



Lockport City School District  
Employee Handbook  
2023/2024

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  - UNION PRESIDENTS
  - PARENT TEACHER ASSOCIATION
  - CERTIFICATION SPECIALIST
  - CHILD ABUSE HOTLINE
  - LOCKPORT POLICE DEPARTMENT
  - NIAGARA COUNTY SHERIFF’S DEPART

## **SECTION 1 - INTRODUCTION**

### **1.1 Introduction**

This handbook contains helpful information related to your job, and some of the rules and procedures that are expected to be followed. Please read this handbook carefully and refer to it as needed.

Some of the policies and procedures contained in this handbook have been summarized for easy reading and, as such, may not be complete statements. The Lockport City School District reserves the right, at any time and at its sole discretion, to change, delete, and add to any of the handbook provisions. The updated handbook will be posted to the District website. It is not possible to include in one handbook all of the rules and policies that apply to employment. Please take time to consult with a supervisor concerning specific procedures and expectations that may apply to a particular program, office, department, or building.

This handbook is not a contract of employment. It is provided for informational purposes. Except as expressly provided by statute or by contract, the employment of all District staff members is at-will and at the pleasure of the District. Accordingly, an employee has no right to continuing employment except as expressly provided by statute or by contract.

*This handbook replaces and supersedes all prior handbooks.*

### **1.2 Mission Statement**

The Lockport City School District Mission Statement was written through a collaborative effort by the various constituency groups in the District. The Mission Statement expresses the ideal vision of the District as understood by its staff members. All staff should keep this statement in mind as the guiding force behind their work in the schools.

The Mission Statement reads as follows:

“We believe all people can learn. Schools create conditions for success: academically, socially, emotionally, physically, and aesthetically. Teaching and learning are the shared responsibilities of home, school, and community. Our mission is to assure comprehensive learning for all so that each person will be a lifelong learner.”

### **1.3 Equal Opportunity Employer**

The Lockport City School District is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of gender, race, color, religion or creed, age, national origin, marital status, disability, sexual orientation, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification that is recognized by law as a protected classification.

The Lockport City School District is an equal opportunity educational system and does not discriminate against any student or candidate for enrollment on the basis of actual or perceived race, creed, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, marital status, gender, sex, or any other classification that is recognized by law as a protected classification.

Any person wishing to obtain information about the District procedures for grieving alleged civil rights violations may obtain information by contacting one of the Civil Rights Compliance Officers - Russell Buckley or Lisa Schrader.

#### **1.4 Buildings and Contacts**

**Lockport Board of Education** (716) 478-4811  
130 Beattie Avenue, Lockport, NY 14094

**Lockport High School** (716) 478-4501  
250 Lincoln Avenue, Lockport, NY 14094  
Principal – Dawn Wylke Ext. 4453  
Main Office Secretary – Jamie Burke Ext. 4501  
School Nurse – Christa Wright Ext. 4459  
School Nurse – Regina Edbauer Ext. 4460

**Aaron Mossell Junior High School** (716) 478-4701  
160 Passaic Avenue, Lockport, NY 14094  
Principal – Tom Lyons, Interim Ext. 4722  
Secretary – Claire Cocco Ext. 4701  
Secretary – Chelsea Collett Ext. 4702  
School Nurse – Barb Janese Ext. 4714  
School Nurse – Sheryl Szymanski Ext. 4714

**Emmet Belknap Intermediate School** (716) 478-4551  
491 High Street, Lockport, NY 14094  
Principal – Jennifer Gilson Ext. 4560  
Secretary – Diane Schwaibold Ext. 4551  
Secretary – Linda Moore Ext. 4552  
School Nurse – Tracie Oshea Licinio Ext. 4565  
School Nurse – TBD Ext. 4565

**Roy B. Kelley Elementary School** (716) 478-4671  
610 E. High Street, Lockport, NY 14094  
Principal – TBD Ext. 4680  
Secretary – Kelly Hiam Ext. 4671  
Secretary – Sara Krystaf Ext. 4684  
School Nurse – Nicole Taurgrasso Ext. 4672  
School Nurse – Larissa Buzak Ext. 4672

**Anna Merritt Elementary School** (716) 478-4726  
389 Green Street, Lockport, NY 14094  
Principal – Patricia McMahon Ext. 4727  
Secretary – Jillian Hufnagel Ext. 4726  
School Nurse – Nicole Stone Ext. 4728

**George Southard Elementary School** (716) 478-4771  
6385 Locust Street Extension, Lockport, NY 14094  
Principal – Deanna Schmitt Ext. 4785  
Secretary – Jeanne Corrallo Ext. 4771  
Secretary – TBD Ext. 4772  
School Nurse – Amber Boci Ext. 4780  
School Nurse – Luann Coleman Ext. 4780

**Charles A. Upson Elementary School** (716) 478-4402  
28 Harding Avenue, Lockport, NY 14094  
Principal – Dr. Jocelyn Harrington Ext. 4401  
Secretary – Theresa D’Onofrio Ext. 4402  
Secretary – Eilieen Marso Ext. 4403  
School Nurse – Meg Wager Ext. 4408  
School Nurse – Lisa Dannebrock Ext. 4418

**Lockport High School West at Charlotte Cross** (716) 478-4626  
319 West Avenue, Lockport, NY 14094  
Administrator - Bernadette Smith Ext. 4629  
Secretary – Beth Rose Ext. 4626  
School Nurse – Betsy Stover Ext. 4627

**Early Childhood Program at John Pound** (716) 478-4751  
51 High Street, Lockport, NY 14094  
Director of UPK – Debbie Rogalski Ext. 4765  
Secretary – Ashley Flowers Ext. 4751

**Maintenance Garage** (716) 478-4601  
160 State Street, Lockport, NY 14094  
Director of Facilities – Timothy Parker Ext. 4603  
Maintenance Supervisor – Kevin Guay Ext. 4602  
Custodial Supervisor – James Kerrison Ext. 4601  
Secretary – Hannorah Smith Ext. 4601

**Bus Garage – STA/Ridge Road Express** (716) 433-6777

### **1.5 Administrative Staff**

Superintendent of Schools – Dr. Mathis Calvin III Ext. 4838  
Assistant Superintendent for Finance & Management Services – Deborah A. Coder Ext. 4844

Assistant Superintendent for Human Resources - Lisa M. Schrader	Ext. 4826
Assistant Superintendent for Curriculum & Instruction – Marianne Currie-Hall	Ext. 4860
Director on Special Assignment - Russell Buckley	Ext. 4862
Dir. of Special Education – Erik Vohwinkel	Ext. 4809
Dir. of Physical Education & Athletics – Mike Sobieraski	Ext. 4473
Dir. of Student Services – Amanda Bennett	Ext. 4624
Director of Diversity, Equity, and Inclusivity - Heather McClain	Ext. 4867
Dir. of Grants & District/Community Programs – Holly Dickinson	Ext. 4827
Dir. of Technology, Data Security & Communications – Robert LiPuma, Ph. D	Ext. 4640
Asst. Dir. of Health & Wellness - Heather Scharping	Ext. 4447

<u>Hours of Operation</u>	
Board of Education:	8 a.m. – 4:30 p.m. (8:00 a.m.-3:30 p.m. during recess periods)
John Pound Early Childhood Center:	Custodial: 6:30 a.m. – 3:00 p.m. Clerical: 7:30 a.m. – 4:00 p.m.
Lockport High School:	Custodial: 24 Hours Clerical: 7:30 a.m. - 3:30 p.m. Instructional: 7:25 a.m. – 2:25 p.m.
Aaron Mossell Junior High:	Custodial: 6:30 a.m. – 11:30 p.m. Clerical: 7:30 a.m. – 4:00 p.m. Instructional: 7:50 a.m. – 2:50 p.m.
Emmet Belknap Intermediate:	Custodial: 6:30 a.m. – 11:30 p.m. Clerical: 8:00 a.m. – 4:30 p.m. Instructional: 8:05 a.m. – 3:05 p.m.
Lockport High School West:	Custodial: 6:30 a.m. – 11:30 p.m. Clerical: 7:00 a.m. – 3:00 p.m. Instructional: 7:15 a.m. – 2:15 p.m.
Elementary Schools:	Custodial: 6:30 a.m. – 11:30 p.m. Clerical: 8:00 a.m – 4:30 a.m. Instructional: 8:45 a.m. – 3:45 p.m.

## 1.6 Calendar

Refer to the adopted Lockport City School District Calendar. Visit the school district website at <http://www.lockportschools.org/> for the most current calendar information.

## 1.7 Employee Work Hours

Particular hours of work and the scheduling of a meal period will be determined and assigned by a supervisor. Most employees in the District offices are assigned to work a regularly-scheduled work week and some are required to take an unpaid lunch period.

Lockport City School District does not permit working from home (telecommuting) except in infrequent, singular circumstances. All instances of telecommuting must be authorized in advance by both the department director and appropriate administrator/supervisor.

Questions concerning a work schedule should be directed to a supervisor.

Employees are only authorized on school property during assigned work hours and key fob access hours provided.



## **1.8 Fair Labor Standards Act**

Certain types of workers are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements under the Fair Labor Standards Act (FLSA). Employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per work week. These employees are referred to as "non-exempt". This means that they are not exempt from (and therefore should receive) overtime pay. Exempt employees are those whose duties and responsibilities exempt them from statutory overtime pay provisions. Examples are: Exempt - central office administrators, members of the Lockport Administrators and Supervisors Association, teachers, teaching assistants who perform direct instruction to students, supervisors (Director of Facilities, Custodial Supervisor, Maintenance Supervisor), and District Treasurer. Non-Exempt - clerical, custodial, teacher aides, school mediators and coaches..

## **1.9 Immigrant Law Compliance**

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work or at other times as prescribed by applicable law.

## **SECTION 2 - EMPLOYMENT**

### **2.1 Substitute/Seasonal/Temporary**

Lockport City School District hires employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a short-term employee. The job assignment, work schedule and duration of the position will be determined on an individual basis. Normally, a short-term position will not exceed nine three months, unless specifically extended.

