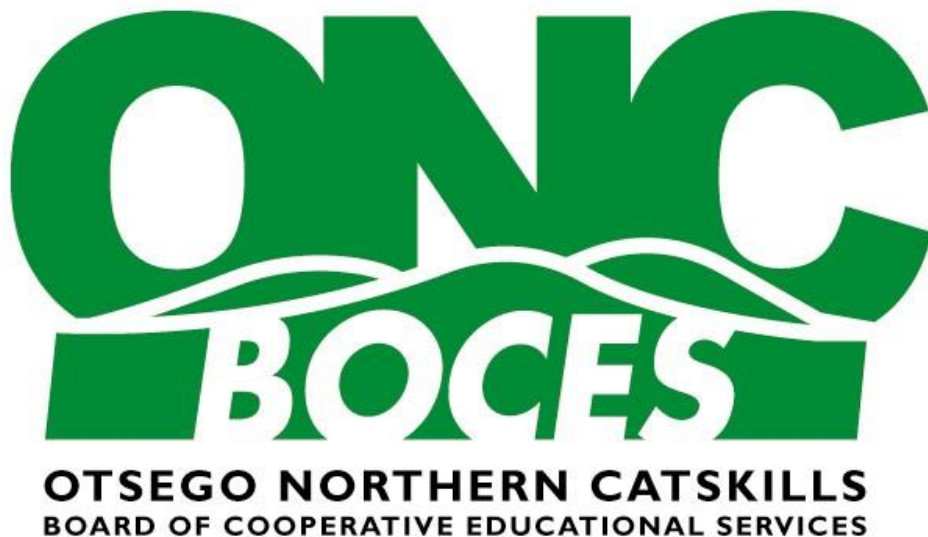


Otsego Northern Catskills BOCES

EMPLOYEE HANDBOOK



(607) 588-6291 - NCOC Main Office

(607) 286-7715 - OAOC Main Office

(607) 286-7715 ext. 2602 – ISS Center

(607) 431-2562 – PN Program

www.oncboces.org

**“A BOCES providing world-class opportunities
for the districts we represent.”**

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WHAT IS BOCES?

BOCES is a cooperative association of school districts in a geographic area who have joined together to provide needed services more economically than each could offer by itself. BOCES functions as an extension of local school districts.

The Otsego Northern Catskills BOCES is comprised of 19 component school districts located within Otsego, Delaware, Schoharie and Greene Counties. We operate two learning centers located in Milford and Grand Gorge. Our service area covers approximately 1,660 square miles.

Component Districts

Andes CSD	Milford CSD
Charlotte Valley CSD	Morris CSD
Cherry Valley-Springfield	Oneonta City SD
Cooperstown CSD	Roxbury CSD
Edmeston CSD	Schenevus CSD
Gilboa-Conesville CSD	South Kortright CSD
Hunter-Tannersville CSD	Stamford CSD
Jefferson CSD	Windham-Ashland-Jewett CSD
Laurens CSD	Worcester CSD
Margaretville CSD	

We are governed by a board whose members are elected by a majority vote of component school district members at an annual meeting. Nominations are made by the boards of education and the component districts. The nine board members are elected to serve three year terms. The BOCES Board meetings are held monthly. A schedule can be found on the ONC BOCES website at www.oncboces.org.

At the BOCES helm is the District Superintendent, who serves two roles: (1) as Chief Executive Officer of the BOCES; and (2) as liaison between the State Education Commissioner and the school districts.

The BOCES operates more than 60 programs helping districts meet the challenges of new state standards as well as providing excellent Career & Technical, Adult & Continuing Education, Special Education and Instructional Support Services.

TITLE IX COMPLIANCE

The Board of Cooperative Educational Services, Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools. The compliance officer for Title IX and Section 504 is the Deputy Superintendent who is available at the Otsego Northern Catskills BOCES: 1914 County Route 35, Milford, NY 13807, (607) 286-7715, Ext. 2143.

Departments and Descriptions

District Superintendent Services

The District Superintendent serves in an advisory capacity for all school districts in the Otsego Northern Catskills area and also acts as a consultant for individual districts and as a liaison between districts and the New York State Education Department.

