obligations.

MILITARY DUTY

If you are absent to attend a required summer encampment of a military reserve unit, you may receive your full District salary up to a limit of thirty calendar days. The District must be notified of any prospective military duty as soon as the date has been determined.

WORKING CONDITIONS

EMERGENCY CLOSING

From time to time, schools will be closed due to inclement weather or for other conditions beyond our control. Confidential Staff members will be paid for snow days or emergency closings in the following manner.

1. In the event that Ontario County roads are closed due to inclement weather or for another emergency, district employees shall not be required to report to work. The staff member will not be required to use vacation days.
2. When county roads are open and school is closed due to inclement weather or emergency closing, staff members will utilize discretion on whether or not they will report to work.
 - a. Confidential Staff members are allowed a maximum of two days per school year where they may work remotely while school is closed for inclement weather or an emergency. They will not be required to use a vacation day for these two instances. It is understood that the Confidential Staff member will ensure that work responsibilities are completed to the degree possible while working remotely.
 - b. In the event that a Confidential Staff member wishes to remain at home when school is closed and not work remotely, the Confidential Staff member will be required to use vacation days to cover such absences.
 - c. In the event that a Confidential Staff member wishes to remain at home when school is closed (beyond the two days mentioned in item a. above) the staff member will be required to use vacation days to cover such absences.
 - d. A Confidential Staff member may request to work when school is closed due to inclement weather or an emergency closing. With supervisor's permission, compensatory time may be taken at a mutually agreed-upon later date.

Confidential Staff members electing to stay home during an emergency closing must notify their supervisor of their intention to do so. The Confidential Staff member should indicate which option (a, b, c or d) he/she is using.

VACANCIES

Whenever there is an opportunity for a new position, transfer or advancement, a notice of vacancy for such position is normally posted in each building in the District for five (5) consecutive working days before the position is filled. All such notices usually specify the Civil Service classification and contractual pay schedule. Any ten-month or school year staff members having an interest in a position which becomes available when school is not in session, shall indicate their interest to the Director of Human Resources prior to each July 1.

Vacancies are not filled until current staff members interested in such position have first been interviewed providing they have the minimum Civil Service qualifications for the position.

REASSIGNMENT

From time to time, reassignment of staff members becomes necessary.

In cases of involuntary transfers, Confidential Staff members are notified as soon as practical. Reassignments are made only after a meeting with the staff member involved and the immediate supervisor and/or Director of Human Resources in order to explain the reason for the reassignment.

RESIGNATION PROCEDURES

The District expects that Confidential Staff members will give as much notice as possible in the event that resignation is being considered. Such notice should be given to the immediate supervisor and to the Director of Human Resources. Confidential Staff members fill an important role in the operation of the Victor Schools. Unexpected, abrupt resignations, for whatever reason, cause a substantial amount of disruption and services to the District and ultimately to its students. Normally, a thirty (30) day notice of resignation is expected.

The District's business office requires a minimum amount of time to balance out payroll obligations and to make adjustments in benefits. Staff members are obligated to make arrangements with their immediate supervisor for return of District keys and a checkout of equipment and supplies in order to be cleared for a final payroll.

Former Confidential Staff members should make certain that the District continues to have their current address for as long as it will be necessary to forward W-2 forms and NYS Employees' Retirement System statements.

RETIREMENT

The decision to retire is an important one which must be made carefully and thoughtfully. When you become eligible to retire under the New York State Employees' Retirement System, you will be eligible for an increment in your final salary, providing that you file with the Superintendent by January 1st in the final calendar year of service an irrevocable notice of your decision to retire effective June 30th.

To be eligible for the service increment, you must have a minimum of fifteen (15) years of service in the District. Currently, the retirement increment is based on accumulated sick days up to a maximum one hundred (100) days not to exceed \$30,000. The Victor Central School District shall pay the retirement benefit as employer non-elective contributions into individual 403(b) accounts selected by the employee from among the investment products provided by the endorsed 403(b) provider. Payment shall be made by the end of the month after the date of retirement. Confidential Staff members wishing to take advantage of this increment must notify the Human Resources Office by January 1st in the final calendar year of service. The retirement increment is based on the number of accumulated sick days, as set forth above, times your daily rate of pay of the year of notification.

Should death of the staff member occur during the year in which the retirement increment is being paid, the retirement increment will be paid to the Confidential Staff member's beneficiary or estate.

SUPPLEMENTAL RETIREMENT PLAN

Projected Benefits

The District will contribute \$3,000 per year into a qualified 403-b account for those participants whose job performance exceeds the District's expectations and standards as determined by the Superintendent of Schools.

Vested and accrued benefits (District contributions plus/minus investment earnings credited to each participant) will be paid in a lump sum when the participant separates from service with the District for any reason.

District contributions will be invested and participants will be credited (or debited) with all gains (or losses) achieved through such investments.

Vesting Schedule

Participants will be 50% vested in the employer contributions after five years of service with the District and 100% vested in the employer contributions after ten years of service with the District. If the participant reaches the normal retirement age under the plan prior to meeting the vesting years of service requirement, he or she will become 100% vested in the employer contributions.

Investment Options

Plan assets will be invested by a committee of Plan trustees to be determined by the District. These trustees may invest the plan assets themselves or hire an investment advisor to make investment decisions.

PROFESSIONAL DEVELOPMENT/CONFERENCES

Confidential Staff members are encouraged to continue their professional growth. While the District's operating budget may limit conference attendance, staff members may request to attend conferences without a loss of pay and shall be reimbursed for required expenses to the extent approved by the District. Please discuss conference attendance with your immediate supervisor. Together you may construct a professional development plan.

COURSEWORK AND INSERVICE CREDIT

The District places a premium on your continued professional growth. An extensive staff development program exists under the direction of the Assistant Superintendent for Curriculum and Instruction. Your input for future course offerings would be appreciated.

Confidential Staff members may submit a request for reimbursement for courses which may assist in the improvement of their professional performance.

Confidential Staff members may be eligible for in-service credit in lieu of tuition reimbursement. All in-service courses must be approved in advance by the Director of Human Resources. An increment of \$300 will be paid for every 45 classroom hours of approved in-service coursework, or three credit hours of successfully completed college coursework. This increment will be added to base salary on July 1st following completion of

coursework. As of July 1, 2000, the number of eligible in-service salary increments is limited to six (6) for each staff member.

A Confidential Staff member seeking to enroll in courses not offered by the District's Staff Development Office should submit a written request on forms provided by the District to the Director of Human Resources for approval prior to registration.

Confidential Staff members taking in-service courses for salary credit will not be reimbursed for expenses incurred in taking the course and such election must take place at the time of application. Courses taken under the reimbursement election shall be paid for upon proof of successful completion of the course and proof of tuition payment to a maximum of \$1,500 per year per staff member.

HEALTH INSURANCE COVERAGE

The District provides its Confidential Staff with an outstanding fringe benefit program. Health insurance has become an expensive necessity and a key element of the District's comprehensive benefit program. Staff members are asked to weigh the decision of whether or not to participate carefully due to the cost of health insurance coverage.

The District provides to all full-time confidential employees the Blue Point Value Health Insurance Program, or a substantially equivalent plan. As of July 1, 2026, the District will pay 88% of the total premium cost for staff members enrolled in the health insurance coverage stated above.

The District will contribute toward the Confidential Staff member's cost of coverage in a Health Maintenance Organization (HMO) an amount equal to that which the District would have paid for the staff member in the Blue Point Value Plan, or a substantially equivalent plan. Any staff member electing to participate in an HMO may do so only on the anniversary date of the Blue Cross/Blue Shield policy, or equivalent policy, or at such time as rate changes become effective.

Confidential staff members may choose to enroll in the Healthy Blue PPO 25/40 with a 5/25/50 Rx plan, or its equivalent, offered through FLASHP. If the employee selects this optional plan, the employee will be responsible for additional premium, which is in excess of the District's cost of 88%

Confidential staff members will have the option to enroll in a HDHP 1800/3600 medical plan through FLASHP.

The District's contribution toward the base Healthy Blue HDHP 1800/3600 plan premium will be 98%.

The District's HSA and HRA contribution will be made in **two equal installments, half in January and half in June (HRA) or July (HSA)** of each plan year of this Agreement, as follows:

- For members enrolling in the Healthy Blue HDHP through FLASHP who are eligible to make or receive HSA contributions, the District will contribute **90% of the 1800/3600 deductible.**
- **For Members enrolled in a co-pay plan will receive \$550 into a HRA 105 plan.**

For both the copay and HDHP options, the plan/policy year is defined as a July 1st – June 30th. However, the HDHP benefits are based upon a calendar year unless and until the plan/policy year or deductible year is changed by FLASHP or the carrier in the future.

Full-time confidential staff not electing to participate in the District's insurance program, on a yearly basis (July 1 – June 30), due to coverage elsewhere, will be eligible for a \$2,000 bonus for each year they decline such coverage. Fifty percent of the bonus payment shall be made in January and fifty percent in June of each year.

DENTAL INSURANCE

The District also provides all Confidential Staff members with the Blue Cross/Blue Shield Smile Saver Dental Plan - Option I, or a substantially equivalent plan.

The District currently pays ninety-five percent (95%) of the total premium cost for employees enrolled in the dental insurance coverage, who work a minimum of thirty (30) hours per week.

Each married staff member whose spouse is also employed by the District is entitled to benefits under only one dental and health insurance contract.

HEALTH INSURANCE FOR RETIREES

Any Confidential Staff member who thereafter retires into the New York State Employees' Retirement System, shall be entitled to continue single or family health and dental insurance coverage based on the following schedule:

<u>Years of Service</u>	<u>District's Share</u>	<u>Employee's Share</u>
15 or more	95% of the premium cost of the base health premium, HSA as applicable, and dental plans	5% of the premium cost of the base health premium, HSA as applicable, and dental plans

Coverage shall be the Blue Point Value Health Insurance Plan, or its substantial equivalent, should the District change plans or carriers.

A retiree's coverage will be changed to the 65+ (or other equivalent plan) when he/she is eligible for such plan in conjunction with the availability of Medicare benefits. The retiree's cost shall be based on the dollar amount of his/her contribution on the date of retirement and will remain fixed up until retiree's coverage is changed to the 65+ plan. If the total premium cost for the Medicare plan is lower than the District portion of the premium for

the retiree's "under 65 plan", there will be no cost to the retiree for the Medicare plan for the remainder of their period of retirement.

The cost of the retiree's share of the health and dental insurance premium must be paid in advance.

The above provisions apply to spouses of deceased retirees who have met these criteria. Excluded from coverage are "new spouses," and his/her children, and non-dependent children of the spouses of deceased retired staff members.

LIFE INSURANCE

The District will provide a basic term life insurance policy equal to 1.5 times the amount of the staff member's annual salary to a maximum of \$200,000 while the individual is actively employed by the school district.

After retirement an individual may choose to continue his/her life insurance policy through the District program at that individual's expense.

