

## **This Administrator packet includes:**

- **Employee Information Change Form**
- **Plan for Emergency Closings for 2022-2023**
- **Payroll Time Sheet Schedule**
- **Approved Personal Days for Bargaining Units**
- **Posting: Requests for Unpaid Days**
- **Absentee Procedures**
- **Policy: Code of Ethics for All District Personnel**
- **Complete Teacher packet**
- **Complete Staff packet**



**Union-Endicott Central School District  
Personnel Department  
Employee Information Change**



**Information Currently on File with Union Endicott School District**

Last Name	First Name	( ) Phone Number
Address	City, State	Zip Code
Position (Job Title)	Building	

**New Information to Be Recorded**

I am requesting a change of:

Name\*

Address

Phone Number

New Name to be Recorded: \_\_\_\_\_  
Name

New Address to be Recorded:

Address	City
State	Zip Code

New Phone Number to be Recorded: ( ) \_\_\_\_\_  
Phone Number

- You are required to report any name change with Social Security as soon as possible
- Professional Staff are required to submit their change to the NYS Department of Education through TEACH
- Both Professional and Support Staff are required to submit your change through the appropriate NYS Retirement System

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office Use Only

\_\_\_ E-mail Notification    \_\_\_ Card    \_\_\_ New Folder Label    \_\_\_ CQCS    \_\_\_ NYS

**Plan for Emergency Closings for 2022-2023:**

If only one building in the District is closed due to an emergency situation, the following plan will apply:

The following language was codified in the 2022-2026 ETA Contract (page 28, Clause 33.8):

**“In the event only a single school building is closed for a non-weather related closing, bargaining unit members in that building shall be required to report to work for a staff development day at a location designated by the District.”**

**Union Endicott Central School District**

**2022/2023 Payroll Timesheet Schedule**

PAYROLL NUMBER	PAY DATE	TIMESHEET DATES		DUE IN PAYROLL	
		FROM	THROUGH		
		1	07/07/22		06/12/22
2	07/21/22	06/26/22	- 07/09/22	07/12/22	
3	08/04/22	07/10/22	- 07/23/22	07/26/22	
4	08/18/22	07/24/22	- 08/06/22	08/09/22	
5	09/01/22	08/07/22	- 08/20/22	08/23/22	
6	09/15/22	08/21/22	- 09/03/22	<b>09/06/22</b>	
7	09/29/22	09/04/22	09/17/22	09/20/22	
8	10/13/22	09/18/22	- 10/01/22	10/04/22	
9	10/27/22	10/02/22	- 10/15/22	10/18/22	
10	11/10/22	10/16/22	- 10/29/22	11/01/22	
11	<b>11/22/22</b>	10/30/22	- 11/12/22	<b>**11/14/22</b>	
12	12/08/22	11/13/22	- 11/26/22	11/29/22	
13	12/22/22	11/27/22	- 12/10/22	12/13/22	
14	01/05/23	12/11/22	- 12/24/22	<b>12/27/22</b>	
15	01/19/23	12/25/22	- 01/07/23	01/10/23	
16	02/02/23	01/08/23	- 01/21/23	01/24/23	
17	02/16/23	01/22/23	- 02/04/23	02/07/23	
18	03/02/23	02/05/23	- 02/18/23	<b>02/21/23</b>	
19	03/16/23	02/19/23	- 03/04/23	03/07/23	
20	03/30/23	03/05/23	- 03/18/23	03/21/23	
21	04/13/23	03/19/23	- 04/01/23	04/04/23	
22	04/27/23	04/02/23	- 04/15/23	04/18/23	
23	05/11/23	04/16/23	- 04/29/23	05/02/23	
24	05/25/23	04/30/23	- 05/13/23	05/16/23	
25	06/08/23	05/14/23	- 05/27/23	<b>05/30/23</b>	
26	06/22/23	05/28/23	- 06/10/23	06/13/23	
	Final bi-wkly check & Balloon Check NO TSA deductions				
1	2022/2023	7/6/2023	06/11/23	06/24/23	06/27/23
1	12 Month Salary pay				
5	10.50 Month Salary pay				
6	10 Month Salary pay				
26	Balloon Check/ NO TSA's/ Last Contract, Salary Pay				
**	<b>Time Sheets to be turned in early</b>				

