



Summer Application Process

All applications for summer school must be submitted electronically through our new on-line application system. Go to www.monroe.edu, then click on "Employment Opportunities" and select "Job Application" on the left. The website will then direct you step by step on the process to complete your application. After you have completed your application on-line, you will be given an I.D. number. Next, select the summer job posting (e.g. Special Education Teacher, Paraeducator, Bus Driver, etc.) that you are applying for and enter that number in the box at the top right corner where it states "APPLY FOR THIS POSITION" in red. Current employees do not have to submit resumes, letters of reference, or a writing sample. If you are applying for more than one position, you only have to complete the application process once, but you must apply as described above for each position for which you wish to apply. Each year your application will be there for you to update with current information. Please feel free to contact HR at 383-2221 or 383-2251 with any questions or we have a computer available in the Human Resources Office for you to complete your summer application.

Please note: First consideration for available positions given to BOCES employees that apply by Friday April 9, 2010.



Retirement

All employees are eligible to join the retirement system. NYS Certified employees can go to the New York State Teacher’s Retirement System Web Site at www.nystrs.org to see the benefits of joining. Non-certified employees can go to the New York State Employees Retirement System Web Site at www.osc.state.ny.us

Beneficiaries

All employees that work 20 hours or more per week receive \$5,000 of company paid life insurance. You may change your beneficiaries at any time. If you would like to update your Beneficiary form please follow the path below on the BOCES website and fill out a new form and return to the HR office to be put on file.

Online documents >> HR >> Benefits >> Life Insurance >> Change of Beneficiary Form

2010 Summer School Salary Schedule

7/06/10 – 8/16/10
Special Education

7/12/10-8/20/10
Secondary

If you are a **salaried employee**, we will take your daily rate (per diem) and multiply it by the number of days worked. The following will be the schedule if you are a **salaried employee**:

7/15/10	4 days
7/30/10	10 days
8/13/10	10 days
8/28/10	6 days

If you are a time sheet employee, you will be paid on the following schedule:

Regular Special Ed. Program

Secondary Special Ed. Program

Pay Day	Pay Period	# of days	Pay Day	Pay Period	# of days
7/30/10	(7/06 – 7/09)	4 days
8/13/10	(7/12 – 7/23)	10 days	8/13/10	(7/12 – 7/23)	10 days
8/30/10	(7/26 – 8/06)	10 days	8/30/10	(7/26 – 8/06)	10 days
9/15/10	(8/09 – 8/16)	6 days	9/15/10	(8/09 – 8/16)	10 days

If your summer school appointment has been approved on or before the first Board Meeting of June, you may be on salary, if not, you will be on time sheet.



Monroe #1 BOCES Instructions to Request a Leave of Absence

PLEASE NOTE: *If you will be out more than 5 days...please contact HR immediately.*

1. Write or e-mail Robin Hyatt in the HR Office, but address it to the Superintendent. HR will facilitate the process. Also, copy in your Principal/Supervisor. In the letter, you will need to state the following items:
 - a) The reason for the leave request.
 - b) The exact date you will begin to be out of work, and what date you expect to return. (If this is a medical leave, this date can be extended in the future, if needed by a note from your doctor to HR. If that happens, you must also contact your department to let them know you need to extend your medical leave.)
 - c) State how you would like to pay for your medical and dental insurance deductions, if your leave is unpaid. It can be taken out in advance from your paycheck pretax, if there is enough time to do so.
2. If this is a medical leave, forward documentation from your doctor – there is a “Medical Leave Physician Documentation” form available at our web site and in the Human Resource Office. This form goes to Monroe #1 BOCES HR Office, Attn: Robin Hyatt, 41 O’Connor Rd., Fairport, NY 14450. The fax number is 585-249-7235. It is best to send your Leave Request and the form together, if you can. Leaves other than medical require approval.
3. For medical leaves, you may be able to use accumulated sick time to cover your absences. For leaves other than medical, your leave will be unpaid.
4. Before you return, you must have a note from your Doctor stating that you may return to work with no restrictions. If you have restrictions, you must notify your Department in advance so they can make a decision as to whether you are able to do your job with those restrictions. **FOR TRANSPORTATION WORKERS:** Please print and have your doctor complete the Occupational Safety Return to Work Form, which is also available on the website.
5. It is the employee’s responsibility to notify both their Department and HR in writing, if there are any changes to their leave dates as soon as possible.
6. If you have any questions, feel free to contact Robin Hyatt in the HR Office at 383-6684.

Online documents >> HR >> General Forms >> Leave Dr. Note

Online documents >> HR >> General Forms >> Leave Transportation Return to Work

Online documents >> HR >> General Forms >> Leave Instructions

