



Resource Guide

2022-2023

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 Burrridge	KPS 341-2500	518-461-4188	jburrridg
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 2022-2024

OHS	315-341-2202	FLS	315-341-2700
Gina Iorio Pres	giorio	Michaela Kearns Pres	mkearns
Heather Sugar Pres	hsugar	Amy Armet VP	aarmet
Robert Dumas VP	rdumas	Fred Donabella	fdonabel
Kathy Audlin	kaudlin	Lisa Edwards	ledwards
Lindsay Brown	lbrown23	Amy Purce	apurce
Gloria Canale-Giberson	gcanale	Heather Wood	hwood
Sarah Kimak	skimak		
Kaylee Morse	kmorse	FPS	315-341-2400
Amy Orr	aorr	Erin Wilder Pres	ewilder
Tami Gills	tgills	Julie Tubolino VP	jtubolin
Jenn Smith	jsmith3	Lisa Coleman	lcolema2
Emily Szatanek	eszatane	Cari Joyce	cjoyce2
Sarah Williams	swillia2	Laurie Kelly	lkelly
		Theresa Lee	tlee
OMS	315-341-2300		
Alison Anderson Pres	aanders4	MIN	315-341-2600
MaryAlice Brennan Pres	mbrennan	Crystal Mason Pres	cmason
Jeff Brown Pres	jbrown	Amy Sullivan Pres	asulliva
Elise Davis	edavis	Keri Hunter V. Pres	khunter
Peg Holt	mholt	Don Fronk	dfronk
Sally Kingsbury	skingsbu	Carol Janice	cjanice
Kevin Morgan	kmorgan	Sandy Kunzwiler	skunzwil
Chad Platten	cplatten	Rayna Mills	rmills2
Susan Roik	sroik	Jenn Szkotak	jszkotak
Maureen Wallace	mwallace	Stacie Waterhouse	sroberts
KPS	315-341-2500	CER	315-341-2800
Mary Lynne Maxwell Pres	mmaxwell	Terri Stacy Pres	tcullens
Hope Mazuroski Pres	hmazuross	Teddy Beers VP	tbeers
Gretchen Coakley	gcoakley	Holly Babcock	hbabcock
Kristyn Frost	kfrost	Molly Clark	mclark2
Shannon Kane	skane	Ann Jadus	ajadus
Sandy Scaccia	sscaccia		
Carolyn Slobodian	cslobodi		
Robin Tryon	rtryon		
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 2022-2023 school year.

Costs 2022-2023

Individual \$1075.96

Family \$3519.41

21 pay periods

Per pay period \$51.23

Per Pay period \$167.59

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 AETNA directly (see your insurance card) or if

The ENV Companies



ENV Insurance Agency
ENV Property & Casualty, LLC

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

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 AETNA.

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

Two networks are offered, EyeMed and VSP, both through Ameritas. You will get cards in the mail with just the employee name listed. The eye doctor can call and verify benefits with the employees ssn. This will come to you in the mail in a plain looking envelope; many have thought it was junk mail so just be on the lookout if you sign up for it.

Costs 2022-2023

Costs 2022-2023

Individual \$99.84
Employee +1 \$190.08
Family \$291.36

21 pay periods

Per pay period \$4.75
Per pay period \$9.05
Per pay period \$13.87

Dental Insurance

Questions: Lindsay Voight 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 Lindsay Voight during Open Enrollment (usually in May) or within 30 days of a COBRA qualifying event (marriage/birth/etc).

Cost 2022-2023

Individual \$52.50
Member plus 1 \$577.50
Family \$1155.00
Two in Unit \$577.50

21 pay periods

Per pay period \$2.50
Per pay period \$27.50
Per pay period \$55
Per pay period \$27.50

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 \$2,850

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

All money allocated becomes available July 1st.

Daycare maximum is \$5000-

None can be rolled over. This money becomes available as you contribute per pay period.

Once you have enrolled in Flex, a debit card will be issued. You will not get a new debit card until yours expires.

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>.

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/drive/folders/0AGRIEPrT6kNQUk9PVA>

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 the 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. You should communicate with the person in Payroll (currently Meghan Wilson) in order to find out how to pay out of pocket for your insurance premiums. 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 2022-2023 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. These should be sent to Renos@oswego.org. Send her an email to let her know that you requested an electronic transcript to is being sent to her.
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

Certifications:

If there are any changes with your certification, you must let the Personnel Office know.

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' causes the form to route to the Superintendent's level.	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 office, which approved the original request.	Building Principal /Exec Dir of Elementary Education & Accountability
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.

