



# Resource Guide

2023-2024

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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## OCTA 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

<b>OHS</b>	<b>315-341-2202</b>	<b>FLS</b>	<b>315-341-2700</b>
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		
Sarah Kimak	skimak		
Kaylee Morse	kmorse	<b>FPS</b>	<b>315-341-2400</b>
Amy Orr	aorr	Erin Wilder Pres	ewilder
Tami Gills	tgills	Julie Tubolino VP	jtubolin
Jenn Smith	jsmith3	Holly Allen	hallen
Emily Szatanek	eszatane	Cari Joyce	cjoyce2
Sarah Williams	swillia2	Laurie Kelly	lkelly
		Teresa Lee	tlee
<b>OMS</b>	<b>315-341-2300</b>		
		<b>MIN</b>	<b>315-341-2600</b>
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
<b>KPS</b>	<b>315-341-2500</b>	<b>CER</b>	<b>315-341-2800</b>
Mary Lynne Maxwell Pres	mmaxwell	Terri Stacy Pres	tcullens
Hope Mazuroski Pres	hmazuros	Teddy Beers VP	tbeers
Robin Tryon	rtryon	Holly Babcock	hbabcock
Kristyn Frost	kfrost	Molly Clark	mclark2
Shannon Kane	skane	Ann Jadus	ajadus
Sandy Scaccia	sscaccia		
Carolyn Slobodian	cslobodi		
<b>Sub President- Ed Stacy</b>	sub.octa@gmail.com		

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

## Chain of Command: District Level

The district has created a Chain Of Command chart for members to reference when there are questions or concerns. [District Chart Link](#) [Personnel Chart Link](#)

## 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 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 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 pay **15%** of the insurance premium. The district pays 85%.

### Costs 2023-2024

Individual	\$1236.29
Family	\$4046.08.41

### 21 pay periods

Per pay period	\$58.87
Per Pay period	\$192.67

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

The ENV Companies



(315) 641-5848 • (800) 887-9146  
[www.insurewithenv.com](http://www.insurewithenv.com)

If you have questions about your health insurance you can contact **Personnel**. Phone number 315-341-2009. If you have any other issues, you can contact AETNA 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 AETNA.

When you have a COBRA qualifying life event (marriage, birth of a child, change in spouse's benefits, etc), you only have a **30 day window** to notify **Personnel (x2009)**. They will then create a life event in the HRConnection portal for you to make the appropriate changes. If you do not notify us within the 30 days, you may lose the ability to make an insurance change or add your baby/spouse.

## Prescription Drug Benefits

Retail Pharmacy (local pharmacy) \$5 for generic (30 day supply) \$15 preferred brand name \$25 non- preferred brand	<b>Mail Order -Express Scripts</b> <b>\$0 for generic (90 day supply)</b> \$15 preferred brand name \$25 non-preferred brand
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## Vision Insurance

Two networks are offered, EyeMed and VSP, both through Ameritas. Enrollment in the plan requires a 2 year commitment. 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 2023-2024

### 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](mailto:octadentalplan@gmail.com) 315-632-0122

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 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 (cbeck@oswego.org)**.

## 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. Any language regarding student dress codes should be followed by the staff.

## Social Media

Make sure what you are posting is posted in a tasteful manner, as social media posts can be used against your certification. **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.

## 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 “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.**

## 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.

## 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](#).



## Bereavement

You must fill out the same [Leave Time Request](#) 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. If the district is unable to procure a sub for you, a fellow colleague may be asked to cover your class. **PLEASE be sure to leave detailed lesson plans in order to ensure the class is run effectively in your absence.** 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 the appropriate [Leave Time Request form](#) 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 Personnel (currently Rachel Enos) 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.*

## **Transportation of Students is prohibited.**

Personal cars of teachers and staff shall not be used to transport students except in the event of extenuating circumstances and authorized by the administration. ([Board Policy 5720.](#))

## **Professional Development 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 [Frontline](#). 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 **\$31.03** per hour for the **2023-2024** school year.