DISCRETIONARY BENEFIT FUND

The District shall set aside for each staff member \$550 annually, into a Health Reimbursement Account which may be spent on medical and dental expenses and premiums not covered by the District or co-pay insurance policies, half of which will be paid in January and half paid in June each school year.

DISABILITY INSURANCE

The District will provide a disability insurance policy which will reimburse the Confidential Staff member up to 60% of his/her annual salary, based on a deductible period of 90 days or the individual's total accumulated sick leave, whichever is greater.

SALARIES

Salaries are individually established at the date of hire. Salaries and benefits are established annually by the Victor Central School District Board of Education upon the recommendation of the Superintendent of Schools. The District strives to maintain a competitive salary scale. Periodic salary increases for personnel not covered by a collective bargaining agreement are provided and compare quite favorably when equated to other staff members covered by a collective bargaining agreement. Individual performance over the preceding year is carefully reviewed by the immediate supervisor and is a key determining factor in recommendations to the Superintendent of Schools for individual salary increases within District operational guidelines.

Effective July 1, 2003, Confidential Staff members covered hereunder who document the possession of an Associate's degree or its equivalent from an accredited college or university shall be compensated an additional \$400 in salary. Effective July 1, 2003, staff members covered hereunder who document the possession of a Bachelor's degree or its equivalent from an accredited college or university shall be compensated an additional \$1,500 in salary.

LONGEVITY

Confidential Staff members covered hereunder shall be eligible for the following longevity plan:

After five (5) years of continuous service	\$150.00
After ten (10) years of continuous service	\$300.00
After fifteen (15) years of continuous service	\$400.00
After twenty (20) years of continuous service	\$500.00
After twenty-five (25) years of continuous service	\$600.00

Eligibility for longevity will be determined upon October 1 of each year and the appropriate amount will be paid to the employee the first payday in December immediately following.

MANAGEMENT RIGHTS

The District retains the right to manage its business and services and to direct the working force including, but not limited to, the right to discipline, suspend and discharge staff members for cause as stated in Section 75 of the Civil Service Law; to hire, assign, transfer, promote and determine the qualifications of staff members, to eliminate positions, to determine the starting and ending times of the work day, subject only to such regulations governing the exercise of these rights as are expressly provided by law.

CHAIN OF COMMAND

From time to time, concerns may occur for which there appears to be "no solution." Experience has shown that open paths of communication can effectively address many concerns or problems that impact our personal and/or professional lives. As a large organization, we try not to lose the human element as we work together to provide a quality educational experience for the youth of Victor. However, as a large organization with increasing demands, a chain of command is necessary to effectively address the demands we face. Staff members should discuss concerns/problems they may have with their immediate supervisor. Solutions to concerns/problems are most effectively resolved at this level.

If it becomes necessary or the concern/problem is of an extremely sensitive nature, staff members should contact the Director of Human Resources. The District is committed to providing a high quality work life for our staff. By working together, we are confident that concerns/problems that impact you can be successfully resolved.

PROFESSIONAL COURTESY/ATTENDANCE POLICY

A Confidential Staff member residing outside the Victor Central School District will be allowed to enroll his/her children in the District under the following circumstances:

- A. Transportation to and from school is provided by the staff member;
- B. Space is available (no additional cost) to the District.
- C. The request is approved by the Superintendent of Schools.

EMPLOYEE ASSISTANCE PROGRAM

In our daily lives we confront problems of a wide variety. At times professional counseling is necessary -- a friendly, confidential ear to listen and help. The District provides a free professional service to assist you and members of your immediate family through Employee Assistance Group.

Trained counselors in the fields of psychology, social work, and alcohol-related problems are available to assist you in matters involving alcohol/drug abuse, emotional problems, grieving, compulsive gambling, marital issues, family issues, stress management, financial concerns, and job-related issues. Convenient locations are available by calling the E.A.P. at. 585-383-4478.

VICTOR CENTRAL SCHOOL DISTRICT



CONFIDENTIAL EMPLOYEE HANDBOOK 2026-2027

Coordinator of District Safety

Approved by Board of Education –

This handbook has been created to promote a better understanding of both staff members' benefits and responsibilities in the District. The Victor Central School District values the service of its Confidential Staff as an integral part of its operation. Pride and the faithful performance of position responsibilities, no matter what that position, are important and necessary for both the District and its staff members.

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We have tried to include information that will be of help to all Confidential Staff members. If there are subjects of general interest to all Confidential Staff members that should be addressed, we ask that you let us know so that we can include them next time. We welcome suggestions -- just drop a note to the Assistant Superintendent for Personnel at the District Office. It will be sincerely appreciated.

Cordially,

Timothy Terranova Ed.D.
Superintendent of Schools

NAME AND ADDRESS CHANGES

When a Confidential Staff member has a change in name, address or phone number, please notify the Office of Human Resources immediately. Once the change has been made, the information will appear on your paycheck.

MARITAL STATUS

In the event of a change in marital status, please notify the Office of Human Resources. The staff member should also be made aware that any changes in beneficiary information with the NYS Employees' Retirement System, and/or District life insurance policies, can be submitted through the Payroll Office. Changes for federal and state withholding tax can be accomplished by filing updated W-4's.

BENEFICIARY FOR RETIREMENT BENEFITS

The majority of Confidential Staff members have a death benefit in conjunction with their New York State Employees' Retirement. Beneficiaries of the death benefit are designated at the time of initial employment. Seldom is there a need for a change of designation of beneficiary but death, change in marital or financial status, or other factors can bring about circumstances that make such a change necessary. It is vital that you maintain up-to-date information on your life insurance policies to ensure that your estate will be distributed according to your wishes.

Change in beneficiary forms can be provided to you by the Payroll Office or by contacting the retirement system directly.

Be sure that your beneficiary designee is up-to-date!

QUESTIONS - REVIEW OF BENEFITS

Confidential Staff members having questions about benefits, obligations of employment or Civil Service rules are encouraged to contact the Human Resources Office. Staff members having questions about accumulated sick leave, pay rate and method of computing pay, deductions, retirement or Social Security are encouraged to contact the Payroll Office.

HOURS

The hours for full-time Confidential Staff members are from 8:00 A.M. until 4:30 P.M. On days when no students are on campus, the work day will be from 8:00 A.M. until 4:00 P.M.

The Coordinator of District Safety is often required to attend certain evening, night, and weekend District functions; they may, upon the discretion and prior written approval of their direct supervisor, flex their daily work hours. Specifically, additional hours worked beyond the 40 hour work week can be utilized as compensatory paid time off in the future through prior permission from the supervisor.

Holidays

Fifteen paid holidays shall be designated as follows: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Juneteenth Day, July 4, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day. When any of these designated holidays fall outside the standard work week, the district will designate an alternate holiday, subject to the constraints of the school year calendar. Alternate holidays may be scheduled in any given year, subject to the approval of the superintendent

Confidential Staff members will receive by September 30, or as soon thereafter as possible, a statement listing the accumulated sick days and personal days available for that year.

VACATIONS

Staff members shall earn paid vacation in accordance with the schedule hereinafter set forth. All twelve-month personnel hired after July 1st will receive pro-rated paid vacation time.

<u>Continuous Years of Service</u>	<u>Vacation Entitlement</u>
0 - 5	18 Days
6	19 days
7	4 weeks
8	4 weeks + 1 day
9	4 weeks + 2 days
10-15	4 weeks + 3 days
16	4 weeks + 4 days
17	5 weeks
18	5 weeks + 1 days
19	5 weeks + 2 days
20+	5 weeks + 3 days

For a Confidential Staff member changing from a ten-month or school year (185 days) schedule to a twelve-month schedule, the actual number of months worked shall be converted to years (total number of months worked divided by twelve [12]) for computing vacation and benefits.

Prior service as provided above shall be credited to the member at the completion of the first year as a twelve-month employee and effective the following July 1.

Vacation time is calculated on a twelve month basis; however, the Confidential Staff member may take the vacation time allotted within a fourteen month period.

In the event a Confidential Staff member has a balance of unused vacation days after the fourteen month period, referenced in the Confidential Employee Handbook, the Superintendent may grant a rollover or cash-in of up to five vacation days. The cashed in days must be submitted to the Assistant Superintendent for Personnel by July of the respective year. Payment will be made by July 30. The rolled over vacation days (maximum of five) may be rolled over into the current school year vacation balance for the particular staff member, but cannot be part of any compensation upon termination of service as referenced in the next paragraph. In the event of consecutive year's worth of unused vacation days, the rollover day's arrangement will be capped at a maximum balance of five days and therefore not cumulative.

Upon termination of service due to resignation or retirement, staff members will be compensated on a prorated basis, based upon the time worked in the final school year, for any unused vacation days.

PERSONAL LEAVES

From time to time, events may occur which require your absence from work for personal reasons. The District strives to meet your need to attend to personal matters, yet meet organizational demands.

Each full-time Confidential Staff member receives three (3) days of personal leave with full pay per year. Personal leave may be taken with the permission of your immediate supervisor. This leave is in addition to sick leave days, family emergency days, and days allowed for a death in the immediate family, and will be allowed at the discretion of the immediate supervisor. Except in cases of emergency, personnel shall notify the immediate supervisor at least three (3) days in advance of their desire to use a personal day. Personal leave days will not be cumulative from year to year, but any of the unused personal leave days shall be added to the accumulated sick leave days of the member.

The number of personal days available to members working less than a full year shall be prorated as follows:

<u>12-Month Personnel</u>	<u>Month of Hire</u>	<u>Number of Personal Days Available</u>
	July - Oct.	3
	Nov. - Feb.	2
	March - June	1

For the purposes of this section, any day of the month constitutes the hire month.

In the case of death in the immediate family, each Confidential Staff member may take up to five (5) days leave with full pay. Immediate family shall here be defined as parent (or surrogate) brother or sister, son or daughter, grandparent (including in-laws in each case), spouse, grandchild, or person living under the same roof.

In the event of the death of a close friend or associate, one day's leave with pay will be granted for funeral attendance.

LEAVE OF ABSENCE

Confidential Staff members may request a leave of absence without pay or benefits for personal reasons for a period not to exceed one (1) year. Such requests will be in writing and subject to the approval of the Director of Human Resources.

Members on leave shall notify the Human Resources Office in writing at least three (3) months prior to the expiration date of the leave stating the intention to return to work. Failure to notify the Human Resources Office shall be deemed to constitute a resignation.

Upon return to work at the termination of the leave, staff members will be assigned to the same position which was held at the time said leave commenced, if available, or if not, to a substantially equivalent position. All benefits to which a Confidential Staff member was entitled at the time the leave of absence commenced will be restored upon return unless changed through Board action. Upon return to work, the staff member's former hourly rate shall be recalculated to reflect the most recent increase in effect at the time the member returns from leave. Time spent on leave shall not be credited to the member's employment record.

Confidential Staff members will be granted parenthood leave upon written application which shall, as far as possible, be made at least six (6) months before the birth or adoption of a child. Such leave may continue for a period not exceeding one (1) year after the birth or adoption of a child, or other termination of pregnancy.

