

# **School-Related Staff Handbook**



---

**NEW HARTFORD CENTRAL SCHOOL  
DISTRICT**

**New Hartford, New York 13413  
2024-2025**

---

Dear Staff Member:

Please take a moment to review this handbook. It contains items and conditions of employment for staff. Other terms and conditions are in unit contracts, which result from collective negotiations. Any changes during the year will be shared with employees.

The Board of Education has extensive policies that cover such areas as general commitments, community relations, school board operations, administration, fiscal management, support operations, students, instruction, and personnel. These policies are now available to the public by going online at [www.newhartfordschools.org](http://www.newhartfordschools.org). Click on Our District, Board of Education, then Board Policies. For a direct link, hold the mouse over [Policies](#).

If there are any questions, please ask your Building Principal, Assistant Superintendent for Business Affairs, Assistant Superintendent for Curriculum and Instruction, or me for clarification.

Sincerely,

**Cosimo Tangorra, Jr., Ed.D.**

## **PREAMBLE**

The procedures contained herein may be based upon policy established by the Board of Education and is intended for general information purposes; not to create an employment contract. Such policies and procedures may be modified or discontinued by the District at any time.

## **NOTICE**

The New Hartford Central School District declares that it will not discriminate on the basis of race (including but not limited to hair texture and protective hairstyles), color, creed, religion, national origin (regardless of English language skills), age, sex (including gender, gender identity, and sexual orientation), marital status, military or veteran status, disability, predisposing genetic characteristics, arrest record, or prior criminal convictions, except when sex or age are a bona fide occupational qualification, when a criminal conviction is related to job duties, and when an individual's religion or disability warrants reasonable accommodation or any other human difference with regard to employment conditions of staff, opportunities and programs offered to students, the District's relationship with the public, establishment of educational programs and services, access to facilities, programs and services, and with individuals with whom the District does business.

Please see the Equal Opportunity and Prohibition of Discrimination, Bullying and Harassment (Including Sexual Harassment) Policy 0015.

# New Hartford Central School District School Calendar 2024-2025

<b>NEW HARTFORD CENTRAL SCHOOL DISTRICT School Calendar 2024 – 2025</b>																																																																																													
<p><b>SEPTEMBER 2024</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	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						<p><b>OCTOBER 2024</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	T	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			<p><b>AUGUST 29</b> Superintendent's Conference Day – No School</p> <p><b>SEPTEMBER</b></p> <p><b>2</b> Labor Day – No School</p> <p><b>3</b> Superintendent's Conference Day – No School</p> <p><b>4</b> School Opens, K-12 Full Day</p> <p><b>OCTOBER</b></p> <p><b>11</b> Superintendent's Conference Day – No School</p> <p><b>14</b> Columbus Day – No School</p> <p><b>NOVEMBER</b></p> <p><b>1</b> P/T Conferences K-6 – 11:45 a.m. Dismissal Secondary Early Release – 10:40 a.m. Dism.</p> <p><b>7</b> P/T Conferences K-6 – 11:45 a.m. Dismissal</p> <p><b>11</b> Veteran's Day Observed – No School</p> <p><b>14</b> P/T Conferences K-6 – 11:45 a.m. Dismissal</p> <p><b>27-29</b> Thanksgiving Recess – No School</p> <p><b>DECEMBER</b></p> <p><b>23-31</b> Winter Recess – No School</p> <p><b>JANUARY</b></p> <p><b>1-3</b> Winter Recess – No School</p> <p><b>20</b> Martin Luther King Day – No School</p> <p><b>21-24</b> Regents Examinations</p> <p><b>29</b> Lunar New Year – No School</p> <p><b>FEBRUARY</b></p> <p><b>17-21</b> Mid-Winter Recess – No School</p> <p><b>MARCH</b></p> <p><b>7</b> P/T Conferences K-6 – 11:45 a.m. Dismissal Secondary Early Release – 10:40 a.m. Dism.</p> <p><b>14</b> Superintendent's Conference Day – No School</p> <p><b>APRIL</b></p> <p><b>18</b> Good Friday – No School</p> <p><b>21-25</b> Spring Recess – No School</p> <p><b>MAY</b></p> <p><b>26</b> Memorial Day – No School</p> <p><b>JUNE</b></p> <p><b>6</b> Elementary Early Release – 11:45 a.m.</p> <p><b>13</b> Elementary Early Release – 11:45 a.m.</p> <p><b>17-25</b> Regents Exams (No Exams Jun. 19)</p> <p><b>19</b> Juneteenth – No School</p> <p><b>20</b> Elementary Early Release – 11:45 a.m.</p> <p><b>26-27</b> Regents Rating Days</p> <p><b>27</b> Last Day of School – Elementary – 11:45 a.m.</p> <p><b>28</b> High School Graduation</p>							
S	M	T	W	T	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																																																																																												
S	M	T	W	T	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																																																																																									
<p><b>NOVEMBER 2024</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	S	M	T	W	T	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	<p><b>DECEMBER 2024</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	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												
S	M	T	W	T	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																																																																																							
S	M	T	W	T	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																																																																																											
<p><b>JANUARY 2025</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	T	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		<p><b>FEBRUARY 2025</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td></tr> </table>	S	M	T	W	T	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									
S	M	T	W	T	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																																																																																								
S	M	T	W	T	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																																																																																								
<p><b>MARCH 2025</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	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						<p><b>APRIL 2025</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	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				
S	M	T	W	T	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																																																																																												
S	M	T	W	T	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																																																																																										
<p><b>MAY 2025</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	T	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	<p><b>JUNE 2025</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	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													
S	M	T	W	T	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																																																																																							
S	M	T	W	T	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																																																																																												

