YOUR FIRST THREE MONTHS... ON BOARD

Welcome, to Cattaraugus-Allegany BOCES! We are thrilled you have decided to join our Team!

We are confident that your journey with us will be more than the beginning of a new career. We hope to ignite a passion for educating our student population by providing quality professional development and by encouraging the development of professional relationships that will last a lifetime. We already believe you are an expert in something, and we can’t wait to see what new areas of expertise you will gain now that you’re here. We promise your time at CA BOCES will challenge and encourage you to grow in your own teaching and learning in ways you never imagined possible.

Our BOCES operates with three Core Values in mind: having highly satisfied customers, treating all individuals with respect, and providing an environment that supports innovation and risk. Separately, these statements are good business practices and lead to an environment supportive of our districts. We strive to exemplify our values in every interaction with our component districts as their essential partner, and especially in our interactions with our own colleagues. We trust you will soon become acquainted with, and representative of, our values, too.

This book has been designed as a process to guide you through your first 90 days of employment with us, as you acclimate to being part of our BOCES and quickly take to our steep learning curve. Use these days as an opportunity to learn about our structure, our philosophy, yourself and your colleagues, and then use the rest of your time here to capitalize on every single one of those concepts to support teaching and learning in our region. We look forward to seeing what you can do!

All My Best,

Scott Payne
District Superintendent/CEO

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MISSION

TO ENHANCE THE QUALITY OF EDUCATION THROUGH SHARED RESOURCES.

CORE VALUES

#1 TO HAVE HIGHLY SATISFIED CUSTOMERS...

#2 TO TREAT ALL INDIVIDUALS WITH RESPECT...

#3 TO PROVIDE AN ENVIRONMENT THAT SUPPORTS INNOVATION AND RISK...
It’s your first month on the job and it’s easy to get overwhelmed. If you feel like you need to talk to someone or have questions, don’t hesitate to reach out to your Supervisor. When it comes to the work of CA BOCES, we’re all in it together, so if you reach out, someone is bound to be able to help you.

In order to help you become better acquainted with the job, we’ve put together some things we recommend doing during your first month with us.

**SOME IMPORTANT CONTACTS:**

Put your Supervisor’s office and cell phone numbers in your phone. Call or text any time.
- Your Supervisor is: ________________________________
- Office Number: ________________________________
- Cell Number: ________________________________
- Put the office number for the Keyboard Specialist associated with your program in your phone.
- Keyboard Specialist Name: ________________________________
- Office Number: ________________________________

**SOME ITEMS RELATING TO HR:**

- Contact Person: ________________________________
- Make sure you know how to access BOCES Employee Self Service online. This allows you to access pay stubs, your vacation/sick/personal day bank, and to make requests for time off. You should have received a pamphlet about this from HR.
- Need Help? Ask Payroll at 716-376-8257.
- Read your contract. Make sure you understand how personal, family sick and sick time is accrued and spent. Ask questions if you have any.
- In case of fire, where do I report? ________________________________
- How do I dial “911”? ________________________________

**STOP! TAKE CARE OF YOURSELF:**

- Ask someone else how they manage their time and what they do to take care of themselves.
There are 22 school districts in our region.

Connect

With your Supervisor and get to know the team:

- Read the policies, procedures, and expectations at the end of this book. Your Supervisor likely went over many of these items on your first day, but things may not have sunk in. Highlight things you have questions about.
- Make a point to reach out and connect with colleagues and administrators in your building.
- Touch base with your Supervisor somewhere around the end of your first 30 days. It’s just a check-up.
- Make sure you meet the CA BOCES Secretary in your area.
- What is appropriate work wear?

Special Activities:

- Complete required health and safety training.
- Speak with your Supervisor about visiting a colleague. We’ve provided guided questions for you to ask while you’re visiting your colleague as well as questions to ask him/her after the visitation.
- Start tracking your mileage. Just writing down where you’ve driven in your calendar each day is good for now.
- Become familiar with the CA BOCES website. http://www.caboces.org
- Create progress monitoring checklist for work assignments.
- Log into Email and locate the CC and BCC sections.

CA BOCES forms:

- Most paperwork for travel, mileage, and other tasks are located on the CA BOCES website. Navigate to www.caboces.org and click on staff in the top right of the website, then CABOCES forms.

Microsoft Teams:

- We use Microsoft Teams to communicate. Please check with your Supervisor to get added to group chats and various teams so you can stay in the loop!

Get Google:

- A very common means of planning and collaborating is using Google Docs.
- If you do not already have an account with Google Drive, we recommend you set one up using your BOCES email address. If you already have a Google Drive account, we strongly recommend adding your BOCES email address to that account.
- If you need Google Doc’s training, contact your Supervisor.
USE OF TECHNOLOGY:
- CA BOCES provides you with many different types of technology for your professional use, both at the office and for use while at home and out of the town. Please read and follow the CA BOCES Acceptable Use Policy at all times.

CHATS:
- It is common for team members to be part of chats. Always be careful when hitting “reply” on an electronic chat, because this responds to EVERYONE on the list! It’s best practice to select “forward” or generate a brand new chat if you wish to correspond with one specific person on the list.

PAID APPS AND EBOOKS:
- If you would like an app for any BOCES-issued device, please check with your Supervisor about making a request for a download code using our Purchasing Plan. Some EBooks are also available this way.

TIME OFF:
- Requests for time off should be submitted through the WinCapWeb application, www.wincapweb.com
- Requests made at the last minute should be communicated directly to your Supervisor via email, phone call, or text message.

EMAIL:
- Our email system allows for CC (carbon copy) and BCC (blind carbon copy) options. Please check with your Supervisor about how they feel with regard to the use of these fields and if there are any expectations that you use them at certain times. The system also has Reply and Reply All options. Reply will reply to just the person who sent the initial email. Reply All will reply to all of those included in the initial email.