Career and Technical Education Programs

Career and Technical Education programs are available to all high school students, TASC students, and adults. CTE programs are available at the Otsego Area Occupational Center (OAO) and the Northern Catskills Occupational Center (NCOC).

Adult & Continuing Education

TASC and Literacy Instruction Programs, CTE classes for Adults, Certified Nursing Assistant classes among other programs.

Innovative Programs

Provides special education services to school districts both within the component school buildings and at the BOCES campuses.

Itinerant Services

BOCES hires and assigns Itinerant teachers of academics, the arts and student support areas and provides related services to schools that do not generate a student population sufficient to justify a full-time position.

Distance Learning

Formalized teaching and learning system specifically designed to be carried out remotely by using electronic communication.

Regional Partnership Center

The Southeast Regional Partnership Center (RPC) includes specialists that will focus on improving the infrastructure of educational organizations, so they can successfully implement evidence-based practices and more meaningful engagement with their students and families.

School Library System and Media Library Services

Services include the Educational Media Library, interlibrary loan, consulting, and ongoing professional development workshops in all areas of information literacy, curriculum development, policy and services.

Instructional Technology

Provides support for instructional technology through planning, purchasing, installation and technical support.

Catskill Area Schools Employee Benefit Plan and Dental Program

Self-funded, self-administered healthcare and dental programs, as well as Flexible Spending Account, Vision Plan and Affordable Care Act compliance for participating districts.

Catskill Area School Study Council (CASSC)

Provides Student Leadership Training Workshops, Enrichment Seminars, School Board Seminars, Administrative Staff Trainings and School Bus Drivers Refresher Programs among other activities.

Instructional Support Services

Includes Library Services, Courier Service and Staff Development In-Service Coordination.

Creating Rural Opportunities Partnership (CROP)

Provide sage and supportive after school and summer environment through academic support, youth development and family engagement.

Employee Safety/Risk Management Coordination

Assists participating districts in interpreting and complying with Federal and State Regulations that are applicable to the schools in all areas of life, health and safety.

Employee Relations

Provides access to an employee labor relations specialist and referrals to legal advisors for labor relations, negotiations and human resources.

Central Business Office

The Central (Shared) Business Office provides fiscal monitoring, annual reporting to NYSED, cash flow management, payroll, accounts payable, board financial reports among many other services to participating districts.


ONC BOCES Business Office



The ONC BOCES Business Office is responsible for payroll, purchasing, P-cards and accounts payable. Oversees a Shared Facilities Director and Shared Food Service Manager.

Human Resources

The Human Resources office provides Cooperative Personnel Recruitment, Substitute Calling and Absence Reporting System (Frontline Education), a Regional Certification Officer and the Employee Assistance Program.

How to Access ONC BOCES Board Policies

Please review all Board Policies. Updated policies are available by going to www.oncboces.org 

About Us  Board of Education  Board Policy Manual

Addresses and Phone Numbers

Northern Catskills Occupational Center (NCOC)

2020 Jump Brook Rd.
P.O. Box 382
Grand Gorge, NY 12434
(607) 588-6291

Otsego Area Occupational Center (OAOC)

1914 County Route 35
Milford, NY 13807
(607) 286-7715

Instructional Support Services Center (ISSC)

Hearths A'Fire Plaza
Unit #3
7352 State Highway 23
Oneonta, NY 13820
(607) 286-7715 ext. 2620

Practical Nursing (PN) Program and Labor Relations

Center Street School
31 Center Street
Oneonta, NY 13820
(607) 431-2562

Follow ONC BOCES on social media:

Instagram: onc_boces
Facebook: Otsego Northern Catskills B.O.C.E.S.
Twitter: @ONCBOCES
www.oncboces.org

Important Links

ONC BOCES Website

www.oncboces.org

Useful information regarding each department and program within ONC BOCES along with forms for insurances, evaluations and hiring new employees.

ONC BOCES Board Policies

<https://www.oncboces.org/BoardofEducation.aspx>

Provides access to all current Board Policies for review.

Frontline Education – Absence Management

<https://app.frontlineeducation.com/>

Submit time off requests.

TalentEd

<https://oncboces.tedk12.com/sso/Account/Login>

Used for new employees to complete all onboarding tasks including tax forms, I-9 and insurance forms. Current employees have access to review documents in their record and submit new forms as needed (tax forms, study grant applications, etc.).

