



Resource Guide

2021-2022

Contract Language valid through June 2024

**Join the OCTA Facebook Page..... <https://www.facebook.com/groups/650368071734949/>

OR 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	Jessica Burridge	KPS 341-2500	518-461-4188	jburridg
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

OHS	315-341-2202	FLS	315-341-2700
Gina Iorio Pres	giorio	Jamie Turtura Pres	jturtura
Heather Sugar Pres	hsugar	Amy Armet VP	aarmet
Robert Dumas VP	rdumas	Carolyn Dehm	cdehm2
Gloria Canale-Giberson	gcanale	Jennifer Cahill	jcahill
Lindsay Brown	lbrown23	Jim Hartmann	jhartman
Tami Palmitesso	tpalmit2	Michelle McManus	mmcmanu2
Kathy Audlin	kaudlin		
Jenn Smith	jsmith3	FPS	315-341-2400
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 Williams	swillia2	Lisa Coleman	lcolema2
		Julie Tubolino	jtubolin
OMS	315-341-2300		
Jeff Brown Pres	jbrown	MIN	315-341-2600
Alison Anderson Pres	aanders4	Carol Janice Pres	cjanice
MaryAlice Brennan Pres	mbrennan	Amy Sullivan 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
Peg Holt	mholt	Crystal Mason	cmason
Michelle Cooper	mcooper	Keri Hunter	khunter
Maureen Wallace	mwallace		
KPS	315-341-2500	CER	315-341-2800
Mary Lynne Maxwell Pres	mmaxwell	Terri Stacy Pres	tcullens
Hope Mazuroski	hmazuros	Teddy Beers VP	tbeers
Carolyn Slobodian	cslobodi	Molly Clark	mclark2
Gretchen Coakley	gcoakley	Holly Babcock	hbabcock
Shannon Kane	skane	Ann Jodus	ajodus
Kristyn Frost	kfrost		
Sub President- Ed Stacy	Sub Co Vice Presidents - Meg McLaughlin		

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 building admin and or the appropriate OCTA officers. 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 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 assigned to them to assist them with union matters. If a member has a concern, they should see their assigned rep. If the rep cannot answer the question or help with the concern, the member or the rep should reach out to the building President or Vice President. If the issue is still unresolved, the president should reach out to the appropriate officer on the OCTA Board of Directors. Building officers should communicate with the Association President and should pass along any issues and their resolutions at the next OCTA meeting.

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 2021-2022

Individual \$1024.96
Family \$3359.72

21 pay periods

Per pay period \$48.81
Per Pay period \$159.99

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. 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.

The ENV Companies



(315) 641-5848 • (800) 887-9146
www.insurewithenv.com

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)	Mail Order
\$5 for generic	\$0 for generic
\$15 preferred brand name	\$15 preferred brand name
\$25 non- preferred brand	\$25 non-preferred brand

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 2021-2022

Costs 2021-2022

Individual	\$780.28
Employee +1	\$152.64
Family	\$234.60

21 pay periods

Per pay period	\$3.82
Per pay period	\$7.27
Per pay period	\$11.17

Dental Insurance

Questions: Patrick Armet 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	\$42
Member plus 1	\$525
Family	\$1050
Two in Unit	\$525

21 pay periods

Per pay period	\$2
Per pay period	\$25
Per pay period	\$50
Per pay period	\$25

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 some 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 is the lead OCTA member who 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 start 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 involuntary 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

The Sick Bank 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. An individual who doesn't have enough sick days, may apply for days from the sick bank. When 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 donates 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 1500 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.

The sick bank application is available through the Personnel Office and can be found in the Google Shared Drive in the Personnel folder.

<https://drive.google.com/drive/u/0/folders/1SPhOCmw8evKgYiISzSIBYtMtxeNAmcDv>

Any member who uses the bank will be required to repay ONE day each subsequent year until the debt is repaid or they cease employment.

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 and take unpaid time off, the time that you take 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.

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 **\$31.03** per hour for the 2021-2022 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 6 credit hours per year (July 1-June 30) from an accredited institution. When possible, you must submit for your approval prior to April 1st for the following year. You will need to meet with the Personnel Director if you are planning on matriculating in a specific degree program and wish to take more than 6 credits per year.

Course Approval Process

Inservice Salary Credit

Inservice = IN District. Professional Development = EXTERNAL PD. 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. 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 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
My Learning Plan	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
My Learning Plan	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
My Learning Plan	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. Original 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.	
Course Approval Request (Prior to Attendance)	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
Inservice Invoice	Request for reimbursement of course or credit hours	This form must be submitted with verification of attendance within 30 days 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
Inservice Invoice	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 your mentor, a team leader, another veteran 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 SchoolTool 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 SchoolTool. 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 ask 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. 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

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
VOYA FINANCIAL (NATL NY)

NEW YORK STATE DEFERRED COMP PLAN - 457

Follow this link to create a 457 account: www.nysdcp.com

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 or Amy Armet aarmet@oswego.org

Evaluations

Members are evaluated on the 2013 Danielson Rubric. 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.

