

EMPLOYEE

handbook



**WELCOME TO THE PEEKSKILL
CITY SCHOOL DISTRICT**

The logo for Peek Skill Schools is centered within a white oval. The oval is set against a background that is split horizontally into red (top) and blue (bottom) sections, with a diagonal line separating the two colors. The text "Peek Skill Schools" is written in a red, cursive script font with a blue outline. The word "Peek" is on the top line, "Skill" is on the middle line, and "Schools" is on the bottom line, all connected in a fluid script.

Peek Skill Schools

EMPLOYEE HANDBOOK



*Peekskill
Schools*



**WELCOME TO PEEKSKILL CITY
SCHOOL DISTRICT**

TABLE OF CONTENTS



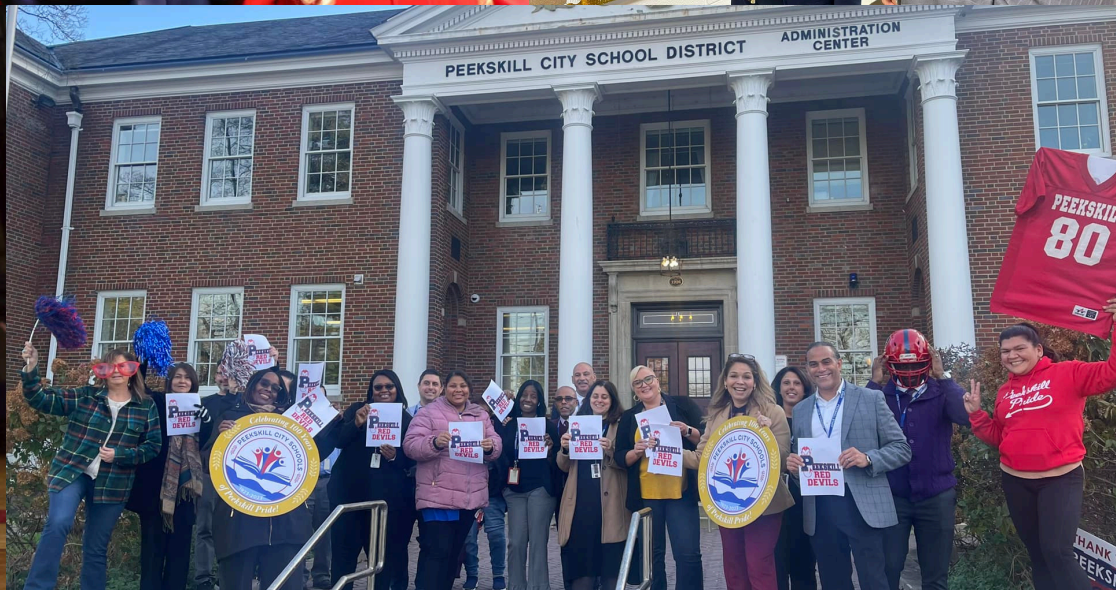
I. WELCOME TO PCSD	1
Welcome Letter	2
About the Community	3
About Our Schools	4
PCSD's Board of Education	5
Meet Our District Administration Team	6
About Our Mission	7
About Our Vision	8
District Highlights	9
Office for Administrative Services	12
Hiring Requirements	13
Committment to Character	15
II. PROFESSIONAL RIGHTS & RESPONSIBILITIES	16
Equal Opportunity Employment	17
Recruitment & Hiring Practices	21
Compliance with Law & Regulations	22
Employee Privacy	23
Employee Responsibilities	24
Dignity for All Students Act	25
New York State Election Law 3-110	26
Mandatory Compliance Training	28
Training & Development	30
Americans with Disabilities Act	31
III. WORKPLACE POLICIES	32
Code Of Conduct	33
Diversity & Inclusion Workplace Policies	34
Attendance Policies	40
Dress Code Policy	42
Anti-Harassment Policy	43
Sexual Harassment Policies	44
Conflict of Interest Policy	45
Alcohol & Drug Free Workplace Policy	51
Smoke Free Workplace Policy	53
District Network & Email Access	55
Social Media Use	61



IV. WORKPLACE SAFETY	62
Workplace Safety & Health	63
Commitment To Safety	65
Workplace Protection Plan	68
Emergency Management	69
Emergency Closings	70
Visitors in the Workplace	71
V. WORK SCHEDULES & TIME OFF	73
Instructional School Calendar	74
Meal Breaks & Rest Periods	75
Paid Time Off - Holidays	77
Paid Time Off - Vacation Days	78
Paid Time Off - Sick Days	79
Paid Time Off - Personal Days	80
Paid Time Off - Workshop/Conference	81
Paid Time Off - Bereavement	82
Leave of Absences	84
VI. EMPLOYEE BENEFITS	88
Employee Benefits Overview	89
Employee Benefits Contacts	90
Medical & Health Insurance	91
Employee Assistance Program (EAP)	94
Other Fringe Employee Benefits	96
Tuition Reimbursement	98
Flexible Spending Accounts (FSA)	99
Workers' Compensation	100
VII. EMPLOYEE EXPERIENCE	101
Salary Payment Procedures	102
Salary & Payroll Deductions	104
Payroll Schedule	105
Important Payroll Info for New Hires	106
Salary Schedule Advancement	107
Performance Evaluations	108
Access to Personnel Files	110
Separation from Employment	111
Conflict Resolution	113
Employee Recognition & Appreciation	114



WELCOME TO PCSD



WELCOME LETTER FROM THE SUPERINTENDENT

Dear Peekskill City School District Faculty and Staff,

I am pleased to welcome you to the Peekskill City School District—whether you are new to our District or a returning colleague. You are part of a dedicated and passionate team, united by a common purpose: to ensure that every student is empowered to achieve their fullest potential and become a contributing member of our global society.

Our District is built on the values of the Peekskill Promise. As you begin or continue your journey with us, I encourage you to fully engage in the wide variety of opportunities available for growth, professional learning, and collaboration. Each of you brings unique strengths, experiences, and perspectives that will enrich our schools and our community.



Peekskill is a special place where relationships matter. We believe in working together— faculty, staff, families, students, and community members—to create a positive and supportive environment. You are essential to this work. Your passion, creativity, and dedication directly impact the lives of the students we serve.

I invite you to share your ideas, seek out learning opportunities, and always remember that you are supported every step of the way. We are stronger together, and I am excited to see all that we will accomplish this year.

With gratitude,

A handwritten signature in black ink that reads "David Mauricio".

Dr. David Mauricio
Superintendent of Schools

WELCOME TO PEEKSKILL, NY

ABOUT THE COMMUNITY

The City is located at the southern margin of the Hudson Highlands forty miles north of New York City on the Hudson River. Access to the main line of the Penn-Central and major highways enables its citizens to enjoy the recreational and cultural facilities of both New York City and up-state regions.

An ethnically and culturally mixed community of 25,514 Peekskill has attracted \$23 million dollars for extensive and innovative urban renewal programs based on a comprehensive development plan. These achievements have been cited in national publications and serve as a model for other small cities in the nation.



Peekskill is located about 50 miles north of New York City and is bordered on the west by the Hudson River. The spectacular river views, affordable housing, accessibility by rail, and automobile and artistic diversity make Peekskill a popular place to visit, live, and work. Peekskill is a small city in an area of approximately 4 ½ square miles and a population of around 20,000. Peekskill's strong community spirit combined with its magnificent waterfront and vibrant Artists' District makes Peekskill a city with a bright future.





ABOUT OUR SCHOOLS

The Peekskill City School District offers a broad range of educational opportunities in a diverse, interactive environment. The District's focus is on success for all students. There is one Pre K building, three Elementary buildings, one Middle School, and one High School. Each school offers an environment to meet individual student's needs. All buildings have challenging curricula, talented and engaging students, and a dedicated and knowledgeable faculty with high expectations.



Uriah Hill, Jr. School

Grades: Pre-K

Mrs. Melissa Russo, Principal
Ms. Amanda Cardona, Assistant Principal
980 Pennart Ave – 739-0682 Ext. 7500
School Nurse's Office: 739-0682 Ext. 7503

Arrival: 8:30AM
Dismissal: 2:30PM
Early Dismissal / Half Day: 11:00AM



Woodside Elementary School

Grades: K-1

Mrs. Staci Woodley, Principal
Ms. Cynthia Welker, Assistant Principal
612 Depew Street – 739-0093
School Nurse's Office: 739-0093 Ext. 4520

Arrival: 9:00AM
Dismissal: 3:28PM
Early Dismissal / Half Day: 12:20PM



Oakside Elementary School

Grades: 2-3

Mrs. Ana Budda, Principal
Mrs. Milagros Guzman, Assistant Principal
200 Decatur Avenue – 737-1591
School Nurse's Office: 737-1591 Ext. 6506

Arrival: 8:20AM
Dismissal: 2:48PM
Early Dismissal / Half Day: 11:35AM



Hillcrest Elementary School

Grades: 4-5

Mrs. Crystal Hernandez, Principal
Ms. Michelle Hernandez, Interim Assistant Principal
4 Horton Drive – 739-2284
School Nurse's Office: 739-2284 Ext. 5506

Arrival: 8:20AM
Dismissal: 2:48PM
Early Dismissal / Half Day: 11:35AM



Peekskill Middle School

Grades: 6-8

Mr. Donald Peters, Principal
Mrs. Francia Mandoza, Assistant Principal
Ms. Iris Sepulveda, Assistant Principal
212 Ringgold Street – 737-4542 ext. 2500
School Nurse: 737-4542 ext. 2530
Guidance Office: 737-4542 ext. 2550
Attendance Office: 737-4542 ext. 2910

Arrival: 8:05AM
Dismissal: 2:36PM
Callback: 2:36PM-3PM
Early Dismissal / Half Day: 11:30AM



Peekskill High School

Grades: 9-12

Dr. Jenna Ferris, Principal
Dr. Naima Smith, Assistant Principal
Mr. Christian Cabral, Assistant Principal
Mr. Christian Zambrano, Assistant Principal

1072 Elm Street – 737-0201
School Nurse's Office: 737-0201 Ext. 3503
Guidance Office: 737-0201 Ext. 3519
Attendance Office: 737-0201 Ext. 3520

Arrival: 8:05AM
Dismissal: 2:44PM
Callback: 2:44-3PM
Early Dismissal / Half Day: 11:09AM

Peekskill City School District Family Resource Center



400 South Division St., Peekskill, NY 10566

Lisa Roller Parent Center: (914) 739-0682 ext. 3804
Transportation Office: (914) 739-0682 ext. 7702
Registration: (914) 739-0682 ext. 7535

PEEKSKILL CITY SCHOOL'S BOARD OF EDUCATION

The Peekskill City School District Board of Education is made up of dedicated community members who proudly serve to support the success of all students and staff. In partnership with District leaders, the Board creates policies, sets priorities, and works to provide an excellent educational experience for every child. Their work is vital to Keeping the **Peekskill Promise** and shaping a bright future for our community.



JILLIAN VILLON

President

Term: 2013-2028

JVillon@PeekskillSchools.org



AMY VELE

Vice President

Term: 2023-2026

AVele@PeekskillSchools.org



MARY ANGEL FLORES

Trustee

Term: 2025-2028

MFlores@PeekskillSchools.org



ALLEN JENKINS, JR.

Trustee

Term: 2018-2027

AJenkins@PeekskillSchools.org



BRANWEN MACDONALD

Trustee

Term: 2017-2026

BMacDonald@PeekskillSchools.org



FRANK ROBINSON, JR.

Trustee

Term: 2025-2028

FRobinson@PeekskillSchools.org



CHRISTINA WASHINGTON

Trustee

Term: 2024-2027

CWashington@PeekskillSchools.org

MEET OUR DISTRICT ADMINISTRATION TEAM



DR. DAVID MAURICIO
SUPERINTENDENT OF SCHOOLS

Contact: DMauricio@PeekskillSchools.org

DR. DAVID MAURICIO, the Superintendent of School of the Peekskill City School District, is a veteran educator and visionary leader with more than 31 years of experience in public education. As Superintendent of the Peekskill City School District, he is dedicated to fostering academic excellence, youth development, and community engagement. Dr. Mauricio has held numerous leadership roles, including Chief of Strategic Alignment and Innovation, Community Superintendent, Principal, and Director of Special Education. Dr. Mauricio brings a deep understanding of community engagement, and is passionate about supporting diverse students. Under his leadership, Peekskill has advanced initiatives focused on student achievement, innovative programming, meaningful family partnerships and school renovations.



MR. JAMAL LEWIS
ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES

Contact: JLewis@PeekskillSchools.org

MR. JAMAL LEWIS, the Assistant Superintendent for Administrative Services in the Peekskill City School District, has worked in the District since 2014. Prior to that, he was an Administrator in Orange and Westchester Counties and taught in The Bronx and Westchester County. Mr. Lewis has been an educator and administrator for 27 years. His passion for learning, teaching, expanding minds, engaging staff and communities, and desire to always do his best has led to a fulfilling career in public service. Mr. Lewis believes in purposeful and careful work, guiding others to be effective professionals, and collaborating with students, staff, administrators, and families.



MS. CYNTHIA HAWTHORNE
ASSISTANT SUPERINTENDENT FOR BUSINESS

Contact: CHawthorne@PeekskillSchools.org

MS. CYNTHIA HAWTHORNE, the Assistant Superintendent for Business in the Peekskill City School District, is an accomplished school business official with nearly two decades of experience in finance, operations, and business management. She has led school districts in developing and managing multi-million-dollar budgets while overseeing key areas such as transportation, food services, facilities, and capital projects. Known for her commitment to transparency and fiscal responsibility, Ms. Hawthorne is a trusted advisor dedicated to supporting educational excellence through sound financial stewardship and efficient operational leadership.



DR. REBECCA AVILES RODRIGUEZ Contact: RAvilesRodriguez@PeekskillSchools.org
ASSISTANT SUPERINTENDENT FOR ELEMENTARY CURRICULUM

DR. REBECCA AVILES-RODRIGUEZ, the Assistant Superintendent for Elementary Curriculum in the Peekskill City School District, is a passionate and dynamic educational leader dedicated to fostering academic excellence and student-centered learning environments. With extensive experience as a Principal, Assistant Principal, and Teacher, Dr. Aviles-Rodriguez brings a strong background in data-driven instruction, curriculum development, and cultivating inclusive school cultures. Her commitment to mentorship, community engagement, and equity ensures that all students and staff are supported, inspired, and empowered to achieve their highest potential.



DR. EUDES S. BUDHAI
ASSISTANT SUPERINTENDENT FOR SECONDARY CURRICULUM

Contact: EBudhai@PeekskillSchools.org

DR. EUDES S. BUDHAI, the Assistant Superintendent for Secondary Curriculum in the Peekskill City School District, brings over 3 decades of experience as a transformative educational leader committed to innovation, and student success. Throughout his distinguished career as a Superintendent, Assistant Superintendent, and Instructional Leader, Dr. Budhai has championed initiatives to recruit and retain diverse talent, enhance access to curriculum and instruction, and foster inclusive learning environments. Grounded by his own upbringing as the child of immigrant parents, Dr. Budhai is dedicated to uplifting communities, building strong partnerships, and preparing students for a rapidly evolving world.

ABOUT OUR MISSION...

THE PEEKSKILL PROMISE

The Board of Education recognizes that to govern effectively, it must clearly define why the district exists and what it aspires to be. The Board therefore adopted the following mission statement on February 6, 2018 to convey the district's purpose and vision to set forth what the district should strive to become in the future.



OUR MISSION

is to educate and empower all students to strive for excellence as life-long learners who embrace diversity and are contributing members of a global society.

WE BELIEVE THAT...

- All people can learn, contribute and have value;
- Embracing and understanding cultural diversity is imperative to strengthening and enriching a school community;
- When a school community provides a respectful, safe, supportive, resource-rich environment, people thrive and meet their goals;
- A school District excels when strong partnerships exist among families, schools and community;
- Educating the whole child will develop life-long learners who are compassionate, confident, critical thinkers;
- A school District is responsible for aligning and carrying out the conditions for learning, leadership and commitment.

ABOUT OUR VISION

District Vision Statement

The Peekskill City School District strives to be a model City School district in a county, state and nation where high expectations and aspirations for student learning are rooted in excellence and accountability. Among the schools in Westchester County, Peekskill is regarded as a proud and diverse school district of choice. People move to the Peekskill City School District because of the value and quality of an educational program that is rich in real world cultural diversity.

Community members, district staff, parents, guardians and students have great pride and respect for the Peekskill City Schools. They can articulate the impact that the total educational and extra-curricular program has on the entire community. Our schools are safe, secure, and provide productive learning environments for all students.

Our schools are focused on empowering students to be self-directed lifelong learners and critical thinkers. There is a culture of professional learning, collegiality, and mutual respect that values creativity. Students are thinkers and their ideas are valued. Students see education as the key to their future. Students express their individuality and their diversity is embraced by all.

Our classrooms foster a love of learning. Students can explain how they are invested and engaged in their own learning. Our administrators, teachers and staff believe that student learning is the core mission of their work with a focus on the whole child. They possess a genuine sense of pride and ownership and bring forth their best every day.

We support each other and celebrate achievements and successes. Students come first and their parents are actively engaged in their education. Our goals and practice are infused in our daily conversations and work. Through shared leadership, all members of the school community take individual and collective responsibility for the success of our students and of the entire school district.



DISTRICT HIGHLIGHTS

The Peekskill City School District offers a wide range of educational opportunities in a diverse, interactive environment. Learn more about the “Peekskill Promise” here. the goals of our seven-member board of education focus on achievement, a safe environment, and strong fiscal management.

Peekskill CSD uses the Princeton Plan in which children are assigned to elementary schools based on grade level.

