

## **This packet includes information for TEACHERS:**

- **Employee Information Change Report**
- **Payroll Time Sheet Schedule**
- **Plan for Emergency Closings for 2022-2023**
- **Request for Unpaid Days Posting**
- **Absentee Procedures**
- **Approved Personal Days for Bargaining Units**
- **Student Truancy Program**
- **Attendance Improvement – Truancy Prevention Protocol**
- **Name change with NYS Dept Ed - TEACH**
- **Mileage Compensation Memo & Form**
- **Policy: Code of Ethics for All District Personnel**
- **Procedures for APPR Professional Development**
- **Procedures for New Continuing Teacher and Leader Certification**



**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

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	- 06/25/22	06/28/22	
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				
**	Time Sheets to be turned in early				

**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.”**

# 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](mailto:SueReif@uek12.org): 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](mailto:MarianneThompson@uek12.org), 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](mailto:BrianWhite@uek12.org) work: 607-757-2107 or [bwhite@uek12.org](mailto:bwhite@uek12.org) or [bwhite@btboces.org](mailto:bwhite@btboces.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



## 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								

## Student Truancy Program Internal Checklist

The Truancy Prevention Program remains a School-Based initiative. Intervention from the office of the Broome County District Attorney is only effective if all school and community resource agencies have been exhausted. The DA's office can only become involved and acquire criminal jurisdiction in those cases where the parents are found to be at fault for their child's poor attendance, thereby establishing circumstances which serve as the basis for a charge of Endangering the Welfare of a Child (PL §260.10), a class A misdemeanor. To assist your staff in determining who is liable and how to proceed prior to the DA's involvement please consult the following checklist.

### Letter Sequence:

#### Letter # 1: 10 Absences

- Contact the parents, setup a meeting, and determine if there are extenuating circumstances. If there is no response from the parents, it's recommended that School officials proceed directly to the safe schools committee and possibly file a CPS hotline report. (There must be a negative correlation between absences and academic achievement)
- Refer case to the safe schools committee for review
- If appropriate, recommend CPS hotline report for Educational neglect and subsequent CPS investigation.
- Document and particularize parent(s) behavior and/or lack thereof.

#### Letter # 2: 15 Absences

- Copy the DA's office
- Continue to pursue school meetings and direct conversations with parents. Home visit by school officials accompanied by EPD if appropriate
- Check in with CPS if previously filed. If the case is unfounded and attendance problems persist, continue to follow letter sequence and pursue other outreach options. Consider filing report with CPS if not previously done.
- If parents complain that the child will not go to school, recommend PINS diversion, Western Broome Center, SCUT team, or other resources such as in-school counseling services.
- If there is a curriculum or IEP issue please put the letter sequence on hold, as parental behavior is not the issue. But remind parents they need to be actively involved in resolving said conflict by maintaining regular contact with the school.
- Document and particularize the parent(s) behavior and/or lack of

#### Letter # 3: 20 Absences

- Copy the DA's office.
- Try again to contact the parents, requiring parents to attend a meeting at the school.
- If original Hotline Report was unfounded, it is suggested t hat another report be filed, if appropriate. Consider filing with CPS if not done to date.
- Check in with open CPS and PINS cases, and other outside agencies such as counseling or mental health.
- Document and particularize the parent(s) behavior and /or lack thereof.

The DA's office will follow up with school administrators after receiving a copy of the 20 Day letter. If school officials have questions before the 20 Day letter or are unsure whether or not to proceed with the letter sequence, please contact the DA's office for assistance.

Gerald Mollen, Broome County District Attorney Office

**Attendance Improvement - Truancy Prevention Protocol**

Procedures applicable to Unexcused Absences

(Patterns of Excused Absences will continue to be dealt with as appropriate through a variety of building-based measures)

