



# Resource Guide

2020-2021

Contract Language valid through June 2020

**\*\*Join the OCTA Facebook Page..... Search OCTA and send a request for approval\*\***

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# Leadership

## OCTA Board of Directors

Position	Name	Building	Phone #	email
President	Carrie Patane	OHS 341-2202	315-374-8111	cpatane
1st VP - Grievance	Kim LeRoy	MIN 341-2641	315-591-5605	kleroy
2nd VP - Negotiations	Gretchen Coakley	KPS 341-2500	315-591-3678	gcoakley
3rd VP - PR	Dan Rose	OMS 341-2300	315-254-5657	drose
4th VP - Political Action	Jennifer Cahill	FLS 341-2700	315-342-0891	jcahill
Treasurer	Mike Patane	OMS 341-2300	315-343-3926	mpatane
Secretary	Michelle McManus	FLS 341-2700	315-529-1049	mmcmanu2

## Building Officers and Representatives 2020-2022

<u>OHS</u>	<u>315-341-2202</u>	<u>FLS</u>	<u>315-341-2700</u>
Gina Iorio Pres	giorio	Amy Armet. Pres	aarmet
Heather Sugar Pres	hsugar	Jamie Turtura VP	jturtura
Robert Dumas VP	rdumas	Carolyn Dehm	cdehm2
Gloria Canale-Giberson	qcanale	Jennifer Cahill	jcahill
Lindsay Brown	lbrown23	Jim Hartmann	jhartman
Tami Palmitesso	tpalmit2	Michelle McManus	mmcmanu2
Kathy Audlin	kaudlin		
Jenn Smith	jsmith3	<b>FPS</b>	<b>315-341-2400</b>
Kaylee Morse	kmorse	Erin Wilder Pres	ewilder
Sarah Kimak	skimak	Jamie Brancato VP	jbrancat2
Trish Shene	pshene	Laurie Kelly	lkelly
Amy Orr	aorr	Cari Joyce	cjoyce2
Sarah William	swilla2	Nick Little	nlittle
		Julie Tubolino	jtubolin
<b><u>OMS</u></b>	<b><u>315-341-2300</u></b>	<b><u>MIN</u></b>	<b><u>315-341-2600</u></b>
Lori Bradway-Veiga Pres	lbradway	Carol Janice Co-Pres	cjanice
Peg Holt VP	mholt	Amy Sullivan Co-Pres	asulliva
Sally Kingsbury	skingsbu	Sandy Kunzwiler	skunzwil
Susan Roik	sroik	Don Fronk	dfronk
Chad Platten	cplatten	Rayna Mills	rmills2
Elise Davis	edavis	Jenn Szkotak	jszkotak
Dan Rose	drose	Crystal Mason	cmason
Michelle Cooper	mcooper	Keri Hunter	khunter
<b><u>KPS</u></b>	<b><u>315-341-2500</u></b>	<b><u>CER</u></b>	<b><u>315-341-2800</u></b>
Mary Lynne Maxwell Pres	mmaxwell	Terri Stacy Pres	tcullens
Jessica Burrridge Pres	jburrridg	Teddy Beers VP	tbeers
Hope Mazuroski	hmazuros	Molly Clark	mclark2
Carolyn Slobodian	cslobodi	Holly Deban	hbabcock
Gretchen Coakley	gcoakley	Ann Jadus	ajadus
<b>Sub President- Ed Stacy</b>	<b>Sub Co Vice Presidents - Meg McLaughlin &amp; Beth McCrobie</b>		

OCTA Meetings: 9/8, 10/13, 11/10,12/8, 1/12, 2/9, 3.9, 4/13, 5/11,

September, December, March and May Meeting Rep Assembly attends. All others OCTA Building Presidents, Vice Presidents and BOD Attend.

## Chain of Command

In order to ensure that member concerns are addressed in the most effective and efficient manner possible, please bring any issues or concerns that you believe may be a union concern to your elected building representatives first. They will escalate those concerns if necessary to the appropriate OCTA officers. This will allow us to address your concerns in the most effective and efficient manner possible. Because you have elected your building representative to oversee union-related activity in your building, it's important that they be kept in the loop on all such matters and serve as the first point of contact.

Be mindful of identifying who the appropriate administrator is to bring your concerns to. Discuss your concerns with your rep who can help you identify who your immediate supervisor is. Overstepping an administrator can create negative consequences for you or even for your supervisor if the issue is not handled appropriately. Let issues work their way up the ladder. Do not bring issues straight to the Superintendent or the Board of Education.

## Concerns for your OCTA Officers

All members will have an OCTA Building Rep that should pass along any pertinent information related to OCTA. If you have a concern, see your assigned rep. If your rep cannot answer or help with your questions or concerns or you feel more comfortable you should see your building OCTA President or Vice President. If you still have a concern, reach out to the OCTA Board of Directors.