In case emergency days are exceeded before April 18, 2023, the following days would be used in this order: April 21, 22, 23, 24, & 25, 2025.  
(03.26.2024 revised)

**NEW HARTFORD CENTRAL SCHOOL**  
**School Hours**

Kindergarten and Grades 1-6: 8:50 a.m. - 3:00 p.m.  
Grades 7-9: 7:45 a.m. - 2:20 p.m.  
Grades 10-12: 7:45 a.m. - 2:20 p.m.

**Superintendent's Conference Days:**

September 3<sup>rd</sup> No School  
October 11<sup>th</sup> No School

**Parent-Teacher Conferences Grades K-6:**

November 1<sup>st</sup> Dismissal at 11:45 a.m.  
November 7<sup>th</sup> Dismissal at 11:45 a.m.  
November 14<sup>th</sup> Dismissal at 11:45 a.m.  
March 7<sup>th</sup> Dismissal at 11:45 a.m.

**Parent-Teacher Conferences Grades 7-12:**

November 1<sup>st</sup> Dismissal at 10:40 a.m.  
March 7<sup>th</sup> Dismissal at 10:40 a.m.

Grades K-6 Early Dismissal at 11:45 a.m. (June 6, 13, 20, and 27)

**NEW HARTFORD CENTRAL SCHOOL**  
**Pay Periods 2024-2025**

<b>July</b>	12	Friday
	26	Friday
<b>August</b>	9	Friday
	23	Friday
<b>September</b>	6	Friday
	20	Friday
<b>October</b>	4	Friday
	18	Friday
<b>November</b>	1	Friday
	15	Friday
	26	Tuesday
<b>December</b>	13	Friday
	27	Friday
<b>January</b>	10	Friday
	24	Friday
<b>February</b>	7	Friday
	21	Friday
<b>March</b>	7	Friday
	21	Friday
<b>April</b>	4	Friday
	17	Thursday
<b>May</b>	2	Friday
	16	Friday
	30	Friday
<b>June</b>	13	Friday
	27	Friday

## PAYROLL INFORMATION

All personnel are to notify the Business Office at once of any change in name, address, assignment or other conditions of employment affecting payroll. All new personnel are required to complete pre-employment forms in the District and Business Offices before starting work. This information is essential in the preparation of automated payroll information.

## CONTACT THE BUSINESS OFFICE

For Information Regarding:

Employee Retirement System	Withholding Tax
Health Insurance	Federal Credit Unions
Tax Sheltered Annuities	Social Security
Retirement Benefits	Life Insurance
Dental Insurance	

## TAX SHELTERED ANNUITIES

All annuity withholdings scheduled for the 2023-2024 year will be scheduled for the 2024-2025 year **unless notice of desired change is received in the Business Office prior to September 1st**. Withholding changes can be made by completing an SRA online at [www.omni403b.com](http://www.omni403b.com) or by contacting the Business Office for a Salary Reduction Agreement (SRA).

## REPORTING STUDENT ACCIDENTS

All students' accidents are to be reported to the Building Principal and the School Nurse. Students requiring medical attention should be taken to the Health Office by another student or employee, if necessary.

The School Nurse will prescribe the appropriate medical attention, refer student accident claims and complete school accident forms when required.

In the event of a serious injury when there is no nurse available, it is the teacher's responsibility to:

1. Stay with the injured person.
2. Perform basic first aid (pressure to control bleeding, check for proper breathing, etc.).
3. Send another **adult** to notify parents/guardians.
4. Remain calm and use common sense.