### **2.2 Stage Crew/Lifeguards**

The District hires hourly workers to complete tasks such as stage crew and lifeguarding. Many of the stage crew and lifeguard positions are filled by students. Individuals interested in these positions should complete the Uncertified Employment Application found on the district website. Students are employed in this capacity following the New York State/Federal labor standards.

### **2.3 Probationary Period**

All persons, upon original entry to Lockport City School District, hired into a permanent civil service position must serve a probationary period of six (6) months. Probation is an essential part of the selection process. It should provide an effective means for both the staff member and the supervisor to determine the staff member's suitability for the job. Teachers, teaching assistants and administrators must serve a three or four year probationary period depending on individual circumstances.

## **2.4 Job Postings/Job Descriptions**

When a position becomes vacant or a new position is created, notice of such available position shall normally be posted for a minimum of five (5) days. Exceptions to this period of time may occur in consultation with union leadership and administration or for unrepresented positions. The employer retains the right to temporarily fill vacant positions at its discretion during the posting and selection period unless otherwise specified in contract language. Typical posting locations may include the district's website.

Job descriptions are available for inspection for each District employee. At a minimum, the descriptions will include the job title, the minimum qualifications, and the essential functions of the position. Employees must be able to perform the essential functions of the job description.

## **2.5 Orientation**

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the District and prepared for their position. New employee orientation is conducted by staff as deemed appropriate. New employees will be given an overview of benefits and complete any necessary paperwork.

Employees are presented with access codes, keys, and procedures needed to navigate within the workplace upon hire or soon thereafter.

New teachers will be assigned a mentor as part of the state mandated PI-34 program. The mentoring program may require both the new employee and the mentor to work outside normal school calendar days/hours.

## **2.6 Performance Evaluation**

Work and conduct will be considered closely by the supervisor, and they will make every effort to help develop satisfactory work relationships on an employee's job. Performance is continually evaluated by a supervisor and is recorded annually or more frequently if warranted by job performance or a collective bargaining agreement. A supervisor may give instruction and/or on-the-job training, and employees will be allowed ample time to learn their duties and acceptable work standards. The purpose of performance evaluation is to help employees develop job skills to a satisfactory level. The District is interested in employees' development and performance evaluation should be regarded as a form of training. The evaluation is confidential between an employee and the supervisor, and the Personnel Department. Please feel free to discuss it with them at any time.

Members of the Lockport Administrators and Supervisors Association and Lockport Education Association are required to be observed as outlined in the respective collective bargaining agreements and/or accompanying Memoranda of Understanding. Members of the Lockport School Employees Association and Unrepresented staff are required to have one annual evaluation. This evaluation must be completed by June 1 of each respective work year. Employees should review observations and evaluations with the appropriate administrator.

While an employee signature is preferred on observations and evaluations, it is not required. Observations and evaluations will be stored in each employee's personnel file, whether signed or unsigned. Employees are able to write a response to any observation or evaluation. This written response will be stapled to the back of the original observation and/or evaluation document.

Annually, supervisors are evaluated relative to their managerial and supervisory skills and recommendations are made at this time for the need for improvement (if warranted).

## **2.7 Resignation**

If an employee should desire to leave the District in good standing, they may resign by submitting a written resignation. To be eligible for re-employment and/or any retirement benefits offered to an employee the resignation must allow adequate notice and provide the date of the resignation. In addition, employees are encouraged to give the reason for the resignation.

## **2.8 Certification/Licensure**

**It is the employee's responsibility to remain current with all certifications and/or licenses required for the position(s) to which they are employed by the District.**

Certifications/licenses must meet the requirements of applicable laws, Regents and Commissioner's regulations. Copies of all certifications/licenses should be provided to the Personnel Office. It is the requirement of the employee to notify the Personnel Office immediately of any change to the status of their certificate or license. These changes shall include, but not be limited to, the granting, revocation, upgrading, expiration, conversion and/or extension of these documents as to their periods of validity or their titles. Individuals whose certification/license expire may likely be placed on unpaid leave and/or terminated unless and until the certification/license becomes current again. Be aware of state and federal timelines and tasks required to secure a new or updated certification or license. In some cases, the employee is not considered certified or licensed unless proof of this is posted in TEACH or another website or electronic or written source.

## **SECTION 3 – PAY PRACTICES**

### **3.1 Pay Days**

All employees will be paid on/about the fifteenth (15<sup>th</sup>) and on/about the last day of each month. If those days fall on a weekend, the employee will be paid on the Friday of the weekend. All regular employees are paid through direct deposit. The Lockport City School District takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event of an error in the amount of pay, the employee shall promptly bring the discrepancy to the attention of the payroll office at the Board of Education office so that corrections can be made as quickly as possible.

Authorized personnel will review time records each week. Any changes to an employee's time record must be approved by the supervisor/principal.

### **3.2 Salaries**

Determined consistent with applicable contracts and/or Board of Education approval.

Any staff person whose salary is paid in whole or in part out of grant program dollars must sign a monthly Personnel Activity Report (PAR). PARs will be sent to employees monthly for review and signature and must be returned to the Grants and District/Community Programs Department via interoffice mail. Staff should notify this department immediately if any information on the PAR form is incorrect or if it is believed that they received the PAR form in error. For more information on how to complete a PAR visit the Lockport City School District website at <https://www.lockportschools.org/Page/10292>.

### **3.3 Deductions**

Gross salary is subject to payroll deductions. Federal and State Income Taxes, and Social Security, must be withheld from each paycheck. At the end of the year a statement of total earnings and tax deductions will be provided to employees.

### **3.4 Tax Liens and Wage Garnishments**

Tax liens and wage garnishments must be honored in accordance with the State's Garnishment Law and the Federal Wage Garnishment Act. A garnishment or lien means any legal procedure through which earnings are required to be withheld for the payment of any debt. Federal law prohibits the discharge of any staff member because their earnings have been subjected for any one indebtedness.

### **3.5 Non-Contractual Rates of Pay**

Please communicate with the Personnel Office with any questions relative to non-contractual rates of pay. These are typically approved annually by the Board of Education at a June Board of Education meeting.

### **3.6 403B**

A 403b or Tax Sheltered Annuity is a retirement savings plan available to public employees. The District is required to offer participation in a 403b plan to all employees. Specific questions relative to a 403b plan should be directed to individual financial advisors.

### **3.7 Time Clocks/Timekeeping**

Members of the Lockport School Employees Association and some unrepresented employees are required to comply with District policies/procedures relative to the use of time clocks. Time clocks are located in each school building. Some employees are required to punch in and out only for the start and end of their work shift. Other employees are also required to punch in and out during their scheduled lunch period. Review individual contracts or collective bargaining agreements for details. Time cards are obtained from the building secretary and must be submitted at the end of each payroll period. Time cards are reviewed by the immediate supervisor and the Personnel Office monthly. Questions or concerns about time card completion or accuracy will be directed to the individual employee.

Any staff person performing an extra duty or working outside of regular work hours, must complete a pink paysheet and submit it to their supervisor for approval and processing. If this work is paid for from a grant, a paysheet will be provided by the office of Grants and District/Community Programs (GDCP). Once this paysheet is completed, it should be signed by an administrator and sent to the GDCP office for final review, signature, and payment. For more information on how to complete a pink paysheet visit the Lockport City School District website at <https://www.lockportschools.org/Page/10342>.

## **SECTION 4 – EMPLOYEE BENEFITS**

### **4.1 Holidays**

Full-time employees may receive paid time off for holidays recognized by LOCKPORT CITY SCHOOL DISTRICT which may include:

- New Year's Holiday
- Martin Luther King Day
- President Day
- Good Friday
- Easter
- Memorial Day Extension
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Days
- Christmas Holidays

All national holidays are scheduled on the day designated by common business practice. In order to qualify for holiday pay, an employee must be paid for the scheduled workday immediately

before AND after the holiday. If a holiday occurs during a scheduled vacation, employees are eligible for the paid holiday. The employee is not eligible to receive a paid holiday when on an unpaid leave of absence.

#### **4.2 Per Diem**

Occasionally individuals are hired on a per diem basis to complete specific tasks or to support departments with areas of need. Civil Service per diem employees are only eligible to work for three calendar months consecutively. Following the three month period they must take one pay cycle off from work before being re-appointed by the Board of Education and returning to per diem duty. Pay rates for per diem employees are established by the Board of Education.

#### **4.3 Overtime**

Any time to be worked past normal scheduled work hours must receive PRIOR administrative approval. Refer to collective bargaining agreements for specific details pertaining to overtime payment.

LSEA Unit Members: Please be advised that pursuant to the guidelines established for the Fair Labor Standards Act, are formally designated as a non-exempt employee.

- ◆ A non-exempt employee may NOT begin work before the regular starting time unless approved IN WRITING by the immediate supervisor.
- ◆ A non-exempt employee may NOT perform work beyond the regular daily hours unless approved IN WRITING by the immediate supervisor.

In an emergency situation, a supervisor may verbally direct an employee to work additional hours. Failure to comply with the above stated conditions may result in disciplinary action.

#### **4.4 Collective Bargaining**

The District has positive and productive working relationships with the four collective bargaining units that are recognized.

The Lockport Administrators and Supervisors Association (LASA) includes all principals and assistant principals and the following Directors – Director of Special Education, Director of Student Services, Director of Alternative Education , Director of Grants & District/Community Programs, Director of Technology, Data Security, & Communications, and Director of Physical Education and Athletics, Director of Diversity, Equity, and Inclusivity, and Assistant Director of Health and Wellness. Specific questions about this unit should be directed to the President.

The Lockport Education Association (LEA) includes all teachers, teaching assistants, nurses, speech therapists/pathologists, school counselors, school psychologists, social workers, and certified occupational therapy assistants. Specific questions about this unit should be directed to the President.

The Lockport School Employees Association (LSEA) includes all head custodians, custodians, assistant custodians, motor equipment operators, building maintenance mechanics, teacher aides, school secretary I, school secretary II, account clerks, and school mediators. Specific questions about this unit should be directed to the President.

