



Employee Handbook

2020-2021

Required Acknowledgement of Receipt of the Human Resources Handbook

If you do not have computer access to this document or you received a hard copy of the Employee Handbook, please read and sign this page and send it to Human Resources/District Office.

I have received the Human Resources Handbook. In addition:

- 1. I received information about the Board of Education Policies listed in this Handbook and information regarding accessing all Board Policies online.***
- 2. I have read all the Board Policies contained in this Handbook, and understand the complaint procedure to follow if I believe I have been subject to or I become aware of student(s) or other employee(s) who have been subject to discrimination, harassment, and or retaliation as described in the Board Policies. Please visit www.williamsvillek12.org or WITS for complaint forms.***
- 3. I understand that if I have any questions about the content of this Handbook, I may ask my principal/supervisor, or the Human Resources Office staff.***
- 4. I agree to comply with the policies, procedures and other guidelines set forth in this Handbook.***
- 5. I understand that the District reserves the right to change, modify, or abolish any or all of the policies, procedures, and regulations contained or described in this Handbook as it deems appropriate at any time.***
- 6. I understand that neither this Handbook nor its contents are an express or implied contract regarding my employment.***

Please Print Name: _____

Signature: _____

Building/School: _____

Date: _____

WILLIAMSVILLE CENTRAL SCHOOLS

EMPLOYEE HANDBOOK

2020-2021

Welcome from the Human Resources Office

Welcome to the 2020-2021 school year! This Employee Handbook is intended to provide each employee with access to core District policies. We have also provided information regarding current human resource services and procedures in the Williamsville School District.

Our Board of Education policies form the rules for the operation of the District. Those policies meet the requirements of Federal and New York State law, and establish expectations for all employees in the Williamsville Central School District. Board policies are the local laws of school districts; therefore, it is essential that all employees understand the requirements of the core policies contained in this Handbook.

The cover page of this Handbook provides an acknowledgment form. During the fall semester, every employee will be asked to acknowledge their receipt of the new Employee Handbook. In some cases, staff members will be asked to sign and submit the acknowledgement form in hard copy. Staff members are also able to receive and acknowledge receipt of their Handbook online while doing their annual training at www.GCNtraining.com. An electronic copy of the Handbook is always available at www.williamsvillek12.org or on WITS under HR->Documents. Your electronic or written signature will indicate that you received a copy of the Handbook, and that you read the policies contained within the Handbook. The Employee Handbook is also provided to assist you in finding answers to any questions you may have about the existing policies of the District. Please remember that it is every employee's obligation to comply with the policies and any associated complaint procedures of the school district.

Employees of the District can access the Board of Education Policy Manual, complete with a full text of all board policies at <https://go.boarddocs.com/ny/williams/Board.nsf/Public>. Should the Board approve a change to a policy after a release of the electronic policy manual, a recently added or changed policy will be accessible shortly after the board meeting where an action was approved.

Please keep in mind that names, phone numbers and other information contained herein may also change from time to time. Please rely only on the electronic version of this Employee Handbook found at the HR tab on WITS. We will be making edits/additions to this electronic document throughout the school year regarding health insurance and other benefits.

If you have suggestions for improving the content of our Employee Handbook, please forward them to me via email.

Best wishes for another EXCEPTIONAL year,

*Dr. John E. McKenna
Assistant Superintendent for Human Resources*

Mission and Belief Statements

The mission of the Williamsville Central School District, a community characterized by diversity, high expectations and support for learning, is to empower all students

- To develop their unique potential and character,
- To assume responsibilities of citizenship and leadership and
- To thrive in a challenging and rapidly changing global community

through the commitment of our quality staff, working in partnership with students, parents and community, and utilizing visionary programs in a nurturing environment of mutual respect and dignity.

We believe

- Our highest priority is our students.
- Each person has intrinsic value.
- Communities and schools are interdependent and are only successful in an ongoing, mutually responsible partnership.
- The opportunity for learning is everywhere.
- Learning how to learn is as important as what is learned.
- Everyone can learn.
- Everyone can experience success.
- Continuous improvement of existing skills and acquisition of new skills are essential for success in a rapidly changing world.
- Positive self-esteem enhances learning.
- People who think critically and creatively will make better decisions throughout life.
- Excellence in our program requires continual evaluation.
- Optimism is essential.
- Everyone needs a global perspective to thrive in a world of diversity.
- Parent and family involvement is essential to successful learning.
- People achieve when effort and perseverance toward excellence are encouraged, supported, and celebrated.

Williamsville Central School District is an equal opportunity employer in compliance with all applicable laws including New York State Human Rights Law, Title IX, Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Law, and Section 504 of the Rehabilitation Act. Williamsville Central School District does not discriminate against any person on the basis of age, race, color, creed, national origin, marital status, religion, sex, sexual orientation, military/veteran status, or disability. Please address questions and complaints to the District Compliance Officer and Assistant Superintendent for Human Resources, 105 Casey Rd, P.O. Box 5000, East Amherst, NY 14051.

SECTION I:

Board of Education Policies

Board of Education Policies govern the operation of the school system and provide a guide for all employees' discretionary actions. Board Policies reflect the legal requirements for New York State school districts. The formulation and adoption of these written policies constitute the means by which the Williamsville Board of Education exercises its leadership in the operation of the school system.