Return from parenthood leave shall be governed by the second paragraph of this section.

Confidential Staff members will be granted, upon request, sick leave for disability occasioned by pregnancy and/or delivery. Such member shall provide a certificate from her

physician setting forth the onset and termination of such disability. Sick leave payments for said disabilities shall be available only through accumulated sick days.

The District fully complies with the Family Medical Leave Act for all circumstances covered by that law.

SICK LEAVE

Your presence at work is important and critical for the delivery of services to our children, staff and community. Nevertheless, from time to time illness will occur that necessitates staff members' absence. The District provides a comprehensive sick leave program that adequately meets short- and long-term absences necessitated by illness.

Twelve-month staff members receive twelve (12) sick days per year with full pay. Sick leave is accumulative to 265 days. The Coordinator of District Safety will have sick and personal days accumulated during their time as a member of CSEA to rollover into his new position.

All twelve-month personnel hired after July 1st will receive pro-rated paid sick days.

FAMILY EMERGENCY DAYS

Any employee covered by this Agreement who has been continuously employed at least ninety (90) days shall be granted up to three (3) working days annually with pay for serious illness involving family members (spouse, son, daughter, parent, significant other living in household). These days may accumulate as sick days. The employee's annual allotment shall be credited to his or her record on the first day in each new school year. In the first year of employment, an employee's entitlement to such leave shall be prorated on the basis of the portion of the school year actually worked.

Under extenuating circumstances, sick days for the purpose of family illness may be granted upon the recommendation of the immediate supervisor, with the approval of the Director of Human Resources. The number of additional days granted shall be deducted from accumulated sick leave days.

JURY DUTY

Jury duty is viewed by the District as a civic obligation. Confidential Staff members shall not suffer loss of pay, vacation or personal leave benefits for those days needed to fulfill jury duty obligations.

MILITARY DUTY

If you are absent to attend a required summer encampment of a military reserve unit, you may receive your full District salary up to a limit of thirty calendar days. The District must be notified of any prospective military duty as soon as the date has been determined.

WORKING CONDITIONS

EMERGENCY CLOSING

From time to time, schools will be closed due to inclement weather or for other conditions beyond our control. Confidential Staff members will be paid for snow days or emergency closings in the following manner.

1. In the event that Ontario County roads are closed due to inclement weather or for another emergency, district employees shall not be required to report to work. The staff member will not be required to use vacation days.
2. When county roads are open and school is closed due to inclement weather or emergency closing, staff members will utilize discretion on whether or not they will report to work.
 - a. Confidential Staff members are allowed a maximum of two days per school year where they may work remotely while school is closed for inclement weather or an emergency. They will not be required to use a vacation day for these two instances. It is understood that the Confidential Staff member will ensure that work responsibilities are completed to the degree possible while working remotely.
 - b. In the event that a Confidential Staff member wishes to remain at home when school is closed and not work remotely, the Confidential Staff member will be required to use vacation days to cover such absences.
 - c. In the event that a Confidential Staff member wishes to remain at home when school is closed (beyond the two days mentioned in item a. above) the staff member will be required to use vacation days to cover such absences.
 - d. A Confidential Staff member may request to work when school is closed due to inclement weather or an emergency closing. With supervisor's permission, compensatory time may be taken at a mutually agreed-upon later date.

Confidential Staff members electing to stay home during an emergency closing must notify their supervisor of their intention to do so. The Confidential Staff member should indicate which option (a, b, c or d) he/she is using.

VACANCIES

Whenever there is an opportunity for a new position, transfer or advancement, a notice of vacancy for such position is normally posted in each building in the District for five (5) consecutive working days before the position is filled. All such notices usually specify the Civil Service classification

and contractual pay schedule. Any ten-month or school year staff members having an interest in a position which becomes available when school is not in session, shall indicate their interest to the Director of Human Resources prior to each July 1.

Vacancies are not filled until current staff members interested in such position have first been interviewed providing they have the minimum Civil Service qualifications for the position.

REASSIGNMENT

From time to time, reassignment of staff members becomes necessary.

In cases of involuntary transfers, Confidential Staff members are notified as soon as practical.

Reassignments are made only after a meeting with the staff member involved and the immediate supervisor and/or Director of Human Resources in order to explain the reason for the reassignment.

RESIGNATION PROCEDURES

The District expects that Confidential Staff members will give as much notice as possible in the event that resignation is being considered. Such notice should be given to the immediate supervisor and to the Director of Human Resources. Confidential Staff members fill an important role in the operation of the Victor Schools. Unexpected, abrupt resignations, for whatever reason, cause a substantial amount of disruption and services to the District and ultimately to its students. Normally, a thirty (30) day notice of resignation is expected.

The District's business office requires a minimum amount of time to balance out payroll obligations and to make adjustments in benefits. Staff members are obligated to make arrangements with their immediate supervisor for return of District keys and a checkout of equipment and supplies in order to be cleared for a final payroll.

Former Confidential Staff members should make certain that the District continues to have their current address for as long as it will be necessary to forward W-2 forms and NYS Employees' Retirement System statements.

RETIREMENT

The decision to retire is an important one which must be made carefully and thoughtfully. When you become eligible to retire under the New York State Employees' Retirement System, you will be eligible for an increment in your final salary, providing that you file with the Superintendent by January 1st in the final calendar year of service an irrevocable notice of your decision to retire effective June 30th.

To be eligible for the service increment, you must have a minimum of **ten (10) years** of service in the District. Currently, the retirement increment is based on accumulated sick days up to a maximum one hundred (100) days not to exceed \$30,000. The Victor Central School District shall pay the retirement benefit as employer non-elective contributions into individual 403(b) accounts selected by the employee from among the investment products

provided by the endorsed 403(b) provider. Payment shall be made by the end of the month after the date of retirement. Confidential Staff members wishing to take advantage of this increment must notify the Human Resources Office by January 1st in the final calendar year of service. The retirement increment is based on the number of accumulated sick days, as set forth above, times your daily rate of pay of the year of notification.

Should death of the staff member occur during the year in which the retirement increment is being paid, the retirement increment will be paid to the Confidential Staff member's beneficiary or estate.

SUPPLEMENTAL RETIREMENT PLAN

Projected Benefits

The District will contribute \$3,000 per year into a qualified 403-b account for those participants whose job performance exceeds the District's expectations and standards as determined by the Superintendent of Schools.

Vested and accrued benefits (District contributions plus/minus investment earnings credited to each participant) will be paid in a lump sum when the participant separates from service with the District for any reason.

District contributions will be invested and participants will be credited (or debited) with all gains (or losses) achieved through such investments.

Vesting Schedule

Participants will be 50% vested in the employer contributions after five years of service with the District and 100% vested in the employer contributions after ten years of service with the District. If the participant reaches the normal retirement age under the plan prior to meeting the vesting years of service requirement, he or she will become 100% vested in the employer contributions.

Investment Options

Plan assets will be invested by a committee of Plan trustees to be determined by the District. These trustees may invest the plan assets themselves or hire an investment advisor to make investment decisions.

PROFESSIONAL DEVELOPMENT/CONFERENCES

Confidential Staff members are encouraged to continue their professional growth. While the District's operating budget may limit conference attendance, staff members may request to attend conferences without a loss of pay and shall be reimbursed for required expenses to the extent approved by the District. Please discuss conference attendance with your immediate supervisor. Together you may construct a professional development plan.

COURSEWORK AND INSERVICE CREDIT

The District places a premium on your continued professional growth. An extensive staff development program exists under the direction of the Assistant Superintendent for Curriculum and Instruction. Your input for future course offerings would be appreciated.

Confidential Staff members may submit a request for reimbursement for courses which may assist in the improvement of their professional performance.

Confidential Staff members may be eligible for in-service credit in lieu of tuition reimbursement. All in-service courses must be approved in advance by the Director of Human Resources. An increment of \$300 will be paid for every 45 classroom hours of approved in-service coursework, or three credit hours of successfully completed college coursework. This increment will be added to base salary on July 1st following completion of coursework. As of July 1, 2000, the number of eligible in-service salary increments is limited to six (6) for each staff member.

A Confidential Staff member seeking to enroll in courses not offered by the District's Staff Development Office should submit a written request on forms provided by the District to the Director of Human Resources for approval prior to registration.

Confidential Staff members taking in-service courses for salary credit will not be reimbursed for expenses incurred in taking the course and such election must take place at the time of application. Courses taken under the reimbursement election shall be paid for upon proof of successful completion of the course and proof of tuition payment to a maximum of \$1,500 per year per staff member.

HEALTH INSURANCE COVERAGE

The District provides its Confidential Staff with an outstanding fringe benefit program. Health insurance has become an expensive necessity and a key element of the District's comprehensive benefit program. Staff members are asked to weigh the decision of whether or not to participate carefully due to the cost of health insurance coverage.

The District provides to all full-time confidential employees the Blue Point Value Health Insurance Program, or a substantially equivalent plan. As of July 1, 2026, the District will pay 88% of the total premium cost for staff members enrolled in the health insurance coverage stated above.

The District will contribute toward the Confidential Staff member's cost of coverage in a Health Maintenance Organization (HMO) an amount equal to that which the District would have paid for the staff member in the Blue Point Value Plan, or a substantially equivalent plan. Any staff member electing to participate in an HMO may do so only on the anniversary date of the Blue Cross/Blue Shield policy, or equivalent policy, or at such time as rate changes become effective.

Confidential staff members may choose to enroll in the Healthy Blue PPO 25/40 with a 5/25/50 Rx plan, or its equivalent, offered through FLASHP. If the employee selects this optional plan, the employee will be responsible for additional premium, which is in excess of the District's cost of 88%

Confidential staff members will have the option to enroll in a HDHP 1800/3600 medical plan through FLASHP.

The District's contribution toward the base Healthy Blue HDHP 1800/3600 plan premium will be 98%.

The District's HSA and HRA contribution will be made in **two equal installments, half in January and half in June (HRA) or July (HSA)** of each plan year of this Agreement, as follows:

- For members enrolling in the Healthy Blue HDHP through FLASHP who are eligible to make or receive HSA contributions, the District will contribute 90% of the 1800/3600 deductible.
- For Members enrolled in a co-pay plan will receive \$550 into a HRA 105 plan.

For both the copay and HDHP options, the plan/policy year is defined as a July 1st – June 30th. However, the HDHP benefits are based upon a calendar year unless and until the plan/policy year or deductible year is changed by FLASHP or the carrier in the future.

Full-time confidential staff not electing to participate in the District's insurance program, on a yearly basis (July 1 – June 30), due to coverage elsewhere, will be eligible for a \$2,000 bonus for each year they decline such coverage. Fifty percent of the bonus payment shall be made in January and fifty percent in June of each year.

DENTAL INSURANCE

The District also provides all Confidential Staff members with the Blue Cross/Blue Shield Smile Saver Dental Plan - Option I, or a substantially equivalent plan.