If you are taking an **inservice class** (in district) you do not need to request prior approval. Simply register for the course through Frontline and you will be paid upon completion.

If you are taking a **Professional Development** course (external), (ie: Citi/Teacher Center...) you will need to **file for prior approval** through Frontline before taking the class and then **submit a [payroll invoice](#) with proof of attendance within 30 days** of taking the class in order to be paid. \*\*If funds are available and upon approval, the district will pay for the cost of the conference or pay the hourly rate, but not typically both. For **2023-2024**: Members are limited to 45 hours of PD prior to Jan. 1st. If funds are still available, the limit will be lifted.

## **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. 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.

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) on [FRONTLINE](#). Be sure the END DATE is prior to the date you plan on completing the course or you will not be able to mark the course as "complete".
2. After you mark your course as "complete" it will move to "final approval" on Frontline. This step must be complete in order to receive your salary adjustment.

Approval Status				
#	Administrator	Approval Type	Comments	Status
1	Melissa Syrell	Pre-Approval		COMPLETE
2	Robert Siracuse	Pre-Approval		COMPLETE
3	Melissa Syrell	Final Approval		PENDING
4	Robert Siracuse	Final Approval		

3. Request and send an official (sealed) transcript be sent to the Personnel Office. These should be sent to [Rachel Enos at Renos@oswego.org](mailto:Renos@oswego.org) or drop off an (unopened) hard copy. **(Deadlines: October 1st & March 1st)**

## 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

[Moving to a new system. Stay tuned.](#)

## 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. <https://ocfs.ny.gov/publications/Pub1159/OCFS-Pub1159.pdf>

Electronic Reporting Form: Please provide a copy to your building administrator.  
<https://ocfs.ny.gov/forms/ldss/LDSS-2221/OCFS-LDSS-2221A.docx>

## 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 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 members can document any of these scenarios.** 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 and do not name other students; facts only. Speak with your mentor or building rep for assistance.

## Pay

We are paid bi-weekly. **REQUEST ELECTRONIC COPIES OF YOUR PAY STUBS and PRINT THESE for your records!!** It records your sick time, taxes, and any deductions. The first paycheck of the school year will be September 15th, 2023. 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. If you have opted into this service, there will be a note on your first check of the year. If this is missing, check with payroll!!** 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](mailto: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 where you pay yourself over the summer rather than having the district give you 5 checks all at once. (They send you a check every two weeks.)

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

NYSUT = member benefits (Life ins, legal, etc.)

OPL is city library contribution

CHAPERONE1 - Primary

CHAPERONE2 - Secondary

FOCUS FWD.

STUDY HALL-OHS

STUDY HALL-OMS

SUBCVR1 -Primary

SUBCVR2-Secondary

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](mailto: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. To start a 457 plan, attend a workshop or go to [NYSDCP](#).

(<https://www.nysdcp.com/rsc-web-preauth/index.htm>)

**Members may open investment accounts with the following providers (through [OMNI](#)):**

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

**NEW YORK STATE DEFERRED COMP PLAN - 457**

Follow this link to create a 457 account: [www.nysdcp.com](http://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](mailto:drose@oswego.org) or [Dan Rupert](#) [drupert@oswego.org](mailto:drupert@oswego.org)

[Create a MYNSTRS account NOW!](#) Check your years of service, view your current benefit profile, calculate your future pension, take out or view your loan history. Do it all in one, convenient place!




**JOIN THE FIX TIER 6 TEAM!** Fixing Tier 6 is about justice and dignity in retirement. It's about solidarity and fairness. It's about keeping talented educators in the classroom and recruiting new educators into the profession. <https://fixtier6.org/get-involved>

### How bad is it?



**Tier 6 member**

- Retiring at 55 with 30 years, would only receive 26.4 percent of his Final Average Salary — after paying tens of thousands more into the system.
- Can't retire and collect his pension, without facing heavy penalties, until he's 63.



