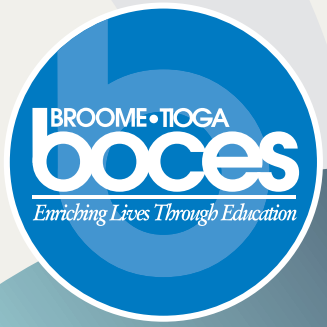
EMPLOYEE HAND BOOK
2025-2026



Enriching lives through education

Broome-Tioga
Board of Cooperative
Educational Services

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Purpose of this handbook

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with Broome-Tioga BOCES.

However, because we cannot anticipate every situation or answer every question about employment, this handbook should not be construed as an employment contract and is not intended to create contractual obligations of any kind.

History and philosophy of Broome-Tioga BOCES

With the creation of Boards of Cooperative Educational Services (BOCES) in 1948, the New York State Legislature gave public schools a unique mechanism for sharing services. Broome-Tioga BOCES was established in 1954 and is a cooperative and voluntary association of 15 school districts offering services to thousands of students and instructional staff members throughout the region. Member school districts participate in specific programs and services on a cost-sharing basis.

From enrichment programs to computer services to occupational training and special education, BOCES works with public schools and community agencies to enrich lives through education. BOCES is dedicated to the principle that any person or agency that comes in contact with BOCES will be better as a result.

BOCES mission, values, core beliefs

"Enriching Lives Through Education"

To achieve this mission, Broome-Tioga BOCES has identified a series of values to guide behavior and serve as a framework for organizational and individual decision-making. These values form a template for gauging the personal characteristics we desire of every individual associated with BOCES.

- Respect and support for every individual
- Personal commitment
- A positive learning and working environment

Additionally, BOCES has defined a series of core values that represent our beliefs regarding how Broome-Tioga BOCES should operate as an organization. We are committed to pursuing these values and to organizing our systems and processes in ways that are consistent with our quality principles.

· Students are our first priority.

· Employees are our most valuable resource.

· Cultivating diversity, equity and inclusion, and guarding against bias are essential.

· Everyone is treated with dignity and respect.

· All employees will exhibit professionalism, integrity and excellence.

· Creativity and continuous improvement are crucial to everything we do.

· A safe, challenging and nurturing environment supports learning.

· All can learn and grow academically, socially and emotionally.

· Customer service and collaboration are key to being a successful and trusted partner.

Employment matters

Bargaining unit representation

Many Broome-Tioga BOCES employees are represented by designated bargaining units. The bargaining units affiliated with Broome-Tioga BOCES are:

- **Association of United Paraprofessionals (AUP)**
- **BOCES Management Association (BMA)**
- **BOCES Support Services Association (BSSA)**
- **BOCES Teachers Association (BTA)**
- **Information Technology Professional Association (ITPA)**

Note: Those employees in a job title not covered by a union contract should consult with the human resources department.

Conflicts with labor agreements

Whenever this handbook and a particular collective bargaining agreement conflict, the language of the collective bargaining agreement shall apply for those employees whose job titles are covered by the agreement with the conflict.

Equal employment opportunity

In compliance with Board Policy 5120 (see page 42), Broome-Tioga BOCES does not discriminate - in employment or in the education programs and activities it operates - on the basis of race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability (including but not limited to gender dysphoria) or predisposing genetic characteristic in violation of Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, 42 U.S. C. 12111 et. Seq. known as the Americans with Disabilities Act or section 504 of the Rehabilitation Act of 1973, New York Human Rights Law, and the Boy Scouts of America Equal Access Act of 2001.

An application for employment must be completed and on file with the human resources department before initial consideration. The administration will develop and maintain job descriptions for all district positions

reflecting the essential functions that the employee must be able to perform with or without reasonable accommodation. Additionally, the administration will establish grievance procedures for the prompt and equitable resolution of complaints alleging discrimination.
Anyone who believes BOCES or its staff has failed to apply or has inadequately applied the principles or regulations of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, or the Sexual Orientation Non-Discrimination Act of 2002, may bring forward a complaint, called a grievance, to the district's compliance officer, Robin Eccleston, by calling (607) 766-3823.

The grievance procedure is outlined in Board Policy 4555, Anti-discrimination Policy. (see page 35)

Americans with Disabilities Act

Broome-Tioga BOCES complies fully with the Americans with Disabilities Act as well as state laws that require we make reasonable accommodations for disabled individuals in the work place. We are committed to treating physically or mentally disabled individuals without discrimination in any area of work, including pre-employment, application, hiring, supervision and evaluation. Broome-Tioga BOCES treats all medical information and records concerning disabilities as strictly confidential.

If you are disabled, you have the right to request that Broome-Tioga BOCES make reasonable accommodations to help you overcome the limita-tions posed by your disability in order to accomplish your work. To make this request, you should address your concerns to the director of human resources, who will meet with you on an individual basis to discuss your disability in relation to the duties of your job.

Sexual harassment

In compliance with Board Policy 4550 (see page 33), all employees and students at Broome-Tioga BOCES have a right to work or study in an environment free of discrimination and free of sexual harassment. A copy of the adopted sexual harassment policy is included in the Board Policy section of this book.

Code of ethics

In the interest of maintaining our high ethical and unbiased business standards, Broome-Tioga BOCES employees are governed by Board

Policy 5110-Code of Ethics. (see page 41)

Drug and alcohol use

It is Broome-Tioga BOCES' desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in an appropriate mental and physical condition to perform their jobs in a satisfactory manner. On page 38 of this book you will find a copy of Board Policy 4560, Prevention of Unlawful Possession, Use, or Distribution of Illicit Drugs and Alcohol by Students and Employees. Please refer to this policy for the program that has been adopted for all BOCES employees.

Smoking policy

Broome-Tioga BOCES offers a smoke-free environment; therefore, no smoking, or use of tobacco products, including smokeless products, is allowed in BOCES buildings or on its grounds.

Employee benefits

Introduction

Eligible employees at Broome-Tioga BOCES are provided a wide range of benefits. A number of the programs (such as social security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law. Benefit eligibility depends on a variety of factors, including employee classification. Please refer to your bargaining unit contract for details regarding these benefits.

Health insurance

BOCES offers two group health insurance plans to cover you on an individual or family basis through Excellus Blue Cross/Blue Shield. BOCES pays a percentage of the premium rate for your coverage. An explanation of the plan's coverage and employee/employer contribution rates are available from the benefits office.

Dental insurance

BOCES offers a dental insurance plan on either an individual or family basis and contributes a percentage of the insurance premium. As with health insurance coverage, an explanation of the dental insurance plan

and employer/employee contribution rates are available from the benefits office.

Insurance forms

Excellus BC/BS, Lifetime Benefit Solutions, and Guardian enrollment forms, claim forms and student verification forms are available in the benefits office and on the BOCES website: www.btboces.org (click on the "Staff" tab). If you have questions, you may contact the benefits office at 607-766-3828.

Open enrollment is held once a year (September) with coverage effective dates of October 1. Enrollment forms must be received by the benefits office no later than one week prior to the open enrollment end date.

Employees who choose the BOCES medical, dental or vision programs will receive identification cards for each respective benefit chosen. If employees need a replacement ID card, they can contact the carrier to request a replacement. If an employee has a change in his/her status that would affect their insurance coverage, contact the benefits office at 607-766-3828.