GET OFFICE 365:
- BOCES provides you with an Office 365 account.
- Please work with your Supervisor and appropriate Help Desk team members to get up and running with Office 365 for sharing documents and using the wide variety of apps included in this online office suite.
- Check with your Supervisor and mentor about getting added to shared folders and important groups within Microsoft Teams.
MONTH NO. 1 ACTIVITY

PART 1: OPTIONAL REFLECTION SUBJECTS

WHAT IS YOUR OVERALL IMPRESSION OF THE JOB?

IF YOU COULD RECEIVE ADDITIONAL TRAINING, WHAT WOULD IT BE?

HAVE YOU SEEN ANY ROOM FOR IMPROVEMENT OF SERVICES OR EFFICIENCIES?

HAVE YOU DEVELOPED A DAILY ROUTINE OF WORK ASSIGNMENTS?

PART 2: TEAM WORK

IF YOU HAVE THE OPPORTUNITY TO SPEAK WITH A CO-WORER ABOUT YOUR JOB, HERE ARE SOME QUESTIONS YOU MIGHT LIKE TO ASK.

WAS THIS A TYPICAL WORKDAY?

WHAT MAKES YOU FEEL LIKE YOUR DAY WAS A SUCCESS?

CA BOCES STATISTICS

THERE ARE 8 BOCES DIVISIONS:

CTE (CAREER AND TECHNICAL EDUCATION)

ISS (INSTRUCTIONAL SUPPORT SERVICES)

EXP ED (EXCEPTIONAL EDUCATION)

LR (LEARNING RESOURCES)

HR (HUMAN RESOURCES)

IT (INFORMATION TECHNOLOGY)

ENERGY (ENERGY, SAFETY AND FACILITIES)

ADMIN (ADMINISTRATION)
MONTH NO. 1
ASK YOURSELF

WHAT WAS THE BEST DAY OF YOUR FIRST MONTH? WHAT WERE YOU DOING?
WHAT WAS THE WORST DAY OF YOUR FIRST MONTH? WHAT WERE YOU DOING?
WHAT WAS A QUESTION YOU HAD DURING YOUR FIRST MONTH? DID YOU FIND AN ANSWER TO IT? IF SO, WHERE??
WHAT HAVE YOU LEARNED THIS MONTH?
WHAT ARE YOU LOOKING FORWARD TO IN MONTH NO. 2?

GO ASK A CO-WORKER:
Who’s someone you respect or greatly admire in CA BOCES?

DID YOU KNOW?
CA BOCES geographic region is the same size as the state of Rhode Island!
MONTH NO. 2

Second Month:
Is it even possible? A month has already gone by. Thirty days ago you might have been wondering what you’d be doing a month from then, but by this time your understanding of the position should be starting to take shape. That doesn’t mean things won’t change, but we hope you’ve met some colleagues and gotten to know the ropes at BOCES a little bit.

Now that the first month is over, we’ve got a few things to accomplish in your second month. Please let us know if you have a question or need a hand!

A LOGISTICAL ITEM:
- Find out from your Supervisor how to complete a mileage form.

CONNECT WITH US:
- Facebook: @CattAlleganyBOCES
- Instagram: @c.a.boces
- Twitter: @ca_boces

A SPECIAL ASSIGNMENT:
- Speak with your Supervisor about completing a job related training.
- Training: _____________________________
- Visit TheEAP.com!

IF YOU ARE SHARED WITH A DISTRICT FOR YOUR TIME:
- Meet with your district contact/Supervisor and set expectations and priorities.
- What are the big tasks they want you to accomplish?
- What are some smaller tasks they need you to do?
- Do they have a job list for you? If not, can they talk you through it?
- You can take someone to this meeting with you if you want.

STOP! TAKE CARE OF YOURSELF:
- Give yourself a pat on the back. We hired you because we believe in you. You’re the right person for the job, and we have high hopes for your future with us!
- Ask your Supervisor and other colleagues how they schedule time off.

GO ASK YOUR CO-WORKER:
Can you tell me about a time that you struggled here?
How did you work through it?


**Get to Know Available CA BOCES Resources:**
- Professional Development: ____________________________
- Learning Resources: ____________________________
- Health Insurance Customer Service
  Phone Number: ____________________________

**Connect with Your Supervisor Again:**
- Touch base with your Supervisor somewhere around the end of your first 60 days. It’s just a check-up.

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**Take a Mindful Moment:**

Mindfulness is the energy that helps us recognize the conditions of happiness that are already present in our lives. You don’t have to wait ten years to experience this happiness. It is present in every moment of your daily life. There are those of us who are alive but don’t know it. But when you breathe in, and you are aware of your in-breath, you touch the miracle of being alive. That is why mindfulness is a source of happiness and joy.

Most people are forgetful; they are not really there a lot of the time. Their mind is caught in their worries, their fears, their anger, and their regrets, and they are not mindful of being there. That state of being is called forgetfulness—you are there but you are not there. You are caught in the past or in the future. You are not there in the present moment, living your life deeply. That is forgetfulness.

The opposite of forgetfulness is mindfulness. Mindfulness is when you are truly there, mind and body together. You breathe in and out mindfully, you bring your mind back to your body, and you are there. When your mind is there with your body, you are established in the present moment. Then you can recognize the many conditions of happiness that are in you and around you, and happiness just comes naturally.

Mindfulness practice should be enjoyable, not work or effort. Do you have to make an effort to breathe in? You don’t need to make an effort. To breathe in, you just breathe in. Suppose you are with a group of people contemplating a beautiful sunset. Do you have to make an effort to enjoy the beautiful sunset? No, you don’t have to make any effort. You just enjoy it.

The same thing is true with your breath. Allow your breath to take place. Become aware of it and enjoy it. Effortlessness. Enjoyment. The same thing is true with walking mindfully. Every step you take is enjoyable. Every step helps you to touch the wonders of life, in yourself and around you. Every step is peace. Every step is joy. That is possible.

During the time you are practicing mindfulness, you stop talking—not only the talking outside, but the talking inside. The talking inside is the thinking, the mental discourse that goes on and on and on inside. Real silence is the cessation of talking—of both the mouth and of the mind. This is not the kind of silence that oppresses us. It is a very elegant kind of silence, a very powerful kind of silence. It is the silence that heals and nourishes us.