## PERSONAL DAYS 2022-2023

	UEAA	Transp	Café	SAA	Maint	OPA	ETA	Conf
Number of Personal Days 2022-2023	3	3	3	3	3	3	3	3
Maximum Personal Days with Carryover	3	5	5	5	5	5	5	5
<b>Personal Leave</b>								
P - Personal Day	X	X	X	X	X	X	X	X
W - Snow Comp Day*								
<b>School Business</b>								
X - School Business	X	X	X	X	X	X	X	X
<b>Other Leave Types</b>								
F - Family Illness, deducted from sick leave	5	5	5	5	5	5	6	5
D - Bereavement Leave (Immediate Family/Family)	5/3	5/3	5/3	5/3	5/3	5/3	5/3	5/3
PD-Personal - Short Term Leave (unpaid)**			5			5		
H - Health Screening	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
B - Blood Donation ****	3 Hours	3 Hours	3 Hours	3 Hours	3 Hours	3 Hours	3 Hours	3 Hours
J - Jury Duty	No Limit	No Limit	No Limit	No Limit	No Limit	No Limit	No Limit	No Limit
<b>Unused Personal Day Carryover</b>								
Carried Over as Personal Days (maximum)	0	2	2	2	2	2	2	2
Carried Over as Sick Day (maximum)	3	1	1	1	1	1	1	1
Donated to Sick Bank							1	
* Available day input by the Personnel Office								
** Short-term leave: Absence Code = "O" and Pay Deduct (P) = "Y"								
*** See Attached Chart								
**** Full-time employees only, unpaid								

# PERSONNEL NEWS

Personnel Office

Ms. Jennifer Kazmark, Assistant Superintendent

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## Please Post

### REQUESTS FOR UNPAID DAYS

We occasionally receive requests for unpaid leaves of absence for social or recreational purposes during the school year from District employees. Unless otherwise permitted per the appropriate bargaining unit contract, or the law, such requests are not ordinarily approved.

In addition, having 10 or 10.5 month employees take time off during the school year, when classes are in session and students are in the buildings, can significantly hamper operations of the school and district. Please keep this in mind when scheduling trips, social events and other activities; they should be scheduled during the vacation/holiday periods for your unit.

We hope that you understand the reasons for this policy and that this reminder will help to avoid possible misunderstandings on this matter.

Ms. Nicole Wolfe, Superintendent of Schools

Ms. Jennifer Kazmark, Asst. Supt. for Personnel and Secondary Education

July 2022

**UNION-ENDICOTT CENTRAL SCHOOL DISTRICT**



## U-E Absence/Time-off Procedures

### TO REQUEST TIME OFF FOR ANY REASON:

#### ALL STAFF - PROFESSIONAL, SUPPORT, ADMINISTRATIVE, CLERICAL, MAINTENANCE AND FOOD SERVICE:

- 1) **All Employees:** (*Except Transportation*) Must use the AESOP/Frontline program.
  - a) Available options for reporting attendance request would be the web, phone or an App with Frontline/AESOP.
  - b) Frontline Absence Management Solutions/AESOP is available 24 hours a day, 7 days a week with access via internet (SSO log-in), app (SSO log-in) and **access code: 7354** and/or phone ID # (10-digit phone number and Pin #).
    - i) **Interacting with AESOP via the Phone**
      - (1) You can call Frontline toll free at **1-800-942-3767**. Simply follow the voice menu to enter and manage absences and access other features. Remember your phone ID # (10-digit phone number) and pin # is listed in the email you received or is available on your web page once you have logged in using the SSO process under preferences.
    - ii) **Interacting with AESOP via the Web & App**
      - (1) Use MY APP SSO Organization (*Single Sign On*) which is required for all access to AESOP/Frontline.
  - c) After entering an absence: Please wait until you receive a confirmation number before you terminate the process. The attendance request is not complete until you receive a confirmation number.
- 2) **New Employees:** After being approved by the BOE you will receive an e-mail about AESOP/Frontline. You would need to have registered with the MY APP application through BOCES on the District staff page on the web or on through a District computer. Complete the single sign-on registration using your district computer log in information. Once MY APP is set-up then click on the Frontline purple box.
  - a) **You will not use the regular log in area on Frontline, *always* use SSO (Single Sign On Organization).**
- 3) **All Employees:** Each absence/time-off request is entered into the Frontline/AESOP program as soon as possible so that a substitute can be obtained. Even when a substitute is not required attendance requests should be entered as soon as possible and comply with your contract.
- 4) **Direct your questions to:** Teresa Royle, 607- 757-2104 (7:30 am – 4:00 pm) voice mail is available:

