



DUANESBURG CENTRAL SCHOOL DISTRICT

EMPLOYEE HANDBOOK

June 2021

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Dear Colleagues,

On behalf of the Board of Education, members of District Administration and your fellow employees, we are pleased to welcome you to the Duanesburg Central School District. We hope that you embrace the fulfillment that comes from a career in public education.

This handbook was developed to welcome you to our proud school district, help familiarize you with various policies, procedures and benefits, and to describe the expectations that the Duanesburg Central School District has for all of our employees. You should acquaint yourself with the contents of this handbook and refer to it as necessary throughout your employment.

Our Board and our district administrative team believe that every employee contributes directly to the Duanesburg Central School District's ability to support our students, faculty and staff members and deliver on our district's mission:

The Duanesburg Central School District provides students of every ability the support, dedication, quality instruction and experiences they need as they strive to fulfill their dreams and aspirations for the future.

We hope that you will take pride in being a member of our proud school community and that your experience with the Duanesburg Central School District will be inspiring, gratifying, and rewarding.

Please feel free to contact us with any questions that you may have regarding the information contained in the handbook. Again, welcome to the Duanesburg Central School District!

Respectfully,

Jim Niedermeier, Ed.D.
Superintendent of Schools

SECTION 1: WELCOME

Duanesburg Central School District

BOARD OF EDUCATION

[Duanesburg Central School District Board of Education Webpage](#)

The Duanesburg Central School District is governed by a seven-member elected Board of Education. Each board member serves a three-year term.

- Deborah F. Grier, President (Term expires 6/30/22), dgrier@duanesburg.org
- Shayne Mitchell, Vice President (Term expires 6/30/23), smitchell@duanesburg.org
- Toni Amorosi (Term expires 6/30/23), tamorosi@duanesburg.org
- Dianne Grant (Term expires 6/30/22), dgrant@duanesburg.org
- Teresa Wood-Irvin (Term expires 6/30/24), twoodirvin@duanesburg.org
- Melissa Peterson (Term expires 6/30/24), mpeterson@duanesburg.org
- Francis Spor (Term expires 6/30/24), fspor@duanesburg.org

District Administration

133 School Drive, Delanson, NY 12053

Main Switchboard: 518-895-2279

Office Hours 8:00am – 4:30pm

Employee work schedules vary depending on their specific job assignment.

DUANESBURG LEADERSHIP TEAM

Superintendent of Schools

Dr. James Niedermeier

Assistant Superintendent of Management Services

Mr. Jeffrey Rivenburg

High School Principal

Ms. Jodi Marvin

Elementary Principal

Ms. Andrea Conover

Deputy Treasurer/Human Resources

Ms. Liz Fiorini

Management Information Systems Director

Mr. Joseph O'Neill

PURPOSE OF THIS HANDBOOK

The Duanesburg Central School District believes that employees are happier and more engaged if they know and understand their professional expectations. This handbook includes practices that employees are required to adhere to in their day-to-day job responsibilities. Employees are expected to support the Duanesburg Central School District mission, vision and commitments, creating a climate and culture that embraces continuous improvement and excellence in everything they do, regardless of assignment or location.

Employees must understand that this handbook only highlights and summarizes our current policies and procedures. Many topics include external links to additional information on the Board Policies page and on the district website so that you can review the most up-to-date information and resources available. For detailed information on each topic, please visit the [Duanesburg Central School District Website](#).

Please consider the most current version of this document as the official Duanesburg Central School District Employee Handbook. This handbook is a fluid document and sections will be revised, rescinded, amended or supplemented based on changing conditions, policies and procedures. The Duanesburg Central School District reserves the right to change, delete or amend any statement made in this handbook unilaterally and without notice. The Duanesburg Central School District is the owner of the handbook and responsible for making changes. The most current version of this handbook will reside on the district website with the amended date posted on the cover.

We are always looking for ways to improve communications with our employees. If you have suggestions for ways to improve our employee handbook or employee relations in general, please feel free to contact the District Office at (518) 895-2279.

CALENDARS

The Duanesburg Central School District Calendar Page allows users to view dates of Board of Education meetings, individual school functions, District events, community events, etc. Please refer to the [Calendar of Events](#) page regularly as District meetings, functions, events, etc. are subject to change throughout the academic year. Please also reference our printable [2021-2022 Duanesburg Central School District Calendar](#) that can also be found on the [Calendar of Events](#) page on the District's website.

SECTION 2: EMPLOYMENT PRACTICES

BEHAVIOR IN THE WORKPLACE

People who work together have an impact on each other's performance, productivity and personal satisfaction in their jobs. In addition, the way in which our employees interact with outside individuals and organizations who engage with the Duanesburg Central School District will influence the success of those relationships.

Because employee conduct has a broad impact on all aspects of our ability to deliver on our Mission, we expect all employees to act in a professional manner and uphold the highest ethical standards while carrying out their duties and responsibilities... and/or representing the Duanesburg Central School District at all District worksites and business or social functions.

Although it is impossible to give a complete list, some examples of professional conduct include but are not limited to:

- treating coworkers and colleagues with patience, respect and consideration,
- refraining from rude, offensive or outrageous behavior,
- being courteous and helpful to others,
- communicating openly with supervisors, managers and coworkers.

Unprofessional conduct will be addressed in a manner consistent with applicable District policies and procedures.

CERTIFICATION STATUS

Staff members are expected to maintain a current NYSED certification for all required positions. Knowledge of certification status, expiration dates, grade-levels, etc. is the responsibility of the employee. Failure to maintain a current certification will affect the employee's employment status with the Duanesburg Central School District. Teachers are reminded to review and utilize the NYSED TEACH system for certification and personal profile updates as necessary.

CONTACT WITH THE MEDIA

The Duanesburg Central School District Board of Education and Superintendent of Schools will make every reasonable effort to cooperate with the media by providing accurate information about District operations, to the extent permitted by statute and regulation. Only the District Superintendent or her/his designee may speak with representatives of the media.

EMERGENCY PROTOCOLS

Employees at the Duanesburg Central School District are expected to become familiar with all site-based protocols and be able to follow proper procedures.

In the event of an emergency, all Duanesburg Central School District facilities will use "911" to contact emergency responders. If the safety of people in the building is in jeopardy (e.g., armed intruder, fire, etc.) the first step is to call 911 and initiate the District's emergency communications protocol when it is safe to do so.

Employees located at all Duanesburg Central School District Facilities must review and implement the building-level emergency response plan for the building(s) they are located. Emergency response plans include general guidelines to be followed, major responsibilities during an emergency and the staff designated to carry out those responsibilities.

