

[Home](#)

[Welcome](#)

[Mission Statement](#)

[Section I: Board of
Education Policies](#)

[Section II: Contact Chart](#)

[Section III: Important
Information](#)

[Appendix](#)

[Acknowledgement Form](#)



Byron – Bergen Central School District Employee Handbook 2020 – 2021



Elementary School
6971 W. Bergen Rd.
Bergen, NY 14416
Ph. (585) 494-1220
Fax (585) 494-2433

Jr./Sr. High School
6917 W. Bergen Rd.
Bergen, NY 14416
Ph. (585) 494-1220
Fax (585) 494-2613
Nurse Fax (only)
(585) 494-0188

Central Operations
6910 W. Bergen Rd.
Bergen, NY 14416
Ph. (585) 494-1220
Fax (585) 494-0173

Web Address
www.bbschools.org

Coming soon! – Click a building to access the building specific handbook.

[Home](#)

[Welcome](#)

[Mission Statement](#)

[Section I: Board of Education Policies](#)

[Section II: Contact Chart](#)

[Section III: Important Information](#)

[Appendix](#)

[Acknowledgement Form](#)

Welcome from the District Office

Welcome to the 2020-21 school year! This Employee Handbook is intended to provide each employee with access to core District policies. We have also provided information regarding current services and procedures in the Byron-Bergen Central School District.

Our Board of Education policies form the rules for the operation of the District. Those policies meet the requirements of Federal and New York State law, and establish expectations for all employees in the Byron-Bergen Central School District. Board policies are the local laws of the school districts; therefore, it is essential that all employees understand the requirements of the core policies contained in this handbook.

The last page of this Handbook provides an acknowledgement form. During the fall semester, every employee will be asked to acknowledge their receipt of the new Employee Handbook. Your electronic signature will indicate that you received a copy of the Handbook, and that you read the policies contained within the handbook. The employee Handbook is also provided to assist you in finding the answers to any questions you may have about the existing policies of the District. Please remember that it is every employee's obligation to comply with the policies and any associated complaint procedures of the District.

Please keep in mind that names, phone numbers and other information contained herein may also change from time to time, Please rely on the electronic version of this Employee Handbook found at the Staff drop down tab of the District's website.

If you have suggestions for improving the content of our Employee Handbook, please let us know.

Best Wishes for another EXCEPTIONAL year!
Mr. Mickey Edwards
Superintendent

[Home](#)

[Welcome](#)

[Mission Statement](#)

[Section I: Board of Education Policies](#)

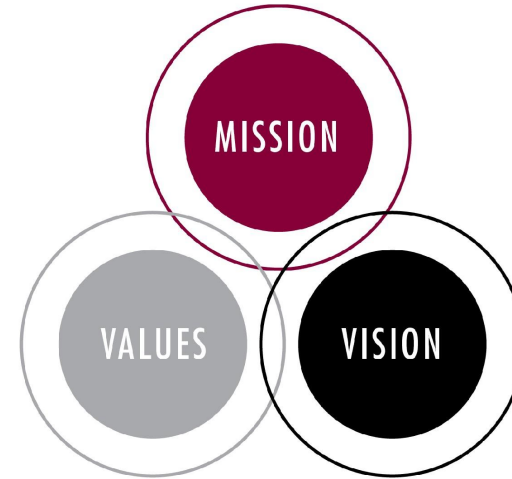
[Section II: Contact Chart](#)

[Section III: Important Information](#)

[Appendix](#)

[Acknowledgement Form](#)

Mission Statement



Byron-Bergen Central School District's **MISSION** is to inspire, prepare, and support using the **VALUES** of compassion, humility, kindness, and persistence with the **VISION** to change the world.

The Byron-Bergen Central School District is committed to providing an environment free from discrimination and harassment. Accordingly, the Board prohibits discrimination and harassment on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, and other legally protected categories. These actions and occurrences are prohibited regardless of whether they take place on District premises or at school-sponsored events, programs, or activities held at other locations

[Home](#)

[Welcome](#)

[Mission Statement](#)

[Section I: Board of Education Policies](#)

[Section II: Contact Chart](#)

[Section III: Important Information](#)

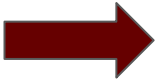
[Appendix](#)

[Acknowledgement Form](#)

Section I: Board of Education Policies

Board of Education Policies govern the operation of the school system and provide a guide for all employees' discretionary actions. Board Policies reflect the legal requirements for the New York State school districts. The formulation and adoption of these written policies constitute the means by which the Byron-Bergen Board of Education exercises its leadership in the operation of the school system.