The responsibility for accident care and reporting after school hours will be assumed by the supervisor in charge.

### **ATTORNEY**

If the District is involved in litigation that requires testimony by employees, or District personnel are involved in litigation as third person non-interested witnesses, the Building Principal should be immediately contacted. No comments should be given on the matter until it has been discussed with the Building Principal. If the school attorney advises comment, this will be communicated.

### **LISTS OF NAMES OF PUPILS**

No employee of the school may furnish lists of names and addresses of pupils to anyone without permission of the Superintendent.

### **PERSONAL LEAVE**

Whenever practical, requests for personal leave should be approved in advance by the Building Principal or Director. Employees who are absent without leave will be subject to penalties.

### **BUS DRIVER INFORMATION**

[New York State Department of Transportation](#)

[New York State Department of Motor Vehicles Article-19](#)

### **EMPLOYEE ASSISTANCE PROGRAM**

The Employee Assistance Program has been established to help school personnel and their families manage personal or family matters that may impair the quality of an individual's personal life and work. The Employee Assistance Program provides school personnel and members of their families private assistance with assessment and referral to specialized agencies and services that may offer professional help to attempt resolution to problems affecting work performance. To access your EAP, simply call the **toll-free number 1-800-252-4555 or 1-800-225-2527** to talk with a counselor or coach who will work with you to address your issues. You can also visit your EAP online at [www.EducatorsEAP.com](http://www.EducatorsEAP.com) for thousands of problem-solving resources and self-help tools.



## **SECTION 125 (PRE-TAX BENEFIT PROGRAM)**

The District makes available to all employees a benefit plan that allows for tax exemption of certain benefit payments. The plan is divided into three parts; A, B, and C.

**Part A** has no member cost. It allows members to tax defer all of their share of health/dental insurance premium costs. Employees must designate that they want their share of the insurance premium to be taken as a 125 deduction (making it tax exempt.)

**Part B** allows members to tax defer through payroll deduction any “out-of-pocket” medical expense. Members must annually estimate their expenses and the amount designated will be deducted in 20 equal installments starting in September and ending in June. The cost of the company (Lifetime Benefit Solutions) administrative fee for this benefit will amount to \$2.28 per pay period for 20 pay periods each year (\$45.50 per year). Payments will be made to providers by the plan administrator upon submission of a claim form.

**Part C** can cover the cost of day care/nursing home care expenses. Employees must designate the yearly deduction for this expense and it will be deducted over 20 pay periods. Payments are made to providers upon submission of claim forms.

Once employees designate a deduction for Part A, B or C of the 125 Plan, that deduction will continue into the next school year unless a change form/letter is received in the Business Office by the end of December. The plan is in effect for the period January 1 through December 31. For additional information on this benefit option, please call the Personnel Office, (315) 624-1280.

## **HEALTH INSURANCE (BUY-OUT OPTION)**

An insurance buy-out is available to all employees eligible for health insurance coverage. Individuals who decide that they do not want health insurance coverage may opt out of participation in the program after participation in the program for **ONE** year, and receive a direct payment for declining coverage. Payment for not participating in the program will be made via payroll check in the first pay period in December.

Since coverage is on a school year basis, employees who take advantage of this plan must waive coverage prior to May 15 for the following school year. Designations for declination of coverage will stay in existence until notice is received from the employee to change the designation. Once an employee has declined coverage, they can only re-enroll in the plan during the open enrollment period in July with no qualifying physical, or evidence of insurability or anytime during the year if a spouse and/or a dependent loses insurance due to a layoff, cancellation of insurance or company bankruptcy, etc.

Employees who elect not to participate in the Health Insurance Plan and to utilize the buyout option must present proof of alternative insurance coverage to the Superintendent of Schools or designee each year. For additional information regarding the Buy-Out Option, please call the Personnel Office, (315) 624-1280.

## **MEDICARE**

Employees, upon retirement, who participate in the District's health plan must notify the District as soon as they qualify for Medicare because of their age or disability status.

## **FAMILY MEDICAL LEAVE ACT**

Eligible employees may be provided with up to twelve weeks of leave during a 12-month period for the employee's own serious health condition; to care for a family member with a serious health condition; for the birth of a child and care for the employee's newborn child, adopt a child, or to receive a child into foster care; to care for a family member who is a member of the armed services and who has a serious injury or illness incurred in the line of duty; or, to respond to certain qualifying exigencies when a family member is on active duty or is called to active duty with the armed services.

If you are anticipating an extended absence please contact Jennifer Russ at the Human Resources/Labor Relations Office, (315) 624-1019. Please see the Family Medical Leave Act Policy 8200.