Our buildings are laid out as follows:

- Pre-Kindergarten: Uriah Hill, Jr. Elementary School
- Kindergarten-Grade 1: Woodside School
- Grades 2-3: Oakside Elementary School
- Grades 4-5: Hillcrest Elementary School
- Grades 6-8: Peekskill Middle School
- Grades 9-12: Peekskill High School

Elementary Highlights

Special initiatives for **Grades K-5** include:

- An English/Spanish Dual-Language program;
- Elementary Enrichment program;
- STEAM Labs at Uriah Hill, Woodside, Oakside and Hillcrest Elementary Schools;
- String instruments introduced at Grade 3 and continued to Grade 12.

Secondary Highlights

Peekskill Middle School is located in a state-of-the-art building with each grade having their own dedicated space, or “house,” within the building. PKMS features:

- 21st Century curriculum and a modern technology lab;
- Professional performance auditorium;
- A double gymnasium;
- Competition-sized swimming pool;
- Accelerated Math and Science programs beginning in Grade 6;
- High School level course offerings.

DISTRICT HIGHLIGHTS CONT'D

Peekskill High School features:

- STEAM Innovation Center;
- PHS' Freshman Academy ensures all incoming freshmen are offered the educational foundation to prepare students for their high school, college and career ventures
- Numerous AP and college-level courses are offered;
- A modern planetarium is part of a strong science curriculum;
- Our Science Research program offers students the opportunity to conduct independent mentored research in a professional environment;
- The Peekskill High School Robotics program hosts two award winning teams and telecommunications classes;
- A variety of electives, including Theater, Engineering, Guitar, Dance, Computer Science and more accelerated Math and Science programs.

District-Wide Highlights

- Turf Field Stadium at Torpy Field;
- New, centrally located Family Resource Center;
- Strong community partners (70+ partners);
- Aligned STEAM curriculum that fosters project-based learning for students in Grades 2 - 12.



DISTRICT HIGHLIGHTS CONT'D

KEEP IN TOUCH!

Follow on Social Media:

@PeekskillCSD

#PeekskillPride

#KeepingThePromise



Download our free mobile app!
Search “Peekskill City School District”
in the iTunes or Google Play store.



Visit our website: www.peakskillcsd.org



Now seeking My Brother's Keeper Mentors and Partners!
Contact: Dr. Margie Daniels at MDaniels@peakskillschools.org

OFFICE FOR ADMINISTRATIVE SERVICES

Should you have any questions or require assistance, please do not hesitate to contact our dedicated team for support here at the Human Resources/Office for Administrative Services:



MR. JAMAL LEWIS
Asst. Superintendent
(914) 737-3300, Ext. 1550/1551
JLewis@PeekskillSchools.org



MRS. PRISCILLA KRAWCYK
Personnel Assistant
(914) 737-3300, Ext. 1551
PKrawcyk@PeekskillSchools.org



MS. MAHOGANY SMITH
Personnel Assistant
(914) 737-3300, Ext. 1550
MSmith@PeekskillSchools.org

On behalf of the Peekskill City School District, I would like to extend a sincere welcome. To help you become an effective and integral part of our school District, we have prepared this handbook.

This handbook provides information that employees most frequently want to know. It covers benefit programs, policies and procedures. It is to be considered as a general outline. Please read these materials carefully and refer to it as needed. If you have further questions, please contact the following offices:

Human Resources/Office for Administrative Services: Phone: (914) 737-3300, Ext. 1550/1551 / Fax: (914) 743-5516

Payroll: (914) 737-3300, Ext. 1548

Benefits & Health Insurance: (914) 737-3300, Ext. 1557

We are pleased to have you join our team and hope you will find your work in the Peekskill City School District fulfilling and rewarding.

Welcome,

A handwritten signature in black ink that reads "Jamal Lewis".

Mr. Jamal Lewis,
Assistant Superintendent for Administrative Services

HIRING REQUIREMENTS

FOR NEW TEACHERS

CERTIFICATION

- The New York State Education Department Teacher Certification Office requires that all Teachers be certified. It is the responsibility of all pedagogical personnel to maintain their certification status. When you receive a new certificate you must bring the original to the Administrative Services Office. We will make a copy of your original license and place it in your personnel file.

FINGERPRINTING

- In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

NEW STAFF ORIENTATION

- New staff may be required to attend orientation/professional development activities during the week before school begins and/or throughout the school year depending upon your hire date. All information will be communicated at time of hire.

**The New York State Education Department Teacher Certification Office requires that all Teachers be certified. It is the responsibility of all pedagogical personnel to maintain their certification status. When you receive a new certificate you must bring the original to the Administrative Services Office. We will make a copy of your original license and place it in your personnel file.*

FOR NEW NON-CERTIFIED/ CLASSIFIED STAFF:

CIVIL SERVICE

- We follow the rules and regulations set forth by the Westchester County Department of Human Resources. For additional information on civil service requirements or examinations, please contact:

Westchester County Department of Human Resources

Telephone: (914) 995-2114 or (914) 995-2101

Fax: (914) 995-2009

Website: <https://www.westchestergov.com/hr>

Exam Division: (914) 995-2117

FINGERPRINTING

- In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

HIRING

REQUIREMENTS CONT'D

PCSD BACKGROUND CHECK POLICY

The Board of Education of the Peekskill City School District (PCSD) makes every effort to hire employees who are committed to promoting quality education and providing a safe environment for all students. Towards that end, in order to ensure the safety of all students, staff and clients, as well as in compliance with New York State and federal programs regulations, the PCSD performs background checks on all newly hired employees, interns, and volunteers, and repeats these checks. This policy also verifies that any personnel interacting with minors participating in programs have been determined to be suitable for these interactions.

Policy:

- All covered personnel must undergo the following background checks at hire:
 - New York State Education Department's (NYSED) Office of School Personnel review and Accountability (OSPRA)
- All covered personnel must sign the OSPRA 102 Form and an attestation stating that to their knowledge, they have not been convicted of a felony or misdemeanor under federal, state, tribal, or local law that involves any of the following crimes:
 - Sexual or physical abuse, neglect, or endangerment of an individual under the age of 18 at the time of the offense;
 - Rape/sexual assault, including conspiracy to commit rape/sexual assault;
 - Sexual exploitation, such as through child pornography or sex trafficking;
 - Kidnapping;
 - Voyeurism.
- Any covered personnel may be deemed unsuitable for work with minors if they:
 - Withhold consent to the background checks detailed in item 1 of this policy;
 - Knowingly makes (or made) a false statement that affects, or is intended to affect, any required search;
 - Is listed as a registered sex offender on the Dru Sjodin National Sex Offender Public Website;
 - Refuse to sign the attestation in item 2 or falsely complete this attestation;
 - Meet any other determination by a federal, state, tribal, or local government not to be suitable.

The *Assistant Superintendent for Administrative Services* makes a final recommendation of the suitability of the covered personnel and communicates the determination to the appropriate supervisor, and the personnel that is the subject of the investigation.


COMMITTMENT TO CHARACTER

In keeping with our District's whole child approach to education, the Peekskill City Schools has adopted monthly district-wide themes to promote character education and social emotional learning. A whole child approach to education ensures that students are healthy, safe, engaged, supported and challenged. The monthly themes noted below support the following NYS Education Department's Social Emotional Learning Goals:


- Develop self-awareness and self-management skills essential to success in school and in life;
- Use social awareness and interpersonal skills to establish and maintain positive relationships;
- Demonstrate ethical decision-making skills and responsible behaviors in personal, school, and community contexts.

Please see below for a list of monthly themes which will inspire school activities, literature and more.

**DON'T FORGET TO TAG US IN
YOUR COMMITMENT TO
CHARACTER PHOTOS &
VIDEOS!**



**COMMITMENT TO
CHARACTER**



**Pre K-12
Monthly Themes**

1	SEPTEMBER SEPTIEMBRE Hopes & Dreams Esperanzas y Sueños	6	FEBRUARY FEBRERO Love Compartiendo Amor
2	OCTOBER OCTUBRE Safety, Respect & Responsibility Seguridad, Respeto y Responsabilidad	7	MARCH MARZO Courage and Perseverance valentía y Perseverancia
3	NOVEMBER NOVIEMBRE Gratitude & Kindness Gratitud y Amabilidad	8	APRIL ABRIL Friendship Amistad
4	DECEMBER DICIEMBRE Community Comunidad	9	MAY MAYO Attitudes & Values Actitudes y Valores
5	JANUARY ENERO Collaboration Colaboración	10	JUNE JUNIO Self Reflection Auto Reflexión



PROFESSIONAL

RIGHTS & RESPONSIBILITIES



EQUAL OPPORTUNITY EMPLOYMENT

EQUAL OPPORTUNITY STATEMENT

At Peekskill City School District, we are steadfast in our commitment to providing equal employment opportunities for all employees and applicants. We uphold a policy of non-discrimination that encompasses race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or any other characteristic protected by applicable laws. This dedication to equality permeates every aspect of our employment practices, including recruitment, hiring, training, promotion, compensation, benefits, transfers, layoffs, and termination.

We firmly believe that diversity and inclusion are not only fundamental to our success as a District but also to the growth and development of each individual within our organization. Our goal is to foster a workplace environment that is inclusive, respectful, and unequivocally free from discrimination and harassment. We value the unique perspectives and contributions of all our employees and are committed to creating opportunities for everyone to realize their full potential.

Should any employee feel that they have been subjected to discrimination or harassment, we encourage them to report the incident promptly to their Direct Supervisor. Rest assured, all complaints will be treated with the utmost seriousness and confidentiality, and a thorough investigation will be conducted. Appropriate actions will be taken in alignment with our District policies and applicable laws to ensure a fair and respectful workplace for all.



EQUAL OPPORTUNITY EMPLOYMENT CONT'D

BOE POLICY 0100: NON-DISCRIMINATION AND EQAUL OPPORTUNITY

The Board of Education, its officers and employees, will not discriminate in its programs and activities on the basis of legally protected classes, such as, but not limited to: race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, national origin, creed, religion (including religious practices), marital status, sex (including pregnancy, childbirth, or related medical condition), gender identity and expression (i.e., actual or perceived gender-related identity, appearance, behavior, expression, or other gender-related characteristic regardless of the sex assigned to that person at birth, including but not limited to the status of being transgender), age, sexual orientation, disability (physical or mental), predisposing genetic characteristic, military work or status, domestic violence victim status, citizenship/immigration status, or use of a guide dog, hearing dog, or service dog, as applicable. The District will provide notice of this policy in accordance with federal and state law and regulation.

This policy of nondiscrimination includes access by students to educational programs, counseling services for students, course offerings, and student activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or terminations.

Employees also have protections under state law against discrimination on the basis of their familial status, reproductive healthcare decisions (their own or their dependents) and certain prior criminal history.

Specific protections for students under the Dignity for All Students Act (DASA) are addressed in policy 0115, Student Bullying and Harassment Prevention and Intervention. The District will follow the guidance from the State Education Department on creating a safe, supportive, and affirming school environment for transgender and gender-expansive students.

EQUAL OPPORTUNITY

EMPLOYMENT CONT'D

As a condition of participation in federal meal programs, the District will post the following statement: "In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity." Discrimination complaint information is available at:

<https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>

Additionally, to promote the District website's accessibility to staff, students, and members of the community with disabilities, the District will maintain a website that is accessible (or contains accessible alternatives) on perceivability, operability and understandability principles. The District's Communication Specialist is responsible for considering the following when developing or updating the District website:

- Adding the text equivalent to every image;
- Posting documents in a text-based format such as HTML or RTF in addition to PDFs;
- Avoiding dictating colors and font settings;
- Including audio descriptions and captions to videos;
- Identifying other barriers to access; and
- Making other considerations when developing the District's website.

A finding that an individual has engaged in conduct in violation of this policy may result in disciplinary action and/or filing of a report with third parties in the manner prescribed by the District Code of Conduct, the law or applicable agreement or contract.

Nothing in this policy will be construed to prohibit a denial of admission into, or exclusion from, a course of instruction or activity based on a person's gender that would be permissible under the law, or to prohibit, as discrimination based on disability, actions that would be permissible under the law.

EQUAL OPPORTUNITY EMPLOYMENT CONT'D

Annual Notification:

At the beginning of each school year, the District will publish a notice of the established grievance procedures for resolving complaints of discrimination to parents/guardians, employees, students and the community. The public notice will:

1. Inform parents, employees, students and the community that education programs, including but not limited to vocational programs, are offered without regard to actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex; sexual orientation, or gender (including gender identity and expression);
2. Provide the name, address and telephone number of the person designated to coordinate activities concerning discrimination; and
3. Be included in announcements, bulletins, catalogues, and applications made available by the District.

All complaints of discrimination and harassment made by employees and applicants are addressed by the process outlined in policy 0110.2, Sexual Harassment in the Workplace. Complaints of discrimination and harassment by students are addressed by the process outlined in policy 0115, Student Bullying and Harassment Prevention and Intervention.

All complainants and those who participate in the investigation of a complaint in conformity with state law and District policies, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

The Board authorizes the Superintendent of Schools to establish such rules, regulations and procedures necessary to implement and maintain this policy.

This policy is available at the website link provided below:

- **0100 - Non-Discrimination and Equal Opportunity:**

<https://www.Bit.ly/PCSDPolicy0100>

RECRUITMENT & HIRING PRACTICES

VACANCY POSTINGS

All Peekskill City School District external vacant positions are available on both our District Website, located at **www.PeekskillCSD.org**, as well as **OLAS**, located at **www.OLASJobs.org**.

All District internal postings are available on our District Website, located at **www.PeekskillCSD.org**, as well as emailed to all employees District assigned email address.

Additionally, all external and internal job postings are emailed to all employees by our Office for Administrative Services.

Any questions regarding postings or vacancies should be directed to Mr. Jamal Lewis, and his team in the Office for Administrative Services.



COMPLIANCE WITH **LAW & REGULATIONS**

FEDERAL AND STATE LAWS

At Peekskill City School District, we are unwavering in our commitment to complying with all applicable federal, state, and local laws and regulations regarding equal employment opportunity. We strictly adhere to the principles outlined in the Civil Rights Act, the Americans with Disabilities Act (ADA), and the Equal Employment Opportunity Commission (EEOC) guidelines, ensuring that our employment practices are fair, unbiased, and legally compliant.

Our dedication to compliance extends beyond equal opportunity laws. We also prioritize adherence to regulations related to workplace safety, wage and hour laws, and employee benefits. This commitment to legal compliance is a reflection of our broader dedication to upholding the highest ethical standards and treating all employees with dignity and respect.

We believe that compliance is not a one-time effort but an ongoing responsibility. To that end, we regularly review and update our policies, procedures, and training programs to ensure they align with the latest legal developments and best practices in equal-opportunity employment. By doing so, we create a workplace environment that is inclusive, fair, and respectful.

Moreover, we provide continuous training and resources to our employees and managers to promote awareness and understanding of their rights and responsibilities under the law. Through these efforts, we empower our workforce to contribute to a culture of equality and respect, which is essential to our collective success.



EMPLOYEE PRIVACY

RIGHTS TO PRIVACY

At Peekskill City School District, we prioritize the protection of employee privacy and the confidentiality of personal information. We collect and utilize employee data strictly for employment-related purposes, such as payroll processing, benefits administration, and performance evaluations.

To ensure the security of this data, we implement robust security measures, including secure storage systems and access controls, to prevent unauthorized access and protect against data breaches. Only authorized personnel with a legitimate business need can access employee information.

We are committed to safeguarding employee data and do not disclose personal information to external parties without employee consent unless required by law. Employees have the right to review their personal information held by the District and request corrections if they find inaccuracies. Such requests should be directed to the Office for Administrative Services, which will handle them promptly and in accordance with relevant regulations.

Our privacy practices are regularly reviewed and updated to ensure compliance with applicable privacy laws and industry standards. We strive to maintain transparency and trust by adhering to high standards of data protection and confidentiality.

By following this policy, we ensure that all employee information is managed with respect and security, reinforcing our commitment to privacy and integrity in the workplace.



EMPLOYEE RESPONSIBILITIES

CHANGE OF NAME/ADDRESS

You must notify the Office for Administrative Services in writing when there is a change in your name or address.



DIGNITY FOR ALL STUDENTS ACT

DIGNITY FOR ALL STUDENTS ACT 2010 (DASA)

The Dignity for all Students Act (DASA) passed by the NYS Legislature in 2010. It amended article 2, of the Education Law to read: “No student shall be subjected to harassment or bullying by employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex by school employees or students on school property or at a school function.”

The Peekskill DASA protocol is located on the District website. Please consult your building administration for protocol specifics and questions.



NEW YORK STATE (NYS) **ELECTION LAW 3-110 CONT'D**

NYS ELECTION LAW 3-110 AS AMENDED BY CHAPTER 56 OF THE LAWS OF 2020)

§ 3-110. Time allowed employees to vote:

- If a registered voter does not have sufficient time outside of his or her scheduled working hours, within which to vote on any day at which he or she may vote, at any election, he or she may, without loss of pay for up to two hours, take off so much working time as will, when added to his or her voting time outside his or her working hours, enable him or her to vote.
- If an employee has four consecutive hours either between the opening of the polls and the beginning of his or her working shift, or between the end of his or her working shift and the closing of the polls, he or she shall be deemed to have sufficient time outside his or her working hours within which to vote. If he or she has less than four consecutive hours he or she may take off so much working time as will, when added to his or her voting time outside his or her working hours enable him or her to vote, but not more than two hours of which shall be without loss of pay, provided that he or she shall be allowed time off for voting only at the beginning or end of his or her working shift, as the employer may designate, unless otherwise mutually agreed.
- If the employee requires working time off to vote the employee shall notify his or her employer not more than ten nor less than two working days before the day of the election that he or she requires time off to vote in accordance with the provisions of this section.
- Not less than ten working days before every election, every employer shall post conspicuously in the place of work where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of this section. Such notice shall be kept posted until the close of the polls on election day.