Each employee should understand the requirements of the core policies contained in this Handbook. Policies are organized alphabetically by title. Each policy title is followed by its number as found in the Board Policy Manual. A link to each policy can be found in Appendix A of this handbook.



[Click to continue to the listing of policies.](#)

[Home](#)

[Welcome](#)

[Mission Statement](#)

[Section I: Board of Education Policies](#)

[Section II: Contact Chart](#)

[Section III: Important Information](#)

[Appendix](#)

[Acknowledgement Form](#)

Section I: Board of Education Policies

Board of Education Policies Important for All Employees

- [Child Abuse Prevention and Reporting Policy 7530](#)
- [Code of Conduct Policy 3410](#)
- [Code of Ethics for Board Members and All District Personnel Policy 6110](#)
- [Complaints and Grievances by Employee Policy 6122](#)
- [Computer Use Acceptable Use Policy 6410](#)
- [Confidentiality of Computerized Information and Records Policy 3320](#)
- [Corporal Punishment Policy 7350](#)
- [Drug Free Workplace Policy 6151](#)
- [Employee Assistance Program \(EAP\) Policy 6530](#)
- [Equal Employment Opportunity Policy 6120](#)
- [Exposure Control Program Policy 5690](#)
- [Family and Medical Leave Act \(FMLA\) Policy 6551](#)
- [Fingerprinting of Prospective School Employees Policy 6170](#)
- [Harassment in the District Policy 3420](#)
- [Sexual Harassment Policy 6121, 7551](#)
- [Smoking/Tobacco Use Policy 5640](#)
- [Staff-Student Relations \(Fraternization\) Policy 6180](#)

Additional Board Policies Important for Employees Working With Students

- [Graduation Requirements Policy 7220, 7221, 7222](#)
- [Instruction of Homebound Students Policy 8450](#)
- [Internet Safety Policy 8271](#)
- [Student Records Policy 7240](#)

Click each policy to access the electronic version.

[Home](#)

[Welcome](#)

[Mission Statement](#)

[Section I: Board of Education Policies](#)

[Section II: Contact Chart](#)

[Section III: Important Information](#)

[Appendix](#)

[Acknowledgement Form](#)

Section II: Contact Chart



Do you have QUESTIONS? We can help!

[Click to continue to the listing of contacts.](#)

TOPIC	CONTACT	CALL	EMAIL
Regulation or Policy	Mickey Edwards	Ext. 2289	medwards@bbschools.org
Dignity for All Students Act	Betsy Brown	Ext. 3112	bbrown@bbschools.org
Sexual Harassment Complaints	Rebecca Manfreda	Ext. 2509	rmanfreda@bbschools.org
Title IX	Rebecca Manfreda	Ext. 2509	rmanfreda@bbschools.org
Athletics	Rich Hannan	Ext. 2003	rhannan@bbschools.org
	Barb Hogan	Ext. 3116	bhogan@bbschools.org

[Home](#)

[Welcome](#)

[Mission Statement](#)

[Section I: Board of Education Policies](#)

[Section II: Contact Chart](#)

[Section III: Important Information](#)

[Appendix](#)

[Acknowledgement Form](#)

Section II: Contact Chart (con't)



Do you have QUESTIONS? We can help!

[Click to continue to the listing of contacts.](#)

TOPIC	CONTACT	CALL	EMAIL
Payroll & Health Insurance	Rachel Stevens	Ext. 2526	rstevens@bbschools.org
Workers Compensation	Rachel Stevens	Ext. 2526	rstevens@bbschools.org
Technology & Telephones	Jenn Back	Ext. 2060	jback@bbschools.org
	Tom Moore	Ext. 2364	tmoore@bbschools.org
Employee Assistance Program (EAP)	Christina Pascarella	Ext. 1113	cpascarella@bbschools.org
SchoolDude/Facilities Use	Roger Caldwell	Ext. 5113	rcaldwell@bbschools.org
	Susan Kuszlyk	Ext. 2229	skuszlyk@bbschools.org

[Home](#)

[Welcome](#)

[Mission Statement](#)

[Section I: Board of Education Policies](#)

[Section II: Contact Chart](#)

[Section III: Important Information](#)

[Appendix](#)

[Acknowledgement Form](#)

Section II: Contact Chart (con't)

Do you have QUESTIONS? We can help!

TOPIC	CONTACT	CALL	EMAIL
Extra Curricular	Vicky Shallenberger	Ext. 2629	vshallenberger@bbschools.org
School Lunch	Mary Della Penna	Ext. 1015	mdellapenna@bbschools.org
FMLA, Personnel Files, Phone Extensions, & Long Distance Codes	Patty Gunio	Ext. 2329	pgunio@bbschools.org

[Home](#)

[Welcome](#)

[Mission Statement](#)

[Section I: Board of Education Policies](#)

[Section II: Contact Chart](#)

[Section III: Important Information](#)

[Appendix](#)

[Acknowledgement Form](#)

Section III: Important Information

Do you have CHANGES to Report ?