<p><b>Daily Attendance</b></p>		
<p><b>1-4 Days of Unexcused Absences</b></p>	<p><b>5-7 Days of Unexcused Absences from School or Class</b></p>	<p><b>8-9 Days of Unexcused Absences from School or Class</b></p>
<p><b>Administration</b> - Global Connects calls home after 3 periods absent from school on any one day for secondary or after any elementary absence.                  Secondary administrator assigns progressive consequences (Warning, Lunch Detention, After School Detention) if the absence proves to be unexcused or if the student begins a pattern of absences. Intermediate (gr. 3-5) administrator meets with students to explain consequences of school absences and work for behavior change.</p>	<p><b>Administration</b>-At Secondary level, home visit by 2 building reps (Administration, Pupil Services), 1 day of student serving In School Detention, meeting scheduled with parent, student, pupil services rep and administrator. At Elementary level, meeting schedule with parent, student, pupil services rep and administrator. Home visits as appropriate and possible. Utilize Mary Anderson if appropriate. At both levels, log in home visits in School Tools.</p>	<p><b>Administration</b>-Attendance Contract that must be signed by student, parent, administration and pupil services rep.  <b>Progressive and prescriptive consequences to be determined by administrator.</b></p>
<p><b>JFS and UEHS Teachers</b> - Must ask for readmit slip; Teacher sends to Attendance any student who tries to re-enter without a slip. Create a referral for any unexcused absences.</p>	<p><b>Teachers</b>- Teachers who have any student absent unexcused from their class, must contact home either by phone or email to discuss the impact of attendance on school success. Teachers are to keep a log on every student who falls into this category with action taken, date/time and result</p>	<p><b>10 Days</b>—LETTER 1 goes home.                  Student is referred to Safe Schools Team.</p>
<p><b>Elementary Teachers</b> - Must send notification to the Principal of any student without a note or with an unexcused absence.</p>	<p><b>Clerical</b>—After running the 1<sup>st</sup> period Attendance Report each day, Secondary Attendance Secretaries will call the homes/contact numbers of the chronically (5-7 days) unexcused students.                  Elementary secretaries will do this as possible.</p>	
<p><b>Clerical</b> - Phone calls home requesting written excuses.                  If Excused, but a note is still needed, Attendance must continue to call home and demand a note.</p>		

## **Name Change for New York State Department of Education**

You may change your name in using your TEACH Online Services account. If you do not have an account, you can register for one by visiting:

**<http://www.highered.nysed.gov/tcert/teach/home.html>**

Once you have created/ logged in to your TEACH account:

- Click Verify/Update Profile
- click Edit Personal Info
- click the Request Name Change button
- You must mail a copy of the documentation that supports your request. For example, if you request a name change, mail us a copy of your marriage license or divorce decree etc. Mail to:  
Office of Teaching Initiatives, 89 Washington Ave, EB RM 5N, Albany, NY 12234

There is no fee for requesting a name change.

To have a certificate reissued in your new name there is a \$25 fee. You can also apply for the duplicate certificate reflecting your name change through the TEACH Account

UNION-ENDICOTT CENTRAL SCHOOL DISTRICT  
Office of the Assistant Superintendent  
Personnel & Secondary Education

MEMORANDUM

**TO:** Supervisors, Principals  
**FROM:** Ms. Jennifer Kazmark  
**RE:** Mileage Compensation Procedure  
**DATE:** September 1, 2022

Claims for travel between buildings may be submitted monthly to the Business Office using a yellow claim form (see *Forms Board*) or purchase order. If the accumulated mileage compensation for a month is not at least \$10.00, hold on to the claims until that minimum amount is reached.

Each month Administrators and teachers entitled to mileage compensation should submit a "monthly mileage record" form (see *Forms District*) indicating the dates and amounts of travel required by their schedule. This form should be signed by the building principal (verifying attendance on the days claimed) before being sent to the department supervisor. The supervisor should file a yellow claim form or purchase order for all claims made by members of his/her department for the preceding month and send the form to the Accounts Payable Clerk in the Business Office. A separate form for each claimant will be necessary. The current IRS rate is 58.5 cents per mile. Please make sure that the miles claimed are based on the official district mileage chart. **Mileage to BOCES is not reimbursable.**

Proper coding for mileage compensation is:  
2110-448-99-your program number

Money is in your budget under this code.