Payroll Information

<https://www.oncboces.org/Payroll.aspx>

Access to the payroll calendar, time sheets and Flexible Spending information.

CASEBP

<https://www.oncboces.org/CASEBP.aspx>

Health insurance and dental insurance information.

WinCap Web

<https://wincapweb.com/>

Review paystubs and attendance balances, sign salary notices and register for Professional Development. You will receive an email invitation to set up your account.

Public School WORKS

<https://www.publicschoolworks.com/ARPages/accidentsPage1.php?di=714&dia=vpwad>

Used for mandatory trainings and reporting a work accident/incident.

Employee Assistance Group

<https://www.theeap.com/>

Free program offered to employees and anyone in their household to provide assistance with personal, financial and legal issues, discounts and savings plans and help with balancing your life and career among other benefits.

NEW EMPLOYEE ORIENTATION

All new hires must attend an employee orientation session in order to become familiar with the benefits provided during employment. This session may be scheduled the week prior to Labor Day for staff starting the first day of school. Staff hired after the start of the school year will be scheduled for an orientation upon hire.

ACCESS TO ELECTRONIC TELECOMMUNICATIONS

Access to electronic telecommunications is available to students and staff at the ONC BOCES. Access is through a variety of providers and includes e-mail, telephone, fax, television, radio, distance learning, internet and other online computer services, as well as electronic interlibrary loan. The goal in providing these services to students and staff is to promote educational excellence by facilitating resource sharing, innovation and communication.

The use of electronic telecommunications is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines, the staff may request the District Superintendent to deny or revoke the privilege of an individual to utilize specific modes of electronic telecommunications at the ONC BOCES. (Please refer to Board Policy)

BOCES VEHICLES

BOCES owned or leased vehicles are available for official travel. They are not available for personal use. A valid driver's license is required. Seat belts must be worn by all passengers. Mileage logs provided in each vehicle must be completed for each trip. All vehicle incidents are to be reported to your department's Supervisor upon return. (Please refer to Board Policy)

EXPENSE REIMBURSEMENT

The BOCES will reimburse district employees for reasonable, actual and necessary out-of-pocket expenses incurred while traveling for BOCES-related business.

Mileage

Mileage is reimbursed at the current IRS rate as per Board policy. Mileage Claims Forms are available on the BOCES website (www.oncboces.org). All mileage reimbursement claims require approval by the Program Leader.

Conferences/Workshops

Prior approval to attend a conference or workshop for professional development purposes is required via an electronic approval process. The Conference Request Form on WinCapWeb under Professional Development must be completed and approved before any associated purchase orders will be approved. The bottom form on the Business Office Copy of the PO is used when submitting for reimbursement for any approved conference related expenses. Itemized receipts are required for any reimbursement claim and should be attached to completed form.

Please note, the BOCES does offer the p-Card Program and is optional for employees. Through the p-Card Program, an employee may use a BOCES credit card while traveling and or for purchasing. The p-Card Program does not circumvent the

BOCES Purchasing Policy though. Prior approval for any purchase is still required by having an approved purchase order in place. If interested in a p-Card, please contact our Purchasing Assistant in the Business Office at (607) 588-6291 Ext. 2126 to request one.

PURCHASING / BUYING

It is the goal of the BOCES Board to purchase competitively, without prejudice or favoritism, and to seek the maximum education value for every dollar expended. Prior approval to purchase is required and the BOCES uses an electronic approval process through WinCapWeb and WinCap. The PO approval chart is available on the BOCES website. Please check with your Program Leader on instructions for purchasing as each Program Leader assigns access to enter requisitions for their particular program(s). Employees of the BOCES are expected to become familiar with all Board Policies governing purchasing, including the p-Card Program. The BOCES Board policies for Purchasing can be found on the ONC BOCES website. If an employee fails to follow proper procedure, such employee shall be informed of such failure, and may be required to reimburse the BOCES for any irregular purchase, reimbursement or expenditure. Contact your department Program Leader secretary for assistance with the BOCES purchasing guidelines. If you have any additional questions or need additional assistance, please feel free to contact our Purchasing Assistant in the Business Office at (607) 588-6291 Ext. 2126.