A complete set of Board of Education Policies is available online at <https://go.boarddocs.com/ny/williams/Board.nsf/Public>.

Each employee should understand the requirements of the core policies contained in this Handbook. Policies are organized alphabetically by title. Each policy title is followed by its number as found in the Board Policy Manual. Either a brief summary of the policy or excerpt(s) from the policy follows. The number serves as an electronic link to the complete text of the policy within the online Board Policy Manual. Employees are encouraged to access the complete text of each policy online. There are both print and search functions built into the Board Policy Manual.

If you are viewing this Employee Handbook as a paper, or "hard" copy, please realize that you will need to access the complete text of each policy online. If you do not have regular access to a computer for this purpose, please contact your supervisor and arrangements will be made to provide you with printed copies of the complete text of each of the following policies and/or access to the online Board Policy Manual at <https://go.boarddocs.com/ny/williams/Board.nsf/Public>.

Board of Education Policies Important for All Employees

Alcohol, Drugs and Other Substances (School Personnel) (Policies [6150](#), [6151](#))

The Board of Education...impresses upon staff members the importance of maintaining a high level of professionalism appropriate to their position, which, in turn, shall set a positive example for students. The Board, therefore, prohibits the consumption, sharing and/or selling, use and/or possession of illegal drugs, counterfeit and designer drugs or alcoholic beverages in the workplace, or when the effects of such drugs and/or alcohol use may impair an employee's job performance.

Bloodborne Pathogens (Policy [5690](#))

The Bloodborne Regulation is a federal law designed to protect occupationally exposed employees from bloodborne diseases such as AIDS and Hepatitis B. All employees will receive training to familiarize them with the Universal Precautions for handling blood spills and how to provide first aid to students and fellow employees. All schools have rubber or latex gloves available for employees who may encounter students with nosebleeds or cuts and who want to offer assistance. If you are exposed to blood or other body fluid on the job, contact the school nurse or your supervisor to document the incident and to assess the need for post exposure treatment. Report any instance of blood or body fluids spilled immediately to the custodial staff for proper cleanup.

Child Abuse Prevention and Reporting (Policy [7530](#))

The Board of Education recognizes that because of their sustained contact with school-aged children, employees are in an excellent position to identify abused or maltreated children and refer them for treatment and protection. Further, the Board of Education is committed to the protection of students in educational settings from abuse and maltreatment by employees and volunteers. Any school official or employee who

has reasonable cause to know or suspect that a child has been subject to abuse or maltreatment will immediately report this to the New York State Child Abuse and Maltreatment Register.

Code of Conduct ([Policies 3410, 7310](#))

The Code of Conduct is a guideline for all persons in the school community: students, parents, teachers, all other school personnel and visitors. A Plain Language Summary is printed annually in the Williamsville Central School District Calendar and Handbook. The complete text is found online at www.williamsvillek12.org.

Code of Ethics for Board Members and All District Personnel ([Policy 6110](#))

These rules shall serve as a guide for official conduct of the Board members and all employees of the District. The policy has specific rules regarding accepting gifts, treatment of confidential information, disclosure of interests in contracts, and similar potential conflicts of interest.

Complaints and Grievances by Employee ([Policy 6122](#))

In accordance with the provisions of General Municipal Law and the collective bargaining agreements, all District personnel shall have the opportunity to present their complaints or grievances free from interference, coercion, restraint, discrimination or reprisal. Complaints or grievances not covered under employee contracts shall be handled and resolved, whenever possible, as close to their origin as possible. Any type of discrimination alleged to have taken place shall be investigated by the administrator appointed as the Civil Rights Compliance Officer, the Assistant Superintendent for Human Resources.

Confidentiality of Student Information and Records ([Policies 3320, 7240, 7643](#))

All school records and reports should be handled in accordance with FERPA regulations. It is essential that employees not divulge any confidential information received from contact with students, parents, personnel and other people in the course of employment. Student records may not be divulged without proper consent. The safeguarding of confidential data from inappropriate use is essential to the success of the District's operation. Access to confidential computerized data shall be limited only to authorized personnel of the District.

Corporal Punishment ([Policy 7350](#))

Corporal punishment as a means of discipline shall not be used against a student by any teacher, administrator, officer, employee or agent of this District. Whenever a school employee uses physical force against a student, the school employee shall immediately report the situation to his/her Principal/Supervisor. The Principal/Supervisor shall, within the same school day, make a report to the Superintendent describing in detail the circumstances and the nature of the action taken. The use of reasonable force may be used to protect oneself from injury, protect another student or person from injury, protect school property, restrain or remove a student whose behavior is interfering with the orderly performance of school district functions.

Dignity for All Students Act (DASA) ([Policy 7550](#))

The Williamsville Central School District seeks to create an environment free of harassment, bullying, and discrimination, to foster civility in its schools, and to prevent conduct which is inconsistent with its educational mission. The District, therefore, prohibits all forms of harassment and bullying of students by employees or other students on school property and at school functions. The District further prohibits discrimination against students, including but not limited to those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or other students on school property and at school sponsored activities and events that take place at locations off school property. In addition, other acts of harassment, bullying, and/or discrimination which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline or other corrective action.

