



**NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street – Brooklyn, New York 11201**



Per Session Vacancy Circulars

OP175 Form 2008-2009 (required for all Per Session Vacancy Applications for activities occurring 7/01/08 – 6/30/09)

Post Date: March 10, 2009

Deadline: April 6, 2009

**PS Vac Circ.# 119, UFT Paraprofessional (approx. 100 positions)
(This activity implements Chapter 683 of the State Education Department laws of 1986.)**

PS Vac Circ.# 120, Speech Teacher (approx. 50 positions) (This activity implements Chapter 683 of the State Education Department laws of 1986.)

**PS Vac Circ. # 121, School Secretary (approx. 50 positions)
(This activity implements Chapter 683 of the State Education Department laws of 1986.)**

**PS Vac Circ. # 122, Bilingual Teacher of Special Education (approx. 20 positions)
(This activity implements Chapter 683 of the State Education Department laws of 1986.)**

Application for Per Session Employment and Claim for Retention Rights for 2008-2009

Directions: Please read the second page of this form before completing it. This form must be completed prior to commencement of employment by a person applying for work in a per session activity. A copy of this form must be retained by the per session program supervisor. An applicant who wishes to claim retention rights must assert such a claim on this form. No person may be employed or paid for a second per session activity or for more than 400 hours (or 270 for appropriate School/CSE Staff Assessment activities) in one or a combination of per session activities without prior written approval of the Division of Human Resources in accordance with Chancellor's Regulation C-175.

Last Name _____ First _____ MI _____

Home Address _____ Zip _____

Home Phone (____) _____ File # _____ Social Security # _____

I. Are you a full time employee of the NYC Department of Education? ___ Yes ___ No If yes, indicate current work location: ISC ___ District ___ School/Office _____

License or Title _____ Hours of Employment From _____ to _____

II. Under Collective Bargaining Agreements, you may claim retention rights in only one activity. (Please refer to #14 on the reverse side of this form.)

Per Session Position For Which You Are Applying: Program Name _____

ISC ___ District ___ Approximate Start Date: _____ Do you claim retention rights? ___ Yes ___ No

School/Office _____ Approximate Total # of Hours in Activity _____

Work Hours Monday-Friday _____ to _____ Saturday- Sunday _____ to _____

III. Between July 1, 2008 and June 30, 2009 have you worked or do you plan to work in any other per session activity? ___ Yes ___ No. If yes, indicate all positions below. Use additional sheets if necessary.

a) Program Name _____

ISC ___ District ___ Approximate Start Date: _____ Do you claim retention rights? ___ Yes ___ No

School/Office _____ Approximate Total # of Hours in Activity _____

Work Hours Monday-Friday _____ to _____ Saturday- Sunday _____ to _____

b) Program Name _____

ISC ___ District ___ Approximate Start Date: _____ Do you claim retention rights? ___ Yes ___ No

School/Office _____ Approximate Total # of Hours in Activity _____

Work Hours Monday-Friday _____ to _____ Saturday- Sunday _____ to _____

IV. Will your total per session hours for this year, including the hours for the position for which you are applying, exceed 400? (or 270 for appropriate School/CSE Assessment Staff activities) ___ Yes ___ No

V. Declaration: I have read and understand the requirements cited in Chancellor's Regulation C-175. I have also read the second page of this application which contains pertinent provisions from Chancellor's Regulation C-175. I agree to be bound by those provisions. I affirm that the information given above is, to my knowledge, accurate and complete and I understand that a willfully false answer to any question contained herein is a Class E felony, which shall render this application null and void and may result in loss of retention rights, cancellation of employment, loss of pay, recoupment of compensation already paid or disciplinary action.

Signature

Date

VI. Approval By Per Session Supervisor: I certify that this applicant possesses the qualifications established for the position and that the selection was made after following advertising procedures set forth in Chancellor's Regulation C-175, and the Standard Operating Procedures Manual. (A copy of the advertisement is attached.)

Signature of Per Session Program Supervisor

Date

Summary of Chancellor's Regulation C-175

Chancellor's Regulation C-175 is available for review in your principal's office, Regional Operations Center (ROC), on the DHR Website and at the Division of Human Resources, Per Session Monitoring Unit, 65 Court Street-Room 815, Brooklyn, New York 11201. Each school maintains a copy of the Standard Operating Procedures Manual for Schools (SOPM). Individuals may review a copy of these procedures in order to familiarize themselves with the process by which per session employees are processed and paid.