Practice drills for evacuation, shelter-in-place, hold-in-place and critical incidents will be conducted periodically. School-based staff should remind students of the importance of each of these drills and explain why the Duanesburg Central School District utilizes these school practices (drills) for emergency situations. For more information, please refer to Board Policy [5673 Fire Drills, Bomb Threats and Bus Emergency Drills](#) and/or contact your respective building principal/supervisor.

EMPLOYEE-SUPERVISOR COMMUNICATION

Communicating openly with supervisors, managers and coworkers is an important aspect of professional workplace conduct. Employees who have questions or concerns are expected to bring them in an appropriate manner to their immediate supervisor for resolution. Appropriate chain of command should be exhausted prior to sharing, communicating or seeking resolution from the next level of administration.

EMPLOYMENT OF RELATIVES

The criteria for employment with the Duanesburg Central School District are appropriate job-related skills, experience and qualifications. No person employed by the Duanesburg Central School District shall hire, supervise, evaluate, promote, review or discipline any other employee who is a member of the same family, without approval from the District Superintendent.

EMPLOYMENT OPPORTUNITIES

Employees are encouraged to explore career development opportunities in the Duanesburg Central School District. All employees are encouraged to gain the necessary skills, training and work experience needed to qualify for advancement opportunities. The Duanesburg Central School District believes in internal staff development and promotion whenever practicable and appropriate. In all cases, the best-qualified candidate for the position will be selected as determined by the hiring committee's recommendation and the approval of the District Superintendent and then subsequently, the final approval by the Board. Available positions will be announced via

postings and placed on the Duanesburg Central School District Website on the [Employment](#) page. In order to be considered for a position, employees must apply prior to the application deadline as specified on the announcement. Anticipated teacher vacancies for the Duanesburg Central School District can be found on [OLAS](#). Applicants who do not have access to a computer, or who need assistance in the application or interview process, may contact Ms. Celeste Junge at (518) 895-2279.

EQUAL EMPLOYMENT OPPORTUNITY

The Duanesburg Central School District hereby advises students, parents, employees and the general public that it offers equal employment and educational opportunities, without regard to sex, race, color, national origin, religion, disability or other minority groups. Equality of opportunity in employment includes hiring, firing, wages and salaries, promotion or any terms, conditions or privileges of employment.

The Duanesburg Central School District complies with applicable state and local laws governing non-discrimination in employment in every location. This applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training. Improper interference with the ability of Duanesburg Central School District employees to perform their expected job duties is not tolerated.

For more information, please review District Policy [6120 Equal Employment Opportunity](#).

HEALTH, SAFETY AND SECURITY

Employees should visit the following Safety and Security pages found on the District website to find important information regarding workplace safety:

- [Duanesburg Central School District Reopening Plan](#)
- [Dignity for All Students Act \(DASA\)](#)
- [Duanesburg Central School District Code of Conduct](#)

NYS SAVE Safety Plan

The Duanesburg Central School District has developed a District-wide Safety Plan in accordance with the New York State Safe Schools Against Violence in Education Law (Project SAVE) of 2000. The regulation requires that each public school district have a district-wide safety plan and that it is reviewed, updated as necessary and submitted to the New York State Education Department, if updated, prior to July 1 annually.

For information concerning the district-wide safety plan, please contact [Penny Hardenstine](#), 518-895-3000, ext. 224.

Employees located at all Duanesburg Central School District facilities should become familiar with the health, safety and security contacts and procedures for the building(s) they are located. Please refer to Board Policy [5671 School Safety Plans](#) for more information.

HIV/AIDS

The Duanesburg Central School District Board of Education recognizes the privacy rights of students and/or staff diagnosed with HIV infection or AIDS. No student who has been diagnosed or identified as having a positive blood test for the antibodies to the Human Immunodeficiency Virus (HIV) shall be denied the right to attend school or continue his/her education. No employee who has been diagnosed or identified as having a positive blood test for the antibodies to the Human Immunodeficiency Virus (HIV) shall be denied the right to continue his/her employment as a result of such diagnosis or identification. Please call the District Office at (518) 895-2279 for more information about the rights of students, employees, confidentiality and testing regarding HIV/AIDS.

For additional information, please refer to Board Policy [5681 Communicable Diseases](#).

LEAVING EMPLOYMENT

When your employment with the Duanesburg Central School District ends, we expect you to return all District property. All District materials and equipment in the possession of the employee are to be returned prior to the effective date of separation. The Duanesburg Central School District reserves the right to take any lawful action to recover or protect District property.

PROHIBITING DISCRIMINATION AND HARASSMENT

Each member of the Duanesburg Central School District administration team is responsible for providing equal educational and employment opportunities in an environment which is free from discrimination, including harassment and intimidation. Furthermore, employees are responsible for respecting the rights of their co-workers. If you experience any job-related discrimination or harassment by employees (including the Superintendent, Board of Education members and contractors), volunteers and students, as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the Duanesburg Central School District, promptly report the incident to your supervisor.

If you believe you have been treated in an unlawful, discriminatory manner or have been unlawfully harassed, promptly report the incident to your supervisor. Discrimination or harassment may be based on your actual or perceived race, color, religion, creed, ethnicity, national origin, citizenship status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, gender (sex), military status,

veteran status, domestic violence victim status or political affiliation. If you believe it would be inappropriate to discuss the matter with your supervisor, immediately contact Ms. Liz Fiorini in the Duanesburg Office of Human Resources at lfiorini@duanesburg.org or (518) 895-2279 Ext. 239. Once made aware of your complaint, the Duanesburg Central School District is committed to commence an immediate, thorough investigation of the allegations.

Complaints brought to the Office of Human Resources will be handled in a confidential fashion, and to the extent possible and practicable, will be investigated thoroughly and resolutions will be recommended. An employee may contact this office without fear of retaliation regarding his or her employment status. However, frivolous or fraudulent complaints will not be entertained and may result in disciplinary action. Duanesburg Central School District Employees are encouraged to read and refer to Board Policy [6121 Sexual Harassment in the Workplace](#). Employees should also review their respective Collective Bargaining Agreement for specific information related to grievance procedures.

REDUCTION IN FORCE

In the event of a reduction in force, the Duanesburg Central School District will notify affected employees within specified times subject to contractual agreements and related polices, regulations and procedures. Persons who want information on insurance coverage or who have other questions or concerns relating to their being excised are welcome to contact Ms. Liz Fiorini in the Duanesburg Office of Human Resources at lfiorini@duanesburg.org or (518) 895-2279 Ext. 239.