Employee Assistance Program (EAP) ([Policy 6530](#))

In collaboration with District collective bargaining units, the Board of Education provides an Employee Assistance Program (EAP). The major purpose of the program is to assist employees in obtaining help to resolve personal problems in an effective and confidential manner. Staff members will find information on the EAP in Section II of this Handbook.

Equal Employment Opportunity (Policy 6120)

It is the policy of this District to provide, through a positive and effective program, equal opportunities for employment, retention and advancement of all people regardless of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability or predisposing genetic characteristics. The Assistant Superintendent for Human Resources is the Compliance Officer and will promptly investigate complaints of alleged discrimination.

Family and Medical Leave Act (FMLA) (Policy 6551)

The Board of Education, in accordance with the Family and Medical Leave Act of 1993 (FMLA), gives eligible employees of the District the right to take unpaid leave for a period of up to twelve (12) work weeks for the employee's serious health condition, or birth, adoption, or to provide care for spouse, child, or parent with a serious health condition, and for qualifying exigencies related to a family member on active duty in the military, and or to care for a covered service member who has a serious injury or illness incurrent on active duty. (For questions on FMLA, contact Lisa Hince in the Human Resources Office.)

Fingerprinting of Prospective School Employees (Policy 6170)

All employees hired after July, 2001 are required by the NYS Education Department to be fingerprinted and cleared for employment prior to the start of employment for the purposes of a criminal history check by authorized personnel of a designated fingerprinting entity. Fingerprinting packets and instructions may be obtained in the Human Resources Office.

Harassment of Students (Policies 3420, 6180, 7551, 7552, 7553)

For purposes of this policy, harassment shall mean communication (verbal, written or graphic) and/or physical conduct based on an individual's actual or perceived race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status... or disability that has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creates an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit... (3420). Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises or those that take place in another state (7551). Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus (7552). Hazing of a student by another student or group of students is strictly prohibited on school property; in school buildings; on school buses; by school sponsored groups, clubs or teams; and at school sponsored events and/or activities whether occurring on or off-campus (7553). The District will act to promptly investigate all complaints, verbal or written, formal or informal, of allegations of harassment based on any of the characteristics described above; and will promptly take appropriate action to protect individuals from further harassment. In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee, student, or other member of the above named group who believes he/she has been a victim of harassment in the school environment and/or at programs, activities and events under the control and supervision of the District, as well as any individual who is aware of and/or who has knowledge of, or witnesses any possible occurrence of harassment, immediately report such alleged harassment; such report shall be directed to or forwarded to the supervisor or Building Principal through informal and/or formal complaint procedures as developed by the District. Employees may also contact the Assistant Superintendent for Human Resources regarding informal or formal complaints.

Hazardous Waste (Right-to-Know Policy 5631)

All personnel shall be provided with applicable training to comply with the New York State "Right-to-Know" Law and the Hazard Communication Standard. The Board of Education recognizes the need to protect human health and the environment from damage resulting from the improper handling of hazardous wastes.

Medicaid Compliance Program (Policy 5574)

The NYS Supportive Health Services Program Compliance Agreement, entered into on July 20, 2009, by the NYS Department of Health (DOH), NYS Education Department (SED) and the NYS Office of the Medicaid Inspector General (OMIG) requires that the State and local school districts shall establish a

confidential disclosure mechanism enabling employees to disclose anonymously, without fear of retaliation or intimidation, any practices or billing procedures deemed by the employee to be inappropriate to the State's Compliance Officer. To report such concerns, contact the District compliance officers, Mr. Thomas Maturski, Assistant Superintendent for Finance and Management Services, Mr. Anthony Scanzuso, Assistant Superintendent for Exceptional Education and Student Services.

Non-discrimination and Title IX ([Policies 3420, 6120, 6122, 6180, 7420, 7551, 8130, 8220](#))

A summary: The District, its officers and employees shall not discriminate against any student, employee, applicant, or any person on the basis of race, color, national origin, creed, religion, marital status, sex, sexual orientation, age or disability. These policies include access by students to educational programs, counseling, course offerings and student activities, recruitment and appointment of employees, and pay, benefits, advancement and/or terminations. Any complaint of discrimination will be promptly investigated by the Assistant Superintendent for Human Resources.

Sexual Harassment ([Policies 6121, 7551](#))

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District employees an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises and in another state. It is essential that any employee who believes he/she has been a victim of sexual harassment in the work environment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment to the Assistant Superintendent for Human Resources.

Smoking/Tobacco Use ([Policy 5640](#))

NYS Law prohibits tobacco use anywhere on school grounds. School grounds includes: roadways, buildings, structures, and surrounding outdoor grounds contained in the District's buildings, as well as any vehicles used to transport children or school personnel.

Staff-Student Relations (Fraternization) ([Policy 6180](#))

The Board of Education requires that all District employees maintain a professional, ethical relationship with District students that is conducive to an effective, safe learning environment; and that staff members act as role models for students at all times, whether on or off school property and both during and outside of school hours. Staff must establish appropriate personal boundaries with students and not engage in any behavior that could reasonably lead to even the appearance of impropriety. It is essential that any employee who is aware of and/or who has knowledge of or witnesses any possible occurrence of inappropriate behavior, immediately report such alleged fraternization to the Assistant Superintendent for Human Resources.