Mindfulness gives birth to joy and happiness. Another source of happiness is concentration. The energy of mindfulness carries within it the energy of concentration. When you are aware of something, such as a flower, and can maintain that awareness, we say that you are concentrated on the flower. When your mindfulness becomes powerful, your concentration becomes powerful, and when you are fully concentrated, you have a chance to make a breakthrough, to achieve insight. If you meditate on a cloud, you can get insight into the nature of the cloud. Or you can meditate on a pebble, and if you have enough mindfulness and concentration, you can see into the nature of the pebble. You can meditate on a person, and if you have enough mindfulness and concentration, you can make a breakthrough and understand the nature of that person. You can meditate on yourself, or your anger, or your fear, or your joy, or your peace.

When your mindfulness becomes powerful, your concentration becomes powerful, and when you are fully concentrated, you have a chance to

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—I Never Learn Anything Talking. I Only Learn Things When I Ask Questions.”

—Lou Holtz
make a breakthrough, to achieve insight. Anything can be the object of your meditation, and with the powerful energy of concentration, you can make a breakthrough and develop insight. It’s like a magnifying glass concentrating the light of the sun. If you put the point of concentrated light on a piece of paper, it will burn. Similarly, when your mindfulness and concentration are powerful, your insight will liberate you from fear, anger, and despair, and bring you true joy, true peace, and true happiness.

When you contemplate the big, full sunrise, the more mindful and concentrated you are, the more the beauty of the sunrise is revealed to you. Suppose you are offered a cup of tea, very fragrant, very good tea. If your mind is distracted, you cannot really enjoy the tea. You have to be mindful of the tea, you have to be concentrated on it, so the tea can reveal its fragrance and wonder to you. That is why mindfulness and concentration are such sources of happiness. That’s why a good practitioner knows how to create a moment of joy, a feeling of happiness, at any time of the day.

1) FIRST MINDFULNESS EXERCISE: MINDFUL BREATHING

The first exercise is very simple, but the power, the result, can be very great. The exercise is simply to identify the in-breath as in-breath and the out-breath as out-breath. When you breathe in, you know that this is your in-breath. When you breathe out, you are mindful that this is your out-breath.

Just recognize: this is an in-breath, this is an out-breath. Very simple, very easy. In order to recognize your in-breath as in-breath, you have to bring your mind home to yourself. What is recognizing your in-breath is your mind, and the object of your mind—the object of your mindfulness—is the in-breath. Mindfulness is always mindful of something. When you drink your tea mindfully, it’s called mindfulness of drinking. When you walk mindfully, it’s called mindfulness of walking. And when you breathe mindfully, that is mindfulness of breathing.

So the object of your mindfulness is your breath, and you just focus your attention on it. Breathing in, this is my in-breath. Breathing out, this is my out-breath. When you do that, the mental discourse will stop. You don’t think anymore. You don’t have to make an effort to stop your thinking; you bring your attention to your in-breath and the mental discourse just stops. That is the miracle of the practice. You don’t think of the past anymore. You don’t think of the future. You don’t think of your projects, because you are focusing your attention, your mindfulness, on your breath.

Mindfulness is always mindful of something. When you drink your tea mindfully, it’s called mindfulness of drinking. When you walk mindfully, it’s called mindfulness of walking. And when you breathe mindfully, that is mindfulness of breathing.

Therefore, your breathing can be a celebration of the fact that you are alive, so it can be very joyful. When you are joyful and happy, you don’t feel that you have to make any effort at all. I am alive; I am breathing in. To be still alive is a miracle. The greatest of all miracles is to be alive, and when you breathe in, you touch that miracle. Therefore, your breathing can be a celebration of life.

An in-breath may take three, four, five seconds, it depends. That’s time to be alive, time to enjoy your breath. You don’t have to interfere with your breathing. If your in-breath is short, allow it to be short. If your out-breath is long, let it be long. Don’t try to force it. The practice is simple recognition of the in-breath and the out-breath. That is good enough. It will have a powerful effect.

2) SECOND MINDFULNESS EXERCISE: CONCENTRATION

The second exercise is that while you breathe in, you follow your in-breath from the beginning to the end. If your in-breath lasts three or four seconds, then your mindfulness also lasts three or four seconds. Breathing in, I follow my in-breath all the way through. Breathing out, I follow my out-breath all the way through. From the beginning of my out-breath to the end of my out-breath, my mind is always with it. Therefore, mindfulness becomes uninterrupted, and the quality of your concentration is improved.

So the second exercise is to follow your in-breath and your out-breath all the way through. Whether they are short or long, it doesn’t matter. What is important is that you follow your in-breath from the beginning to the end. Your awareness is sustained. There is no interruption. Suppose you are breathing in, and then you think, “Oh, I forgot to turn off the light in my room.” There is an interruption. Just stick to your in-breath all the way through. Then you cultivate your mindfulness and your concentration. You become your in-breath. You become your out-breath. If you continue like that, your breathing will naturally become deeper and slower, more harmonious and peaceful. You don’t have to make any effort—it happens naturally.

3) THIRD MINDFULNESS EXERCISE: AWARENESS OF YOUR BODY

The third exercise is to become aware of your body as you are breathing. “Breathing in, I am aware of my whole body.” This takes it one step further.

In the first exercise, you became aware of your in-breath and your out-breath. Because you have now generated the energy of mindfulness through mindful breathing, you can use that energy to recognize your body. “Breathing in, I am aware of my body. Breathing out, I am aware of my body.” I know my body is there. This brings the mind wholly back to the body. Mind and body become one reality. When your mind is with your body, you

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are well-established in the here and the now. You are fully alive. You can be in touch with the wonders of life that are available in yourself and around you.

When your mind is with your body, you are well-established in the here and the now. You are fully alive.

This exercise is simple, but the effect of the oneness of body and mind is very great. In our daily lives, we are seldom in that situation. Our body is there but our mind is elsewhere. Our mind may be caught in the past or in the future, in regrets, sorrow, fear, or uncertainty, and so our mind is not there. Someone may be present in the house, but he’s not really there, his mind is not there. His mind is with the future, with his projects, and he’s not there for his children or his spouse. Maybe you could say to him, “Anybody home?” and help him bring his mind back to his body.