RESIGNATION

In the event of a resignation, employees must give written notice (signed) to their direct supervisor and contact Ms. Liz Fiorini in the Duanesburg Office of Human Resources at lfiorini@duanesburg.org or via phone by calling (518) 895-2279 Ext. 239.

As a courtesy, employees are encouraged to notify the Human Resource Office as soon as practicable when the decision has been made to resign from employment with the Duanesburg Central School District. Teachers and administrators are required to give thirty (30) days' notice of their separation date as required under Education Law. The Duanesburg Central School District requests from all other staff at least two (2) weeks' notice of their separation date. Employees are encouraged to review their Collective Bargaining Agreement for additional information.

RETIREMENT

All employees who intend to retire are required to provide written notification similar to resigning. Members of the New York State and Local Retirement System (ERS) or the New York State Teachers' Retirement

System (TRS) are advised to see a representative of their system at least 90 days before the intended retirement date. The respective representative will assist employees in completing required forms and determining approximate retirement allowance.

SAFE SCHOOLS

Duanesburg Central School District employees are mandated by New York State to complete compliance trainings on an annual basis in addition to various organization wide trainings that support workplace conduct, professional expectations and internet security. The various trainings may be comprised of a video, PDF and/or a document to review (or combination thereof); and several are followed by a short quiz. Depending on your division or assignment, the modules requirements will vary and will include a combination of the following courses:

- Acceptable Use of Electronic Information and Access
- Blood-borne Pathogen Exposure Prevention (designated staff only)
- Bullying and the Dignity for All Students Act (instructional only)
- Child Abuse: Identification and Intervention (instructional only)
- Conflict Management: Staff-to-Staff
- Duanesburg Central School District Emergency Response Training
- Sexual Harassment: Staff-to-Staff
- Sexual Misconduct: Staff-to-Student

SEPARATION BENEFITS

When an employee resigns or is terminated from/by the Duanesburg Central School District, she/he has the right to continue health, dental and vision coverage for himself/herself or for his/her dependents for a total of 36 months. Individuals should contact the District's Deputy Treasurer, Ms. Liz Fiorini via email at lfiorini@duanesburg.org or (518) 895-2279 Ext. 239. for additional information and/or questions pertaining to COBRA (Consolidated Omnibus Budget Reconciliation Act) Coverage when the separation of employment occurs.

Employees have 60 days from the date their normal coverage terminates, or from the date of their COBRA (Consolidated Omnibus Budget Reconciliation Act) notice letter, to email the District's Deputy Treasurer, Ms. Liz Fiorini via email at lfiorini@duanesburg.org of their request to enroll in COBRA coverage.

The initial payment will always be applied retroactively to maintain continuation of coverage. There can be no break in coverage before or during COBRA enrollment.

STAFF EVALUATION

The Duanesburg Central School District Board of Education believes that the regular, rigorous and meaningful evaluation of staff in accordance with

statute and regulation is necessary to improve the achievement of students and the efficiency of Duanesburg School programs and operations.

All employees will be evaluated annually in accordance with applicable statute, regulation or collective bargaining contracts and the Duanesburg Central School District Annual Professional Performance Review Plan. Evaluations will be conducted by administrators and/or the employee's direct supervisor(s) and sent to the District Office to be placed in the employee's personnel file.

For more information please read Board Policy [6130 Evaluation of Personnel: Purposes](#). For clarification purposes, employees should consult with their supervisor or building principal with questions regarding their annual evaluation.

UPDATING YOUR PERSONAL INFORMATION

It is good practice to review your personal information periodically and make changes if necessary. If you need to make a change to your name or address, contact Ms. Liz Fiorini via email at lfiorini@duanesburg.org or by phone (518) 895-2279 to notify the District of the change.

USE OF DUANESBURG CENTRAL SCHOOL DISTRICT MATERIALS

Employees are allowed to use Duanesburg Central School District-owned materials and equipment including, but not limited to laptop computers, electronic communication devices, audio-visual equipment and landline telephones for Duanesburg Central School District-related purposes. Employees are expected to use assigned equipment appropriately and take reasonable care of such equipment.

WEATHER/EMERGENCY CLOSINGS

In the event of a closure due to inclement weather or other emergency condition, Duanesburg Central School District notifies all employees through its automated call system. Employees are responsible for keeping contact information up-to-date in the system to ensure that the automated call is received. Many departments also maintain phone chains that are revised annually, or more frequently, to reflect staffing changes. Additionally, employees are expected to review their collective bargaining agreement provisions related to weather and emergency closings.

Employees should follow the weather/emergency closing procedure for the location(s) they are assigned. Questions regarding assigned location or proper procedure should be directed to the employee's immediate supervisor. Employees paid by the hour are only compensated for the hours that they work, regardless of closure.

WORKERS' COMPENSATION

Workers' Compensation covers employees who are injured while performing their duties. Employees should report the incident as soon as possible to their direct supervisor and/or contact the Human Resource Office. If immediate attention by a school nurse is not possible, the employee should report to the school nurse within 24 hours. The school nurse is responsible for providing immediate first aid care; completing and submitting the Accident Report form within 24 hours of the incident to the Business Office so that the claim may be processed.

Days allowed for absence due to injuries suffered on school district premises or in the performance of assigned duties, are subject to certification by a duly qualified physician as to duration of the disability and shall not be deducted from sick leave allowance. In compensation cases resulting from injuries received in the performance of assigned duties or disease contracted from contact with an infected individual the employee will suffer no loss of pay or sick leave. ***Duanesburg Central School District employees should not use their health plans to pay any workers compensation medical or prescription bills.*** Until a workers compensation case number is issued, bills should be forwarded to our Deputy Treasurer Ms. Liz Fiorini via email at lfiorini@duanesburg.org.

SECTION 3: BENEFITS

CANCER SCREENING

The Duanesburg Central School District allows an excused leave for up to 4 hours annually for the purpose of breast cancer and/or prostate cancer screening. The time off will be considered paid time and will not be deducted from sick, personal or other accrued time off. Screening forms are required in advance unless there is an emergency. Please follow the procedure for submitting a leave request form in accordance with the District's Business Office. Questions regarding the appropriate use of this time should be directed to the employee's immediate supervisor.

COVID-19 VACCINATIONS – 4 HOUR PAID LEAVE

Governor Andrew M. Cuomo signed legislation (S.2588-A/A.3354-B) granting public and private employees time off to receive the COVID-19 vaccination. Under this new law, employees will be granted up to **four hours of excused leave per injection** that will not be charged against any other leave the employee has earned or accrued. For more information about this legislation, please contact the Business Office or visit the following website: [Paid Leave for COVID-19 Vaccinations](#).

