

THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 COURT STREET – BROOKLYN, NEW YORK 11201

PERSONNEL MEMORANDUM NO. 6, 2006-2007

March 13, 2007

TO: All Superintendents, Chief Executives, Heads of Offices, ROC Directors,
Human Resource Managers and All Principals

FROM: Lawrence E. Becker
Acting Chief Executive Officer *Lawrence E. Becker*

SUBJECT: Per Session Postings

The time is shortly approaching to advertise Per Session Employment prior to the end of the school year. Since per session activities must be advertised for twenty (20) school days prior to their commencement, posting should take place by mid-May at the latest for per session activities that occur in Summer 2007, and early School Year 2007-2008 (September or October of 2007). Since it is difficult to plan certain programs due to budget uncertainty, a notification indicating that the position is “Subject to Funding Availability” may be included in the posting.

If you wish to post a Department-Wide (Citywide) per session activity, please submit via electronic mail (on Microsoft Word) to Edward Platt (eplatt@schools.nyc.gov), Per Session Unit, by May 14, 2007.

The per session year will begin on July 1, 2007 and end on June 30, 2008. Chancellor’s Regulation C-175 on Per Session Employment is currently under revision. However, the above instructions are in operation unless you are advised of any changes.

If you have any questions, please contact the Division of Human Resources, Per Session Unit at (718) 935-4075.

cc: William Faris
Edward Platt