TAX EXEMPT

BOCES is a New York State tax exempt organization. When making approved purchases, you should not pay tax on any business expenditure within New York State. The Sales Tax Exemption letter should be presented to the vendor (business) at the time of the purchase. A copy of the Sales Tax Exemption letter can be found online at www.oncboces.org under the Business Office tab. If you have any questions, contact the Business Office at (607) 588-6291 Ext. 2172.

CONFIDENTIALITY

During the course of employment, employees often have regular or incidental access to confidential information. Confidential information includes, but is not limited to, student information; personal information on employees or students; medical information; policy making information and collective bargaining information. The sharing of any confidential information with anyone, including other BOCES employees, is on a strict need-to-know basis only.

OUTSIDE EMPLOYMENT

Employees choosing to work in a second job or who do consulting/other work for pay on an intermittent basis, may do so with the following understanding:

- The employee's position with the BOCES is the primary and any additional employment will not interfere with the ability to perform his/her duties with BOCES.
- All work performed for another employer or in a secondary position with BOCES will be done during non-BOCES work hours, i.e., time when the employee is not assigned to his/her primary position.

CONFLICTS OF INTEREST

No officer whether paid or unpaid, shall:

- a) Be or become interested directly or indirectly in any manner whatsoever, except by operation of law, in any business or professional dealings with BOCES or any agency thereof.
- b) Act as an attorney, agent, broker, representative or employee in business or professional dealings with BOCES or any agency thereof for any person, firm or corporation directly or indirectly in any manner whatsoever.
- c) Accept other employment or engage in any business transactions or make any investments directly or indirectly which create a conflict with his/her official duties at BOCES. (Please refer to Board Policy)

DRUG FREE WORKPLACE

This BOCES operates in accordance with New York State Education Law and constantly strives to promote a healthful environment for all students. To accomplish this, the BOCES Board prohibits any employee to be under the influence, to use, to have in his/her possession, or to distribute in any way, controlled substances and/or alcohol on school property or at school sponsored activities off school property.

Employees found guilty of such charges, shall be subject to disciplinary measures up to and including dismissal. (Please refer to Board Policy)

EQUAL OPPORTUNITY EMPLOYMENT

ONC BOCES Board of Education provides equal opportunity employment to all qualified persons regardless of race, color, religion, age, gender, national origin, handicap or veteran status. This policy of non-discrimination extends to all areas of personnel practices. (Please refer to Board Policy)

HARASSMENT

It is the policy of the Board of Education to provide employees and students an environment free from unlawful and improper harassment. It is expressly against policy for any employee to engage in any form of sexual, or racial harassment, as well as harassment based on any other protected class. It is the responsibility of every employee who believes that he or she has been or is being subjected to harassing acts to bring such complaints to the prompt attention of their supervisor, principal, Deputy Superintendent or District Superintendent. (Please refer to Board Policy)

CHILD ABUSE AND NEGLECT

Section 413 of the Social Services Law states that individuals who work in educational settings are mandated reporters in New York State. In essence, this means that:

1. The mandated reporter must make a report when he/she has reasonable cause to suspect that a child whom the reporter sees in his/her professional or official capacity is abused or maltreated;
or
2. When a mandated reporter has reasonable cause to suspect that a child is abused or maltreated where the parent or person legally responsible for such child comes before them in his/her

professional capacity and states from personal knowledge, facts, conditions or circumstances which, if correct, would render the child abused or maltreated, or

3. Whenever a mandated reporter suspects child abuse or maltreatment while acting in his/her professional capacity as a staff member of a school. In such case, he/she shall immediately personally make a report the Statewide Central register and then notify the person in charge of that school or his/her designee that a report has been made. The person in charge, or the designated agent, is then responsible for all subsequent internal administration necessitated by the report. This may include providing follow-up information (ex. relevant information contained in the child's educational record) to Child Protective Services.

Chapter 544 of the Laws of 1988 mandates that all persons applying on or after January 1, 1991, for a certificate or license valid for administrative or supervisory or teaching service, must have completed two hours of course work or training which will include information on the physical and behavioral indicators of child abuse and the process of reporting. (Please refer to Board Policies)

CERTIFICATION

It is mandatory for all Administrators, Teachers and Licensed Teaching Assistants to have proper certification.

