

Classified Benefits

for

12 Month Employees

July 1, 2026

TABLE OF CONTENTS
12-month employees

Approved Absences
Full-time Employees
Sick Days 1
Medical Appointment Time 1
Personal Days 2
Bereavement Days 2
Holidays 2
Vacation Days 3
Vacation Days for Employees Moving From 10- to 12-Month Schedule 3
Cancer Screening Leave 4
Blood Donation Leave 4
Part-time Employees
Sick Days 5
Medical Appointment Time 5
Personal Days 5-6
Bereavement Days 6
Holidays 6
Vacation Days 7
Cancer Screening Leave 8
Blood Donation Leave 8
Approved Leaves
Full-time Employees
Long-term Disability 9
Short-term Illness 9
Child Care Leave 10
Jury Duty 10
Military Leave 10
Volunteer Firefighters, Emergency Medical Corps, or Special Police 11
Part-time Employees
Short-term Illness 12
Child Care Leave 12
Jury Duty 12
Military Leave 13
Volunteer Firefighters, Emergency Medical Corps, or Special Police 13
Insurances
Full-time Employees
Health, Dental, and Vision Insurance 14-15
Group Life Insurance 15
Part-time Employees
Health, Dental, and Vision Insurance 16
Additional Benefits
Full-time Employees
Career Award (Longevity) 17
Attendance Incentive 17
Tuition Reimbursement 17
Tuition Reimbursement Procedure 17-18
Professional Standards Program 18

Part-time Employees
Career Award (Longevity) 19
Attendance Incentive 19
Tuition Reimbursement 19
Tuition Reimbursement Procedure 19-20
Professional Standards Program 20-21
Available Services
Workers' Compensation 21
Motor Vehicle Accidents 21
Retirement
Retirement Plan 22
Service Increment 22
Section 41j 22
Health Coverage at Retirement 23-24
Salary 25
Overtime Pay and Compensatory Time 25-26
Classified Liaison Committee 27
Family Medical Leave Act 28
Seniority 29
Monroe 2-Orleans BOCES Board Policies and Regulations 30
Inside Civil Service 31-38

APPROVED ABSENCES
Full-time 12 month employees

SICK DAYS

Sick days will be credited to the employee on July 1. An employee starting after July 1 will receive a prorated amount of days for the remainder of the year.

- During the first three years (July 1 – June 30) of continuous service, 12 days per year are provided.
- After completing three fiscal years (July 1-June 30) of continuous service, 15 days per year are provided.

These days may be applied to personal or family illness.

Sick days may be used in half or full day increments.

Unused sick days may be accumulated to a maximum of 260 days.

Note: Family illness days may be used to care for immediate family which means illness of parents, in-laws, spouse, dependent children, and grandchildren. Also, consideration for use of family sick days will be given if an employee is the primary caregiver for a relative.

MEDICAL APPOINTMENT TIME

Employees will be allowed to utilize sick time in hourly increments for the purpose of attending medical appointments for themselves or their family members. The guidelines for this use of time are as follows:

- Must be preapproved by the department director.
- Must be requested at least one week in advance, unless emergency circumstances arise.
- May not be used for non-scheduled sick time absences.

Hourly sick time will be recorded and tracked via department leaves time records. Employees will keep records of leave dates and hours until a workday is exhausted, at which time it will be recorded on the employee's attendance. All partial increments remaining at the end of the year will result in a half or full day deduction.

Individual employee logs will be kept by each department for review at the end of the school year.

PERSONAL DAYS

Personal days will be credited to the employee on July 1. An employee starting after July 1 will receive a prorated amount of days for the remainder of the year.

- Three days per year are provided.
- These days may be applied to religious, family matters, or legal business.

Advanced written notice is required and must be submitted to the department director at least two workdays prior to the requested absence, unless emergency circumstances arise.

Unused personal days will be carried over and converted to sick days at the end of the fiscal year.

Employees will be allowed to utilize personal time in hourly increments. Hourly personal time will be recorded and tracked via department leaves time records. Employees will keep records of leave dates and hours until a workday is exhausted, at which time it will be recorded on the employee's attendance. All partial increments remaining at the end of the year will result in a half or full day deduction.

Individual employee logs will be kept by each department for review at the end of the school year.

BEREAVEMENT DAYS

- For the death of a spouse, parent, child, brother, or sister: five days per year per incident are provided.
- For the death of a mother- or father-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparent or grandchild by blood, marriage or adoption: three days per year per incident are provided.
- For the death of an aunt, uncle, nephew, niece, or cousin: one day per year per incident is provided.

The above relationships include step-relationships.

Additional days concerning the above relationships may be approved by the administration.

HOLIDAYS

Thirteen holidays and one floating holiday are granted to employees each year. The holidays are as follows:

New Year's Day	Juneteenth	Thanksgiving Day and the following Friday
Martin Luther King, Jr. Day	Independence Day	Christmas Day
President's Day	Labor Day	Floating Holiday *(employee designated day)*
Good Friday	Columbus Day	
Memorial Day	Veterans Day	

Note: Staff taking unpaid time off immediately before or after a holiday will not be paid for the holiday.

VACATION DAYS

Vacation days will be credited to the employee based on **completed** years of service as of July 1.

- After one fiscal year (July 1-June 30) of continuous service, 10 days are earned (prorated the first year based on hire date).
- After three fiscal years (July 1-June 30) of continuous service, 15 days are earned.
- After five fiscal years (July 1-June 30) of continuous service, one additional day is earned each year, to a maximum of 25 days.

Vacation days may be used in half or full day increments.

Up to a maximum of 10 unused vacation days will automatically be carried over into the next school year.

Unused earned vacation days will be paid to the employee upon resignation or retirement. Vacation days that are accumulated in the year of resignation or retirement will be prorated from July 1.

Vacation days are not accrued during an unpaid leave of absence.

Post-July 1, 1997 Vacation Days

Employees who were hired on or after July 1, 1997 shall receive paid vacation according to the following schedule:

- Upon date of hire, vacation days will be accrued on a monthly basis to a maximum of 10 days, prorated from July 1.
- Vacation days will only be available after the first six months of employment and may be used any time with the prior permission of the department director.
- Employees hired during July and August will be credited with one year of service solely for the purpose of gaining additional vacation days after three years of continuous employment.

If the employee leaves the employment of the BOCES, any used unearned vacation days must be repaid to the BOCES.

Up to a maximum of 10 unused vacation days will automatically be carried over into the next school year.

Unused earned vacation days will be paid to the employee upon resignation or retirement. Vacation days that are accumulated in the year of resignation or retirement will be prorated from July 1.

Vacation days are not accrued during an unpaid leave of absence.