The Lockport Substitute Employees Union (LSTU) includes all certified and uncertified substitute teachers. Specific questions about this unit should be directed to the President.

#### **4.5 Lunches/Breaks**

Certified teaching staff shall receive a forty to forty-five (40-45) minute lunch period as provided in the collective bargaining agreement. Hourly employees working six (6) hours or more per day are entitled to receive a thirty (30) minute unpaid lunch period. Lunch periods will be scheduled by the building principal/supervisor.

Staff may leave the building during their lunch period. Leaving the work site during other times without notification is misconduct and subject to disciplinary action. Lunch will be scheduled with a supervisor/administrator to best meet the scheduling needs of the building.

Uncertified Employees working at least six (6) hours per day may take a paid fifteen (15) minute break period in the morning and a fifteen (15) minute break period during their work time. Breaks are to be taken when convenient to the work schedule.

#### **4.6 Pension Plan**

Employees are eligible to participate in either the New York State Employees' Retirement System or the New York State Teachers' Retirement system, depending on their employment classification. Retirement contributions are discontinued during periods of approved leave without pay.

The Lockport City School District shall provide pension plan 75(i) of the New York State Employees.

#### **4.7 Dental/Vision Benefit**

Dental and Vision benefits are determined by collective bargaining agreements. Please contact the Business Office at ext. 4856 for more detailed information. Open enrollment periods for changes in coverage are held only during the month of May. For specific information, claims and coverage questions also contact the Health Insurance office at 4856.

#### **4.8 Flexible Spending Accounts Benefit**

The District offers a medical flexible spending account to all employees who meet the eligibility requirements for the health insurance plan. The District also offers a Dependent Care flexible spending account to all employees. The flexible spending accounts allow the employee to defer compensation (pre-tax) for dependent care and medical costs. Employees who participate in the

District's health insurance plan also have any premium share deductions withheld pre-tax through this plan. Specific details about the plan are available from the district office.

#### **4.9 Health Insurance**

Full-time staff are eligible to participate in the health insurance benefit. The District will pay a portion of the premium for a family, two person, or single health insurance contract and the staff member will have a payroll deduction bi-monthly (as scheduled by the Business Office) to cover their share of the premium. The health insurance policy will be effective the first of the following month pending approval by the Board of Education.

#### **4.10 Cancer Screening**

All public employees are entitled to take up to a maximum of 4 hours of excused paid leave each school year to obtain a cancer screening. Public employees working more than twenty hours per week are entitled to take up to three hours per year of excused paid leave to give blood. Employees are entitled to take up to five days in a one year period for the purposes of donating bone marrow. The employee must submit documents from a certified provider outlining any absence from work for these reasons.

#### **4.11 Hepatitis B, Physicals, Other Tests (Custodians/Maintenance)**

##### **Hepatitis B Vaccine**

Due to the possibility of occupational exposure to blood or other potentially infectious materials, the Lockport City School District will provide the Hepatitis B vaccine at no cost to the employee at one of the District affiliated medical facilities.

Employees may decline the offer to receive the Hepatitis B vaccine but understand that by declining the offer, continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, an employee has occupational exposure to blood or other potentially infectious materials and wants to receive the Hepatitis B vaccine, the employee can receive the vaccine at no charge at one of the district affiliated medical facilities.

##### **Physicals**

Employees may be required to have a medical examination on other occasions when the examination is job-related and consistent with business necessity. For example, a medical examination may be required when an employee is exposed to toxic or unhealthful conditions, requests an accommodation for a particular disability, or has a questionable ability to perform essential job functions due to a medical condition.

##### **Other Tests – Custodians/Maintenance Staff**

Other pre-employment tests may be required for certain job classifications. The district may use pre-employment, random, reasonable suspicion and post-accident drug testing, depending on the employee's job classification. For example, Custodians and Maintenance staff members and other employees in safety sensitive positions must undergo pre-employment, random, reasonable



suspicion and post-accident drug testing under state and federal regulations, while most other employees are subject to reasonable suspicion and post-accident testing.

#### **4.12 Use of District Owned Vehicles**

An employee whose work requires operation of a district-owned vehicle must present and maintain a valid New York State driver's license and driving record acceptable to our insurer. Periodically, Lockport City School District will check driver's licenses and driving records or may ask an employee to submit a copy of their driving record to Lockport City School District. Any change in the status of a driver's license must be reported to a supervisor immediately. Failure to do so may result in disciplinary action, up to and including termination/discharge. Any accidents or issues when operating a district-owned vehicle must be reported to the Director of Facilities III and the Assistant Superintendent for Finance and Management immediately.

#### **4.13 Assignments/Transfers**

The language of collective bargaining agreements with LASA, LEA, and LSEA outline information pertaining to this topic. In most, if not all cases, new or vacant positions are posted for employee review and consideration.

### **SECTION 5 – ABSENCES AND LEAVES**

#### **5.1 General Information**

Leaves of absence may be granted by appointing authorities upon application of the staff members concerned. So far as practical, leaves shall be requested and approved before they become effective; where the need for or time of an absence cannot be anticipated and where conditions warrant, the approving authority may grant leave after the absence. Leaves of absence shall be granted, as far as practical, at the time desired by the staff members, but subject also to the needs of the District. Staff members may not be granted leaves of absence with pay for periods that exceed their actual earned leave credits.

#### **5.2 Absence and Lateness**

To maintain a productive work environment, the Lockport City School District expects employees to be reliable and on time in reporting for scheduled work. This means being at the assigned school, ready to work at the starting time each day. Absenteeism and tardiness place a burden on other employees, students, and administration.

If an employee is unable to report to work, or expects to arrive late, a supervisor should be contacted directly and/or through the Absence Management system. All LSEA and LEA employees must report time off in Absence Management. All LASA members must notify the Superintendent and the Assistant Superintendent for Personnel. A consistent pattern of absences

can be considered excessive. In addition, excessive lateness or leaving early may carry the same weight as an absence. Other factors, like the degree and reason for the absences or lateness, will be taken into consideration. Unauthorized or excessive absences, lateness, or leaving early may lead to disciplinary action, up to and including termination/discharge.

Employees are expected to arrive at work on time, return from scheduled rest breaks and lunch breaks on time and to remain working until the end of their work day. Emergency conditions may warrant occasional tardiness. Under these circumstances, an employee who anticipates being late to work should notify the supervisor/principal of their tardiness as soon as possible. Failure to give proper notification may result in disciplinary action.

### **5.3 Military Leave**

An employee may be granted leave without pay if they are a member of the State or National Armed Forces or Reserves and are required to take active annual training not exceeding fifteen calendar days per calendar year. A copy of the official orders for duty must accompany the request for leave. If annual active duty training is fragmented, military leave with pay is not allowable for regular training activities or for any part of extended active duty. A Staff member who is ordered to report for a Selective Service physical examination shall be entitled to leave with full pay not to exceed one day.

If an employee enters extended active duty in the Armed Forces of the United States they shall be entitled to military leave without pay, and to reinstatement in a position upon return from active duty unless in the meantime the position has been abolished. This entitlement shall extend only to such staff members who have appointments other than temporary in the Agency prior to entering active military duty, and serve not more than five years on active military duty or such longer periods as shall be fixed by the governor, and have a certificate attesting that the military duty was satisfactorily completed, and apply for reinstatement in Agency service not later than three calendar months following separation from active military duty. Staff members compensated for military duties shall be paid only the difference between such compensation and their regular salary for the period of their absence unless the absence is charged to earned annual leave or compensatory leave. The Staff member will present to the Assistant Superintendent for Finance and Management Services the pay voucher issued by the military for the period of leave. The Assistant Superintendent for Finance and Management Services will determine the compensation difference and will pay the staff member that difference on the next regular pay day.

### **5.4 Civil Leave**

An employee shall be granted leave with full pay for any absence necessary for serving on a jury or attending court as a witness under formal subpoena for any District related issue. Leave with pay granted under this policy shall not exceed the time actually required for the purpose for which the leave is taken. Staff members compensated for civil duties, as by jury or witness fees, shall be paid only the difference between such compensation and their regular salary for the period of their absence. A certification from the court for the amount of time served and amount paid to the staff member must be submitted to the Personnel Department upon return to work.

## **5.5 Maternity Leave/Child Rearing Leave**

An employee who is pregnant shall give written notice thereof to the Personnel Office as soon as practicable but normally no later than the fourth month of pregnancy. At the time of such notification, the employee must: (a) state the estimated date her child bearing leave will begin, and (b) her intention regarding child rearing leave.

An employee may be granted a leave of absence for the purpose of caring for an infant child just born (in which case, the child rearing leave will commence when the mother is physically able to resume her duties as certified by her physician). A child rearing leave is available to both female and male employees. This leave will terminate not earlier than three months nor later than the second anniversary date (two years) of said leave. If an earlier or later return date (in three month intervals) than previously requested is desired, the employee must notify the Personnel Office in writing thirty (30) days before the return date in question, stating the employee's intentions. Child rearing leaves shall be without pay or any other benefits, except as otherwise required by the Family and Medical Leave Act (FMLA).

The time the employee is on child rearing leave will not be counted as service for salary credits, sick leave or other benefits based on length of service.

An employee wishing to terminate a leave previously requested for child rearing purposes shall be entitled to do so within thirty (30) days after termination of pregnancy.

If the employee returns to work as soon as the employee's condition permits:

1. The employee shall be entitled to return to the equivalent of the employee's former position in terms of job classification and pay.
2. There will be no interruption in the employee's continuous service for purposes of salary credit, sick leave accumulation or other benefits based on length of service.

If an employee takes a leave for child rearing purposes, the employee shall be entitled to return to the equivalent of their former position in terms of job classification and pay.

## **5.6 Worker's Compensation Leave**

Lockport City School District provides Workers' Compensation Insurance Coverage to the extent required by law to all staff members for injuries or accidents which occur on the job.

An employee necessarily absent from duty because of an occupational injury or disease due to their job as a District employee shall be allowed full pay under the District plan for sick leave pay, provided the employee is entitled to such sick leave pay at the time of absence.