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Duanesburg Central School District EAP program is a free benefit for employees and their family. The EAP program can help with virtually every area of life from personal to family & relationships to financial & legal to work & career. The EAP program offers a broad array of tools and services to help with problems that might affect your family such as marriage, stress, debt, childcare, scholarships, wellness, mental health, and many more. It offers hundreds of personal and professional development opportunities, from trainings to one-on-one coaching in areas such as home purchasing, retirement, yoga and more. For more information regarding EAP benefits, please see Board Policy [6560 Employee Assistance Program \(EAP\)](#) or contact the Deputy Treasurer Ms. Liz Fiorini by phone (518) 895-2279 or via email at lfiorini@duanesburg.org.

EMPLOYEE BENEFIT PROGRAM

All questions regarding leaves of absence, FMLA, Workers Compensation and COBRA, can be answered by contacting Ms. Liz Fiorini, Deputy Treasurer in the Business Office at lfiorini@duanesburg.org or by calling (518) 895-2279.

All questions regarding tax sheltered annuities or for further assistance regarding Health Insurance can be answered by calling the Business Office at (518) 895-2279.

Full-time regular employees may be eligible for various group benefit plans

in the areas of: Health, Dental and Vision Insurance. The Duanesburg Central School District pays a portion of the premiums for the group benefits, with the employee sharing the balance of the cost via bi-weekly payroll deductions. Employees also have an option to waive health insurance.

Benefits are determined in accordance with the Collective Bargaining Agreements of each unit of the Duanesburg Central School District. Individual, 2-Person or family plans are available for the eligible employee and eligible dependent(s). Proof of the dependents' identity is required for enrollment in any family plan. Specific waiting periods and coverage provisions may apply by the Plan Administrator for any of the above-mentioned programs.

FLEXIBLE SPENDING PLAN

The Duanesburg Central School District Flexible Spending Plan allows eligible employees to put money away to pay for eligible out-of-pocket medical and dependent day care expenses on a pre-tax basis. This lowers your taxable income and saves you money. For more information, please contact the Business Office at (518) 895-2279.

NEW YORK STATE DEFERRED COMPENSATION

Employees of the Duanesburg Central School District have the option to enroll in NYS Deferred Compensation. For additional information, please contact the Business Office at (518) 895-2279.

PENSION PLANS

The Duanesburg Central School District is a participant in the Career Retirement Plan of the State of New York. The following pension plans are available based on type of employment:

- Certified employees are able to join the New York State Teachers' Retirement System (NYSTRS). Visit the [New York State Teachers' Retirement System website](#) for information about membership and benefits.
- Civil Service appointees are able to join the New York State & Local Retirement System (NYSLRS) (commonly known as NYS Employees' Retirement System). Visit the [New York State & Local Retirement System website](#) for information about membership and benefits.

All full-time, 12-month employees are required to become members of their pension plan. Part-time and full-time, 10 month (classified) employees may elect not to join.

RETIREMENT PLAN – 403(b)

The Duanesburg Central School District 403(b) Plan allows all full-time and part-time employees to participate in order to save a portion of their compensation for retirement. Employees are encouraged to review his/her

Collective Bargaining Agreement or contact their union leadership team for additional information and resources about program participation.

TAX SHELTERED ANNUITIES

A 403(b) tax-sheltered annuity (TSA) allows an employee to make contributions from his/her income into a retirement plan. The contributions are deducted from the employee's income and, as a result, the contributions and related benefits are not taxed until the employee withdraws them from the plan. Because the employer can make direct contributions to the plan, the employee gains the benefit of having additional tax-free funds accruing.

SECTION 4: ATTENDANCE AND ABSENCE MANAGEMENT

ATTENDANCE AND ABSENCE MANAGEMENT

Please understand the importance of demonstrating a positive attendance pattern and the role it plays in providing quality programs and services. As employees of the Duanesburg Central School District, we are all role models and want to reinforce how attendance will ultimately affect our ability to deliver on our Mission.

Employees are expected to arrive at work before they are scheduled to start and be at their assigned work location productively engaged in Duanesburg School business by the scheduled start time. The Duanesburg Central School District views attendance as an important part of the employee's evaluation. Questions regarding work schedule or assigned location should be directed to the employee's immediate supervisor. Any employee who is absent from their assigned work location without approval may result in moving forward with the termination process.

REPORTING UNPLANNED ABSENCES when a substitute is NOT required...

Non-instructional employees (who do not require a substitute) must use the attendance system (part of Finance Manager) to request time off as soon as possible when they are going to be absent.

REPORTING UNPLANNED ABSENCES when a substitute is required...

On days when school is in session, when a substitute is required, employees must use the attendance system making the appropriate selection that a substitute is required. A substitute should be placed in the Attendance System AS EARLY AS POSSIBLE in order to secure appropriate substitute coverage.

REPORTING PLANNED ABSENCES...

Employees are required to submit planned absences via the attendance system and receive approval from their supervisor. Planned absences include personal days, vacation days, jury duty, military leave, religious holidays, time for cancer screening, etc. Employees should refer to the applicable bargaining unit contract for eligibility and time requirements for these requests.

COLLECTIVE BARGAINING AGREEMENTS...

Employees are encouraged to review his/her Collective Bargaining Agreement or contact their union representative for additional information. New employees will be given instructions when they are hired regarding the attendance system and the procedures to use for absence and attendance reporting.

BEREAVEMENT LEAVE

Duanesburg Central School District employees may be entitled to bereavement time based on the information contained in their specific Collective Bargaining Agreement. Employees must document the time off according to their collective bargaining agreement.

EXPRESSING BREAST MILK

All Duanesburg Central School District full-time and part-time employees working 20 hours, or more are entitled, upon request, to take at least **20 minutes** of paid break time once every **3 hours** for expressing breast milk. Such paid break time may run concurrently with regularly scheduled break time or mealtimes. An employee may be required to postpone scheduled paid break time for no more than thirty minutes if she cannot be spared from her duties until appropriate coverage arrives. The Duanesburg Central School District shall make every reasonable effort to provide a private and sanitary location. Employees should consult with their Supervisor before using work hours to express breast milk, to ensure that it does not interfere with required duties or necessary operations.

FAMILY & MEDICAL LEAVE ACT (FMLA)

The Family Medical Leave Act of 1993 (FMLA) allows eligible employees to take up to 12 weeks of job-protected time off for a qualifying situation. Eligible employees must have been employed by the Duanesburg Central School District for at least 12 months and have worked at least 1,250 hours in the prior 12 months.