VACATION DAYS (moving from a 10- to 12- month position)

For those employees moving from a 10-month work schedule to a 12-month work schedule, vacation days will be calculated based on the length of time the employee has served the BOCES.

CANCER SCREENING LEAVE

In accordance with New York State Civil Service Law § 159-b, employees are entitled to take up to a maximum of four (4) hours (including commute time) of excused paid leave each school year to obtain a screening for cancer which is not deducted from sick, personal or vacation leave. The time is not cumulative year-to-year and is not compensable if the screening occurs outside the employee's work day.

Employees seeking this type of leave should obtain permission, absent emergency circumstances, at least two (2) weeks in advance and provide follow-up verification of their screening to their supervisor. Employees are required to submit a completed "Employee Request for Excused Leave" form, which is available on the Human Resources webpage at www.monroe2boces.org/hr.

BLOOD DONATION LEAVE

In accordance with New York State Labor Law § 202-j, employees who work 20 or more hours per week and seek to donate blood during their regular work hours are entitled to an excused unpaid leave of absence, or use of personal or vacation time, for up to a maximum of three (3) hours (including commute time) each school year. The time is not cumulative year-to-year.

Employees seeking this type of leave should obtain permission, absent emergency circumstances, at least two (2) weeks in advance and provide follow-up verification of their blood donation appointment to their supervisor. Employees are required to submit a completed "Employee Request for Excused Leave" form, which is available on the Human Resources webpage at www.monroe2boces.org/hr.

Part-time 12 month employees

Definition: Employees working in a .5 FTE or more but less than full-time. Employees working less than .5 FTE do not receive the benefits below with the exception of the cancer screening leave.

SICK DAYS

Sick days will be credited to the employee on July 1. An employee starting after July 1 will receive a prorated amount of days for the remainder of the year. The length of the sick "day" is based on the actual length of the employee's day and work assignment.

- During the first three years (July 1 – June 30) of continuous service, 12 days per year are provided.
- After completing three fiscal years (July 1-June 30) of continuous service, 15 days per year are provided.

These days may be applied to personal or family illness.

Sick days may be used in half or full day increments.

Unused sick days may accumulate to a maximum of 130 days.

MEDICAL APPOINTMENT TIME

Employees will be allowed to utilize sick time in hourly increments for the purpose of attending medical appointments for themselves or their family members. The guidelines for this use of time are as follows:

- Must be preapproved by the department director.
- Must be requested at least one week in advance, unless emergency circumstances arise.
- May not be used for non-scheduled sick time absences.

Hourly sick time will be recorded and tracked via department leaves time records. Employees will keep records of leave dates and hours until a workday is exhausted, at which time it will be recorded on the employee's attendance. All partial increments remaining at the end of the year will result in a half or full day deduction.

Individual employee logs will be kept by each department for review at the end of the school year.

PERSONAL DAYS

Personal days will be credited to the employee on July 1. An employee starting after July 1 will receive a prorated amount of days for the remainder of the year. The length of the personal "day" is based on the actual length of the employee's day and work assignment.

- Three days per year are provided.
- These days may be applied to religious, family matters, or legal business.

Advanced written notice is required and must be submitted to the department director at least two workdays prior to the requested absence, unless emergency circumstances arise.

Unused personal days will be carried over and converted to sick days at the end of the fiscal year. Employees will be allowed to utilize personal time in hourly increments. Hourly personal time will be recorded and tracked via department leaves time records. Employees will keep records of leave dates and hours until a workday is exhausted, at which time it will be recorded on the employee's attendance. All partial increments remaining at the end of the year will result in a half or full day deduction.

BEREAVEMENT DAYS

The length of the bereavement "day" is based on the actual length of the employee's day and work assignment.

- For the death of a spouse, parent, child, brother, or sister: five days per year per incident are provided.
- For the death of a mother- or father-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparent or grandchild by blood, marriage, or adoption: three days per year per incident are provided.
- For the death of an aunt, uncle, nephew, niece, or cousin: one day per year per incident is provided.

The above relationships include step-relationships.

Additional days concerning the above relationships may be approved by the administration.

HOLIDAYS

Thirteen holidays are granted to employees each year. The holidays are as follows:

New Year's Day	Juneteenth	Thanksgiving Day and the following Friday
Martin Luther King, Jr. Day	Independence Day	Christmas Day
President's Day	Labor Day	
Good Friday	Columbus Day	
Memorial Day	Veterans Day	

Note: Staff taking unpaid time off immediately before or after a holiday will not be paid for the holiday.

VACATION DAYS

Vacation days will be credited to the employee based on **completed** years of service as of July 1. An employee starting after July 1 will receive a prorated amount of days for the remainder of the year. The length of the vacation "day" is based on the actual length of the employee's day and work assignment.

These days are awarded based on the actual number of hours and days worked during a normal work week.

- After one fiscal year (July 1-June 30) of continuous service, 10 days are earned.
- After three fiscal years (July 1-June 30) of continuous service, 15 days are earned, to a maximum of 15 days.

Vacation days may be used in half or full day increments.

Up to a maximum of 10 unused vacation days will automatically be carried over into the next school year.

Unused earned vacation days will be paid to the employee upon resignation or retirement. Vacation days that are accumulated in the year of resignation or retirement will be prorated from July 1.

Vacation days are not accrued during an unpaid leave of absence.

Post-July 1, 1997 Vacation Day Usage

Employees who were hired on or after July 1, 1997 shall receive paid vacation according to the following schedule:

- Upon date of hire, vacation days will be accrued on a monthly basis to a maximum of 10 days, prorated from July 1.
- Vacation days will only be available after the first six months of employment and may be used any time with the prior permission of the department director.
- Employees hired during July and August will be credited with one year of service solely for the purpose of gaining additional vacation days after three years of continuous employment.

If the employee leaves the employment of the BOCES, any used unearned vacation days must be repaid to the BOCES.

Up to a maximum of 10 unused vacation days will automatically be carried over into the next school year.

Unused earned vacation days will be paid to the employee upon resignation or retirement. Vacation days that are accumulated in the year of resignation or retirement will be prorated from July 1.

Vacation days are not accrued during an unpaid leave of absence.

CANCER SCREENING LEAVE

In accordance with New York State Civil Service Law § 159-b, employees are entitled to take up to a maximum of four (4) hours (including commute time) of excused paid leave each school year to obtain a screening for cancer which is not deducted from sick, personal or vacation leave. The time is not cumulative year-to-year and is not compensable if the screening occurs outside the employee's work day.

Employees seeking this type of leave should obtain permission, absent emergency circumstances, at least two (2) weeks in advance and provide follow-up verification of their screening to their supervisor. Employees are required to submit a completed "Employee Request for Excused Leave" form, which is available on the Human Resources webpage at www.monroe2boces.org/hr.