NEW YORK STATE (NYS) ELECTION LAW 3-110

NYS ELECTION LAW 3-110 IN SUMMATION

- If an employee does not have four (4) consecutive hours to vote, either from the opening of the Polls to the beginning of their work shift, or between the end of their working shift and the closing of the polls, they may take up to two (2) hours without loss of pay to allow them time to vote, if they are a registered voter;
- They may take time off at the beginning or the end of their working shift, as the Office for Administrative Services may designate, unless otherwise mutually agreed;
- It is the employee's responsibility to notify the Office for Administrative Services not less than two (2) days, but not more than ten (10) days, before the day of the election that you wish to take time off for the purpose of voting;
- Revised 4/14/2020.



Attention All Employees

Time Allowed Employees to Vote on Election Day

N.Y. Election Law Section 3-110¹ States That:

- If you do not have 4 consecutive hours to vote, either from the opening of the polls to the beginning of your working shift, or between the end of your working shift and the closing of the polls, you may take off up to 2 hours, without loss of pay, to allow you time to vote if you are a registered voter.
- You may take time off at the beginning or end of your working shift, as your employer may designate, unless other wise mutually agreed.
- You must notify your employer not less than 2 days, but not more than 10 days, before the day of the election that you will take time off to vote.



Revised 4.14.2020

¹ Employers: Not less than ten working days before any Election Day, every employer shall post conspicuously in the place of work where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of this law. Such notice shall be kept posted until the close of the polls on Election Day.

MANDATORY COMPLIANCE TRAINING

MANDATORY COMPLIANCE TRAINING

State and federal regulations require that all school District employees complete mandatory compliance training annually. The compliance training associated with these topics is intended to provide employees with information to promote a safe and healthy work environment. The topics are as follows:

- Bloodborne Pathogens (Completed by end of September);
- Ethics and Boundaries for School Employees (Completed by end of September)
- Hazard Communications (Completed by end of September);
- Mental Illness and Disorders Awareness Education (Completed by September 15)
- Sexual Harassment- NY- State Mandated (Completed by end of September);
- Prevention and Emergency Response in K-12 Schools – Altaris (Completed by September 15);
- Student Data Privacy (NY State Ed Law Section 2-d) (Completed by end of September).

The compliance training associated with these topics is intended to provide employees with information to promote a safe and healthy work environment.

While all employees must complete compliance training annually on hazardous communications, Bloodborne pathogens, and Sexual Harassment, the District may also require that certain employee groups complete training related to other topics that are relevant to their work responsibilities.



MANDATORY COMPLIANCE TRAINING CONT'D

FREQUENTLY ASKED QUESTIONS:

How will faculty and staff members complete the compliance training?

The Peekskill City School District has contracted with **Global Compliance Network (GCN)** to provide compliance training on the topics identified above. **GCN** provides online training tutorials that employees can complete using any computer that has an internet connection, internal or external speakers, and the latest version of Adobe Macromedia FlashPlayer™. Employees will log on to the **GCN** web site and complete the required training tutorials according to the deadlines established by the Office of Administrative Services.

What are the steps for logging on to the GCN website to complete the compliance training?

If you are logging in to **GCN** for the first time, you will need to follow these steps to create a unique user ID:

1. Go to <http://site.gcnetraining.com> (you may be prompted to download the latest version of Adobe Macromedia FlashPlayer™ if your computer does not have the most current version already installed).
2. Click "LOGIN"
3. Click "New User - I do not have a Personal ID"
4. Enter the organization code for PCSD: 10675p -you will need to enter this organization code each time you login)
4. Type in the required information and click "Submit"
5. Your Personal ID will be displayed such as your last name and the first initial of your first name (e.g., jsmith) and click "Submit"
6. Review your personal information, which is already entered into the program, and click "Submit"
7. Use the drop-down menu to select the tutorial to be completed and follow the directions on the screen.

The next time you log on to the **GCN** website, you will only need to enter the organization code for PCSD (10675p) and your unique user ID.

NOTE: All new employees have 30 days from their date of hire to complete the mandatory compliance training.

TRAINING & DEVELOPMENT

OPPORTUNITY FOR GROWTH

At Peekskill City School District, we are deeply committed to providing equal access to training, development, and advancement opportunities for all employees. We believe in investing in our employees' professional growth and career progression, regardless of their background or identity. Our training programs are meticulously designed to foster skill development, career growth, and leadership opportunities for everyone, contributing to a diverse and inclusive workforce.

We recognize that each employee brings unique talents, perspectives, and experiences to our organization, and we strive to create an environment where all individuals feel valued and supported in their professional development journey.

Our comprehensive training and development initiatives encompass a wide range of topics, including technical skills, leadership development, diversity and inclusion, and personal growth. By investing in our employees' continuous learning and development, we empower them to reach their full potential and drive success both for themselves and for the District.

At Peekskill City School District, we understand that our collective success is built on the growth and achievements of our people. We are dedicated to creating a culture of continuous improvement and learning, where every employee has the resources and support they need to thrive. Together, we are building a stronger, more innovative, and more inclusive organization.



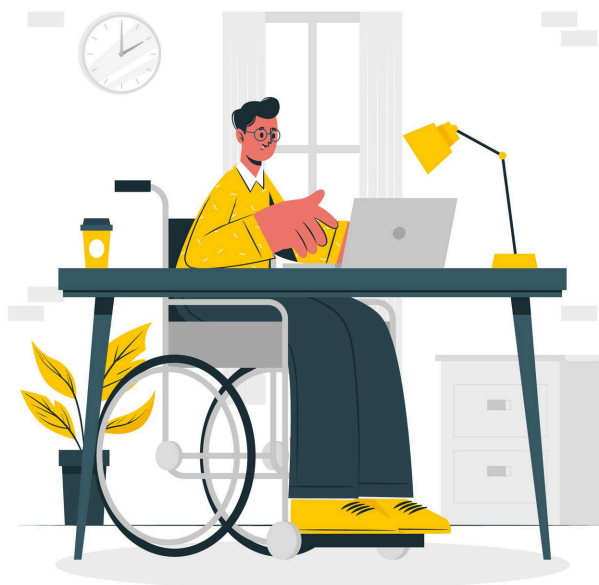
AMERICANS WITH **DISABILITIES ACT**

AMERICANS WITH DISABILITIES ACT (ADA)

At Peekskill City School District, we are committed to complying with the Americans with Disabilities Act (ADA) and ensuring that all employees and applicants receive equal opportunities. We are dedicated to providing reasonable accommodations to individuals with disabilities to enable them to perform their job duties effectively and participate fully in our workplace. This commitment includes making necessary modifications to the work environment and ensuring accessibility to all facilities, programs, and services.

We encourage employees and applicants who need accommodations to inform the Office for Administrative Services so that we can address their needs promptly and appropriately. All requests will be handled with confidentiality and respect, and we will engage in an interactive process to determine suitable accommodations.

By upholding the principles of the ADA, we strive to create an inclusive, respectful, and supportive work environment where every individual can thrive and contribute to the success of Peekskill City School District.





WORK PLACE POLICIES



CODE OF CONDUCT

DISTRICT CODE OF CONDUCT

At Peekskill City School District, our Code of Conduct is designed to ensure a respectful, ethical, and professional work environment. We expect all employees to adhere to the highest standards of integrity and professionalism in their interactions with colleagues, clients, and partners. This includes treating everyone with respect, maintaining honesty in all communications, and avoiding any actions that could harm the District's reputation or violate laws and regulations.

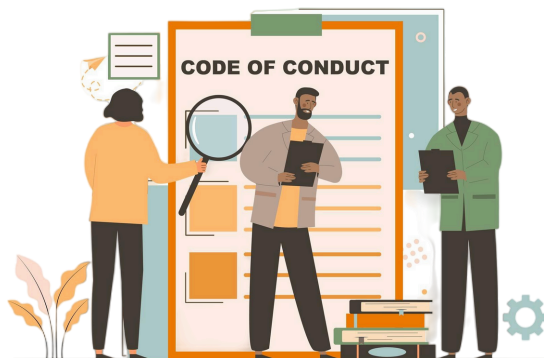
Employees are expected to uphold confidentiality, protect District assets, and comply with all District policies and procedures. Additionally, we encourage open and constructive communication, where concerns or issues are addressed through the appropriate channels. Any form of discrimination, harassment, or unethical behavior will not be tolerated, and employees are encouraged to report any violations confidentially and promptly.

By following our Code of Conduct, we ensure that Peekskill City School District remains a positive and productive workplace, where everyone is empowered to contribute to our success while maintaining a commitment to ethical and professional standards.

The District Code of Conduct policy is available, in both English and Spanish, at the website links provided below:

<https://Bit.ly/PCSDCodeEng> (English) &

<https://Bit.ly/PCSDCodeSpan> (Spanish)



DIVERSITY & INCLUSION WORKPLACE POLICIES

DIVERSITY & INCLUSION PRACTICES

At Peekskill City School District, we believe that diversity and inclusion are key to our success. We are committed to creating a workplace where all employees feel valued, respected, and empowered to contribute their unique perspectives and talents. Our initiatives, including employee resource groups, diversity training, mentorship programs, and community outreach, promote a culture of belonging and respect.

We continuously assess and improve our diversity and inclusion efforts by gathering employee feedback, conducting surveys, and consulting with external experts. By staying responsive to our workforce's needs, we ensure that diversity and inclusion are integral to our daily operations.

Through ongoing education and proactive actions, we are dedicated to building a workplace where everyone can thrive and succeed, regardless of their background or identity.



DIVERSITY & INCLUSION WORKPLACE POLICIES CONT'D

BOE POLICY 0105: EQUITY, INCLUSIVITY, AND DIVERSITY IN EDUCATION

The Board of Education is committed to creating and maintaining a positive and inclusive learning environment where all students, especially those currently and historically marginalized, feel safe, included, welcomed, and accepted, and experience a sense of belonging and academic success.

Generally Accepted Beliefs and Agreements:

All children deserve to have equal access to opportunity regardless of the color of their skin, their gender, their sexual orientation, the language they speak or their background. This freedom is fundamental to our K-12 education program and is extended to everyone without exception. However, the District also recognizes that students have been historically marginalized due to inequities associated with aspects of their identities and their contexts, including, but not limited to, race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex; sexual orientation, or gender (including gender identity and expression). Racism, discrimination, and marginalization of any people or groups of people, whether intentional or not, have no place in our schools, our District or our community. Such actions damage not only those individuals and groups at which they are directed, but also our community as a whole. We are committed to addressing these inequities and helping each and every student to equitably access learning opportunities in school to enable them all to thrive and to build a better society.

Goals:

The goal of the school District is to provide equitable, inclusive and diverse opportunities for all students to reach their highest potential. To achieve educational equity and inclusive education, the District will acknowledge the presence of culturally diverse students and the need for students to find relevant connections among themselves and the subject matter and the tasks Teachers ask them to perform.

DIVERSITY & INCLUSION

WORKPLACE POLICIES CONT'D

The District will develop the individual and organizational knowledge, attitudes, skills, and practices to create culturally responsive learning and working environments that expect and support high academic achievement for students and employees from all racial groups. Differences will not just be seen as strengths, but they will be nourished, celebrated, and welcomed because they are what make students and families unique.

In order to truly realize this goal, it is imperative that the Board, its officers, and employees, be fully conversant in the historical injustices and inequalities that have shaped our society and to recognize and eliminate the institutional barriers, including racism and biases, that contribute to the pervasive, disparate educational outcomes within our schools. Equity and inclusive education aims to understand, identify, address, and eliminate the biases, barriers, and disparities that limit a student's chance to graduate high school prepared for college, for a career, and for life.

The Superintendent or designee(s) will ensure that curriculum and instructional materials reflect the Board's commitment to educational equity. Curriculum and instructional materials for all grades shall reflect diversity and include a range of perspectives and experiences, particularly those of historically underrepresented groups. All curriculum materials shall be examined for bias. Class instructional activities and extracurricular programs shall be designed to provide opportunities for cross-cultural and cross-racial interactions that foster respect for diversity. Equity and inclusive education is an ongoing process that requires shared commitment and leadership if a District is to meet the ever-evolving society, unique learning needs of all students, and diverse backgrounds of our communities and schools. The Board understands that equity and inclusive education is achieved when each adult collaborates and affirms each student by creating a respectful learning environment inclusive of actual or perceived personal characteristics.

Educational equity is based on the principles of fairness and ensuring that every student has access to the resources and educational rigor they need at the right moment in their education, despite any individual's actual or perceived personal characteristics, not to be used interchangeably with principles of equality, treating all students the same.

DIVERSITY & INCLUSION

WORKPLACE POLICIES CONT'D

Inclusive education is based on the principles of acceptance and inclusion of all students. Students see themselves reflected in their curriculum, their physical surroundings and the broader environment, in which diversity is honored and all individuals are respected.

Diversity in education means students, staff, families and community are our greatest strength and diversity is viewed as an asset. Diversity means the condition of being different or having differences, including, but not limited to, sex, race, ethnicity, sexual orientation, gender, age, socioeconomic class, religion, and ability, and other human differences. Embracing these diversities and moving beyond tolerance and celebration to inclusivity and respect will help the District reach our goal of creating a community that ensures that each and every voice is heard and valued.

Accountability, Transparency and Review:

The Board, its officers and employees, accepts responsibility and will hold themselves and each other accountable for every student having full access to quality education, qualified Teachers, challenging curriculum, full opportunity to learn, and sufficient, individually-tailored support for learning so they can achieve at excellent levels in academic and other student outcomes. The District also accepts its responsibility for moving forward on this journey and to committing time, energy and resources to develop a more equitable, inclusive, and diverse welcoming environment for all students, parents and staff. To this end, the Superintendent will establish a District-wide Administrator for Diversity, Equity and Inclusion and committee, in each school. Committees will include representation from staff, administration, students and parents. The District-wide task force and the school-level committee will assist the administration in developing and implementing specific prevention initiatives, including the adoption and revision of policies and implementation of practices designed to promote diversity, prevent discrimination, assure equitable access to high quality educational staff, facilities and materials, and to maximize student achievement for all students. The accompanying exhibit provides more detail on the specific programs and strategies implemented by the District.

DIVERSITY & INCLUSION

WORKPLACE POLICIES CONT'D

The Superintendent of Schools, or designee, will adopt goals and corresponding metrics related to this policy. The District will identify the multiple indicators necessary to monitor student outcomes, engagement, and school climate, and specific data that will be used to ensure accountability for student, school, and District-wide performance; to reduce variability in outcomes; and to ensure that academic outcomes will not be predictable by actual or perceived personal characteristics and can be assessed and reported transparently to the public. Reporting may include, but is not limited to, standardized test scores; referrals, suspension and expulsion reports; the percentage of students placed in Bilingual or English as a New Language (ENL), Advanced Placement and remedial classes; as well as employee, parent and student perceptions about school.

With committee input, the Superintendent of Schools is directed to develop and implement a plan for ensuring that equitable educational opportunities are being provided to all students. In addition, the Board directs that training programs be established for students, and annually for employees, to raise awareness of the issues surrounding cultural responsiveness, equity and inclusion and to implement preventative measures to help counteract biases and practices that perpetuate achievement disparities and lead to disproportionate levels of student success. Age-appropriate instructional materials will be incorporated into the curriculum to educate students so that they can learn from a diverse range of experiences and points of view. Curricular materials and staffing decisions will support these efforts.

The Board of Education and the Superintendent District will monitor and review the District's metrics and equity activities to determine the extent to which District schools are complying with this policy, the progress made toward attaining the goals of this policy, whether this policy is having a positive effect on improving academic opportunities for all students and increasing family engagement and reducing achievement gaps. The Superintendent will regularly report progress on the equity, inclusivity, and diversity plan and outcomes. Based on those results, this policy, and the specific objectives set to meet its goals, may be revised as needed.

Equity Policy Communication

DIVERSITY & INCLUSION WORKPLACE POLICIES CONT'D

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the District's commitment to equity and inclusion by fostering a positive learning environment that embraces all diverse, unique and individual differences.

The Superintendent, or designee(s), is directed to ensure that this policy is communicated to students, staff, and the community. This policy will be posted on the District's website, and will also be published in student registration materials, student, parent and employee handbooks, and other appropriate school publications.

Policy Enforcement :

The Board directs the Superintendent or designee(s) to enforce this policy and create regulations and practices to implement this policy. The Board will annually review the District's implementation of this policy and take appropriate action to ensure compliance with and enforcement of this policy.

This policy is available at the website link provided below:

- **0105 - Equity, Inclusivity, and Diversity in Education:**

<https://www.Bit.ly/PCSDPolicy0105>



ATTENDANCE POLICIES

CONTRACTUAL HOURS

Please ensure that you are honoring the start and end times for your specific building as well as set by your Collective Bargaining Unit or Independent Agreement. Please also ensure you are familiar with your weekly and monthly meeting requirements.

SWIPING IN & OUT

As a matter of safety, please ensure that you swipe in and out each day you are scheduled and report to work.

ATTENDANCE & PUNCTUALITY

Maintaining accurate attendance is crucial to our school system. Please be sure to enter all absences into **AESOP**(Absence Management) and **MyLearningPlan** (Professional Growth) accordingly and consult your Collective Bargaining Unit or Independent Agreement.



ATTENDANCE POLICIES CONT'D

OVERTIME

Overtime refers to any hours worked beyond the standard hours per workweek. To manage overtime effectively and ensure fairness, all overtime must receive prior approval from a supervisor or manager. This is to ensure that additional work aligns with business needs and budget constraints.

Eligible employees will receive overtime pay at the rate indicated in their Collective Bargaining Unit or Independent Agreement accordingly, in compliance with applicable labor laws. This pay rate is applied to hours worked over the standard number of hours per week as indicated by their employment agreement.

Employees are responsible for accurately recording their overtime hours. It is crucial to report any discrepancies or issues with timekeeping in **AESOP** and/or **MyLearningPlan** to the Office for Administrative Services as soon as they arise.

To request overtime, employees should complete an Certification of Hours Form or notify their supervisor in advance, providing details about the reason and expected duration of the extra hours. Supervisors will review these requests based on operational needs and budget considerations.

We are dedicated to adhering to all relevant labor laws and ensuring that overtime compensation is handled fairly and transparently.