Workers' compensation insurance

Broome-Tioga BOCES provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, Workers' Compensation provides payments to health care providers and wage replacement where the Workers' Compensation Board determines that the absence from work resulted from an illness or injury sustained or contracted in the course of employment.

Employees who sustain work-related injuries or illnesses must inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Procedures are noted under the section "Accidents & Medical Emergencies."

Benefits continuation (COBRA)

The federal Consolidation Omnibus Budget Reconciliation Act (COBRA)

gives employees and their qualified dependents the opportunity to continue health insurance coverage under Broome-Tioga BOCES' health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation, or a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or dependent pays the full premium.

BOCES provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under BOCES health insurance plan. The notice includes important information about the employee's rights and obligations.

Retirement plan

You are eligible to be covered under either the New York State Employee's Retirement System or the New York State Teacher's Retirement System depending on your employment classification. An explanation of your membership eligibility, vesting rights, retirement eligibility, and benefits is available through the benefits office. The human resources/ benefits staff will also provide assistance in pre-retirement preparation.

Employee Assistance Program

The Employee Assistance Program (EAP) provides all employees and their household members with cost-free, short-term counseling or referral services. This entirely confidential service may be used for a variety of concerns, including marital, legal, family or financial problems, alcohol and substance abuse, and stress management. If you have any questions regarding the EAP program, you may contact the human resources/ benefits office.
To obtain help from our EAP provider, call 1-800-252-4555 or 1-800-666-5327 or visit the website: www.educatorsEAP.com

Flexible spending account

Employees are eligible to participate in the flexible spending account program (Medical FSA and Dependent Care). These accounts allow you to deduct money from your pay on a pre-tax basis for the purpose of:

1. Paying for medical, prescription, dental and vision expenses not covered by insurance (i.e. deductibles, copays). Some over-the-counter products may be eligible expenses with appropriate doctor's orders.

2. Paying for dependent care expenses

Open enrollment for the flexible spending plan is in September, with an October 1 effective date. Contact the benefits office (607-766-3828) with any questions.

403(b) TSA (tax sheltered annuities) plan

Broome-Tioga BOCES offers a voluntary 403(b) TSA Plan. All eligible employees are allowed to make salary reduction contributions to the plan. Eligibility information and forms can be obtained from Human Resources.

Family and Medical Leave Act

Federal law allows “eligible” employees to take up to 12 weeks of leave under the Family Medical Leave Act (FMLA). Eligible employees are those who have worked at least one year and for 1,250 hours during the previous year. This leave may, or may not, be paid. This will be determined by how much accumulated leave time the employee has at the start of the leave. Questions concerning FMLA should be directed to the benefits office, 607-766-3828.

Reasons for taking leave

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, child, or parent, who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the employee’s job; or
- Military family leave entitlements.

A minimum 30-day notice is required where possible. Medical certification is always required.

Job benefits and protection

- The employee’s health insurance will continue at the same rate as if the employee were actually at work.
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

If you are thinking about taking a leave for any reason, contact the benefits office immediately.

Vacation, personal, sick and emergency leave

You should refer to your bargaining unit contract for information regarding these leave programs. The bargaining unit contract will address eligibility, rate of pay, and procedures for implementing these leave programs.

Leave requests

Leave requests are required, in accordance with the appropriate contract, for the following situations: sick leave (self), sick leave (family), personal leave, emergency leave, other leave (e.g. jury duty or cancer screening), and vacation.

Any and all questions should be directed to your division secretary. The division secretary is responsible for maintaining the employee's leave calendar.

Jury duty leave

Broome-Tioga BOCES encourages its employees to fulfill their civic responsibilities by serving on jury duty when required. In accordance with your bargaining unit contract, you may be granted a leave of absence for any scheduled work day on which you are required to report to jury duty or to respond to a subpoena for court appearance. You should refer to your bargaining unit contract for specifics regarding jury duty leave.

Holidays

Broome-Tioga BOCES will grant time off to all 12-month employees on the following holidays:

Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Friday immediately following Thanksgiving Day
Two days at Christmas, as observed by school operations
New Year's Day
Martin Luther King, Jr. Day
Presidents Day
Good Friday
Memorial Day
Juneteenth * (when observed)

When it is necessary for an employee to work on a holiday, he/she will be paid for the holiday in addition to his/her regular salary.

These holidays are subject to change depending on the bargaining unit. For further information, refer to your bargaining union contract.

BOCES procedures

Access to personnel file

Broome-Tioga BOCES maintains a personnel file on each employee. The personnel file includes such information as the employee's job application and/or resume, documentation of performance appraisals and other employment records.

Personnel files are the property of Broome-Tioga BOCES, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Broome-Tioga BOCES who have a legitimate reason to review information are allowed to do so.

If you wish to view your personnel records you should contact the human resources department at 607-766-3823, and a convenient time will be arranged for this meeting. If you wish copies of any items in your personnel file, this accommodation will be made with a nominal fee charged for each page.

Accidents and medical emergencies

In case of any injury, be aware of any medical staff in your building and call the extension for nursing staff. If there is no medical staff available and you are in need of immediate medical attention, call emergency 9-911. For any injury, notify your manager or nearest available manager.

The injured employee must fill out the employee accident form ***the same day that the accidents takes place.*** Visitors should fill out a visitor accident report form and return it to the appropriate health office. If this is not possible, managers are responsible for completing the form. If a student is injured on school property, a student accident form must be filed.

If further medical attention is needed (e.g. doctor's appointment, emergency treatment, etc.), the workers' compensation office must be contacted (607-766-3826).

Educational assistance

Broome-Tioga BOCES recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education. This enables employees to maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the Broome-Tioga BOCES organization. Broome-Tioga BOCES will provide educational assistance for pre-approved courses on a reimbursement basis to all eligible employees in compliance with his/her specific bargaining unit contract language.

Emergency closing

Inclement weather or other emergency conditions may cause the BOCES superintendent to cancel classes for BOCES students at one or more BOCES facilities.

However, BOCES offices and other programs are not closed unless announcements specifically state that all BOCES facilities are closed.

Each employee should determine from his/her supervisor whether or not he/she is to report to work when BOCES classes are canceled.

Emergency/ crisis situations

In the event of an emergency (e.g. fire, explosion, hazardous materials release on-site, medical, weapons, violent behavior, psychological crisis, hostage situation, bomb threat, etc.), BOCES provides an Emergency/ Crisis Plan. This plan is intended to serve as a quick reference for effective action. A copy of the Emergency/Crisis Plan is posted in all rooms.

Employment applications

Broome-Tioga BOCES relies on the accuracy of information contained in the Employment Application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the BOCES exclusion of the individual from further consideration for employment or, if the person has already been hired, termination of employment.

Employment reference checks

To ensure that individuals who join Broome-Tioga BOCES have the necessary qualifications and a strong potential to be productive and successful, it is the policy of BOCES to check the employment references of all applicants.

The human resources department will respond to all reference check inquiries from other employers regarding past and present employees. Responses to such inquiries will confirm only dates of employment and positions held, unless BOCES is furnished with a signed release from the employee to provide additional information.