Following the adjudication of the employee's case by the Workers' Compensation Board with an award granted covering the time of their absence from such employment because of such injury, such compensation shall be credited and paid directly to the District.

Upon payment of such reimbursement for sick leave utilized to the District, the District shall credit to the sick leave account of the employee in the same proportion that compensation award bears to the sick leave rate received by the employee.

## **5.7 Family and Medical Leave**

Eligibility: A staff member is eligible to request available FMLA leave if they have been employed by Lockport City School District for at least 12 months, and having worked at least 1,250 hours during the 12-month period immediately preceding the leave.

Qualifying Circumstances for Leave: An eligible staff member is entitled to take FMLA leave for one or more of the following:

1. **New Child:** Because of the birth of a son or daughter of the staff member and in order to care for such son or daughter, or because of the placement of a son or daughter with the Staff member for adoption or foster care.
2. **Serious Health Condition (1) of Family Member (2):** In order to care for the staff member's spouse, or a son, daughter, or parent (but not the parent "in law") of the Staff member, if such family member has a "serious health condition".
3. **Serious Health Condition (1) of Staff member:** Because of a "serious health condition" that makes the staff member unable to perform the functions of their position.

(1) The definition of "Serious Health Condition" is an illness, injury, impairment, or physical or medical condition that (a) involves inpatient care in a hospital, hospice or residential medical care facility, or (b) involves continuing treatment by a health care provider and either requires an absence from work, school, or other regular activities of more than three calendar days, or (c) continuing treatment by a health care provider of a chronic or long-term condition that is incurable or will likely result in incapacity of more than three days if not treated.

(2) The definition of Family member includes spouse; parents but not parents "in-law"; sons and daughters include biological, adopted, or foster children, stepchildren, legal wards, and other persons for who you act in the capacity of parent and who is under 18 years of age or over 18 years of age but not capable of caring for themselves.

Amount of Leave Available: Eligible staff members are limited to a total of 12 work weeks of FMLA leave during any 12-month period. This is a "rolling" 12-month period which is measured backwards from the dates of any requested leave.

Qualified leave for a new child cannot be taken later than 12 months after the birth or placement of the child. Leave because of a serious health condition can only be taken during such time as there is a medically certifiable serious health condition.

If a husband and wife are both eligible staff members, they are limited to a combined total of 12 work weeks of leave during a 12-month period if the leave is taken for a new child or parent with a serious health condition.

Notice of Leave: If the need for FMLA leave is foreseeable, the employee must give the Lockport City School District at least 30 days prior written notice. If this is not possible, the employee must at least give notice as soon as practicable (within 1 to 2 business days of learning of the need for leave.) Failure to provide such notice may be grounds for delay of leave. Where the need for leave is not foreseeable, the employee is expected to notify the Lockport City School District within 1 to 2 business days of learning of the need for leave, except in extraordinary circumstances. The Lockport City School District has Request for Family/Medical Leave Forms available in the Personnel Department and on the District website.

Medical Certification: If an employee is requesting leave because of their own or a covered relation's serious health condition, the relevant health care provider must supply appropriate medical certification. The employee may obtain medical certification forms from the Personnel Department. The completed medical certification must be submitted to the Lockport City School District as soon as possible, but no later than 15 calendar days after receiving the form. If the Lockport City School District disagrees with the certification submitted by the staff member, the Lockport City School District may obtain a second opinion at its expense. If the staff member disagrees with the second opinion, the Lockport City School District and the staff member will mutually select a third health care provider to render an independent opinion at the Lockport City School District's expense, whose opinion will be binding. The Lockport City School District may require subsequent medical recertification on a reasonable basis.

Reporting While on Leave: If an employee takes leave because of their own serious health condition or to care for a covered relation, the employee must contact the Lockport City School District regularly regarding the status of the condition and intention to return to work.

FMLA Leave is Unpaid: However, if paid leave is available to the Staff member under the same circumstances, that paid leave must be taken concurrently with the FMLA leave.

If an employee requests leave because of a birth, adoption or foster care placement of a child, any accrued paid vacation, personal, holiday or other accrued leave (except sick leave) will be concurrent with unpaid FMLA leave.

If an employee requests FMLA leave to care for a covered relation with a serious health condition, any accrued vacation, personal, holiday or other accrued leave (except sick leave) will be concurrent with the unpaid FMLA leave.

The use of paid leave time for unpaid leave time does not extend the 12 week FMLA leave period. Further, in no case can the substitution of paid leave for unpaid leave time result in receipt of more than 100% of the salary.

Health Benefits While on FMLA Leave: During an approved FMLA leave, the Lockport City School District will maintain health benefits (if eligible to receive such benefits), as if the employee has continued to be actively employed. If paid leave is concurrent with unpaid FMLA, the Lockport City School District will deduct a portion of the health plan premium as a regular payroll deduction. If leave is unpaid, the employee must pay a portion of the premium as a

regular payroll deduction. If leave is unpaid, the employee must pay a portion of the premium through advance payment to Lockport City School District by the 5<sup>th</sup> day of each month for which the employee wishes to continue coverage. Health care coverage will cease if the premium payment is more than 30 days late.

If FMLA leave expires and the Staff member does not return to work for at least 30 calendar days, and does not have a valid excuse as defined by the law, the Lockport City School District may recover any benefit payment it has made on the Staff member's behalf during the leave.

Intermittent Leave: Intermittent leave may be available under limited circumstances.

Returning from Leave: If an employee takes leave because of their own serious health condition, they are required to provide medical certification that indicates they are fit to resume work. Return to work may be delayed until the certification is provided.

## **5.8 Educational Leave**

Educational leave may be authorized for specific courses of study related to work and in most cases is leave without pay.

To take an unpaid leave of absence for work-related or other study, an employee must meet the following conditions:

- Be a regular, full-time employee with at least three years of continuous service.
- Request the leave in writing to the Personnel Department with an explanation of the manner in which the study will enhance the employee's work with the district.
- Provide proof of enrollment from the accredited postsecondary institution.
- Provide proof of successful completion for each term the employee is on approved educational leave.

When an employee returns from educational leave, the superintendent may assign the employee to a similar, but not necessarily identical, position and status as the previously held position if a position is available. *Reemployment is not guaranteed if no similar position is available.*

If an employee goes on unpaid leave during the school year, salary for the remainder of the year will be based on the number of days worked until the end of the school year. *This means that salary after returning from unpaid leave will be less per pay period than before the leave began.*

## **5.9 Leave Without Pay**

If an employee is on authorized leave without pay or otherwise temporarily leave payroll, they may be eligible to continue health insurance coverage while they are off the payroll. Coverage while on leave for more than 28 days is not automatic. Before going on leave without pay, an employee must choose to either continue or cancel coverage during the period of leave without pay. In most cases, an employee must pay both the employee and employer shares of the premium in order to continue health insurance coverage.

## **5.10 Absence Without Leave**

Absence without leave includes failure to report to work or failure to remain at work during appointed hours, when such absence is not subsequently justified or approved by supervision. Staff members in an absence without leave status do not earn leave credits for the pay period in which they lose time. Staff members who are absent without leave for any period of time may be subject to disciplinary action, up to and including termination.

Teachers, teaching assistants, nurses, teacher aides, custodians, clerical, breakfast and noon hour monitors are responsible for obtaining their own substitutes through the Absence Management System at 1-800-942-3767 or <https://www.aesoponline.com>. Information regarding login and PIN are available through Susan Soos at Orleans Niagara BOCES Help Desk. Absences must be reported to the Absence Management system no later than 7:00 am, the morning of the absence. If an employee is unable to report their absence prior to 7:00 am they must contact the building office directly.

If an employee is absent three days or more, they may be asked to bring a doctor's certificate of health to the supervisor before returning to the job. If an employee is absent without notifying their immediate supervisor, disciplinary action may be taken. This includes leaving school during work hours without permission. Failure to report absence for three days may lead to automatic termination.

Sick, Personal and Vacation time may be taken in increments no less than one quarter day for LSEA unit members or as outlined in collective bargaining agreements.

## **5.11 Reporting Expectations**

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by OCFS and includes the following acts or omissions:

1. Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functions
2. Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning
3. Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
4. Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare

Reports to Child Protective Services can be made to any law enforcement agency or to the New York Child Protective Services Abuse Hotline (800-422-4453). State law specifies that an employee may not delegate to or rely on another person to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by OCFS for a violation of the Code of Ethics. Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency. In addition, employees must cooperate with investigators of child abuse and neglect. Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

## **5.12 Unpaid Time Off**

Unpaid leave is where an employee takes time off from their job without pay. An employee must be authorized to take ALL unpaid leave. Unpaid leaves of absence will not be granted unless the service of the employee is satisfactory. **Requests for use of any unpaid leave must be made in writing to the Assistant Superintendent for Human Resources.** Requests for unpaid time off may be granted for - care for dependents, to extend parental leave, to attend a course, as a career break, for voluntary work, to carry out public duties, to move residence, and/or a leave related to domestic violence. Unpaid leave cannot be used to extend holiday or recess periods, to take vacations (except a "once-in-a-lifetime" approval by the Superintendent), to engage in other occupations, or to provide additional personal leave except that the supt will have discretion, where circumstances warrant, to approve unpaid leave for these circumstances.

All once-in-a-lifetime leave requests may be made for situations that do not fall under any other category. All once-in-a-life-time leave requests will be reviewed and will be granted or denied at the District's sole discretion. Except where it interferes with a legal or contractual right, the timing of unpaid leaves of absence will be granted at the convenience of the district. The granting or denial of such leave will be non-precedential. During the time of such leave the employee will not accrue any benefits, including seniority or salary placement, however, upon return from such leave, the employee will return to a position to which they are qualified but not necessarily to the position held at the time the leave began.



## SECTION 6 – PERSONAL CONDUCT

### **6.1 Conduct of Employees and Volunteers**

Lockport City School District employees serve as positive role models for students and set good examples in conduct, manners, dress and grooming. Lockport City School District expects each employee to maintain the highest standards of conduct and act in a mature and responsible manner at all times. Employees must not engage in activities which violate federal, state or local laws or which, in any way, diminish the integrity, efficiency or discipline of the District.

