



NAVIGATING YOUR QUESTIONS AS A NEW EMPLOYEE

If I want to know about...	I can find the answer by....
My work schedule	<ul style="list-style-type: none"> • Going to the SWBOCES website and on the Human Resources Department page under Employee Resources you will find the calendars or click on the link below. http://www.swboces.org/groups/49386/human_resources/calendars • Referring to my contract found on the SWBOCES website • Checking with my supervisor
How to replace a lost or damaged badge	<ul style="list-style-type: none"> • If you work at 450 Mamaroneck Avenue, please contact the LHRIC Service Desk. • If you work at any other location please contact Judy Bullitt at jbullitt@swboces.org or call 937-3820 ext. 4523

<p>How to update personal information such as a name change, address, etc.</p>	<ul style="list-style-type: none"> • Going to the SWBOCES website and completing a Data Change Form located on the Human Resources Department page under Employee Resources in Forms and Documents or click on the link below. https://echalk-slate-prod.s3.amazonaws.com/private/groups/49385/site/fileLinks/28113381-2d00-4937-8502-d3fa3e2b4616?AWSAccessKeyId=AKIAJSZKIBPXGFLSZTYQ&Expires=1881788727&response-cache-control=private%2C%20max-age%3D31536000&response-content-disposition=%3Bfilename%3D%22Personal%2520Data%2520Change%2520Form.pdf%22&response-content-type=application%2Fpdf&Signature=8ISCFnqYuGpFEAL0a%2FVg888VOI%3D • Send completed form to Human Resources Attn. Valerie Mingione
<p>Vacation, Personal and Sick Days</p>	<ul style="list-style-type: none"> • Referring to my contract found on the SWBOCES website or review your Terms and Conditions of Employment (TACOE) • Checking my balances in WinCap Web at https://wincapweb.com/ If you don't have a Win Cap Web account please contact Valerie Mingione, Secretary to School Administrator, at vmingione@swboces.org or call 937-3820 ext. 4538 • A Request for Time Off form can be found on the Human Resources page under Employee Resources in Forms and Documents or by clicking on the link below. http://www.swboces.org/groups/49386/human resources/forms and documents • For specific questions please contact Virginia Americo, Personnel Clerk, at vamerico@swboces.org or call 937-3820 ext. 4506
<p>Calling in sick</p>	<ul style="list-style-type: none"> • For student based programs, contact your supervisor regarding the use of AESOP • For all other programs, contact your supervisor and follow your centers procedures
<p>Sick Bank</p>	<ul style="list-style-type: none"> • Referring to my contract found on the SWBOCES website or reviewing your Terms and Conditions of Employment (TACOE) • Sick Bank Forms are available by contacting the Human Resources Department • For specific questions please contact Virginia Americo, Personnel Clerk, at vamerico@swboces.org or call 937-3820 ext. 4506

<p>Family Medical Leave Act (FMLA)</p>	<ul style="list-style-type: none"> • Reviewing the law at http://www.dol.gov/whd/fmla/ • Applications for FMLA are available on the Human Resource website http://www.swboces.org/groups/49386/human_resources/forms_and_documents • To apply employees must contact Virginia Americo, Personnel Clerk, at vamerico@swboces.org or call 937-3820 ext. 4506 						
<p>Employee Assistance Program</p>	<ul style="list-style-type: none"> • Going to the SWBOCES website on the Human Resources Department page or clicking on the link below. http://www.swboces.org/groups/49386/human_resources/eap • Calling 1-800-252-4555 or 1-800-666-5327 • Contacting the Human Resources Department 						
<p>Changes to benefit elections</p>	<ul style="list-style-type: none"> • Contacting the Benefits Department: <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Alison Strauzer</td> <td style="width: 50%;">Jodi Rivero</td> </tr> <tr> <td>(914) 937-3820 ext. 4511</td> <td>(914) 937-3820 ext. 4509</td> </tr> <tr> <td>astrauzer@swboces.org</td> <td>jrivero@swboces.org</td> </tr> </table> • Changes can be made during the Open Enrollment period, which happens in December, and changes made are effective January 1st. • Changes may also be made if you experience a Qualifying Life Event during the year such as: <ul style="list-style-type: none"> ○ Marriage ○ Divorce ○ Birth/Adoption of child ○ Death ○ Loss of other coverage • You have a 30-day window from the date of event to make the necessary changes. 	Alison Strauzer	Jodi Rivero	(914) 937-3820 ext. 4511	(914) 937-3820 ext. 4509	astrauzer@swboces.org	jrivero@swboces.org
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Compensation for waiving benefits	<ul style="list-style-type: none"> • Southern Westchester BOCES does not offer any type of cash compensation for declining benefits. 						
Replacing a medical plan ID card	<ul style="list-style-type: none"> • Contacting Jodi Rivero or Allison Strauzer in the benefits department. A new card will be ordered and arrive at your home in 10-14 business days. 						
Additional information concerning your benefits	<ul style="list-style-type: none"> • Referring to your respective Union Contract or Terms and Conditions of Employment (TACOE). • Visiting the SWBOCES website. You will find information regarding your benefits on the Human Resources Department page on by clicking on the link below. http://www.swboces.org/groups/49386/human_resources/benefits • Contact the Benefits Office at: <table border="0" data-bbox="657 716 1440 841"> <tr> <td>Alison Strauzer</td> <td>Jodi Rivero</td> </tr> <tr> <td>(914) 937-3820 x4511</td> <td>(914) 937-3820 x4509</td> </tr> <tr> <td>astrauzer@swboces.org</td> <td>jrivero@swboces.org</td> </tr> </table> 	Alison Strauzer	Jodi Rivero	(914) 937-3820 x4511	(914) 937-3820 x4509	astrauzer@swboces.org	jrivero@swboces.org
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astrauzer@swboces.org	jrivero@swboces.org						
Payroll, changing deductions, direct deposit, paychecks, W-2's	<ul style="list-style-type: none"> • Going to SWBOCES website on the Business Office page under Payroll links or click on the link below. http://www.swboces.org/groups/49388/business_office/special_payroll_date • Login on to WinCap Web at https://wincapweb.com/ • Contacting Richard Ruszczuk at rruszczuk@swboces.org or calling 937-3820 ext. 4525 or Nora Moran at nmoran@swboces.org or calling 937-3820 ext. 4513. 						
Employee Number	<ul style="list-style-type: none"> • Checking your paycheck. Your employee number is located on the top left corner of your paycheck. • This information is also located in the employee demographic tab by logging into WinCap Web or click on the link below. https://wincapweb.com/ 						