Exit interview

When you leave employment with Broome-Tioga BOCES for any reason, you will be asked to interview with a member of the human resources department. This interview will provide you with an opportunity to receive and complete any appropriate benefit forms, to answer any questions you may have prior to leaving BOCES, and to return all property belonging to Broome-Tioga BOCES.

Lost/stolen/missing/damaged property

If someone reports an incident where an item is lost, stolen, missing, or damaged, have the individual fill out a loss report. The steps to follow are:

- Contact the business office or operations and maintenance department immediately.
- Complete a loss report form.
- Send the original to the business office.
- Send a copy to operations and maintenance.

If the item was BOCES property, a police report may need to be filed.

Mileage allowance (see Board Policy 5211)

In the event an employee is required to use his/her automobile for BOCES business and has obtained his/her supervisor's prior approval for such, that employee will be reimbursed at the IRS rate.

Performance evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify weaknesses, encourage recognized strengths, and discuss positive, purposeful approaches for meeting goals. Please refer to your bargaining unit contract for details regarding the appraisal process.

New/provisional employee performance report

All Civil Service employees are hired either on a provisional or probationary basis. If the employee has a provisional appointment, he/she must take a Civil Service exam and receive an examination score high enough to allow BOCES to hire the employee for a probationary appointment of 52 weeks. The supervisor, during the probationary period, will make a recommendation as to whether the employee should be given a permanent appointment or be terminated. If the employee is recommended for a permanent appointment, from that time forward they will have one annual appraisal. Civil Service employees who change their job title or position will go through the probationary period again with each new appointment.

Personal information

It is the responsibility of each employee to promptly notify his/her department secretary of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the case of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. Once notified, the department secretary will inform the human resources department.

Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with Broome-Tioga BOCES. Refer to union contract regarding policy and procedures of resignation notice. However, in order to best serve our customers we would appreciate as much notice as possible. Prior to an employee's departure, an exit interview will be scheduled by the human resources department to discuss the reasons for resignation and the effect of the resignation on benefits.

Telephones

Telephones are used to conduct BOCES business and should not be used for personal reasons except in an emergency. Please remember that every time your phone rings, it is not an interruption, but another opportunity to convince our customers that we are here to serve at Broome-Tioga BOCES.

Answer the telephone promptly and identify yourself by name and department. If you answer another employee's phone, offer your assistance or take a message. If a call comes through your line in error, you should transfer it to the correct extension.

Internet

Employees who use the BOCES network and internet services, which includes BOCES-owned property such as equipment and software, must adhere to regulations and prohibitions established under Board Policy 7240.
Under that policy, the school district reserves the right to monitor all internet activity, including transmission and receipt of email. Use of email is limited to school district purposes. Employees are prohibited from:

- Using the network to receive material that is not specifically related to their job as a BOCES employee;
- Publishing material promoting or advocating violence or destruction of property, including the manufacture of destructive devices such as explosive fireworks, smoke bombs or incendiary devices;
- Using the network for product advertisement or activities conducted for personal profit;
- Deliberately disrupting the operation of the network or the operations of an individual user or institution;
- Submitting, publishing or displaying on the network any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material;
- Acquiring or using bootleg software Bootleg software is any software that has been downloaded or otherwise in the possession of a user without its appropriate registration or payment of any fees owed to the owner of the software.

Employees will be held responsible for evaluating the accuracy and suitability of all information received via the network, and held liable for allowing others to use access privileges. (continued on next page)

When an employee is using a computer or device to access the internet and the computer or device is accessible to students, that use will be regulated under Board Policy 7240, Part A, “Student Access and Usage,” copies of which are available upon request.
Email sent and received on the BOCES email account, or when using a BOCES computer to access another email account, is not private. Such data may be viewed by BOCES at any time. Internet activity undertaken on a BOCES computer or conducted over a BOCES-owned or operated network is not private and is subject to review at any time.

Work hours

Broome-Tioga BOCES maintains a work schedule that is consistent with both federal and state requirements. Careful consideration is, of course, given to meeting the needs of our customers. Therefore, the workday of individual employees may vary in accordance with their department and shift depending upon the nature of the work performed and the need to provide customer service. Individual supervisors are responsible for establishing appropriate work schedules for their areas of responsibility. Supervisors, from time to time, may find it necessary to reschedule individual hours in order to effectively handle peak periods of activity.

Regular and prompt attendance is essential in order to provide high-quality service to our customers. If an employee is ill and cannot report to work, he/she should notify his/her supervisor as soon as possible. Whenever an employee is absent or late, an added burden is placed on the shoulders of those who share the responsibility for the work of the department.

Travel expense reimbursement

Employee travel and reimbursement of associated expenses are covered by Board Policy 5211.

Visitors in the workplace

To provide for the safety and security of employees in the facilities at Broome-Tioga BOCES, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare and avoids potential distractions and disturbances.

All visitors should enter BOCES at the designated reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on BOCES' premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

Health and Safety

The management of Broome-Tioga BOCES recognizes that the safety and health of all employees are of prime importance for humanitarian, economic and legal reasons. Management has dedicated itself to providing the active leadership and support necessary to ensure a work environment free of recognized hazards and to eliminating or controlling potential safety and health hazards. Managers/supervisors shall see that safety rules are explained to personnel under their supervision and that the rules are understood, accepted, and acted upon by all.

Employees shall, as a condition of employment, adhere to all safety instructions and follow safe practices to protect themselves and fellow workers from injury.

In accordance with the Safety Program at BOCES, all employees are required to adhere to Board Policy 2310, entitled Public Order on BOCES Property.

Payroll information

Broome-Tioga BOCES operates on a bi-weekly payroll schedule. Depending on your specific bargaining unit contract, several payroll deductions may exist. These include, but are not limited to, optional United Way donations, TSAs, health/dental insurance premiums, etc. Please refer to your bargaining unit contract and/or the payroll department, 607-766-3812, for specific questions regarding payroll deductions.

Direct deposit of payroll

Direct deposit enables the payroll department to electronically transfer an employee's net pay directly into their checking and/or savings account.

Broome-Tioga BOCES encourages all of its employees to participate in direct deposit. Employees on direct deposit receive a non-negotiable voucher on payday, showing all applicable deductions and net pay amount(s) directly deposited.

To enroll in direct deposit, an employee must submit written notification to the business office. Direct deposit will take effect the second scheduled payday after the paperwork has been processed by the business office.

For additional information about participating banks and credit unions, please refer to your bargaining unit contract.

Board policies

The board policies that follow are a partial listing of board policies governing our work at Broome-Tioga BOCES. The board policies noted are not intended to be comprehensive. Employees should always refer to the full BOCES policy manual for further guidance on BOCES policies.

Policy 2250: Employee Use of BOCES Property

New York State Constitution, Article XIII 1, provides that BOCES is prohibited from giving or loaning any of its property to an individual. No BOCES employee or officer is allowed to use the school premises or property either directly or indirectly or request a BOCES service to further that employee's or officer's personal interest.

No property will be removed from a building or a facility without the permission of the individual in charge of such building or facility. The written permission must describe the item taken, the purpose, and when that item is to be returned. A copy of this permission slip must be kept on file and will be available for public inspection.