SSV

# UNION-ENDICOTT CENTRAL SCHOOL DISTRICT

## MONTHLY MILEAGE RECORD 2022

NAME \_\_\_\_\_

Building \_\_\_\_\_ Dates \_\_\_\_\_

DATE	FROM	TO	MILES
<b>MILES SUBTOTAL</b>			0

DATE	FROM	TO	MILES
<b>MILES SUBTOTAL</b>			0

DATE	FROM	TO	MILES
<b>MILES SUBTOTAL</b>			0

DATE	FROM	TO	MILES
<b>MILES SUBTOTAL</b>			0

DATE	FROM	TO	MILES
<b>MILES SUBTOTAL</b>			0

<b>TOTAL MILEAGE</b>	0
x 2021 REIMBURSEMENT RATE =	0.585
<b>CALCULATED REIMBURSEMENT RATE</b>	\$0.00

<b>AGM</b>	--	2.9	4.5	--	5.7	2.2	3.0
<b>CFJ</b>	2.9	--	4.4	2.5	3.4	1.3	2.0
<b>GFJ</b>	4.5	4.4	--	4.1	7.8	3.2	2.9
<b>LWW</b>	--	2.5	4.1	--	5.3	1.8	2.6
<b>TJW</b>	5.7	3.4	7.8	5.3	--	4.7	5.4
<b>JFS</b>	2.2	1.3	3.2	1.8	4.7	--	1.4
<b>UEHS</b>	3.0	2.0	2.9	2.6	5.4	1.4	--
<b>DIST.OFFICE</b>	3.0	2.0	2.9	2.6	5.4	1.4	--
	<b>AGM</b>	<b>CFJ</b>	<b>GFJ</b>	<b>LWW</b>	<b>TJW</b>	<b>JFS</b>	<b>UEHS</b>

2022-2023 Mileage Rate: 0.585  
Eff. 1/1/2022-12/31/22

Employee's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_



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/she 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)



## Directions for Requesting Attendance at a Conference

**NOTE: Use this form ONLY if attending a conference the District is paying for. You will not have the option to request in-service or lump sum payment since the District is already paying for this conference.**

1. Log in to Staff Trac
2. Click the "PD tab"
3. Click the "My Requests" tab
4. Click the "Add New Request" button
5. Select the proposal template that says CONFERENCE REQUEST.
6. This form should look like the paper conference request form. All red starred areas must be filled in.
7. Start with the Name of your conference. You can skip the course code field.
8. Type the description of why you want to attend.
9. You need to attach under the flyer field the backup about this conference. You may need to scan the information to yourself in order to upload it here or you can cut and paste the appropriate URL. However, please be certain the linked information contains specific details about the dates and daily time schedule of the conference.
10. Next be sure that the date of the conference is listed. You also need to do the start and end times – ie 8:00 AM 3:00 PM. Type in the location of the conference.
11. The professional development hours should calculate and be filled in for you. However, you may need to adjust this manually as lunch, breaks, etc. cannot be included in the PD hours.
12. You will notice under the "Costs" area, the conference form is attached (over to the right) in case you would like to review the rules for conferences.
13. Please fill in all the expected costs in the appropriate boxes if applicable. They will calculate into the total expense box. **Note!** If you are requesting mileage, you must attach/upload a MAPQUEST or GOOGLE MAPS in the agenda area of this form.
14. Be sure you fill in the box – STAFF REQUESTOR – with your name.
15. In the comment box, please note if you will need a substitute and any other information you believe the approvers of this conference need to know.
16. At this point your request for conference attendance will route to your principal and then Director and then the Asst Superintendent(s) for approval (just like your paper form needed all those approvals).
17. You can be notified at each step of the approval process and can log into Staff Trac and click on this tab to watch the progress of the approvals. If you do not receive final approval notice, do not assume that you are approved for the conference. Log in to StaffTrac to check the current status.
18. When the conference is over, all confirmations of attendance and receipts, if applicable, need to be turned into Deborah Saunders at the District Office for professional development hours to be applied and for any monetary reimbursements.

**\*\* These directions and specific Event request directions are found in the S: drive - UECS D Datastorage – District Teacher Information Folder.\*\***

Revised – 7/21/2015

# Directions for Signing Up for an EERC course

Log in to Staff Trac: <https://apps.edvistas.com/stafftrac/>

*There are two ways to sign up*

## #1- Using the PD TAB:

1. Click the PD Tab - It should open to the catalog - tab highlighted - if not, click the Catalog tab.
2. Browse the events listed in the catalog. EERC classes begin with "EERC"
3. Click the course name to read about it and see the attached flyer.
4. Click the blue "Sign Up" to begin the sign up process.
5. You will need to choose credits or reimbursement/lump sum at the bottom of the

## #2- Using the Calendar:

1. Click the calendar tab
2. Click the course you would like to read about -
3. You must choose to receive in-service credit or reimbursement/lump sum, if interested in taking the course. Then click the blue "Sign Me Up". It will ask you to confirm that you will attend. Click "Ok"

At this point your request to take this course will route to your principal and then Director and then the Asst. Superintendent(s) for approval. Then you are officially signed up and will have secured a slot for enrollment.

At the course you will be asked to sign a "sign in" sheet for attendance and then the district will process your professional development hours and credits or lump sum reimbursement as determined by contract.

If you have any questions about this process, please contact the EERC director.