Lockport City School District expects all employees to perform their work with the requisite skill and knowledge; maintain the highest standards of responsible and ethical conduct; and obey all applicable laws, policies, regulations and the District Code of Conduct. Under no circumstances may any employee engage in any of the following activities or behavior: immorality, misconduct in office (which includes knowing failure to report suspected child abuse or neglect), insubordination, incompetence, or willful neglect of duty. Whenever an employee faces a matter that requires an ethical decision concerning his or her behavior, Lockport City School District expects the individual to consider whether it might violate a law, policy, District code of conduct, regulation, or professional standard of responsible and ethical conduct. Equally important, the employee should refrain from any action or conduct that:

- Threatens the safety of students, fellow employees, or the broader community;
- Undermines the employee’s professional integrity; and/or
- Makes the employee unfit to perform his or her assigned duties.

### **6.2 Visitors in the Workplace**

In an effort to provide a safe environment for students and employees, all employees must wear an ID badge each day. In the event an employee encounters an unknown, unidentified person on school grounds, please direct that person to the building office and/or district office to register and to receive a VISITOR badge.

In the event an employee brings a pre-approved visitor to the workplace (spouse, child, or other), the visitor must be registered in the building or district office and wear a VISITOR badge during the entire visit. Any visitors to the workplace must have the supervisor’s or building principal’s prior approval.

#### ***Employee’s child(ren) in the workplace***

***Before School:*** Children of faculty and staff who arrive at school with a parent will need to access a daycare program as soon as the contracted workday begins.

In the event of a meeting beginning before typical start times, the children will also need to be placed in daycare.

***Children After School:*** Children will remain in daycare until the employee has finished their workday if the employee has meetings scheduled past the end of the school day. Children are not

allowed to wait with parents during the time between the end of the student school day and the end of the parent workday. It is the parent's responsibility to supervise their own children at all times and all children must be supervised. If the employee has an after school parent meeting, staff meeting or professional development, their child(ren) must go to daycare or be picked up.

***In-service Days, Parent-Teacher Conference Days, Early Release Days, Make-Up Days:*** Please make child care arrangements on these days. Children are not expected to be in the workplace at this time.

These guidelines have been developed to maintain a professional workplace whose first responsibility is to our "clients": the students, parents, and residents of the district.

### **6.3 Gifts To and From Employees**

No District officer or employee shall directly or indirectly receive any gift having a value of seventy-five dollars or more, whether in the form of money, services, loans, travel, entertainment, hospitality, et cetera, under circumstances in which it could reasonably be inferred that the gift was intended to influence the performance of their duties. However, the Board of Education welcomes the writing of letters or notes to staff members expressing gratitude or appreciation.

Gifts that are intended for the benefit of the District should be referred to the District Administrator or their designee for proper processing in accordance with state law and the District's policy 5230 (Acceptance of Gifts, Grants, and Bequests to the School District).

Employees may accept items or services of insignificant value. Teachers may only accept gifts from students if they are no more than token/nominal monetary value.

Gifts from any employee to a student are strongly discouraged and are inappropriate if the item is of more than token/nominal value.

### **6.4 Discipline**

Administrators may use a number of methods to motivate, correct, and/or discipline employees, including but not limited to warnings, reprimands, suspension with or without pay, and termination/discharge, as determined to be appropriate in each individual circumstance and as outlined in a collective bargaining agreement or contract (if applicable).

Discipline may be used to correct employee behavioral or performance problems. However, there may be situations where the severity or seriousness of the offense justifies the omission of one or more of the steps in this process. There may be instances in which the severity of an offense warrants dismissal from employment even if no prior remedial or disciplinary steps or interventions had occurred.

Employees always have the opportunity to respond to disciplinary action in writing to the supervisor or department which notifies the employee of the action.

## 6.5 Removal

If an employee is suspected of violating the District's policies, procedures, or work rules they may be placed on administrative leave with or without pay, pending an investigation of the situation. The Lockport City School District provides an opportunity for an employee to state their response to being terminated, in the event that disciplinary action results in termination.

## 6.6 Lesson Plans/ID Badge/Key Fob/Mail

### Lesson Plans

Lesson planning must be thorough and timely (written at least one week in advance) and must be aligned to the district curriculum. Lesson plans must be visible and available for reference at all times. Written plans may be required to be submitted to a supervisor at the supervisor's request. Teachers and instructional support staff members will be expected to use adopted strategies and materials and to request support from the building administrator if obstacles to doing so present themselves. **Lesson plans, class rosters, student medical condition, IEPs/504 Plans and seating charts must be made available to substitutes.** In addition, all staff must prepare and make available a substitute folder with pertinent information to assist the substitute in performing the expected job duties.

### Identification Badge

Employees will be provided with an identification badge upon hire. **Employees must wear the badge at all times during work hours and at school sponsored events.**

### Key Fob

Employees shall be provided with such keys/fobs as are necessary for the fulfillment of their duties and responsibilities. Keys/fobs may not be used to gain access to any area the person is not specifically authorized to enter. Any additional keys that need to be made due to a shortage of keys must be placed on a work order request form and be approved by the Superintendent or designee. Yearly building check out procedures will include an inventory of keys/fobs. Under no circumstances are keys/fobs to be duplicated or given to others without the approval of the Superintendent or Designee.

When an individual terminates their employment with the district all keys/fobs must be returned on their last day of employment unless other individual arrangements have been made with the building administrator. If keys are not returned a fee may be assessed.

In general, staff are only authorized to enter district buildings during assigned work hours and assigned hours of their specific key fob access according to the key fob schedule approved by the District Facilities Committee. Coaches will be provided additional building access only during assigned athletic seasons and only for purposes of completing tasks specific to coaching of their BOE approved sport. A staff member needing access to a school building after their regular work shift and key fob access has concluded should communicate this request with a building administrator and the Head Custodian via email and/or in person. This access will be limited to Mondays – Fridays when school is in session. A staff member needing access to a school

building requiring a change to key fob access is required to email the building principal and Assistant Superintendent for Personnel. An email response will be provided and a change to key fob access will be specific to the request and may need to be reviewed by the District Facilities Committee. Availability of custodial staff may impact staff access to buildings. These special circumstances will be limited in scope and infrequently approved. Any entering of any building for purposes or times other than those outlined in this document will be considered unauthorized and may be subject to discipline.

### Mail

Mail is delivered daily to all buildings in the school system. A distribution center is located in each building and staff members are urged to stop at their building's distribution center each day to retrieve mail, daily announcements, and bulletins. **STUDENTS ARE NOT PERMITTED TO RETRIEVE STAFF/FACULTY MAIL.**

## **6.7 Communication** (refer to District's Acceptable Use Policy for additional detail)

### Telephones

Telephones are available to all school personnel. School-related long distance calls must receive administrative approval. All incoming messages received for employees are referred to the Main Office. The schools will accept emergency calls only. Cell/classroom phone usage by staff is restricted to planning times, break times and lunch. **There is to be no cell/classroom phone usage while performing the primary duties for which employees were hired.**

### E-mail

All employees shall use their Lockport City School District assigned email accounts to conduct school/district business. It is expected that all staff check email at least one time daily. Email communication will be used during scheduled recess periods. Employees are encouraged to also check email during these periods. **District email should not be used to conduct personal business or communications.**

### Bulletin Boards

The District does provide bulletin boards, located in strategic areas in each school building. A separate bulletin board is not provided for Union notices. Employees should read the notices posted on the bulletin boards. These notices are important to employment. Permission must be obtained from the Main Office before putting anything on the bulletin board.

### Social Media

All employees, faculty and staff of this school district who participate in social networking websites such as, but not limited to, Twitter, Instagram, and /or FaceBook, shall not post any data, documents, photos or inappropriate information on any website that might result in a disruption of classroom activity. The determination of appropriateness will be made by the Superintendent or designee. Employees, faculty and staff shall not give social networking website passwords to students. Fraternalization via the internet between employees, faculty or staff and students is prohibited and violation of any of these policies may result in disciplinary action, up to and including termination. Access to social networking websites for individual use during

school hours is prohibited. Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites.

## **6.8 Charges/Convictions for Active Employees**

All District employees shall notify their immediate supervisor or administrator as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below: A) Crimes involving school property or funds; B) Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator; C) Crimes that occur wholly or in part on school property or at a school-sponsored activity; D) A misdemeanor which involves moral turpitude (e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community); or E) A misdemeanor which violates the public trust. The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. Such a report shall be made as soon as possible., but in no circumstance more than three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest or indictment shall not be an automatic basis for an adverse employment action. Conviction of a non-felonious crime shall not be an automatic basis for an adverse employment action. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a non-felonious crime during employment with the District: A) the nature of the offense; B) The date of the offense; C) The relationship between the offense and the position to which the employee is assigned. For any employee who is convicted of a felony and has not been pardoned, the District shall have discretion to terminate that individual's employment or to non-renew their contract. Nothing herein shall prohibit the District from placing an employee on administrative leave or from suspending an employee based upon an arrest, indictment or conviction.

## **SECTION 7 – RIGHT TO REVIEW**

### **7.1 Appeals Process**

The Lockport City School District does not discriminate on the basis of sex, in the educational programs or activities, which it operates, and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of nondiscrimination includes the following areas: recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational programs, course offerings, student activities and athletic programs. Vocational education opportunities will be offered without regard to sex, race, color, national origin or handicap. The Lockport City School

District has a grievance procedure that provides for prompt and equitable resolution of complaints alleging such discrimination. See district policy for details on the grievance process.

## **SECTION 8 – MISCELLANEOUS**

### **8.1 Accident/Injuries on the Job**

#### **Students**

Students who are hurt should not be left unattended. To get assistance, use a walkie-talkie to page the school nurse or send a student or bystander. Use first aid if necessary. Always practice Universal Precautions. All student accidents must be reported on an official Accident Report Form. It is the responsibility of the person in charge (teacher or support staff) at the time of the injury to:

1. Call for help if the injury is serious or send the student to the nurse.
2. Complete an official Accident Report Form.
3. Submit the accident report form to the nurse.