The District currently pays ninety-five percent (95%) of the total premium cost for employees enrolled in the dental insurance coverage, who work a minimum of thirty (30) hours per week.

Each married staff member whose spouse is also employed by the District is entitled to benefits under only one dental and health insurance contract.

HEALTH INSURANCE FOR RETIREES

Any Confidential Staff member who thereafter retires into the New York State Employees' Retirement System, shall be entitled to continue single or family health and dental insurance coverage based on the following schedule:

<u>Years of Service</u>	<u>District's Share</u>	<u>Employee's Share</u>
10 or more	95% of the premium cost of the base health premium, HSA as applicable, and dental plans	5% of the premium cost of the base health premium, HSA as applicable, and dental plans

Coverage shall be the Blue Point Value Health Insurance Plan, or its substantial equivalent, should the District change plans or carriers.

A retiree's coverage will be changed to the 65+ (or other equivalent plan) when he/she is eligible for such plan in conjunction with the availability of Medicare benefits. The retiree's cost shall be based on the dollar amount of his/her contribution on the date of retirement and will remain fixed up until retiree's coverage is changed to the 65+ plan. If the total premium cost for the Medicare plan is lower than the District portion of the premium for the retiree's "under 65 plan", there will be no cost to the retiree for the Medicare plan for the remainder of their period of retirement.

The cost of the retiree's share of the health and dental insurance premium must be paid in advance.

The above provisions apply to spouses of deceased retirees who have met these criteria. Excluded from coverage are "new spouses," and his/her children, and non-dependent children of the spouses of deceased retired staff members.

LIFE INSURANCE

The District will provide a basic term life insurance policy equal to 1.5 times the amount of the staff member's annual salary to a maximum of \$200,000 while the individual is actively employed by the school district.

After retirement an individual may choose to continue his/her life insurance policy through the District program at that individual's expense.

DISCRETIONARY BENEFIT FUND

The District shall set aside for each staff member \$550 annually, into a Health Reimbursement Account which may be spent on medical and dental expenses and premiums not covered by the District or co-pay insurance policies, half of which will be paid in January and half paid in June each school year.

DISABILITY INSURANCE

The District will provide a disability insurance policy which will reimburse the Confidential Staff member up to 60% of his/her annual salary, based on a deductible period of 90 days or the individual's total accumulated sick leave, whichever is greater.

SALARIES

Salaries are individually established at the date of hire. Salaries and benefits are established annually by the Victor Central School District Board of Education upon the recommendation of the Superintendent of Schools. The District strives to maintain a competitive salary scale. Periodic salary increases for personnel not covered by a collective bargaining agreement are provided and compare quite favorably when equated to other staff members covered by a collective bargaining agreement. Individual performance over the preceding year is carefully

reviewed by the immediate supervisor and is a key determining factor in recommendations to the Superintendent of Schools for individual salary increases within District operational guidelines.

Effective July 1, 2003, Confidential Staff members covered hereunder who document the possession of an Associate's degree or its equivalent from an accredited college or university shall be compensated an additional \$400 in salary. Effective July 1, 2003, staff members covered hereunder who document the possession of a Bachelor's degree or its equivalent from an accredited college or university shall be compensated an additional \$1,500 in salary.

LONGEVITY

Confidential Staff members covered hereunder shall be eligible for the following longevity plan:

After five (5) years of continuous service	\$150.00
After ten (10) years of continuous service	\$300.00
After fifteen (15) years of continuous service	\$400.00
After twenty (20) years of continuous service	\$500.00
After twenty-five (25) years of continuous service	\$600.00

Eligibility for longevity will be determined upon October 1 of each year and the appropriate amount will be paid to the employee the first payday in December immediately following.

MILEAGE REIMBURSEMENT

The district agrees to reimburse the Employee for authorized use of their personal administrative or personal vehicle when traveling on official School District business, including but not limited to, travel required for school-sanctioned athletic events, field trips, and extracurricular activities, provided such travel has received prior written approval from the Superintendent or their designee.

Reimbursement shall be calculated based on the district's policy manual. Reimbursement rates shall be strictly aligned with the current Internal Revenue Service (IRS) standard mileage rate in effect at the time of travel.

MANAGEMENT RIGHTS

The District retains the right to manage its business and services and to direct the working force including, but not limited to, the right to discipline, suspend and discharge staff members for cause as stated in Section 75 of the Civil Service Law; to hire, assign, transfer, promote and determine the qualifications of staff members, to eliminate positions, to determine the starting and ending times of the work day, subject only to such regulations governing the exercise of these rights as are expressly provided by law.

CHAIN OF COMMAND

From time to time, concerns may occur for which there appears to be "no solution." Experience has shown that open paths of communication can effectively address many concerns or problems that impact our personal and/or professional lives. As a large organization, we try not to lose the human element as we work together to provide a quality educational experience for the youth of Victor. However, as a large organization with increasing demands, a chain of command is necessary to effectively address the demands we

face. Staff members should discuss concerns/problems they may have with their immediate supervisor. Solutions to concerns/problems are most effectively resolved at this level.

If it becomes necessary or the concern/problem is of an extremely sensitive nature, staff members should contact the Director of Human Resources. The District is committed to providing a high quality work life for our staff. By working together, we are confident that concerns/problems that impact you can be successfully resolved.

PROFESSIONAL COURTESY/ATTENDANCE POLICY

A Confidential Staff member residing outside the Victor Central School District will be allowed to enroll his/her children in the District under the following circumstances:

- A. Transportation to and from school is provided by the staff member;
- B. Space is available (no additional cost) to the District.
- C. The request is approved by the Superintendent of Schools.

EMPLOYEE ASSISTANCE PROGRAM

In our daily lives we confront problems of a wide variety. At times professional counseling is necessary -- a friendly, confidential ear to listen and help. The District provides a free professional service to assist you and members of your immediate family through Employee Assistance Group.

Trained counselors in the fields of psychology, social work, and alcohol-related problems are available to assist you in matters involving alcohol/drug abuse, emotional problems, grieving, compulsive gambling, marital issues, family issues, stress management, financial concerns, and job-related issues. Convenient locations are available by calling the E.A.P. at 585-383-4478.

VICTOR CENTRAL SCHOOL DISTRICT



CONFIDENTIAL EMPLOYEE HANDBOOK 2026-2027

Public Relations Specialist

Approved by Board of Education –

This handbook has been created to promote a better understanding of both staff members' benefits and responsibilities in the District. The Victor Central School District values the service of its Confidential Staff as an integral part of its operation. Pride and the faithful performance of position responsibilities, no matter what that position, are important and necessary for both the District and its staff members.

Included in this handbook you will find payroll procedures, work rules, the holiday schedule, and other employment matters.

We have tried to include information that will be of help to all Confidential Staff members. If there are subjects of general interest to all Confidential Staff members that should be addressed, we ask that you let us know so that we can include them next time. We welcome suggestions -- just drop a note to the Assistant Superintendent for Personnel at the District Office. It will be sincerely appreciated.

Cordially,

Timothy Terranova Ed.D.
Superintendent of Schools

NAME AND ADDRESS CHANGES

When a Confidential Staff member has a change in name, address or phone number, please notify the Office of Human Resources immediately. Once the change has been made, the information will appear on your paycheck.

MARITAL STATUS

In the event of a change in marital status, please notify the Office of Human Resources. The staff member should also be made aware that any changes in beneficiary information with the NYS Employees' Retirement System, and/or District life insurance policies, can be submitted through the Payroll Office. Changes for federal and state withholding tax can be accomplished by filing updated W-4's.

BENEFICIARY FOR RETIREMENT BENEFITS

The majority of Confidential Staff members have a death benefit in conjunction with their New York State Employees' Retirement. Beneficiaries of the death benefit are designated at the time of initial employment. Seldom is there a need for a change of designation of beneficiary but death, change in marital or financial status, or other factors can bring about circumstances that make such a change necessary. It is vital that you maintain up-to-date information on your life insurance policies to ensure that your estate will be distributed according to your wishes.

Change in beneficiary forms can be provided to you by the Payroll Office or by contacting the retirement system directly.

Be sure that your beneficiary designee is up-to-date!

QUESTIONS - REVIEW OF BENEFITS

Confidential Staff members having questions about benefits, obligations of employment or Civil Service rules are encouraged to contact the Human Resources Office. Staff members having questions about accumulated sick leave, pay rate and method of computing pay, deductions, retirement or Social Security are encouraged to contact the Payroll Office.

HOURS

The hours for full-time Confidential Staff members are from 8:00 A.M. until 4:30 P.M. On days when no students are on campus, the work day will be from 8:00 A.M. until 4:00 P.M.

The Public Relations Specialist is often required to attend certain evening, night, and weekend District functions; they may, upon the discretion and prior written approval of their direct supervisor, flex their daily work hours. Specifically, additional hours worked beyond the 40 hour work week can be utilized as compensatory paid time off in the future through prior permission from the supervisor.

Holidays

Fifteen paid holidays shall be designated as follows: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Juneteenth Day, July 4, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day. When any of these designated holidays fall outside the standard work week, the district will designate an alternate holiday, subject to the constraints of the school year calendar. Alternate holidays may be scheduled in any given year, subject to the approval of the superintendent

Confidential Staff members will receive by September 30, or as soon thereafter as possible, a statement listing the accumulated sick days and personal days available for that year.

VACATIONS

Staff members shall earn paid vacation in accordance with the schedule hereinafter set forth. All twelve-month personnel hired after July 1st will receive pro-rated paid vacation time.

<u>Continuous Years of Service</u>	<u>Vacation Entitlement</u>
0 - 5	3 weeks
6	3 weeks + 1 day
7	3 weeks + 2 days
8	3 weeks + 3 days
9	3 weeks + 4 days
10-15	4 weeks
16	4 weeks + 1 day
17	4 weeks + 2 days
18	4 weeks + 3 days
19	4 weeks + 4 days
20+	5 weeks + 1 day

For a Confidential Staff member changing from a ten-month or school year (185 days) schedule to a twelve-month schedule, the actual number of months worked shall be converted to years (total number of months worked divided by twelve [12]) for computing vacation and benefits.

Prior service as provided above shall be credited to the member at the completion of the first year as a twelve-month employee and effective the following July 1.

Vacation time is calculated on a twelve month basis; however, the Confidential Staff member may take the vacation time allotted within a fourteen month period.

In the event a Confidential Staff member has a balance of unused vacation days after the fourteen month period, referenced in the Confidential Employee Handbook, the Superintendent may grant a rollover or cash-in of up to five vacation days. The cashed in days must be submitted to the Assistant Superintendent for Personnel by July of the respective year. Payment will be made by July 30. The rolled over vacation days (maximum of five) may be rolled over into the current school year vacation balance for the particular staff member, but cannot be part of any compensation upon termination of service as referenced in the next paragraph. In the event of consecutive year's worth of unused vacation days, the rollover day's arrangement will be capped at a maximum balance of five days and therefore not cumulative.

Upon termination of service due to resignation or retirement, staff members will be compensated on a prorated basis, based upon the time worked in the final school year, for any unused vacation days.