Staff Use of Telecommunications Systems and Computerized Information Resources ([Policy 6410](#))

The District will provide access to various communications equipment or technology resources. Resources include software, hardware, and communication networks. This may include access to electronic mail, the "Internet," fax machines and telephone systems. It may also include the opportunity for some staff to have independent access to the ITS (Information Technology Services) from remote locations. All use of the ITS, including independent use off school premises, shall be subject to this policy and accompanying procedures. Employees should not expect that information (other than confidential employee and student information) stored on the District's computer system would be private.

Additional Board Policies Important for Employees Working with Students

Constitutionally Protected Prayer in Schools (Policy 7460)

In accordance with the most recent Guidance Document issued by the U.S. Department of Education implementing the requirements of the No Child Left Behind Act of 2001, the Board of Education affirms the responsibilities of the District, consistent with applicable statutory/case law pertaining to the First Amendment of the United States Constitution, to allow students and staff to engage in constitutionally protected prayer within the District schools.

Exceptional Education and Student Services (Policies can be found from 7610 to 7690)

The Board of Education recognizes the existence of individual differences in the intellectual, social, emotional and physical development of children attending school in the District. Each student with a disability residing in the District shall be provided with full access and opportunity to participate in District programs, including extracurricular programs and activities that are available to all other students enrolled in the public schools of the District. Parents/guardians of students with disabilities, including those students placed in out-of-District programs, shall receive timely notice of such District programs and activities. The Board supports a system of services offered in the least restrictive environment for children with disabilities....

Fundraising (Policies 3260, 3271, 7450)

Direct solicitation of charitable donations from children in the District schools on school property during regular school hours shall not be permitted. The Board of Education shall ultimately decide which organizations, groups, etc. can solicit charitable donations and for what purposes, as long as the activities comply with the terms of this policy and the Rules of the Board of Regents. Fund raising projects in which students sell merchandise, provide services, or in other ways solicit money for school activities may be sponsored by school organizations with the express approval of the Building Principal. Any such plan shall have a clearly defined purpose and, in general, shall contribute to the educational experience of students and shall not conflict with instructional programs or state mandates. Door to door sales projects undertaken by any organization using the Williamsville Central School District name shall require previous approval of the Board of Education. Profits shall be used to enhance school programs by providing money for expenditures not normally funded by the District.

Graduation Requirements (Policy 7220)

In order to graduate from Williamsville Central School District, a student must complete or may exceed the requirements set forth in Part 100 of the Commissioner's Regulations. The Board of Education reserves the right to establish requirements for graduation which exceed the minimum standards as defined by the New York State Regents. All students must be in compliance with Commissioner's Regulations for graduation, achieving a minimum of a Regents diploma unless otherwise indicated.

IEP Policy and Teacher Access (Policies 7613, 7640)

The Board of Education directs each regular education teacher, special education teacher, related service provider and/or other service provider who is responsible for the implementation of a student's IEP be provided with access to such student's IEP (including amendments to the IEP) prior to the implementation of such program. Any copy of a student's IEP shall remain confidential in compliance with the Individuals with Disabilities Education Act, the Family Educational Rights and Privacy Act, and District policy regarding confidentiality of student records.

The Chairperson of the CSE, CSE subcommittee, or CPSE shall designate for each student one, or as appropriate, more than one professional employee of the District with knowledge of the student's disability and education program who will be responsible to, prior to the implementation of the IEP, inform those working with the child (e.g., teachers, related service providers, supplementary school personnel, and other provider and support staff person of his/her responsibility to implement the recommendations on a student's IEP, including the responsibility to provide specific accommodations, program modifications, supports and/or services for the student in accordance with the IEP).

Instruction of Homebound Students (Policy 8450)

Resident children attending public or nonpublic schools who are unable to attend school due to illness or medical condition as substantiated by a licensed physician in accordance with District procedures are eligible to be instructed at home or in a hospital by a tutor provided by the District. These students will be provided with such instruction in accordance with New York State Education Law and Commissioner's Regulations.

Internet Safety (Policy 8271)

In compliance with the Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the District has adopted and will enforce this Internet safety policy that ensures the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all District computers with Internet access. Such technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, child pornography, or with respect to the use of computers by minors, considered harmful to such students. Further, appropriate monitoring of online activities of minors, as determined by the building/program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.

Pledge of Allegiance (Policy 8420)

The Board directs that the Pledge of Allegiance be part of the opening exercises in all the schools. Under certain circumstances, such as religious conviction, students may be excused from this requirement as a protection of their Constitutional rights.

Selection of Instructional Material and Resources (Policies 8310, 8320, 8330, 8340)

The purpose of instructional materials shall be to implement, enrich, and support the educational program of the school. Instructional materials should contribute to the development of positive character and intellectual development of the students. The Board of Education shall provide the faculty and students in the District with such instructional materials as are educationally needed and financially feasible to make the instructional program meaningful to students of all levels of ability. In addition, the Board will ensure that all instructional materials will be made available in a usable alternative format for each student with a disability at the same time as such instructional materials are available to non-disabled students. The alternative format must meet the National Instructional Materials Accessibility Standard (NIMAS) defined in federal law. The Board delegates the primary responsibility for the selection of instructional materials to the Superintendent of Schools and the professional staff while retaining to itself final approval.