The current Certification of Hours Form(s) is available at the website link provided below:

<https://www.Bit.ly/PCSDCOHForm>



DRESS CODE **POLICY**

ATTIRE

Please ensure that you are professionally attired each day you report to work.



ANTI-HARASSMENT POLICY

COMMITTMENT TO THE EMPLOYEE

At Peekskill City School District, we are committed to maintaining a work environment that is free from harassment of any kind. Our Anti-Harassment Policy is designed to ensure that all employees feel safe, respected, and valued. Harassment, including but not limited to verbal, physical, or visual conduct that creates an intimidating, hostile, or offensive work environment, will not be tolerated. This includes any behavior based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other characteristic protected by law.

We encourage employees to report any incidents of harassment immediately through the appropriate channels. All complaints will be handled promptly, confidentially, and with the utmost seriousness. Investigations will be conducted thoroughly, and appropriate actions will be taken to address and rectify any issues.

Our goal is to foster a supportive and inclusive workplace where all employees can perform their duties without fear of harassment. By upholding this policy, we ensure that Peekskill City School District remains a positive and respectful environment for everyone.



SEXUAL HARASSMENT POLICIES

BOE POLICY 0110: SEXUAL HARASSMENT

Sexual Harassment is against Federal and State law. The Board of Education is committed to maintaining an educational and working environment free from such harassment, and therefore prohibits sexual harassment of students and employees in the District.

The District has established detailed policies and regulations for both students, and employees which address definitions, protections, prohibited behavior (including retaliation), prevention activities, training/education, complaint reporting, investigations, and consequences.

Please see Board of Education Policies:

- 0110.1 - Sexual Harassment of Students
- 0110.2 - Sexual Harassment of Employees

These policies are available at the website links provided below:

- **0110.1 - Sexual Harassment of Students:**

<https://www.Bit.ly/PCSDPolicy01101>

and

- **0110.2 - Sexual Harassment of Employees**

<https://www.Bit.ly/PCSDPolicy01102>



CONFLICT OF INTEREST POLICY

COMMITTMENT TO INTEGRITY & HONESTY

At Peekskill City School District, we are committed to upholding the highest standards of integrity, honesty, and transparency in all our professional dealings. These Conflict of Interest Policies are designed to ensure that all employees act in the best interests of the District and avoid situations where personal interests may conflict with those of the District.

DEFINITION

A conflict of interest occurs when an employee's personal interests interfere with their ability to act in the best interests of the District. Examples include financial interests in competitors or accepting gifts that could influence decisions.

DISCLOSURE

Employees must promptly disclose any potential conflicts of interest to the Office for Administrative Services. Failure to disclose may result in disciplinary action, including termination.

RESOLUTION

Upon disclosure, the District will assess the conflict and take appropriate action, which may include mitigation measures or termination of the conflictual relationship.

CONSEQUENCES

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.

CONFLICT OF INTEREST POLICIES CON'TD

BOE POLICY 9120: CONFLICT OF INTEREST

The Board of Education is committed to avoiding any situation in which the existence of simultaneous, conflicting interests in any officer or employee may call into question the integrity of the management or operation of the school District. Therefore:

- No person employed by the District shall hire, supervise, evaluate, promote, review or discipline any other employee who is a member of the same family. In the event that marriage, promotion, or reorganization results in a situation not in compliance with this policy, reassignment or transfer will be effected, in accordance with the applicable provisions of any Collective Bargaining Unit or Independent Agreement, to correct the situation.
- No person employed by the District shall negotiate or execute any contract on behalf of the District for the purchase, sale or lease of real or personal property, services of any nature, nor for insurance without first having determined the common price for such property, services or insurance, or requesting bids from all potential providers of such property, services or insurance.
- No person employed by the District shall allow any matter, concern or interest, personal, financial or otherwise, to influence or interfere with the performance of his or her duties. Should such a matter, concern or interest arise, the employee shall bring the matter to the attention of his or her supervisor or the Board to seek ways to reduce or eliminate the influence or interference.

The Board affirms its commitment to adhere scrupulously to all applicable provisions of law regarding material conflicts of interest. Knowing or willful violation of this policy by any employee may result in disciplinary action up to and including dismissal. Any officer, employee or member of the public noting or suspecting a violation of this policy is encouraged to bring the matter, either in confidence or in public, to the Board or the Superintendent of Schools.

This policy is available at the website link provided below:

- **9120 - Conflict of Interest:**

<https://www.Bit.ly/PCSDPolicy9120>

CONFLICT OF INTEREST POLICIES CON'TD

BOE POLICY 2160: SCHOOL DISTRICT OFFICER & EMPLOYEE CODE OF ETHICS

The Board of Education recognizes that sound, ethical standards of conduct serve to increase the effectiveness of school Board members and their staff, as educational leaders in their community. Actions based on an ethical code of conduct promote public confidence and the attainment of District goals. The Board also recognizes its obligation to set forth a code of ethics under the provisions of the General Municipal Law, to adopt a code of ethics setting forth the standards of conduct required of all District officers and employees.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

Therefore, every officer and employee, or agent of the District, whether paid or unpaid, including members of the Board of Education, shall adhere to the following code of conduct:

1. **Gifts:** An officer or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part.

CONFLICT OF INTEREST POLICIES CON'TD

BOE POLICY 2160: SCHOOL DISTRICT OFFICER & EMPLOYEE CODE OF ETHICS CONT'D

However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

2. **Confidential Information:** An officer or employee shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he/she shall not disclose information regarding any matters discussed in an executive session of the Board whether such information is deemed confidential or not.

3. **Representation Before the Board:** An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the school district.

4. **Representation Before the Board for a Contingent Fee:** An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the school district, whereby the compensation is to be dependent or contingent upon any action by the school district with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

5. **Disclosure of Interest in Matters Before the Board:** A member of the Board of Education and any officer or employee of the district, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board on any matter before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she has in such matter. The term "interest" means a pecuniary or material benefit accruing to an officer or employee.

CONFLICT OF INTEREST POLICIES CON'TD

BOE POLICY 2160: SCHOOL DISTRICT OFFICER & EMPLOYEE CODE OF ETHICS CONT'D

6. **Investments in Conflict with Official Duties:** An officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties.

7. **Private Employment:** An officer or employee shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

8. **Future Employment:** An officer or employee shall not, after the termination of service or employment with the Board, appear before the Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former officer or employee of any claim, account, demand or suit against the District on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.



CONFLICT OF INTEREST POLICIES CON'TD

BOE POLICY 2160: SCHOOL DISTRICT OFFICER & EMPLOYEE CODE OF ETHICS CONT'D

Distribution of Code of Ethics:

The Superintendent of Schools shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the school District. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment. In addition, the Superintendent shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the District's jurisdiction in a place conspicuous to the District's officers and employees.

Penalties:

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board's code of ethics and its accompanying regulation may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

This policy is available at the website link provided below:

- **2160 - School District Officer and Employee Code of Ethics:**

<https://www.Bit.ly/PCSDPolicy2160>

ALCOHOL & DRUG FREE **WORKPLACE POLICY**

COMMITTMENT TO A SAFE & PRODUCTIVE WORK ENVIRONMENT

At Peekskill City School District, we are committed to maintaining a safe, productive, and healthy work environment. Our Alcohol and Drug-Free Workplace Policy underscores our dedication to ensuring that all employees perform their duties without the influence of alcohol or illegal drugs. We prohibit the use, possession, distribution, or sale of alcohol and controlled substances on District premises, during work hours, or while conducting District business.

Employees are expected to arrive at work and remain in a condition that allows them to perform their job responsibilities safely and effectively. This includes being free from the effects of alcohol and drugs. Any employee found to be in violation of this policy may be subject to disciplinary action, which could include termination.

We also offer support for employees seeking help with substance abuse issues through our Employee Assistance Program (EAP).

Our goal is to promote a healthy and safe workplace, where everyone can focus on their roles and contribute to the success of Peekskill City School District.



ALCOHOL & DRUG FREE WORKPLACE POLICY CONT'D

BOE POLICY 9320: DRUG-FREE WORKPLACE

The Board of Education prohibits the illegal, improper or unauthorized manufacture, distribution, dispensing, possession or use of any controlled substances in the workplace. "Workplace" shall mean any site on school grounds, at school-sponsored activities, or any place in which an employee is working within the scope of his/her employment or duties. "Controlled substances" shall include all drugs which are banned or controlled under federal or state law, including those for which a physician's prescription is required, as well as any other chemical substance which is deliberately ingested to produce psychological or physiological effects, other than accepted foods or beverages.

The Superintendent of Schools or his/her designee shall implement related regulations which outline the requirements of the federal Drug-Free Workplace Act of 1988.

This policy is available at the website link provided below:

- **9320 - Drug-Free Workplace:**

<https://www.Bit.ly/PCSDPolicy9320>



SMOKE FREE WORKPLACE POLICY

SMOKE FREE POLICY

At Peekskill City School District, we are committed to maintaining a healthy and safe work environment for all employees, clients, and visitors. Our Smoke-Free Workplace Policy ensures that all areas of our facilities are free from smoking and tobacco use. This policy is designed to promote the well-being of everyone by eliminating exposure to secondhand smoke and reducing fire hazards.

Smoking is prohibited inside all District buildings, including offices, restrooms, break rooms, and any other enclosed spaces. Designated smoking areas, if applicable, are clearly marked and located away from entrances, windows, and ventilation systems. We also provide support and resources for employees who wish to quit smoking.

We ask all employees and visitors to respect this policy and adhere to the designated smoking areas to maintain a clean and healthy environment. By enforcing this policy, we support a healthier workplace and contribute to the overall well-being of our Peekskill City School District community.



SMOKE FREE WORKPLACE POLICY CONT'D

BOE POLICY 1530: SMOKING & OTHER TOBACCO USE ON SCHOOL PREMISES

Due to the health hazards associated with smoking, and in accordance with federal and state law, the Board of Education prohibits smoking and all other tobacco use in all school District buildings, on school grounds, and in any vehicle used to transport children or personnel. Smoking or tobacco use is also prohibited within 100 feet of all school entrances, exits and outdoor areas, except where that is a residence or residential property. The Board also prohibits the use of e-cigarettes in these locations.

The District's smoking policy shall be prominently posted in each building, at designated outdoor locations on school premises (e.g. athletic fields) and in all District vehicles. The Board designates the Superintendent of Schools or his/her designee as agent responsible for informing individuals smoking or using tobacco unlawfully that they are in violation of Article 13-E of the Public Health Law and/or Section 409 of the Education Law and/or the federal Pro-Children Acts of 1994 and 2001. Persons using e-cigarettes in violation of this policy will be asked to stop or leave school property.

This policy is available at the website link provided below:

- **1530 - Smoking and Other Tobacco Use on School Premises:**

<https://www.Bit.ly/PCSDPolicy1530>



DISTRIST NETWORK & EMAIL ACCESS

BOE POLICY 4526: COMPUTER NETWORK FOR EDUCATION

The Board of Education is committed to optimizing student learning and teaching. The Board considers student access to a computer network, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and computer-related technology in District classrooms solely for the purpose of advancing and promoting learning and teaching.

The computer network can provide a forum for learning various software applications and through online databases, bulletin boards and electronic mail, can significantly enhance educational experiences and provide statewide, national and global communication opportunities for staff and students.

All users of the District's computer network and the Internet must understand that use is a privilege, not a right, and that use entails responsibility.

The Superintendent of Schools shall establish regulations governing the use and security of the District's computer network. All users of the District's computer network and equipment shall comply with this policy and those regulations. Failure to comply may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

The Superintendent shall be responsible for designating a computer network coordinator to oversee the use of District computer resources. The computer coordinator will prepare in-service programs for the training and development of District staff in computer skills, and for the incorporation of computer use in appropriate subject areas.

The Superintendent, working in conjunction with the designated purchasing agent for the District, the computer network coordinator and the instructional materials planning committee, will be responsible for the purchase and distribution of computer software and hardware throughout District schools.

DISTRICT NETWORK & EMAIL ACCESS CONT'D

They shall prepare and submit for the Board's approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or District needs.

This policy is available at the website link provided below:

- **4526 - Computer Network for Education:**

<https://www.Bit.ly/PCSDPolicy4526>

PASSWORD & SECURITY GUIDELINES

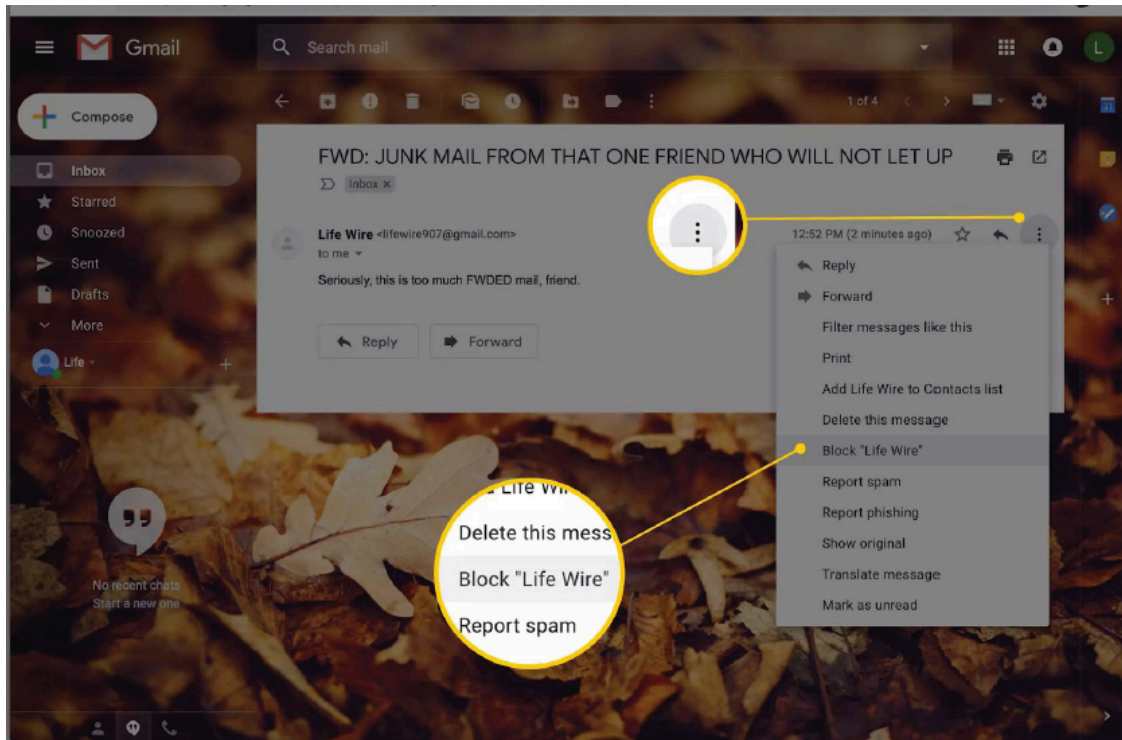
The security of confidential student information and other sensitive data on the Peekskill City School District computer network is a fundamental responsibility of everyone at PCSD and inherently involves the cooperation of the user community. Passwords are an important component of information and network security.

- All passwords should be treated as confidential PCSD information;
- Do not share your passwords with anyone, including supervisors, administrative assistants, consultants, and technology service providers;
- Never ask someone else to give you his or her password;
- Do not reveal a password on questionnaires or security forms;
- Do not write passwords down or store them anywhere in your office/classroom;
- Do not store passwords in a file on any computer system without using strong encryption;
- Be mindful of who is around you or looking over your shoulder when typing your password.

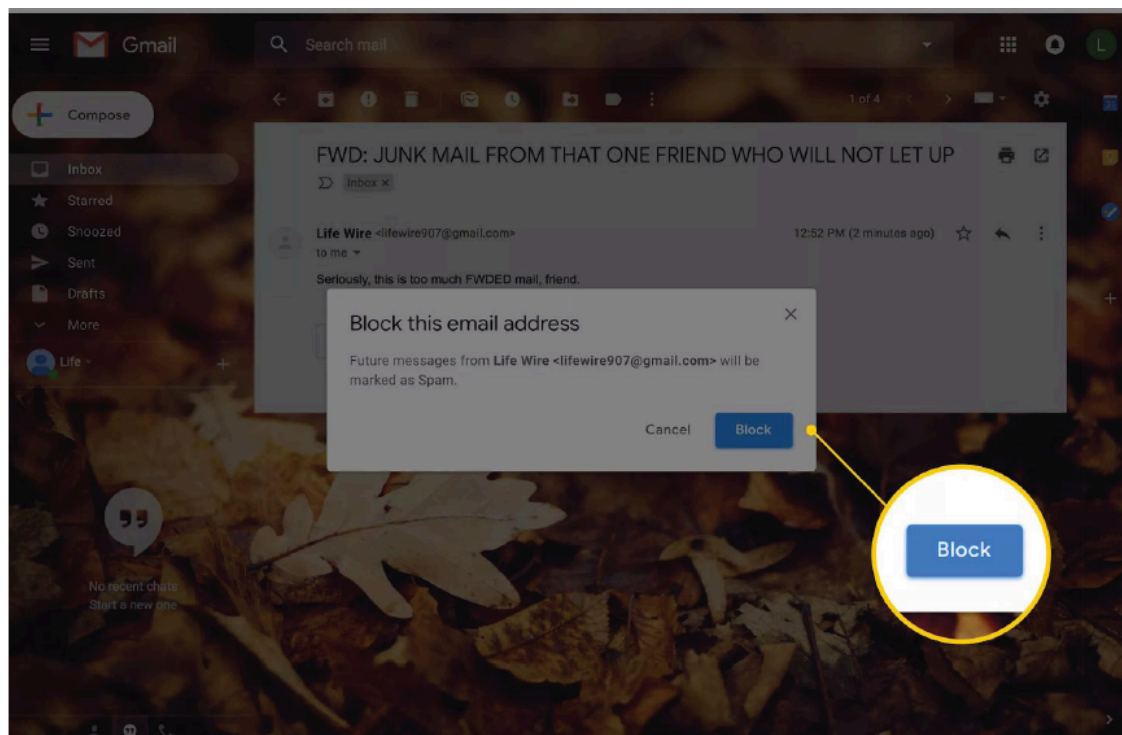
The PCSD technology department and technicians will never send you an email message asking for your password. If you ever receive such a request, consider it a forgery (i.e. a phishing scam). Disregard, block, and delete any such messages you may receive.