**Medical Insurance** The Oswego City School District provides health insurance to its employees from Aetna. Members will pay **15%** of their insurance premium for the 2020-2021 school year.

### **ANTICIPATED Costs 2020-2021**

Individual     \$1168.76  
Family         \$3813.82

### **21 pay periods**

Per pay period \$55.65  
Per Pay period \$181.61

When you go to an appointment you will be asked to pay a **\$20 copay**. If you go to an ER you will be asked to pay a **\$50 copay** and an Urgent Care will require a **\$25 copay**.

Maximum amount of **out of pocket expenses** (co pays): January 1-December 31

Individual: \$500

Member plus 1: \$600

Family: \$700

If you have questions about your health insurance you can contact Melissa Syrell. Her email is [msyrell@oswego.org](mailto:msyrell@oswego.org). Phone number 315-341-2023. If you have any other issues, you can contact UMR directly (see your insurance card) or if they cannot assist you, call ENV - our Third Party Administrator. When you go to the Dr. or



have to fill out forms regarding health insurance use the words United Healthcare/ Pomco Select.

When you have a qualifying life event (marriage, birth of a child, change in spouse's benefits, etc), you only have a **30 day window** to notify Heidi Sweeney or Melissa Syrell. We will then create a life event in the HRConnection portal for you to make the appropriate changes. If you do not notify us within the 30 days, you may lose the ability to make an insurance change or add your baby/spouse.

### Prescription Drug Benefits

Retail Pharmacy (local pharmacy) \$5 for generic \$15 preferred brand name \$25 non- preferred brand	Mail Order \$0 for generic \$15 preferred brand name \$25 non-preferred brand
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### Vision Insurance

This is offered through the district. Contact Melissa Syrell with questions. You have 30 days from the date of hire to add this benefit.

### Costs 2020-2021

#### Costs 2020-2021

Individual \$72.66  
Employee +1 \$137.97  
Family \$212.10

#### 21 pay periods

Per pay period \$3.46  
Per pay period \$6.57  
Per pay period \$10.10

### Dental Insurance

Questions: Patrick Armet [octadentalplan@gmail.com](mailto:octadentalplan@gmail.com)

OCTA provides your dental insurance. The plan is overseen by **Delta Dental**. We are self insured and oversee our own plan. **Our dental plan is DIFFERENT from the District/CSEA plan.** Once you are enrolled, you don't need to do anything else the next year to continue your plan. If you want to change anything, you will need to do so with Pat Armet during Open Enrollment (usually in May) or within 30 days of a COBRA qualifying event (marriage/birth/etc).

#### Cost 2020-2021

Individual \$105  
Member plus 1 \$525  
Family \$1008  
Two in Unit \$504

#### 21 pay periods

Per pay period \$5  
Per pay period \$25  
Per pay period \$48  
Per pay period \$24

### MEMBER BENEFITS

Members receive a variety of benefits and discounts through NYSUT Member Benefits. Receive rates for insurance, disability, shopping, travel, legal advice, financial planning, etc.

Go online to find out more! They offer a LOT to our members.

<http://memberbenefits.nysut.org/>.



Who We Are

Insurance

Shopping/Travel/Personal

Our Benefits and Services

Legal/Financial

Groups/Locals/Funds

Financial Planning Ctr

## Flexible Spending

A Flexible Spending Account (AKA a FLEX plan) is an account reserved for **childcare** or out-of-pocket **health care** costs. By using this account, you will use PRE-TAX dollars for your co-pays, prescriptions, childcare, or other medical expenses. This means you'll save an amount equal to the taxes you would have paid on the money you set aside.

You must re-enroll each year during open enrollment (Usually in May).

### Contributions:

Medical/ Dental minimum \$200 and maximum is \$2,550

(\$500 of flex can be carried over to the following year. )

Daycare maximum is \$5000

Once you have enrolled in Flex, a debit card will be issued pre-loaded and ready for Flex medical debit. Flexible spending money is available July 1st.

## Mentoring

Every new teacher is assigned a mentor for year one. In rare cases, a principal will ask for a teacher to have a mentor for a second year. Work with your mentor to learn the cultural nuances of your building and the proper procedures for filing electronic forms, taking a sick day or a personal day, registering for inservice or grad classes, seeking inservice or grad class salary adjustments, using School Tools, taking attendance, writing discipline referrals, filling out report cards, etc. The mentor/ mentee relationship is based on trust and confidentiality. Cheryl Beck supports the district with this program. If you have any questions or concerns regarding mentoring, please contact Cheryl.

## Employee Assistance Program (EAP)

The district provides members with services to help with stress management, family stress, anxiety and panic, workplace issues, communication barriers and more. The service is provided by Help People. It is a free and confidential service!

