



WEST BABYLON  
SCHOOL DISTRICT

*Human Resources*  
*10 Farmingdale Road*  
*West Babylon, NY 11704*

*Anthony Cacciola*  
*Superintendent*  
*Jennifer Buscemi*  
*Executive Director for Finance & Operations*

*Yiendhy Farrelly*  
*Assistant Superintendent*  
*Christine Tona*  
*Executive Director for Curriculum*

**To:** All Employees of the West Babylon UFSD

**From:** Dr. Yiendhy Farrelly, Assistant Superintendent for Human Resources

**Date:** September 16, 2013

**Re:** *Policies, Regulations and Procedures*

Listed below are some important reminders on policies, regulations and procedures in our district. Please familiarize yourself with this important information and feel free to contact the Human Resources Office with any questions you may have. **On October 11, 2013, you will be asked to sign a form acknowledging you have read this memo and the corresponding policies attached. This sign off is required by the New York Schools Insurance Reciprocal (NYSIR) and our District policy.**

West Babylon UFSD's Board of Education policies are contained in the district's website: [www.wbschools.org](http://www.wbschools.org). They are listed within the District Tab – listed as Policies. Hard copies of the following policies can also be found in each building's faculty room and have been attached to this memorandum:

- School Board Officer & Employee Code of Ethics
- Sexual Harassment
- Internet/Computer Use
- Attendance
- Child Abuse
- Family Medical Leave
- Code of Conduct
- Disclosure of Wrongful Act

**Other General Information:**

The district's **Annual Fire Marshall Report** is available for public review in the Plant Facilities Administrator's (Raymond Graziano) Office, Business Office. The district's **AHERA (Asbestos Management Plan)** is also available in Mr. Graziano's office.

**Access to Buildings**

No visitors to school buildings are allowed to go beyond the school office unless accompanied by the principal or a staff designee or unless they have a visitor's pass. All classroom teachers are expected to immediately notify the principal / main office of the presence of any stranger in the building not accompanied by a member of the school staff.

**I.D. Cards:**

All employees need to wear West Babylon's ID at all times. All newly hired staff members shall be issued I.D. cards through the HS Library (x7140). Upon separation from the District, I.D. cards must be returned to your building principal.

**Anti-Discrimination/Harassment:**

The District's Title IX and Section 504 Compliance Officer for student related concerns is Mr. Michael Mack, Director of Student Services. His office is located at 200 Old Farmingdale Road (Business Office). The District's Title IX and Section 504 Compliance Officer for employee related concerns is Dr. Yiendhy Farrelly, Assistant Superintendent for Human Resources. Her office is located at 10 Farmingdale Road (Administration). Attached to this memo you will find the Sexual Harassment Policy.

**Cafeteria – School Lunch Program:**

The West Babylon Board of Education and administration recognize a responsibility to provide meals for needy children as required by the National School Lunch Program. School staff members may refer needy children to their principal who will follow district protocol and ensure that required forms are completed for free or reduced lunch.

**Change of Name, Address, Health Benefits, Family Status:**

Employees must immediately report changes of name, address, telephone and family status by using the online Change Form located in the secure HR webpage.

**Family Medical Leave/ Leave of Absence:**

The Family Medical Leave policy has been attached. It can also be found in the district's policy page and Human Resources webpage. For specific information relating to your qualifications, please contact Human Resources (Yiendhy Farrelly x7010 or Marie Holm x7026).

**Internet/Computer Use:**

The purpose of the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. At all times, the use of the Internet must be in support of education and research and consistent with the educational objectives of the West Babylon School District. The district email and Internet is to be used for district business only. It cannot be used for the sale of personal property.. tickets.. etc. This policy has been attached.

**Emergency Drills:**

School building drills (i.e. fire drills, lock down drills) are mandatory and may occur during any time during school hours. It is imperative that everyone become thoroughly familiar with the procedures for evacuation of their respective buildings.

**Health and Dental Coverage:**

Any changes in health or dental coverage must be made, in writing, to Karen Lorito (x7703) in the Human Resources Office. Important information relating to Health & Dental coverage is included in the Human Resources Page (Benefits Tab).

**Worker's Compensation:**

Any incidents of injury in the workplace must be reported to the building principal immediately. An accident form must be completed and forwarded to BOTH the Human Resources (Dr. Yiendhy Farrelly) & Business Office (Mrs. Jennifer Buscemi).

**Breast & Prostate Cancer Screening:**

NYS law allows individuals up to four hours annually for breast and prostate cancer screening. All employees should contact their building principal to request such leave and obtain proper coverage.

**Calendar:**

A 2013-2014 district calendar has been included in this packet and posted on the district website.

**Conference Requests:**

Requests to attend conferences must be entered into My Learning Plan. The direct link for My Learning Plan is <http://www.mylearningplan.com/login.asp>. This link has also been included in the Human Resources webpage. MLP Requests and purchase orders must be processed prior to the conference. Payment and reimbursement will not be issued if requests/ POs are processed after the event date.

**Certification:**

It is each staff member's responsibility to maintain their certification and provide proof of certification to the Human Resources Office and to notify the Human Resources Office of any change in certification status or area.

**Substitute Teacher Registry:**

Our teacher substitute registry is AESOP. The website is <https://www.aesoponline.com/login2.asp>. The direct link may be found on the Human Resources Webpage.

**AESOP**

Attendance for the WBTA is recorded via AESOP. Information regarding the AESOP system can be found on the district Human Resources webpage. At a future date, additional units will also utilize AESOP for their attendance.

**Code of Ethics for all District Personnel:**

Policy attached. This policy is being revised at the next BOE meeting to reflect \$75 instead of \$25.

**Code of Conduct**

Policy Attached

**Disclosure of Wrongful Conduct**

Policy Attached

*Please note – you will be asked to sign a form on October 11, 2013 acknowledging you have read this document and the corresponding policies. Feel free to call Human Resources at 376-7010 if you have any questions.*

*Thank you  
Yiendhy Farrelly*