Therapeutic Crisis Intervention for Schools (TCIS)

All 7 buildings in the district have a TCIS team. The TCIS team is trained to help students who are having difficulties in the classroom. Those who are TCIS 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 TCIS trained you should not be holding a child. It is important that all new members understand who is on their TCIS 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 Meghan Wilson. Her email is Mwilson2@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 Meghan Wilson at Mwilson2@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

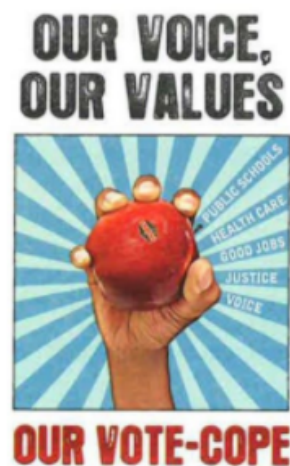
Get to know your building, your students and those who work there. You will be asked to join committees. These are voluntary but help you get to know how your building works. Don't be afraid to attend evening or after school events. Students love seeing their teachers out and about. Knowing your students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



2022-2023 3.15%											
Step	BS+0	BS+3	BS+6	BS+9	BS+12	BS+15	BS+18	BS+21	BS+24	BS+27	BS+30
1	58,998	59,556	60,110	60,665	61,232	61,786	62,341	62,898	63,465	64,022	64,575
2	59,508	60,066	60,620	61,175	61,742	62,296	62,851	63,408	63,975	64,532	65,085
3	60,034	60,592	61,146	61,701	62,269	62,822	63,377	63,934	64,501	65,058	65,611
4	60,573	61,133	61,686	62,241	62,810	63,363	63,917	64,474	65,041	65,599	66,151
5	61,112	61,671	62,225	62,780	63,348	63,902	64,456	65,013	65,579	66,138	66,691
6	61,652	62,211	62,766	63,320	63,888	64,441	64,996	65,554	66,119	66,677	67,231
7	62,203	62,761	63,316	63,869	64,438	64,992	65,546	66,103	66,669	67,229	67,779
8	62,763	63,322	63,877	64,433	65,001	65,554	66,106	66,663	67,231	67,789	68,341
9	63,336	63,895	64,448	65,005	65,570	66,126	66,680	67,236	67,802	68,362	68,913
10	63,919	64,478	65,031	65,586	66,153	66,708	67,261	67,819	68,384	68,943	69,495
11	64,524	65,084	65,637	66,191	66,761	67,314	67,869	68,425	68,991	69,550	70,101
12	65,155	65,714	66,266	66,822	67,389	67,942	68,497	69,053	69,621	70,178	70,730
13	65,809	66,368	66,922	67,478	68,045	68,598	69,153	69,710	70,277	70,835	71,386
14											72,069
Step	BS+33	BS+36	BS+39	BS+42	BS+45	BS+48	BS+51	BS+54	BS+57	BS+60	BS+63
1	65,159	65,701	66,254	66,810	67,365	67,934	68,490	69,040	69,603	70,155	70,715
2	65,669	66,211	66,764	67,320	67,875	68,444	69,000	69,550	70,113	70,665	71,225

3	66,195	66,737	67,290	67,846	68,401	68,970	69,526	70,076	70,639	71,191	71,751
4	66,734	67,276	67,830	68,387	68,939	69,511	70,066	70,615	71,178	71,732	72,289
5	67,274	67,816	68,368	68,926	69,480	70,050	70,606	71,155	71,716	72,270	72,829
6	67,814	68,355	68,909	69,466	70,019	70,589	71,146	71,695	72,257	72,809	73,368
7	68,364	68,906	69,458	70,016	70,569	71,139	71,695	72,245	72,806	73,360	73,919
8	68,925	69,467	70,019	70,576	71,131	71,700	72,257	72,807	73,366	73,922	74,482
9	69,498	70,039	70,592	71,149	71,703	72,273	72,829	73,379	73,940	74,493	75,053
10	70,082	70,621	71,174	71,732	72,284	72,853	73,411	73,963	74,523	75,076	75,635
11	70,686	71,228	71,779	72,337	72,890	73,462	74,016	74,566	75,129	75,681	76,240
12	71,316	71,857	72,410	72,966	73,521	74,090	74,647	75,198	75,760	76,312	76,872
13	71,970	72,512	73,065	73,623	74,176	74,747	75,302	75,851	76,414	76,967	77,524
14	72,653	73,195	73,746	74,303	74,857	75,427	75,983	76,533	77,094	77,649	78,208
Step	BS+66	BS+69	BS+72	BS+75	BS+78	BS+81	BS+84	BS+87	BS+90		
1	71,276	71,831	72,391	72,948	73,507	74,065	74,620	75,179	75,738		
2	71,786	72,341	72,901	73,458	74,017	74,575	75,130	75,689	76,248		
3	72,312	72,867	73,427	73,984	74,543	75,101	75,656	76,215	76,775		
4	72,850	73,405	73,966	74,524	75,081	75,640	76,196	76,755	77,314		
5	73,391	73,944	74,506	75,064	75,621	76,180	76,735	77,293	77,853		
6	73,930	74,485	75,044	75,603	76,160	76,719	77,275	77,834	78,393		
7	74,480	75,034	75,595	76,154	76,711	77,270	77,825	78,385	78,944		
8	75,041	75,596	76,156	76,715	77,272	77,829	78,387	78,945	79,506		
9	75,612	76,167	76,726	77,286	77,844	78,401	78,956	79,518	80,077		
10	76,195	76,752	77,311	77,870	78,427	78,985	79,540	80,100	80,660		
11	76,801	77,357	77,917	78,475	79,031	79,592	80,148	80,706	81,266		
12	77,433	77,988	78,547	79,105	79,663	80,221	80,777	81,337	81,896		
13	78,086	78,642	79,202	79,760	80,318	80,876	81,432	81,991	82,551		
14	78,766	79,323	79,883	80,443	80,999	81,557	82,114	82,672	83,234		

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.