PERSONAL LEAVES

From time to time, events may occur which require your absence from work for personal reasons. The District strives to meet your need to attend to personal matters, yet meet organizational demands.

Each full-time Confidential Staff member receives three (3) days of personal leave with full pay per year. Personal leave may be taken with the permission of your immediate supervisor. This leave is in addition to sick leave days, family emergency days, and days allowed for a death in the immediate family, and will be allowed at the discretion of the immediate supervisor. Except in cases of emergency, personnel shall notify the immediate supervisor at least three (3) days in advance of their desire to use a personal day. Personal leave days will not be cumulative from year to year, but any of the unused personal leave days shall be added to the accumulated sick leave days of the member.

The number of personal days available to members working less than a full year shall be prorated as follows:

<u>12-Month Personnel</u>	<u>Month of Hire</u>	<u>Number of Personal Days Available</u>
	July - Oct.	3
	Nov. - Feb.	2
	March - June	1

For the purposes of this section, any day of the month constitutes the hire month.

In the case of death in the immediate family, each Confidential Staff member may take up to five (5) days leave with full pay. Immediate family shall here be defined as parent (or surrogate) brother or sister, son or daughter, grandparent (including in-laws in each case), spouse, grandchild, or person living under the same roof.

In the event of the death of a close friend or associate, one day's leave with pay will be granted for funeral attendance.

LEAVE OF ABSENCE

Confidential Staff members may request a leave of absence without pay or benefits for personal reasons for a period not to exceed one (1) year. Such requests will be in writing and subject to the approval of the Director of Human Resources.

Members on leave shall notify the Human Resources Office in writing at least three (3) months prior to the expiration date of the leave stating the intention to return to work. Failure to notify the Human Resources Office shall be deemed to constitute a resignation.

Upon return to work at the termination of the leave, staff members will be assigned to the same position which was held at the time said leave commenced, if available, or if not, to a substantially equivalent position. All benefits to which a Confidential Staff member was entitled at the time the leave of absence commenced will be restored upon return unless changed through Board action. Upon return to work, the staff member's former hourly rate shall be recalculated to reflect the most recent increase in effect at the time the member returns from leave. Time spent on leave shall not be credited to the member's employment record.

Confidential Staff members will be granted parenthood leave upon written application which shall, as far as possible, be made at least six (6) months before the birth or adoption of a child. Such leave may continue for a period not exceeding one (1) year after the birth or adoption of a child, or other termination of pregnancy.

Return from parenthood leave shall be governed by the second paragraph of this section.

Confidential Staff members will be granted, upon request, sick leave for disability occasioned by pregnancy and/or delivery. Such member shall provide a certificate from her physician setting forth the onset and termination of such disability. Sick leave payments for said disabilities shall be available only through accumulated sick days.

The District fully complies with the Family Medical Leave Act for all circumstances covered by that law.

SICK LEAVE

Your presence at work is important and critical for the delivery of services to our children, staff and community. Nevertheless, from time to time illness will occur that necessitates staff members' absence. The District provides a comprehensive sick leave program that adequately meets short- and long-term absences necessitated by illness.

Twelve-month staff members receive twelve (12) sick days per year with full pay. Sick leave is accumulative to 265 days.

All twelve-month personnel hired after July 1st will receive pro-rated paid sick days.

FAMILY EMERGENCY DAYS

Any employee covered by this Agreement who has been continuously employed at least ninety (90) days shall be granted up to three (3) working days annually with pay for serious illness involving family members (spouse, son, daughter, parent, significant other living in household). These days may accumulate as sick days. The employee's annual allotment shall be credited to his or her record on the first day in each new school year. In the first year of employment, an employee's entitlement to such leave shall be prorated on the basis of the portion of the school year actually worked.

Under extenuating circumstances, sick days for the purpose of family illness may be granted upon the recommendation of the immediate supervisor, with the approval of the Director of Human Resources. The number of additional days granted shall be deducted from accumulated sick leave days.

JURY DUTY

Jury duty is viewed by the District as a civic obligation. Confidential Staff members shall not suffer loss of pay, vacation or personal leave benefits for those days needed to fulfill jury duty obligations.

MILITARY DUTY

If you are absent to attend a required summer encampment of a military reserve unit, you may receive your full District salary up to a limit of thirty calendar days. The District must be notified of any prospective military duty as soon as the date has been determined.

WORKING CONDITIONS

EMERGENCY CLOSING

From time to time, schools will be closed due to inclement weather or for other conditions beyond our control. Confidential Staff members will be paid for snow days or emergency closings in the following manner.

1. In the event that Ontario County roads are closed due to inclement weather or for another emergency, district employees shall not be required to report to work. The staff member will not be required to use vacation days.
2. When county roads are open and school is closed due to inclement weather or emergency closing, staff members will utilize discretion on whether or not they will report to work.
 - a. Confidential Staff members are allowed a maximum of two days per school year where they may work remotely while school is closed for inclement weather or an emergency. They will not be required to use a vacation day for these two instances. It is understood that the Confidential Staff member will ensure that work responsibilities are completed to the degree possible while working remotely.
 - b. In the event that a Confidential Staff member wishes to remain at home when school is closed and not work remotely, the Confidential Staff member will be required to use vacation days to cover such absences.
 - c. In the event that a Confidential Staff member wishes to remain at home when school is closed (beyond the two days mentioned in item a. above) the staff member will be required to use vacation days to cover such absences.
 - d. A Confidential Staff member may request to work when school is closed due to inclement weather or an emergency closing. With supervisor's permission, compensatory time may be taken at a mutually agreed-upon later date.

Confidential Staff members electing to stay home during an emergency closing must notify their supervisor of their intention to do so. The Confidential Staff member should indicate which option (a, b, c or d) he/she is using.

VACANCIES

Whenever there is an opportunity for a new position, transfer or advancement, a notice of vacancy for such position is normally posted in each building in the District for five (5) consecutive working

days before the position is filled. All such notices usually specify the Civil Service classification and contractual pay schedule. Any ten-month or school year staff members having an interest in a position which becomes available when school is not in session, shall indicate their interest to the Director of Human Resources prior to each July 1.

Vacancies are not filled until current staff members interested in such position have first been interviewed providing they have the minimum Civil Service qualifications for the position.

REASSIGNMENT

From time to time, reassignment of staff members becomes necessary.

In cases of involuntary transfers, Confidential Staff members are notified as soon as practical.

Reassignments are made only after a meeting with the staff member involved and the immediate supervisor and/or Director of Human Resources in order to explain the reason for the reassignment.

RESIGNATION PROCEDURES

The District expects that Confidential Staff members will give as much notice as possible in the event that resignation is being considered. Such notice should be given to the immediate supervisor and to the Director of Human Resources. Confidential Staff members fill an important role in the operation of the Victor Schools. Unexpected, abrupt resignations, for whatever reason, cause a substantial amount of disruption and services to the District and ultimately to its students. Normally, a thirty (30) day notice of resignation is expected.

The District's business office requires a minimum amount of time to balance out payroll obligations and to make adjustments in benefits. Staff members are obligated to make arrangements with their immediate supervisor for return of District keys and a checkout of equipment and supplies in order to be cleared for a final payroll.

Former Confidential Staff members should make certain that the District continues to have their current address for as long as it will be necessary to forward W-2 forms and NYS Employees' Retirement System statements.

RETIREMENT

The decision to retire is an important one which must be made carefully and thoughtfully. When you become eligible to retire under the New York State Employees' Retirement System, you will be eligible for an increment in your final salary, providing that you file with the Superintendent by January 1st in the final calendar year of service an irrevocable notice of your decision to retire effective June 30th.

To be eligible for the service increment, you must have a minimum of fifteen (15) years of service in the District. Currently, the retirement increment is based on accumulated sick days up to a maximum one hundred (100) days not to exceed \$30,000. The Victor Central School District shall pay the retirement benefit as employer non-elective contributions into

individual 403(b) accounts selected by the employee from among the investment products provided by the endorsed 403(b) provider. Payment shall be made by the end of the month after the date of retirement. Confidential Staff members wishing to take advantage of this increment must notify the Human Resources Office by January 1st in the final calendar year of service. The retirement increment is based on the number of accumulated sick days, as set forth above, times your daily rate of pay of the year of notification.

Should death of the staff member occur during the year in which the retirement increment is being paid, the retirement increment will be paid to the Confidential Staff member's beneficiary or estate.

SUPPLEMENTAL RETIREMENT PLAN

Projected Benefits

The District will contribute \$3,000 per year into a qualified 403-b account for those participants whose job performance exceeds the District's expectations and standards as determined by the Superintendent of Schools.

Vested and accrued benefits (District contributions plus/minus investment earnings credited to each participant) will be paid in a lump sum when the participant separates from service with the District for any reason.

District contributions will be invested and participants will be credited (or debited) with all gains (or losses) achieved through such investments.

Vesting Schedule

Participants will be 50% vested in the employer contributions after five years of service with the District and 100% vested in the employer contributions after ten years of service with the District. If the participant reaches the normal retirement age under the plan prior to meeting the vesting years of service requirement, he or she will become 100% vested in the employer contributions.

Investment Options

Plan assets will be invested by a committee of Plan trustees to be determined by the District. These trustees may invest the plan assets themselves or hire an investment advisor to make investment decisions.

PROFESSIONAL DEVELOPMENT/CONFERENCES

Confidential Staff members are encouraged to continue their professional growth. While the District's operating budget may limit conference attendance, staff members may request to attend conferences without a loss of pay and shall be reimbursed for required expenses to the extent approved by the District. Please discuss conference attendance with your immediate supervisor. Together you may construct a professional development plan.

COURSEWORK AND INSERVICE CREDIT

The District places a premium on your continued professional growth. An extensive staff development program exists under the direction of the Assistant Superintendent for Curriculum and Instruction. Your input for future course offerings would be appreciated.

Confidential Staff members may submit a request for reimbursement for courses which may assist in the improvement of their professional performance.

Confidential Staff members may be eligible for in-service credit in lieu of tuition reimbursement. All in-service courses must be approved in advance by the Director of Human Resources. An increment of \$300 will be paid for every 45 classroom hours of approved in-service coursework, or three credit hours of successfully completed college coursework. This increment will be added to base salary on July 1st following completion of coursework. As of July 1, 2000, the number of eligible in-service salary increments is limited to six (6) for each staff member.

A Confidential Staff member seeking to enroll in courses not offered by the District's Staff Development Office should submit a written request on forms provided by the District to the Director of Human Resources for approval prior to registration.

Confidential Staff members taking in-service courses for salary credit will not be reimbursed for expenses incurred in taking the course and such election must take place at the time of application. Courses taken under the reimbursement election shall be paid for upon proof of successful completion of the course and proof of tuition payment to a maximum of \$1,500 per year per staff member.

HEALTH INSURANCE COVERAGE

The District provides its Confidential Staff with an outstanding fringe benefit program. Health insurance has become an expensive necessity and a key element of the District's comprehensive benefit program. Staff members are asked to weigh the decision of whether or not to participate carefully due to the cost of health insurance coverage.