Offices are located in Fulton, Liverpool and Syracuse. To contact them call 315-470-7447.

## Dress code

We do not have a dress code, however, as a professional, you should dress in a professional manner. Schools often hold "dress down days" or "jeans days" as fundraisers. You should certainly participate in these community building efforts. Although jeans are not forbidden, wearing them for a purpose is more appropriate. Each school has a handbook. You should

follow your schools' handbook and dress accordingly in terms of width of tank tops, length of shorts or skirts, and messages on clothing.

## **Social Media**

Make sure what you are posting is posted in a tasteful manner. As an employee, you do not have "freedom of speech" regarding comments about your employer, students, or profession. Do not make posts about your work or your students. Any posts which are work related or defamatory in nature could lead to dismissal. It is also not professional to be online "friends" with your students or students in the district. Additionally, if you have called in sick, don't post pictures of yourself doing something other than being sick.

## **Snow days/ 2 hour delays**

You do not need to go to school on snow days. For two hour delays you are required to be at school two hours later than your normal starting time.

## **Sub Calling System**

The district uses the same system the rest of Oswego County uses through Citi BOCES, so book your sub as early as possible. You may put in for a "random" sub or you may contact the sub directly and book them specifically. When you do so, be sure to indicate that the sub has already accepted the position. Be sure to fill out a separate Electronic "Leave Time Request" Form so the district can track your days. The district will give you an Access ID number for the sub caller site and you will create your PIN. The link is available in Staff Links on the bottom of the OCSD web page or you can access School Solutions

here:<https://subserviceocmboces.eschoolsolutions.com/logOnInitAction.do>. Here is a "cheat sheet" you can refer to, should the website not be available:

<http://www.ocmboces.org/tfiles/folder1322/Employee%20SFE2.0%20Quick%20Reference%20Card%20July%202018.pdf>

**Remember to put in for a sub in the sub system as soon as possible.**

## **Cancer Screening**

Members are entitled to four hours of release time for any cancer screening. There is a form that needs to be filled out prior to these appointments. The form needs to be filled out 10 days prior to your appointment. The form is located in the Shared Drive-Personnel-Benefits.

<https://drive.google.com/a/oswego.org/file/d/0B6Lc7GwTiNT3TFVtZm81TUp6RWxhamdBdWNvU1k1dE01a01R/view?usp=drivesdk>

## **Bereavement**

You must fill out the same electronic form as you would for a sick day. Find the form titled "Leave Time Request" and request a bereavement day. You will be asked to include who the bereavement leave is for.

Five days: Death of spouse, children, father, mother, or others residing in a unit member's household (defined as those physically in residence in the household for at least ninety [90] days). Three Days: parents-in-law, brother, sister, grandparents, grandchildren, or others residing in household. One day for others.

## **Substitutes**

There are substitute teacher shortages across the country. We are experiencing these shortages a lot in our district. If you know you are going to be absent in advance, put in for a substitute using the district sub service as early as you can. Try to book appointments for vacations or mid-week to avoid issues with substitutes. You can also book your own sub in advance. The more proactive we are, the better we can help ourselves and each other.

## **Sick Days/ Personal Days**

At the start of every year you are given twelve (12) sick days and five (5) personal days. If you do not use your personal days they turn into sick days at the start of the next school year. Three (3) of your personal days are automatic and two (2) are upon approval. You must use your automatic days first, and then you can request to use your discretionary days.

**Use your sick days wisely. At retirement, a member can use 100 sick days to purchase lifetime health insurance.**

Fill out an electronic form (Leave Time Request) and then put in for your sub on School Solutions as soon as possible.

Sick days can be used for the employee, family and any person residing in the household on a permanent basis. The district pays attention to excessive use of sick time; especially on Fridays or before and after a vacation and may request a doctor's note if they have reason to suspect abuse.

Try to avoid taking a dock day. A dock day CAN affect your seniority.  
*(If there are layoffs or involuntarily transfers, seniority becomes a factor.)*

### ***OCTA Contract Language for Personal Days***

*(a) Five per year if needed - three automatic, two upon approval.*

*(b) Purposes: Legal or financial, religious or other ceremonies, other personal and cogent reasons.*

*(c) Other Requirements: Request 24 hours in advance, except in an emergency. Three days in advance for discretionary leave days. Except as hereinafter provided in subsections*

*(d) and (e), personal leave not to be used to extend any holiday or vacation period. Unused Personal Leave shall be credited to the individual's accumulated sick leave at the end of the school year. Other available leave days provided by contract must be used before discretionary leave days.*

*(d) Personal Leave can be used on days prior to or following a holiday or vacation period for a court appearance or other legal matter where the teacher is a party, marriage(s), religious or other ceremonies, and for a significant immediate family ceremony or event (example: child's graduation). Upon provision of details (who, what, where, when, why) of one of the above reasons to the Superintendent, the Director of Personnel shall grant approval for the leave. Use of such leave shall be considered as Automatic Personal Leave.*