Ambulance services are available to the school, but only when coordinated through the supervisor in charge or nurse if on duty or supervisor/advisor for extra-curricular events and activities.

#### **Staff**

The School District is committed to providing a hazard-free environment for all students, employees and the general public and willingly complies with all occupational safety and health regulations.

If an employee becomes involved in an accident on the job, no matter how slight, the employee should report it to the school nurse immediately and complete the Accident Report Form and Workers' Compensation Forms on file in the Main Office of each building. The school nurse will file reports with the supervisor. All paperwork concerning accidents occurring during performance of a normal job must be completed within 24 hours. The District is responsible for filing the claim with the Chairman of the Workers' Compensation Board. The following is an excerpt from Section 110 of Workers' Compensation Law: "Within ten days after the occurrence of an accident resulting in personal injury, which shall cause a loss of time from regular duties beyond the working day or shift on which the accident occurred, or which shall require medical treatment beyond ordinary first aid, or more than two treatments by a physician or person rendering first aid, a report thereof shall be made in writing by the employer to the Workers' compensation Board upon blanks (Form C-2F) to be procured from the Chairman for that purpose."

### **8.2 Weather/Emergency Closing Policy**

The best resource for information on school delays and closings is the Lockport City School District website at <http://www.lockportschools.org/>. Information will also be available through [Facebook](#), [Twitter](#), local media, and through texting notifications.

### **8.3 Discrimination and Harassment Policy**

The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of illegal discrimination, including harassment. The District shall not tolerate harassment based on any personal characteristic. Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with an employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful and also specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing District employees in the workplace. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following: A) Unwelcome sexual advances comments or innuendos; B) Physical or verbal abuse; C) Jokes, insults or slurs directed toward the protected groups set forth above (Such comments are unacceptable whether or not the individual within the protected class is present in the workplace to overhear them and whether or not a member of a class professes to tolerate such remarks; D) taunting based on personal characteristics described above intended to provoke an employee; and/or E) Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc. All employees are responsible for ensuring that discrimination and harassment do not occur. It is the intent of the District to comply with both the letter and spirit of the law in making certain illegal discrimination, including discrimination on the basis of reproductive health decision making. Anyone who believes that they have been the subject of discrimination or harassment or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures. All reports regarding employee discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee discrimination or harassment. Actions that result in discrimination on a basis not related to an employee's job performance or those that are determined to be harassment shall be subject to disciplinary action, up to and including dismissal. All employees have a duty to report incidents of potential discrimination or alleged harassment to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of potential discrimination or alleged harassment, as described above, may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

### **8.4 Drug-Free Workplace Policy**

Lockport City School District has adopted a Drug Free Workplace Policy. The unlawful possession, dispensing, distribution, manufacture, sale or use of controlled substances and alcohol by a Lockport City School District employee is prohibited in the workplace, on school

premises or as part of any Lockport City School District activity. Being under the influence of controlled substances and/or alcohol by an employee is prohibited in the workplace, on the school premises or any part of a Lockport City School District activity. Employees are required to notify their supervisor within five (5) days if they are convicted of a criminal controlled-drug statute violation occurring in the workplace. Failure by an employee to report such a conviction may be grounds for disciplinary action. Supervisors who become aware of a conviction of an employee for a criminal controlled-drug statute violation occurring in the workplace should immediately notify the Personnel Department. Violation of this policy will result in disciplinary action, up to and including discharge or termination, and referral to law enforcement.

### **8.5 Smoking Policy**

Smoking is prohibited on any property owned or leased by the Lockport City School District as well as in any vehicle owned or insured by LCSD. All employees, students and visitors are prohibited from smoking on district property and in district vehicles. Use of tobacco, tobacco products, E-cigarettes (electronic) and E-cigarette products at all District sites is prohibited.

### **8.6 Personal Property Policy**

The Lockport City School District does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, the District advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them.

Lockers, desks, cabinets, computers (including computer systems, hardware, software, and/or e-mail), other equipment and/or storage spaces may be provided for use by employees. Such lockers, desks, cabinets, computers (including computer systems, hardware, software, and/or e-mail), other equipment and/or storage spaces remain exclusively the property of the Lockport City School District. No employee has any expectation of privacy in any Lockport City School District locker, desk, cabinet, computer (including computer systems, hardware, software, and/or e-mail), any other equipment and/or storage spaces. Lockers, desks, cabinets, computers (including computer systems, hardware, software, and/or e-mail), any other equipment and/or storage spaces may be accessed and searched at any time.

### **8.7 Employee Technology/Social Media**

#### **Employee Technology Acceptable Use**

The use of district technology resources is a privilege granted to employees for the enhancement of job-related functions. Employees may have limited access to these resources for personal use, if they comply with the professional standards and the district's acceptable use policies. Violations of this policy may result in the revocation of this privilege. Employees may also face disciplinary action up to and including termination/discharge, civil litigation, and/or criminal prosecution for misuse of these resources.



The Lockport City School District does not attempt to articulate all possible violations of this policy. In general, users are expected to use District computers and computer networks in a responsible, polite, and professional manner.

The District provides staff with access to information technology and communication resources to accomplish its mission of educating students, and use of the same shall be carried out in a responsible manner in accordance with established Board policies. Among the resources within the scope of this policy and its implementing rules are the following: internet, telephones (including cell phones and the voicemail system), computers (whether used on or off campus), scanning devices, fax machines, digital communications (including email and social media sites), wireless access points, printers, cameras, personal digital assistants (pda's), removable storage devices, and any other device or equipment that the District reasonably deems to fall within the scope of this policy.

Users of District information technology and communications resources shall have no expectation of privacy with respect to such use. Consequently, all software, email, voicemail, files, digital communications, and other information or documents used, generated, transmitted or received over District data, voice or video networks, or stored on District equipment, are the property of the District. The District retains the right to review, monitor, audit, intercept, access and disclose all messages or information created, received or sent over District data, voice or video networks, or stored on its equipment. Additionally, email messages, text messages, and other documents created or received by staff may be subject to release in accordance with applicable public records law.

The administration shall create and enforce rules for use of information technology and communication resources. Policy or rule violations may result in one or more of the following: (1) restriction of access to District information technology and communication resources without hindering the instructional process; (2) appropriate disciplinary action, up to and including discharge; and (3) referral of the matter to law enforcement authorities. At all times, staff should be aware that use of District resources is a privilege, not a right, and that privilege may be restricted or revoked at any time.

The School Board encourages the District's staff to make use of internet tools and applications (such as social networks, blogs, wikis, internet-based multi-media applications, collaboration tools, and advanced learning management applications) for the purposes of (1) engaging in professional development and professional collaboration activities; and (2) enhancing student learning and instruction, provided that the use of such tools and applications is consistent with this policy and with such other requirements and expectations as may be established by the Board, the Superintendent, or the Superintendent's designee.

Paramount principles that shall guide all staff members' activities and conduct in connection with the use of internet tools and all other electronic media include the following:

- Any time a staff member is participating in a technology-facilitated communication, collaboration, exercise, or other activity in connection with their responsibilities as a school district employee, the employee is expected to conduct themselves in a courteous

and professional manner that is consistent with the District’s general rules and expectations for appropriate workplace conduct and acceptable use of technology.

- Maintaining professional boundaries in all forms of technology-facilitated communication with students—including but not limited to the consistent use of a formal, courteous, and professional tone and limiting such communication to exchanges that are within the scope of the employee’s job responsibilities—is vital to maintaining appropriate professional relationships with students and to maintaining the community’s trust in the schools.
- All District-provided or District-authorized technology tools and applications are provided to further the mission, vision, goals and policies of the District; and, as such, they remain under the ultimate control of the Board and District administration at all times.
- When such tools and applications are used in connection with student learning, they shall be considered an extension of the District’s educational curriculum. Employees shall use such tools and applications in connection with and to accomplish their assigned duties and responsibilities, and not as a forum for self-directed personal expression. Employees shall not have an expectation of privacy in connection with their use of any District-related form of electronic media. When “off duty” or when otherwise using technology resources in their private capacities away from the District, employees are held to the same standards in their public use of electronic media (including but not limited to social media) as they are held to in connection with their other off-duty, public conduct. Where there is a sufficient nexus between off-duty conduct and an employee’s work-related role and responsibilities, there can be employment-related consequences for off-duty conduct that violates the law, that violates District policy or other work directives, that is harmful to persons in the school community, or that otherwise interferes with the employee’s ability to effectively perform their job duties. Accordingly, as an example, each employee is responsible for all content appearing on all personal websites and social media accounts maintained or controlled by the employee, and for establishing and monitoring privacy settings on any personal websites and other electronic accounts that are appropriate for the nature of content provided therein.
- In the event that any employee proposes a use of any electronic media application or tool for instructional purposes that is prohibited by current policy or by current administrative rules, the employee may request a meeting with the District Technology Coordinator to consider alternative options or the possibility of pursuing a modification or exemption from the applicable policy or rule to enable an innovative and viable project.

### **Social Media**

Social media technology can serve as a powerful tool to enhance education, communication, and learning. This technology can provide both educational and professional benefits, including preparing Lockport City School District students to succeed in their educational and career endeavors.

The district is committed to ensuring that all Lockport City School District stakeholders who utilize social media technology for professional purposes, including staff and students, do so in a safe and responsible manner. Lockport City School District strives to create professional social media environments that mirror the academically supportive environments of our schools.

Social Media training will be provided to give guidance regarding recommended practices for professional social media communication between Lockport City School District employees, as well as social media communication between Lockport City School District employees and Lockport City School District students.

In recognition of the public and pervasive nature of social media communications, as well as the fact that in this digital era, the lines between professional and personal endeavors are sometimes blurred, the Social Media training will also address recommended practices for use of personal social media by Lockport City School District staff.