Personnel records are Confidential. Board Policy requires privacy in the maintenance and use of information in your personnel file. It is essential that we maintain accurate records for payroll, benefits and all other personnel matters. Please inform the Business Office in writing should you have any changes in name, address, phone, family or marital status, and/or beneficiaries. Should your certification change, please send a copy to the Superintendent's Secretary.

****Changes in tax status should be reported in writing to the Business Office staff.**

Employee Review of Personnel File:

Employees' files are confidential and not open to anyone who is not an official or authorized employee of the District without a subpoena. Whenever an item is added to the employee's file, a copy of that item will be sent to the employee at the same time. Employees may request to inspect their personnel file maintained in the District Office by contacting the Superintendent's Secretary for an appointment. At the time of the inspection, the employee shall initial and date every item in the file as evidence that he/she has seen the item. The employee may make a written request that he/she be furnished with one copy each of any item in his/her file.



[Click to continue to more information.](#)

[Home](#)

[Welcome](#)

[Mission Statement](#)

[Section I: Board of Education Policies](#)

[Section II: Contact Chart](#)

[Section III: Important Information](#)

[Appendix](#)

[Acknowledgement Form](#)

Section III: Important Information

Certification and Qualifications:

In accordance with applicable statutes, Rules of the Board of Regents, and Regulations of the Commissioner of Education, each employee of the District whose employment requires certification or other licensure shall inform the Superintendent of Schools immediately of any change in the status of his/her certification or licensure. The changes shall include, but not be limited to, the granting, revocation, upgrading expiration, conversion and/or extension of these documents as to their periods of validity or their titles. Certified staff members can contact the GV BOCES Certification Specialists for assistance with questions about requirements and deadlines at <http://www.gvboces.org/services.cfm?subpage=204166>

***The failure of any employee to possess the required certification or other licensure may result in the discharge of that employee.**

Emergency Planning and Weather Related Delays/Closing:

The safety and well-being of our students and staff are a priority in the Byron-Bergen Central School District. We have a comprehensive district-wide emergency response plan that will assist the quick response of staff and public safety partners should an emergency occur. All employees will receive training for their role in the emergency response plan. In addition, each school building has a safety committee that oversees the emergency response within a school. These committees meet regularly to review procedures and conduct annual training. When an emergency occurs, the District uses the auto-dial system and emails/texts messages to parents and employees with school related emergency information. This includes weather related events such as a school closing, delayed opening, and/or early dismissal information.



[Click to continue to more information.](#)

[Home](#)

[Welcome](#)

[Mission Statement](#)

[Section I: Board of Education Policies](#)

[Section II: Contact Chart](#)

[Section III: Important Information](#)

[Appendix](#)

[Acknowledgement Form](#)

Section III: Important Information

Employee Assistance Program (EAP):

The Board of Education recognizes the importance of helping employees deal with problems that may affect the employee's ability to perform his/her job. The District's employee Assistance Program (EAP) is available to all employees, and their families, to help to resolve personal problems in an effective and confidential manner. The services of Employee Resources, Inc. are free to the employee. These services include help with:

- Work and/or personal stress
- Marital and/or family issues
- Relationship issues
- Alcohol and Substance abuse
- Depression/Anxiety/Anger
- Grief and Loss Issues
- Legal Consultation
- Financial Consultation
- Elder Care Consultation
- Child Care Consultation
- Vocational Counseling

Your EAP is easy to access. Employees and/or household members can call to arrange an appointment and receive services.

To make appointments or to receive more information from the EAP please contact GVEP Sheri Kreher at skreher@gvboces.org or (585) 243-1878. Your telephone call provides rapid response assistance to meet your needs.

[Click to continue to more information.](#)



[Home](#)

[Welcome](#)

[Mission Statement](#)

[Section I: Board of Education Policies](#)

[Section II: Contact Chart](#)

[Section III: Important Information](#)

[Appendix](#)

[Acknowledgement Form](#)

Section III: Important Information

Employment:

Current job openings in instruction are advertised to employees and the public on the District website under the “District” pull down tab at the “Employment Opportunities” link. All applications are kept current for one year. The Byron-Bergen Central School District is an equal opportunity employer in compliance with NYS Human Rights Law, Title IX of the Civil Rights Act of 1964 and the Equal Employment Opportunity Law. The Byron-Bergen Central School District does not discriminate against any person on the basis of age, race, creed, national origin, marital status, religion, sex or disability. Employees will also see the internal posting in each school location.