*(e) In extenuating circumstances, the Superintendent may grant approval for other requests for personal leave not covered in (d) above on days prior to and/or following a holiday or vacation period. Should the Superintendent deny such leave, the teacher may appeal the decision to the Board of Education for a final decision.*

*(f) DOCK DAYS - "Dock" days (leave without pay) shall be made available to teachers on days prior to or after a holiday or vacation period with the following restrictions:*

*(i) The maximum number of "dock" days a teacher may take prior to or after a holiday or vacation period shall be two (2) days.*

*(ii) No teacher may use "dock" days for the same holiday or vacation period in two (2) consecutive years.*

## **Sick Bank**

Always donate to the sick bank! It is used in place of short term disability and can cover up to 100 days of absence in the event of an injury or other medical condition. If an individual donated to the bank and doesn't have enough sick days, he or she may apply for the sick bank if they are a member. If a person is applying for the sick bank they must have exhausted all of their accumulated sick time. The sick bank CANNOT cover the first 20 days, but after day 20, the individual may use the sick bank. (Until then they may need to use dock days). A person who needs to use the sick bank will need to fill out an application and can apply to use the sick bank for up to 100 days. The applicant must provide a valid doctor's note with the application.

A person is asked to donate to the sick bank upon being hired and if there is a resignation their remaining days are added to the Sick Bank. The bank is capped at 500 days and if the amount of days in the sick bank gets below 100 days, the district will ask for members of the OCTA to donate an additional day in order to continue their membership. **You must donate every time in order to maintain your membership in the sick bank.**

The sick bank application is available through the Personnel Office and can be found in the Google Shared Drive in the Personnel folder. (Your union rep can also help you get access to the document if you are unsure what to do.)

## Maternity Leave & Sick Bank Use

Be sure to notify the district of the need to take maternity leave, so the district is able to provide a sub during your absence. You may use your OWN sick days for 6-8 weeks (depending on the delivery method) after the delivery of your baby. If you do not have enough days to cover your maternity leave, the sick bank can be used for childbearing leave, but it only covers the first 6 or 8 weeks. **Subsequent to the first 6 or 8 weeks, the member may choose to go on an unpaid leave of absence.** If you use the Family Medical Leave Act (FMLA), to extend your maternity leave, the time that you take off does not count towards your seniority or your time in the retirement system. It is morally reprehensible to manipulate the system in order to use the sick bank to extend a maternity leave if you do not have a significant medical issue. **The bank is limited to a maximum of 500 days and misuse impacts everyone.**

### **OCTA Contract Language:**

*A person will not withdraw days from the bank until his/her own accumulated sick leave is depleted. In any case, the first twenty (20) days of serious illness or serious injury must be covered by the person's own accumulated sick leave or absence without pay. The submission of the application for additional sick leave, along with a medical report setting forth the nature of the illness or injury, the anticipated date of recovery and return to work, and the date of initial incapacitation shall be submitted to the Sick Leave Bank Committee on the appropriate form. Additional information stating the number of accumulated days, the number of days used prior to request, and the number of sick days requested will also be required. The maximum number of days available from the bank for any serious illness or injury is 100 days.*

## Your Work Day

Oswego High School and Oswego Middle School contractual faculty hours are 7:25-2:35.

Elementary contractual faculty hours are 8:35-3:45.

Teaching assistants work 7.75 hours and times vary by building and by assignment. Teaching assistants are entitled to two fifteen minute breaks per day and one half-hour lunch. Per our contract TA breaks shall not be used for late arrival or early dismissal and are intended to be used one in the AM and one in the PM.

OCTA Members are required to attend **one** before or after school meeting each month. This meeting cannot be more than one hour unless there is an emergency. A member cannot be required to attend a meeting during their 30 minute lunch or 40 minute planning time. If a member chooses to attend additional meetings, beyond the one a month, they are doing this in a voluntary role. The OCTA encourages members to voluntarily attend meetings which enhance their expertise and enrich professional relationships, such as department meetings, parent meetings, or other committee meetings.

OCTA Members are required to attend one Open House or evening event per semester.

### **OCTA Contract Language:**

*Meetings per month- After/Before School Meetings 1. Teachers may not normally be required to extend their working day before or after school by more than one hour to attend staff meetings. Generally, Principal's meetings as called are not to exceed one per month unless there is an emergency. 2. Attendance of teachers at meetings, such as PTA or Home and School Association affairs, shall be at the option of the individual teacher. The District encourages active participation in such meetings and civic affairs as part of the teacher's*

*professional responsibility. However, all teachers shall be expected to attend the Open House meetings sponsored by the school which may be held one per semester*

## **Inservice Classes**

OCTA is fortunate that the district allocates money for professional development. Many of the professional development classes are offered right here in Oswego at our schools and you can register for these in My Learning Plan (oswego.org- staff links). These classes are not mandatory but will help a teacher complete their required hours for certification purposes. When members take classes outside their contractual hours they are compensated at a rate of **\$30.13** per hour for the 2020-2021 school year.