To block a sender click on the three vertically stacked dots in the upper-right corner of the email to open a drop-down menu. From this menu, select Block [Sender's Name], which should appear near the middle of the list.

DISTRICT NETWORK & EMAIL ACCESS CONT'D



Click **Block** in the confirmation message that appears. Now that sender is blocked.



DISTRICT NETWORK & EMAIL ACCESS CONT'D

If you suspect your account or password has been compromised, report the incident to the technology department and change your password immediately. You can change your NETWORK login password yourself at any time by using the Ctrl-Alt-Del key sequence. Please be aware that doing this will also change all of your synced passwords (i.e. Gmail, Google Apps)

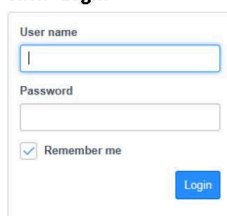
You are responsible for the security of your password(s), and you are accountable for any misuse if they are guessed, disclosed, or compromised.

HOW TO LOGIN & SUBMIT A SERVICE INCIDENT TO THE LHRIC SERVICE DESK

Go to a web browser and type in the following URL: service.lhric.org

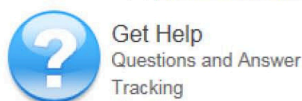
How to Login: Enter your full district email address and email password

- **Username:** your district email (i.e. auser@peekskillschools.org)
- **Password:** your district computer (network) password
- Click "Login"



User name
[text input]
Password
[text input]
☒ Remember me
[Login button]

Under "Get Help", Click "Report a New Issue" and fill in the fields given



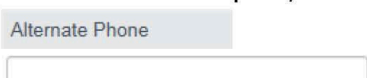
» Report a New Issue

- **Open on behalf of this user** - If you are opening an incident on behalf of yourself, there's no need to change this since it should default to your user name. If you're opening an incident on behalf of another user, click the magnifying glass to find the user's name. An email will go to the person whose name is in this field that an incident has been opened. (This is a mandatory field)



Demo User [magnifying glass icon] [info icon]

- **Alternate Phone** – if a cell phone, for example, wants to be given (This is not a mandatory field)



Alternate Phone
[text input]

DISTRICT NETWORK & EMAIL ACCESS CONT'D

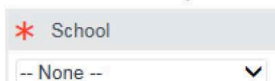
HOW TO LOGIN & SUBMIT A SERVICE INCIDENT TO THE LHRIC SERVICE DESK

- **District** –auto-populates your district based on your email login credentials (This is a mandatory field)



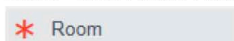
* District
Demo Central School District

- **School** –click the dropdown arrow and choose your School (This is a mandatory field)



* School
-- None --

- **Room** – please enter your Room number, office or department name (This is a mandatory field)

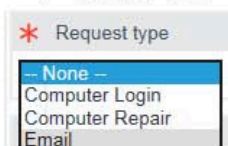


* Room

- **Short Description** – Briefly describe your incident. (This is a mandatory field)
 - Similar to a subject line in an email, briefly describe the issue you are having
 - Example – I cannot login to my email

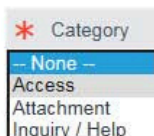
- **Please describe your issue below**
 - In more detail, please describe the issue you are having
 - Example - I forgot my email password and cannot login to my email

- **Request Type** – Click the dropdown arrow to select the Request Type or type of issue you are having (This is a mandatory field)
 - Example - Email



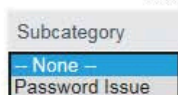
* Request type
-- None --
Computer Login
Computer Repair
Email

- **Category** – Click the dropdown arrow to select what type of Email issue you are having (This is a mandatory field)
 - Example – Access – such as cannot access or login to email?



* Category
-- None --
Access
Attachment
Inquiry / Help

- **Subcategory** – Click the dropdown to select what type of Email Access Issue you are having?
 - Example – Password Issue – such as cannot login with password; forgot password
 - Please note – there may not always be a subcategory field to populate (This is not a mandatory field)



Subcategory
-- None --
Password Issue

Click Submit

Submit

If you have any questions, please contact the Service Desk at 914 922-3002

DISTRICT NETWORK & EMAIL ACCESS CONT'D

GMAIL BASICS

Gmail Basics Guide

Log in to Gmail
In your web browser, go to gmail.com and sign in with your @peekskillschools.org email address.

TIP 01

Check Email

Compose Email

TIP 02

Reply to Email

TIP 03

Search for Email

TIP 04

Archive Email

TIP 05

Tip 01: Log in to Gmail
In your web browser, go to gmail.com and sign in with your @peekskillschools.org email address.

Tip 02: Check Email
Messages will appear here

Tip 03: Compose Email
Recipients: Type email address of recipients here
Subject: Type the subject of the email here (keep this short)
This is the body of your email. This is where your full message should be typed.

Tip 04: Reply to Email
Click to reply

Tip 05: Search for Email
Search for email here

Tip 05: Archive Email
Archive Email using this button

SOCIAL MEDIA USE

PROFESSIONAL USE OF SOCIAL MEDIA

Peekskill City School District recognizes the role social media plays in modern communication. Employees have the right to engage in personal social media use on their own time and with their own resources. However, as employees of a public school District, staff are expected to uphold the integrity and trust placed in them by the community, particularly in matters involving students, confidential information, and professional conduct. Additionally, the District has no intention to restrict protected free speech or lawful whistleblowing activities.

Employees should adhere to the following guidelines:

1. **Professional Conduct:** Employees are expected to maintain professional boundaries with students and represent the District appropriately when discussing work-related matters online.
2. **Confidentiality:** Employees must not share confidential student or personnel information on social media platforms, even in closed groups or under pseudonyms.
3. **Workplace Harassment:** Any online conduct that could be interpreted as discriminatory, harassing, or otherwise in violation of District policies will be subject to review and possible disciplinary action.
4. **Public Statements:** Employees are free to comment on matters of public concern as private citizens. However, such speech must not interfere with the performance of job duties, disrupt the work environment, or impair workplace relationships.
5. **Representation:** Employees must not represent themselves as speaking on behalf of the District unless authorized to do so. Personal accounts should clearly indicate the views expressed are personal and not those of the District.
6. **Monitoring and Enforcement:** The District does not routinely monitor personal social media but may review publicly available information when there are concerns about conduct that may violate this policy or other applicable laws and standards.





WORK PLACE SAFETY



WORKPLACE SAFETY & HEALTH

OUR COMMITMENT TO SAFETY

At Peekskill City School District, we are committed to ensuring the safety and health of all our employees, clients, and visitors. Our Workplace Safety and Health Policy reflects our dedication to providing a safe and healthy work environment. We comply with all relevant health and safety regulations and continuously implement best practices to prevent accidents and injuries.

Employees play a crucial role in maintaining workplace safety by following established procedures, using protective equipment, and promptly reporting any hazards or unsafe conditions to the Office for Administrative Services. Regular safety training and drills are conducted to ensure that everyone is well-prepared to respond to potential emergencies.

Our commitment to workplace safety and health aims to foster a culture of vigilance, responsibility, and care. By prioritizing the well-being of our workforce, we ensure that Peekskill City School District remains a secure and productive place where everyone can thrive.



WORKPLACE SAFETY & HEALTH CONT'D

SAFETY MEASURES TO FOLLOW AT ALL TIMES

To help ensure everyone's safety, below are some measures to follow at all times:

- All classroom doors must be kept on default lock at all times;
- Never use a chock to prop a door open that leads to an outside door;
- Never open or leave ground floor windows open when you leave the room;
- Make sure to carry and display your District Staff ID Card at all times while inside the building;
- Make sure to wear your ID and blue staff lanyard at all times;
- Never give your access card to anyone to use, especially a student;
- While using your access card, be aware of your surroundings and be on the lookout for unauthorized individuals attempting to enter the building;
- If you lose your ID, you should report it immediately to the Security Department and get a temporary ID from the building secretary;
- If a door alarm goes off, please take a look to see why;
- If you see someone inside the building without a yellow "Visitor" ID and a red "Visitor" lanyard, refer them back to the security desk;
- Never give your key to an unauthorized person;
- Only enter or exit through authorized doors.

Thank you for your support and cooperation in ensuring the safety of all.



COMMITTMENT TO **SAFETY**

DIRECTOR OF SECURITY

Mr. David Santiago serves as the Peekskill City School District Director of Security & Investigations.

His contact information is as follows:

Phone: (914) 737-4542, Ext. 2104

Email: DSantiago@PeekskillSchools.org



PCSD DISTRICT-WIDE SAFETY & EMERGENCY MANAGEMENT PLAN

The Peekskill City School District-Wide Safety and Emergency Management Plan for the current school year can be found at the online link below:

The current PCSD District-Wide Safety & Emergency Management Plan is available at the website link provided below:

<https://www.Bit.ly/PCSDSEPlan>



COMMITTMENT TO SAFETY CONT'D

PCSD STUDENT & STAFF DISTRICT EMERGENCY INFORMATION GUIDE

The Peekskill City School District is committed to providing a safe environment for students and staff. In the event of an emergency, it is important for students and staff to be familiar with the way the District prevents and manages emergencies. This guide outlines key information and terms that are helpful to know in the event of an emergency situation.

How will the District keep lines of communication open with Staff and Students?

The District will provide ongoing information regarding the event, including specific instructions for parent/student reunification, if necessary. When/If it safe to do so, students and staff are encouraged to monitor phones and email regularly. Updates may also be posted on the following:

For Staff:

Website (www.peakskillcsd.org), District Facebook, Twitter (X) and Instagram, District App, All call system (call/text/email)

For Students:

Website (www.peakskillcsd.org), District Facebook, Twitter (X) and Instagram, District App, school email

What are the daily security measures students and staff should be aware of?

Standard operating safety procedures require all exterior doors to be locked at all times. Visitors must provide a government-issued photo ID, which will be scanned into the Visitor Management Database prior to building entry. Staff are required to wear photo identification while on campus.

The Peekskill City School District is committed to providing a safe environment for students, staff and visitors and works closely with area Law Enforcement, Fire, and EMS. Each school conducts several drills throughout the school year to help students and staff prepare for possible emergencies. Each year, the District's Emergency Plan is reviewed and updated. The District-Wide School Safety Plan is posted on the [District website](#). Please note that Building-Level plans are confidential for security reasons.

COMMITTMENT TO SAFETY CONT'D

In the event of an emergency situation, please be assured that the District has an emergency management plan in place and that the District, School, Staff, and first responders will act accordingly. Students and staff must follow all instructions set forth by staff and first responders.

PEEKSKILL CITY SCHOOL DISTRICT
1031 Elm Street
Peekskill, NY 10566
(914) 737-3300
www.peakskillcsd.org

How to respond to a wide range of emergencies

Schools are required to engage in comprehensive emergency planning and training to prevent and manage emergencies in their buildings. Emergencies may include facility failures such as a gas leak, accidents, medical emergencies, severe weather or an intruder in the School. The following protocols may be used individually or in conjunction with one another to respond to a wide range of critical incidents.



LOCKOUT

In response to an imminent concern outside of the school, a Lockout secures all campus occupants inside the building. Normal operations will continue inside the building. Students will not be released during a lockout and building access is restricted during this time.



EVACUATION

Evacuation takes place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill), where students and staff can safely reach the evacuation location without danger.



LOCKDOWN

In response to an imminent threat in or around a school, a Lockdown is used to quickly ensure all school staff, students are secured in rooms away from immediate danger. Only emergency responders can release each room from lockdown. Barricade the door or exit if the danger is within your locked area.



HOLD-IN-PLACE

A Hold-in-Place may be issued during a non-threatening event such as a medical emergency or a maintenance issue. Hallways are cleared, students are kept in classrooms, and instruction continues.



SHELTER-IN-PLACE

A Shelter-in-Place may be issued when it is necessary to remain inside the building due to exterior hazards such as severe weather. Students are kept in a safe space inside the building until the situation has been resolved.



WORKPLACE PROTECTION PLAN

PROGRAM REVIEW

Once a year, the Peekskill City School District will review the workplace violence prevention program with authorized employee bargaining unit representatives. The table below indicates who conducted the review and its date.

Name	Buildings	Date of Walk Through
Jamal Lewis - Assistant Superintendent for Administrative Services	Uriah Hill, Woodside, Oakside, Hillcrest, Middle School, High School	March 14, 2024 March 15, 2024
Michael Reagan - Peekskill Teacher Aides Organization President	Uriah Hill, Woodside, Oakside, Hillcrest, Middle School, High School	March 14, 2024 March 15, 2024
Debra Mojica - Peekskill Association of Education Secretaries President	Uriah Hill, Woodside, Oakside, Hillcrest, Middle School, High School	March 14, 2024 March 15, 2024
Vernon Merriweather - Peekskill School Security Aides Association President	Uriah Hill, Woodside, Oakside, Hillcrest, Middle School, High School	March 14, 2024 March 15, 2024
Anthony Di Cuio - Peekskill Faculty Association Vice President	Uriah Hill, Woodside, Oakside, Hillcrest, Middle School, High School	March 14, 2024 March 15, 2024
Timothy Khuns - Civil Service Employees Association President	Uriah Hill, Woodside, Oakside, Hillcrest, Middle School, High School	March 14, 2024 March 15, 2024

TO OBTAIN A COPY OF THIS PLAN:

Please contact:

Assistant Superintendent for Administrative Services

Phone: (914) 737-3300 Ext. 1549

Peekskill City School District - District Office

A current copy of this plan is available at the website link provided below:

<https://www.Bit.ly/PCSDWVPPlan>

EMERGENCY MANAGEMENT

EMERGENCY PROCEDURES

At Peekskill City School District, we are dedicated to ensuring the safety and well-being of all employees, clients, and visitors through effective emergency management. Our Emergency Management Policy outlines our commitment to preparing for, responding to, and recovering from emergencies in a structured and organized manner. We maintain comprehensive emergency response plans that address various potential scenarios, including natural disasters, fires, and other critical incidents.

Employees are trained regularly on emergency procedures, including evacuation plans, first aid, and emergency contact protocols. We conduct drills to ensure that everyone is familiar with their roles and responsibilities during an emergency. In addition, we ensure that all safety equipment is properly maintained and accessible.

We encourage employees to remain vigilant and report any potential safety hazards or concerns to the Office for Administrative Services promptly. By upholding this policy, we aim to create a safe work environment where everyone is prepared to handle emergencies effectively and minimize risks to our workforce and operations.



EMERGENCY CLOSINGS

FOR INCLEMENT WEATHER, ETC.

At Peekskill City School District, we are dedicated to ensuring the safety of our employees during unforeseen emergencies or severe weather conditions. Our Emergency Closings Policy outlines the procedures for closing the workplace or adjusting operations in response to emergencies, such as extreme weather, natural disasters, or other critical incidents.

In the event of an emergency closing, employees will be notified promptly through [communication channels such as email, text alerts, or District network]. We will provide clear instructions regarding the nature of the emergency, the expected duration of the closure, and any actions employees should take.

Employees are expected to stay informed and check for updates regularly. If an emergency closing occurs, we will make every effort to ensure minimal disruption and communicate any necessary arrangements for remote work or rescheduling.

By following this policy, we prioritize the safety and well-being of our team, ensuring that Peekskill City School District responds effectively to emergencies and maintains a supportive work environment.



VISITORS IN THE WORKPLACE

VISITOR POLICY

At Peekskill City School District, we are committed to maintaining a secure and professional environment for our employees and visitors. Our Visitors Policy is designed to ensure that all visitors are properly managed and that their presence does not disrupt our operations or compromise security. All visitors must check in at the front desk or designated reception area upon arrival, where they will be required to provide identification and sign in.

Visitors will be issued a visitor badge, which must be worn at all times while on District premises. Employees are responsible for notifying the Office for Administrative Services and/or the Director of Security, Mr. David Santiago of any scheduled visits and must accompany their guests during their time on the premises. Unauthorized visitors or those without proper identification may be asked to leave.

We request that all visitors adhere to our District policies and respect our workplace standards. By following this policy, we ensure a safe and orderly environment, where the presence of visitors is managed efficiently and professionally.



VISITORS IN THE WORKPLACE CONT'D

VISITING OUR DISTRICT BUILDINGS

The school district extends a warm welcome to parents, guardians and others to visit our schools and classrooms. Active involvement of families and the community in students' education is a key to student success and is one of the goals of the District's Strategic Plan.

To keep students and staff safe and secure and to keep classroom disruptions to a minimum, the district has developed the following guidelines for school visits:

1. Visitors will be allowed by appointment only.
2. Anyone who is not a regular staff member or student of the school will be considered a visitor.
3. All essential visitors must present a photo ID when arriving at any PCSD building.
4. All visitors to the school must report to the visitor reception area or the main office once inside the school. There, visitors' information will be entered into our visitor management system and a visitor tag will be printed and must be worn at all times while in the school or on school grounds. Until further notice, visitors will not be issued the Yellow visitor card and lanyard. The visitor must return all identification materials to the issuing office or security greeter before leaving the building.
5. Persons who desire to visit a school building shall do so only with the permission of an appropriate administrative staff member.
6. Visitors attending after-hours school functions that are open to the public, such as parent-teacher organization meetings or public gatherings are not required to register.
7. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the appropriate building administrator, so that class disruption is kept to a minimum.
8. Teachers are expected not to take class time to discuss individual matters with visitors.
9. Any unauthorized person on school property will be reported to the principal or designee by any staff member. Unauthorized persons will be considered a trespasser and asked to leave. The police may be called if the situation warrants.