The Board of Education, as the governing body of the District is legally responsible for the selection of library materials, including the selection and approval of printed and non-printed materials for its use. In order to provide the Superintendent and his/her staff with guidance in the acquisition of instructional resource material, such as library books, references, audiovisuals, maps, etc., the Board affirms the Library Bill of Rights of the American Library Association. Any criticism of instructional materials that are in the schools should be submitted in writing to the Building Principal. The Superintendent, Assistant Superintendent for Instruction and the Board of Education will be informed. A committee, designated by the Building Principal, will investigate and judge the challenged material according to the principles and qualitative standards stated in Policy #8320 -- Selection of Library and Multimedia Materials.

The term "textbook" shall refer to a book supplied to a student for a fixed period of time for his/her personal use and basic to the study of a subject. The Board of Education shall make provision for funds to be budgeted for the purchase of textbooks and related instructional materials. Upon the recommendation of the Superintendent of Schools, the Board of Education shall designate the textbooks to be used. Students will be required to pay for lost books or for excessive damage to books.

Smoking and Tobacco Products (Policies 5640, 7320, 8211)

Tobacco use shall not be permitted and no person shall use tobacco on school grounds at any time. For purposes of this policy, "school grounds" means any building, structure, and surrounding outdoor grounds contained within the District's elementary or secondary school's legally defined property boundaries; as well as all District vehicles, including vehicles used to transport children or school personnel. For purposes of this policy, tobacco is defined to include any lighted or unlighted cigarette, cigar, cigarillo, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco (smokeless, dip, chew and/or snuff) in any form. The use of vaporizers or any other products containing nicotine, except for current FDA-approved smoking cessation products, are also prohibited.

The Board of Education recognizes the need to educate students on the hazards of alcohol, tobacco and/or drug abuse. An educationally sequential health prevention program has been developed for students commensurate with New York State Learning Standards.

Student Alcohol and Other Drug Policy (Policy 7320)

The consumption, sharing and/or selling, use and/or possession of alcoholic beverages, tobacco products, electronic cigarettes (e-cigarettes), illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored function, on school grounds and on school buses or any mode of transportation provided by the District to or from school or District activities at all times. The inappropriate use of prescription and over-the-counter drugs is also not permitted. Persons shall be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances. School-based intervention services shall be made available to all students, grades K through 12, and provided by prevention professionals who are appropriately trained in this area. The purpose of intervention is to eliminate any existing use/abuse of alcohol, tobacco, drugs, and other substances and to identify students considered to be at risk for use/abuse. Disciplinary measures for students consuming, sharing and/or selling, using and/or possessing alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs shall be outlined in the District's Code of Conduct on School Property.

Suspension of Students (Policy 7313)

The Superintendent and/or the Principal of the school (or designated "Acting Principal") where the student attends shall have the power to suspend a student for a period not to exceed five (5) school days. When the Superintendent or Building Principal proposes to suspend a student for five (5) days or less, the suspending authority shall provide the student with notice of the charged misconduct and shall also immediately notify the parent/person in parental relation in writing that the student may be suspended from school. The notice shall provide a description of the incident(s) for which suspension is proposed and shall inform the student and the parent/person in parental relation of their right to request an immediate informal conference with the Principal. The notice and opportunity for informal conference shall take place prior to suspension of the student unless the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process.

In situations where the Superintendent determines that a suspension in excess of five (5) school days may be warranted, the student and parent shall have an opportunity for a fair hearing. At the hearing, the student shall have the right of representation by counsel, with the right to question witnesses against him/her, and the right to present witnesses and other evidence on his/her behalf.

Should a student with a disability violate the established rules of the school, disciplinary action shall be in accordance with procedures set forth in the District's Code of Conduct. A manifestation determination must be made, however, if suspension or removal from the current educational placement constitutes a disciplinary change in placement because it is for more than ten (10) consecutive school days or constitutes a pattern.

In-school suspension may be used as a lesser discipline to avoid an out-of-school suspension. The student shall be considered present for attendance purposes.

A student who is ineligible to attend school on a given day is ineligible to attend field trips, after school and other school sponsored activities, and BOCES classes and activities. If the student is of compulsory attendance age, immediate steps shall be taken to provide alternate instruction.

If a parent/person in parental relation wishes to appeal the decision of the Building Principal and/or Superintendent to suspend a student from school, regardless of the length of the student's suspension, the parent/person in parental relation must appeal to the Board of Education prior to commencing an appeal to the Commissioner of Education. When a student has been suspended, the suspension may be revoked by the Board of Education whenever it appears to be for the best interest of the school and student to do so. The Board of Education may also condition a student's early return to school and suspension revocation on the student's voluntary participation in counseling or specialized classes, including anger management or dispute resolution, where appropriate.

Use of Copyrighted Materials (Policy 8350)

It is the intent of the Board of Education to abide by the provisions of the United States Copyright Law (Title 17 United States Code Section 101 et seq.). All employees and students are prohibited from copying materials not specifically allowed by the copyright law, fair use guidelines, licenses or contractual agreements. Any person who willfully disregards the copyright policy shall be in violation of Federal Copyright Laws and District policy and shall assume all liability.