BLOOD DONATION LEAVE

In accordance with New York State Labor Law § 202-j, employees who work 20 or more hours per week and seek to donate blood during their regular work hours are entitled to an excused unpaid leave of absence, or use of personal or vacation time, for up to a maximum of three (3) hours (including commute time) each school year. The time is not cumulative year-to-year.

Employees seeking this type of leave should obtain permission, absent emergency circumstances, at least two (2) weeks in advance and provide follow-up verification of their blood donation appointment to their supervisor. Employees are required to submit a completed "Employee Request for Excused Leave" form, which is available on the Human Resources webpage at www.monroe2boces.org/hr.

APPROVED LEAVES
Full-time 12 month employees

LONG-TERM DISABILITY

A long-term disability protection plan is provided to full-time employees at no cost. This plan provides 75% of the employee's gross annual salary minus any benefit deductions for an absence in excess of eight weeks and one day.

The purpose of the long-term disability plan is to assist employees facing long-term illnesses, recuperation periods from surgery, serious accidents, or other similar long-term absences.

The 75% long-term disability protection is available to classified employees for a period not to exceed a career maximum of one year. A physician's written statement certifying the employee's disability is required. The physician's statement must clearly indicate the date on which the disability begins, the nature of the disability, and the anticipated date of return. Authorization for long-term disability pay will be implemented only with the submission of the proper documentation outlining the disability.

An employee with accumulated days can utilize those days during the required eight week and one day waiting period.

An employee without accumulated days will begin receiving 75% of his/her gross annual salary at the conclusion of the eight week and one day waiting period. The eight week and one day waiting period is subject to evaluation by the BOCES medical service to determine the typical time frame allowable for specific disabilities. BOCES may also require an examination by a physician of its choice.

Vacation and medical benefits will cease during an unpaid leave of absence, excepting any leave taken as Family Medical Leave Act.

SHORT-TERM ILLNESS

Short-term illness is defined as a period of absence for at least four days but no more than eight weeks. The physician's written statement certifying the employee's illness is required. The physician's statement must clearly indicate the start date of the illness, the nature of the illness, and the anticipated date of return. Any accumulated sick time would be applied to this type of absence and would be subject to review by the BOCES medical service.

Vacation and medical benefits will cease during an unpaid leave of absence, excepting any leave taken as Family Medical Leave Act.

CHILD CARE LEAVE

Leave without pay for child care purposes will automatically be granted when in conjunction with the birth of a child or in the case of an adoption of an infant under five years of age. The duration of the Child Care Leave shall be a maximum of one year unpaid leave.

A written request for absences related to child care must be received by BOCES at least 30 days prior to the absence. This letter must state the specific time frame for the absence. *A notice of return must be submitted at least 60 days in advance for the purpose of ensuring adequate staffing. If such a notice is not received, the employee is deemed to have resigned.*

Vacation and medical benefits will cease during an unpaid leave of absence, excepting any leave taken as Family Medical Leave Act.

JURY DUTY

- Within two days of jury duty service notification, the employee must present the summons to the department director.
- BOCES employees summoned to serve on jury duty will receive their regular pay and may continue as long as required.

Upon completion of jury duty, an attendance form should be obtained from the Commissioner of Jurors Office and submitted to the Payroll Department for attendance purposes.

MILITARY LEAVE

A military leave shall be granted to an employee who is inducted or enlists in any branch of the armed forces of the United States.

- The employee must provide copies of his/her Military Orders to the department director.
- Entitlement of paid days per calendar year, 30 calendar days or 22 working days, whichever is greater.

All rights and privileges will be afforded under Sections 242 and 243 of the New York State Military Law.

VOLUNTEER FIREFIGHTERS, EMERGENCY MEDICAL CORPS, OR SPECIAL POLICE

The Monroe 2-Orleans BOCES recognizes that voluntary firefighters, ambulance corps and special police personnel provide critical services to our communities. Although these employees provide critical services, we must remain mindful that our mission at BOCES is essential and cannot be taken lightly. The BOCES will support employees who are volunteer firefighters, emergency corps or special police personnel assisting in emergencies under the following circumstances:

- Should any employee answer an emergency call prior to the beginning of his/her regularly scheduled shift and should a call terminate after the start of the employee's shift, the employee shall not be required to report to work until one hour after the termination of the call.
- The employee shall make every effort to notify his/her supervisor of the absence as soon as possible.
- The employee shall present written verification of the time the call was activated, the presence of the employee, and the time the call was terminated from the officer in charge.
- Upon returning to work, the employee shall notify his/her supervisor immediately.
- No employee shall leave a work location during a regular shift to respond to an emergency call without permission from his/her direct supervisor.
- Personal days, vacation days, or sick days shall not be charged against the employee. Should the emergency situation occur during such a time (i.e., all-night emergencies) that the employee determines that he/she is unable to return to work, the employee may use his/her accumulated sick day(s) for recuperative purposes.

It is understood that abuse of this privilege may result in the denial of this privilege in the future.

Part-time 12 month employees

Definition: Employees working in a .5 FTE or more but less than full-time. Employees working less than .5 FTE do not receive the benefits below.

SHORT-TERM ILLNESS

Short-term illness is defined as a period of absence for at least four days but no more than eight weeks. The physician's written statement certifying the employee's illness is required. The physician's statement must clearly indicate the start date of the illness, the nature of the illness, and the anticipated date of return. Any accumulated sick time would be applied to this type of absence and would be subject to review by the BOCES medical service.

Vacation and medical benefits will cease during an unpaid leave of absence, excepting any leave taken as Family Medical Leave Act.

CHILD CARE LEAVE

Leave without pay for child care purposes will automatically be granted when in conjunction with the birth of a child or in the case of an adoption of an infant under five years of age. The duration of the Child Care Leave shall be a maximum of one year unpaid leave.

A written request for absences related to child care must be received by BOCES at least 30 days prior to the absence. This letter must state the specific time frame for the absence. *A notice of return must be submitted at least 60 days in advance for the purpose of ensuring adequate staffing. If such a notice is not received, the employee is deemed to have resigned.*

Vacation and medical benefits will cease during an unpaid leave of absence, excepting any leave taken as Family Medical Leave Act.

JURY DUTY

The length of the jury "day" is based on the actual length of the employee's day and work assignment.

- Within two days of jury duty service notification, the employee must present the summons to the department director.
- BOCES employees summoned to serve on jury duty will receive their regular pay and may continue as long as required.

Upon completion of jury duty, an attendance form should be obtained from the Commissioner of Jurors Office and submitted to the Payroll Department for attendance purposes.

MILITARY LEAVE

A military leave shall be granted to an employee who is inducted or enlists in any branch of the armed forces of the United States. The length of the military "day" is based on the actual length of the employee's day and work assignment.