No property of BOCES can be declared worthless without a written statement by the district superintendent indicating that the property is such and subject to disposal. This written statement must be filed with the district superintendent's office and must describe the property, the method of disposal, if anyone received the property, the name of the individual, if the individual is an employee, and the date of disposal. The written statement must be available for public inspection.

All items that may have value must be accumulated and sold at a public or private sale, as directed by the board. The proceeds will be added to the general fund. All sales must be documented, indicating the item sold, the date, the name of the purchaser, whether the purchaser was a BOCES employee, and the sale price. This information must be filed in the office of the district superintendent and must be available for public inspection.

Policy 2310: Public Order on BOCES Property

This policy provides for the maintenance of public order on BOCES property and in buildings under BOCES control. The policy governs the conduct of students, teachers, and staff, as well as visitors, licensees, and invitees, according to Section 2801 of the Education Law. Where students and teachers are in buildings or on grounds of any other district, the rules and regulations of that district, adopted under Section 2801 of the Education Law, apply.

Violations of public order: Prohibited conduct

No person, either singly or in concert with others, is allowed to:

1. Willfully cause physical injury to any other person, or threaten to do so for the purpose of compelling or inducing the other person to refrain from any lawful act that he has a right to do, or not to do.

2. Physically restrain or detain any other person, or remove such person from any place wherein that person is authorized to remain.

3. Willfully damage or destroy property of the district, or remove or use such property without authorization.

4. Enter any private office without permission.

5. Other than student, employee, or board member, enter a classroom or the building beyond the administrative office without written permission of the district superintendent or designee.

6. Enter into and remain in any building or facility for any purposes other than for authorized uses, or in such a manner as to obstruct its authorized use by others.

7. Without authorization, remain in any building or facility after it is normally closed.

8. Refuse to leave any building or facility after being requested to do so by an authorized administrator. (continued on next page)

9. Obstruct the free movement of persons and vehicles in any place to which these rules apply.

10. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings, or deliberately interfere with any person who desires to express views, including invited speakers.

11. Have in possession on any premises to which these rules apply any knife, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the district superintendent, whether or not a license to possess the same has been issued to such person.

12. Possess, consume, or exchange alcoholic beverages, drugs, or narcotics on school properties.

13. Distribute or post any written material, pamphlet, or poster without the prior written approval of the district superintendent.

14. Urge or incite others to commit any of the acts prohibited by this policy.

Violation penalties

1. Licensees or invitees will lose their authorization to remain on BOCES property.

2. Visitors without specific license or invitation will be ejected.

3. Students will be subject to suspension or such lesser disciplinary action as the facts of the case may warrant. Students possessing or using firearms or destructive devices will be suspended from attendance upon instruction for not less than one year, unless the district superintendent determines to modify the punishment. The district superintendent's determination will be on a case-by-case basis.

4. Faculty members guilty of misconduct can be subject to dismissal or termination of employment, or such lesser disciplinary action as the facts may warrant, including censure or suspension without pay.

5. Staff members in the classified service of the Civil Service, described in Section 75 of the Civil Service Law, guilty of misconduct can be subject to the penalties prescribed in said section.

6. Staff members not in the classified service of the Civil Service, described in Section 75 of the Civil Service Law, guilty of misconduct can be subject to dismissal or termination of employment or such lesser disciplinary action as the facts may warrant, including censure or suspension without pay.

Procedure

In case of a violation of this policy:

1. The district superintendent or designee will tell any licensees or invitees who violate any provision of these rules that their license or invitation is withdrawn and that they must leave BOCES' grounds. If they refuse to leave, the district superintendent or designee will cause their ejection from the property.

2. In the case of violators who are neither student nor faculty nor staff members, the district superintendent or designee will tell the violators that they are not authorized to remain on BOCES' property and instruct them to leave. If they fail or refuse to leave, the district superintendent or designee will cause their ejection from the property. Nothing in this policy is to be construed to authorize the presence of any such persons at any time before such violation, or to affect their liability to prosecution for trespassing or loitering as prescribed in the Penal Law.

3. In the case of a student, charges for violation of any of these rules will be presented, heard, and determined as provided in 3214 (3) of the Education Law.

4. In the case of a faculty member having tenure, charges for misconduct and violation of these rules will be made, heard, and determined in accordance with 3020-a. of the Education Law.

5. In the case of a faculty member not having tenure, the district superintendent will conduct a hearing after written notice to the teacher of the charges and will determine the punishment of the teacher if the teacher is found guilty.

6. In the case of any staff member who holds a position in the classified Civil Services as described in 75 of the Civil Service Law or is covered by 75 of the Civil Service Law, charges of misconduct for violation of any of these rules will be made, heard, and determined as prescribed in that section. (continued on next page)

7. In the case of any staff member who does not hold a position in the classified Civil Service and is not covered by the provisions of 75 of the Civil Service Law, the district superintendent will conduct a hearing after written notice to the staff member of the charges, and will determine the punishment if the staff member is found guilty.

Enforcement program

The responsibility for enforcement is as follows:

1. The district superintendent is responsible for the enforcement of these rules and will designate other administrative officers authorized to take action in accordance with the rules when required or appropriate.

2. The district superintendent or designee may apply to the public authorities for any aid deemed necessary in causing the ejection of any violator of these rules and may request the school attorney to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violation of these rules.

Application of rules

These rules apply to all BOCES buildings and grounds and govern the conduct of students, teachers, staff members, visitors, and other licensees and invitees.

Definition of terms

A licensee is a person who enters BOCES property for that person's own interests, without express or implied invitation (an invitee).
An invitee is a person who enters BOCES property with express or implied permission by someone who is authorized by BOCES to give such permission.

Policy 4310: Purchasing

Purchasing agent's authority and duty

At its annual reorganization meeting, the BOCES board names a purchasing agent who can then commit BOCES to purchase orders. The purchasing agent:

- Reviews and approves purchase orders.
- Develops and implements procedures to -
  - Requisition
  - Purchase
  - Receive
  - Store, and
  - Distribute goods and services.
- Directs the record keeping.
- Evaluates the purchasing operation.
- Trains staff about purchasing.

All contracts must go to the board for approval.

Is public bidding required?

The purchasing agent determines whether formal competitive ("public") bidding is required. Without public bidding and regardless of the total cost per year, the purchasing agent can purchase from:

- County contracts
- State contracts
- State correctional institutions, and
- Agencies for the blind and severely disabled.

Furthermore, if the purchase does not fall into a class of similar items or services whose purchase totals at least $20,000 per year for purchase contracts (or $35,000 per year for public-works contracts), no public bidding is necessary.

Aside from the situations described above, the purchasing agent must call for competitive bidding unless the purchasing agent obtains written agreement from the school attorney.

Procedures when public bidding is not required

If public bidding was not used, the face of the purchase order must indicate either the public-bid contract against which the order is placed, or the reason why public bidding was not required. The purchasing agent assures that the following work sheets are used:

- Sole source designation process
- Professional services designation
- Intergovernmental purchase process
- Emergency purchase process
- Non-public bid process.

In all situations, the purchasing agent may follow the public-bidding procedures of General Municipal Law 103 even when bidding is not required by law.