## **8.8 Reasonable Accommodations**

The District makes reasonable accommodations to qualified employees with disabilities for the performance of essential job functions without undue hardship to the District. Accommodations are reviewed case by case in accordance with the Americans with Disabilities Act (ADA) and any state or local laws that prohibit disability discrimination. Employees are required to complete authorization forms and secure medical documentation as part of this process. Contact the Personnel office for questions or assistance.

## **8.9 Fraternization**

### Fraternization

Consensual personal relationships of a romantic or sexual nature between co-workers who are not in a direct or indirect supervisory relationship are not of concern to the District unless conduct associated with that relationship:

- Constitutes sexual harassment or discrimination,
- Affects an employee's job evaluation or treatment,
- Interferes with productivity or harmonious work relationships within the workplace.

Consensual dating relationships between a Manager and an employee when the Manager directly or indirectly supervises are inappropriate in the workplace and are inconsistent with the District's management philosophy as well as the Manager's role and responsibilities. Staff members who have a familial or personal relationship are not permitted to serve in a supervisor/subordinate capacity.

### Staff/Student Non-Fraternization

Adults who have contact with children and adolescents through school activities have the responsibility not to betray or misuse their privileged position and shall never take advantage of students' vulnerability or of their confidence. It is the policy of the Board of Education to prohibit any sexual relationship, contact or sexually nuanced behavior or communication between a staff member and a student, while the student is enrolled in the school system. The prohibition extends to students of the opposite sex or the same sex as the staff member, and applies regardless of whether the student or the staff member is the initiator of the behavior and whether or not the student welcomes or reciprocates the attention.

### Staff Guidelines for Non-Fraternization

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines:

1. Staff members shall not make derogatory comments to students regarding the school and/or staff.
2. Staff members shall not exchange gifts with students.
3. Staff-sponsored parties, at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not text students nor participate in any student blogs. The use of a secured application like Remind may be approved following discussion with an administrator.
6. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
7. Staff members shall not date students. Sexual relations with students, regardless of age and/or consent, are prohibited and will result in dismissal and criminal prosecution.
8. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
9. Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.
10. Staff members shall not send students on personal errands.
11. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
12. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but instead, should refer the student to appropriate school personnel or agency for assistance, pursuant to law and Board policy.
13. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

### **8.10 Copyright Policy**

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff. Infringement on copyrighted material, whether prose, poetry, graphic images, music, audiotapes, video or computer-programmed materials is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff. All reproduction of copyrighted materials shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as 'fair use' under federal law, permission must be acquired from the copyright owner prior to reproduction

of materials in any form. Employees are further advised that copyright provisions apply to all forms of digital media.

There is a separate part of copyright law that governs the showing of videos in classrooms. Staff must obey the following in these circumstances when using videos:

- 1) During face to face teaching (not as an activity on the last day of school or the day before a holiday vacation)
- 2) When viewed in a classroom or other place of instruction (not in the cafeteria, auditorium, or playground)
- 3) With a lawfully made version of the video
- 4) As a regular part of instruction and directly related to content being taught

School buildings or districts must have public performance rights to show videos outside of class and in a public setting for non-teaching reasons.

Television programs are protected by federal copyright laws as well. As a general rule, television programs can legally be recorded and shown to students only with the copyright owner's permission. Staff must obey the following:

- 1) Only programs broadcast to the general public can be recorded. This does not include programs broadcast on Showtime, HBO, Disney Channel and/or ESPN.
- 2) A teacher who wants a particular program should ask the school to record it and place it on the district-supported system.
- 3) The program may only be used during the 10 consecutive days following the date of recording and can only be shown in an instructional setting.
- 4) The recording may not be altered in any way.
- 5) The recording must be destroyed no later than 45 calendar days after the recording was made.

### **8.11 Breaks for Expression of Breast Milk**

Upon written request to the district, the District shall provide reasonable breaks for an employee to express breast milk for her nursing child for up to three years after the child's birth each time such employee has the need to express milk. For members of the professional teaching staff, "reasonable break time" generally means periods during the day when they are not engaged in instruction with students. In addition, employers must provide reasonable unpaid break time (no less than twenty minutes each) for their employees to express breast milk. Employees may be permitted to work before or after their regular schedule to make up any time used as an unpaid break as long as this falls within the employer's normal work hours. Furthermore, the District shall provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. Employers must notify all employees in writing when a location has been designated for breast milk expression. Non-exempt employees under the Fair Labor Standards Act shall not be compensated for any break taken for the purposes of expressing milk, unless such break would otherwise be compensable. Non-exempt employees shall not engage in any work-related activities during breaks used to express milk.

## **8.12 District Property/Equipment/Storage Spaces**

Lockers, desks, cabinets, computers, (including computer systems, hardware, software, and/or email) other equipment, and/or other storage spaces may be provided for use by employees and/or students. Such lockers, desks, cabinets, computers (including computer systems, hardware, software, and email), other equipment, and other storage spaces remain exclusively the property of the Lockport City School District. No employee or student has any expectation of privacy in any Lockport City School District locker, desk, cabinet, computer (including computer systems, hardware, software, and email), any other equipment, or any other storage spaces.

Lockers, desks, cabinets, computers (including computer systems, hardware, software, email), any other equipment, and any other storage space may be accessed and searched at any time.

The Lockport City School District does not assume responsibility for loss of or damage to any personal property kept in desks, lockers, cabinets, or any other storage spaces.

## **SECTION 9 – ADDITIONAL MEMOS AND FORMS**

### **9.1 Expense Reimbursement**

Expenses are reimbursed only if they have been pre-approved by the appropriate district administrative personnel. Please attach itemized receipts to a completed claim form and submit to the appropriate supervisor.

### **9.2 Conference Attendance**

The Lockport City School District is committed to providing staff with a variety of options for professional development. To expedite the often cumbersome task of pre-registration, prepayment and transportation coordination, guidelines outlined in District Policy 6160 must be followed. Failure to do so will slow the process and may jeopardize attendance, payment, and reimbursement of expenses. All employees are required to complete appropriate conference paperwork. Prior approval will be needed from the immediate supervisor and central office.

### **9.3 District Plans**

The District engages in planning at every level. For copies of District level plans such as the Strategy Plan, the CR-Part 154, the Technology Plan, the Annual Professional Performance Review, the Professional Development Plan, etc., please contact the appropriate administrator or visit the District website at [www.lockportschools.org](http://www.lockportschools.org).

### **9.4 Name and Address Changes**

It is important that employment and payroll records be kept current. Employees must notify the Personnel Office if there are ever any changes to name, address, home telephone number,

cellular telephone number, marital status, emergency contact, or beneficiary. The form to process a change of personal information can be found on the district website.

## **9.5 Management Rights**

Delineation of Management Rights retains all rights of possession, care, control and management that it has by law, and retains the right to exercise these functions. The exercise of such powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulation and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the precise extent such functions and rights are explicitly, clearly and unequivocally restricted by the express terms of this Handbook/individual contracts and then only to the extent such specific and express terms hereof are in conformance with the constitution and laws of the State of New York and the United States. These rights include, but are not limited by enumeration to, the following rights: A) To direct all operations of the school system; B) To establish and require observance of reasonable work rules and schedules of work; C) To hire, promote, transfer, schedule and assign employees in positions within the school system; D) To suspend, discharge and take other disciplinary action against employees; E) To relieve employees from their duties because of lack of work or any other legitimate reason; F) To maintain efficiency of school system operations; G) To take whatever action is necessary to comply with state or federal law, or to comply with state or federal court or agency decisions or orders; H) To introduce new or improved methods or facilities; I) To select employees, establish quality standards and evaluate employee performance; J) To determine the methods, means and personnel by which school system operations are to be conducted; K) To take whatever action is necessary to carry out the functions of the school system in situations of emergency; L) To determine the educational policies of the District; and M) To contract out for goods and services. This section does not describe any rights of the Association or of employee(s). Accordingly, the Association and/or an employee(s), may not base any charge of a Handbook violation under the District's grievance process Board policy 6122 or any other forum solely on this section.

## **SECTION 10 – RESPONSIBILITIES**

### **10.1 In-Service Training/Professional Development**

The District may require teachers to attend in-service and other training, either of which may occur outside of the employee's regular hours of work. Teachers directed to attend sessions conducted during the regular workday must attend. Any conflicts must be communicated to the applicable administrator as soon as possible.

### **10.2 Staff Meetings**

All staff are expected to attend at least one monthly faculty meeting and one monthly or quarterly (as defined on department chairperson position descriptions) department meetings as directed and scheduled by an administrator. Staff who have a co-curricular activity conflict or have pre-approved coursework to attend may be excused at the discretion of the building

administrator. Such conflict should be communicated to the applicable administrator as soon as possible before the date of the meeting.

### **10.3 Administering Medication to Students**

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (Ex: Epipen) and medication for diabetes management, according to district policy and procedures. A student who must take any other medication during the school day must bring a written request from their parent or legal guardian and the medicine in its original and properly labeled container to the nurse's office.

### **10.4 Mandatory Training**

All employees are required to participate in an annual training session. Employees will be considered to have attended if they have signed the attendance sheet distributed during an in-person training session or completed the requirements as outlined in the online training sessions.

### **10.5 Confidentiality**

Student information employees obtain as a result of their employment with the District is considered confidential and protected by law unless such information has been designated as pupil directory data as outlined in Board policy. The law and respect for our students require that student issues are ONLY discussed with employees and parents/legal guardians who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records should be directed to the appropriate office and/or administrator.

## **SECTION 11 – EMPLOYEE ACKNOWLEDGEMENT**

By opening this document in Google, I acknowledge that I have received a copy of the Lockport City School District Employee Handbook, which describes important information about the Lockport City School District, and understand that I should consult the Personnel Department if I have questions. I have entered into employment with Lockport City School District voluntarily and acknowledge that it is for no specified length of time. I understand that neither this Employee Handbook nor any other Lockport City School District policy, practice or procedure is intended to provide any contractual obligations related to continued employment, compensation or employment contract.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the Employee Handbook may occur, except to Lockport City School District policy of employment-at-will. I understand that Lockport City School District may change, modify, suspend, interpret or cancel, in whole or part, any of the published or unpublished personnel policies or practices, with or without notice, at its sole discretion, without giving cause or justification to any employee except as authorized in contract language. Such



revised information may supersede, modify or eliminate existing policies. The Lockport City School District Personnel Department shall have sole authority to add, delete or adopt revisions to the policies in this Employee Handbook except as authorized in contract language.