If you are taking an inservice class in the district you do not need to fill out an electronic form. You will register for the course through My Learning Plan (oswego.org- staff links) and fill out an evaluation. After you have completed the course and evaluation you will be compensated.

If you are taking an inservice class outside the district, (ie: Citi) you will need to file for prior approval through My Learning plan before taking the class and then submit an Electronic Form showing proof of attendance within 30 days of taking the class. If you do not complete the second form within 30 days of taking the class you will not be paid.

## **Graduate Courses/ Continuing Education**

Members who are not in a matriculated program may take up to 12 credit hours per year (July 1-June 30). There is no limit for those in a matriculated program. You must provide proof that you are in a matriculated program.

## **Course Approval Process**

### **Inservice Salary Credit**

Inservice/professional development courses for Professional Growth (NYSED/ TEACH, professional certification requirements) should be submitted through **MLP**. After course completion, further steps may be required to finalize and verify course attendance. Personnel is the last approver, which confuses people sometimes, as they think they must wait until Heidi approves the form. Personnel confirms attendance after you attend the class, to track PD hours.

1. Inservice/professional development courses that are submitted for payment consideration\*\*, in addition to professional growth & certification, **require an electronic form (Course Approval Request- prior to attendance)**.
2. If the inservice/professional development course is approved for payment, then the Inservice Invoice form must be submitted, along with the uploaded proof of attendance/completion, **within 30 days of completion**.

\*\*If funds are available and upon approval, the district will pay for the cost of the conference or pay the hourly rate, but not both

## Graduate Coursework

Graduate work may be approved by the Superintendent of Schools or his/her designee, for the following categories: content reasonably related to the teacher’s current teaching assignment, pedagogy (including EDI), technology, trauma sensitivity/mindset, coursework required for matriculated degrees. Additional information on the two levels of salary credit (up to 90 hours and over 90 hours) can be found in section N of this article.

1. Submit a Course Approval Request (prior to attendance) electronic form
2. Complete course and request an official (sealed) transcript be sent to the Personnel Office
3. Submit a Salary Adjustment Application electronic form, filing deadlines **October 1st & March 1st**
4. Graduate coursework may also be tracked in MLP for professional development credit

## Student Teachers

*OCTA Contract Language: Student teachers will be assigned to individual teachers only with the voluntary consent of those teachers. Teachers shall be free to refuse the assignment of any student teacher. It should be understood, however, the decision to accept a student teacher rests with the individual teacher without coercion from either the District or the OCTA.*

## Electronic forms

You will need to fill out an electronic form (found on the Oswego.org website under staff links) for absences, prior approval of a graduate course, after taking a graduate course to receive a salary adjustment, for requesting payment of an inservice course on the Inservice Invoice for courses not offered by the district and which you had prior approval for ( and completed within 30 days), to request a key card for your building, to submit a change of address, to submit Superintendent Hearing information, to request the use of a district vehicle, etc.

OCSD Electronic Forms Guidance			
Form Name	Description of Form	When to Use this Form	Admin Contact
<b>My Learning Plan</b>	Request to Attend a Conference, Workshop, Meeting, Visitation	This form should be used during the school year for permission to attend a workshop during the school day.	Building Principal /Exec Dir of Elementary Education & Accountability
<b>My Learning Plan</b>	Request to Attend a Conference, Workshop, Meeting, Visitation that is out of New York State	This form should be used during the school year for permission to attend an out of state workshop and/or during the summer months, <u>if</u> there will be expenses incurred by the district	Building Principal /Exec Dir of Elementary Education & Accountability
<b>My Learning Plan</b>	Request for reimbursement for cost associated with attending *Please do not select 'yes' to the out of state conference question unless the conference is actually out of state. A 'yes'	This form should be used to request reimbursement for the registration fee, meals, and/or mileage, if prior approval was given using the MLP conference request form. <b>Original</b> itemized receipts should be sent with a copy of this form to the Exec Dir of Elementary Education & Accountability's	Building Principal /Exec Dir of Elementary Education & Accountability

	causes the form to route to the Superintendent's level.	office, which approved the original request.	
<b>Course Approval Request (Prior to Attendance)</b>	Request to attend an out-of-district sponsored course or workshop (i.e. - Citi, OCM Boces or college course) *See directions on electronic form	This form must be used to request approval to attend a course for salary credit or inservice payment. This must be completed prior to registration for the course/workshop.	Building Principal/Executive Director of Secondary Education & Personnel
<b>Inservice Invoice</b>	Request for reimbursement of course or credit hours	This form must be submitted with verification of attendance <b>within 30 days</b> of course completion. You must upload the course completion form to this document to enable submission of this form.	Building Principal/Executive Director of Secondary Education & Personnel
<b>Inservice Invoice</b>	Request payment for in-district summer work and/or inservice instructor	This form must be used to receive payment for inservice instructor stipend (\$40 per hour) or the current per diem rate for summer work with prior approval given.	Executive Director of Secondary Education & Personnel

