

Multi-BOCES Labor Relations & Policy Office
Labor Relations Services
2023-2024

Negotiations: We assist the Board of Education and Superintendent in identifying bargaining objectives and strategy. We then serve as chief spokesperson at the table, or in an advisory role, as requested.

Workforce Administration (Grievances): We will advise the District regarding implementation of contract language, including preparation of Memoranda of Agreement, and compliance with laws regarding equal employment opportunity, mandated benefits, privacy, and other employer obligations. We prepare grievance responses and will act as grievance process representative, if desired.

Employee Discipline: We will guide a district through the steps of progressive discipline. With respect to Civil Service employees, we prepare Section 75 notices and charges, and can serve as either the district's advocate or as hearing officer. With respect to Education Law employees, we will advise the district regarding Holt letters and other counseling and evaluation documentation, preparatory to a Section 3020-a proceeding.

Education Law/Civil Service Compliance: We will advise the district regarding compliance with the tenure, seniority, and certification and qualification provisions of these laws.

Salary and Benefit Survey: We conduct annual surveys of school districts in the region, collecting comparative information for instructional, non-instructional, and administrator job titles. We can also customize a survey to focus on districts you consider peers.

Staff Training: We provide both state-mandated and individual training programs in all aspects of district operations for the Board of Education, administrative and supervisory staff, as well as employees, on such topic matters to include, but not limited to, the Code of Conduct; workplace harassment and violence issues, as well as supervisory investigations and response thereto; Dignity for All Students Act (DASA); administrator training regarding student and employee conduct/misconduct; supervisory training (general); permissible use of e-mail and internet assets; and customized training desired by a school district in any and all areas of school operations and educational matters.

Agency Proceedings: We can serve as the district's advocate in PERB proceedings; investigations by the State Division of Human Rights or EEOC; and in NYS Department of Labor Unemployment Insurance hearings.

<u>Service Fee:</u>	Base Service Employees	FTE - Full Time Equivalent
	\$14,296 (COSER 603.001)	\$47.00 per FTE (COSER 603.001)

Arbitration Service
(COSER 603.051)

When the grievance process doesn't resolve an issue, and the matter proceeds to arbitration, our office can guide the selection of the arbitrator, prepare witnesses and exhibits, present the case to the arbitrator, and submit a post-hearing brief. A fixed service fee of \$5,000.00 covers all services from receipt of the Demand for Arbitration to receipt of the arbitrator's Award, whether the hearing takes one day or ten days, or the matter settles without a hearing.

Legal Services - Intermunicipal Agreement
(Gen. Mun. Law Art. 5-G)

At the present time, there is no COSER approved for legal services. However, a school district may access the legal expertise of our four staff School Attorneys by entering into an intermunicipal agreement with BOCES. Districts that participate in the Labor Relations Service pay \$120.00/hour, and other districts pay \$145.00/hour, for consultation and representation on a broad range of legal issues, including Ed. Law §3020-a proceedings, student discipline hearings (advocate or hearing officer), FOIL and Open Meetings compliance, student residency and homelessness, Article 78 court appearances, and vendor contracts and procurement. This service is not eligible for BOCES Aid.

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[**MULTI-BOCES LABOR RELATIONS & POLICY OFFICE**](#)
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