- The employee must provide copies of his/her Military Orders to the department director.
- Entitlement of paid days per calendar year, 30 calendar days or 22 working days, whichever is greater.

All rights and privileges will be afforded under Sections 242 and 243 of the New York Military Law.

VOLUNTEER FIREFIGHTERS, EMERGENCY MEDICAL CORPS, OR SPECIAL POLICE

The Monroe 2-Orleans BOCES recognizes that voluntary firefighters, ambulance corps and special police personnel provide critical services to our communities. Although these employees provide critical services, we must remain mindful that our mission at BOCES is essential and cannot be taken lightly. The BOCES will support employees who are volunteer firefighters, emergency corps or special police personnel assisting in emergencies under the following circumstances:

- Should any employee answer an emergency call prior to the beginning of his/her regularly scheduled shift and should a call terminate after the start of the employee's shift, the employee shall not be required to report to work until one hour after the termination of the call.
- The employee shall make every effort to notify his/her supervisor of the absence as soon as possible.
- The employee shall present written verification of the time the call was activated, the presence of the employee, and the time the call was terminated from the officer in charge.
- Upon returning to work, the employee shall notify his/her supervisor immediately.
- No employee shall leave a work location during a regular shift to respond to an emergency call without permission from his/her direct supervisor.
- Personal days, vacation days, or sick days shall not be charged against the employee. Should the emergency situation occur during such a time (i.e., all-night emergencies) that the employee determines that he/she is unable to return to work, the employee may use his/her accumulated sick day(s) for recuperative purposes.

It is understood that abuse of this privilege may result in the denial of this privilege in the future.

INSURANCES
Full-time 12 month employees

Note: Domestic partners are eligible for health, dental and vision insurance. A domestic partner affidavit must be signed and notarized. A copy of the affidavit can be obtained from the Benefits Office at 352-2707.

HEALTH INSURANCE

Staff contributions toward health insurance premiums shall be a percent of the healthcare premium as indicated in the charts below based on hire date:

Staff hired prior to July 1, 2010

Effective January 1, 2026

Plan	Staff Contribution	Annual HSA Deposit
Blue Point 2 Value	13%	n/a
-OR-		
High Deductible Health Plan (HDHP)	3%	$900/Single $1,800/Family/No Spouse/2 Person

Effective January 1, 2027

Plan	Staff Contribution	Annual HSA Deposit
Blue Point 2 Value	14%	n/a
-OR-		
High Deductible Health Plan (HDHP)	3%	$900/Single $1,800/Family/No Spouse/2 Person

For those enrolling in the HDHP, the BOCES will deposit money into a Health Savings Account (HSA). The BOCES contributions to the HSA will be made on a monthly basis ($75/month for single; $150/month for family/no spouse/2 person).

Staff hired on or after July 1, 2010

Effective January 1, 2026

Plan	Staff Contribution	Annual HSA Deposit
Blue Point 2 Value	19%	n/a
-OR-		
High Deductible Health Plan (HDHP)	3%	$900/Single $1,800/Family/No Spouse/2 Person

Effective January 1, 2027

Plan	Staff Contribution	Annual HSA Deposit
Blue Point 2 Value	20%	n/a
-OR-		
High Deductible Health Plan (HDHP)	3%	$900/Single $1,800/Family/No Spouse/2 Person

For those enrolling in the HDHP, the BOCES will deposit money into a Health Savings Account (HSA). The BOCES contributions to the HSA will be made on a monthly basis ($75/month for single; $150/month for family/no spouse/2 person).

Opportunities to change or add health care coverages are available to all employees. These changes take place during the month of January or any time there is a rate increase or if there is a personal life change. Note, the Select plan is closed to new enrollment.

For more information contact the Benefits Office at 352-2707.

DENTAL INSURANCE

BOCES shall provide dental insurance equal to the Blue Cross/Blue Shield Smile Saver Dental Plan. The Board shall pay 85% of the monthly premium and the employee shall pay 15%.

VISION INSURANCE

BOCES shall provide vision insurance. The Board shall pay 85% of the monthly premium and the employee shall pay 15%.

GROUP LIFE INSURANCE

BOCES shall provide Group Term Life Insurance to all full-time employees in the amount of $10,000 (at no cost to the employee). This coverage shall terminate at retirement or when the employee leaves the employment of BOCES. At retirement the employee may exercise conversion rights in accordance with the provisions of the insurance agreement.

The Group Term Life Insurance provided to the Cabinet Secretaries will be twice the amount of their basic annual earnings and double indemnity for accidental death or triple indemnity if death occurs while traveling by common carrier. Coverage continues into retirement, provided you have at least 10 years of continuous service with BOCES. At age 66 through 69, the coverage is reduced each year by 20% of the insurance in force at age 65. At age 70, the amount of insurance continues in force but with a maximum of $10,000 until death occurs.

Part-time 12 month employees

Definition: Employees working in a .5 FTE or more but less than full-time. Employees working less than .5 FTE do not receive the benefits below.

Note: Domestic partners are eligible for health, dental and vision insurance. A domestic partner affidavit must be signed and notarized. A copy of the affidavit can be obtained from the Benefits Office at 352-2707.

HEALTH INSURANCE

Staff hired prior to July 1, 2009

- The employee may remain in his/her current plan, or may enroll in the High Deductible Health Plan (HDHP).
- The Board shall pay 50% of the monthly premium and the employee shall pay 50%.
- For those enrolling in the HDHP, the BOCES will deposit money into a Health Savings Account (HSA). The BOCES contributions to the HSA will be made on a monthly basis as follows: $37.50/month ($450 annual) for a single plan, and $75/month ($900 annual) for a family/no spouse/2 person plan.

Staff hired on or after July 1, 2009

- The employee can enroll in Blue Point 2 Value, or the High Deductible Health Plan (HDHP).
- The Board shall pay 50% of the monthly premium and the employee shall pay 50%.
- For those enrolling in the HDHP, the BOCES will deposit money into a Health Savings Account (HSA). The BOCES contributions to the HSA will be made on a monthly basis as follows: $37.50/month ($450 annual) for a single plan, and $75/month ($900 annual) for a family/no spouse/2 person plan.

Opportunities to change or add health care coverages are available to employees. These changes take place during the month of January or any time there is a rate increase or if there is a personal life change.

For more information contact the Benefits Office at 352-2707.

DENTAL INSURANCE

BOCES shall provide dental insurance equal to the Blue Cross/Blue Shield Smile Saver Dental Plan. The Board shall pay 50% of the monthly premium and the employee shall pay 50%.

VISION INSURANCE

BOCES shall provide vision insurance. The Board shall pay 50% of the monthly premium and the employee shall pay 50%.