Getting Involved

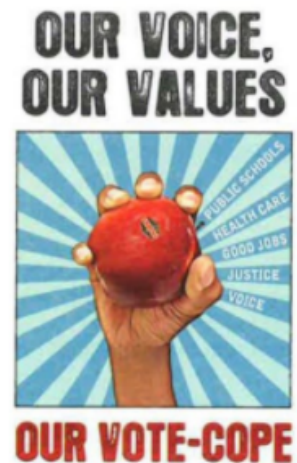
Get to know your building, your students and those who work there. You will be asked to join committees. These are voluntary but help you get to know how your building works. Don't be afraid to attend evening or after school events. Students love seeing their teachers out and about. Knowing your students 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, Blessings in a Backpack, and Adopt a Highway.

VOTE COPE

You ABSOLUTELY want to contribute to VOTE COPE. We encourage our members to donate at least \$100 a year, or \$5 per paycheck, but the amount you contribute is always up to you. This is our political action arm that lobbies for changes at the state and federal level that impact education. The contributions that are made directly benefit YOU, your future, and your profession.

Your contributions are voluntary and are used to promote OCTA locally and NYSUT-endorsed candidates and campaigns that are pro-public education and pro-labor. No OCTA dues dollars are used to support candidates or campaign committees. VOTE-COPE money is used for media ads, phone banks, mailers, and direct contributions to campaigns and candidates that support public education, labor, healthcare, and working families. The New York State United Teachers, our state affiliate and Vote-Cope, fight for our issues: fair funding for schools, COVID -19 safety protections, higher staffing levels, tenure protection, collective bargaining rights, pension protection and a fair evaluation process. Those battles cost millions of dollars to wage. Your voluntary contribution to Vote-Cope is the only way for all of us to ensure the people in power hear our voices and understand what we need to succeed in our work and our lives.

We cannot overemphasize the importance of contributing to NYSUT VOTE-COPE. Contribution to VOTE-COPE is more important than ever given the impact of the COVID crisis on public education. You can be sure that OCTA along with NYSUT will stand strong against union busters that seek to lower our salaries, increase classroom sizes, and take away our tenure protections, benefits and pensions! The OCTA is looking to do a building based VOTE-COPE campaign in the fall. Your school building reps will have a form for you to use for payroll deduction at that time.



D. Salary Schedules

2021-2022 3.25%											
Step	BS+0	BS+3	BS+6	BS+9	BS+12	BS+15	BS+18	BS+21	BS+24	BS+27	BS+30
1	57,691	58,232	58,769	59,307	59,857	60,394	60,932	61,472	62,021	62,561	63,097
2	58,201	58,742	59,279	59,817	60,367	60,904	61,442	61,982	62,531	63,071	63,607
3	58,723	59,266	59,802	60,340	60,892	61,428	61,965	62,505	63,055	63,596	64,131
4	59,246	59,788	60,325	60,863	61,413	61,951	62,488	63,028	63,576	64,118	64,654
5	59,769	60,311	60,849	61,386	61,937	62,473	63,011	63,552	64,100	64,641	65,178
6	60,303	60,844	61,382	61,919	62,470	63,007	63,544	64,084	64,633	65,176	65,709
7	60,846	61,388	61,926	62,465	63,016	63,552	64,087	64,627	65,178	65,719	66,254
8	61,402	61,944	62,480	63,020	63,568	64,107	64,644	65,183	65,731	66,274	66,809
9	61,967	62,509	63,045	63,583	64,133	64,671	65,207	65,748	66,296	66,838	67,373
10	62,554	63,096	63,633	64,170	64,722	65,258	65,796	66,335	66,884	67,426	67,960
11	63,165	63,707	64,242	64,781	65,331	65,867	66,405	66,944	67,495	68,035	68,570
12	63,799	64,341	64,878	65,417	65,967	66,503	67,041	67,581	68,131	68,672	69,206
13	64,459	65,002	65,540	66,078	66,628	67,166	67,701	68,242	68,790	69,333	69,868
14											70,553
Step	BS+33	BS+36	BS+39	BS+42	BS+45	BS+48	BS+51	BS+54	BS+57	BS+60	BS+63
1	63,664	64,189	64,725	65,264	65,802	66,354	66,893	67,426	67,972	68,507	69,050
2	64,174	64,699	65,235	65,774	66,312	66,864	67,403	67,936	68,482	69,017	69,560
3	64,696	65,222	65,759	66,299	66,834	67,388	67,926	68,459	69,004	69,541	70,081
4	65,220	65,745	66,280	66,821	67,358	67,911	68,450	68,982	69,526	70,063	70,605
5	65,743	66,268	66,805	67,345	67,881	68,433	68,973	69,506	70,050	70,586	71,127
6	66,276	66,802	67,337	67,878	68,414	68,967	69,506	70,039	70,583	71,120	71,662
7	66,820	67,346	67,881	68,421	68,959	69,510	70,050	70,584	71,126	71,665	72,207
8	67,376	67,900	68,436	68,976	69,513	70,066	70,605	71,138	71,682	72,218	72,761
9	67,942	68,464	69,000	69,541	70,077	70,628	71,169	71,704	72,247	72,783	73,325
10	68,527	69,053	69,587	70,128	70,664	71,219	71,756	72,289	72,835	73,370	73,912
11	69,138	69,663	70,199	70,738	71,276	71,827	72,367	72,902	73,446	73,982	74,524
12	69,772	70,298	70,834	71,375	71,911	72,464	73,002	73,535	74,080	74,617	75,157
13	70,434	70,960	71,494	72,034	72,571	73,124	73,663	74,196	74,740	75,278	75,820
14	71,121	71,646	72,181	72,721	73,258	73,811	74,349	74,883	75,428	75,965	76,505
Step	BS+66	BS+69	BS+72	BS+75	BS+78	BS+81	BS+84	BS+87	BS+90		
1	69,594	70,132	70,675	71,215	71,757	72,298	72,836	73,378	73,920		
2	70,104	70,642	71,185	71,725	72,267	72,808	73,346	73,888	74,430		
3	70,625	71,163	71,707	72,248	72,788	73,330	73,869	74,411	74,953		
4	71,150	71,686	72,231	72,772	73,312	73,854	74,392	74,933	75,476		
5	71,672	72,210	72,752	73,294	73,834	74,376	74,915	75,457	75,999		
6	72,206	72,743	73,286	73,828	74,368	74,910	75,448	75,991	76,533		
7	72,749	73,287	73,830	74,372	74,912	75,452	75,993	76,534	77,078		
8	73,303	73,841	74,383	74,926	75,467	76,007	76,545	77,090	77,632		
9	73,868	74,408	74,950	75,492	76,032	76,573	77,111	77,654	78,197		
10	74,456	74,995	75,538	76,079	76,618	77,161	77,700	78,241	78,784		
11	75,068	75,606	76,148	76,689	77,230	77,771	78,310	78,853	79,395		
12	75,701	76,240	76,783	77,324	77,865	78,406	78,945	79,487	80,030		
13	76,361	76,901	77,444	77,986	78,525	79,066	79,606	80,147	80,692		
14	77,050	77,589	78,129	78,672	79,212	79,754	80,293	80,834	81,379		

