

School-Related Staff Handbook



**NEW HARTFORD CENTRAL SCHOOL
DISTRICT**

**New Hartford, New York 13413
2025-2026**

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. 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,

Joseph D'Apice
Superintendent of Schools

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 (the District) provides education programs and services, does business with vendors and the public, provides equal access to groups designated by federal and state law, and makes decisions regarding employment without consideration of an individual's race (including but not limited to hair texture and protective hairstyles), color, creed, religion, national origin (regardless of English language skills), citizenship, immigration status, age, sex (including gender, gender identity, and sexual orientation), marital status, familial status, military or veteran status, disability, predisposing genetic characteristics, status as a victim of domestic violence, pregnancy-related condition, favorably resolved arrest record, or conviction record, except when sex or age are a bona fide occupational qualification, when a criminal conviction is related to job duties, or when an individual's religion or disability warrants reasonable accommodation.

Please see the Equal Opportunity and Prohibition of Discrimination, Bullying and Harassment Policy 0015.

NEW HARTFORD CENTRAL SCHOOL DISTRICT

School Calendar 2025 – 2026

SEPTEMBER 2025

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				

OCTOBER 2025

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	

SEPTEMBER

- 1** Labor Day – No School
2-3 Superintendent's Conference Day – No School
4 School Opens, K-12 Full Day

OCTOBER

- 10** Superintendent's Conference Day – No School
13 Columbus Day – No School

NOVEMBER 2025

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						

DECEMBER 2025

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			

NOVEMBER

- 6** P/T Conferences K-6 – 11:45 a.m. Dismissal
 Secondary Early Release – 10:40 a.m. Dism.
13 P/T Conferences K-6 – 11:45 a.m. Dismissal
11 Veteran's Day – No School
20 P/T Conferences K-6 – 11:45 a.m. Dismissal
26-28 Thanksgiving Recess – No School

DECEMBER

- 22-31** Winter Recess – No School

JANUARY 2026

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

FEBRUARY 2026

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

JANUARY

- 1-2** Winter Recess – No School
19 Martin Luther King Day – No School
20-23 Regents Examinations

FEBRUARY

- 16-20** Mid-Winter Recess – No School

MARCH 2026

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				

APRIL 2026

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		

MARCH

- 6** P/T Conferences K-6 – 11:45 a.m. Dismissal
 Secondary Early Release – 10:40 a.m. Dism.
20 Superintendent's Conference Day – No School

APRIL

- 3** Good Friday – No School
6-10 Spring Recess – No School

MAY

- 25** Memorial Day – No School

MAY 2026

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						

JUNE 2026

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				

JUNE

- 5** Elementary Early Release – 11:45 a.m.
9-10 Regents
12 Elementary Early Release – 11:45 a.m.
17-26 Regents
18 Elementary Early Release – 11:45 a.m.
19 Juneteenth – No School
26 Last Day of School – Elementary – 11:45 a.m.
27 High School Graduation

In case emergency days are exceeded before April 3, 2025, the following days would be used in this order: April 6, 7, 8, 9, 10, 2026.

(08.19.2025)

NEW HARTFORD CENTRAL SCHOOL
School Hours

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 2 nd	No School
September 3 rd	No School
October 10 th	No School

Parent-Teacher Conferences Grades K-6:

November 6 th	Dismissal at 11:45 a.m.
November 13 th	Dismissal at 11:45 a.m.
November 20 th	Dismissal at 11:45 a.m.
March 6 th	Dismissal at 11:45 a.m.

Parent-Teacher Conferences Grades 7-12:

November 6 th	Dismissal at 10:40 a.m.
March 6 th	Dismissal at 10:40 a.m.

Grades K-6 Early Dismissal at 11:45 a.m. (June 5, 12, 18, and 26)

NEW HARTFORD CENTRAL SCHOOL
Pay Periods 2025-2026

July	11	Friday
	25	Friday
August	8	Friday
	22	Friday
September	5	Friday
	19	Friday
October	3	Friday
	17	Friday
	31	Friday
November	14	Friday
	25	Tuesday
December	12	Friday
	26	Friday
January	9	Friday
	23	Friday
February	6	Friday
	20	Friday
March	6	Friday
	20	Friday
April	2	Thursday
	17	Friday
May	1	Friday
	15	Friday
	29	Friday
June	12	Friday
	26	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

(315) 624-1287

For Information Regarding:

Employee Retirement System	Withholding Tax
Health Insurance	Direct Deposit
Tax Sheltered Annuities	Social Security
Retirement Benefits	Life Insurance
Dental Insurance	

TAX SHELTERED ANNUITIES

All annuity withholdings scheduled for the 2024-2025 year will be scheduled for the 2025-2026 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 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 STUDENTS

No employee of the school may furnish lists of names and addresses of students 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 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.