The Online Employment Application for the Byron-Bergen Central School District can be found at the link below:

<https://bbschools.recruitfront.com/>

A current listing of Job openings in the Byron-Bergen Central School District can be found at the District pull down tab at the Employment link shown below.

<http://www.bbschools.org/Employment.aspx>

All hiring of classified staff will be conducted in accordance with the rules and regulations of the Genesee County Civil Services Commission:

www.co.genesee.ny.us



[Click to continue to more information.](#)

[Home](#)

[Welcome](#)

[Mission Statement](#)

[Section I: Board of Education Policies](#)

[Section II: Contact Chart](#)

[Section III: Important Information](#)

[Appendix](#)

[Acknowledgement Form](#)

Section III: Important Information

On-line Compliance Training:

Each year, employees of the Byron-Bergen Central School District are required to complete online training modules for mandatory employee trainings required by federal and NYS laws. Employees receive an annual email detailing the training modules. Every employee of the District is required to complete the training modules by the due date announced via individual email notifications.

ID Badges:

Employees must wear the District issued photo ID badge at all times while on duty. All employees will be issued ID badges, some of which will allow entrance into District buildings. Please Contact Susan Kuszlyk (585) 494-1220, Ext. 2229 as soon as possible if your ID badge is lost or broken.

Personal Cell Phones and Other Communication Devices:

Faculty and staff will make every effort to model the appropriate use of electronic communication technology. Faculty and staff are to refrain from using cell phones or other communication devices during assigned teaching, supervised periods and/or work shifts. If a faculty or staff member has a particular emergency, they can request permission to use such a device from their supervisor. Exceptions include those staff members who must be in constant communication for emergency purposes, including administrators, maintenance, custodial workers, and bus drivers.

Injuries at Work and Workers' Compensation:

Contact the Business Office or a principal, nurse or department supervisor for any injury sustained at work in the normal course of your duties. It is important to fill out an accident/injury report (C-2 Form) within 24 hours of an accident or injury so that the insurance company may be notified.



[Click to continue to more information.](#)

[Home](#)

[Welcome](#)

[Mission Statement](#)

[Section I: Board of Education Policies](#)

[Section II: Contact Chart](#)

[Section III: Important Information](#)

[Appendix](#)

[Acknowledgement Form](#)

Section III: Important Information

Pregnancy, Adoption and Child-Rearing Leaves of Absence:

The availability and requirements for various paid and unpaid leaves of absence vary by employee job classification and the terms of the negotiated or Collective Bargaining Agreement covering the position of the employee. Therefore, employees should refer to the Collective Bargaining Agreement covering their job title for information on available paid and unpaid personal leave.

Retirement:

Membership in either the NYS Teachers' Retirement System or the NYS Employees' Retirement System is a mandatory benefit for full-time employees and optional for part-time employees. Below you will find links and telephone contacts to both retirement systems for your convenience.

NYS TEACHERS' RETIREMENT SYSTEM
Active Members/Retirees 1-800-348-7298

NYS EMPLOYEES' RETIREMENT SYSTEM
General Information 1-866-805-0990

Calendars 2020-21:

Attached in Appendix A are the Instructional Calendar, Payroll Calendar and BOE Meeting Calendar.

[Home](#)

[Welcome](#)

[Mission Statement](#)

[Section I: Board of
Education Policies](#)

[Section II: Contact Chart](#)

[Section III: Important
Information](#)

[Appendix](#)

[Acknowledgement Form](#)

Appendix

- [All Board of Education Policies referenced in this document](#)
- [Instructional Calendar](#)
- [Payroll Calendar](#)
- [Board of Education Meeting Calendar.](#)

[Home](#)

[Welcome](#)

[Mission Statement](#)

[Section I: Board of Education Policies](#)

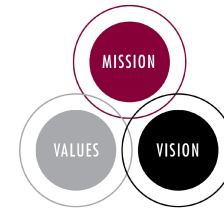
[Section II: Contact Chart](#)

[Section III: Important Information](#)

[Appendix](#)

[Acknowledgement Form](#)

2020-2021 STAFF ORIENTATION ACKNOWLEDGEMENT



Byron-Bergen Central School District's **MISSION** is to inspire, prepare, and support using the **VALUES** of compassion, humility, kindness, and persistence with the **VISION** to change the world.

I, _____ (employee name), have received an employee handbook and have read the policies and procedures contained therein.

Employee Signature

Date

[CLICK HERE TO CONFIRM ELECTRONICALLY**](#)**