The District provides to all full-time confidential employees the Blue Point Value Health Insurance Program, or a substantially equivalent plan. As of July 1, 2026, the District will pay 88% of the total premium cost for staff members enrolled in the health insurance coverage stated above.

The District will contribute toward the Confidential Staff member's cost of coverage in a Health Maintenance Organization (HMO) an amount equal to that which the District would have paid for the staff member in the Blue Point Value Plan, or a substantially equivalent plan. Any staff member electing to participate in an HMO may do so only on the anniversary date of the Blue Cross/Blue Shield policy, or equivalent policy, or at such time as rate changes become effective.

Confidential staff members may choose to enroll in the Healthy Blue PPO 25/40 with a 5/25/50 Rx plan, or its equivalent, offered through FLASHP. If the employee selects this

optional plan, the employee will be responsible for additional premium, which is in excess of the District's cost of 88%

Confidential staff members will have the option to enroll in a HDHP 1800/3600 medical plan through FLASHP.

The District's contribution toward the base Healthy Blue HDHP 1800/3600 plan premium will be 98%.

The District's HSA and HRA contribution will be made in **two equal installments, half in January and half in June (HRA) or July (HSA)** of each plan year of this Agreement, as follows:

- For members enrolling in the Healthy Blue HDHP through FLASHP who are eligible to make or receive HSA contributions, the District will contribute 90% of the 1800/3600 deductible.
- For Members enrolled in a co-pay plan will receive \$550 into a HRA 105 plan.

For both the copay and HDHP options, the plan/policy year is defined as a July 1st – June 30th. However, the HDHP benefits are based upon a calendar year unless and until the plan/policy year or deductible year is changed by FLASHP or the carrier in the future.

Full-time confidential staff not electing to participate in the District's insurance program, on a yearly basis (July 1 – June 30), due to coverage elsewhere, will be eligible for a \$2,000 bonus for each year they decline such coverage. Fifty percent of the bonus payment shall be made in January and fifty percent in June of each year.

DENTAL INSURANCE

The District also provides all Confidential Staff members with the Blue Cross/Blue Shield Smile Saver Dental Plan - Option I, or a substantially equivalent plan.

The District currently pays ninety-five percent (95%) of the total premium cost for employees enrolled in the dental insurance coverage, who work a minimum of thirty (30) hours per week.

Each married staff member whose spouse is also employed by the District is entitled to benefits under only one dental and health insurance contract.

HEALTH INSURANCE FOR RETIREES

Any Confidential Staff member who thereafter retires into the New York State Employees' Retirement System, shall be entitled to continue single or family health and dental insurance coverage based on the following schedule:

<u>Years of Service</u>	<u>District's Share</u>	<u>Employee's Share</u>
15 or more	95% of the premium cost of the base	5% of the premium cost of the base

health premium, HSA as applicable,
and dental plans

health premium, HSA as
applicable, and dental
plans

Coverage shall be the Blue Point Value Health Insurance Plan, or its substantial equivalent, should the District change plans or carriers.

A retiree's coverage will be changed to the 65+ (or other equivalent plan) when he/she is eligible for such plan in conjunction with the availability of Medicare benefits. The retiree's cost shall be based on the dollar amount of his/her contribution on the date of retirement and will remain fixed up until retiree's coverage is changed to the 65+ plan. If the total premium cost for the Medicare plan is lower than the District portion of the premium for the retiree's "under 65 plan", there will be no cost to the retiree for the Medicare plan for the remainder of their period of retirement.

The cost of the retiree's share of the health and dental insurance premium must be paid in advance.

The above provisions apply to spouses of deceased retirees who have met these criteria. Excluded from coverage are "new spouses," and his/her children, and non-dependent children of the spouses of deceased retired staff members.

LIFE INSURANCE

The District will provide a basic term life insurance policy equal to 1.5 times the amount of the staff member's annual salary to a maximum of \$200,000 while the individual is actively employed by the school district.

After retirement an individual may choose to continue his/her life insurance policy through the District program at that individual's expense.

DISCRETIONARY BENEFIT FUND

The District shall set aside for each staff member \$550 annually, into a Health Reimbursement Account which may be spent on medical and dental expenses and premiums not covered by the District or co-pay insurance policies, half of which will be paid in January and half paid in June each school year.

DISABILITY INSURANCE

The District will provide a disability insurance policy which will reimburse the Confidential Staff member up to 60% of his/her annual salary, based on a deductible period of 90 days or the individual's total accumulated sick leave, whichever is greater.

SALARIES

Salaries are individually established at the date of hire. Salaries and benefits are established annually by the Victor Central School District Board of Education upon the recommendation of the Superintendent of Schools. The District strives to maintain a competitive salary scale. Periodic salary increases for personnel not covered by a collective bargaining agreement are

provided and compare quite favorably when equated to other staff members covered by a collective bargaining agreement. Individual performance over the preceding year is carefully reviewed by the immediate supervisor and is a key determining factor in recommendations to the Superintendent of Schools for individual salary increases within District operational guidelines.

Effective July 1, 2003, Confidential Staff members covered hereunder who document the possession of an Associate's degree or its equivalent from an accredited college or university shall be compensated an additional \$400 in salary. Effective July 1, 2003, staff members covered hereunder who document the possession of a Bachelor's degree or its equivalent from an accredited college or university shall be compensated an additional \$1,500 in salary.

LONGEVITY

Confidential Staff members covered hereunder shall be eligible for the following longevity plan:

After five (5) years of continuous service	\$150.00
After ten (10) years of continuous service	\$300.00
After fifteen (15) years of continuous service	\$400.00
After twenty (20) years of continuous service	\$500.00
After twenty-five (25) years of continuous service	\$600.00

Eligibility for longevity will be determined upon October 1 of each year and the appropriate amount will be paid to the employee the first payday in December immediately following.

MILEAGE REIMBURSEMENT

The district agrees to reimburse the Employee for authorized use of their personal administrative or personal vehicle when traveling on official School District business, including but not limited to, travel required for school-sanctioned athletic events, field trips, professional development, and extracurricular activities, provided such travel has received prior written approval from the Superintendent or their designee.

Reimbursement shall be calculated based on the district's policy manual. Reimbursement rates shall be strictly aligned with the current Internal Revenue Service (IRS) standard mileage rate in effect at the time of travel.

CELL PHONE COMPENSATION

The District agrees to pay to the Public Relations employee the amount of \$1,000.00 annually, minus applicable deductions, in two equal installments to defray the employee's use of their personal cell phone and data package for frequent and regular use of their cellular telephone for District-related business, including availability outside of standard operational hours. This amount will be prorated on a monthly basis based on a partial year.

MANAGEMENT RIGHTS

The District retains the right to manage its business and services and to direct the working force including, but not limited to, the right to discipline, suspend and discharge staff members for cause as stated in Section 75 of the Civil Service Law; to hire, assign, transfer, promote and determine the qualifications of staff members, to eliminate positions, to

determine the starting and ending times of the work day, subject only to such regulations governing the exercise of these rights as are expressly provided by law.

CHAIN OF COMMAND

From time to time, concerns may occur for which there appears to be "no solution." Experience has shown that open paths of communication can effectively address many concerns or problems that impact our personal and/or professional lives. As a large organization, we try not to lose the human element as we work together to provide a quality educational experience for the youth of Victor. However, as a large organization with increasing demands, a chain of command is necessary to effectively address the demands we face. Staff members should discuss concerns/problems they may have with their immediate supervisor. Solutions to concerns/problems are most effectively resolved at this level.

If it becomes necessary or the concern/problem is of an extremely sensitive nature, staff members should contact the Director of Human Resources. The District is committed to providing a high quality work life for our staff. By working together, we are confident that concerns/problems that impact you can be successfully resolved.

PROFESSIONAL COURTESY/ATTENDANCE POLICY

A Confidential Staff member residing outside the Victor Central School District will be allowed to enroll his/her children in the District under the following circumstances:

- A. Transportation to and from school is provided by the staff member;
- B. Space is available (no additional cost) to the District.
- C. The request is approved by the Superintendent of Schools.

EMPLOYEE ASSISTANCE PROGRAM

In our daily lives we confront problems of a wide variety. At times professional counseling is necessary -- a friendly, confidential ear to listen and help. The District provides a free professional service to assist you and members of your immediate family through Employee Assistance Group.

Trained counselors in the fields of psychology, social work, and alcohol-related problems are available to assist you in matters involving alcohol/drug abuse, emotional problems, grieving, compulsive gambling, marital issues, family issues, stress management, financial concerns, and job-related issues. Convenient locations are available by calling the E.A.P. at 585-383-4478.

VICTOR CENTRAL SCHOOL DISTRICT



CONFIDENTIAL EMPLOYEE HANDBOOK 2026-2027

Secretary to the Superintendent/District Clerk

Approved by Board of Education –

This handbook has been created to promote a better understanding of both staff members' benefits and responsibilities in the District. The Victor Central School District values the service of its Confidential Staff as an integral part of its operation. Pride and the faithful performance of position responsibilities, no matter what that position, are important and necessary for both the District and its staff members.

Included in this handbook you will find payroll procedures, work rules, the holiday schedule, and other employment matters.

We have tried to include information that will be of help to all Confidential Staff members. If there are subjects of general interest to all Confidential Staff members that should be addressed, we ask that you let us know so that we can include them next time. We welcome suggestions -- just drop a note to the Assistant Superintendent for Personnel at the District Office. It will be sincerely appreciated.

Cordially,

Timothy Terranova Ed.D.
Superintendent of Schools

NAME AND ADDRESS CHANGES

When a Confidential Staff member has a change in name, address or phone number, please notify the Office of Human Resources immediately. Once the change has been made, the information will appear on your paycheck.

MARITAL STATUS

In the event of a change in marital status, please notify the Office of Human Resources. The staff member should also be made aware that any changes in beneficiary information with the NYS Employees' Retirement System, and/or District life insurance policies, can be submitted through the Payroll Office. Changes for federal and state withholding tax can be accomplished by filing updated W-4's.

BENEFICIARY FOR RETIREMENT BENEFITS

The majority of Confidential Staff members have a death benefit in conjunction with their New York State Employees' Retirement. Beneficiaries of the death benefit are designated at the time of initial employment. Seldom is there a need for a change of designation of beneficiary but death, change in marital or financial status, or other factors can bring about circumstances that make such a change necessary. It is vital that you maintain up-to-date information on your life insurance policies to ensure that your estate will be distributed according to your wishes.

Change in beneficiary forms can be provided to you by the Payroll Office or by contacting the retirement system directly.

Be sure that your beneficiary designee is up-to-date!

QUESTIONS - REVIEW OF BENEFITS

Confidential Staff members having questions about benefits, obligations of employment or Civil Service rules are encouraged to contact the Human Resources Office. Staff members having questions about accumulated sick leave, pay rate and method of computing pay, deductions, retirement or Social Security are encouraged to contact the Payroll Office.