So the third exercise is to become aware of your body. “Breathing in, I’m aware of my body.” When you practice mindful breathing, the quality of your in-breath and out-breath will be improved. There is more peace and harmony in your breathing, and if you continue to practice like that, the peace and the harmony will penetrate into the body, and the body will profit.

4) FOURTH MINDFULNESS EXERCISE: RELEASING TENSION

The next exercise is to release the tension in the body. When you are truly aware of your body, you notice there is some tension and pain in your body, some stress. The tension and pain have been accumulating for a long time and our bodies suffer, but our mind is not there to help release it. Therefore, it is very important to learn how to release the tension in the body.

The tension and pain have been accumulating for a long time and our bodies suffer, but our mind is not there to help release it.

In a sitting, lying, or standing position, it’s always possible to release the tension. You can practice total relaxation, deep relaxation, in a sitting or lying position. While you are driving your car, you might notice the tension in your body. You are eager to arrive and you don’t enjoy the time you spend driving. When you come to a red light, you are eager for the red light to become a green light so that you can continue. But the red light can be a signal. It can be a reminder that there is tension in you, the stress of wanting to arrive as quickly as possible. If you recognize that, you can make use of the red light. You can sit back and relax—take the ten seconds the light is red to practice mindful breathing and release the tension in the body.

So next time you’re stopped at a red light, you might like to sit back and practice the fourth exercise: “Breathing in, I’m aware of my body. Breathing out, I release the tension in my body.” Peace is possible at that moment, and it can be practiced many times a day—in the workplace, while you are driving, while you are cooking, while you are doing the dishes, while you are watering the vegetable garden. It is always possible to practice releasing the tension in yourself.

"I’VE LEARNED THAT PEOPLE WILL FORGET WHAT YOU SAID, PEOPLE WILL FORGET WHAT YOU DID, BUT PEOPLE WILL NEVER FORGET HOW YOU MADE THEM FEEL."

~MAYA ANGELOU

5) FIFTH MINDFULNESS EXERCISE: WALKING MEDITATION

When you practice mindful breathing you simply allow your in breath to take place. You become aware of it and enjoy it. Effortlessness. The same thing is true with mindful walking. Every step is enjoyable. Every step helps you touch the wonders of life. Every step is joy. That is possible.

When you practice mindful breathing you simply allow your in breath to take place. You become aware of it and enjoy it. Effortlessness.

You don’t have to make any effort during walking meditation, because it is enjoyable. You are there, body and mind together. You are fully alive, fully present in the here and the now. With every step, you touch the wonders of life that are in you and around you. When you walk like that, every step brings healing. Every step brings peace and joy, because every step is a miracle.

The real miracle is not to fly or walk on fire. The real miracle is to walk on the Earth, and you can perform that miracle at any time. Just bring your mind home to your body, become alive, and perform the miracle of walking on Earth.

https://www.mindful.org/five-steps-to-mindfulness/

- Sign up for the mindful newsletter

DID YOU KNOW?

That personal days must be requested 24 hours in advance except for personal days before or after a holiday, which requires the District Superintendent’s approval.
MONTH NO. 2 ACTIVITY

PART 1: TEAM MEETING

IF YOU ATTEND A TEAM MEETING

WHAT IS THE PURPOSE OF THE MEETING?

WHO WAS INVITED?

WERE MEETING OBJECTIVES MET?

MONTH NO. 2
ASK YOURSELF

TELL ME ABOUT YOUR BEST AND WORST DAYS IN MONTH 2. HOW WERE THESE DAYS SIMILAR OR DIFFERENT FROM YOUR BEST/WORST DAYS IN MONTH 1??

WHAT WAS YOUR BIGGEST ACCOMPLISHMENT ON MONTH 2? DO YOU FEEL LIKE YOU ARE STARTING TO SEE A RHYTHM TO YOUR WORK?

WHO IS SOMEONE YOU’VE CONNECTED WITH? WHO’S SOMEONE YOU’D LIKE TO CONNECT WITH, BUT HAVEN’T YET?

WHAT HAVE YOU BEEN SPENDING MOST OF YOUR TIME ON?
That’s sixty days down!

By now, you ought to have met a lot of people. We work as a team often, and it’s important to get to know colleagues’ areas of expertise as well as to build a support network.

We’ve taken it kind of easy on you this month. There aren’t a lot of things on the list, but your calendar is probably filling up. Use this time to catch up on checklist items you weren’t able to accomplish in your first two months.

CONNECT
WITH YOUR SUPERVISOR AGAIN:

- Touch base with your Supervisor. This is just a check-up!

SPECIAL ACTIVITIES:

- Make sure you’re aware of the snow day/emergency closing procedure.
- Remember, make sure mileage is prepared to submit.

GO ASK YOUR SUPERVISOR:

How does evaluations happen in this organization?

CA BOCES STATISTICS

CAREER AND TECHNICAL EDUCATION HAS 3 LOCATIONS:

CTE AT BELMONT, CTE AT ELЛИCOTTVILLE, CTE AT OLEAN
MONTH NO. 3 ACTIVITY

LET’S TALK TRAINING

ARE THERE ANY SKILLS YOU NEED OR WANT FURTHER DEVELOPMENT ON?

HAVE YOU VISITED THE EAP WEBSITE TO FIND FREE TRAINING OPPORTUNITIES?

MONTH NO. 3
ASK YOURSELF

WHAT TRENDS DO YOU NOTICE ABOUT YOUR GOOD DAYS VERSUS YOUR BAD DAYS?
WHAT TYPE OF WORK ARE YOU DOING? (IT’S OKAY TO HAVE BAD DAYS...)

WHAT’S SOMETHING YOU’VE LEARNED ABOUT YOURSELF SINCE YOU STARTED WORKING HERE?

WHAT ARE SOME EXAMPLES OF SUCCESS (BIG OR SMALL!) YOU’VE HAD IN OUR ORGANIZATION?