Procedures to award the bid to other than the lowest bidder

The bid must be awarded to the lowest bidder unless one or more of the following conditions apply:

- The bidder is not responsible.
- The bid is not responsive (it takes exceptions to BOCES terms, conditions, and specifications and thus would not be in the best interest of BOCES).
- When it would be in the best interests of BOCES to continue an existing personnel service, the district superintendent will state the reasons in writing.
- When BOCES awards a bid for personnel services on the basis of experience and background, the board's resolution must identify the elements considered in awarding the bid.

Vendor selection for instructional materials

Pursuant to Chapter 377 of the New York State laws of 2001, Broome-Tioga BOCES will give preference to vendors who agree to provide instructional materials in an alternative format and in a timely manner, provided the quality and content of the instructional materials is otherwise the same.

Annual review of this policy

The board must review this policy as part of the board's annual reorganization. This policy is considered a continuing policy unless modified by board resolution.

GENERAL MUNICIPAL LAW, SECTION 104-B

Policy 4410: Personal Property Accountability

The purpose of this policy is to comply with Commissioner's Regulation §170.3 (i). The language of this policy is intended to comply with §170.3 (i) and must be interpreted in a manner consistent with and in compliance with that regulation. Since many of the requirements of §170.3 (i) have already been enacted and in order not to change the numbering sequence of the previously enacted policies, certain policies already in existence are incorporated by reference.

Definitions

For the purpose of this policy:

1. "Personal property" means all tangible personal property of the BOCES that is not consumable and has a useful life of one year or more. This includes, but is not limited to: equipment, supplies, parts, vehicles, and materials. "Personal property" does not include buildings or other real property or equipment permanently affixed to real property, or leases, notes, or other written instruments.

2. "Valuable personal property" means personal property having a unit cost of $1,000 or more, and supplies, parts or materials that are disposed of in lots having an aggregate acquisition cost of $1,000 or more.

3. "Surplus personal property" means personal property having no known, immediate, or currently foreseeable use to BOCES.

Procedures for the acquisition of personal property by purchase

1. Refer to Policy 4310: Purchasing

2. Refer to Policy 4410: (this policy)

Procedures for the acquisition of personal property by gift

1. Refer to Policy 4423: Donations

2. In relation to property donated to BOCES by bequest or devise in a will or trust instrument, BOCES' attorney will:
 a. Review the relevant instrument and oversee the processing in the appropriate paperwork;
 b. Advise the board if there are any qualifications or conditions in

(continued on next page)

relation to the bequest or devise and, if so, offer recommendations regarding the procedures to follow.

Upon receipt and review of the attorney's recommendations, the board must consider a resolution to accept the bequest or devise and set up the appropriate procedure to comply with any restrictions of the bequest or devise.

3. Property donated to BOCES must be included in the perpetual inventory consistent with procedures in the next section.

Procedures for perpetual inventory

1. The district superintendent must establish and maintain a perpetual inventory of all personal property having a unit acquisition cost of $1000 or more. The inventory list must be maintained in a central location. The various items of personal property must be listed by number, location, date of acquisition, and cost of acquisition.

2. A complete physical inventory of each item of personal property having an acquisition cost of $1000 or more must be conducted every five years. A sample inventory of at least twenty-five percent of the items of personal property having an acquisition cost of $1000 or more must be conducted on an annual basis. The District Superintendent shall advise the board when these inventories have been completed and are available for inspection.

Procedures for the disposition of personal property where such property has been determined to be obsolete, surplus, or otherwise not needed by BOCES

1. Refer to Policy 4410: (this policy).
2. Refer to Policy 2250: Employee Use of BOCES Property.
3. All valuable personal property must be sold to the highest bidder. If an item has little or no value or is determined by the board not to be marketable because it is damaged or in poor condition or is obsolete and no bid has been received for such item in a previous attempt to sell the property, the board may determine how to dispose of the property. In such cases, the methods of disposal may include destruction of the property or transfer of the property, without consideration, to a municipality or charitable institution.

BOCES administrators are responsible for identifying equipment that is unused, obsolete, or not repairable. The director of operations and main-

tenance collects, stores, inventories, values, and reports to the district superintendent excess equipment available for disposition. The district superintendent gives the board a list of items to be auctioned or bid, and a minimum upset price for each item. The board authorizes disposal and specifies the means by which it will take place.

Procedures for accountability for violations of this policy

1. The district superintendent is responsible for the enforcement of this policy.

2. Employees and officers are prohibited from the unauthorized use of personal property as well as from theft or conversion of personal property. Refer to Policy 2250: Employee Use of BOCES Property.

3. Any staff member who violates this policy will be subject to dismissal or termination of employment or such lesser disciplinary action as the facts may warrant, including suspension without pay or censure.

Procedures for dissemination of this policy

The policy will be included in employee handbooks. Each new employee will receive an electronic copy of this policy and posted on our website.

Annual review

The board will annually review this policy and the various policies incorporated by reference. Any amended policy must be submitted to the Commissioner of Education for approval within 30 days of its adoption.

Policy 4423: Donations

The board recognizes that various individuals or organizations may wish to make donations to BOCES from time to time. It is the intent of the board that donations, whether in the form of cash, scholarships, supplies, equipment, or other form of value, may be accepted from those donors in cases where the donor disavows any vested or special interest in returned value. It is the policy of the board that:
1. An individual or organization wishing to make a donation to BOCES must complete a donation form and submit it to the director of the appropriate division.

2. The donation form must contain the name of the donor, the amount or value of the donation, a description of the donation (if other than cash or

check), and the use that the donor requests BOCES make of the donation.

3. Checks submitted as donations must be made out to Broome-Tioga BOCES.

4. Cash donations must be deposited on the same day as received with the district treasurer, who will issue a receipt to the donor.

All donations received by BOCES will be reported to the board at its next regular meeting. No donation becomes the property of BOCES until the board approves its receipt. The board reserves the right to accept or reject any donations and the right to stipulate the use to which the donations will be appropriated.

Policy 4550: Sexual Harassment Policy

It is the policy of the District that all employees and students have a right to work or study in an environment free of discrimination on the basis of sex, sexual orientation, or gender identity which encompasses freedom from sexual harassment. The District has a zero tolerance policy against sexual harassment of its employees or students in any form, and states that all employees as well as students at all grade levels of the District must avoid offensive or inappropriate sexual or sexually harassing behavior at school, on school grounds, at school functions, and on school transportation and will be held responsible for ensuring that such workplace is free from sexual harassment.

Specifically, BOCES prohibits:

- Unwelcome sexual advances;
- Requests for sexual favors, whether or not accompanied by promises or threats with regard to the student-teacher, student-student, or employment relationship;
- Other verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate either explicitly or implicitly that any person's submission to or rejection of sexual advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, academic performance, or any other condition of employment, academic or career development;
- Any verbal or physical conduct of a sexual nature, that has the purpose or effect of substantially interfering with a person's ability to perform the individual's duties;
- Any verbal or physical conduct of a sexual nature, that has the pur-

pose or effect of creating an intimidating, hostile, or offensive working or academic environment;
- Any verbal or physical conduct regarding gender or sexual orientation that has the purpose of creating a hostile or offensive working or academic environment.

