



Board of Cooperative Educational Services
www.capregboces.org
Leaders for Educational Excellence

Business Administrator
for Management Services

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MEMORANDUM

TO: BOCES Employees
FROM: Bruce Bonacquist
Business Administrator for Management Services
SUBJECT: POTPOURRI 2011-12
DATE: July 2011

The following is important information for the 2011-12 School Year.

Acceptable Use of BOCES Computers

Board Policy Number 4725 details the “Acceptable Use of Computerized Information Resources” for employees. Policy 4725 is on the BOCES web site at <http://www.capregboces.org/BoardofEd/BoardPolicies/4725.pdf>.

Asbestos Hazard Emergency Response Act Notice

The Asbestos Hazard Emergency Response Act (AHERA) requires all schools, Kindergarten through twelfth grade, to be inspected to identify any asbestos containing building materials. The law further requires the development of a management plan, based upon the results of the inspection, which outlines BOCES’ intent in controlling the potential for exposure to asbestos fibers in our facilities.

In the past, asbestos was used extensively in building materials because of its insulating and fire retardant capabilities. Virtually any building built before the late 1970s contains some form of asbestos insulation or structural materials. There are buildings within the Capital Region BOCES that contain some asbestos containing materials.

The initial management plan was submitted to the Governor's office. The plan outlines in detail the methods that BOCES’ trained maintenance and custodial staff will use to maintain the asbestos containing material in a safe and proper manner. In addition, the required re-inspection has been completed and the management plan updated accordingly. The triennial re-inspection was performed during in the spring of 2010.

A copy of the management plan is on file for your review at the BOCES Central Office, 900 Watervliet-Shaker Road, Suite 102, Albany, New York. Copies of the management plan for individual buildings are on file in the office of each building administrator.

BOCES Calendar

The official 2011-12 BOCES Calendar is on the BOCES website, and can be accessed at <http://www.capregboces.org/Calendar/2011-12RegionalCalendar.pdf>.

Employee Assistance Program

The Employee Assistance Program is a confidential service which is easily accessible. Short term responsive phone consultation, in person assessment, short term counseling and referral are available for our employees at no charge. For more information call (518) 461-8742 or email eap@gw.neric.org. **This is a strictly confidential service.**

Payroll

- General Information

The 2011-12 payroll schedule is located in the staff resources portion of the BOCES website at http://www.capregboces.org/StaffResources/PDF_HR/HR-PayrollSchedule2011-2012.pdf.

The "Big Pay" authorization will be mailed directly to effected employees.

Employees may have their entire paycheck deposited directly to their personal bank account. A Direct Deposit Authorization form is available in the staff resources portion of the BOCES website at http://www.capregboces.org/StaffResources/PDF_HR/DirectDepositForm5-25-10.pdf.

The processing time of payroll checks depends upon many internal and external factors. The BOCES payroll process is very complex, and requires a considerable amount of work within the Business Office before it is processed.

Under normal circumstances, the Business Office will be able to mail payroll checks the Wednesday afternoon prior to the official Friday pay date. This should make receipt of the payroll checks on Fridays a routine occurrence.

However, the Business Office will not be held responsible for circumstances which may make the Wednesday mailing impossible, nor can it be responsible for delays in postal handling. Replacement checks will not be issued until the Tuesday afternoon following the Friday pay date.

It is strongly suggested that employees housed in BOCES-operated facilities, pick up their checks at the BOCES site on the established Friday pay date, rather than depend upon the mailing of checks.

Also, if you have a change of address, it is important that you notify the Payroll Department in writing as soon as possible in order to ensure that your check will reflect the correct address.

- Retirement System Contributions & Beneficiary Designation

Certain Tier 3, 4 and 5 retirement system members' annual salaries will be reduced for Federal Income Tax purposes by the amount of their mandated 3% retirement contribution. Tier 3, 4, and 5 retirement contributions are not includible in the member's gross income for Federal Income Tax purposes until the contributions are distributed or made available to the member, generally at retirement or upon withdrawal from the retirement system.

By reducing a member's federally reportable earnings, the member's current Federal Income Tax liability is reduced. It should be noted that your annual salary prior to the reduction will be reported to the retirement system and will continue to be used in the calculation of retirement benefits.

It is always advisable to review your selection of retirement beneficiary on a regular basis. Changes in family status may have affected this designation.

If you are a member of the New York State Teachers' Retirement System or the New York State

Employees' Retirement System, you should be sure to keep your address current with the system.

- State and Federal Taxes

A review of your withholding status is advisable at this time. The federal W-4 and the state withholding forms may be obtained from the Business Office or on the Staff Resources portion of the BOCES website at any time, and may be amended throughout the school year.

If you have a working spouse and/or a dual income, you may wish to review your withholding status very carefully since these circumstances have a significant impact on your tax obligation.

In addition, you may want to submit a new W-4 if you wish to withhold additional funds to cover non-BOCES income. For example, if you sell stock during the year and incur capital gains taxes, you may want to cover that tax obligation through payroll deduction of additional withholding.