**Tier 4 member**

- Retiring at 55 with 30 years, would receive 60 percent of her Final Average Salary.
- Can retire and collect her pension, penalty free, with 30 years of service at 55 years old.

## Evaluations

Members are evaluated on the 2013 Danielson Rubric. Announced observations cannot happen before October 1st or after June 1st and must occur in a teaching environment during instructional delivery.

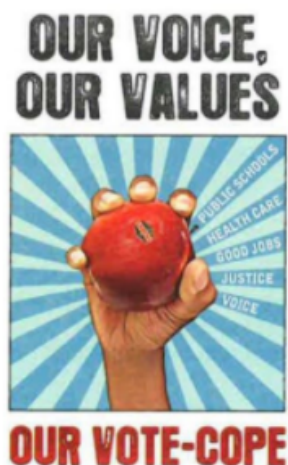
All teachers will have one announced observation (at least 40 minutes) and one unannounced observation (at least 20 minutes). Additional unannounced observations can happen at the discretion of the evaluator for non-tenured teachers, but a non-tenured teacher cannot have more than three unannounced evaluations.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

For announced observations an non-tenured teacher 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 happen within 10 days of 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: Fix tier 6, 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 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. **Much of the funding is being dedicated to Fix Tier 6!** We strongly recommend supporting this initiative.

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 conducts 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.

## FIX TIER 6 Links

[One-Pager](#)

[Infographic Poster](#)

[Why-In-5 Cards](#)

[Action Cards](#)



### why in five:

- 1 Tier 6 pension payments are career long. Tier 4 pension payments end after 10 years.
- 2 Tier 6 pension payments increase with raises, growing from 3 to 6 percent. Tier 4 payments cap at 3 percent.
- 3 Tier 4 retires at 55 with 30 service years, penalty free. Tier 6 retires at 63 or incurs severe financial penalties.
- 4 Tier 6 doesn't incentivize professionals to enter, or stay in, education.
- 5 NYSUT can fix this. In 2000, we ended career-long contributions and reduced Tier 4 early retirement penalties.

Help NYSUT Fix Tier 6 by giving to VOTE-COPE, visiting the NYSUT MAC and joining NYSUT's Tier 6 Fix-It Team.

## Join the Fix Tier 6 Team

*Fixing Tier 6 is about solidarity, equity and dignity. Our work is important. Our pensions should reflect that.*



**nysut**  
A Union of Professionals  
[FixTier6.org](http://FixTier6.org)

## 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. (Coverage is limited to one period a day and 3 periods in a week.) 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.

Use the [Payroll Invoice Form](#) to be compensated for your coverage.

## New positions added to the contract in 2021:

<b><u>DISTRICT WIDE</u></b>	<b><u>2021-2024</u></b>
Videographer	\$50
(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)	
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

## Salary Schedule 2023-2024

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.

2023-2024 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	60,346	60,922	61,493	62,066	62,651	63,222	63,795	64,369	64,954	65,529	66,099
2	60,856	61,432	62,003	62,576	63,161	63,732	64,305	64,879	65,464	66,039	66,609
3	61,383	61,958	62,530	63,102	63,687	64,258	64,831	65,405	65,990	66,565	67,135
4	61,925	62,501	63,072	63,645	64,230	64,801	65,373	65,948	66,533	67,107	67,678
5	62,481	63,059	63,629	64,202	64,789	65,359	65,930	66,505	67,090	67,665	68,235
6	63,037	63,614	64,185	64,758	65,343	65,915	66,486	67,061	67,645	68,221	68,792
7	63,594	64,171	64,743	65,315	65,900	66,471	67,043	67,619	68,202	68,777	69,349
8	64,162	64,738	65,310	65,881	66,468	67,039	67,611	68,185	68,769	69,347	69,914
9	64,740	65,317	65,889	66,463	67,049	67,619	68,188	68,763	69,349	69,924	70,494
10	65,331	65,908	66,478	67,053	67,635	68,209	68,780	69,354	69,938	70,515	71,084
11	65,932	66,509	67,079	67,652	68,237	68,809	69,380	69,955	70,538	71,115	71,684
12	66,557	67,134	67,705	68,276	68,864	69,434	70,007	70,580	71,164	71,741	72,309
13	67,207	67,784	68,353	68,927	69,512	70,082	70,655	71,228	71,814	72,389	72,958
14											73,635