I understand and agree that I will read and comply with the policies contained in this Manual and any revisions, am bound by the provisions contained therein, and that my continued employment is contingent on following those policies.

**APPENDICES**

• **CONTACT LIST - WHO DOES WHAT.....**

<b><u>Item</u></b>	<b><u>Contact</u></b>	<b><u>Secondary Contact</u></b>
<b>BOARD OF EDUCATION/SUPERINTENDENT</b>		
BOE Information	Bonnie Baudendistle x-4838	Laurie Banko x-4828
911 call in building	Bonnie Baudendistle x-4838	Lisa Schrader x-4826
Superintendent's Hearings	Russ Buckley x-4629	Bonnie Baudendistle x-4838
<b>EDUCATIONAL SERVICES</b>		
Conference Requests - travel/mileage	Becky Flick x-4836	Marianne Currie-Hall x-4860
CTLE	Marianne Currie-Hall x-4860	Lisa Schrader x-4826
District Field Trips	Becky Flick x-4836	Marianne Currie-Hall x-4860
Professional Development	Marianne Currie-Hall x-4860	Becky Flick x-4836
<b>FACILITIES</b>		
Custodial	Jim Kerrison x-4604	Tim Parker x-4603
Maintenance	Kevin Guay x-4602	Tim Parker x-4603
Telephone Service	Hannorah Smith x-4601	Tim Parker x-4603
Fire Drills/Safety Drills	Kevin Guay x-4602	ON BOCES Jim Coombs 716-417-4975
Vandalism	Tim Parker x-4603	Kevin Guay x-4602
<b>FINANCE/BUSINESS/TRANSPORTATION/FOOD SERVICE</b>		
Building Use-ML Scheduler	Jim Kerrison x-4601	Deborah Coder x-4628
Transportation Eligibility/Routing	Kevin Love x-4837	Debbie Coder x-4828
Transportation STA/Ridge Road 716-246-4265	Jeanne - LHS, EB, Agency, 716-246-4434 Jim - LHSW, AMJHS, AM, GS, RBK, Nonpublic, Charter, 716-608-9617	

	Becky - CU, 716-246-4265 Mary - driver concerns, 716-246-4265		
Purchase Orders	Jenn Rice	x-4801	
Payroll	Karen Schleicher	x-4840	Chris Dumond x-4803
Accounts Payable	Tammy Prentice	x-4857	Nicki Ganz x-4802
Food Service	Tom Hagearty Patty Noonan	x-4804 x-4805	Debbie Coder x-4828
Budget-general fund Budget-grants Budget-development	Chris Dumond Kris Woodcock Deborah Coder	x-4803 x-4849 x-4828	Nicki Ganz x-4802 Nicki Ganz x-4802
Worker's Compensation	Kerry Seeloff	x-4856	Deborah Coder x-4828
Health Insurance	Kerry Seeloff	x-4856	Debbie Coder x-4828
Tax Collection	Chris Dumond	x-4803	
School Age STACS/Tuition Billing Pre-School STACS	Jennifer Rice Sabrina Kaluzny	x-4852 x-4810	Michelle Martin x-4821
HUMAN RESOURCES			
Policy	Lisa Schrader	x-4826	
APPR	Lisa Schrader	x-4826	
edocrina	Lisa Schrader	x-4826	
Title IX-student Title IX-staff	Russ Buckley Lisa Schrader	x-4629 x-4826	Bernie Smith x-4722
Absence Management	TBD 1-800-424-1918		
GRANTS & DISTRICT/COMMUNITY PROGRAMS			
Consolidated Application (Title IA, Title ID, Title IIA, Title III ELL, Title IVA)	Kris Woodcock	x-4849	Holly Dickinson x-4827
Farm to School Program	Heather Scharping	x-4447	Kris Woodcock x-4849
ARPA	Holly Dickinson	x-4827	Kris Woodcock x-4849
All Grant Related Questions	Kris Woodcock	x-4849	Holly Dickinson x-4827

Fundraising & Donations	Holly Dickinson	x-4827	Kris Woodcock	x-4849
Community Programs	Holly Dickinson	x-4827	Kris Woodcock	x-4849
Community Volunteerism	Holly Dickinson	x-4827	Kris Woodcock	x-4849
STUDENT SERVICES				
504	Amanda Bennett	x-4624	Amy Baes	x-4623
Homeless/McKinney Vento/Temporarily Housed	Kathryn Celotto Lena Wall Emma Hesch Katherine Garey Jennifer Langendorfer Vanessa Patterson Bancroft Hannah Moore		Amanda Bennett	x-4624
Residency	Amanda Bennett	x-4624	Deborah Coder	x-4844
Medical request for home teaching or bussing	Amanda Bennett	x-4624		
ESL	Amanda Bennett	x-4624		
Translations/Interpreters	LHS - Jamie Burke LHSW-Beth Rose CU-Theresa D'Onofrio AM-Kris Adams GS-Jeanne Corrallo RBK-Sara Krystaf EB-Diane Schwiabold AMJHS-Beth Mitchell Sped: Sabrina Kaluzny-PreK Megan Gala-K-6 Michele Martin 7-12 Katie Covey, Agency, BOCES			
Response to Intervention	Amanda Bennett	x-4624		
UPK/Preschool	Debbie Rogalski	x-4765	Amanda Bennett	x-4824
Home Schooling (parent)	Amy Baes	x-4623	Amanda Bennett	x-4626
Nursing/Medical	Heather Scharping	x-4447	Lisa Dannebrock	x-4418
Central Registration	Angela Goodman Jennifer Wieland	x-4817 x-4811	Amanda Bennett	x-4624

Special Requests for K-4	Amy Baes	x-4623	Amanda Bennett	x-4624
TECHNOLOGY				
Technology Help Desk, Service	Monica LaPorte	x-4646	Rob LiPuma	x-4640
Technology Supplies, Support, Password reset	William Bisher	x-4485		
Privacy & Electronic Security Issues	Rob LiPuma	x-4640		
Website & Communications	Bridget Licata	x-4488	Rob LiPuma	x-4640
District Calendar online	Bridget Licata	x-4488		
Data & Assessment Reporting	William Bisher	x-4485	Rob LiPuma	x-4640
ATHLETIC OFFICE				
Wellness	Heather Scharping x-4447		Lisa Dannebrock	x-4418
Athletic Office	Chelsea Gailor	x-4474	Mike Sobieraski	x-4473
SPECIAL EDUCATION OFFICE				
Director of Special Education (Overall Questions)	Erik Vohwinkel	x-4809		
Equipment, Speech and School Psychologist Protocol Ordering	Kaylen Haimerl Account Clerk	x-4825	Michele Martin School Secretary	x-4821
Medicaid - new scripts 21-22, Billing Cycle Approval, Cost Report Support - Medicaid (Transportation, Skilled Nursing Tracking, Error Report and Missing Scripts)	Lisa Urtel School Secretary II	x-4833	Lisa Schrader	x-4826
Linking with Access VR and OPWDD (work experiences and vocational skills classes at Lockport High School)	Judy Arlington Transition Specialist	x-4496	Erik Vohwinkel Director of Special Education	x-4809
CPSE Preschool Services EI to Preschool Transition	Jennifer Billman Chairperson	x-4822	Erik Vohwinkel Director of Special Education	x-4809
CPSE Secretary	Sabrina Kaluzny Secretary	x-4810	Jennifer Billman Chairperson	x-4822

Preschool Evaluations and Clerical Tasks, Preschool STACS			
CSE K-4	Rebecca Allen x-4839	Megan Gala Secretary x- 4807	
CSE 5-6	Ashley Moscato Psychologist/ CSE x-4570	Megan Gala Secretary x- 4807	
CSE 7-8	Lindsey Hirsch Chairperson/School Psychologist x-4717	Michele Martin Secretary x-4821	
CSE 9-12 West and HS Niagara County Jail	Suzanne Vansice Chairperson x-4492	Michele Martin Secretary x-4821	
BOCES/Agency CSE	Debra Bramson Chairperson x-4843	Katie Covey - Secretary x- 4853	
DeSales and Charter Schools	Lindsey Hirsch Chairperson x-4717	Michele Martin Secretary - DeSales x-4821	
Processing of 611/619 Grants, Budget, Conference Requests, Mileage, Absence reporting, Extra Duty Forms	Kaylen Haimerl Account Clerk x-4825	Michele Martin Secretary x-4821	
Enrollment - Special Ed	Megan Gala - Secretary x- 4807	Michele Martin Secretary x-4821	
Enrollment Verification for BOCES and Agencies including transportation	Katie Covey - Secretary x- 4853	Michele Martin Secretary x-4821	
End of Year/Beds NYSED Reporting, State Aid Reporting, Processing of 611/619 grants	Michele Martin Secretary x-4821	Kaylen Haimerl Account Clerk x-4825	

- **IMPORTANT PHONE NUMBERS:**

- ABSENCE MANAGEMENT 1-800-942-3767  
Help Desk – 1-800-424-1918 (TBD)
- CREDIT UNION (Lockport Schools Federal CU) (716) 433-7740
- EMPLOYEE RETIREMENT SYSTEM 1-866-805-0990
- TEACHERS RETIREMENT SYSTEM 1-800-348-7293 Ext. 6190
- HIGHMARK/BCBS of WNY (716) 887-6900
- UNION PRESIDENTS  
  
LASA – Holly Dickinson – (716) 716-438-8815  
LEA - Scott Reddinger - 716-946-0095  
LSEA - Brian Hopkins (716) 696-2541  
LSTU – Terry Harmon 716-622-2665
- CHILD ABUSE HOTLINE 1-800-422-4453
- LOCKPORT POLICE DEPARTMENT (716) 433-7700 or **911**
- NIAGARA COUNTY SHERIFF’S DEPARTMENT (716) 438-3393