IT IS YOUR RESPONSIBILITY TO PROVIDE PROOF OF VALID CERTIFICATION that covers the subject area in which you will be employed. Failure to obtain proper certification will lead to termination. A regional certification office is located at the Administrative Offices in Grand Gorge. This office acts as a liaison between an individual seeking certification and the New York State Education Department, Office of Teaching. All concerns regarding certification should be addressed to the Human Resources Office at (607) 588-6291, Ext. 2110. For additional information on certification please access the Office of Teaching site at:

www.highered.nysed.gov/tcert/

EMERGENCY CLOSING

If the District Superintendent or his/her designee determines that the safety of employees will be jeopardized, BOCES staff shall be notified by telephone or appropriate radio stations of unscheduled closings or a delay due to weather or other reasons. Please sign up for e2Campus alerts at <https://oncbores.omnilert.net/subscriber.php>

STUDY GRANTS/ SALARY ADJUSTMENTS

The BOCES Board recommends employees take advantage of educational opportunities to improve professional competencies and encourage growth. Any course with additional salary credit or course reimbursement requires prior approval. Deadlines for approvals are as follows:

- Summer - June 1
- Fall - September 30
- Spring - January 31

Refer to your individual unit contract or Board Policy for detailed information or contact the Human Resources Office with questions at (607) 588-6291, Ext. 2177 or 2178. Study Grant applications and claim forms are available online in your TalentEd account.

PERSONNEL FILES

An individual personnel file is maintained for each BOCES employee in the Human Resources Office. Files contain copies of the necessary data, forms, evaluations and records relating to his/her employment. Upon receipt of appropriate notice, employees may review their personnel files. Such reviews shall take place in the presence of the Human Resources Office or other appropriate personnel.

PROBATIONARY TERMS

All full-time employees serve a probationary term. Newly appointed civil service employees serve a 9-month probationary period and are in provisional status until appointed from a Civil Service list, while certified Teachers, Licensed Teaching Assistants and Administrative appointments are normally for a four-year period. Probationary periods may vary for employees who have held previous tenured positions.

RESIGNATIONS

Resignations should be submitted in writing to the appropriate supervisor or administrator with a copy to the Human Resources Office. Certified administrators and teachers are required to provide 30 days' notice to the district. An Exit Interview form will be sent to employees leaving employment after acceptance of their resignation by the Board of Education.

VACANCIES/STAFFING

Whenever an unencumbered vacancy occurs, or a new position is created, a vacancy notice will be posted according to individual unit contract agreements. Mindful of employee request, variations in contracts, and Civil Service regulations, final transfer or reassignment decisions are determined by Administration. A current listing of current vacancies is available on the ONC website.

STAFF REDUCTIONS/ LAYOFFS

Although the district attempts to keep reductions, layoffs and other separations to a minimum, there are occasions when circumstances beyond the control of the district will impact the number of personnel needed in a particular area or position. When this occurs, reductions will be governed by individual unit contracts, Civil Service regulations, as well as Education Law and Commissioner's regulations.

DISABILITY

New York State public schools are not required to carry disability insurance. Employees are granted a number of sick and personal days each year. These allotments accrue year to year and are intended to cover your disability needs. Educational Support Staff and Non-Unit Staff should consult their individual unit contract for additional benefit options.

FAMILY AND MEDICAL LEAVE

Consistent with the Family and Medical Leave Act of 1993, the Board of Education recognizes the right of eligible employees to unpaid family and medical leave for up to 12 weeks during a 12-month period. The Board shall ensure that all eligible employees who use such leave shall have their health benefits continued and shall be returned to an equivalent position upon return

from such leave. Board policy requires employees to use any available paid leave, and such paid leave will count towards the 12-week maximum leave for FMLA.

To be eligible, employees must work at least 1,250 hours in the preceding 12 months prior to application. Employees requesting such leave should inquire through the Human Resources Office. (See Board Policy).

LEAVES OF ABSENCE - UNPAID

All leaves must be applied for, in writing, and shall be granted with the approval of the District Superintendent (or his/her designee) and the Board of Education. An unpaid leave may be granted for reasons such as child care, elder-family care, educational or other personal reasons at the discretion of the Board.

OVERTIME PAY

All overtime must have prior approval by your supervisor. Once it is approved and the overtime has been worked, staff must submit the overtime for payment within the pay period.