- Voluntary Payroll Deductions

Listed below are the authorized voluntary payroll deductions and their respective commencement and termination dates:

<u>Description</u> <u>Deductions</u>	<u>Commencement Date/Termination Date</u>	<u>No. of</u>
Credit Union (10 mo. Employees)	(9/9/11 through 6/29/12)	(21 pays)
TSA	(9/9/11 through 6/15/12)	(20 pays)
NYSUT	(9/9/11 through 6/15/12)	(20 pays)
TRS - Loans-Arrears	(9/9/11 through 6/15/12)	(20 pays)
Health	(9/9/11 through 6/15/12)	(20 pays)
Prescription Drug	(9/9/11 through 6/15/12)	(20 pays)
Dental	(9/9/11 through 6/15/12)	(20 pays)
Vision Care	(9/9/11 through 6/15/12)	(20 pays)
Union Dues	(9/9/11 through 5/18/12)	(18 pays)
Agency Fee	(9/9/11 through 5/18/12)	(18 pays)

- Credit union deductions on the "Big Pay" dated June 1, 2012, will be equivalent to five (5) deductions.

* *All deductions based on 20 pays (i.e., TSA, NYSUT, etc.) will be taken from 1st two (2) pays in December (December 2 & 16, excluding December 23 and December 30)*

- Medical, Dental & Vision Employee Contributions

Information for PAO personnel is available in the staff resources portion of the BOCES website at http://www.capitalregionboces.org/StaffResources/PDF_HR/PAORatesSheet2011-2012.pdf.

Information for Non PAO Personnel is available in the staff resources portion of the BOCES website at http://capregboces.org/StaffResources/PDF_HR/Non-PAORatesSheet2011-2012.pdf.

Information for retirees is available in the staff resources portion of the BOCES website at rates are available at http://capregboces.org/StaffResources/PDF_HR/RetireeRateChangeMemo7-1-%202011_Final.pdf.

- Continuation of Health and Dental/Orthodontic and Vision Care Benefits

Information regarding the federal COBRA law is available in the staff resources portion of the BOCES website at http://capregboces.org/StaffResources/PDF_HR/COBRAMemo2011update7-1-11.pdf.

Personal Use of Telephones (including cell phones)

Auditors from the Office of the New York State Comptroller have conducted extensive reviews of school district operations and recommended that schools establish a formal written procedure pertaining to personal long distance and cell phone usage. In response to the auditor's comments, the following procedure has been established:

- Telephones shall be used to conduct official BOCES business. It is recognized that there may be occasions when a phone will be used for personal use; however, the BOCES must be reimbursed for all personal long distance and cell phone calls made on any telephone paid for by the BOCES.
- By the first of each month, a Personal Long Distance and Cell Phone Call Log must be submitted to the Telephony Services Unit located at NERIC by each employee who used a BOCES phone for personal calls the previous month.
- All such calls shall be listed. An internal invoice will be created based on the log and returned to the employee for payment.
- The employee will have ten (10) days after receipt of the invoice to render payment to the Telephony Services Unit located at NERIC. Payment is to be made by check made payable to Capital Region BOCES.

Copies of the Telephone Log/Invoice may be obtained from your Division Director or the Telephony Services Unit at 862-5338 (Linda Klime).

Transcripts

Credit for graduate hours will be granted as of September 9, 2011 and February 10, 2012. Transcripts received as of August 23, 2011, will be reviewed and modifications will be made to annual salary accordingly. Transcripts received between August 22 - September 2 will be processed for the September 9, 2011 payroll. Transcripts received during September 6 - 9 will be processed for the September 23, 2011 payroll.

Salary adjustments will be made on the February 24, 2012 payroll for transcripts received on or before the February 10, 2012 adjustment date.

It is the employee's responsibility to ensure that official transcripts are received by BOCES in a timely fashion. Transcripts should be sent to the Human Resources Office, 900 Watervliet-Shaker Road, Suite 102, Albany, New York 12205.

Travel Expense Reimbursement

The IRS mileage reimbursement rate for the 2011 calendar year is .555 cents per mile. It is strongly suggested that mileage reimbursement claims be submitted at least quarterly throughout the school year. Please refer to your respective employee agreement regarding this topic.

BOCES will reimburse employees for actual and necessary travel expenses incurred in the performance of their duties. Please ensure that all reimbursement claims reflect only actual expenses incurred. This will avoid delays in processing and possible disallowances. Attached is a copy of the updated Travel Expense Reimbursement Guidelines.

Travel expense reimbursement requests MUST be submitted on the Travel Expense Voucher Form

located in the Staff Resources portion of the BOCES website at <http://www.capregboces.org/StaffResources/Index.cfm> along with the travel guidelines at <http://capitalregionboces.org/StaffResources/Complete%20travel%20expense%20guidelines.pdf>
All requests must include original detailed itemized receipts.

Supplies and materials should be purchased through regular purchasing procedures. Any purchase of supplies and materials for which you seek reimbursement should be rare and must have prior approval.

Sexual Harassment - Policy

The BOCES has adopted a policy prohibiting discrimination/harassment based on sex, race, color, religion, national origin, age, disability, sexual orientation, marital status or any other class protected by law. The policy applies to all BOCES personnel and students. Policy 5062 is available on the BOCES web site at <http://www.capregboces.org/BoardofEd/BoardPolicies/5062.pdf>. In addition, the Board adopted sexual harassment regulation is location in the Staff Resources portion of the BOCES website at <http://www.capregboces.org/StaffResources/Potpourr%20sexual%20harrassment%20regulation.pdf>