HOURS

The hours for full-time Confidential Staff members are from 8:00 A.M. until 4:30 P.M. On days when no students are on campus, the work day will be from 8:00 A.M. until 4:00 P.M.

The Secretary to the Superintendent is often required to attend certain evening, night, and weekend District functions; they may, upon the discretion and prior written approval of their direct supervisor, flex their daily work hours. Specifically, additional hours worked beyond the 40 hour work week can be utilized as paid time off in the future through prior permission from the supervisor.

Holidays

Fifteen paid holidays shall be designated as follows: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Juneteenth Day, July 4, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day. When any of these designated holidays fall outside the standard work week, the district will designate an alternate holiday, subject to the constraints of the school year calendar. Alternate holidays may be scheduled in any given year, subject to the approval of the superintendent

Confidential Staff members will receive by September 30, or as soon thereafter as possible, a statement listing the accumulated sick days and personal days available for that year.

VACATIONS

Staff members shall earn paid vacation in accordance with the schedule hereinafter set forth. All twelve-month personnel hired after July 1st will receive pro-rated paid vacation time.

<u>Continuous Years of Service</u>	<u>Vacation Entitlement</u>
0 - 5	3 weeks
6	3 weeks + 1 day
7	3 weeks + 2 days
8	3 weeks + 3 days
9	3 weeks + 4 days
10-15	4 weeks
16	4 weeks + 1 day
17	4 weeks + 2 days
18	4 weeks + 3 days
19	4 weeks + 4 days
20+	5 weeks + 1 day

For a Confidential Staff member changing from a ten-month or school year (185 days) schedule to a twelve-month schedule, the actual number of months worked shall be converted to years (total number of months worked divided by twelve [12]) for computing vacation and benefits.

Prior service as provided above shall be credited to the member at the completion of the first year as a twelve-month employee and effective the following July 1.

Vacation time is calculated on a twelve month basis; however, the Confidential Staff member may take the vacation time allotted within a fourteen month period.

In the event a Confidential Staff member has a balance of unused vacation days after the fourteen month period, referenced in the Confidential Employee Handbook, the Superintendent may grant a rollover or cash-in of up to five vacation days. The cashed in days must be submitted to the Assistant Superintendent for Personnel by July of the respective year. Payment will be made by July 30. The rolled over vacation days (maximum of five) may be rolled over into the current school year vacation balance for the particular staff member, but cannot be part of any compensation upon termination of service as referenced in the next paragraph. In the event of consecutive year's worth of unused vacation days, the rollover day's arrangement will be capped at a maximum balance of five days and therefore not cumulative.

Upon termination of service due to resignation or retirement, staff members will be compensated on a prorated basis, based upon the time worked in the final school year, for any unused vacation days.

PERSONAL LEAVES

From time to time, events may occur which require your absence from work for personal reasons. The District strives to meet your need to attend to personal matters, yet meet organizational demands.

Each full-time Confidential Staff member receives three (3) days of personal leave with full pay per year. Personal leave may be taken with the permission of your immediate supervisor. This leave is in addition to sick leave days, family emergency days, and days allowed for a death in the immediate family, and will be allowed at the discretion of the immediate supervisor. Except in cases of emergency, personnel shall notify the immediate supervisor at least three (3) days in advance of their desire to use a personal day. Personal leave days will not be cumulative from year to year, but any of the unused personal leave days shall be added to the accumulated sick leave days of the member.

The number of personal days available to members working less than a full year shall be prorated as follows:

<u>12-Month Personnel</u>	<u>Month of Hire</u>	<u>Number of Personal Days Available</u>
	July - Oct.	3
	Nov. - Feb.	2
	March - June	1

For the purposes of this section, any day of the month constitutes the hire month.

In the case of death in the immediate family, each Confidential Staff member may take up to five (5) days leave with full pay. Immediate family shall here be defined as parent (or surrogate) brother or sister, son or daughter, grandparent (including in-laws in each case), spouse, grandchild, or person living under the same roof.

In the event of the death of a close friend or associate, one day's leave with pay will be granted for funeral attendance.

LEAVE OF ABSENCE

Confidential Staff members may request a leave of absence without pay or benefits for personal reasons for a period not to exceed one (1) year. Such requests will be in writing and subject to the approval of the Director of Human Resources.

Members on leave shall notify the Human Resources Office in writing at least three (3) months prior to the expiration date of the leave stating the intention to return to work. Failure to notify the Human Resources Office shall be deemed to constitute a resignation.

Upon return to work at the termination of the leave, staff members will be assigned to the same position which was held at the time said leave commenced, if available, or if not, to a substantially equivalent position. All benefits to which a Confidential Staff member was entitled at the time the leave of absence commenced will be restored upon return unless changed through Board action. Upon return to work, the staff member's former hourly rate shall be recalculated to reflect the most recent increase in effect at the time the member returns from leave. Time spent on leave shall not be credited to the member's employment record.

Confidential Staff members will be granted parenthood leave upon written application which shall, as far as possible, be made at least six (6) months before the birth or adoption of a child. Such leave may continue for a period not exceeding one (1) year after the birth or adoption of a child, or other termination of pregnancy.

Return from parenthood leave shall be governed by the second paragraph of this section.

Confidential Staff members will be granted, upon request, sick leave for disability occasioned by pregnancy and/or delivery. Such member shall provide a certificate from her physician setting forth the onset and termination of such disability. Sick leave payments for said disabilities shall be available only through accumulated sick days.

The District fully complies with the Family Medical Leave Act for all circumstances covered by that law.

SICK LEAVE

Your presence at work is important and critical for the delivery of services to our children, staff and community. Nevertheless, from time to time illness will occur that necessitates staff members' absence. The District provides a comprehensive sick leave program that adequately meets short- and long-term absences necessitated by illness.

Twelve-month staff members receive twelve (12) sick days per year with full pay. Sick leave is accumulative to 265 days.

All twelve-month personnel hired after July 1st will receive pro-rated paid sick days.

FAMILY EMERGENCY DAYS

Any employee covered by this Agreement who has been continuously employed at least ninety (90) days shall be granted up to three (3) working days annually with pay for serious illness involving family members (spouse, son, daughter, parent, significant other living in household). These days may accumulate as sick days. The employee's annual allotment shall be credited to his or her record on the first day in each new school year. In the first year of employment, an employee's entitlement to such leave shall be prorated on the basis of the portion of the school year actually worked.

Under extenuating circumstances, sick days for the purpose of family illness may be granted upon the recommendation of the immediate supervisor, with the approval of the Director of Human Resources. The number of additional days granted shall be deducted from accumulated sick leave days.

JURY DUTY

Jury duty is viewed by the District as a civic obligation. Confidential Staff members shall not suffer loss of pay, vacation or personal leave benefits for those days needed to fulfill jury duty obligations.

MILITARY DUTY

If you are absent to attend a required summer encampment of a military reserve unit, you may receive your full District salary up to a limit of thirty calendar days. The District must be notified of any prospective military duty as soon as the date has been determined.

WORKING CONDITIONS

EMERGENCY CLOSING

From time to time, schools will be closed due to inclement weather or for other conditions beyond our control. Confidential Staff members will be paid for snow days or emergency closings in the following manner.

1. In the event that Ontario County roads are closed due to inclement weather or for another emergency, district employees shall not be required to report to work. The staff member will not be required to use vacation days.
2. When county roads are open and school is closed due to inclement weather or emergency closing, staff members will utilize discretion on whether or not they will report to work.
 - a. Confidential Staff members are allowed a maximum of two days per school year where they may work remotely while school is closed for inclement weather or an emergency. They will not be required to use a vacation day for these two instances. It is understood that the Confidential Staff member will ensure that work responsibilities are completed to the degree possible while working remotely.
 - b. In the event that a Confidential Staff member wishes to remain at home when school is closed and not work remotely, the Confidential Staff member will be required to use vacation days to cover such absences.
 - c. In the event that a Confidential Staff member wishes to remain at home when school is closed (beyond the two days mentioned in item a. above) the staff member will be required to use vacation days to cover such absences.
 - d. A Confidential Staff member may request to work when school is closed due to inclement weather or an emergency closing. With supervisor's permission, compensatory time may be taken at a mutually agreed-upon later date.

Confidential Staff members electing to stay home during an emergency closing must notify their supervisor of their intention to do so. The Confidential Staff member should indicate which option (a, b, c or d) he/she is using.

VACANCIES

Whenever there is an opportunity for a new position, transfer or advancement, a notice of vacancy for such position is normally posted in each building in the District for five (5) consecutive working days before the position is filled. All such notices usually specify the Civil Service classification

and contractual pay schedule. Any ten-month or school year staff members having an interest in a position which becomes available when school is not in session, shall indicate their interest to the Director of Human Resources prior to each July 1.

Vacancies are not filled until current staff members interested in such position have first been interviewed providing they have the minimum Civil Service qualifications for the position.

REASSIGNMENT

From time to time, reassignment of staff members becomes necessary.

In cases of involuntary transfers, Confidential Staff members are notified as soon as practical.

Reassignments are made only after a meeting with the staff member involved and the immediate supervisor and/or Director of Human Resources in order to explain the reason for the reassignment.

RESIGNATION PROCEDURES

The District expects that Confidential Staff members will give as much notice as possible in the event that resignation is being considered. Such notice should be given to the immediate supervisor and to the Director of Human Resources. Confidential Staff members fill an important role in the operation of the Victor Schools. Unexpected, abrupt resignations, for whatever reason, cause a substantial amount of disruption and services to the District and ultimately to its students. Normally, a thirty (30) day notice of resignation is expected.

The District's business office requires a minimum amount of time to balance out payroll obligations and to make adjustments in benefits. Staff members are obligated to make arrangements with their immediate supervisor for return of District keys and a checkout of equipment and supplies in order to be cleared for a final payroll.

Former Confidential Staff members should make certain that the District continues to have their current address for as long as it will be necessary to forward W-2 forms and NYS Employees' Retirement System statements.

RETIREMENT

The decision to retire is an important one which must be made carefully and thoughtfully. When you become eligible to retire under the New York State Employees' Retirement System, you will be eligible for an increment in your final salary, providing that you file with the Superintendent by January 1st in the final calendar year of service an irrevocable notice of your decision to retire effective June 30th.

To be eligible for the service increment, you must have a minimum of fifteen (15) years of service in the District. Currently, the retirement increment is based on accumulated sick days up to a maximum one hundred (100) days not to exceed \$30,000. The Victor Central School District shall pay the retirement benefit as employer non-elective contributions into individual 403(b) accounts selected by the employee from among the investment products

provided by the endorsed 403(b) provider. Payment shall be made by the end of the month after the date of retirement. Confidential Staff members wishing to take advantage of this increment must notify the Human Resources Office by January 1st in the final calendar year of service. The retirement increment is based on the number of accumulated sick days, as set forth above, times your daily rate of pay of the year of notification.

Should death of the staff member occur during the year in which the retirement increment is being paid, the retirement increment will be paid to the Confidential Staff member's beneficiary or estate.