[eercdirector@uek12.org](mailto:eercdirector@uek12.org)

## Directions for Requesting a Non-District Event

Use this form to request attendance at conferences or workshops held outside of school hours for which the District is NOT already providing financial support of any kind. This form seek approval for credit towards your hours of professional development and/or for In-service/lump-sum payment

**\*\* As a reminder, all faculty meetings, department meetings, and Superintendent Conference Days are put into the system by your administrator. Please do not request these on your REQUEST tab. See your principal if something he/she is responsible for recording, is missing from your PD record.**

1. Log In to Staff Trac
2. Click the "PD tab"
3. Click the "My Requests" tab
4. Click the "Add New Request" button – consider the event you want recorded as you choose the template you need.
5. There are two (2) templates to choose from that also have In-service credits or stipends/lump sum payments that can be requested.
  - a. Is it a non-district event/workshop? (At BOCES, BU, or another provider)
  - b. Is it a conference?
6. There are two (2) templates that just help you record PD hours.
  - a. Is it a meeting?
  - b. Taking a college course?
7. Choose the template that fits your event.
8. All red starred areas must be filled in.
9. Start with the Name of your event. You can skip the course code field.
10. Type the description of why you want to attend.
11. You need to attach, under the flyer field or the URL field, the backup about these hours. You may need to scan the information to yourself in order to upload it here or you can cut and paste the appropriate URL. However, please be certain the linked information contains specific details about the dates and daily time schedule of the conference.
12. Next be sure that the date(s) and the hours are listed. You also need to do the start and end times – ie 8:00 AM - 3:00 PM. Type in the location of the event, if it isn't in the dropdown.
13. The professional development hours should calculate and be filled in for you. However, you may need to adjust this manually as lunch, breaks, etc. cannot be included in the PD hours.
14. If this event is one that you are requesting in-service credits or stipend/lump sum payment, fill in the amount of credits or stipend on the template which is attached and enter the final amount in the appropriate box. If not, leave it blank or put 0 in the field.
15. In the provider field, please type the provider of the event.
16. Next there is a place for you to put your name as the requestor. This is necessary.
17. In the comment box, please note if you will need a substitute and any other information you believe the approvers of this event need to know.
18. Click the SUBMIT Button.
19. At this point your request for PD event hours will route to your principal and then Director and then the Asst Superintendent(s) for approval (just like your paper form needed all those approvals).
20. You can be notified at each step of the approval process by email. If you do not receive final approval notice, do not assume that you are approved for the conference. Log in to StaffTrac to check the current status.
21. At the conclusion of your event, you must submit attendance verification to Deborah Saunders at the district office to receive your PD hours and/or inservice / stipend.

## Directions for Viewing your PD Log

1. Log in to Staff Trac
2. If you are a teacher, click on “My Info” tab. NOTE, if you are an administrator, you will have to find your name in the list of names and click on it.
3. Click the “Professional Learning” tab.
4. You should see a chronological list of events you have attended and received PD hours for this year, with the most recent at the top.
5. If you feel something is missing, please look at the Staff TRAC PD Flow Chart sent to you and notify the person who would have started that event.
6. Since you are a person subject to the 175 hour APPR requirement each year, you will print this log (button at top of page – “export to PDF”) at the end of the year, sign it, and submit it to Dr. Larry Dake, Asst. Superintendent, in the Personnel Office.
7. If you have any questions about this page, please contact Shannon Gillette by email; [sgillett@uek12.org](mailto:sgillett@uek12.org), or call her secretary at 757-2312

**\*\* These directions and specific Event and Conference request directions are found in the S:Drive – Stafftrac Instructions**

**Revised: 7/25/2018**

# StaffTrac – PD Module

<b>Event</b>	<b>Who Begins Input</b>	<b>Who Completes the PD Event</b>
<b>Faculty Mtg.</b>	Principal	Principal
<b>Dept. Mtg.</b>	Dept. Head	Dept. Head
<b>Literacy Mtg.</b>	Asst. Supt. / Director	Asst. Supt. / Director
<b>Student Teacher</b>	IT Team	IT Team
<b>Mentor</b>	IT Team	IT Team
<b>Conferences</b>	You - on My Request Tab ⇒ conference template	You- with certificate to Deborah Saunders
<b>EERC Course</b>	IT Team – You sign up ⇒ catalog tab or calendar tab	IT Team
<b>Non District Event</b>	You on My Request Tab ⇒ non district event template	You- with certificate to Deborah Saunders
<b>SAC Mtg.</b>	Supt. Office	Supt. Office
<b>Principal's Mtgs.</b>	Asst. Supt.	Asst. Supt.
<b>Meetings</b>	Administrator	Administrator
<b>College Course</b>	You on My Request Tab ⇒ College Course	You- with transcript to Deborah Saunders
<b>Curriculum Work</b>	Director of Curriculum	Director of Curriculum