Beginning July 1, 2021, off-step credit to salary for any new undergraduate or graduate credit hours credited after that date shall be at the rate of \$510 per three-hour block going forward.

New positions added to the contract in 2021:

<u>DISTRICT WIDE</u>	<u>2021-2024</u>
Videographer (Board meeting recordings conducted through Director of Technology shall not be open and available for this stipend; video recording duties conducted by students as part of an academic program where the teacher instructor already receives a stipend shall not be open and available for this stipend)	\$50
Out of District Art Show Exhibit	\$150
i. \$150 per show for setup, take-down, and show involvement	
ii. 3 events maximum	
iii. Stipend would be requested through electronic forms	
Chaperones/Supervisors	\$45
Event Chaperone outside of school hours - \$45 per event, per chaperone as requested and approved by the District	
i. Varsity sporting events	
ii. Music competitions	
iii. High School & Middle School dances	
iv. Other approved elementary and secondary chaperone assignments	
v. Members working at the building for the event will be given preference for appointments as chaperones	
OHS/OMS After School Detention	\$25
OHS/OMS After School Sports Study Hall	\$25
After School AIS (40 min lesson 20 min planning)	\$40/hr
ELE/OMS/OHS Homework Helper (Tutoring)	\$25

OCSD certified teachers used for coverage

1. SECONDARY - In the event that no sub is available to fill an open position at the secondary level and the district has exhausted all methods to fill any remaining openings, including making personal phone calls to those who are marked as unavailable, when practicable, the district will seek secondary volunteers to cover during their planning periods and will compensate the volunteer \$35 per period (equivalent to 42 minutes). No individual will be eligible to cover for more than one period each day, nor will they be eligible to cover for more than 3 periods in a week. Volunteers will be sought prior to sending students to study halls.

2. ELEMENTARY - In the event that no sub is available to fill an open position at the elementary level and the district has exhausted all methods to fill any remaining openings, including making personal phone calls to those who are marked as unavailable, when practicable, and the district finds it necessary to pull another elementary teacher to cover the class, the district will compensate the teacher \$75 for their assistance in providing coverage to the particular classroom.

3. TEACHING ASSISTANTS - In the event that no substitute teacher is available to fill an open position and the outlined process is exhausted in securing a teacher volunteer, a Teaching Assistant may be asked to present the lesson plans created by the classroom teacher. In coordination with the Building Principal and possibly in conjunction with the classroom teacher, a Teaching Assistant may provide coverage for the unfilled position. Teaching Assistants will be paid \$65 for their assistance in providing coverage to a particular elementary classroom. If a secondary teaching assistant is needed, the rate will be set at \$25. As set in a prior Agreement, also included is the ability to provide for half of the compensation described above, if an elementary Teaching Assistant is asked to provide coverage for half of the school day.