Such conduct may result in disciplinary action up to and including dismissal or suspension upon instruction. Employees who are found to have engaged in sexual harassment, and supervisors who knowingly permit such behavior to continue, will be subject to discipline.

Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel or students is also prohibited. This behavior includes but is not limited to, commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, off-color language or jokes, innuendos, or displaying sexually suggestive objects, books, magazines, photographs, cartoons, or pictures.

Employees or students who have complaints of sexual harassment by anyone in the school environment, including any supervisors, co-employees, students, or visitors, are urged to report such conduct to the compliance officer so the district may investigate and resolve the problem. If the complaint involves the compliance officer, or if the person for any reason is uncomfortable in dealing with the compliance officer, the employee or student may go to the superintendent or a person appointed by the superintendent to handle the complaint.

BOCES will endeavor to investigate all complaints as quickly and as professionally as possible. Where investigations confirm the allegations, appropriate corrective action will be taken.

BOCES will endeavor to maintain the information provided to it in the complaint and investigation process as confidentially as possible, consistent with the laws of the State and, if applicable, the collective bargaining agreements.

Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe to the compliance officer. There will be no retaliation against employees or students for reporting sexual harassment or assisting BOCES in the investigation of a complaint. Consistent with the Anti-Discrimination Policy #4555) the procedures for investigating a complaint of sexual harassment are as follows:

Section 1
All complaints or information about suspected sexual harassment will be investigated in a timely manner. The investigation will be confidential to the extent possible, and all persons involved will be accorded due process to protect their right to a fair and impartial investigation.

The Compliance Officer will investigate the substance of the complaint in a thorough and impartial manner. The complainant may provide evidence or witnesses to the compliance officer as part of the investigation. If a determination is found that sexual harassment occurred, the District will take appropriate steps to prevent further harassment from occurring and to correct the effects of said harassment if appropriate.

Further, the district prohibits retaliation against any individual filing a complaint under this policy or participating in any resulting investigation. If you believe you are being retaliated against, you should contact the district's compliance officer or the United States Office for Civil Rights as noted above. The district's compliance officer is designated at the reorganization meeting in July.

Section 2
Step (a):
The complainant shall discuss the complaint informally with the compliance officer, or may file a written complaint with the compliance officer. The compliance officer will then investigate in an impartial and thorough manner the substance of the complaint in a thorough and impartial manner. The complainant and the respondent shall receive written notice in advance of any interview or hearing. The complainant or respondent may provide evidence or witnesses to the compliance officer as part of the investigation. The compliance officer will take necessary steps during the investigation to ensure the complainant's safety. The compliance officer will reply to the complainant and person alleged to be engaged in the harassment in writing within seven business days of the initiation of the complaint. If a determination is found that harassment occurred, the district will take appropriate steps to prevent further harassment from occurring and to correct the effects of said harassment if appropriate. If a determination is found that disciplinary action will be taken against a responding party, written notice will be provided to the respondent containing the allegations constituting a violation.

Step (b):
If either party wishes to appeal the decision of the compliance officer,

that party may submit a signed statement of appeal to the superintendent within seven business days after receipt of the compliance officer's response. The superintendent shall meet with the complainant or the respondent and any representative and make such other inquiries as the superintendent deems appropriate. The superintendent will consider the appeal in an impartial manner. Thereafter, the superintendent shall set forth a conclusion and respond in writing to the Complainant and respondent within 14 business days.

Step (c):
If the party is not satisfied with the conclusion of the superintendent, that party may appeal through a signed, written statement to the board within seven business days of receipt of the superintendent's response in Step (b). In an attempt to resolve the appeal, the board shall meet with the complainant or respondent and any representative within 30 calendar days of receipt of such an appeal. The board's written disposition of the appeal shall be sent to the appealing party within ten business days of this meeting.

Step (d):
If the appeal has not been satisfactorily settled at Step (c), employees and students may seek further legal remedies. Specifically, the New York State Human Rights Law protects employees, students, and non-employees from sexual harassment. Complaints may be filed with the Division of Human Rights or in New York State Supreme Court. Further, the United States Equal Employment Opportunity Commission enforces federal discrimination laws, including Title VII of the Federal Civil Rights Act. Contact information is provided below.

New York State Division of Human Rights
1 Fordham Plaza, Fourth Floor
Bronx, NY 10458
(888) 392-3644

United States Equal Employment Opportunity Commission (EEOC)
1-800-669-4000
www.eeoc.gov

In addition to the above, local laws, including criminal laws, may also apply.

Policy 4555: Anti-Discrimination Policy

This policy applies to both students and employees.

Broome-Tioga BOCES does not discriminate in employment or in the education programs and activities it operates on the basis of race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability (including but not limited to gender dysphoria) or predisposing genetic characteristic in violation of Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 12111 et seq. known as the Americans With Disabilities Act or § 504 of the Rehabilitation Act of 1973, New York State Human Rights Law, and The Boy Scouts of America Equal Access Act of 2001.

Grievance Procedures
Section 1
If any person believes that the district or any of the district's staff or any third party has failed to apply or has inadequately applied the principles or regulations of (1) Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3), 504 of the Rehabilitation Act of 1973, or (4) The Boy Scouts of America Equal Access Act of 2001, that person may bring forward a complaint, which shall be referred to as a grievance, to the district's compliance officer, Section 504 coordinator or the United States Office for Civil Rights at http://www2.ed.gov/about/offices/list/ocr/docs/howto.html.

The compliance officer or Section 504 coordinator will then investigate the substance of the grievance in a thorough and impartial manner. The complainant and the respondent may provide evidence or witnesses to the compliance office or Section 504 coordinator as part of the investigation. If a determination is found that discrimination occurred, the district will take appropriate steps to prevent further harassment from occurring and to correct the effects of said harassment if appropriate.

Further, the district prohibits retaliation against any individual filing a complaint under this policy or participating in any resulting investigation. If you believe you are being retaliated against, you should contact the district's compliance officer or Section 504 coordinator or the United States Office for Civil Rights as noted above.

The district's compliance officer is:
Robin Eccleston, Director of Human Resources
Phone: (607) 766-3823

Fax: (607) 763-3483
Email: recclest@btboces.org

The district's Section 504 coordinator is:
Tom McNair, Assistant Superintendent, Instructional Programs
Phone: (607) 766-3345
Fax: (607) 763-3213
Email: tmcnair@btboces.org

Examples of conduct violating this policy include but are not limited to:

-Use of race based language such as the "n" word.
-Unwanted touching or groping.
-Failure to follow an IEP or 504 Plan.-
-Making fun of someone because of where they come from or their accent.
-Making fun of someone's clothes based on gender bias or religious/ ethnic traditions.
-Making fun of someone based on their disability.

Section 2
Step (a): The complainant shall discuss the grievance informally with the compliance officer or Section 504 coordinator, or may file a written complaint with the compliance officer or Section 504 coordinator. The compliance officer or Section 504 coordinator will then investigate in an impartial and thorough manner the substance of the grievance in a thorough and impartial manner. The complainant and the respondent shall receive written notice in advance of any interview or hearing. The complainant and the respondent may provide evidence or witnesses to the compliance office or Section 504 coordinator as part of the investigation. The compliance officer or Section 504 coordinator will take necessary steps during the investigation to ensure the complainant's safety. The compliance officer or Section 504 coordinator will reply to the complainant and person alleged to be engaged in the harassment in writing within seven business days of the initiation of the complaint. If a determination is found that discrimination occurred, the district will take appropriate steps to prevent further harassment from occurring and to correct the effects of said harassment if appropriate. Such steps will include, as appropriate, offering counseling and academic support services to the complainant and to the person engaging in the harassment. If a determination is found that disciplinary action will be taken against a responding party, written notice will be provided to the respondent containing the allegations constituting a violation.