SECTION II:

**Human Resources Services and Procedures in the
Williamsville Central School District**

The services provided by the Human Resources Office include: Administration of applicable Federal and State laws/regulations and school district policies, investigation of complaints of discrimination, harassment, retaliation, recruitment and selection of employees, payroll services, benefits administration, administration of leaves of absence, contract administration and attendance of teaching faculty and support staff.

Do you have QUESTIONS? We can help!!

<i>Topic</i>	<i>Contact</i>	<i>Telephone</i>	<i>Email</i>
Law, Regulation, Policy Discrimination & Harassment Complaints	Dr. J. McKenna	626-8051	jmckenna@williamsvillek12.org
Non-Instructional Personnel, Administrators & Teachers	Dr. J. McKenna	626-8051	jmckenna@williamsvillek12.org
Labor Relations Specialist	M. Cooper	626-8050	mcooper@williamsvillek12.org
Seniority, Step Placement, Personnel Records - Administrators & Teachers	L. Gowans	626-8051	lgowans@williamsvillek12.org
Seniority, Personnel Records – Civil Service and Support Staff	M. Intihar	626-8050	mintihar@williamsvillek12.org
Payroll: Admin/Teachers/Coaches	M.Gangloff	626-8055	mgangloff@williamsvillek12.org
Support Staff	K. Lukomski	626-8496	klukomski@williamsvillek12.org
Support Staff	S. O'Donoghue	626-8049	so'donoghue@williamsvillek12.org
Global Compliance Network (GCN)	M. Intihar	626-8050	mintihar@williamsvillek12.org
Job Opportunities	L.Clark	626-8053	lclark@williamsvillek12.org
Health Benefits-WTA	Benefits Trust	633-6183	WTABT@williamsvillek12.org
Health Benefits-All Others	L. Hince	626-8054	lhince@williamsvillek12.org
Employee Assistance Program	Employee Resources	854-1990	
Workers' Compensation	L.Hince	626-8054	lhince@williamsvillek12.org
Family Medical Leave Act	L.Hince	626-8054	lhince@williamsvillek12.org
Absence Management System	Auto System		1-800-942-3767
Absence Management System after 8am	L. Clark	626-8053	lclark@williamsvillek12.org
Absence Management System 6-9am	M. Manuszewski	821-7238	mmanuszweski@e1b.org

Do you have CHANGES to report? We can help!!

Personnel Records are confidential. Board Policy requires privacy in the maintenance and use of information in your file. It is essential that we maintain accurate records for payroll, benefits and all other personnel matters.

Please inform the Human Resources Office in writing should you have any changes in name, address, phone, and/or family or marital status using the forms found on WITS->HR->Documents or in the Human Resources Office. Should your certification change please send a copy to the Human Resources Office. Changes in tax status should be reported in writing to the Payroll and/or Benefits staff. Forms for that purpose are found on WITS->HR->Documents->Payroll Forms or in the Human Resources Office.

Teaching faculty completing previously approved graduate work that would affect payroll should read and complete the "Application for Approval of Graduate Credit" found on WITS->HR->Documents and submit the form by October 15 for retroactive salary credit to September 1.

Related Human Resource Forms and PDF Files found on WITS->HR->Documents:

- Certified Staff Forms
- Classified-Support Staff Forms
- Payroll Forms
- Retirement Guides
- Accident Form
- Change of Name/Address Form
- Code of Conduct
- Employee Handbook
- Policy Agreement
- Complaint Forms

Employee Review of Personnel File

Employees' files are confidential and not open to anyone who is not an official or authorized employee of the District without a subpoena. Whenever an item is added to an employee's file, a copy of that item will be sent to the employee at the same time. Employees may request to inspect their Personnel File, maintained in the District Office, by contacting the Assistant Superintendent for Human Resources (Certified) or Labor Relations Specialist (Classified) for an appointment. At the time of the inspection, the employee shall initial and date every item in the file as evidence that he/she has seen the item. The employee may make a written request that he/she be furnished with one copy each of any item in his file. The employee may also provide to the Assistant Superintendent for Human Resources a written, signed, and dated comment in triplicate respecting any such item in the file, and one copy of the comment will be placed in the file.

Human Resources Procedures A to Z

Absences

Teaching Faculty: The Absence Management System (AMS) is an automated employee absence management and substitute placement system that provides both telephone and web access. The Absence Management System is available 24 hours a day, seven days a week.

Website: www.aesonline.com

Toll-free Automated Telephone System: 1-800-942-3767

Lynn Clark: 716-626-8053 or lclark@williamsvillek12.org

Millie Manuszewski (BOCES): 716-821-7238 or mmanuszewski@e1b.org

All Other Employees: Provisions for various short-term absences vary by employee position. Your supervisor will inform you of the means to request short term absences for sick leave, personal leave, and bereavement in accord with the collectively negotiated agreement with the unit to which you belong.

Certification of Teachers

It is each teacher's responsibility to assure that his/her certification is current and meets the requirements of the applicable laws, Regents and Commissioner's requirements. Please bring the original of your certification or licensure documents to Human Resources staff for copying whenever there is a change to your certificate. Don't forget to contact the Human Resources Office when you complete your graduate degree.