All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.

Please know that it is the goal of the district to create a safe, secure and positive learning environment for all its students and their families.





WORK SCHEDULES & TIME OFF



CURRENT SCHOOL YEAR CALENDAR

Please see the current school year's instructional calendar, as approved by the Board of Education, below.

Peekskill City School District
2025-2026 School Calendar

AUGUST / SEPTEMBER 2025							8/27-8/28 Superintendent's Conference Days 9/1 Labor Day Recess - Buildings Closed 9/2 First Day of School for Students (Pre-K-Gr 12) 9/23 Rosh Hashanah - Buildings Closed 9/24 Rosh Hashanah - Schools Closed/Buildings Open TOTAL DAYS- 19 Student Days 2 Superintendent's Conference Days
S	M	T	W	TH	F	S	
24	25	26	27	28	29	30	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

FEBRUARY 2026							2/16 President's Day - Buildings Closed 2/17-2/20 Winter Recess - Schools Closed/Buildings Open TOTAL DAYS- 15 Student Days
S	M	T	W	TH	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	

OCTOBER 2025							10/2 Yom Kippur - Buildings Closed 10/13 Columbus Day/Indigenous Peoples' Day - Buildings Closed TOTAL DAYS- 21 Student Days
S	M	T	W	TH	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

MARCH 2026							3/20 Eid al-Fitr Day - Superintendent's Conference Day 3/30-3/31 Spring Recess - Schools Closed/Buildings Open TOTAL DAYS- 19 Student Days 1 Superintendent's Conference Day
S	M	T	W	TH	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

NOVEMBER 2025							11/4 Superintendent's Conference Day 11/11 Veteran's Day - Buildings Closed 11/26-11/28 Thanksgiving Recess - Buildings Closed TOTAL DAYS- 15 Student Days 1 Superintendent's Conference Day
S	M	T	W	TH	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

APRIL 2026							4/1 Spring Recess - Schools Closed/Buildings Open 4/2-4/3 Spring Recess - Buildings Closed TOTAL DAYS- 19 Student Days
S	M	T	W	TH	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

DECEMBER 2025							12/24-12/26 Holiday Recess - Buildings Closed 12/29-12/30 Holiday Recess - Schools Closed/Buildings Open 12/31 Holiday Recess - Buildings Closed TOTAL DAYS- 17 Student Days
S	M	T	W	TH	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

MAY 2026							5/22-5/25 Memorial Day Recess - Buildings Closed TOTAL DAYS- 19 Student Days
S	M	T	W	TH	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

JANUARY 2026							1/1-1/2 Holiday Recess - Buildings Closed 1/19 Martin Luther King Jr. Day - Buildings Closed TOTAL DAYS- 19 Student Days
S	M	T	W	TH	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

JUNE 2026							6/19 Juneteenth - Buildings Closed 6/25 Early Release for Students (Pre-K-Gr 12) 6/26 Last Day of School/Early Release for Students (Pre-K-Gr 12) TOTAL DAYS- 19 Student Days
S	M	T	W	TH	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

Schools Closed - Buildings Open

Buildings Closed

Supt Conference Days - Staff/No Students

182 Student Days

+4 Supt Conference Days

186 Total Days

NOTES:

If NO snow days are used, buildings will be closed 5/21 & 5/26.

If 1 snow day is used, buildings will be closed 5/21.

If 2 snow days are used, the calendar stands as shown.

If more than 6 snow days are used, instruction will be virtual during snow days, pending NYSED approval.

BOE Adoption: February 25, 2025

The current Instructional Calendar is available at the website link provided below:

<https://www.Bit.ly/PCSDInstructionalCalendar>

MEAL BREAKS & REST PERIODS

APPLICABLE TO ALL STAFF & FACULTY

The purpose of this policy is to ensure that all faculty and staff receive appropriate meal and rest periods as required by New York State Labor Law and in alignment with the operational needs of the School District. The District is committed to providing its employees with meal periods and rest periods that promote well-being and compliance with applicable laws.

As public employees, faculty and staff may have additional break entitlements through their Collective Bargaining Unit or Independent Agreement. Where applicable, the provisions of the bargaining agreement will take precedence if they provide greater benefits than state law.

Failure to comply with this policy may result in corrective action. Supervisors are responsible for ensuring that meal and rest periods are scheduled appropriately and in compliance with this policy.

MEAL BREAKS

In accordance with **New York State Labor Law §162**, all faculty and staff who work a shift of more than six (6) hours and extends over the noon day meal period (11:00 AM to 2:00 PM) shall be entitled to an unpaid and duty-free meal period of at least thirty (30) minutes.

For shifts that start before 11:00 AM and continue later than 7:00 PM, employees are entitled to an additional meal period of at least twenty (20) minutes between 5:00 PM and 7:00 PM.

- Meal periods may not be waived;
- Faculty and staff are relieved of all duties during their meal break;
- Meal periods are unpaid unless employees are required to remain on duty.

MEAL BREAKS & **REST PERIODS CONT'D**

REST PERIODS

Rest periods, commonly referred to as breaks, are not mandated by New York State law. However, the District may allow faculty and staff to take brief rest periods, not exceeding fifteen (15) minutes, where operationally feasible.

- Rest periods are considered paid time;
- Rest periods may not be used to extend meal periods, arrive late, or leave early;
- Rest periods are scheduled at the discretion of supervisors based on the needs of the District.



PAID TIME OFF (PTO) HOLIDAYS

HOLIDAY SCHEDULE

There are twenty-two (22) scheduled paid holidays (in accordance with each Collective Bargaining Unit or Independent Agreement accordingly) per annum as indicated below for the current school year.

Please note, on the dates indicated below, there is no school in session.

2025-2026 Calendar

22 Holiday Days

(Schools and Buildings CLOSED)

1.	July 4, 2025	Independence Day Observed
2.	September 1, 2025	Labor Day
3.	September 23, 2025	Rosh Hashanah
4.	October 2, 2025	Yom Kippur
5.	October 13, 2025	Columbus Day/Indigenous Peoples' Day
6.	November 11, 2025	Veteran's Day
7.	November 26, 2025	Thanksgiving Recess
8.	November 27, 2025	Thanksgiving
9.	November 28, 2025	Thanksgiving Recess
10.	December 24, 2025	Holiday Recess
11.	December 25, 2025	Christmas Day
12.	December 26, 2025	Holiday Recess
13.	December 31, 2025	Holiday Recess
15.	January 1, 2026	New Year's Day
16.	January 2, 2026	Holiday Recess
17.	January 19, 2026	Martin Luther King Jr. Day
18.	February 16, 2026	President's Day
19.	April 2, 2026	Spring Recess
19.	April 3, 2026	Spring Recess
20.	May 22, 2026	Memorial Day Recess
21.	May 25, 2026	Memorial Day
22.	June 19, 2026	Juneteenth Observed

The current Calendar Holiday Listing is available at the website link provided below:

<https://www.Bit.ly/PCSDHolidayCal>

PAID TIME OFF (PTO) **VACATION DAYS**

PAID TIME OFF (PTO)

Please see your Collective Bargaining Unit or Independent Agreement in regard to information pertaining to the award of paid Vacation days accordingly.



PAID TIME OFF (PTO) SICK DAYS

SICK TIME OFF

Personal illness is defined as an absence from work because of a disability caused by sickness, or noncompensable accident and the disability is of such a degree that you are physically unable to work.

- Report all absences into **AESOP**.
- This includes sick days, personal days, bereavement, conference days and any day where you will not be present for a full or ½ day.
- **AESOP** can be utilized 24 hours a day, 7 days a week.

You must report your absence to **AESOP** even if you do not need a substitute.

If it is beyond the allotted time to enter your absence in **AESOP**, you must contact your building supervisor and indicate the nature of your absence. Please also report your absence to the Office for Administrative Services so they can ensure it is entered into **AESOP**.

If your illness continues and you will be absent the next day, you must enter it into **AESOP** as soon as possible to secure a substitute for the next day.

- Sick Leave with full pay guidelines– Please refer to your Collective Bargaining Unit or Independent Agreement for the number of sick days you are entitled to.
- Sick Leave Bank guidelines– Please consult your Collective Bargaining Unit or Independent Agreement for more information and procedure.



PAID TIME OFF (PTO) PERSONAL DAYS

PERSONAL & COGENT TIME OFF

- Four (4) or Five (5) days per year with pay (per your Collective Bargaining Unit or Independent Agreement at the discretion of the building principal, Assistant Superintendent, or Superintendent of Schools)
- 24 or more hours notice if possible given to your direct supervisor (Principal, Assistant Superintendent, or Superintendent of Schools)
- Leave includes, among other things:
 - Observance of religious holidays;
 - Illness or injury to members of the immediate family which require the physical presence of the employee;
 - Death in the family (as defined in your specific Collective Bargaining Unit or Independent Agreement);
 - Receiving of a college or graduate degree or attending the graduation of an immediate family member;
 - Attending to financial or legal transactions that cannot be accomplished at any other time.
- The Assistant Superintendent for Administrative Services must approve forms for personal and cogent reasons prior to the absence, if possible.
- Absences prior to or after holidays shall not be granted except for personal illness or death in the immediate family, unless prior approval is received from the building Administrator and the Assistant Superintendent for Administrative Services.



PAID TIME OFF (PTO) **WORKSHOP/CONFERENCE**

CONVENTION/CONFERENCE DAYS

Employees interested in attending a conference should estimate their expenses, secure the approval of their Principal or Supervisor and file a Conference Request Form on **MyLearningPlan** (Professional Growth). The form should be sent to the Assistant Superintendent for Curriculum's Office at least two (2) weeks in advance of the conference. Expenses will be paid by the District within the limits of budgeted amounts for such expenses and will be reimbursed as per allowance by State law and approved on the submitted form

CONTINUING TEACHER & LEADER EDUCATION (CTLE) REQUIREMENT

Educators who hold one or more of the following certificates are subject to the continuing Teacher and leader education (CTLE) requirement:

- Professional certificate in the classroom teaching service;
- Professional certificate in the educational leadership service (i.e., School Building Leader, School District Leader, and School District Business Leader);
- Teaching Assistant Level III certificate.

Examples of educators who do not need to complete the CTLE requirement include, but are not limited to, educators who:

- Hold only Permanent certificate(s);
- Hold a Statement of Continued Eligibility (SOCE) and Permanent certificate, and does not also hold a Professional or TA Level III certificate;
- Have "Registered - Inactive" status (e.g., not practicing in an applicable school).

The registration and CTLE requirements do not apply to educators who hold a certificate in the pupil personnel service (e.g., School Attendance Teacher, School Counselor, School Psychologist, School Social Worker) or hold a Teaching Assistant Level I or Level II certificate.

There is one CTLE requirement per educator (e.g., 100 clock hours), regardless of the number of certificates held that are subject to CTLE. Educators who are subject to CTLE and practice in an applicable school throughout their five-year registration period must complete 100 clock hours of acceptable CTLE.

PAID TIME OFF (PTO)

BEREAVEMENT

BEREAVEMENT

Five days leave for the death of immediate family members will be applied with full salary and not charged against any leave. Please consult your bargaining unit's contract or individual agreement for specific details.

PEEKSKILL ADMINISTRATORS ASSOCIATION (PAA)

Grandmother, grandfather, grandchild, grandparents-in-law, wife, husband father, mother, son, daughter, stepchild, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in law

PEEKSKILL ASSOCIATION OF EDUCATIONAL SECRETARIES (PAES)

Necessary absences occasioned by the death of an employee's wife, husband, father, mother, brother, sister, son, daughter, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepmother, stepfather and stepchildren, aunt, uncle, grandmother, grandfather, brother-in-law, sister-in-law.

PEEKSKILL CUSTODIAL & MAINTENANCE EMPLOYEES UNIT (CSEA)

Necessary absences occasioned by the death of an employee's wife, husband, father, mother, brother, sister, son, daughter, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepmother, stepfather and stepchildren, aunt, uncle, grandmother, grandfather, brother-in-law, sister-in-law.

PAID TIME OFF (PTO)

BEREAVEMENT CONT'D

PEEKSKILL FACULTY ASSOCIATION (PFA)

Grandmother, grandfather, grandchild, grandparents-in-law, wife, husband
father, mother, son, daughter, stepchild, brother, sister, mother-in-law, father-in-law,
daughter-in-law, son-in law.

PEEKSKILL TEACHER AIDES' ORGANIZATION (PTAO)

Husband, wife, son, daughter, mother, father, brother, sister, brother-in-law, sister-in-law,
mother-in-law, father-in-law, stepmother, stepfather, stepchildren, and grandfather,
grandmother and grandchild, and any other relative residing in the immediate household
of the employee or for whom the employee is responsible.

PEEKSKILL SCHOOLS' SECURITY AIDES' ASSOCIATION (PSSAA)

Necessary absences occasioned by the death of an employee's wife, husband, father,
mother, brother, sister, son, daughter, grandchild, mother-in-law, father-in-law, daughter-
in-law, son-in-law, stepmother, stepfather and stepchildren, aunt, uncle, grandmother,
grandfather, brother-in-law, sister-in-law.

UNAFFILIATED INDEPENDENT EMPLOYEES

Necessary absences occasioned by the death of an employee's wife, husband, father,
mother, brother, sister, son, daughter, grandchild, mother-in-law, father-in-law, daughter-
in-law, son-in-law, stepmother, stepfather and stepchildren, aunt, uncle, grandmother,
grandfather, brother-in-law, sister-in-law.

LEAVE OF **ABSENCES**

LEAVE OF ABSENCES

Please see your Collective Bargaining Unit or Independent Agreement for further clarification and information regarding leaves.

REQUESTING SICK LEAVE FOR BIRTH OF A CHILD

When requesting use of sick leave for the birth of a child it is usual to use accrued sick leave from the time your doctor indicates you should stop working until the time when you are physically able to return to work.

A letter from your doctor is requested indicating when you should stop work and when you should be able to return to work barring any unforeseen circumstances.

Your childcare leave (both paid and unpaid) will be counted towards your Family Medical Leave Act of 1992 (FMLA) entitlement.

To ensure your child is covered on your health insurance where applicable, please notify the District's Benefits Representative (in the Business Office) with the baby's name and date of birth within 30 days of the birth.



LEAVE OF ABSENCES CONT'D

RETURN AFTER LEAVE OF ABSENCE

Pedagogic employees who have been granted leaves of absence shall notify the Administrative Services Office in writing of their intention to resume work at the beginning of the ensuing semester.

For Child-Related Leave:

- **March 15th for a September 1st return to work**
- **October 15th for a February 1st return to work**

All other employees please check your Collective Bargaining Unit or Independent Agreement for guidelines.

FAMILY MEDICAL LEAVE ACT

Employees are provided up to twelve weeks of unpaid, job protected, leave per year when the leave is prompted by certain family or medical reasons for any serious health condition. The employee must have worked for the District for at least 12 months before the leave request and have worked at least 1,250 hours in the previous 12 months.

Employees seeking to use FMLA leave must contact Human Resources for more information and the necessary forms.



LEAVE OF ABSENCES CONT'D

MILITARY LEAVE

At Peekskill City School District, we are committed to supporting employees who serve in the Military. Our Military Leave Policy ensures compliance with applicable laws, such as the Uniformed Services Employment and Reemployment Rights Act (USERRA), and provides employees with the necessary time off for Military service, training, or related duties. This policy applies to all employees who are called to active duty, training, or other Military obligations.

Employees requesting Military Leave should notify their supervisor or the Office for Administrative Services as soon as possible, providing documentation of their military orders and the expected duration of their leave. We encourage employees to provide advance notice whenever feasible to assist with operational planning.

During Military Leave, employees will retain their rights to benefits and seniority as required by law. Upon returning from Military Leave, employees will be reinstated to their previous position or a similar role, with the same pay and benefits, as long as they meet the reemployment criteria. By supporting our employees' Military service, we honor their dedication and ensure a smooth transition between their Military and Civilian roles.



LEAVE OF ABSENCES CONT'D

JURY DUTY LEAVE

At Peekskill City School District, we recognize the civic duty of serving on a jury and support our employees in fulfilling this important responsibility through our Jury Duty Leave Policy. Employees who are called to serve on a jury or attend court for legal matters are entitled to time off to fulfill their civic obligations without financial loss.

Employees are required to notify their supervisor or the Office for Administrative Services as soon as they receive a jury duty summons, providing a copy of the summons and the expected duration of their service. During jury duty leave, employees will receive [details about pay, if applicable, e.g., their regular pay, or a difference between jury duty pay and their regular salary, if any].

Employees are expected to return to work promptly upon completion of their jury duty and to provide documentation confirming their attendance. Our policy ensures that employees can participate in jury service while maintaining job security and benefits. By supporting jury duty leave, we uphold the importance of civic responsibility and ensure that employees can balance their professional and civic commitments effectively.