PAID TIME OFF PAID LEAVES OF ABSENCE

Employees may be granted paid time off for such reasons as:

- | | |
|----------------|---------------------|
| Sick Leave | Bereavement |
| Holidays | Vacation |
| Personal Leave | Medical Appointment |
| Family Illness | Jury Duty |

Refer to your unit contract or Board approved benefit summary for details. If you leave employment with BOCES you will only be paid for actual earned time. Contact the Human Resources Office if you are requesting a leave of absence or resigning to get an up-to-date earned accrual balance.

REQUEST TIME OFF

Requesting time off and approval of absence requests will now be done electronically through the Frontline Absence Management system. You do not need to complete a paper request for your absence unless required for a special circumstance. Check your contract, employment policy or Human Resources office to find out which absence approval needs pre-approval. All absences must be entered into Frontline in a timely manner. Failure to request time off accurately may result in a denial of the request and/or docked pay.

SUPPLEMENTARY SICK DAYS - SICK BANK

Supplementary sick days are provided to eligible employees who are members that face extended illness after exhausting their earned sick days. Supplementary days are donated by other members of the employee's group. Use of the sick bank may vary by unit. Refer to your unit contract or board policy for additional details. Contact the Human Resources Office at (607) 588-6291, Ext. 2177 or 2178 for an application. Applications are also available on the website.

ATTENDANCE & REPORTING

Absenteeism can seriously hamper the education of our students, reduce the efficiency in support services and affect the quality of programs we provide. Absences must be reported in the Frontline Absence Management system as soon as the employee knows they will be absent. If you are unable to report your absence in Frontline, email your Supervisor and copy the Human Resources office with the absence date, reason and time and it will then be entered into the system. This should only occur in emergencies. ONC BOCES is required by law to maintain attendance records on all employees. Frontline Employee Reports are reviewed and verified by Supervisors and the Human Resources office. PLEASE VERIFY YOU HAVE THE EARNED TIME THAT YOU ARE REQUESTING IN ORDER TO PREVENT THE OVERUSE OF TIME OFF.

RETIREMENT SYSTEM

Eligibility is from date of hire for full-time employees and date of application for part-time employees. Once your application has been completed and sent to the system, you will receive a retirement account number and more detailed information regarding the retirement system. Annual statements are provided for employees by both TRS and ERS.

You can access the retirement systems at the following web addresses. NYS Teacher Retirement Plan (TRS) (<https://www.nystrs.org/>) or the NYS Employees Retirement (ERS) plan (<https://www.osc.state.ny.us/>).

PAY DATES

Payroll dates are on the 15th and 30th of each month. If the pay date falls on a weekend or holiday, the pay date will be the business day prior.

Ten-month staff have two different pay options to choose from each calendar year. Due to changes in IRS regulations, this selection must be made prior to the end of June each year. A list of payroll dates is available on the ONC website.

DIRECT DEPOSITS

BOCES offers direct deposit of payroll checks for all staff. Further information on direct deposits can be obtained from the payroll office and forms are available in your TalentEd account. Those employees who have direct deposit must use MyWincap to view any deposits.

MY WINCAP

All employees have access to the online MyWincap account to view attendance balances and paycheck information. Those employees who have direct deposit must use MyWincap to view any deposits.

PAYROLL DEDUCTIONS

As required by law, Federal and State Income Taxes, Social Security and Medicare deductions are withheld from your pay. Additional taxes, withholdings, annuities, savings, etc. may be made upon written request. At the end of the year, a summary of earnings and deductions for tax purposes (W-2) is prepared and distributed to each employee.

SCHOOL CALENDAR

A copy of the ONC BOCES school calendar is provided to each employee on an annual basis. Calendars are available on the ONC website.

CREDIT UNION

Contributions may be made through payroll deduction to any credit union of your choice. Contact the Payroll office at (607) 588-6291, Ext. 2144 if you have any questions.

TAX SHELTERED ANNUITIES /TSA'S

BOCES employees are eligible for payroll deductions for Tax Sheltered Annuities. This is a tax favored investment in which employees of a qualified organization can set aside money for retirement. These monies are tax exempt to the individual. A Tax Sheltered Annuity can be opened at any time. Annuities cannot be withdrawn before retirement without incurring an IRS penalty. If you have any questions please contact the Payroll Office at (607) 588-6291, Ext. 2144.