SUPPLEMENTAL RETIREMENT PLAN

Projected Benefits

The District will contribute \$3,000 per year into a qualified 403-b account for those participants whose job performance exceeds the District's expectations and standards as determined by the Superintendent of Schools.

Vested and accrued benefits (District contributions plus/minus investment earnings credited to each participant) will be paid in a lump sum when the participant separates from service with the District for any reason.

District contributions will be invested and participants will be credited (or debited) with all gains (or losses) achieved through such investments.

Vesting Schedule

Participants will be 50% vested in the employer contributions after five years of service with the District and 100% vested in the employer contributions after ten years of service with the District. If the participant reaches the normal retirement age under the plan prior to meeting the vesting years of service requirement, he or she will become 100% vested in the employer contributions.

Investment Options

Plan assets will be invested by a committee of Plan trustees to be determined by the District. These trustees may invest the plan assets themselves or hire an investment advisor to make investment decisions.

PROFESSIONAL DEVELOPMENT/CONFERENCES

Confidential Staff members are encouraged to continue their professional growth. While the District's operating budget may limit conference attendance, staff members may request to attend conferences without a loss of pay and shall be reimbursed for required expenses to the extent approved by the District. Please discuss conference attendance with your immediate supervisor. Together you may construct a professional development plan.

COURSEWORK AND INSERVICE CREDIT

The District places a premium on your continued professional growth. An extensive staff development program exists under the direction of the Assistant Superintendent for Curriculum and Instruction. Your input for future course offerings would be appreciated.

Confidential Staff members may submit a request for reimbursement for courses which may assist in the improvement of their professional performance.

Confidential Staff members may be eligible for in-service credit in lieu of tuition reimbursement. All in-service courses must be approved in advance by the Director of Human Resources. An increment of \$300 will be paid for every 45 classroom hours of approved in-service coursework, or three credit hours of successfully completed college coursework. This increment will be added to base salary on July 1st following completion of coursework. As of July 1, 2000, the number of eligible in-service salary increments is limited to six (6) for each staff member.

A Confidential Staff member seeking to enroll in courses not offered by the District's Staff Development Office should submit a written request on forms provided by the District to the Director of Human Resources for approval prior to registration.

Confidential Staff members taking in-service courses for salary credit will not be reimbursed for expenses incurred in taking the course and such election must take place at the time of application. Courses taken under the reimbursement election shall be paid for upon proof of successful completion of the course and proof of tuition payment to a maximum of \$1,500 per year per staff member.

HEALTH INSURANCE COVERAGE

The District provides its Confidential Staff with an outstanding fringe benefit program. Health insurance has become an expensive necessity and a key element of the District's comprehensive benefit program. Staff members are asked to weigh the decision of whether or not to participate carefully due to the cost of health insurance coverage.

The District provides to all full-time confidential employees the Blue Point Value Health Insurance Program, or a substantially equivalent plan. As of July 1, 2026, the District will pay 88% of the total premium cost for staff members enrolled in the health insurance coverage stated above.

The District will contribute toward the Confidential Staff member's cost of coverage in a Health Maintenance Organization (HMO) an amount equal to that which the District would have paid for the staff member in the Blue Point Value Plan, or a substantially equivalent plan. Any staff member electing to participate in an HMO may do so only on the anniversary date of the Blue Cross/Blue Shield policy, or equivalent policy, or at such time as rate changes become effective.

Confidential staff members may choose to enroll in the Healthy Blue PPO 25/40 with a 5/25/50 Rx plan, or its equivalent, offered through FLASHP. If the employee selects this optional plan, the employee will be responsible for additional premium, which is in excess of the District's cost of 88%

Confidential staff members will have the option to enroll in a HDHP 1800/3600 medical plan through FLASHP.

The District's contribution toward the base Healthy Blue HDHP 1800/3600 plan premium will be 98%.

The District's HSA and HRA contribution will be made in **two equal installments, half in January and half in June (HRA) or July (HSA)** of each plan year of this Agreement, as follows:

- For members enrolling in the Healthy Blue HDHP through FLASHP who are eligible to make or receive HSA contributions, the District will contribute 90% of the 1800/3600 deductible.
- For Members enrolled in a co-pay plan will receive \$550 into a HRA 105 plan.

For both the copay and HDHP options, the plan/policy year is defined as a July 1st – June 30th. However, the HDHP benefits are based upon a calendar year unless and until the plan/policy year or deductible year is changed by FLASHP or the carrier in the future.

Full-time confidential staff not electing to participate in the District's insurance program, on a yearly basis (July 1 – June 30), due to coverage elsewhere, will be eligible for a \$2,000 bonus for each year they decline such coverage. Fifty percent of the bonus payment shall be made in January and fifty percent in June of each year.

DENTAL INSURANCE

The District also provides all Confidential Staff members with the Blue Cross/Blue Shield Smile Saver Dental Plan - Option I, or a substantially equivalent plan.

The District currently pays ninety-five percent (95%) of the total premium cost for employees enrolled in the dental insurance coverage, who work a minimum of thirty (30) hours per week.

Each married staff member whose spouse is also employed by the District is entitled to benefits under only one dental and health insurance contract.

HEALTH INSURANCE FOR RETIREES

Any Confidential Staff member who thereafter retires into the New York State Employees' Retirement System, shall be entitled to continue single or family health and dental insurance coverage based on the following schedule:

<u>Years of Service</u>	<u>District's Share</u>	<u>Employee's Share</u>
15 or more	95% of the premium cost of the base health premium, HSA as applicable, and dental plans	5% of the premium cost of the base health premium, HSA as applicable, and dental plans

Coverage shall be the Blue Point Value Health Insurance Plan, or its substantial equivalent, should the District change plans or carriers.

A retiree's coverage will be changed to the 65+ (or other equivalent plan) when he/she is eligible for such plan in conjunction with the availability of Medicare benefits. The retiree's cost shall be based on the dollar amount of his/her contribution on the date of retirement and will remain fixed up until retiree's coverage is changed to the 65+ plan. If the total premium cost for the Medicare plan is lower than the District portion of the premium for the retiree's "under 65 plan", there will be no cost to the retiree for the Medicare plan for the remainder of their period of retirement.

The cost of the retiree's share of the health and dental insurance premium must be paid in advance.

The above provisions apply to spouses of deceased retirees who have met these criteria. Excluded from coverage are "new spouses," and his/her children, and non-dependent children of the spouses of deceased retired staff members.

LIFE INSURANCE

The District will provide a basic term life insurance policy equal to 1.5 times the amount of the staff member's annual salary to a maximum of \$200,000 while the individual is actively employed by the school district.

After retirement an individual may choose to continue his/her life insurance policy through the District program at that individual's expense.

DISCRETIONARY BENEFIT FUND

The District shall set aside for each staff member \$550 annually, into a Health Reimbursement Account which may be spent on medical and dental expenses and premiums not covered by the District or co-pay insurance policies, half of which will be paid in January and half paid in June each school year.

DISABILITY INSURANCE

The District will provide a disability insurance policy which will reimburse the Confidential Staff member up to 60% of his/her annual salary, based on a deductible period of 90 days or the individual's total accumulated sick leave, whichever is greater.

SALARIES

Salaries are individually established at the date of hire. Salaries and benefits are established annually by the Victor Central School District Board of Education upon the recommendation of the Superintendent of Schools. The District strives to maintain a competitive salary scale. Periodic salary increases for personnel not covered by a collective bargaining agreement are provided and compare quite favorably when equated to other staff members covered by a collective bargaining agreement. Individual performance over the preceding year is carefully

reviewed by the immediate supervisor and is a key determining factor in recommendations to the Superintendent of Schools for individual salary increases within District operational guidelines.

Effective July 1, 2003, Confidential Staff members covered hereunder who document the possession of an Associate's degree or its equivalent from an accredited college or university shall be compensated an additional \$400 in salary. Effective July 1, 2003, staff members covered hereunder who document the possession of a Bachelor's degree or its equivalent from an accredited college or university shall be compensated an additional \$1,500 in salary.

LONGEVITY

Confidential Staff members covered hereunder shall be eligible for the following longevity plan:

After five (5) years of continuous service	\$150.00
After ten (10) years of continuous service	\$300.00
After fifteen (15) years of continuous service	\$400.00
After twenty (20) years of continuous service	\$500.00
After twenty-five (25) years of continuous service	\$600.00

Eligibility for longevity will be determined upon October 1 of each year and the appropriate amount will be paid to the employee the first payday in December immediately following.

MILEAGE REIMBURSEMENT

The district agrees to reimburse the Employee for authorized use of their personal administrative or personal vehicle when traveling on official School District business, including but not limited to, travel required for school-sanctioned athletic events, field trips, professional development, and extracurricular activities, provided such travel has received prior written approval from the Superintendent or their designee.

Reimbursement shall be calculated based on the district's policy manual. Reimbursement rates shall be strictly aligned with the current Internal Revenue Service (IRS) standard mileage rate in effect at the time of travel.

MANAGEMENT RIGHTS

The District retains the right to manage its business and services and to direct the working force including, but not limited to, the right to discipline, suspend and discharge staff members for cause as stated in Section 75 of the Civil Service Law; to hire, assign, transfer, promote and determine the qualifications of staff members, to eliminate positions, to determine the starting and ending times of the work day, subject only to such regulations governing the exercise of these rights as are expressly provided by law.

CHAIN OF COMMAND

From time to time, concerns may occur for which there appears to be "no solution." Experience has shown that open paths of communication can effectively address many concerns or problems that impact our personal and/or professional lives. As a large organization, we try not to lose the human element as we work together to provide a

quality educational experience for the youth of Victor. However, as a large organization with increasing demands, a chain of command is necessary to effectively address the demands we face. Staff members should discuss concerns/problems they may have with their immediate supervisor. Solutions to concerns/problems are most effectively resolved at this level.

If it becomes necessary or the concern/problem is of an extremely sensitive nature, staff members should contact the Director of Human Resources. The District is committed to providing a high quality work life for our staff. By working together, we are confident that concerns/problems that impact you can be successfully resolved.

PROFESSIONAL COURTESY/ATTENDANCE POLICY

A Confidential Staff member residing outside the Victor Central School District will be allowed to enroll his/her children in the District under the following circumstances:

- A. Transportation to and from school is provided by the staff member;
- B. Space is available (no additional cost) to the District.
- C. The request is approved by the Superintendent of Schools.

EMPLOYEE ASSISTANCE PROGRAM

In our daily lives we confront problems of a wide variety. At times professional counseling is necessary -- a friendly, confidential ear to listen and help. The District provides a free professional service to assist you and members of your immediate family through Employee Assistance Group.

Trained counselors in the fields of psychology, social work, and alcohol-related problems are available to assist you in matters involving alcohol/drug abuse, emotional problems, grieving, compulsive gambling, marital issues, family issues, stress management, financial concerns, and job-related issues. Convenient locations are available by calling the E.A.P. at 585-383-4478.