ADDITIONAL BENEFITS
Full-time 12 month employees

CAREER AWARD (Longevity)

A Career Award is paid to salaried employees under these circumstances:

- After 10 years of continuous service, $350 is awarded.
- After 15 years of continuous service, $500 is awarded.
- After 20 years of continuous service, $650 is awarded.
- After 25 years of continuous service, $800 is awarded.

The Career Award is provided after the specific number of years of service and is payable each year thereafter. Payment is in a lump sum on the payroll date immediately following the employee's anniversary date of employment, and is included in the employee's regular biweekly paycheck.

ATTENDANCE INCENTIVE

If no sick days are used by the employee in the prior fiscal year, two hundred fifty dollars ($250.00) will be paid to the employee in the following year. In order to qualify for the incentive, employees must be employed for a full year's duration (July 1 - June 30). The attendance period is from July 1 and ends on June 30 of the following year.

TUITION REIMBURSEMENT

Tuition Reimbursement Approval Forms are available on the Human Resources webpage at www.monroe2boces.org/hr. Courses must be work related or in support of a work-related degree.

Once approved, employees may enroll in up to four undergraduate or graduate courses per year. The four courses may be taken in one semester or throughout the fiscal year (July 1 - June 30).

Reimbursement for courses will be made at an amount up to the State University of New York (SUNY) tuition rate. Reimbursement will take place after the deduction of any grants or tuition waivers off the total tuition amount.

TUITION REIMBURSEMENT PROCEDURE

Employees may apply for tuition reimbursement by submitting a Tuition Reimbursement Approval Form to their Director or Principal at the beginning of the semester prior to the course starting.

Upon course completion with a passing grade, employees must submit to the Human Resources Department:

- College Transcript or Course Grade Report
- Financial Aid disclosure report from the college/university

Tuition reimbursement payments are processed three times per year. Requests for payment will be processed within 30 days of the dates listed below:

- January 15
- June 15
- September 15

In the event a course has not been completed, the employee may request an extension of that approval for up to one additional semester.

In the event that paperwork is not submitted by the semester deadline dates listed above, or incomplete paperwork is submitted, reimbursement will not be made until after the following reimbursement cycle. Under no circumstances will reimbursement take place between cycles.

PROFESSIONAL STANDARDS PROGRAM

Monroe 2-Orleans BOCES participates in the Professional Standards Program (PSP) offered by the National Association of Educational Office Professionals (NAEOP). PSP establishes levels of certification for educational office employees based on educational background, in-service training at seminars and workshops, and participation in professional associations. Certificates are valid for five years, after which employees can recertify to the same or a higher certification level.

Office employees are eligible to earn monetary stipends for achieving certification levels. The stipend is a one-time lump sum payment added to base salary. The stipend amounts are as follows:

Certificate Level (Options I & II)	**Stipend**
Basic	$150
Associate Professional	$200
Associate Degree	$200
Advanced I	$250
Advanced II	$300
Advanced III	$350
Bachelor Degree	$400
Master Degree	$500
Doctoral Degree	$600

Monroe 2-Orleans BOCES will provide reimbursement for the initial application fee upon notice of certificate achievement from NAEOP. In addition, BOCES will provide reimbursement for the application fee for those employees who recertify.

To obtain an application form, or for more information regarding PSP, please contact Becky Maslowski, Administrative Assistant for the Assistant Superintendent for Human Resources, at 352-2429.

Part-time 12 month employees

Definition: Employees working in a .5 FTE or more but less than full-time. Employees working less than .5 FTE do not receive the benefits below.

CAREER AWARD (Longevity)

Part-time employees will follow this schedule for payment but will receive a prorated amount of money.

A Career Award is paid to salaried employees under these circumstances:

- After 10 years of continuous service, $350 (prorated) is awarded.
- After 15 years of continuous service, $500 (prorated) is awarded.
- After 20 years of continuous service, $650 (prorated) is awarded.
- After 25 years of continuous service, $800 (prorated) is awarded.

The Career Award is provided after the specific number of years of service and is payable each year thereafter. Payment is in a lump sum on the payroll date immediately following the employee's anniversary date of employment, and is included in the employee's regular biweekly paycheck.

ATTENDANCE INCENTIVE

If no sick days are used by the employee in the prior fiscal year, two hundred fifty dollars ($250.00) will be paid to the employee in the following year. In order to qualify for the incentive, employees must be employed for a full year's duration (July 1 - June 30). The attendance period is from July 1 and ends on June 30 of the following year. The incentive amount will be prorated for part-time staff.

TUITION REIMBURSEMENT

Tuition Reimbursement Approval Forms are available on the Human Resources webpage at www.monroe2boces.org/hr. Courses must be work related or in support of a work-related degree.

Once approved, employees may enroll in up to four undergraduate or graduate courses per year. The four courses may be taken in one semester or throughout the fiscal year (July 1 - June 30).

Reimbursement for courses will be made at an amount up to the State University of New York (SUNY) tuition rate, prorated based on the employee's FTE. Reimbursement will take place after the deduction of any grants or tuition waivers off the total tuition amount.

TUITION REIMBURSEMENT PROCEDURE

Employees may apply for tuition reimbursement by submitting a Tuition Reimbursement Approval Form to their Director or Principal at the beginning of the semester prior to the course starting. Courses must be work related or in support of a work-related degree.

Upon course completion with a passing grade, employees must submit to the Human Resources Department:

- College Transcript or Course Grade Report
- Financial Aid disclosure report from the college/university

Tuition reimbursement payments are processed three times per year. Requests for payment will be processed within 30 days of the dates listed below:

- January 15
- June 15
- September 15

In the event a course has not been completed, the employee may request an extension of that approval for up to one additional semester.

In the event that paperwork is not submitted by the semester deadline dates listed above, or incomplete paperwork is submitted, reimbursement will not be made until after the following reimbursement cycle. Under no circumstances will reimbursement take place between cycles.

PROFESSIONAL STANDARDS PROGRAM

Part-time employees will receive the stipends listed below at a prorated amount.

Monroe 2-Orleans BOCES participates in the Professional Standards Program (PSP) offered by the National Association of Educational Office Professionals (NAEOP). PSP establishes levels of certification for office employees based on educational background, in-service training at seminars and workshops, and participation in professional associations. Certificates are valid for five years, after which employees can recertify to the same or a higher certification level.

Office employees are eligible to earn monetary stipends for achieving certificate levels. The stipend is a one-time lump sum payment added to base salary. The stipend amounts are as follows:

Certificate Level (Options I & II)	**Stipend**
Basic	$150
Associate Professional	$200
Associate Degree	$200
Advanced I	$250
Advanced II	$300
Advanced III	$350
Bachelor Degree	$400
Master Degree	$500
Doctoral Degree	$600

Monroe 2-Orleans BOCES will provide reimbursement for the initial application fee upon notice of certificate achievement from NAEOP. In addition, BOCES will provide reimbursement for the application fee for those employees who recertify.