FMLA leave shall be granted for the following reasons:

1. the birth and care of a newborn child of the employee;
2. the adoption or foster placement of a child;
3. to care for an employee's spouse, domestic partner, parent, or son or daughter with a serious health condition;
4. due to a serious health condition that makes the employee unable to perform the essential functions of the employee's job;
5. for a qualifying exigency as defined in law and regulation, arising out of the fact that the spouse, domestic partner, son, daughter, or parent of the employee is on active duty.

If you need additional information regarding FMLA in the Duanesburg Central School District, please contact the Business Office at (518) 895-2279 to discuss the FMLA process and options available to you or review Board Policy [6551 Family and Medical Leave Act](#).

NEW YORK STATE PAID LEAVE FOR COVID-19 (NYSPL)

In response to the outbreak of novel coronavirus (COVID-19) in New York

State, Governor Andrew M. Cuomo has guaranteed workers job protection and financial compensation in the event they, or their minor dependent child, are subject to a mandatory or precautionary order of quarantine or isolation issued by the state of New York, the Department of Health, local board of health, or any government entity duly authorized to issue such order due to COVID-19.

Most employees will get financial compensation by using a combination of benefits, which may include new employer-provided paid sick leave (depending on the size of the employer), Paid Family Leave and disability benefits. These benefits are not available to employees who are able to work through remote access or other means.

Paid Family Leave may also be used to care for a family member who has contracted COVID-19, which may qualify as a serious health condition. For more information, please visit the [New Paid Leave for COVID-19 Website](#) and/or contact the Human Resource Office at (518) 895-2279 to discuss the New York State Paid Leave process and options available to you.

HOLIDAYS

The Duanesburg Central School District recognizes all holidays as outlined in each Collective Bargaining Agreement. When a holiday falls on a weekend, the Duanesburg Central School District may designate the Friday preceding or Monday following as the observed holiday at its discretion. Duanesburg School employees are paid for the stated holidays as outlined in the Collective Bargaining Agreement for each unit. Please refer to your respective Collective Bargaining Agreement (CBA) for a comprehensive listing of holidays and building specific closures for the school year.

HOURS OF WORK

Although Duanesburg Central School District offices are generally open from 8:00 a.m. until 4:30 p.m. each day, certain employees may be assigned to different work schedules and/or shifts outside of normal office hours depending on department, location etc. Please refer to your respective Collective Bargaining Agreement (CBA) for details pertaining to your specific job title.

JURY DUTY

The Duanesburg Central School District supports employees called to fulfill their civic duty to serve jury duty. Employees must follow the attendance reporting procedures and provide their immediate supervisor with a copy of the jury summons upon receipt of such summons. Adequate proof of service must be provided in order to receive a regular salary during an absence for jury duty. Upon returning to work, employees must provide their immediate supervisor with verification from the court of the number of days served on

the jury and any additional information related to this absence.
For more information, please review Board Policy [6460 Jury Duty](#).

LEAVE OF ABSENCE

Employees may request a leave of absence without pay and are expected to review their Collective Bargaining Agreements for specific details related to requests for approved leaves. Reasons for a leave of absence may include illness or injury, child rearing, extended personal leave, and sabbatical. If you are considering a leave of absence, it is recommended that you schedule a meeting with Ms. Liz Fiorini via email at lfiorini@duanesburg.org or by phone (518) 895-2279 to discuss the process and the options that are available to you.

For more information, please see Board Policy [6550 Leaves of Absence](#).

MILITARY LEAVE

Military leaves are governed by federal and state law, will be treated in accordance with applicable regulations, and must be granted. Where reasonably possible, employees must give advance notice that they will be taking a military leave of absence. Employees must document the time off according to their Collective Bargaining Agreement.

PERSONAL & FAMILY DAYS

Duanesburg Central School District employees may be entitled to personal and/or family days based on the information contained in each Collective Bargaining Agreement (CBA). Personal days may only be used for reasons defined in each CBA and are expected to be submitted in advance of your respective absence.

RELIGIOUS HOLIDAYS

Duanesburg Central School District employees may be entitled to religious holiday leave days based on the information contained in each Collective Bargaining Agreement (CBA). Religious days may only be used for reasons defined in each CBA and are expected to be submitted in advance according of your respective absence.

SICK DAYS

The Duanesburg Central School District may provide paid sick time based on the information provided in each unit's Collective Bargaining Agreement. Sick leave may be taken only when an employee is unable to be present for work due to illness or other medical related circumstances. The Duanesburg Central School District reserves the right to request that the employee furnish a doctor's note or other reasonable proof when circumstances warrant according to the Collective Bargaining Agreements.

Sick days are provided for illness of the employee. Employees should use their personal days or vacation days for non-illness related time off. Sick days may be accumulated and carried over from year to year based on the terms of each Collective Bargaining Agreement. Employees may be required to submit to a medical examination to determine their physical or mental capacity to fulfill their duties.

VACATION

Full-time employees with benefits are entitled to vacation days in accordance with the Collective Bargaining Agreement of each unit.

SECTION 5: PAY PRACTICES

DIRECT DEPOSIT

Payroll direct deposit is available and recommended for all employees. Employees wanting to utilize this option should complete a direct deposit authorization or cancellation form and return it to the Business Office. Direct deposit is a convenient and secure way to quickly access your pay. Please contact the Business Office (518) 895-2279 for more information.

EXPENSE REIMBURSEMENT

School district employees, officials and members of the Board of Education will be reimbursed for reasonable, actual and necessary out-of-pocket expenses which are legally authorized and incurred while traveling for school-related activities. No employee may enter into any form of a contract without approval from the District Superintendent.

Staff who travel as part of their work must complete and sign an expense voucher, attach all receipts or other expense documentation, together with a copy of the approved conference attendance request form and evaluation report (if required), and submit the same to the appropriate administrator and after such claim has been audited and allowed.

For more information, please speak to your direct supervisor or contact the District Office at (518) 895-2279.

PAYROLL PERIOD

Employees are paid by check every two weeks. If a regular payday falls on a holiday, every effort will be made to have paychecks ready for distribution the day before. Employees are encouraged to participate in the Direct Deposit program for ease and convenience of timely paycheck receipt. Questions regarding payroll should be directed to the Business Office (518) 895-2279.

SALARY DEDUCTIONS

Two types of deductions are made from your paycheck: mandatory and voluntary. Mandatory deductions are made in accordance with federal, state income tax laws. Mandatory deductions include taxes, retirement contributions, social security, Medicare, and dues for bargaining units (as applicable). Voluntary deductions are optional and may include health insurance premiums, Flex Spending Account Program, Deferred Compensation account/403(b) Tax Sheltered Savings. Please review Board Policy [6530 Payroll Deductions](#) for further information or contact the Business Office.