HOW WOULD YOU DESCRIBE OUR CULTURE AS A PROGRAM?
AS A DIVISION? AS A BOCES?

WHAT VALUE DO YOU BELIEVE YOU BRING TO THIS TEAM? WHAT IMPACT HAVE YOU ALREADY STARTED TO MAKE ON STUDENTS? HOW CAN YOU DEMONSTRATE YOUR IMPACT?

WHEN YOU THINK ABOUT WHAT YOU WANT TO LEARN ABOUT, AND WHAT YOU’RE GOOD AT, HOW DO YOU SEE THOSE THINGS INTERSECTING TO DRIVE YOUR FUTURE WORK HERE?

CA BOCES STATISTICS

REGION TOUCHES SCHOOLS IN 4 COUNTIES:
ALLEGANY, CATTARAUGUS, ERIE, WYOMING
POST 3 MONTHS!

Now that you’ve completed every task in this book, you’re done learning, and we’re done helping acclimate to BOCES, right?! Ummmmm, no. (But you already knew that!) We want your time and experience here to be as successful as possible. We encourage you to take every opportunity you can to ask for feedback, and work toward building meaningful and lasting relationships with your colleagues.

POLICIES, PROCEDURES AND EXPECTATIONS

BOARD OF EDUCATION POLICIES:

Employees are responsible to review, remain familiar with and abide by Board of Education policies throughout their employment with CA BOCES. Board of Education policies are available online at: http://www.caboces.org/board-of-education/policies, and include the following:

- Policy: Non-Discrimination
- Policy: Non-Discrimination and Anti-Harassment in the School District
- Policy: FERPA/School Policy
- Policy: Anti-Harassment in the BOCES
- Policy: Code of Ethics for ALL BOCES Personnel
- Policy: Equal Employment Opportunity
- Policy: Sexual Harassment (Personnel)
- Policy: Complaints and Grievances by Employees
- Policy: BOCES Personnel Use of Computerized Information Resources
- Policy: Corporal Punishment/Physical Restraint
- Policy: Sexual Harassment of Students
- Policy: Dignity for All Students Act
- Policy: Equal Educational Opportunity (Students)
- Policy: Civility, Citizenship & Character Education/Interpersonal Violence Prevention Education
- Policy: Misuse/Abuse of Software and/or Electronic Communication Systems

ANTI-HARASSMENT & DISCRIMINATION:

CA BOCES is committed to providing an environment that is free of unlawful discrimination and harassment.

Complaint Procedure – Individuals who believe they have been the victim of unlawful discrimination and/or harassment, or who have witnessed such conduct should report their concerns immediately. The complaint procedures and form can be found at: https://caboces.org/title-ix-information/ or you may contact the Civil Rights Compliance Officer at: CivilRightsCompliance@caboces.org.

EMPLOYEE INFORMATION:

CA BOCES takes steps to safeguard personal employee information. Employees are expected to adhere to CA BOCES policies regarding confidentiality.

STUDENT INFORMATION:

CA BOCES and its employees may only release education records or information from education records as permitted by Board policies and the law. Additionally, employees must at all times, safeguard personal information of or pertaining to students.
STAFF CONDUCT:

- CA BOCES employees are expected to act as positive role models for students and conduct themselves in a professional manner that is conducive to an effective and safe learning and work environment.
- CA BOCES employees are expected to establish and maintain appropriate professional boundaries with students and not engage in behavior that could reasonably lead to the appearance of impropriety.

ARRESTS:

- CA BOCES employees are expected to demonstrate good moral character and abide by all laws.
- Employees should be aware that the NYS Education Department may notify CA BOCES if an employee is the subject of an arrest. Should an employee be the subject of an arrest, he/she should contact their supervisor or the HR Department so the employee may have an opportunity to share the circumstances.

CA BOCES EQUIPMENT & MATERIALS:

- CA BOCES provides a variety of technology tools to employees for their work and for the education of students. Technology tools, including CA BOCES email and internet access, are for use in an employee’s related work and are not for personal use or personal gain. Use of CA BOCES technology to violate any CA BOCES policies is strictly prohibited.
- CA BOCES employees should have no expectation of privacy while using CA BOCES email, internet access or other CA BOCES technology devices or systems.
- Equipment and materials purchased by CA BOCES are intended for use in an employees’ related work. They may not be removed from the school or worksite without prior approval.
- The technology help desk at (716) 376-8311 is available for assistance.

PERSONAL PROPERTY OF EMPLOYEE:

- CA BOCES is not responsible for lost or damaged personal property left at the workplace.
- For teachers and other ten (10) month employees, unless exempted by your supervisor, personal property should be removed annually from the classroom/workspace by the last day of the school year. This allows for efficient summer recess cleaning, maintenance and classroom moves. Employees should take care throughout the year to keep work areas neat and clean.

SUPERVISORY AREA, DISTRICT AND BOCES-WIDE MEETINGS

At times, you will be asked to attend meetings whose purpose is to delivery information and/or build culture within the organization. Your attendance at these meetings is important, and should you need to miss them, you need to communicate with the appropriate person.

- Faculty Meetings are scheduled by your Supervisor. Permission to miss should be sought from your Supervisor.
- Opening Day is scheduled by the District Superintendent. All BOCES staff are expected to attend unless they’ve received permission from the DS to miss. The recommended way to do this is to reach out to your Supervisor. Please do not contact the DS about missing Opening Day without first talking about it with your Supervisor.

MILEAGE:

Mileage must be processed on at least 6-month cycles. Those run from July - December and January - June. All mileage for July - December is due in early January. All mileage for January - June is due in early July. You can turn it in more often than that, but these are the times you MUST turn it in.

Everyone has a “home base” or building to which they are assigned. Your home base mileage is the distance it takes to travel from your residence to your home base. Mileage is calculated for anything you drive above and beyond your home base mileage in a day.