## Meetings

If you are in a meeting or on a phone call with a parent and you do not feel that the conversation is positive, you may consider asking to reschedule the meeting to another time. At this time you may invite another colleague or building rep to attend a new meeting.

## Meetings with Administrators

For any meeting that could be of a disciplinary nature, the member needs to be given three days notice for the meeting to take place. This allows the member to calm themselves, and get an OCTA Rep to support them. A member can choose to meet sooner, however, just know, you can't be forced to come before the three days unless there is a serious accusation which may require the district to act sooner. (This would generally involve the police.)

The district has been directing building administrators to put meeting minutes in the form of building memos. These are not disciplinary. They are just a record. The memo should stay within your building and does not go in a member's folder at the personnel office. Be sure you have a rep look it over before you sign it.

## Mandated Reporter

By law you are a mandated reporter. If you are made aware of a situation in which you feel a student is not safe you must call Child Protective Services at 800-342-3720. Your name is kept confidential. Your principal, school psychologist, school counselor or school nurse can also provide assistance with this. Report any instances to your building administrator as they will want to be informed as well.

## **Nonviolent Crisis Intervention (CPI)**

All 7 buildings in the district have a CPI team. The CPI team is trained to help students who are having behavioral difficulties in the classroom. Those who are CPI trained use verbal techniques to calm a child. In the event a hold needs to be used, these members have been trained in the proper way to hold a child. If you are not CPI trained you should not be holding a child. It is important that all new members understand who is on their CPI team and what to do if you need additional support in your classroom.

## **Document, Document, Document**

You should also keep all professional documentation in a secure location. Maintain your pay stubs, meeting notes, position appointments, salary notices, evaluations, etc. that come from the administration. It is equally important to maintain notes from meetings, document any situations in which you felt uncomfortable, witnessed inappropriate student behavior, phone calls you made or anything you feel you may need to refer to in the future. School Tool is an excellent resource for documenting any student concerns or parent phone calls. You will also use School Tool for discipline referrals, but should PRINT copies of your referrals since you will NOT be able to see them after you send them to the administration. School Tool also has a Notes section where a member can document any of the scenarios mentioned above. You can change the note to global and the information is available for those who have access to School Tool. Do not offer your opinions in these notes; facts only. Speak with your mentor or building rep for assistance.

## **Pay**

We are paid bi-weekly. KEEP YOUR PAY STUBS! It records your sick time, taxes, and any deductions. The first paycheck of the school year will be September 13th. You can choose to have direct deposit. We are paid 21 times a school year. If you choose, you can be asked to be paid 26 times instead of 21. On the last payday of the school year, you will get your regular check plus 5 additional checks. These 5 additional checks will be larger than your regular check because they do not have union dues, insurance, flexible spending, TRS dues and 403 B deductions in them. If you wish to change to the 26 paychecks, you should contact Kelly Lagoe. Her email is [klagoe@oswego.org](mailto:klagoe@oswego.org). The district works closely with the Teachers' Credit Union as well as other banks, but there are always advantages of being in the credit union, such as great loan rates, summer skip on loan payments, and summer savings accounts so check them out.

Oswego Teachers Employee Federal Credit Union

<https://www.oswegoteacherscu.org/>

(315) 342-4574

## Know Your Paycheck Deductions

FICA is social security  
MEDI is Medicare  
FEDERAL is federal tax  
STATE is state tax  
D/I OCTA is disability insurance  
HI10F15% is 10 month family health

MED/DENT is your flex spending account  
DFBOCTIN is your OCTA Dental Insurance  
VISFIND = Vision individual  
OCTA28+ is your union dues  
OPL is city library contribution  
NYSUT = member benefits (Life ins, legal, etc.)