TRAVEL & VEHICLES

Duanesburg Central School District employees and members of the Duanesburg Board of Education will be reimbursed for reasonable, actual and necessary out-of-pocket expenses that are legally authorized and incurred while traveling for Duanesburg School-related activities such as conference and travel expenses. Please contact your immediate supervisor or the District Office for more information.

SECTION 6: CONDUCT & POLICIES

ACCIDENT REPORTING

Safety is a priority in the Duanesburg Central School District. Employees who witness a student being injured on school property or during a school activity are expected to notify their supervisor and/or the school nurse immediately.

Duanesburg School employees who are injured on the job should report the injury to their supervisor and/or the school nurse.

AFTER HOURS FACILITIES PROBLEMS

If there is an urgent facilities-related issue that becomes evident after normal business hours (loss of building heat, vandalism, flooding) and a custodian is not available, please contact Mr. Jeffrey Rivenburg, Asst. Superintendent of Management Services for immediate assistance.

ALCOHOL-FREE AND DRUG-FREE WORKPLACE

The Duanesburg Central School District realizes that the misuse of drugs and alcohol impairs employee health and productivity. Drug and alcohol problems result in unsafe working conditions for all employees and students. Duanesburg School is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use.

The Duanesburg Central School District Board of Education prohibits the illegal, improper or unauthorized manufacture, distribution, dispensing, possession or use of any controlled substances on Duanesburg School grounds or at Duanesburg-sponsored events, or any place in which an employee is working within the scope of his/her employment or duties. The Board has taken this step in a continued commitment to protect the rights and safety of students.

Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on school district premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution. Please review Board Policy [6141 Drug-Free Workplace](#) for further information.

CELLULAR COMMUNICATIONS DEVICES

Duanesburg Central School District staff members whose positions are deemed by the District Superintendent, or designee, to require a cellular communications device to conduct Duanesburg School business through email, voice communications or other electronic services, may be assigned

a Duanesburg School-owned cellular communications device. Please contact the District Office for additional information.

CODE OF CONDUCT

The Duanesburg Central School District Board of Education endeavors to provide a safe and orderly school environment that supports high quality education without disruption or interference. Responsible behavior by students, teachers, other Duanesburg School/district personnel, parents and other visitors is essential to achieving this goal. The [Duanesburg Central School District Code of Conduct](#) defines the expectations for acceptable conduct on school property and identifies the possible consequences of unacceptable conduct, ensuring that discipline, when necessary, is administered promptly and fairly.

Employees are encouraged to visit the [Code of Conduct](#) page on the Duanesburg Central School District Website for more information.

COMPUTER USE

The Internet (a global network made up of many smaller contributing networks) and its services are intended to support open research and education in and among research and instructional institutions. The use by district account holders of school computers, software, and/or the Internet for other purposes, such as for-profit activity, personal business or illegal activity is prohibited. Please refer to the Duanesburg Central School District Board Policy [6470 Internet: Acceptable Use Policy](#) for additional information.

All Duanesburg Central School District account holders will have rights of equal access, safety and intellectual freedom within the parameters specified in any applicable district regulation, procedure or code of behavior. Users are expected to fully comply with all applicable responsibilities set forth in such regulation, procedure or code of behavior. Specifically required shall be the use of appropriate speech and language, complying with copyright restrictions, respect for the rights of others, and protection of security. Use of the network for any illegal activity is expressly prohibited. For additional information regarding staff use of computerized informational resources in the Duanesburg Central School District, please refer to Board Policy [6471 Staff Use of Computerized Information Resources](#).

CONFERENCES AND WORKSHOPS

The Duanesburg Central School District administration recognizes the importance of balancing employee needs for professional growth and the needs to maintain quality educational programs and services. Consequently, the

Duanesburg Central School District supports employee attendance at approved meetings, workshops, seminars, and conventions outside the District both during and after school hours. The Superintendent shall determine, in the first instance, whether attendance by District staff at any conference or professional meeting is in the best interest of the District and eligible for reimbursement of expenses under this policy.

Employees should submit requests to attend workshops to their supervisor or building principal well in advance of the requested conference. Substitute arrangements may be made for employees attending conferences or workshops at the direction of an administrator. Be sure to consult your administrator to verify coverage has been secured.

DISPOSAL/TRANSFER OF FIXED ASSETS

Procedures are in place for the disposal or transfer of Duanesburg Central School District defective, outdated or deteriorated to the extent that it cannot be used for its intended purpose and therefore cannot be utilized by other divisions. The disposal or transfer of any Duanesburg Central School District property must be approved. Please see Board of Education Policy 6900 [Disposal of District Property](#) or consult your immediate supervisor for more information.

DRESS CODE

All Duanesburg Central School District employees should use professional discretion in wearing attire that is appropriate for the workplace and student interaction. Duanesburg Central School District employees are expected to dress neatly and practice good grooming and hygiene. Furthermore, members of the Duanesburg Central School District staff are encouraged to exemplify and reinforce appropriate student dress.

ENERGY CONSERVATION

The Duanesburg Central School District Board of Education embraces energy conservation and believes it to be their responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management. The Board desires for Duanesburg Central School District to become a leader in energy management and conservation as part of our duty to protect our natural resources which will require the joint responsibility of the Board, administration, faculty, staff, students, support personnel, and Energy Education. For further information, please refer to Board Policy [5632 Energy Management Conservation](#).

FIELD TRIPS

The Duanesburg Central School District Board of Education recognizes the desirability of providing off-campus experiences that will enhance the educational program of the District. Provisions for field trips in support of instruction may be included in the appropriate division budgets. Field trip participants should conduct themselves in a manner that reflects positively upon the Duanesburg Central School District and in accordance with the [Duanesburg Central School District Code of Conduct](#).

FINGERPRINTING

All new employees to the Duanesburg Central School District must be fingerprinted in accordance with Education Law. Fingerprinting information is available in the Business Office or by calling (518) 895-2279 during the application process for new hires. Candidates recommended for employment may not begin without full fingerprint clearance, which may sometimes take several weeks. For further information, please refer to Board Policy [6160 Fingerprinting of Prospective School Employees](#).

FIRST AID KITS

School based employees who experience a minor injury at work are encouraged to see the school nurse for items that are normally included in a First Aid Kit (bandages, gauze dressings, sterile gloves, tweezers, etc.). Employees based at a non-school building office site should use one of the First Aid Kits that are located in the common areas throughout all of the office locations.

HOUSEKEEPING AND MAINTENANCE REQUESTS

All employees are expected to monitor the condition of their workspace. It is each employee's responsibility to report any damage to his or her direct supervisor immediately. Maintenance requests should be completed and submitted in accordance with current building/departments procedures. At the end of each workday, each employee is expected to check that windows are closed and locked, lights are turned off and doors locked. Employees are responsible for maintaining the common areas at each campus location and keeping it in an orderly fashion.