Certification and Qualifications (Policy 6212)

In accordance with applicable statutes, Rules of the Board of Regents, and Regulations of the Commissioner of Education, each employee of the District whose employment requires certification or other licensure shall inform the Superintendent of Schools immediately of any change in the status of his/her certification or licensure. The changes shall include, but not be limited to, the granting, revocation, upgrading, expiration, conversion and/or extension of these documents as to their periods of validity or their titles.

Original certificates and/or licenses must be presented for examination and copying in the Human Resources Office as soon as they are available to the employee. The copies will be maintained in the employee's personnel file in support of the legitimate employment of each affected employee. The failure of any such employee to possess the required certification or other licensure may result in the discharge of that employee.

Credit Union

Williamsville Central School District employees and their family members have the opportunity to become members of the Williamsville Federal Credit Union. The WFCU was chartered in 1953. It is a not-for-profit financial institution owned and controlled by the

members. A Board of Directors, elected by the membership, is the policy making and governing body for the Credit Union. You can find out more at www.williamsvillefcu.com.

Educational Leave Fund (ELF)

Tenured teaching faculty with Master's degree and/or three years or more of service to the District may apply for and Educational Leave for the purpose of professional self-improvement, or in order to enhance the educational program for students in accord with District goals and objectives. The application form is found on WITS->HR->Documents->Certified Staff Forms, and must be made to the building principal or immediate supervisor. A committee established according to the terms of the Collective Bargaining Agreement will notify the applicant within thirty days of receipt of the application

Emergency Planning and Weather Related Delays/Closing

The safety and well-being of our students and staff are a priority in the Williamsville Central School District. We have a comprehensive District-wide emergency response plan that will assist the quick response of staff and public safety partners should an emergency occur. All employees will receive training for their role in the emergency response plan. In addition, each school building has a safety committee that oversees the emergency response within a school. These committees meet regularly to review procedures and conduct annual training. When an emergency occurs, the District uses the E-Alert system that emails/text messages parents and employees with school related emergency information. This includes weather related events such as school closing, delayed opening, and/or early dismissal information. You can register for these messages through the District's website at www.williamsvillek12.org by clicking on the E-Alert symbol on the homepage.

Employee Assistance Program (EAP)

The Board of Education recognizes the importance of helping employees deal with problems that may affect the employee's ability to perform his/her job. The District's Employee Assistance Program (EAP) is available to all employees, and their families, to help to resolve personal problems in an effective and confidential manner. The services of Employee Resources, Inc. are free to the employee. These services include help with:

- Work and/or personal stress
- Marital and/or family issues
- Relationship issues
- Alcohol and Substance abuse
- Depression/Anxiety/Anger
- Grief and Loss issues
- Legal consultation
- Financial consultation
- Elder Care consultation
- Child Care consultation
- Vocational counseling

Your EAP is easy to access. Employees and/or household members can call to arrange an appointment and receive services at any of seven Western New York locations.

To make appointments or to receive more information from Employee Resources, Inc., call (716) 854-1990, or if out of State, 1-800-491-1990. The 24-hour telephone emergency response service provides help with personal crises after hours.

For more information about your EAP, visit the Employee Resources website at www.employeeresources.com or email them at eap@employeeresources.com.

Employment

Current external job openings are advertised to employees and the public on the District website, www.williamsvillek12.org, as well as on the WNYRIC job site, www.WNYRIC.org/application. Paper copies of each posting can also be viewed in each school location and the District Office.

Unless otherwise stated in a job posting, all external candidates must apply online for a specific position at www.WNYRIC.org using an electronic process. Please do not mail, fax or e-mail any resumes, letters of interest, reference letters, transcripts or certifications to the School District. All of the above should be attached to your application online.

Although external applicants are strongly encouraged to complete an online application when applying to a job posting, paper applications are available for certain non-instructional applicants who do not have access to a computer. A paper application can be downloaded on the District website or picked up at the reception desk in the District Office. Please send the completed paper application to Human Resources, 105 Casey Rd., PO Box 5000, East Amherst, NY 14051-5000.

Current employees will also see internal postings in each school location and may apply on www.WNYRIC.org or by submitting a letter of interest, BID Response, or appropriate paper application (as indicated in the application procedure listed on each posting) to Human Resources. All applications are kept current for one year.

The Williamsville Central School District is an equal opportunity employer in compliance with NYS Human Rights Law, Title IX of the Civil Rights Act of 1964 and the Equal Employment Opportunity Law. The Williamsville Central School District does not discriminate against any person on the basis of age, race, color, creed, national origin, marital status, religion, sex or disability.

All hiring of non-instructional staff will be conducted in accordance with the rules and regulations of the Erie County Civil Services Commission.

Family Medical Leave Act

FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for an employer for at least one year and for 1,250 hours over the past 12 months. During the duration of an FMLA leave, the employer will maintain the employee's health coverage, and upon return the employee will be restored to their pay, benefits, and other employment terms. FMLA leave and benefits are provided concurrent with any paid sick, personal or

extended leave for which an employee may be eligible pursuant to the appropriate collective bargaining agreement. Please contact Lisa Hince at 626-8054 or lhince@williamsvillek12.org for information about the Family Medical Leave Act.