1. All per session employees must complete an application for per session activity (OP175) prior to commencing service.
2. Individuals applying for a second per session activity must obtain an approved waiver prior to commencing service in the second activity (OP175 W)
3. If an individual has claimed retention rights in a per session activity, s/he must submit a waiver for any other per session activity regardless of whether or not the activity begins prior to the activity in which the individual claims retention rights. (Example: A teacher claims retention rights in Activity X which begins each year in October. S/he applies to work in a per session activity during July and August. S/he must submit a waiver for this summer per session activity.)
4. Individuals who have been approved for waivers in prior years must resubmit new waiver applications each year. For this purpose, the per session year is from July 1st through June 30th.
5. Individuals who have been granted a per session waiver for a second position are required to submit an additional waiver form for exceeding the limit on the maximum number of hours that can be served in a per session year. The maximum number of hours of per session work that may be performed annually by employees is announced in periodic Personnel Memoranda from the Division of Human Resources.
6. No individual is authorized to work in a per session activity during a normal school workday.
7. Per session employment, whether funded from the same or a different source, may not be used as a means of providing additional compensation for work similar to that which is performed in an individual's primary assignment.
8. Individuals cannot serve in a per session activity for which, in their primary assignment, they are responsible for hiring, rating, or coordinating or which they normally supervise in their primary assignment.
9. No per session compensation may be paid for work performed at home.
10. Employees on sabbatical leaves beginning August 1st must complete per session activities in which they are serving in July. They will not be permitted to commence any new per session assignments until the September following the completion of the sabbatical.
11. Each per session employee is required to use a time clock to record the exact time of arrival and departure. The timecard is to be maintained at the work site and should serve as the basis of entries on the Personnel Time Report. If a time clock is not available, a daily attendance report with exact time of arrival and departure must be provided, maintained and approved by a supervisor. In every case, regardless of the specific manner in which time is reported, supervisors are accountable for verifying the record of attendance. Approval by a co-worker is not acceptable. Failure to maintain satisfactory records will result in the withholding of compensation or recoupment of payment already made.
12. Each per session employee is required to submit a time sheet for service that was performed during the prior per session period within one school day of the per session period immediately following each service.
13. **Time sheets submitted for per session work which required a waiver that was not previously approved will result in the withholding of per session payment.**
14. If a teacher is entitled to retention rights in a per session activity but fails to claim those rights before or at the time of application for a different per session job in which the teacher has no retention rights, the teacher may then be denied employment in the job for which there is entitlement to retention.

Notes: Requests for waivers must be submitted sufficiently in advance to allow the Per Session Monitoring Unit time for review and appropriate action. **All requests for waivers will be reviewed and acted upon within 10 school days from the date of their submission. Per session compensation will be withheld for any individual who has not received prior written approval from the Division of Human Resources for a second per session activity or whose service exceeds the prescribed number of hours indicated in Chancellor's Regulations.**

New York City Department of Education
Division of Human Resources
65 Court Street
Brooklyn, New York 11201

Request for Waiver of Restriction on Per Session Employment

Directions: The appropriate Superintendent, Executive Director or designee or Personnel Manager signs and submits this form to request a waiver of any of the restrictions on per session employment in accordance with Chancellor's Regulation C-175. Per session employment may not exceed any restriction unless prior approval is received from the Division of Human Resources. Please refer to the regulation and appropriate Collective Bargaining Agreement for direction in advertising and selecting personnel for available per session positions.

Waiver is requested for Last Name _____ First _____ MI _____

Social Security # _____ File # _____

The applicant has been selected for the position of: _____

Budget Code _____ ISC _____ District _____ Quick Code _____ Line # _____

Location of Per Session Activity: (School/Office) _____

Address _____ Zip _____

Per Session Program Supervisor: _____ Phone (____) _____

Check the restriction(s) for which the waiver is being requested:

____ multipleactivities (M/A) ____ number of hours over 400 limit (HRS) ____ number of hours over 270 limit

Between what dates and how widely was the position advertised? (Attach copy of advertisement.) _____

Number of applications received for this position? _____

Is there another applicant for whom a waiver would not be needed? ____ If so, indicate why this applicant was not selected. _____

Declaration: I certify that this position was advertised and selected in accordance with the regulations governing per session employment and the current Collective Bargaining Agreement, and that this waiver is needed to staff the position appropriately.