IDENTIFICATION BADGES

The safety and well-being of students and staff is of paramount importance. All staff members are required to wear the photo ID badge that was issued to them by the Duanesburg Central School District during normal business hours. Contact the Business Office for more information regarding new employees, current employees, temporary badges, non-employees, and extended hours door access. ID badges are the property of the Duanesburg Central School District and must be returned upon separation of employment.

KEYS

Employees will be issued keys for their classrooms as well as any areas for which they have responsibilities as necessary. Each door lock is uniquely keyed limiting access to staff with required access. All staff members are responsible for keeping their assigned keys secure at all times. Keys are not to be loaned to anyone and may not be duplicated. Building key concerns or related problems should be referred to each building administrator.

OATH OF ALLEGIANCE

All employees when hired are required to sign an oath of allegiance supporting the Constitution of the United States and the State of New York and a promise to discharge duties to the best of their ability.

PERSONNEL FILES ACCESS AND REVIEW

All official employee personnel files are kept at the District Office located at 133 School Drive, Delanson, NY 12053. The files typically contain information collected at the time of employment and include resumes and transcripts, copies of teacher licenses, and any noteworthy memos and letters. Employees may review their file by contacting the District Office and scheduling an appointment with a representative. Original personnel files are the property of the Duanesburg Central School District and are retained by Duanesburg even after an employee leaves the District. Employees should refer to their bargaining agreement for additional information.

POLICIES AND GUIDELINES

The Duanesburg Central School District is required to follow many federal and state laws:

- Age Discrimination in Employment Act (ADEA)
- Americans with Disabilities Act (ADA)
- Civil Rights Act (Title VII)
- Civil Rights Act of 1991
- Consolidated Omnibus Budget Reconciliation Act (COBRA)
- Employee Retirement Income Security Act (ERISA)
- Equal Employment Opportunity (EEO)
- Fair Labor Standards Act (FLSA)
- Family and Medical Leave Act (FMLA)
- Family Educational Rights and Privacy Act (FERPA)
- Federal Unemployment Tax Act (FUTA)
- Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- HIPAA legislation
- Occupational Safety and Health Act (OSHA)

If you have questions or feel your rights have been violated in any way, please contact your supervisor, building principal and/or the District Office.

COPYRIGHTED MATERIALS

It is the intent of the Board of Education to abide by the provisions of the United States Copyright Law (Title 17 United States Code Section 101 et seq.). Federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Unauthorized reproduction or use of copyrighted materials by Duanesburg Central School District employees or students is illegal and unethical. Violations of the copyright law may result in criminal penalties, civil suits and/or disciplinary action. Individuals violating provisions of the copyright law assume all liability for the action.

PUBLIC USE OF FACILITIES

While the Duanesburg Central School District buildings and grounds are maintained primarily for the purpose of educating students and providing services to component districts, the Duanesburg Central School District Board of Education recognizes that the building and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with Duanesburg School activities. Please contact our Director of Facilities, Mr. Aanen Aanensen, at (518) 895-2279 to request a [Facility/Building Use Form](#).

PURCHASING

The Duanesburg Central School District Purchasing Department assists staff with the purchasing process and secure the best prices available for materials, supplies and services. Vendor/contract information for frequently used contracts for catering, supplies, equipment, library materials, and travel can be found by contacting the Business Office at (518) 895-2279.

Staff members are encouraged to contact the Purchasing Agent with questions or concerns regarding purchasing procedures.

RECORDS REQUESTS

The Duanesburg Central School District is in possession of records pertaining to employees, students, and general operations of Duanesburg. Under the New York State Freedom of Information Law, certain records may be made available to members of the public upon the proper presentation of a Freedom of Information (FOIL) request. Please contact the District Office at (518) 895-2279 make a FOIL request.

Duanesburg Central School District employees should realize that applicable records include any information kept, held, filed, produced or reproduced by, with or for the District in any physical form whatsoever. Employees are required to keep records for the established retention period.

RELEASE OF EMPLOYMENT INFORMATION

Individuals seeking employment verifications and references should contact Ms. Liz Fiorini in the Duanesburg Office of Human Resources at lfiorini@duanesburg.org or via phone by calling (518) 895-2279 Ext. 239. Once Upon proper authorization, only factual, quantitative, job-related information on current and former employees shall be released to individuals seeking verifications and references.

REQUIRED NOTIFICATIONS

Concern for safety is a prime consideration of the Duanesburg Central School District Board of Education based on the belief that people are the most valuable resource. The safety and health of Duanesburg School employees, students, and the public are paramount. As such, the Duanesburg Central School District complies with notifications that are required by state and federal law regarding the following topics:

- Asbestos Management Plan: Plans are on file in each Principal's office and collectively at the office of the LEA Designee.
- Fire Inspection Report: The annual fire inspection report is available at by calling the office of the Maintenance Supervisor at (518) 895-2279 for inspection by all interested persons.
- Pesticides: The Duanesburg Central School District is required to maintain a list of persons in parental relation, faculty, and staff who wish to receive 48-hour prior written notification of certain pesticide applications.

SALES REPRESENTATIVES/SOLICITORS

Sales representatives are unable to approach staff members during the school day unless they have been cleared through the Superintendent of Schools. In such circumstances, arrangements are usually made in advance and coordinated through District administration.

SCHOOL SAFETY PLANS AND TEAMS

All Duanesburg Central School District buildings are required to keep a current emergency response plan, which addresses violence prevention, crisis intervention, and emergency response and management. Taken together, the Duanesburg School-wide and building level plans provide a comprehensive approach to addressing school safety and violence prevention and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community.

The plans are designed to prevent or minimize the effects of violent incidents and emergencies and to facilitate the Duanesburg Central School District coordination with local, county, and state resources. The plans also address

risk reduction/prevention, response and recovery with respect to a variety of types of emergencies and violent incidents that may occur at Duanesburg School facilities.

For additional information, please refer to Board Policy [5671 School Safety Plans](#).

SECURITY MEASURES

All school and Duanesburg Central School District related equipment should be placed in secure, locked storage areas within each building. Teachers are asked to be sure that each room be locked during lunch, specials and prior to leaving for the day. All ground floor windows must be closed and locked when the rooms are unoccupied. Exit doors are to be closed and locked at all times to prevent unauthorized people from entering school buildings. Staff members are encouraged to refer all visitors to the greeter's/secretary's desk to sign in to receive a visitor's pass. Duanesburg Central School District employees should stop and question persons that are not familiar or without Duanesburg School identification when in school buildings. District security protocols must be followed and enforced at all times.