Example:
- Home to Home Base is 5.0 Miles.
- Today, you drove from Home to Home Base to District A to District B to Home (for a total of 60 miles)
- Your mileage claim would subtract the 10 miles that you would typically drive from Home to Home Base and Home Base to Home in a normal work day, therefore, you would be paid the mileage rate for 50 miles.

The mileage spreadsheet can always be found on the CA BOCES forms page of our website and will calculate your payment for your contract.

Please refer to your contract agreement for contract language regarding this topic.
RESERVING SCHOOL VEHICLES:

To reserve a school vehicle, you’ll need to email Facilities:
Paula_Morgan@caboces.org.

Be sure to include the dates and times of pickup and return, as well as your destination, and the number of people traveling with you. Please include if an EZ Pass or gas card is needed.

When it’s time to pickup the car, you’ll need to go to his/her office and get the keys and, when applicable, a gas card. If no one is in, the keys will be hung up outside the office. The BOCES cars are located out back of the Main Center in Olean. You will need to fill out the vehicle log when you leave and when you return. Please be sure to leave school vehicles in good shape, with no garbage and a full tank of gas. When you return, return the keys and the gas card to the office you retrieved them from, or if after hours, there is a key slot on the front of the building near the administrative wing. Report any major difficulties with the car right away.

CONFERENCE REQUESTS:

Any request for travel or conferences/workshops that require BOCES to expend funds - even to other BOCES - need to use this process. NEVER make any payments for travel until you have received signed conference approval documents back with signatures from your Supervisor, the Assistant Superintendent, and the District Superintendent.

We highly encourage members of our team to explore professional learning opportunities designed to promote their understanding of a topic and benefit their work with our districts. If you are interested in a professional learning opportunity, please talk openly with your Supervisor so you can decide together about the possibility of your attendance. Once you’ve verbally discussed the opportunity with your Supervisor, proceed with conference request paperwork.

The Conference Authorization Form can be completed once for all members of the team desiring to attend the conference. A Travel Expense Form that details the estimated expenses should be submitted for each team member attending the conference.

To determine estimated expenses:

1. Use www.gsa.gov to calculate food expenses. Select the city you will be traveling to and determine the GSA daily rate. For each full day you are traveling, use that dollar amount, for each partial day of travel (first and last), calculate a rate at 75% of the full amount. Subtract out the allocation for any meals that are provided by the hotel or provided by the conference/workshop.

2. Use www.gsa.gov to determine the government rate for a hotel in the city where you are traveling. Call and book a hotel of your preference, asking for the government rate when you book. You will be asked to hold the room with your personal credit card. In most cases, BOCES will prepay the hotel with a check or PO, or you may hand-carry a check with you. In rare instances, you may need to pay for the hotel at the time you stay and BOCES will reimburse you. Sometimes, sharing room will enable us to send more people to conferences and improve the learning experience. You can always stay at a hotel with a higher rate, but you will pay the difference back to BOCES.

3. The only exception to using the GSA rate for a hotel room is when the even you are attending is an annual conference for a state or national organization. In this case, you may utilize a conference hotel (usually listed on the conference website) at a higher rate than GSA.

4. When airfare is needed, estimate the cost and include in the paperwork.

5. Be sure to document any registration costs.

6. Don’t forget to include an estimated cost for tolls, parking, taxis, etc.

7. If you believe you will want to purchase items (e.g. books) at the conference, you must have that pre-approved in your estimated expenses. BOCES will not reimburse you for items purchased without prior approval.

8. If you will be using a BOCES-owned vehicle, be sure to arrange for pickup and return.

Once you’ve received approval documents that are signed by your Supervisor, the Assistant Superintendent, and the District Superintendent, you may proceed with booking airfare and registering for the conference. Work closely with the Keyboard Specialist associated with your program to determine which expenses you’ll need to pay for and be reimbursed, and which he/she can handle with a PO. Be sure to forward any confirmations you receive (airfare, hotel, registration, etc.) to the Keyboard Specialist.

When you return from the Conference, any hotel, parking, and toll receipts should be attached to the Travel Expense Form, and the actual expenses should be documented. Sign the form and turn all paperwork into your Supervisor. If BOCES owes you a reimbursement, a check will be processed and sent to you if you owe BOCES money (ex: if the cash advance was calculated incorrectly or the trip was canceled at the last minute), attach a personal check made out to Cattaraugus-Allegany BOCES in the amount due.
SNOW DAYS:
Staff to follow Residence Base District for all school closing.

You should contact your Supervisor if you are not to report to work based upon the above, YOU MUST report this through WinCap Web as an inclement weather day.

FLEX PLANS/INSURANCE:
Make sure you know enrollment dates for Flex Plan and Insurance.
**TIME CARD ENTRY, SICK AND PERSONAL LEAVE REQUESTS**

Debora Windnagle, Data Control Clerk (Payroll)  
deborah_windnagle@caboces.org or extension 8203  
Daniel Cornell, Account Clerk Typist (Payroll)  
daniel_cornell@caboces.org or extension 8257

- Verify that your timesheet correctly reflects your actual hours worked;  
- Absences must be entered in Wincap Web and Frontline (AESOP);  
- Leave accruals under available balance will not include pending requests.

**USING WINCAP TIMECARDS**

- Automatically populates  
- Check the APPR (Approval) box and save  
- Due the Monday after the pay period ends  
- If your Auto-populated time is wrong:  
  - Let your supervisor’s secretary know  
  - Enter times with AM/PM  
  - Round to the nearest 15 minutes (7 is down, 8 is up)  
  - Enter a note (the arrow on the right) and save
- Update job/duty
- Update hours
- Enter a note – click on the arrow on the right
- Manually add a shift for teacher aide job/duty if necessary
- Check the APPR (Approval) Box and save

**TIMECARDS**

**SUB FOR TEACHER**

- Only for board approved assignments
- Manually add a new time
- Select the correct job/duty
- Enter hours worked
- Enter a note and save (New Teacher Aide Orientation)
- Check the APPR (approval) box and save