Step	BS+33	BS+36	BS+39	BS+42	BS+45	BS+48	BS+51	BS+54	BS+57	BS+60	BS+63
1	66,702	67,261	67,831	68,405	68,977	69,564	70,137	70,705	71,285	71,855	72,433
2	67,212	67,771	68,341	68,915	69,487	70,074	70,647	71,215	71,795	72,365	72,943
3	67,738	68,297	68,867	69,441	70,013	70,600	71,174	71,741	72,322	72,891	73,469
4	68,280	68,839	69,410	69,983	70,556	71,143	71,716	72,283	72,864	73,434	74,011
5	68,836	69,395	69,967	70,541	71,111	71,701	72,273	72,839	73,420	73,992	74,566
6	69,393	69,952	70,522	71,097	71,669	72,257	72,830	73,396	73,975	74,547	75,123
7	69,950	70,508	71,080	71,654	72,225	72,813	73,387	73,953	74,533	75,102	75,679
8	70,517	71,077	71,646	72,222	72,792	73,380	73,953	74,521	75,099	75,671	76,247
9	71,096	71,655	72,225	72,799	73,372	73,959	74,533	75,100	75,677	76,251	76,828
10	71,687	72,245	72,816	73,390	73,962	74,550	75,123	75,690	76,269	76,840	77,417
11	72,290	72,846	73,416	73,992	74,561	75,148	75,723	76,293	76,870	77,441	78,018
12	72,913	73,472	74,040	74,616	75,186	75,776	76,348	76,915	77,496	78,065	78,642
13	73,562	74,120	74,691	75,264	75,837	76,424	76,998	77,567	78,146	78,716	79,293
14	74,237	74,796	75,367	75,942	76,513	77,102	77,674	78,240	78,821	79,391	79,966

Step	BS+66	BS+69	BS+72	BS+75	BS+78	BS+81	BS+84	BS+87	BS+90		
1	73,011	73,584	74,161	74,736	75,312	75,888	76,461	77,037	77,614		
2	73,521	74,094	74,671	75,246	75,822	76,398	76,971	77,547	78,124		
3	74,047	74,620	75,197	75,772	76,349	76,924	77,497	78,073	78,650		
4	74,590	75,162	75,740	76,314	76,891	77,467	78,039	78,616	79,193		
5	75,145	75,717	76,296	76,872	77,446	78,023	78,596	79,173	79,749		
6	75,703	76,273	76,853	77,429	78,003	78,580	79,152	79,728	80,305		
7	76,259	76,831	77,408	77,984	78,559	79,136	79,709	80,286	80,862		
8	76,826	77,398	77,976	78,553	79,127	79,704	80,276	80,854	81,431		
9	77,405	77,977	78,555	79,132	79,706	80,281	80,856	81,432	82,010		
10	77,994	78,566	79,143	79,721	80,296	80,871	81,443	82,023	82,599		
11	78,595	79,170	79,746	80,323	80,897	81,473	82,046	82,623	83,201		
12	79,220	79,794	80,371	80,947	81,520	82,099	82,673	83,248	83,826		
13	79,872	80,445	81,021	81,597	82,172	82,748	83,321	83,899	84,476		
14	80,546	81,119	81,697	82,272	82,848	83,424	83,997	84,574	85,151		

## 2023-2024 COVID Protocol