Flexible Benefits Plan (P&A)

A Flexible Benefit program is available to employees who wish to shelter a portion of their income for unreimbursed medical expenses and/or dependent care. Further information can be obtained at www.padmin.com, the company that manages these savings plans for the District. Employees can also contact P&A via telephone at 1-800-688-2611.

Flexible Benefits Plan (P&A)

1-800-688-2611

Global Compliance Network Training (GCN)

All employees are required to complete the following GCN training modules: DASA-Williamsville, Sexual Harassment NY, Workplace Violence, Bloodborne Pathogens and Hazard Communications. Employees must complete these modules by March 31, 2021 with the exception of DASA-Williamsville and Sexual Harassment, which are due by October 1, 2020. New employees are asked to complete the training within the deadlines or within two weeks after hire, if deadline has passed.

Substitute Teachers, Substitute Aides, Substitute Monitors, Substitute Health Aides, Substitute Clerical, Substitute Nurses, and Home Instructors are to complete ALL required modules by October 1, 2020. Substitutes hired after October 1, 2020 should complete the modules within two weeks of the date of hire.

Directions for accessing each module are available on WITS->HR->Documents or at www.williamsvillek12.org under the HR tab. Our Organization ID is 24915. If you need assistance, please contact Michelle Intihar at 626-8050, or mintihar@williamsvillek12.org.

ID Badges

Full and part-time employees must wear the District issued photo ID badge at all times while on duty. All employees will be issued ID badges, some of which will allow entrance into District buildings.

Substitute Teachers, Substitute Aides, Substitute Monitors, Substitute Health Aides, Substitute Clerical, and Substitute Nurses will receive a "Substitute" ID badge upon reporting to the main office within each school at the start of each assignment. Substitute ID badges should be returned to the main office at the end of each day.

Please contact Lynn Clark at 626-8053 or lclark@williamsvillek12.org immediately if your ID badge is lost or stolen or if you need any assistance.

Injuries at Work and Workman's Compensation

Contact Lisa Hince at 626-8054 or lhince@williamsvillek12.org for information about the Workers' Compensation coverage of the District. Please be sure to immediately report to your principal, nurse or department supervisor any injury sustained at work in the normal

course of your duties. It is important to fill out an accident/injury report within 24 hours of an accident or injury so that the insurance company may be notified. Accident forms are available at each building or on WITS->HR->Documents.

Payroll Department

Employees are paid every two weeks over the school year or calendar year depending on position and payroll distribution election. Direct deposit is a convenient option for the employee and employer. Direct deposit forms are available in the Human Resources Office or on WITS->HR->Documents->Payroll Forms.

Teaching faculty wishing to receive their ten-month salary over twelve months should complete the Salary Election form and return it to the Payroll Department. Whenever you need to change deductions for federal and state tax withholding complete and return the forms to the Payroll Department. Forms are available in the Human Resources Office, on www.williamsvillek12.org, or on WITS->HR->Documents->Payroll Forms.

Tax Deferred Savings: The 403(b) is one way of accumulating savings using current pre-tax income in a personal retirement savings account. The OMNI group manages all aspects so that the District, all participating employees, and each of the various vendors and their agents adhere to all the many compliance regulations of the Internal Revenue Service. You will find links to OMNI, all required forms, explanations of how the savings plan works, contact phone numbers etc. on the OMNI site at www.omni403b.com. The application form can also be found on WITS->HR->Documents->Payroll Forms.

New York State also provides the NYS Deferred Compensation Plan for accumulating additional retirement savings. Please visit the Payroll Department tab at www.williamsvillek12.org or on WITS->HR->Documents->Payroll Forms to view a brochure explaining the "Highlights" of the NYS plan.

Pregnancy, Adoption and Child-Rearing Leaves of Absence

The availability and requirements for various paid and unpaid leaves of absence vary by employee job classification and the terms of the Negotiated or Collective Bargaining Agreement covering the position of the employee. Therefore, employees should refer to the Collectively Bargained or Negotiated Agreement covering their job title for information on available paid and unpaid personal leave.

WTA members will find the *Guide to Pregnancy and Adoption* on WITS->HR->Documents->WTA. This is a joint WCSD/WTA effort to explain how teachers successfully navigate the process for the paid/unpaid portions of leave associated with maternity and/or adoption.

Resignation

Certificated employees should provide thirty days' notice prior to the effective date of resignation. Non-instructional employees should provide a minimum of two weeks' notice unless otherwise stated in individual contract.

Retirement:

Membership in either the NYS Teachers' Retirement System or the NYS Employees' Retirement System is a mandatory benefit for full time employees and optional for part-time employees. Below you will find links to both retirement systems for your convenience.

[NYS Teachers' Retirement System](#) (TRS)

Active Members/Retirees: 1-800-348-7298

General Information: 1-800-782-0289

www.nystrs.org

[NYS Employees' Retirement System](#) (ERS)

1-866-805-0990

www.osc.state.ny.us/retirement

School Calendar

The comprehensive Williamsville Central School District Calendar and Handbook is available from the Human Resources Office. In addition, a one-page school calendar is available at www.williamsvillek12.org under the Resources tab as well as from the Human Resources Office.