<table>
<thead>
<tr>
<th>Date</th>
<th>In</th>
<th>Description</th>
<th>Out</th>
<th>Description</th>
<th>Job/Duty</th>
<th>Hours</th>
<th>APPR S$APPR S$APPR S$APPR S$APPR</th>
<th>Scheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed 8/25</td>
<td>6:00 AM</td>
<td>Good</td>
<td>2:00 PM</td>
<td>Good</td>
<td>WORKSHOP</td>
<td>5.5000</td>
<td>☑</td>
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**TIMECARDS**

**WORKSHOP PARTICIPANT**

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<th>Add Excused Time</th>
<th>Add Blank Timesheet</th>
<th>Punches:</th>
<th>Breaks:</th>
<th>Excused:</th>
<th>Total:</th>
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</thead>
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<td>0.5000</td>
<td>0.0000</td>
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<td></td>
</tr>
</tbody>
</table>

- Expand All Dropdowns
- Breaks Display: Subtract Break Hours
- Refresh
- Save

<table>
<thead>
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<th>Description</th>
<th>Out</th>
<th>Description</th>
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<td>WORKSHOP</td>
<td>5.5000</td>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

Note: New Teacher Aide Orientation

Hours for Day: 5.5000
Hours For Week: 5.5000

- Expand All Dropdowns
- Breaks Display: Subtract Break Hours
- Refresh
- Save
- Show Hours Summary
- Show Overtime
SICK AND PERSONAL LEAVE ON TIMECARDS

- Leave must be half or full day increments
- On half day leaves, work a half day. Do **NOT** include a lunch break.
- If you work more or less than half day, leave a note

<table>
<thead>
<tr>
<th>Date</th>
<th>In</th>
<th>Description</th>
<th>Out</th>
<th>Description</th>
<th>Job/Duty</th>
<th>Hours</th>
<th>APPR</th>
<th>S3APPR</th>
<th>S2APPR</th>
<th>S1APPR</th>
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<tr>
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<td>TEACHER AIDE</td>
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<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
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<td>Mon 4/12</td>
<td>11:30 AM</td>
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<td>TEACHER AIDE</td>
<td>3.0000</td>
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<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>8:00 AM 2:30 PM</td>
</tr>
</tbody>
</table>

Hours for Day: 6.0000
Leave for Cancer Screening

Effective March 18, 2018, the New York State Governor amended the law entitling public employees to take up to four (4) hours on an annual basis to undergo cancer screening.

The entitlement is for up to four (4) hours of paid leave annually unless either a governmental authority or court of law declares that the leave is not required to be paid under New York state statute. If an employee is absent for more than four (4) hours on the date of the screening, then the additional time will either be unpaid or charged to an appropriate category of leave (if the employee has any such leave accrued).

To facilitate the process of excusing yourself from work, it will be necessary to complete a Request for Cancer Screening Leave and Verification of Appointment form. This form needs to be completed in advance and submitted to your supervisor for approval at least 48 hours prior to your appointment, whenever possible. As with any other absence, employees should follow routine attendance reporting procedures. The verification portion of the form should be completed by your Health Care Provider and returned to your supervisor within 14 days following your appointment. An employee using this leave entitlement must have either a signed statement from the cancer screening facility, or a signed form that verifies the purpose of the leave. The leave must be noted as “Cancer Screening,” if utilized by an employee who completes time sheets.

A copy of the Request for Cancer Screening Leave and Verification of Appointment Form is attached, and additional copies will be available on the BOCES website (under C-A BOCES forms) and/or in the Human Resource Office.

You may call the Human Resources Office at 716 376-8242 with any questions.
Request for Cancer Screening Leave and Verification of Appointment Form

In accordance with NY State law, the BOCES will provide employees with up to four (4) hours of paid leave time for the purpose of obtaining cancer screening. If you intend to obtain this cancer screening during your normal work hours, you must complete this form at least 48 hours prior to your appointment, whenever possible, and submit it to your immediate supervisor for his/her signature. Verification of your cancer screening must be provided by your Health Care Provider by completing and signing the bottom of the form.

Please forward the completed form to Payroll staff within the Finance office in Olean within 14 days following your appointment.

Name Printed ___________________________ Position ___________________________ Location ___________________________

Date and time of medical appointment ___________________________ ________________

Signature ___________________________ Date ___________________________

Supervisor Signature ___________________________ Date ___________________________

Verification of Cancer Screening Appointment (to be completed by Health Care Provider)

The above individual was seen in my office on _________________________, 20____ at
_______ a.m./p.m. (circle one) for the purpose of cancer screening.

Health Care Provider Signature ___________________________ Date ___________________________

Nothing contained herein shall be deemed a release of any patient information related to diagnosis, treatment and/or prognosis. This form is simply to verify that the employee utilized leave provided to him/her pursuant to law.
Direct deposit provides you with automatic deposit of your net pay on payday. You will, however, still receive a check stub showing your gross pay, itemized deductions, and net pay deposited. This direct payroll deposit plan is on a voluntary basis, however, we encourage all employees to participate. If you choose not to participate, we cannot guarantee that you will receive your paycheck on payday (Friday.)

It is your responsibility to provide the BOCES payroll office your account numbers and your desire to have your net pay deposited directly into your account. (Please verify your routing number and account number with your bank before submitting this form to payroll.)

As a general rule, we have the ability to deposit your funds with any financial institution that has electronic transfer capabilities. However, we do have direct deposit arrangements with a few institutions that do not have this capability. If your financial institution does not have electronic transfer, or we do not have a direct deposit arrangement, you have to either choose an alternate financial institution, or not participate.

After receipt of the completed authorization for direct deposit (below), the payroll office will begin to have your pay deposited into your account. (This authorization needs to be completed to begin direct deposit and to make any changes to direct deposit.)

**Please be advised: for new direct deposit requests, the first check issued after we receive the authorization form will be a regular payroll check that you must cash on your own. The next paycheck will be directly deposited into your account(s).**

If you have any questions, please contact the BOCES payroll department at 716-376-8203.