To obtain an application form or for more information regarding PSP, please contact Becky Maslowski, Administrative Assistant for the Assistant Superintendent for Human Resources, at 352-2429.

AVAILABLE SERVICES

WORKERS' COMPENSATION

All BOCES employees are protected under New York State Workers' Compensation in the event of an injury sustained on-the-job. In the event of an accident or an injury occurring while working, employees should follow these procedures:

- Report the accident and/or injury as soon as possible to the immediate supervisor.
- Complete an Accident Report form.

In the event of a job-related injury, available sick days are used first. Any used sick days may be returned to the employee's accumulated number of days pending the results of a hearing by the New York State Workers' Compensation Board.

Specific questions regarding Workers' Compensation should be addressed to the Workers' Compensation Office at 352-2709.

Accident forms are available on the Human Resources webpage at www.monroe2boces.org/hr.

MOTOR VEHICLE ACCIDENTS

Employees who become involved in a motor vehicle accident, sustained on the job, should follow these procedures:

- Notify their supervisor immediately.
- Notify the appropriate insurance carrier(s) immediately.

Any employee involved in an accident while driving a BOCES vehicle should follow the instructions in the vehicle manual.

RETIREMENT

RETIREMENT PLAN

All full-time employees must enroll in the New York State & Local Retirement System. Membership is optional for part-time employees. When you join the Retirement System, you are assigned to a tier based on your date of membership. Your tier determines:

- Your eligibility for service or disability retirement benefits.
- The formula used in the calculation of your benefits.
- Death benefit coverage.
- Service crediting.
- Whether you must contribute toward your benefits.

For detailed information on the retirement system and the benefits it provides, please visit the following website: http://www.osc.state.ny.us/retire/.

SERVICE INCREMENT

Upon retirement the Service Increment is available to employees who meet the following criteria:

- Have at least 10 years of full-time continuous service with BOCES.
- Are eligible to retire with the New York State & Local Retirement System.
- File a notice to retire with the District Superintendent at least three months prior to the departure date.

The service increment of $50 per unused sick day to a maximum of 185 days may be paid in the form of a lump sum payment in the employee's final paycheck or may be paid directly into a 403(b) account.

SECTION 41j

Employees having up to 260 days of accumulated sick time at retirement can elect to apply up to 185 of their accumulated sick days to the service increment and use the balance of their days to increase their service credit at retirement. This provision is covered under Section 41j of the New York State & Local Retirement System; maximum number of days that can be applied to service credit under Section 41j is 165 days. Part-time staff are not eligible for the service increment but may participate in Section 41j.

HEALTH COVERAGE AT RETIREMENT

Staff hired prior to July 1, 2003

Criteria: Employees hired prior to July 1, 2003 will be eligible for health coverage in retirement once the criteria listed has been met:

- Are at least 55 years of age.
- Have at least 10 years of full-time continuous service with BOCES. Note: Part-time service does not count toward this requirement.
- Have been enrolled in the applicable plan(s) prior to retirement.
- Employee is receiving pension benefits under the New York State Employees' Retirement System.

Contribution: The contribution amount shall be the percentage in place at the time of retirement.

BOCES shall also provide for the continuation of health care programs to the spouse of record of a deceased retired employee during the life of that spouse or until he or she remarries. The premium for this coverage is shared 50% by BOCES and 50% by the spouse of record.

Staff hired between July 1, 2003 - June 30, 2018

Criteria: Employees hired between July 1, 2003 – June 30, 2018 will be eligible for health coverage in retirement once the criteria listed has been met:

- Are at least 55 years of age.
- Have at least 15 years of full-time continuous service with BOCES. Note: Part-time service does not count toward this requirement.
- Have been enrolled in the applicable plan(s) prior to retirement.
- Employee is receiving pension benefits under the New York State Employees' Retirement System.

Contribution: BOCES will pay 75% of the *BOCES* share of the premium, according to the percentage contribution in place at the time of retirement.

OR

- Are at least 55 years of age.
- Have at least 20 years of full-time continuous service with BOCES. Note: Part-time service does not count toward this requirement.
- Have been enrolled in the applicable plan(s) prior to retirement.
- Employee is receiving pension benefits under the New York State Employees' Retirement System.

Contribution: BOCES will pay 100% of the *BOCES* share of the premium, according to the percentage contribution in place at the time of retirement.

BOCES shall also provide for the continuation of health care programs to the spouse of record of a deceased retired employee during the life of that spouse or until he or she remarries. The premium for this coverage is shared 50% by BOCES and 50% by the spouse of record.

Staff hired on or after July 1, 2018

Criteria: Employees hired on or after July 1, 2018 will be eligible for health coverage in retirement once the criteria listed has been met:

- Are at least 55 years of age.
- Have at least 20 years of full-time continuous service with BOCES. Note: Part-time service does not count toward this requirement.
- Have been enrolled in the applicable plan(s) prior to retirement.
- Employee is receiving pension benefits under the New York State Employees' Retirement System.

Contribution: The coverage provided will be the same coverage provided to classified staff. BOCES will continue to pay the same portion of the total monthly premium for the applicable coverage as provided for active employees.

BOCES shall also provide for the continuation of health care programs to the spouse of record of a deceased retired employee during the life of that spouse or until he or she remarries. The premium for this coverage is shared 50% by BOCES and 50% by the spouse of record.

Opportunities to change health care programs are available for retirees receiving BOCES health care programs. These changes take place during the month of January.

SALARY

The BOCES Board typically approves salary increases effective July 1 of each year. Staff hired on or after April 1 of the preceding year are not eligible for the increase.

OVERTIME PAY AND COMPENSATORY TIME

Employees who work beyond 40 hours in a week are eligible to receive either monetary compensation ("overtime pay") or compensatory time ("comp time") for the extra time worked. Both overtime pay and comp time are calculated at 1.5 times the number of hours worked beyond 40 in a week. Employees have the option of selecting overtime pay or comp time.

The parameters regarding overtime pay and comp time are as follows:

- Holidays, sick time, personal time, vacation days, jury duty, and bereavement days are not considered hours worked for purposes of meeting the 40 hour threshold.

  - Example #1: An employee takes Monday off as a vacation day. The employee then works their regular 8 hour day on Tuesday, Wednesday and Thursday, and works 8½ hours on Friday. The extra ½ hour on Friday does not count as overtime as the total hours actually worked for the week totals 32½, not 40.

  - Example #2: An employee works their regular 8 hour day on Monday, Tuesday, Wednesday, and Thursday. On Friday, the employee takes one hour sick leave during the middle of the day for a medical appointment. The employee then works an extra half hour past their regularly scheduled end time. This extra ½ hour does not count as overtime because the total hours actually worked for the week totals 39½, not 40.