Step (b): If either party wishes to appeal the decision of the compliance officer or Section 504 coordinator, that party may submit a signed statement of appeal to the superintendent within seven business days after receipt of the compliance officer's or Section 504 coordinator's response. The superintendent shall meet with the complainant or the respondent and any representative and make such other inquiries as the superintendent deems appropriate. The superintendent will consider the appeal in an impartial manner. Thereafter, the superintendent shall set forth a conclusion and respond in writing to the complainant and the person alleged to be engaging in the harassment within 14 business days.

Step (c): If the party is not satisfied with the conclusion of the superintendent, the complainant may appeal through a signed, written statement to the board within seven business days of receipt of the superintendent's response in Step (b). In an attempt to resolve the grievance, the board shall meet with the complainant or respondent and any representative within 30 calendar days of receipt of such an appeal. The board's written disposition of the appeal shall be sent to the appealing party within ten business days of this meeting.

Step (d): If the grievance has not been satisfactorily settled at Step (c), further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20201.

Section 3
The compliance officer, on request, will provide a copy of the district's grievance procedure to any employee or student of the district. A copy of each of the acts and regulations upon which this notice is based will be made available upon written request directed to the district's compliance officer and Section 504 coordinator. The words person and complainant shall include an employee as well as a student of the district. Inquiries concerning the non-discrimination policy may be made to: Director, Office for Civil Rights, Department of Education, Washington.

Publication
The school district will publish this policy and the sexual harassment policy as follows:

• A copy of this policy and the sexual harassment policy will be inserted in an envelope to each employee every school year. In relation to an employee hired during the school year, these policies will be given to the employee.
• These policies will be published as part of the student handbook.
• These policies will be published annually in the official newspaper of the

district.
• These policies will be given annually to the president of each bargaining unit.
• These policies will be published on the BOCES website.

Employment Application
Each BOCES employment application will contain the following language: BOCES does not discriminate in employment or in the education programs and activities which it operates on the basis of race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability (including but not limited to gender dysphoria) or predisposing genetic characteristic in violation of Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 12111 et seq. known as the Americans With Disabilities Act or § 504 of the Rehabilitation Act of 1973, New York State Human Rights Law, and The Boy Scouts of America Equal Access Act of 2001.

Policy 4560: Prevention of Unlawful Possession, Use or Distribution of Illicit Drugs and Alcohol by Students and Employees

The Drug-Free Schools Communities Act Amendments of 1989, Public Law 101-226, requires that, as a condition for receiving funds or any other form of financial assistance under any federal program, the district must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.
The purpose of this policy is to comply with the requirements of the relevant federal laws and regulations.

Illicit drugs and alcohol prevention program for students:

The following program is adopted for BOCES students:

1. Age-appropriate, developmentally based drug and alcohol education and prevention programs, attached to this policy, are adopted. These programs address the legal, social, and health consequences of drug and alcohol use and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. These programs are for all BOCES students who do not attend a component school for any part of the day.

2. Students will be told that the use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful.

3. Standards of conduct are adopted to clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises or as a part of any of the school's activities.

4. Disciplinary sanctions, up to and including expulsion as well as referral for prosecution, will be imposed on students who violate the standards of conduct.

5. Information about any drug and alcohol counseling and rehabilitation and reentry programs that are available to students will be given to students and parents/guardians. The standards of conduct mentioned in 3, the statement of disciplinary sanctions described in 4, and the programs available described in 5, are printed in the "Notice to Students and Parents --- Standards of Conduct Regarding Illicit Drugs and Alcohol."

This notice is given annually to each student and to the parents/guardians of each student and, if appropriate, to the person with whom the student resides.

6. The board biennially conducts a review of this program with the superintendent, administration, and staff to:

a. Determine the effectiveness of the program and implement changes to the program, if needed, and

b. Ensure that the disciplinary sanctions are consistently enforced.

Illicit Drugs and Alcohol Prevention Program for Employees:

The following program is adopted for all BOCES employees:

1. The following standard of conduct applies to all employees: The unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any school activity is prohibited.

2. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed on employees who violate the standard of conduct stated in 1. A description of the sanctions is in the "Notice to Employees." (See 4 below.)

3. Information about any drug and alcohol counseling and rehabilitation and re-entry programs for employees will be given to employees.

4. Employees are given a copy of the “Notice to Employees.” This notice contains the standards of conduct mentioned in 1, a statement of disciplinary sanctions, and a list of programs available in the community.

5. Distribution to employees of the notice is mandatory. The superintendent is directed to adopt a procedure to give notice to each present employee and each employee hired in the future. A record must be kept that such notice was given.
6. The board will biennially review this program with the superintendent to:
  a. Determine the effectiveness of the program and implement changes if they are needed, and
  b. Ensure that the disciplinary sanctions for violation of standards of conduct are consistently enforced.

Policy 5110: Code of Ethics

1. ***Receipt of gifts.*** No officers or employees will solicit, accept, or receive any gift having a value of $75 or more, under circumstances in which it could reasonably be inferred that the gift was intended to influence them in their official duties or was intended as a reward for official action on their part. It does not matter whether the gift is in the form of money, services, a loan, travel, entertainment, hospitality, an object, promise, or any other form, direct or indirect.

2. ***Disclosure of confidential information.*** No officers or employees will disclose confidential information acquired in the course of their official duties or use such information to further their own interests.

3. ***Compensation from outside sources.*** No officers or employees will receive or agree to receive, even by implication, any kind of pay for past, present, or future services concerning any matter before the BOCES board.

4. ***Use of BOCES property.*** No officers or employees will use BOCES property for their own gain or benefit. Rather, officers and employees will be treated like members of the general public. Employees must additionally, however, have their own supervisor’s permission before seeking use of BOCES property.

5. ***Disclosure of interest; conflict of interest.*** Officers and employees must disclose on the official record any direct or indirect interest, including investments, they have in a matter pending before BOCES. The purpose is to avoid any conflict of interest. The conflict could result from private

employment, private investment, friendship, or other causes. Former employees representing a business before BOCES are held to the same standard as current employees.

6. ***Penalties.*** Anyone who knowingly or intentionally violates this code of ethics may be fined, suspended, or removed from office or employment according to law.

7. ***Distribution of Code of Ethics***. The district superintendent will give a copy of this Code of Ethics to all officers and employees. This code of ethics is a public record.

GENERAL MUNICIPAL LAW, SECTION 806

Policy 5120: Equal-Employment Opportunity

Broome-Tioga BOCES does not discriminate - in employment, admission, or in the education programs and activities it operates - on the basis of race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability (including but not limited to gender dysphoria) or predisposing genetic characteristic in violation of Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, 42 U.S. C. 12111 et. Seq. known as the Americans with Disabilities Act or section 504 of the Rehabilitation Act of 1973, New York Human Rights Law, and the Boy Scouts of America Equal Access Act of 2001.