EMPLOYEE BENEFITS



EMPLOYEE BENEFITS OVERVIEW



PEEKSKILL CITY SCHOOL DISTRICT EMPLOYEE *Benefits*



HEALTH INSURANCE -OR- BUYOUT

MARC MATATIA,
BENEFITS
BENEFITS@PEEKSKILLSCHOOLS.ORG
(914) 737-3300 Ext. 1557



PAID LIFE INSURANCE

MARC MATATIA,
BENEFITS
BENEFITS@PEEKSKILLSCHOOLS.ORG
(914) 737-3300 Ext. 1557



DENTAL & VISION INSURANCE

JOSEPH TAMA,
PFA REPRESENTATIVE
JTAMA@PEEKSKILLSCHOOLS.ORG
PEBFMANAGER2@GMAIL.COM
(914) 329-2189



WAGeworks DEPENDENT CARE FSA

MARC MATATIA,
BENEFITS
BENEFITS@PEEKSKILLSCHOOLS.ORG
(914) 737-3300 Ext. 1557



NYS RETIREMENT SYSTEMS

JENNY CHACHA
SENIOR PAYROLL CLERK
JCHACHA@PEEKSKILLSCHOOLS.ORG
(914) 737-3300 Ext. 1548



AFLAC PROGRAMS

MARC MATATIA,
BENEFITS
BENEFITS@PEEKSKILLSCHOOLS.ORG
(914) 737-3300 Ext. 1557



PLUM BENEFITS RETAIL DISCOUNTS

PRISCILLA KRAWCYK,
PERSONNEL ASSISTANT
PKRAWCYK@PEEKSKILLSCHOOLS.ORG
(914) 737-3300 Ext. 1551



EMPLOYEE'S ASSISTANCE PROGRAM (EAP)

PRISCILLA KRAWCYK,
PERSONNEL ASSISTANT
PKRAWCYK@PEEKSKILLSCHOOLS.ORG
(914) 737-3300 Ext. 1551



OMNI 403 (B)

MARC MATATIA,
BENEFITS
BENEFITS@PEEKSKILLSCHOOLS.ORG
(914) 737-3300 Ext. 1557

***Please note, benefits eligibility is in accordance with the current and active bargaining unit agreement/s language.
Should you have any questions regarding eligibility, please see the Office for Administrative Services for more information.

OTHER FRINGE BENEFITS OFFERINGS:



PAID
TIME
OFF



PROFESSIONAL
DEVELOPMENT
OPPORTUNITIES



LOAN
FORGIVENESS
ELIGIBILITY

The current Benefits Listing is available at the website link
provided below:

<https://www.Bit.ly/PCSDBenefits>

EMPLOYEE BENEFITS CONTACTS

EMPLOYEE BENEFITS CONTACTS LIST



Peekskill City School District

Our mission is to **educate** and **empower** all students to strive for **excellence** as life-long learners who embrace **diversity** and are contributing members of a **global society**.

Administrative Services • 1031 Elm Street, Peekskill, NY 10566 • www.PeekskillSchools.org

EMPLOYEE BENEFITS

Benefit	Link to Form/ Packet	Contact
Health Insurance: AETNA or Health Buyout	https://bit.ly/PFA23Enroll	Marc Matatia, (914) 737-3300, Ext. 1557 Benefits@PeekskillSchools.org
Vision & Dental (PEBF*)	https://bit.ly/PEBF23Enroll	Joe Tama, JTama@PeekskillSchools.org –or– PEBFManager2@gmail.com
Life Insurance (PEBF*)	https://bit.ly/Life23Enroll	Joe Tama, JTama@PeekskillSchools.org
OMNI 403(b)	Information: https://bit.ly/OMNI23Info Form: https://bit.ly/OMNI23Enroll	Marc Matatia, (914) 737-3300, Ext. 1557 Benefits@PeekskillSchools.org
WageWorks Flexible Spending Account (FSA)	Information: https://bit.ly/FSA23Info Form: https://bit.ly/FSA23Enroll	Marc Matatia, (914) 737-3300, Ext. 1557 Benefits@PeekskillSchools.org
WageWorks Dependent Care NYS Retirement System/s	Information: https://bit.ly/DCFSA23Info Form: https://bit.ly/FSA23Enroll	Marc Matatia, (914) 737-3300, Ext. 1557 Benefits@PeekskillSchools.org
Employee Assistance Program (EAP)	https://bit.ly/EAPInfo	Priscilla Krawcyk, PKrawcyk@PeekskillSchools.org Office for Administrative Services, HR@PeekskillSchools.org
PlumBenefits – Retail & Entertainment Discounts	https://bit.ly/PB23Enroll	Priscilla Krawcyk, PKrawcyk@PeekskillSchools.org Office for Administrative Services, HR@PeekskillSchools.org
AFLAC Program(s)	Video: https://bit.ly/PCSDAflacVideo Information: https://bit.ly/Aflac23Info Rates: https://bit.ly/Aflac23Rates	Marc Matatia, (914) 737-3300, Ext. 1557 Benefits@PeekskillSchools.org

*Peekskill Employee Benefit Fund managed by the Peekskill Faculty Association (PFA.)

The current Benerfits Contact Listing is available at the
website link provided below:

<https://www.Bit.ly/PCSDBenefitContacts>

MEDICAL HEALTH INSURANCE

MEDICAL INSURANCE

The Peekskill City School District is currently a member of the self-insured health consortium through the Putnam/Northern Westchester BOCES. The plan is administered through AETNA but not AETNA health insurance. The benefits office can provide more information upon request.

TEACHERS, CLERICAL, CUSTODIAL, SECURITY, UNAFFILIATED EMPLOYEES, ADMINISTRATORS

The District pays a portion of the individual or family health insurance premium for full-time employees who are eligible for health insurance per their Collective Bargaining Unit or Independent Agreement. The Health Insurance Office will provide you with a packet that includes pamphlets outlining the benefits of each health insurance plan, as well as enrollment forms. The Health Insurance Office will also provide you with further information regarding: the onset of coverage, as well as co-pays and deductibles for the plan.

Please contact the District Benefits Representative (in the Business Office, extension 1557) with questions regarding medical insurance coverage.



MEDICAL HEALTH INSURANCE CONT'D

TEACHING ASSISTANTS & TEACHER AIDES

The District pays a portion of the individual premium for all full-time Teaching Assistants and Teacher Aides. The Health Insurance Office will provide you with costs and a packet that includes pamphlets outlining the benefits of each health insurance plan, as well as enrollment forms. The Health Insurance Office will also provide you with further information regarding: the onset of coverage, as well as co-pays and deductibles for the plan. Please contact the District's Benefits Representative (in the Business Office), at extension 1557 with questions regarding medical insurance coverage.

All current Health Insurance Enrollment or Change Request Forms are available at the website link provided below:

<https://www.Bit.ly/PCSDHealthForms>



MEDICAL HEALTH INSURANCE CONT'D

HEALTH INSURANCE RATES

Peekskill City School District



PNW BOCES Health Benefits Consortium 2024-2025
AETNA

Individual Plan \$ 977.00

Bargaining Unit / Position	Out-of-Pocket Contribution	Monthly Cost (12 Months)	Annual Cost	Biweekly Cost	Biweekly Deduction
CSEA	10.50%	\$ 102.59	\$ 1,231.02	\$ 51.29	\$ 47.35
PAA	20.00%	\$ 195.40	\$ 2,344.80	\$ 97.70	\$ 90.18
PAES	11.00%	\$ 107.47	\$ 1,289.64	\$ 53.74	\$ 49.60
PFA- Teachers, Psych, SW, Counselor, etc.	17.00%	\$ 166.09	\$ 1,993.08	\$ 83.05	\$ 99.65
PFA- Teaching Assistants, Nurses	8.50%	\$ 83.05	\$ 996.54	\$ 41.52	\$ 49.83
PSSAA	9.00%	\$ 87.93	\$ 1,055.16	\$ 43.97	\$ 52.76
PTAO	8.00%	\$ 78.16	\$ 937.92	\$ 39.08	\$ 46.90

Family Plan \$ 2,346.00

Bargaining Unit / Position	Out-of-Pocket Contribution	Monthly Cost (12 Months)	Annual Cost	Biweekly Cost	Biweekly Deduction
CSEA	10.50%	\$ 246.33	\$ 2,955.96	\$ 123.17	\$ 113.69
PAA	20.00%	\$ 469.20	\$ 5,630.40	\$ 234.60	\$ 216.55
PAES	11.00%	\$ 258.06	\$ 3,096.72	\$ 129.03	\$ 119.10
PFA- Teachers, Psych, SW, Counselor, etc.	17.00%	\$ 398.82	\$ 4,785.84	\$ 199.41	\$ 239.29
PFA- Teaching Assistants, Nurses	8.50%	\$ 199.41	\$ 2,392.92	\$ 99.71	\$ 119.65
PSSAA	9.00%	\$ 211.14	\$ 2,533.68	\$ 105.57	\$ 126.68
PTAO	8.00%	\$ 1,580.14	\$ 18,961.68	\$ 790.07	\$ 112.61

Employee +1 Dependent \$ 2,559.00

Bargaining Unit / Position	Out-of-Pocket Contribution	Monthly Cost (12 Months)	Annual Cost	Biweekly Cost	Biweekly Deduction
CSEA	10.50%	\$ 268.70	\$ 3,224.34	\$ 134.35	\$ 124.01
PAA	20.00%	\$ 511.80	\$ 6,141.60	\$ 255.90	\$ 236.22
PAES	11.00%	\$ 281.49	\$ 3,377.88	\$ 140.75	\$ 168.89
PFA- Teachers, Psych, SW, Counselor, etc.	17.00%	\$ 435.03	\$ 5,220.36	\$ 217.52	\$ 261.02
PFA- Teaching Assistants, Nurses	8.50%	\$ 217.52	\$ 2,610.18	\$ 108.76	\$ 130.51
PSSAA	9.00%	\$ 230.31	\$ 2,763.72	\$ 115.16	\$ 138.19
PTAO	8.00%	\$ 204.72	\$ 2,456.64	\$ 102.36	\$ 122.83
Superintendent of Schools	17.50%	\$ 447.83	\$ 5,373.90	\$ 223.91	\$ 206.69

Please contact the District Benefits Representative (in the Business Office) at extension 1557, or via email at: Benefits@PeekskillSchools.org for current and up-to-date Benefits rate information.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

EMPLOYEE ASSISTANCE PROGRAM (EAP) PROVIDED BY E.S.I.

The Employee Assistance Program (EAP) provides confidential and experienced assistance to help you and your family resolve personal problems that affect your health, family or job. In addition to assessment and referral services, the EAP provides information, education, and consultation both independently and in concert with other professional resources.

Please contact the Office for Administrative Services (Human Resources) to obtain an EAP pamphlet for more information, beyond that which is provided on the following page of this handbook.



EMPLOYEE ASSISTANCE PROGRAM (EAP) CONT'D

EAP INFORMATION FLYER:

Your EAP Benefits: One-on-One Personal & Professional Coaching

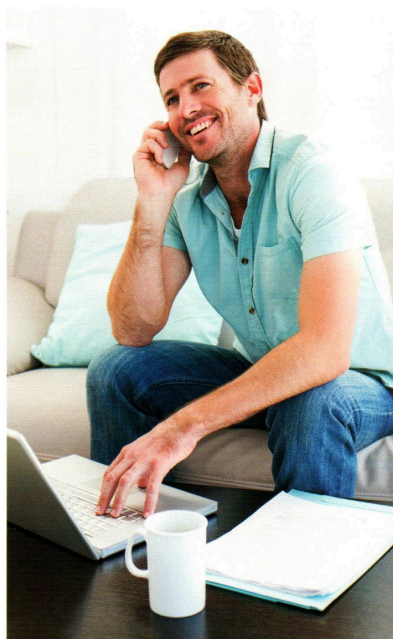
Your EAP offers exciting new personal and professional coaching benefits designed to help you grow and succeed both personally and professionally. These benefits are free for you and your eligible family members. Peak Performance Coaching Benefits are one-on-one coaching programs conducted by ESI Masters and PhD level coaches. In addition to having unlimited telephonic coaching and support, you can access online self-help resources and trainings.

Coaching is available in the following areas:

- ✓ **Certified Financial Coaching** - help for budgeting, credit, debt, money management and more.
 - ✓ **Balancing Life at Work and Home** - make the most of family life while learning to succeed at work.
 - ✓ **Resilience** - recognize your personal strengths and improve resilience to face life challenges.
 - ✓ **Effective Communication** - improve your interpersonal communication skills to be more effective.
 - ✓ **Home Purchasing** - help with the home buying process, credit and financing basics.
 - ✓ **Student Debt** - learn about Federal Student Loan types, repayment plans, consolidation and more.
 - ✓ **Yoga & Relaxation for Beginners** - get support and referrals to yoga, relaxation or meditation training programs.
 - ✓ **Workplace Conflict** - improve interpersonal skills and learn methods for resolving conflict.
- ✓ **Coming Soon** - In the coming months, watch for more coaching: Retirement and Succeeding as a Supervisor.

In addition to Coaching, we have other resources designed to support your personal and professional growth:

- Access thousands of online videos, articles, calculators, self-assessments and other tools.
- Take online personal and professional development trainings in more than 300 topics.



To access a Coach, simply call 800.252.4555 and ask to speak to a Coach.

To access online support resources, simply login at www.theEAP.com.



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP
TotalCare Wellness

800.252.4555
www.theEAP.com

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OTHER FRINGE EMPLOYEE BENEFITS

PEEKSKILL EMPLOYEE BENEFIT FUND (P.E.B.F.)

The Employee Benefit Fund is sponsored by the District and administered by the Peekskill Employee Benefit Fund (PEBF), provides benefits such as dental care insurance, accidental death and dismemberment insurance, vision insurance, life insurance and other health related benefits. Additional information will be distributed by the Peekskill Employee Benefit Fund.

The current PEBF Dental & Vision Form is available at the website link provided below:

<https://www.Bit.ly/PCSDPEBFForm>

AFLAC

The Peekskill City School District offers a variety of flexible spending accounts for unreimbursed medical expenses, dependent day care and Cancer Insurance. A representative from AFLAC will be in each building later in the year to answer your questions and enroll you in the plan. Look for the flyers in your building announcing when the representative will be in your building.



OTHER FRINGE EMPLOYEE BENEFITS CONT'D

PLUM BENEFITS (RETAIL DISCOUNTS)

**Access Your
Employee Perks
Program Today!**

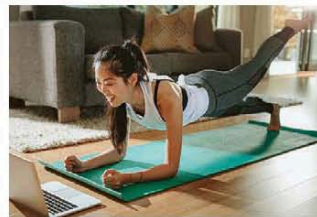


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Enter your company code
or work email to create
an account

NEED HELP? EMAIL US: CUSTOMERSERVICE@PLUMBENEFITS.COM

TUITION REIMBURSEMENT

IS AVAILABLE IN ACCORDANCE WITH YOUR COLLECTIVE BARGAINING UNIT

At Peekskill City School District, we are committed to supporting the professional growth and development of our employees through our Tuition Reimbursement program. This benefit is designed to assist employees in pursuing higher education and acquiring new skills that enhance their professional capabilities and contribute to their career advancement.

Employees' who are eligible under their current and active Collective Bargaining Unit or Independent Agreement can apply for tuition reimbursement for courses and degree programs related to their current role or future career goals within the District. Reimbursement is available for tuition costs, and in some cases, fees and textbooks, up to a specified annual limit. Employees must obtain prior approval for their coursework and provide evidence of satisfactory completion and grades to qualify for reimbursement.

We encourage employees to discuss their educational goals with their Collective Bargaining Unit Representatives, and Direct Supervisors to ensure alignment with program requirements and to maximize their benefit.

By offering tuition reimbursement, we aim to foster a culture of continuous learning and professional growth, supporting our employees in achieving their educational and career aspirations.



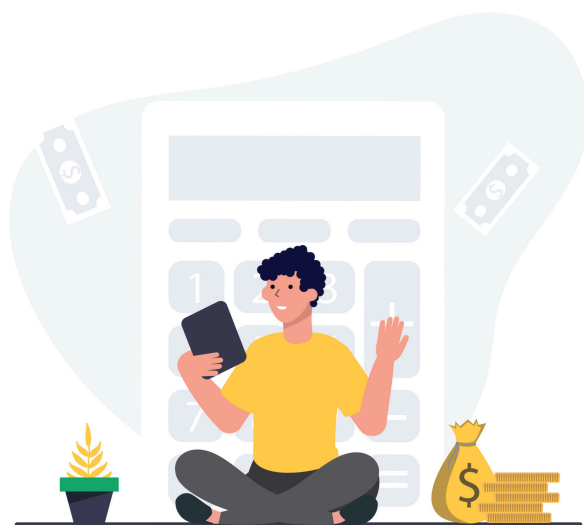
FLEXIBLE SPENDING ACCOUNTS (FSA)

IS AVAILABLE IN ACCORDANCE WITH YOUR COLLECTIVE BARGAINING UNIT

At Peekskill City School District, we offer Flexible Spending Accounts (FSAs) to help our employees manage out-of-pocket expenses for eligible health and dependent care costs. FSAs provide a tax-advantaged way for employees to set aside a portion of their salary on a pre-tax basis, which can be used for qualified expenses, such as medical, dental, vision care, and childcare costs.

Employees can enroll in the FSA program during the open enrollment period or when they experience a qualifying life event. The amount contributed to the FSA is deducted from the employee's paycheck before taxes, which reduces their taxable income and allows them to save on expenses.

We provide detailed information on eligible expenses, contribution limits, and how to submit claims for reimbursement. Employees are encouraged to review their FSA benefits and plan their contributions based on anticipated expenses for the year. Unused funds may be subject to forfeiture at the end of the plan year, according to IRS regulations. By offering FSAs, we aim to help our employees manage their health and dependent care costs more effectively.



WORKERS' COMPENSATION

INJURIES & ACCIDENTS ON THE JOB

If you are injured while on duty, you must report the injury immediately to your building Administrator, main office staff, or School Nurse. They will provide you with the paperwork.

Complete the “C-3 Form” and Peekskill City School District “Adult Accident Form” that will be provided to you in the **red** folder.

Once completed, the forms may be scanned or faxed to the District’s Worker’s Compensation representative, Priscilla Krawczyk in the Office of Administrative Services at **(914) 743-5516**.

Additionally, the original, signed, hard copy should also be sent to the Office for Administrative Services. From there, Priscilla will provide you with an update.





EMPLOYEE EXPERIENCE



SALARY PAYMENT PROCEDURES

TEACHERS, TEACHING ASSISTANTS & NURSES

Salaries and wages (by check or direct deposit*) are paid every other week. Ten-month pedagogical employees have the option of 22 or 26 payments. If you select 22 pays, you receive 22 equal paychecks. If you select 26 payments, you will receive one large check at the end of June which equals 5 paychecks and taxed accordingly. All Teachers will automatically be enrolled in 26 pays unless the attached form is completed and submitted to payroll 1 week prior to your first pay date upon arrival. For subsequent years and if you wish to make a change, you must make this choice between June 1st and August 15th of any calendar year and may not change that choice until the following fiscal year.