  - In the above two examples, even though the additional half hour does not count as overtime calculated at 1.5 times the number of hours worked beyond 40, the extra time is payable as straight time i.e. paid at the employee's regular hourly rate.

- The employee must actually work beyond 40 hours excluding 10 minutes "de minimis" time each day.

  - For example, an employee's regularly scheduled shift is 8:00 a.m. – 4:30 p.m. (8½ hours daily minus a 30 minute lunch). The employee typically arrives at work at 7:50 a.m. and spends 10 minutes settling in. That 10 minutes does not count as overtime as it is considered "de minimis" time.

- The employee must be directed by his/her supervisor to work beyond the employee's regularly scheduled hours.

- The supervisor has given prior written approval to work the additional time.

OVERTIME PAY

- A timesheet must be kept for every employee who is using paid overtime. The time sheet is reviewed and signed by the administrator to authorize paid overtime.

COMP TIME

- A comp time log must be kept for every employee who collects and uses compensatory time.
- The log is reviewed and signed weekly by the supervisor to authorize usage of compensatory time. The supervisor and the employee must agree on the days/hours used. The time must be used by September 1 of the following school year or it will be lost.
- A comp time log is available in the Forms section on the Human Resources webpage at www.monroe2boces.org/hr

Please contact the Human Resources Department for assistance with your questions.

CLASSIFIED LIAISON COMMITTEE

The purpose of the Classified Liaison Committee is to facilitate communication and understanding between administration and the classified staff. The Classified Liaison Committee is comprised of the District Superintendent, Assistant Superintendent for Human Resources, and one classified staff representative from each of the following departments: Administration, Career & Technical Education (CTE), Communication & Technology Services (CaTS), Curriculum, Instruction & Professional Development and Instructional Programs, BOCES 4 Science, and Exceptional Children and BOCES 2 Workforce Development. Classified staff representatives are selected by their Department Director, and serve a three year term on the committee. The committee meets every other month from September through June. Department representatives solicit agenda items from their department colleagues and all items are brought to the committee meetings for discussion. After each meeting, department representatives distribute minutes from the meeting.

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process**.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME

SENIORITY

Seniority determinations follow New York State and local Civil Service Law. Generally, an employee's seniority in a specific position is calculated on the date an employee begins work in that position at Monroe 2-Orleans BOCES. This date is referred to as the seniority date.

Employees who are in a position to need unpaid time should understand that their seniority date is adjusted in an amount equal to any unpaid days.

When it is necessary to conduct workforce reductions, individuals with the least amount of time in a title are generally affected first. Time away from a position without pay can sometimes change an individual's placement on a seniority list, so all employees should consider the impact of requests for unpaid time.

MONROE 2-ORLEANS BOCES BOARD POLICIES AND REGULATIONS

As a Monroe 2-Orleans BOCES employee, it is your responsibility to read and be familiar with all Board policies and regulations. The policies and regulations can be found on the BOCES 2 Employee Portal.

TO OUR EMPLOYEES:

This booklet has been made available to the employees at Monroe 2-Orleans BOCES in an effort to provide basic information regarding Civil Service rules and regulations as they apply to classified staff positions. It was adapted from the original booklet entitled "*Inside Civil Service"* written by John Marcaitis.

If you are a classified staff member and need more information about a specific situation, please contact the Human Resources Department. It is our intent to provide you with as much assistance and support through sometimes complicated situations.

INSIDE CIVIL SERVICE

BOCES

BOARD **O**F **C**OOPERATIVE **E**DUCATIONAL **S**ERVICES
Second Supervisory District of Monroe County

Karen M. Brown, Esq., Assistant Superintendent for Human Resources
Monroe 2-Orleans BOCES
3599 Big Ridge Road
Spencerport, NY 14559
(585) 352-2400
www.monroe2boces.org

ROCHESTER, NEW YORK
MONROE COUNTY

This booklet contains the basic knowledge necessary to work within the Civil Service system.

CIVIL SERVICE

Civil Service departments consist of personnel experts. Their goal is to ensure equal access to jobs and qualified candidates for agencies in their jurisdiction.

CIVIL SERVICE JURISDICTION

Civil Service jobs exist in state, county, and city governments. There is a separate office for each of these levels of government. Each jurisdiction has separate advertising and selection procedures. There are exams for some positions in all jurisdictions.

STATE OF NEW YORK CIVIL SERVICE

Announcements and applications are available at local NYS Department of Labor Centers.

Rochester Department of Labor
109 South Union Street
Rochester, NY 14607

Applications must be postmarked by the deadline listed on the announcement and sent to:

NYS Department of Civil Service
The W. Averell Harriman NYS Office Building Campus
Albany, NY 12239

Minimum qualifications are listed on the announcement. There is a processing fee for each exam. Lists of qualified candidates will be used for any state position in that title anywhere in the state. Be sure you meet all qualifications listed.

CITY OF ROCHESTER

Announcements and applications are available at:

Rochester City Hall
30 Church Street
Rochester, NY 14614

Minimum qualifications, fees and other requirements are listed on the exam announcements. City of Rochester residents will enjoy complete preference over non-residents, regardless of exam score.

MONROE COUNTY

Monroe County is one of the largest employers in the Rochester area (4,800 employees). Monroe County Civil Service Commission and Department of Civil Service provide personnel services to all Monroe County departments, local town governments, including Rochester City Schools, and all Monroe County school districts.

Announcements and applications are available at:

Monroe County Office Building
39 West Main Street - Room 210
Rochester, NY 14614
and
http://www.monroecounty.gov

The remainder of this booklet will focus on Monroe County Civil Service and competitive titles.

BOCES CIVIL SERVICE

Employees who are required to be certified by the State of New York are not bound to any Civil Service requirements (teachers, speech pathologists, administrators, etc.).

All other employees will be civil servants under the jurisdiction of Monroe County Civil Service.

If your job is competitive (clerical, non-certified administrative staff, computer services staff, etc.), you will be required to take an exam and be appointed from a list of eligibles.

If your job is non-competitive (teacher aide, bus driver, cleaner, bus aide, cafeteria worker, school aide, notetaker, interpreter, etc.), you are required to complete an application. On the Civil Service application, you are required to show you have the minimum qualifications to hold your position. Check with Human Resources to find out the minimum qualifications for your position.

EXAMINATION PROCESS

Civil Service exams are required for most Civil Service jobs that are classified by Civil Service as competitive.

(Non-competitive, labor class, and exempt positions do not require an exam. For these positions you must meet minimum qualifications and be appointed by an employer.)

The following are steps in the examination process:

STEP 1 An employer has an opening and a list of eligibles is not available. Or, a list has been "used up" and a new one is requested by Civil Service.