FLEX PLAN (IRS 125)

Employees are eligible to participate in our Flexible Benefits Program. The program allows the employee to set aside pre-tax dollars to use for un-reimbursed medical and dependent care expenses. An open enrollment period takes place in December of each year. The Plan Year runs from January 1st through December 31st. Contact the Payroll Office with any questions at (607) 588-6291, Ext. 2144.

MEDICAL/ DENTAL INSURANCE

BOCES provides comprehensive health and dental benefits for eligible employees. You should refer to your union contract or board approved benefit summary for a review of those benefits and the amount of employee contribution for coverage. If you have any questions or need additional forms contact the Human Resources office at (607) 588-6291, Ext. 2177 or 2178.

A Health Insurance Buy-Out Option is also available for an active employee who voluntarily cancels his/her health insurance with the District (please refer to your unit contract or board approved benefit summary). Payment will be made in June for the school year in which the employee was not enrolled in the health insurance plan. You must apply for the Buy-Out Option by October 1st of each year. If you have any questions regarding the Buy-Out Option contact the Human Resources Office at (607) 588-6291, Ext. 2177 or 2178.

ON-THE-JOB INJURY/ WORKER'S COMPENSATION

All employees are covered by worker's compensation insurance. Any on-the-job injury must be reported to your supervisor and an accident report form completed within 24 hours of the incident. Accident report forms must be submitted to the Human Resources Office.

When you go to the doctor or hospital you must advise your provider that you were injured on the job, making sure they accept Worker's Compensation cases. Please provide the following information to your medical provider for billing purposes instead of your health insurance provider:

NCA Comp., Inc.
14 Lafayette Square, Suite 700
Buffalo, NY 14303

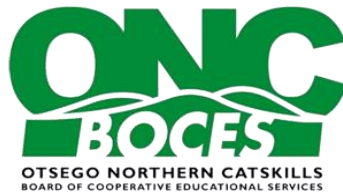
If you have any questions about the procedures please contact the Human Resources Office at (607)588-6291, Ext. 2177.

SMOKING

Federal and State Laws prohibits smoking in school buildings or on school grounds.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP program is a benefit provided by the BOCES to all employees, as well as anyone living in their households at no cost to the employee. A variety of confidential services are available for work situations, family issues, financial concerns, personal wellness, relationships and legal issues. For confidential assistance call 1-800-252-4555 or visit their website at www.theeap.com.



Help Lines

<p>Accounting Purchase Orders, Mileage Claims, Expense Vouchers</p>	<p><u>(607) 588-6291 Ext. 2172</u> Lynn Chase, Director of Management Services</p>	<p>lchase@oncboces.org</p>
<p>Health Insurance Coverage, Claims, Provider Network</p>	<p><u>(607) 588-8197</u> Kevin Kreis, Health/Dental Plan Coordinator</p>	<p>kkreis@oncboces.org</p>
<p>Human Resources Employment, Benefits, AESOP, Attendance, Fingerprints, Health/Dental Enrollment & Changes, Teacher Certification, Workers' Compensation & Leaves of Absences</p>	<p><u>(607) 588-6291 Ext. 2177, 2178 or 2179</u> Sarah Blood, Director of Human Resources</p>	<p>sblood@oncboces.org</p>
<p>Payroll Deductions, Time Sheets, Tax Shelters, Flexible Spending Accounts Retiree Health</p>	<p><u>(607) 588-6291 Ext. 2144</u> Samantha DeFreese, Payroll and Benefits Specialist</p>	<p>sdefreese@oncboces.org</p>
<p>Safety & Health Health & Safety Training, OSHA/PESH, VADIR, DEC Fuel Tank & Asbestos Compliance, Hazardous/Universal Waste Disposal, Fire/Visual/Building Inspections</p>	<p><u>(607) 441-5341</u> Joshua Reiss, Risk & Safety Officer</p>	<p>jreiss@oncboces.org</p>
<p>Computer Problems Servers, Network, Email Software & Hardware</p>	<p><u>(607) 766-3800</u> South Central Regional Information Center</p>	<p>www.oncboces.org ⇨ My ONC ⇨ Technology Work Request</p>