#### **Administrative Staff:**

- 1) **All Principals:** In addition to AESOP, when a Substitute is desired please contact the Superintendent's Office prior to creating your absence request via phone or e-mailed: Sue Reif: 607-757-2111, [sreif@uek12.org](mailto:sreif@uek12.org)  
Alane Wanchisen 607-757-2112, [awanchis@uek12.org](mailto:awanchis@uek12.org), Superintendent: Nicole Wolfe, 607-607-757-2103, [nwolfe@uek12.org](mailto:nwolfe@uek12.org)

- 2) **Assistant Principals:** In addition to AESOP, when unusual school day commitments might need to be covered please contact the Superintendent's Office prior to creating your absence request via phone or e-mailed: Sue Reif: 607-757-2111, [sreif@uek12.org](mailto:sreif@uek12.org) Alane Wanchisen 607-757-2112, [awanchis@uek12.org](mailto:awanchis@uek12.org), Superintendent: Nicole Wolfe, 607-607-757-2103, [nwolfe@uek12.org](mailto:nwolfe@uek12.org) for the potential of substitute coverage.

### **Maintenance:**

- 1) In addition to AESOP, as soon as possible per contract are to be phoned into your building Head Custodian *only*:

Jeremi Kipp	AGM/LWW	205-0215
Steve Doty	CFJ	205-0214
Mike Miller	DO	205-0169
Tim Gardner	GFJ	205-0172
Chris McKinney	JFS	205-0171
Bob Canfield	TJW	205-0182
Vince Carlini	UEHS	321-1564

Additional Assistance: Marianne Thompson, 607-757-2196 or [mthompso@uek12.org](mailto:mthompso@uek12.org) – She cannot enter an absence on your behalf. All employees can use the phone or web access through AESOP to enter absences.

### **Food Service:**

- 1) **Same Day Absences:** In addition to AESOP, all absences, and time-off requests made the same day of absence are to be phoned into: Brian White work: 607-757-2107 or [bwhite@uek12.org](mailto:bwhite@uek12.org) or [bwhite@btbooces.org](mailto:bwhite@btbooces.org)



**Transportation/Bus Garage:**

- 1) **Fill out the Employee Absence Sheet:** Then submit to the Supervisor of Transportation, Lisa Bennett. When appropriate, per contract submit your requests in advance for approval.

*Please Print on Paper Form available in the Bus Garage office*

**UNION-ENDICOTT CENTRAL SCHOOL DISTRICT  
EMPLOYEE ABSENCE REPORT 2022-2023**

Please complete this form and submit to Lisa Bennett  
(Personal, School Business or Vacation day must be approved **before** absence)

Employee:		
Date(s) of Absence:		
Total number of days absent		
<b>Reason for Absence:</b>	<b>- Choose appropriate item below</b>	
<input type="radio"/> Sick - Paid	<input type="radio"/> School Business- Type:	
<input type="radio"/> Family Sick Paid (Limit 5)	<input type="radio"/> Bereavement- Relationship:	
<input type="radio"/> Health Screening	Type:	
<input type="radio"/> Jury Duty	: Attach proof of service	
<input type="radio"/> Vacation		
<input type="radio"/> Personal Business Paid	<input type="radio"/> Personal Before/After Holiday Personal **Must be pre-approved by Assist. Supt for Personnel**	
Comments:		
<b>Employee Signature:</b>		<b>Date:</b>
By signing, the bargaining unit member acknowledges the leave time complies with the terms and conditions of the Transportation contract, along with any related practices.		
<input type="radio"/> Approved	<b>Authorized Signature:</b> _____	
<input type="radio"/> NOT Approved	Date: _____	