---

**AUTHORIZATION FOR DIRECT DEPOSIT**

**Employee’s Name:**

**Employee’s Address:**

**City, State, Zip Code:**

**Name of Bank/Credit Union:**

**DIRECT DEPOSIT TRANSACTION**

N = New Account A = Add Account I = Inactivate Account C= Change Amount

<table>
<thead>
<tr>
<th>Transaction N/A/I/C</th>
<th>Bank Routing Number</th>
<th>Bank Account Number</th>
<th>Circle Type</th>
<th>Amount to Deposit</th>
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<tbody>
<tr>
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<td></td>
<td>Checking / Saving</td>
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<td></td>
<td></td>
<td>Checking / Saving</td>
<td></td>
</tr>
</tbody>
</table>

**A VOITED CHECK MUST BE ATTACHED TO THIS FORM.**

I hereby authorize Cattaraugus-Allegany BOCES to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account. The authority is to remain in full force and effect until BOCES has received written notification from me of its termination in such time and in such manner as to afford BOCES and my bank or credit union a reasonable opportunity to act on it.

**Signature:** ___________________________ **Date:** ___________________________

**RETURN COMPLETED FORM TO:**

Payroll Department, Cattaraugus-Allegany BOCES, 1825 Windfall Road, Olean, NY 14760

Rev Oct. 2019
ABSENCE / LEAVE REQUEST REVERSAL

If for any reason a requested leave is not taken, please indicate the date(s) below and have your supervisor certify the information by signing in the space indicated. Please return this form to the Business Office within one week after the date of the requested leave.

Requested days of leave will be recorded as actually taken unless the Business Office is properly notified.

Employee Name (please print)

Leave Type Requested (Originally)

Leave Date(s)

Reason for Withdrawal of Request

Employee’s Signature  Date

Supervisor’s Signature  Date
TRAVEL CONFERENCE REQUEST FORM

DIRECTIONS:  
1. Fill in all spaces above the dotted line and the estimated expenses and travel form.  
2. Taxes cannot be approved for reimbursement – use tax-exempt form provided.  
3. Submit the completed form to your supervisor at least two weeks prior to the conference date.  
   (Itinerant personnel must obtain Superintendent’s signature in all districts served.)

CONFERENCE:  

LOCATION:  

DATES:  

My role at the conference:  General participant  Comments:  

Special Duties:  

Number of staff members attending this conference:  

Names of staff members requesting to attend:  

I hereby request approval for attendance at the conference described above, and estimate my expenses as set forth on the attached estimated expenses and travel expense voucher form.

Submitted By:  

(Signature)  Date:  

☐ Estimated expenses and travel expense voucher form(s) is attached.  ☐ No expenses

Review

Number of days substitute service required:  

Comments of Principal or Supervisor:  

Approval of Principal or Supervisor:  

(Signature)  Date:  

Approval of Asst. Supt. / Director:  

(Signature)  Date:  

Request denied  Request approved  Request approved with modification  

Comments of District Superintendent:  

Signature of District Superintendent:  

Date:  

* A conference report, on the form provided, must be filed through your Principal, Supervisor, Asst. Superintendent or Director with the District Superintendent’s office within a week’s time of return from the conference. All reimbursement requests are to be filed in the same manner at the same time.

Employee – Keep copy,  Submit Original to Supervisor  
Supervisor – Keep copy, Submit Original to Asst. Superintendent / Director  
Director – Submit to District Superintendent or Designee

Revised 11.2015
CATTARAUGUS ALLEGANY BOCES
1825 WINDFALL ROAD, OLEAN NY 14760-9303

ESTIMATED EXPENSES AND TRAVEL EXPENSE VOUCHER

Directions:
1. Fill in all spaces that apply to your travel.
2. Attach original itemized receipts for all expenses claimed per Board policy.
3. Sign the certification statement upon return of travel.
4. Copy for yourself, forward original to appropriate Director.

Name: ___________________________ Date(s) of Travel: ___________________________
Address: ___________________________ Purpose of Travel: ___________________________

PRIOR to TRAVEL - Travel Approved By: ___________________________

School vehicle [ ] Privately owned vehicle (Complete mileage information below [ ]

<table>
<thead>
<tr>
<th>Mileage From Location*</th>
<th>Odometer Reading</th>
<th>Mileage To Destination*</th>
<th>Odometer Reading</th>
<th>Mileage From Location*</th>
<th>Odometer Reading</th>
<th>Mileage To Destination*</th>
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</tr>
</thead>
<tbody>
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</tbody>
</table>

* Must consider residence base mileage | Location established as base - |
Total Mileage - | Total Mileage - |

Estimated Expenses | Actual Expenses

Total Mileage x Rate (.56) = Total Mileage Claimed
Other transportation charges (taxi & ticket charges)
PO # __________

Airfare (if Approved)
Rental Car (if Approved)
Thruway & Other Tolls
Parking
PO # __________
Registration Fee
PO # __________
GSA Daily Rate $ __________
GSA Daily Rate $ __________
Lodging
Meals*
Other expenses (specify)
TOTAL EXPENSES
PO # __________

LESS AMOUNT OF ADVANCE
TOTAL AMOUNT TO BE REIMBURSED
TOTAL AMOUNT DUE BACK TO BOCES

BUDGET CODE ___________________________ BUDGET CODE ___________________________

* Meal Expense Calculation

<table>
<thead>
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<th>First &amp; last day of travel @75% of GSA daily rate of $</th>
<th>x</th>
<th>days</th>
<th>= $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of full day(s) of travel @100% of GSA daily rate of $</td>
<td>x</td>
<td>days</td>
<td>= $</td>
</tr>
</tbody>
</table>

Less meals included/provided in registration fees:
Number of breakfasts included each x GSA daily rate of $ = $ -
Number of lunches included each x GSA daily rate of $ = $ -
Number of dinners included each x GSA daily rate of $ = $ -

Please submit a copy of your hotel receipt with voucher for verification.

Total Meal Claim = $

Signature: ___________________________ Date: ___________________________

Director’s Approval: ___________________________ Date: ___________________________

Actual Expenses
I hereby certify that the above amount and receipts are true and correct; that no part being claimed has been reimbursed; and that the total claimed is actually due, and in accordance with BOCES Board Policy.