TEACHER AIDES

Salaries and wages (by check or direct deposit*) are paid every other week. Teacher Aide salaries are annualized so you will receive the same wages in each check, regardless of holidays and vacations. Teacher Aides receive 21 pays per school year beginning with the second pay date in September.

CLERICAL, CUSTODIAL & OTHERS

Salaries and wages (by check or direct deposit*) are paid every other week. If you are a 10-month employee, you will receive 22 pays per school year. If you are a 12-month employee, you will receive 26 pays per school year.

Voluntary deductions from paychecks will be made for the Credit Union, WageWorks, AFLAC, Health Insurance Benefits, Vote/Cope of NYSUT, NYSUT Benefits Programs, NY 529 College Savings Program and TSAs.

SALARY PAYMENT PROCEDURES CONT'D

HUDSON RIVER TEACHERS FEDERAL CREDIT UNION

3563 Mohegan Avenue
Mohegan Lake, NY 10547
914-526-4015

To participate with the credit union, you need to go there directly and sign up.

TAX SHELTERED ANNUITIES TSAS/403BS

Please see the enclosed list of tax sheltered annuity companies in which you can participate. To determine your IRS limit, consult your TSA representative when setting up your tax shelter.

DIRECT DEPOSIT

All employees must be paid via Direct Deposit to a participating financial institution of their choosing. The Direct Deposit Memo and Authorization Form must be completed by each employee upon hire. Any changes that need to be made in accordance with Direct Deposit payment and accounts must be processed via the aforementioned form and submitted to the Sr. Payroll Clerk in the Payroll Office.



SALARY & PAYROLL **PAY DEDUCTIONS**

PAYROLL DEDUCTIONS

At Peekskill City School District, we are dedicated to maintaining transparency and fairness in our payroll practices, including the management of pay deductions. Deductions from employee paychecks may include mandatory withholdings such as federal, state, and local taxes, Social Security contributions, and other legally required deductions. Additionally, deductions for benefits programs, such as health insurance premiums, retirement contributions, and voluntary programs (e.g., flexible spending accounts or tuition reimbursement), will be made as applicable.

We carefully manage any deductions related to work-related expenses, such as uniforms or tools, to ensure they comply with legal requirements and do not reduce wages below the minimum wage. All such deductions will be clearly communicated to employees in advance.

To uphold fairness and compliance, we adhere to Safe Harbor provisions under the Fair Labor Standards Act (FLSA). This ensures that deductions from the salaries of exempt employees do not affect their exemption status. We have established procedures to address and correct any improper deductions promptly.

Employees are encouraged to review their paychecks regularly and report any discrepancies or concerns to the Payroll Department in the Business Office as soon as possible. We are committed to resolving any issues swiftly and ensuring our payroll practices are fair and compliant with all relevant regulations.

By adhering to this policy, we aim to foster trust and accuracy in our payroll processes, protecting employees' rights and ensuring that all deductions are handled in a lawful and equitable manner.



PAYROLL SCHEDULE

2025-2026 SCHOOL YEAR



PEEKSKILL CITY SCHOOL DISTRICT
2025-2026 School Year

	12 MONTHS 26 PAYS	10 MONTH 22/26 PAYS	10 MONTH AIDES 21 PAYS	TIMESHEETS, FORMS, ETC.			
PAY DATE	Payment Number	Payment Number	Payment Number	FROM	TO	DUE DATE TO ADMIN BLD	DUE DATE TO PAYROLL
7/11/2025	1			6/16/2025	6/30/2025	6/28/2025	7/1/2025
7/25/2025	2			7/1/2025	7/13/2025	7/14/2025	7/16/2025
8/8/2025	3			7/14/2025	7/27/2025	7/28/2025	7/30/2025
8/22/2025	4			7/28/2025	8/10/2025	8/11/2025	8/13/2025
9/5/2025	5	1		8/11/2025	8/24/2025	8/25/2025	8/27/2025
9/19/2025	6	2	1	8/25/2025	9/7/2025	9/8/2025	9/10/2025
10/3/2025	7	3	2	9/8/2025	9/21/2025	9/22/2025	9/24/2025
10/17/2025	8	4	3	9/22/2025	10/5/2025	10/6/2025	10/8/2025
10/31/2025	9	5	4	10/6/2025	10/19/2025	10/20/2025	10/22/2025
11/14/2025	10	6	5	10/20/2025	11/2/2025	11/3/2025	11/5/2025
11/28/2025	11	7	6	11/3/2025	11/16/2025	11/17/2025	11/19/2025
12/12/2025	12	8	7	11/17/2025	11/30/2025	12/1/2025	12/3/2025
12/26/2025	13	9	8	12/1/2025	12/14/2025	12/15/2025	12/17/2025
1/9/2026	14	10	9	12/15/2025	12/28/2025	12/29/2025	12/31/2025
1/23/2026	15	11	10	12/29/2025	1/11/2026	1/12/2026	1/14/2026
2/6/2026	16	12	11	1/12/2026	1/25/2026	1/26/2026	1/28/2026
2/20/2026	17	13	12	1/26/2026	2/8/2026	2/9/2026	2/11/2026
3/6/2026	18	14	13	2/9/2026	2/22/2026	2/23/2026	2/25/2026
3/20/2026	19	15	14	2/23/2026	3/8/2026	3/9/2026	3/11/2026
4/3/2026	20	16	15	3/9/2026	3/22/2026	3/23/2026	3/25/2026
4/17/2026	21	17	16	3/23/2026	4/5/2026	4/6/2026	4/8/2026
5/1/2026	22	18	17	4/6/2026	4/19/2026	4/20/2026	4/22/2026
5/15/2026	23	19	18	4/20/2026	5/3/2026	5/4/2026	5/6/2026
5/29/2026	24	20	19	5/4/2026	5/17/2026	5/18/2026	5/20/2026
6/12/2026	25	21	20	5/18/2026	5/31/2026	6/1/2026	6/3/2026
6/26/2026	26	22/26	21	6/1/2026	6/17/2026	6/18/2026	6/19/2026

Bimonthly Deductions: Health Insurance, Union Dues, TRS Loans, NYSUT, AFLAC, Dependent Care, FLEX as applicable Will not be deducted on 10/31 and 5/29 payroll

*** 10/31 Payroll to include TCH Dues for all units except PTAO; details to follow

Last NYSUT payment taken on 6/12

* For 12 Month employees, only Health Insurance, Union Dues and ERS Loans are deducted during July and August

Mandatory Deductions taken on every payroll: TSA (403B), ERS, TRS, Garnishments

1/09 Pay to include Waiver for eligible employees

6/12 Pay to include Waiver and Stipend (Grant funded and Club) payments

6/26 Pay to include Buyout and Stipend

6/26 Deductions on Multi pay will be 5x for Omni, Garnishments, Flex

Outstanding COH for 25/26 beyond 6/17/26 will be processed in July

The current Payroll Calendar is available at the website link provided below:

<https://www.Bit.ly/PCSDPayrollCal>

IMPORTANT PAYROLL INFO FOR NEWLY HIRES

NEWLY HIRED EMPLOYEES

Peekskill City Schools Payroll Notes– New Employees

On behalf of the Business Office, welcome to
Peekskill City Schools !

Your first paycheck

The first pay check will be issued as a live check and available for pick up in the Business Office located at the Administration Building on the Friday of the payroll date. An email will be sent from Payroll communicating when checks are available for pick up.

All employees are required to submit documents for Direct Deposit. Direct Deposit can take up 2 pay cycles to process. Payroll will communicate when direct deposit is available.



Notes

- Pay is issued biweekly
- Any additional hours worked beyond work day will need to be submitted on a Certification of Hours for payment. Forms are available at the main office of your building.
- TRS/ERS applications for "Opt In" option is due at the time of on boarding in order to avoid delays in establishing membership and paying contributions.

Helpful Links

Omni 403b

<https://omni403b.com/Employees>

ERS

<https://www.osc.state.ny.us/retirement>

NEWLY HIRED TEACHER AIDES

What is Annualized Pay ?

The salary for Aides is calculated on an annualized basis and is divided by 21 pays to smooth out the pay throughout the year.



How is Annualized Pay Calculated?

Hourly rate x # hours/day x 186 work days = Contract

For Example:

$\$16.79 \times 6 \text{ hours} \times 186 \text{ work days} = \$18,737.64$

Biweekly pay = $\$18,737.64 / 21 \text{ pays} = \892.27

*** Pay will be prorated based on start date

*** If employee resigns, final pay is calculated as # days worked x daily rate less salary paid

SALARY SCHEDULE ADVANCEMENT

SALARY SCHEDULE ADVANCEMENT (TEACHERS ONLY)

**All credits for salary advancement must be at the graduate level.
Undergraduate credits are not acceptable.**

**All courses must be submitted using Frontline's MyLearningPlan
(Professional Growth) for approval. Please consult your Collective
Bargaining Unit or Independent Agreement for deadline submission.**

A Declaration of Intent Form for movement to MA +30 must be filled out and returned to the Administrative Services Office before beginning coursework. In addition, all in-service courses must be pre-approved with a Declaration of Intent Form.

It is strongly recommended that you submit a Declaration of Intent Form prior to beginning any graduate coursework you wish to use for salary movement.

Advancement from one salary to another shall be effective as of September 1st or February 1st following the completion of the required academic and professional courses.

In order to apply for movement for coursework on the salary schedule, a Course Work for Salary Movement Form, with original transcripts attached, must be completed before a Resolution is sent to the Board for Salary Advancement at least one month prior to the anticipated date.

Original student copies are accepted. Computer generated transcripts; photocopies and grade reports are NOT ACCEPTED.

Please see Declaration of Intent and Course Work for Salary Movement Forms provided at the website link below:

<https://www.Bit.ly/PCSDSalaryMovement>

PERFORMANCE EVALUATIONS

TEACHERS

Successful student achievement demands that the practice of Teachers in the classroom is grounded in those principles which recognize that:

- Teachers must know the content of what they teach;
- Teachers have organized the learning environment in a manner which demands respect for self and others;
- Students are actively engaged in the process of constructing learning for themselves;
- Teachers understand and use good pedagogical knowledge; and,
- Teachers continually work on their own professional development.

The District's administrators have the responsibility of ensuring that they:

- Provide strong and active instructional leadership;
- Foster and support a learning community which recognizes and encourages outstanding professional performance;
- Engage and encourage Teachers to examine the work which they do, and;
- Provide the resources to enable all Teachers to become masters of their craft.

EVALUATION OF FACULTY

Teachers shall be evaluated annually. A mid-year evaluation shall be completed on all probationary staff in addition to the annual evaluation.

Please read the PFA contract carefully for the specific components of the Annual Professional Performance Review (APPR) Plan.

PERFORMANCE EVALUATIONS CONT'D

ALL OTHER STAFF

Evaluation of all other staff will be done on an annual basis on the appropriate form for your job title.



ACCESS TO **PERSONNEL FILES**

PERSONNEL FILES & RECORDS

Every employee shall have the right, upon request, to review the contents of his/her personnel records. A representative of the Association may, at the employee's written request, accompany the employee in this review. They will not be entitled to view materials originating outside the District that are clearly marked confidential. An employee will receive a copy of all written comments made about him/her which are added to his personnel file.

For additional guidelines regarding personnel files please see the Peekskill Faculty Association Contract, pages 10-11 or your respective Collective Bargaining Unit or Independent Agreement.



SEPARATION FROM EMPLOYMENT

SEPARATION GUIDELINES

At Peekskill City School District, we manage separations from employment with professionalism and respect. Employees intending to resign should provide written notice of at least two weeks, or in accordance with the language in their Collective Bargaining Unit or Independent Agreements accordingly. Involuntary separations, including terminations and layoffs, are conducted fairly and in accordance with legal and District policies.

Upon separation, employees must return all District property. Final pay, including any unused vacation and benefits, will be processed according to District policies. Information about continued benefits coverage, such as COBRA, will be provided if applicable.

An exit interview may be conducted to gather feedback and address any concerns. We handle all separation-related information confidentially and provide references professionally.

Our goal is to ensure a smooth transition and maintain respect for all parties involved.

RESIGNATIONS/RETIREMENTS

All resignations/retirements must be sent to the Administrative Services Office for formal action by the Board of Education. Please follow the guideline in your Collective Bargaining Unit or Independent Agreement.

Any Teacher intending to retire at the end of the school year must notify the Superintendent of his/her intention to do so by January 1 of that school year, in order for the unused sick leave provision to become effective.

SEPARATION FROM EMPLOYMENT CONT'D

RESIGNATIONS/RETIREMENTS

Staff who desire a change in grade and/or subject assignment within a building shall file a written notification of such desire with the Superintendent of Schools no later than February 1st. (include the grade and/or subject you desire to be transferred to, in order of preference.)

For additional transfer information refer to your PFA contract.



CONFLICT RESOLUTION

POSITIVE & PRODUCTIVE ENVIRONMENTS

At Peekskill City School District, we are committed to maintaining a positive and productive work environment by effectively addressing and resolving conflicts. Our Conflict Resolution policy is designed to provide a clear process for managing workplace disputes in a constructive and respectful manner.

We encourage employees to first attempt to resolve conflicts directly with the involved parties. If this approach does not resolve the issue or if direct resolution is not feasible, employees should escalate the matter to their supervisor or the Office for Administrative Services.

Upon receiving a conflict report, we will conduct a thorough and impartial investigation. A resolution meeting will be arranged with all parties to discuss the issue and work towards a mutually acceptable solution. Mediation services may be provided if needed to facilitate resolution.

Confidentiality is maintained throughout the conflict resolution process to protect the privacy of everyone involved and to encourage open communication. We will follow up after the resolution to ensure the effectiveness of the solution and address any lingering concerns.

By adhering to this policy, we strive to resolve conflicts fairly, support a respectful workplace, and enhance overall employee satisfaction and collaboration.



EMPLOYEE RECOGNITION & APPRECIATION

EMPLOYEE APPRECIATION CALENDAR

Please see this school year's current Employee Appreciation Calendar below:



PHYSICAL THERAPIST APPRECIATION DAY	*SEPTEMBER 8, 2025
SECURITY AIDE APPRECIATION DAY	SEPTEMBER 15, 2025
IT & TECHNOLOGY PROFESSIONAL APPRECIATION DAY	SEPTEMBER 16, 2025
TEACHING ASSISTANT APPRECIATION DAY	SEPTEMBER 26, 2025
PRINCIPAL APPRECIATION MONTH	OCTOBER 1 - 31, 2025
CUSTODIAL WORKER APPRECIATION DAY	*OCTOBER 1, 2025
COACH APPRECIATION DAY	*OCTOBER 3, 2025
SUPERINTENDENT OF SCHOOLS' APPRECIATION DAY	OCTOBER 6, 2025
BOSS'S APPRECIATION DAY	OCTOBER 16, 2025
OCCUPATIONAL THERAPIST APPRECIATION DAY	OCTOBER 27, 2025
SCHOOL PSYCHOLOGIST APPRECIATION DAY	NOVEMBER 12, 2025
SUBSTITUTE TEACHER APPRECIATION DAY	NOVEMBER 21, 2025
SPECIAL EDUCATION EDUCATOR APPRECIATION DAY	DECEMBER 1, 2025
SCHOOL BOARD APPRECIATION MONTH	JANUARY 1 - 31, 2026
SCHOOL COUNSELOR APPRECIATION DAY	FEBRUARY 2, 2026
SCHOOL RESOURCE OFFICER APPRECIATION DAY	*FEBRUARY 13, 2026
SCHOOL MAINTENANCE WORKER APPRECIATION DAY	MARCH 3, 2026
EMPLOYEE APPRECIATION DAY	MARCH 6, 2026
SCHOOL SOCIAL WORKER APPRECIATION DAY	MARCH 18, 2026
ASSISTANT PRINCIPAL APPRECIATION MONTH	APRIL 1 - 30, 2026
TEACHER AIDE APPRECIATION DAY	*APRIL 6, 2026
LIBRARY MEDIA SPECIALIST APPRECIATION DAY	APRIL 16, 2026
VOLUNTEER, INTERN, & STUDENT TEACHER APPRECIATION DAY	APRIL 20, 2026
BUS DRIVER & TRANSPORTATION DEPARTMENT APPRECIATION DAY	APRIL 22, 2026
ADMINISTRATIVE PROFESSIONALS' APPRECIATION DAY	APRIL 23, 2026
SCHOOL DISTRICT ADMINISTRATOR APPRECIATION MONTH	MAY 1 - 31, 2026
SCHOOL LUNCH HEROES APPRECIATION DAY	MAY 1, 2026
TEACHER APPRECIATION WEEK	MAY 4 - 8, 2026
SCHOOL NURSE APPRECIATION DAY	MAY 6, 2026
SPEECH PATHOLOGIST APPRECIATION DAY	*MAY 18, 2026

*INDICATES 'OBSERVED' AS THE ANNUAL DAY FALLS OUTSIDE OF THE INSTRUCTIONAL CALENDAR.

OFFICE FOR ADMINISTRATIVE SERVICES

PEEKSKILL CSD

The current Employee Appreciation Calendar is available at the website link provided below:

<https://www.Bit.ly/PCSEmpAppCal>





THANK YOU

Thank you for taking the time to review our Peekskill City School District Employee Handbook. We are excited to have you as part of our team and are committed to supporting your success and well-being.

This handbook is designed to provide you with important information about our District policies, procedures, and benefits. We encourage you to read through the entire document to familiarize yourself with our practices and to help you navigate your new role with confidence.

If you have any questions or need further clarification on any policies or procedures, please do not hesitate to reach out to the Office for Administrative Services. We are here to support you and ensure that you have a positive and productive experience with us.

**Once again, welcome to Peekskill City School District.
We look forward to achieving great things together!**



1031 Elm Street, Peekskill, NY 10566

www.PeekskillCSD.org

(914) 737-3300