The mention of 'other' means that you have some 'other' optional deductions from your paycheck like a 403(b) contribution, a Teachers' Retirement System Loan payment, and/or your VOTE-COPE contribution. If you want to find out what makes up your specific 'other' deductions (and the amount for each deduction) email Kelly Lagoe directly at [klagoe@oswego.org](mailto:klagoe@oswego.org)

### Investments: START NOW!

It is never too early to start investing in a 403B or 457 plan. As a new teacher, money will automatically be deducted from each paycheck and go into the NYS Teachers' Retirement System. In addition, you have the option of investing for retirement with a 403b, 457b, or ROTH IRA. The 403b is like a 401k except it is only available to public schools and churches. Your money will be invested before taxes are taken out. You will be taxed on the earnings when you withdraw the money. The 457b is almost identical to the 403b except it is available only to employees of NYS. The ROTH IRA uses after tax dollars and will grow tax free. If you choose to invest in a 403b you can ONLY invest with companies that are on the district "approved" list. If you choose to invest in a ROTH IRA you have the option of investing anywhere you like because you are using after tax money. It is up to you whether to use a financial adviser, or set the account up yourself, the choice is yours. Retirement investments can be set up at any time so do not feel pressured to start investing until you are ready.

### Members may open investment accounts with the following providers:

AMERICAN CENTURY SERVICES LLC  
ASPIRE FINANCIAL SERVICES  
AXA EQUITABLE LIFE INSURANCE COMPANY  
CONFIDENTIAL PLANNING - MULTICHOICE  
FORESTERS FINANCIAL (FIRST INVESTORS)  
LINCOLN INVESTMENT PLANNING  
MASS MUTUAL VA  
METLIFE  
NY LIFE INS. & ANNUITY CORP.  
OPPENHEIMER SHAREHOLDER SVCS.  
PLANMEMBER SERVICES CORP.  
RIVERSOURCE LIFE INSURANCE CO OF NY  
SECURITY BENEFIT  
THE LEGEND GROUP/ADSERV  
VALIC

Follow the link below to access OMNI

[https://www.omni403b.com/spinforeq\\_selOrg.aspx?pdire=splInfo](https://www.omni403b.com/spinforeq_selOrg.aspx?pdire=splInfo)

## **NYSUT Retirement System Tiers**

All teachers and teaching assistants who joined from September 1, 1983-December 31, 2009 are Tier 4. The minimum criteria to retire with full pension for Tier 4 members is 55 years of age and 30 years of service; you can retire with less service at a reduced pension. Tier 4 members are eligible to collect a pension, or become vested in the retirement system, after achieving five years of service credit and are required to contribute 3 percent of their salaries until they have completed 10 years of service credit.

All teachers and teaching assistants who joined on or after January 1, 2010, are in Tier 5. The minimum criteria to retire with a full pension for Tier 5 members of TRS is 57 years of age and 30 years of service; you can retire with less service at a reduced pension. Tier 5 members of TRS are vested in the retirement system after achieving 10 years of service credit.

All teachers and teaching assistants who joined on or after April 1, 2012, are Tier 6. They contribute 3.5 percent of their salaries for the life of their employment. Tier 6 members can collect a full pension at age 63 and are vested in the retirement system after achieving 10 years of service credit. Tier 6 members contribute to the retirement system for the life of their employment. The amount Tier 6 members contribute is based on their salary and ranges between 3 and 6 percent.

Questions about the NYSTRS? Contact your OCSD retirement delegates Dan Rose [drose@oswego.org](mailto:drose@oswego.org) or Amy Armet [aarmet@oswego.org](mailto:aarmet@oswego.org)

## **Evaluations**

Announced observations cannot happen before the first full week in September or after June 1st. Unannounced observations cannot happen before the first full week in October or after June 1st.

All teachers will have one announced observation (at least 40 minutes) and one unannounced observation (at least 20 minutes). Additional unannounced observations can happen at the discretion of the evaluator for non-tenured teachers, but a non-tenured teacher cannot have more than three unannounced evaluations. With unannounced observations, a member can request a meeting with the evaluator, but this meeting must be requested within five days of the electronic feedback.

For announced observations a member will meet with the evaluator for a pre-observation meeting and meet with the evaluator for a post observation meeting. Prior to the post observation meeting members need to fill out a post observation form. The post observation

meeting should not happen more than 10 days after the observation unless there are extenuating circumstances.

Members are evaluated on the 2013 Danielson Rubric.

## **Getting Involved**

Get to know your building, your students and those who work there. You will be asked to join committees. These are voluntary but help you get to know how your building works. Don't be afraid to attend evening or after school events. Students love seeing their teachers out and about. Knowing your students makes for a caring classroom. Treat the secretaries and your custodians very well. They make our buildings run. Participate in the social activities that your school offers. Don't be afraid to ask a lot of questions. Consider participating in building committees, attending union workshops or events in order to meet other colleagues. There are many low profile union committees you can participate in if you want to get involved with your union, but don't want to be a rep, such as: OCTA Scholarship Committee, Stuff A Bus, Adopt a Highway and Vote Cope

2019-2020 (3.0%)