STEP 2 An exam announcement will appear on the monthly listing of Civil Service exams. This listing is available at the Monroe County Civil Service Office and http://www.monroecounty.gov

STEP 3 Applications will be accepted for a month or two. The exam date is included on the monthly listing. You will receive an entry ticket two weeks before the exam. This will tell you what time and where to report. Parking can be a problem, so arrive at the exam site at least 30 minutes early.

STEP 4 The exam is given. There is not a good tool to prepare for these exams. There is not a practice exam or set of question types that you can prepare for. However, you should prepare for questions that relate to the title. Clerical examinations include spelling, grammar, office policy, and reading comprehension. The scope of the exam questions may be available at the County Civil Service Office.

Some clerical titles will be given a database test. All written Civil Service exams are multiple choice.

STEP 5 The exams are graded and you receive notice of your grade. Most exams are graded by the State Civil Service Commission. This process will take at least four months. Some lower level clerical exams are graded locally and will be graded in four to six weeks.

STEP 6 A list of eligible candidates is created in order of grade on the exam. Only those scoring a 70% or above will be included. Candidates who receive the same score shall be ranked in accordance with such uniform, impartial procedure as prescribed therefore by the Commission.

A list has a life of one year. This may be extended by the Civil Service Commission.

STEP 7 The list is sent to employers who request them. An employer may have an opening or may be trying to appoint an employee who already works for them.

If an employer has an opening and a list does not fill their need, it is very unlikely that they will wait for this process to be completed (4-8 months). More than likely, they will provisionally appoint someone to the position.

- Do not enter the Civil Service process expecting a job in the first six months. Most successful candidates will spend up to 1½ years in the process.
- Do take any exam that you are eligible for. The more exams you take, the more lists your name will appear on.
- Do apply directly to any department, school district, or agency that you are interested in working for. If a list does not exist, the employer will get candidates from applications.
- Do visit the Monroe County Civil Service Office or its website to check job postings at least once every other week.
- Do ask to look at lists. You may ask to see any Civil Service list. This will help you access the progress made in reaching your name on the list. You may even see other lists for titles you are interested in. Notes on the list will give you clues to who an employer is searching for.

CANVASS PROCESS

When an employer gets a list, they will send a letter to each candidate. The letter will ask if the candidate is interested in a position that is "open." An employer has two months to complete the canvass process for this list.

- Do return this letter within the time frame listed on the letter. If you don't, your name will be dropped from the Civil Service list. If your name is dropped, call the Civil Service Office and request your name be reinstated.
- Do not request an interview if you have no intention of taking the position.
- Do not leave your current employment based on a canvass letter.
- Do decline the interview for one of the reasons listed if you are sure you do not want the job. Your name will remain on the list for other openings.
- Do return your letter stating you are interested in the position even if you're not positive. You will have the opportunity to learn more about the job during the interview process.
- Do call the employer if you are unsure of schedule, pay, starting date, or any other fact that will help you decide if you are interested.
- Do not demand information from an employer: they may ask you to hold your questions for the interview process.

RULE OF THREE

A jurisdiction must consider the top three candidates who return a letter stating they are interested in the position. This does not mean you must score in the top three to be considered. Many times candidates will decline an interview on the canvass letter. When this happens, each candidate will move up one position. In the case of a tie for first, second, or third the score or scores that produce at least three candidates will be considered. All those tied at that level will be considered.

EXAMPLE A

Name	Test Score	Response to Canvass
Candidate A	98%	Interested
Candidate B	98%	Interested
Candidate C	90%	Declined an Interview
Candidate D	77%	Interested
Candidate E	77%	Interested
Candidate F	71%	Interested

The employer may permanently appoint Candidates A, B, D, or E. Score is no longer important, any of the four may be appointed.

EXAMPLE B

Name	Test Score	Response to Canvass
Candidate A	80%	Interested
Candidate B	80%	Interested
Candidate C	80%	Interested
Candidate D	78%	Declined an Interview
Candidate E	78%	Interested

The employer may permanently appoint Candidates A, B, or C. Candidate D has scored the second best but is not eligible because there are three ahead of him or her at this time.

- Do not expect an interview for every canvass letter you return. You may be too far down on the list to be considered, or the employer may be able to appoint a candidate they seek.
- Do expect a letter within two months explaining what has happened to a job if you responded with interest in the position. If you are not notified, call the employer and ask what has happened.

PROVISIONAL APPOINTMENTS

If a list has less than three candidates interested in a position, that list is said to be exhausted or "used up." If a list is over one year old and has not been extended, that list is said to be expired or "dead." If a list is expired or exhausted, a jurisdiction may hire anyone off the street who meets the minimum requirements to take the exam the next time it is offered. This employee is provisional.

A provisional employee must take the exam the next time it is offered. It may be offered within a few months or it may take up to a year before the exam is given. A provisional employee must also be in the top three candidates who return a canvass letter as interested to be appointed permanently.

This is a problem for candidates who accept a provisional appointment. If they fail the exam, they must give up their job if three people on the list are interested in the position. Consider this when taking a provisional appointment, since it may be temporary.

This also is a problem for the employer. A provisional employee may have been trained, and doing a good job for a number of months. To lose this employee will cause a return to an untrained new employee. In this case, the employer may delay canvass. The Civil Service Office will not allow that for more than two months in most cases.

PROMOTIONAL OPPORTUNITIES

On occasion, exams are given to promote employees who own a lower Civil Service title. The advantage of taking an exam on a promotional basis is the limited pool of candidates. Only those employees holding a lower permanent appointment in the school or agency are eligible to take a promotional exam. In an open competitive exam, all employees will be in competition with all candidates in the county.

There are three ways a jurisdiction can justify a promotion: if the candidate changes positions, if the job the candidate holds changes, or if a position has been classified to the wrong title.

If you have questions about your title, ask your employer to consider sending a "New Position Duties Statement (222)" to the Civil Service Department. The employer will provide information about percentage of time at specific tasks or duties. The Civil Service Office will then compare those responsibilities to those of specific titles, and a title will be assigned.

TERMS TO KNOW

- Canvass Letter: A letter from an employer to a candidate asking if he or she is interested in a job.
- Competitive Title: A job that requires an exam and competition among candidates.
- List of Eligibles: A list of candidates in order of test score.
- Minimum Qualifications: The least amount of education or experience acceptable for any applicant.
- Open Competitive Exam: An exam that is open to any applicant who meets minimum qualifications.
- Promotional Exam: Exam given only to those employees who are permanent in a lower title.
- Provisional: An employee hired under the provision that he or she takes the next exam. They must also qualify under the rule of three in order to keep their position.
- Reachable: If a candidate is among the top three people willing to take a position, they are reachable.

MONROE COUNTY DEPARTMENT OF CIVIL SERVICE (585) 753-1700