<p>My TEACH username and password</p>	<ul style="list-style-type: none"> • By contacting TEACH directly. If you forgot your username and/or password please email: TEACHHELP@nysed.gov • You will need your name, last four digits of your social security number and date of birth.
<p>Certification</p>	<ul style="list-style-type: none"> • Going to the TEACH home page at www.highered.nysed.gov/tcert/teach/home • For answers to most of your questions click on “Topics A-Z” or use the link below. http://www.highered.nysed.gov/tcert/topics_az.html • Additional information can be found on the SWBOCES website on the Human Resources Department page of by clicking on the link below: http://www.swboces.org/groups/49386/human_resources/certification • For additional assistance contact Cynthia Bambace, Regional Certification Officer, at cbambace@swboces.org
<p>Requirements for Additional Certification</p>	<ul style="list-style-type: none"> • Going to the TEACH home page and click on “Certification”. Then click on “Search Certification Requirements” and a drop down menu will guide you. Or, use the link below: http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do • For information about New York State Teacher Certification Exams go to http://www.nystce.nesinc.com/ • For additional assistance contact Cynthia Bambace, Regional Certification Officer, at cbambace@swboces.org

<p>Registration and CTLE Requirements</p>	<ul style="list-style-type: none"> • Going to the Office of Teaching Initiatives website. Registration is required every five years for all permanently and professionally certified teachers, administrators and teaching assistants level III. For more information, click on the link below: http://www.highered.nysed.gov/tcert/resteachers/registration.html • 100 CTLE hours must be completed every five years for those holding a Professional and Teaching Assistant Level III certification. For more information click on the link below: http://www.highered.nysed.gov/tcert/resteachers/ctle.html
<p>Course Approval for Salary Schedule Movement (student based programs only)</p>	<ul style="list-style-type: none"> • Referring to my contract found on the SWBOCES website. • Going to the SWBOCES website and completing a Course Approval Request Form located on the Human Resources Department page under Employee Resources in Forms and Documents or click on the link below. https://echalk-slate-prod.s3.amazonaws.com/private/groups/49385/site/fileLinks/e42381c3-90c1-4231-8b02-98a985f94298?AWSAccessKeyId=AKIAJSZKIBPXGFLSZTYQ&Expires=1819492830&response-cache-control=private%2C%20max-age%3D31536000&response-content-disposition=%3Bfilename%3D%22Course%2520Approval%2520Request%2520Form%2520-%25202%2520pages.pdf%22&response-content-type=application%2Fpdf&Signature=QGyQuo1pBiJ6bh1gIXJXN3k1RI%3D
<p>My Learning Plan</p>	<ul style="list-style-type: none"> • All new hires will be given a My Learning Plan account and receive an email from Virginia Americo, Personnel Clerk, with a temporary password. • To sign in, please go to www.mylearningplan.com. Your user name is your SWBOCES email address. Employees should sign in using the temporary password provided. Once you are signed in, you will be able to create a new password. • If you are locked out from your MLP account and need to reset your password, please contact Virginia Americo, Personnel Clerk, at vamerico@swboces.org or call (914) 937-3820 ext. 4506.

Verification of Employment or Loan Forgiveness Applications	<ul style="list-style-type: none">• Send forms to the Human Resources Department Attn. Valerie Mingione• For additional assistance please contact Valerie Mingione at vmingione@swboces.org or call (910 937-3820 ext. 4538
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