Step	BS+0	BS+3	BS+6	BS+9	BS+12	BS+15	BS+18	BS+21	BS+24	BS+27	BS+30
1	54,727	55,236	55,741	56,247	56,764	57,269	57,775	58,283	58,799	59,307	59,811
2	55,218	55,728	56,233	56,739	57,257	57,761	58,267	58,775	59,291	59,800	60,303
3	55,710	56,219	56,724	57,230	57,748	58,253	58,758	59,266	59,781	60,291	60,795
4	56,202	56,712	57,216	57,722	58,240	58,745	59,250	59,759	60,274	60,783	61,287
5	56,704	57,213	57,718	58,223	58,742	59,247	59,751	60,259	60,776	61,285	61,787
6	57,215	57,724	58,230	58,737	59,254	59,759	60,262	60,770	61,287	61,796	62,300
7	57,737	58,246	58,750	59,258	59,774	60,281	60,785	61,292	61,808	62,318	62,821
8	58,268	58,778	59,283	59,788	60,305	60,811	61,315	61,823	62,339	62,849	63,351
9	58,820	59,330	59,835	60,340	60,859	61,363	61,869	62,376	62,892	63,402	63,904
10	59,395	59,905	60,408	60,915	61,432	61,936	62,442	62,949	63,466	63,974	64,478
11	59,991	60,501	61,006	61,513	62,030	62,534	63,040	63,548	64,064	64,573	65,076
12	60,612	61,122	61,628	62,134	62,651	63,157	63,660	64,169	64,684	65,195	65,698
13	61,258	61,768	62,273	62,780	63,298	63,802	64,307	64,814	65,330	65,841	66,342
14											67,006
Step	BS+33	BS+36	BS+39	BS+42	BS+45	BS+48	BS+51	BS+54	BS+57	BS+60	BS+63
1	60,344	60,837	61,342	61,849	62,354	62,873	63,380	63,882	64,394	64,898	65,408
2	60,835	61,329	61,834	62,342	62,845	63,366	63,872	64,373	64,885	65,390	65,898
3	61,327	61,821	62,324	62,833	63,338	63,857	64,364	64,865	65,377	65,882	66,391
4	61,819	62,313	62,817	63,325	63,829	64,349	64,856	65,357	65,868	66,373	66,882
5	62,320	62,815	63,317	63,826	64,331	64,850	65,357	65,858	66,370	66,875	67,384
6	62,832	63,326	63,829	64,337	64,843	65,361	65,868	66,371	66,881	67,387	67,897
7	63,354	63,848	64,351	64,859	65,364	65,884	66,391	66,892	67,404	67,908	68,418
8	63,886	64,378	64,882	65,390	65,894	66,413	66,921	67,424	67,935	68,439	68,949
9	64,437	64,931	65,434	65,943	66,447	66,968	67,473	67,975	68,487	68,991	69,500
10	65,012	65,505	66,009	66,516	67,021	67,540	68,048	68,550	69,062	69,566	70,076
11	65,608	66,102	66,606	67,115	67,618	68,139	68,645	69,146	69,658	70,163	70,671
12	66,230	66,724	67,227	67,735	68,240	68,759	69,266	69,768	70,279	70,784	71,294
13	66,876	67,370	67,873	68,381	68,885	69,406	69,912	70,414	70,926	71,430	71,939
14	67,538	68,033	68,536	69,043	69,548	70,067	70,576	71,076	71,587	72,093	72,602
Step	BS+66	BS+69	BS+72	BS+75	BS+78	BS+81	BS+84	BS+87	BS+90		
1	65,919	66,425	66,936	67,444	67,953	68,462	68,968	69,478	69,987		
2	66,410	66,916	67,427	67,936	68,444	68,953	69,460	69,970	70,480		
3	66,903	67,408	67,919	68,428	68,936	69,446	69,951	70,460	70,971		
4	67,394	67,900	68,410	68,919	69,427	69,937	70,444	70,953	71,463		
5	67,896	68,401	68,912	69,421	69,929	70,439	70,945	71,455	71,965		
6	68,407	68,913	69,423	69,933	70,441	70,949	71,457	71,966	72,478		
7	68,928	69,434	69,944	70,454	70,963	71,471	71,977	72,488	72,998		
8	69,459	69,966	70,477	70,986	71,494	72,003	72,509	73,019	73,530		
9	70,012	70,518	71,029	71,538	72,045	72,555	73,062	73,571	74,082		
10	70,587	71,093	71,603	72,112	72,620	73,129	73,636	74,147	74,656		
11	71,183	71,689	72,200	72,709	73,217	73,726	74,233	74,743	75,253		
12	71,803	72,311	72,821	73,331	73,838	74,347	74,854	75,363	75,876		
13	72,451	72,958	73,466	73,977	74,484	74,994	75,501	76,010	76,521		
14	73,112	73,619	74,128	74,639	75,146	75,655	76,163	76,672	77,183		

Looking for your number of hours and are off step? Go to your last salary adjustment form and your # of hours will be in a note on that electronic form.

