

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

EMPLOYMENT OF PART TIME CIVIL SERVICE COMPETITIVE STAFF

BOCES is obligated to establish staff schedules and configure positions to meet the needs of districts and students in the most efficient and effective manner possible.

Full time positions will be filled with full time staff whenever possible. When scheduling is conducted, all full time positions will be filled first.

Unencumbered part time positions will be filled with permanent staff, and evaluated annually for viability. Part time positions may be re-configured at anytime, in accordance with Washington County Civil Service regulations. Part time competitive staff have the same seniority, lay-off, and recall rights as full time staff.

When it is necessary to reconfigure the part time full time equivalent (FTE) for a position or a number of positions, BOCES will first seek volunteers. Absent volunteers, the following procedures will be followed:

1. If it becomes necessary to increase a part time position or a number of positions, BOCES will determine which positions will be affected. The part time position will be abolished and a new position will be created. Procedures will be followed in accordance with Section 80 and 81 of Civil Service Law for Abolition of Positions and Preferred Lists.
2. In the event of reduction of a part time position, the least senior staff member in the competitive title is reduced and placed on a four (4) year Civil Service Recall List in accordance with Sections 80 and 81. The BOCES may then choose to reconfigure positions in accordance with Civil Service Law.

If a full time competitive staff member wants to change to part time status, he/she may do so only if a part time position has been created and posted by the BOCES. BOCES reserves the right to fill positions or not fill positions as requests from districts dictate. The staff member will be required to resign from his/her full time position and to accept re-appointment to a part time position. A part time staff member may become full time only in the event of a full time vacancy, and in accordance with Article 8.1 of the Faculty Unit Negotiated Agreement.