An application for employment must be completed and on file with the Central Administration office before any initial consideration. Provisions will be provided for the publication and dissemination, internally and externally, of this policy to ensure its availability to interested citizens.

Job descriptions for all district positions will be developed and maintained by administration, reflecting the essential functions that an employee must be able to perform with or without reasonable accommodation. Additionally, administration will establish grievance procedures for the prompt and equitable resolution of complaints alleging discrimination.

Anyone who believes BOCES or its staff has failed to apply or has inadequately applied the principles or regulations of (1) Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Sexual Orientation Non-Discrimination Act of 2002, or any other relevant statute or regulation, may bring forward a complaint, called a grievance, to the

district's compliance officer, the director of Human Resources, Robin Eccleston, by contacting him at (607) 766-3823, or recclest@btboces.org., or mailing to:

Broome-Tioga BOCES
Robin Eccleston, Human Resources Director/District Compliance Officer
435 Glenwood Road, Binghamton N.Y. 13905
recclest@btboces.org, or

Office for Civil Rights, New York Office, U. S. Department of Education
32 Old Slip, 26th Floor, New York, NY 10005-2500
Telephone: (646) 428-3800
Facsimile: (646) 428-3843
Email: OCR.NewYork@ed.gov

Policy 5211: Travel-Expense Reimbursement

Approval for expense reimbursement

Prior approval from the employee's division director is required for all expenditures if the employee expects to be eligible for reimbursement for meals, lodging, or travel. The most common kinds of travel that qualify for reimbursement of expenses are conferences, overnight trips, and travel outside the area normally serviced by the employee's division or department. For conference or overnight travel, approval from a member of the central office staff is also necessary. For out-of-state travel, approval from the district superintendent is necessary.

Reimbursement expenses

Only the actual necessary expenses essential to the ordinary comfort of the employee in performance of official duties will be reimbursed. Each individual must submit a separate claim, with original receipts, for the individual's own expenses.

Meal expenses

Meals will be allowed from time of departure until the time of return within the following hours.

	Departure	Return
Breakfast	Before 7 a.m.	After 8 a.m.
Lunch	Before 11:30 a.m.	After 2 p.m.
Dinner	Before 6 p.m.	After 7 p.m.

In lieu of actual receipts, per diem allowances at established IRS rates will be provided for meals and incidental expenses.

Lodging expenses
Expenses for clean and safe lodging will be paid directly by BOCES or reimbursed upon submission of receipts. Where possible, lodging expenses should not exceed the applicable IRS rate.

Tax on occupancy of hotel rooms in New York State is not required. Employees should carry an exemption form to give to the hotel or motel so no state tax will be charged.

Automobile mileage expenses

BOCES vehicles should be used whenever possible. Upon prior approval, an employee may use a personal vehicle even though a BOCES vehicle is available. Actual mileage between the employee's BOCES location and the approved destination will be reimbursed at the current IRS rate. If no BOCES vehicle is available, mileage will be reimbursed at 100% of the current IRS rate. Employees using their own vehicles for BOCES travel should be aware they may be assuming additional insurance liability.
Necessary tolls and parking costs are reimbursable if the employee presents receipts.

Public transportation expenses
Expenses for approved common-carrier transportation (such as airplane, train, bus) will be paid directly by BOCES or reimbursed upon submission of receipts. This is also true for the expenses of approved rental vehicles and taxi or limo fares.

Registration fees
Registration fees for approved conferences, workshops, seminars, and meetings will be paid directly by BOCES or reimbursed upon submission of receipts.

Special Circumstances
Occasionally, unusual circumstances require special arrangements for travel, lodging, meals or other expenses. These special circumstances will be considered when the request is submitted for approval. Except in unusual circumstances, reimbursement for meals is not allowed within the BOCES area served by the employee's division or department. Any such unusual circumstances will be considered when the request is submitted for approval.

Directory

BOCES INFORMATION / SWITCHBOARD 607-763-3300

Central Administration

Rebecca Stone

Chief Executive Officer & District Superintendent 607-766-3802
Mail Code ISC1

Wendy O'Neil **Michelle Hans**

Secretary Clerk of the Board 607-766-3802
Fax 607-763-3691

District Superintendent's Cabinet

Kerri Bullock

Professional Learning & Innovation..... 607-766-3766
Mail Code ISC5

Robin Eccleston

Human Resources 607-766-3823
Mail Code ISC2

Tom McNair

Instructional Programs 607-763-3345
Mail Code EDC20

Christine Choi

Executive Operations Officer..... 607-766-3749
Mail Code ISC1

Central Business Office

Angela Rogers

Director 607-786-8562
Mail Code CBO27

Center for Educational Support and Technology

Professional Learning & Innovation Center

Nicole Waskie-Laura

Director 607-763-3766
Mail Code ISC5

South Central Regional Information Center

Tom Guillon

Director 607-766-3623
Mail Code ISC4

Communications & Public Relations

Christina Kunzman

Manager 607-766-3831
Mail Code ISC3
Fax 607-763-3422

Human Resources

Robin Eccleston

Director and District Compliance Officer 607-766-3823
Mail Code ISC2
Fax 607-763-3483

Instructional Programs

Tom McNair

Assistant Superintendent for Instruction..... 607-763-3345
Mail Code EDC20

Barbara Maxon

Secretary 607-763-3345
Fax 607-763-3213

Marie Meagher

Director, Special Education 607-763-3632
Mail Code EDC32

Matt Sheehan

Director, Career & Technical Education..... 607-763-3633
Mail Code EDC32

Management Support Service

Christine Choi

Executive Operations Officer..... 607-766-3812
Mail Code ISC1

Business Operations 607-766-3804
Mail Code ISC1

Lisa Cicciarelli

Administrative Support 607-766-3804

Operations & Maintenance

John Garcia

Director 607-763-3375
Mail Code .....O&M9

Broome-Tioga Association of Chief School Officers

& School Boards Association

Mark Capobianco

Executive Director 607-766-3807
Mail Code ISC4

BOCES facilities

Central Business Office

100 Marshall Dr., Endicott 607-786-8554

East Learning Center

164 Hawley Street, Binghamton..... 607-762-6400

Johnson City Learning Center

500-502 Main Street, Johnson City..... .607-763-3271

Leslie F. Distin Education Center and Instructional Support Center

435 Glenwood Rd, Binghamton 607-763-3300

West Learning Center

471 Pennsylvania Ave., Apalachin 607-748-8261

Mission

Enriching Lives Through Education

Core Beliefs

- Students are our first priority.
- Employees are our most valuable resource.
- Cultivating diversity, equity and inclusion, and guarding against bias are essential.
- Everyone is treated with dignity and respect.
- All employees will exhibit professionalism, integrity and excellence.
- Creativity and continuous improvement are crucial to everything we do.
- A safe, challenging and nurturing environment supports learning.
- All can learn and grow academically, socially and emotionally.
- Customer service and collaboration are key to being a successful and trusted partner.

Quality Principles

Customer Satisfaction
Teamwork Processes
Continuous Improvement
Providing Leadership in Education

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