Signature of Superintendent, Executive Director or Designee, Personnel Manager Date

Declaration: I request a waiver to permit me to work in excess of the restriction noted above governing per session employment. I understand that I am not permitted to exceed the restriction unless prior approval has been received from the Division of Human Resources.

Signature of Applicant Date

Note: Attach this form to copies of the employee's APPLICATION FOR PER SESSION EMPLOYMENT AND CLAIM FOR RETENTION RIGHTS (Form OP 175) and the advertisement announcing this position, and forward to: Division of Human Resources – Per Session Monitoring Unit, 65 Court St. (Rm. 815), Brooklyn, NY 11201

For Division of Human Resources Action

To Program Supervisor: Your request for a waiver of the restriction noted above for per session year ____ has been
Approved ____ Disapproved ____

Division of Human Resources Date
OP175 W

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

Post Date: March 10, 2009

Deadline: April 6, 2009

PER SESSION VACANCY CIRCULAR # 119 SUMMER 2009-CHAPTER 683 PLEASE POST
(Contingent Upon Funding)

POSITION: UFT Paraprofessional (approx. 100 positions)
(This activity implements Chapter 683 of the State Education Department laws of 1986.)

LOCATION: Various Special Education Schools throughout New York City

ELIGIBILITY: Processed as a New York City Department of Education classroom Paraprofessional

SELECTION CRITERIA:

1. Permanently assigned in District 75.
2. Presently serving Special Education population in the New York City Department of Education claiming retention rights in Chapter 683.
3. Presently serving Special Education in the New York City Department of Education.
4. Presently serving General Education in the New York City Department of Education Public Schools.

Priority of assignment will be given to applicants who agree to serve in Queens, including the Peninsula, and Staten Island

DUTIES AND RESPONSIBILITIES:

1. To assist the teacher by working with small groups of students
2. To work with individual children for short periods of time to provide intensive remediation in basic skill areas
3. To assist with student mobility and toileting (where applicable)

HOURS: 8:10 a.m. to 2:40 p.m., unless other school schedules are approved by Superintendent's office.

WORK YEAR: Staff Orientation: July 1, 2009 and July 2, 2009
July 6, 2009 – August 14, 2009 (Summer Term)

1. The gross annual salary rate of each such employee who serves the same student population during the regular work year (September through June) as is eligible to participate in the Program during July and August shall be computed by adding the sum of either:
 - a. Seventeen and one-half (17½) percent of the applicable gross annual salary rate or
 - b. the number of hours served during July and August multiplied by the applicable per session rate whichever is greater, to the employee's annual salary rate ascertained without consideration of said sum.
2. The pay rate of each such employee who does not serve the same student population during the regular work year (September through June) as is eligible to participate in the Program in July and August shall be the applicable per session pay rate.

SALARY: Commensurate with U.F.T. Collective Bargaining Agreement

APPLICATION: Submit application for employment by April 6, 2009 to:

DISTRICT 75
400 First Avenue - Room 80
New York, N.Y. 10010
Attention: Carol Silverstein

Service exceeding the number of hours specified in Chancellor's Regulation C-175 governing per session activities requires prior approval. The appropriate Per Session Supervisor must make the request via the Per Session Service System and receive approval before the person can begin working in the activity. ***Failure to obtain a valid waiver may result in the withholding of payment for hours worked beyond the maximum.***

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: Danielle Pickens

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

Post Date: March 10, 2009
Deadline: April 6, 2009

PER SESSION VACANCY CIRCULAR # 120 **SUMMER 2009-CHAPTER 683** **PLEASE POST**
(Contingent Upon Funding)

POSITION: Speech Teacher (approx. 50 positions)
(This activity implements Chapter 683 of the State Education Department laws of 1986.)