SMOKING/VAPING

The Duanesburg Central School District strives to provide a healthy environment for all employees, students, staff and faculty members. Therefore, Duanesburg prohibits smoking and all other tobacco use in all Duanesburg School buildings, on Duanesburg School grounds, and in any vehicle used to transport children or personnel. Additionally, smoking is not allowed at any school sponsored activity or event held outside of the normal school hours. This prohibition applies to everyone, including faculty, staff, students and visitors. The Duanesburg Central School District extends this restriction to include the use of any vaping products.

For more information, please refer to Board Policies [6140 Alcohol and Other Illicit Drugs \(School Personnel\)](#) and [6141 Drug-Free Workplace](#).

SOCIAL NETWORKING

To accommodate new communication paradigms and tools and remain at the forefront of preparing students for the future, Duanesburg Central School District staff, educators and school districts must explore new and emerging technologies to supplement the range of services they currently offer. Among the newest tools available are social networking sites (SNS). SNS have great potential to connect people across the globe and enhance communication; however, they are also more informal, less structured and still emerging. In general, Duanesburg School employees shall conduct

themselves in the “virtual” or online world of SNS just as they would in all face-to-face human interaction. Namely, Duanesburg Central School District personnel shall treat others with dignity and respect and observe all other District policies and/or established standards of professional conduct.

For more information, please refer to Board Policy [6472 Social Networking Personnel](#).

STAFF MAIL

Employees are expected to check mailboxes (if provided) throughout the day for important information. Due to confidentiality, students should not be sent to pick up anything from a staff member’s mailbox. Additionally, staff members are expected to review Duanesburg Central School District and/or school email regularly. Email continues to be the primary method of communication throughout the Duanesburg Central School District. Please refer to Board Policy [6123 Use of Email](#) for more information.

STAFF MEETINGS

Supervisors, building principals, and District administrators schedule staff meetings as needed. Meetings for school-based employees may be held before student arrival or after student dismissal. Permission must be obtained in advance from the appropriate building principal or supervisor if an employee is unable to attend a staff meeting. Teachers and staff with multiple assignments may be required to attend multiple staff meetings. If in doubt about required attendance, contact your supervisor or building principal for clarification.

STUDENT DISCIPLINE

Classroom management is primarily the responsibility of the classroom teacher. Firm, fair rules that are consistently followed will deter student misbehavior. Staff members are all expected to follow building and district policies and procedures when handling student discipline. Be sure to review building and department handbooks and Board of Education policies regarding the specifics of student discipline.

STUDENT PRIVACY

As an employee of the Duanesburg Central School District, you may have access to confidential student information. This means any information that is not generally known to or accessible by the public. Employees are hereby informed that access to, use of, and dissemination of confidential information is governed by federal and state law, as well as Duanesburg Central School District policy. Eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of

information from the education record. Staff members may not complete any outside paperwork regarding requests for student information without approval from the building principal. If a parent/guardian requests information from a staff member, it is important to bring such information to your supervisor or your building principal immediately.

Much of student performance in the school setting (academic or behavioral in nature) should be considered confidential and not communicated in public forums. Use caution when having conversations in hallways, faculty rooms, cafeteria, etc. where conversations can be overheard. Information contained in Individualized Educational Plans (IEP), permanent folders, grade books, custody papers, etc., should be shared cautiously and only with individuals who have a need to know. As professionals, employees must respect that certain information is confidential and should not be used in frivolous conversation. Employees should always consult their direct supervisor with questions or concerns regarding confidentiality.

SUSPECTED CHILD ABUSE AND MALTREATMENT

The Board of Education recognizes that because of their sustained contact with school-aged children, employees are in an excellent position to identify abused or maltreated children and refer them for treatment and protection. The Board further recognizes the specific dictates of law which require school officials to report suspected instances of child abuse, maltreatment (which includes neglect) in a domestic setting.

Please refer to Board Policy [7530 Child Abuse](#) for more information.

TECHNOLOGY REPAIRS

The Duanesburg Central School District has a dedicated Technology Coordinator assigned to handle all tech requests throughout the District. The goal is to provide staff timely, efficient assistance when needed by the collective knowledge of a well-trained staff member. If you are having any issues with technology or have an IT related question or concern, please contact our Management Information Systems Director, Mr. Joseph O'Neill at (518) 895-2279 for further assistance.

USE OF DUANESBURG SCHOOL-OWNED PROPERTY FOR PERSONAL REASONS

Duanesburg Central School District property, supplies, equipment and tools may not be borrowed or used for personal projects or private gain.

Employees who travel for Duanesburg School-related activities may use their own vehicle for travelling. If a personal vehicle is not available, staff may rent a vehicle for Duanesburg School-related activities. Please contact your

building principal or immediate supervisor regarding all inquiries in terms of vehicle usage.

VISITORS

For safety reasons, all employees are asked to remind visitors to register with the greeter in the building, secretary, front desk or principal's office when they are visiting. Building principals need to know who is in their respective buildings at all times. Visitors are required to sign the office/greeter logbook and to wear a visitor identification badge. Anyone that notices a non-school employee in a building without a visitor badge should immediately contact the Duanesburg School District Office, building secretary, front desk or building principal's office and Security if available.

The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, certain limits must be set for such visits. The Principal or designee is responsible for all persons in the building and on the grounds. Please contact Ms. Jodi Marvin, High School Principal or Ms. Andrea Conover, Elementary School Principal for rules and additional information.



EMPLOYEE HANDBOOK: ACKNOWLEDGEMENT FORM

This employee handbook has been prepared for your information and understanding of the policies, philosophies and practices of the Duanesburg Central School District. Please read it carefully. Upon completion of your electronic review of this handbook, please sign the statement below, and return it to the District Office. A reproduction of this acknowledgment appears at the back of this booklet for your records.

I have accessed an electronic copy of the Duanesburg Central School District Employee Handbook, which outlines the goals, policies, benefits, and expectations of the Duanesburg Central School District, as well as my responsibilities as an employee.

Additionally, I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook provided to me in electronic format by the Duanesburg Central School District. I understand this handbook is not intended to cover every situation that may arise during my employment; it is simply a general guide to the goals, policies, practices, benefits and expectations of the Duanesburg Central School District.

I understand that the Duanesburg Central School District Employee Handbook is not a contract of employment and should not be deemed as such. Furthermore, I understand that updates to this handbook may take place at any time throughout my employment and the most current version will reside on the [Duanesburg Central School District Website](#).

(Employee Name – Printed)

(Employee Signature)

(Date)