- 2) **Same Day Absences:** All absences, and time-off requests made the same day of absence are to be phoned into: Lisa Bennett, work: 607-757-2125, cell: 607-427-2050, or home: 607-773-1695



Book	Policy Manual
Section	6000 - Personnel
Title	Code of Ethics For All District Personnel
Code	6110
Status	Active
Adopted	April 22, 2002
Last Revised	July 9, 2007
Last Reviewed	May 16, 2016

## CODE OF ETHICS FOR ALL DISTRICT PERSONNEL

### General Provisions

Pursuant to the provisions of General Municipal Law Section 806, the Board of Education of the Union-Endicott Central School District recognizes that there are rules of ethical conduct for members of the Board and employees of the District that must be observed if a high degree of moral conduct is to be obtained in our unit of local government. It is the purpose of this policy to promulgate these rules of ethical conduct for the Board members and employees of the District. These rules shall serve as a guide for official conduct of the Board members and employees of the District. The rules of ethical conduct of this resolution, as adopted, shall not conflict with, but shall be in addition to any prohibition of General Municipal Law Article 18 or any other general or special law relating to ethical conduct and interest in contracts of Board members and employees.

### Standards of Conduct

Every Board member or employee of the Union-Endicott Central School District shall be subject to and abide by the following standards of conduct:

1. Pursuant to General Municipal Law Section 805-a, he/she shall not, directly or indirectly, solicit any gift or accept or receive any gift having a value of seventy-five dollars (\$75) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended or expected to influence him/her in the performance of official duties or was intended as a reward for any official action on his/her part.
2. He/she shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest.
3. Any District officer or employee, as well as his/her spouse, who has, will have, or later acquires an interest in any actual or proposed contract, purchase agreement, lease agreement or other agreement, including oral agreements, with the District shall publicly disclose the nature and extent of such interest in writing to his/her immediate supervisor and to the Board of Education as soon as she/he has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and set forth in the Board minutes.
4. He/she shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he/she is an officer, member or employee or of any municipal agency over which he/she has jurisdiction or to which he/she has the power to appoint any member, officer or employee.
5. He/she shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of his/her municipality, whereby his/her compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of services rendered.
6. To the extent that he/she knows thereof, a member of the Board of Education or employee of the Union-Endicott Central School District, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Education on any resolution before the Board of Education shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has in such resolution.
7. He/she shall not invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction, that creates a conflict with his/her official duties.
8. He/she shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her official duties.
9. He/she shall not, after the termination of service or employment with the School District, appear before any board or agency of the Union-Endicott Central School District in relation to any case, proceeding, or application in which he/she personally participated during the period of his/her service or employment or which was under his/her active consideration.

### Legal Remedies

#### District Officers

In accordance with the Penal Law Section 60.27(5), if a District officer is convicted of a violation against the District under Penal Law Article 155 relating to larceny, the courts may require an amount of restitution up to the full amount of the offense or reparation up to the full amount of the actual out-of-pocket loss suffered by the District.

#### Board Members and Employees

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former Board member or employee of any claim, account, demand or suit against the Union-Endicott Central School District, or any agency thereof on behalf of himself/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

#### Distribution and Posting of Code of Ethics

The Superintendent of the Union-Endicott Central School District shall cause a copy of this code of ethics to be distributed to every Board member and employee of the School District within thirty (30) days after the effective date of this resolution. Each Board member and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment. The Superintendent shall also cause a copy of General Municipal Law Article 18 to be kept posted in each building in the District in a place conspicuous to its Board members and employees. Failure to distribute any such copy of this code of ethics or failure of any Board member or employee to receive such copy, as well as failure to post any such copy of General Municipal Law Article 18, shall have no effect on the duty of compliance with such code or General Municipal Law Article 18, nor with the enforcement of provisions thereof. Thereafter, this code of ethics will be shared annually with all Board Members at the annual Reorganization Meeting.

**Penalties**

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

**Effective Date**

This resolution shall take effect immediately.

**Legal**

Education Law Section 410  
General Municipal Law Article 18 and Section 803  
Labor Law Section 201-d  
Penal Law Article 155 and Section 60.27(5)