LOCATION: Various Special Education Schools throughout New York City

ELIGIBILITY: Licensed Department of Education Teacher of Speech Improvement

SELECTION CRITERIA:

Selection will be made from among qualified applicants in the order listed below. Where feasible, applicants will be assigned to the same types of populations that they currently serve. Employees who serve satisfactorily in the program during July and August for two successive years shall be retained for succeeding years if they apply to serve in the program during July and August provided that they continue to serve the eligible population during their regular work year. Retention rights of all other employees who serve satisfactorily in the program during July and August for two successive years shall be subordinate to the rights of those employees who serve the same eligible student population during the regular school year.

1. Regularly licensed and appointed New York City Department of Education Speech Improvement Teacher working in District 75.
2. Holder of Teacher of Speech Improvement, presently working in District 75.
3. Regularly licensed and appointed New York City Department of Education Speech Improvement Teacher, who has worked with the appropriate populations in the past and has demonstrated prior success with these populations.
4. Selection will be made from other qualified applicants.

DUTIES AND RESPONSIBILITIES:

- ! To implement specific IEP mandated goals.
- ! To provide for extended school year instructional program.
- ! To maintain necessary records and folders.
- ! To provide individual/group speech and language therapy as indicated on the IEP.
- ! To provide group language development through aural/oral arts.
- ! To participate in the prescriptive feeding program.

HOURS: 8:10 a.m. to 2:40 p.m., unless other school schedules are approved by Superintendent's office 8:10 to 2:40,

WORK YEAR: Staff Orientation: July 1, 2009 and July 2, 2009
July 6, 2009 – August 14, 2009 (Summer Term)

1. The gross annual salary rate of each such employee who serves the same student population during the regular work year (September through June as is eligible to participate in the Program during July and August shall be computed by adding the sum of either:
 - a. seventeen and one-half (17 1/2) percent of the applicable gross annual salary rate or
 - b. the number of hours served during July and August multiplied by the applicable per session rate whichever is greater, to the employee's annual salary rate ascertained without consideration of said sum.
2. The pay rate of each such employee who does not serve the same student population during the regular work year (September through June) as is eligible to participate in the Program in July and August shall be the applicable per session pay rate.

SALARY: Commensurate with Collective Bargaining Agreement or the most current contractual rate

APPLICATION: Send letter of application for employment and an (OP175) which is available in the schools and DHR Website by: April 6, 2009 to:

DISTRICT 75
400 First Avenue - Room 80
New York, N.Y. 10010
Attention: Carol Silverstein

APPLICATIONS MUST BE POSTMARKED NO LATER THAN

Note: Please note that all per session vacancy circulars will be posted on the Division of Human Resources web site at <http://schools.nyc.gov/Offices/DHR/CareerOpportunities/> under "Per Session Vacancy Circulars (Teacher, Supervisor, Clinical)"

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON THE APPLICATION.

Service exceeding the number of hours specified in Chancellor's Regulation C-175 governing per session activities requires prior approval. The appropriate Per Session Supervisor must make the request via the Per Session Service System and receive approval before the person can begin working in the activity. **Failure to obtain a valid waiver may result in the withholding of payment for hours worked beyond the maximum.**

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: Danielle Pickens

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

Post Date: March 10, 2009
Deadline: April 6, 2009

PER SESSION VACANCY CIRCULAR # 121 SUMMER 2009-CHAPTER 683 PLEASE POST
(Contingent Upon Funding)

POSITION: School Secretary (approx. 50 positions)
(This activity implements Chapter 683 of the State Education Department laws of 1986.)

LOCATION: Various Special Education Schools throughout New York City

ELIGIBILITY: Regular New York City Department of Education licensed School Secretary or Certificate to serve as Substitute School Secretary.

SELECTION CRITERIA:

1. Regularly licensed and appointed secretary currently serving in District 75, who has satisfactory experience in Chapter 683 program.
2. Holder of School Secretary Certificate to serve as Substitute assigned to District 75, who has satisfactory experience in Chapter 683 program.
3. Regularly licensed and appointed secretary in the Department of Education.
4. Holder of School Secretary Certificate to serve as Substitute in the Department of Education.

DUTIES AND RESPONSIBILITIES:

- To maintain pupil and personnel records.
- To submit payrolls and distribute paychecks.
- To type curricula, reports, correspondence, requisitions and purchase orders.
- To prepare materials related to general school administration.

HOURS: 8:10 a.m. to 2:40 p.m., unless other school schedules are approved by Superintendent's office 8:10 to 2:40,

WORK YEAR: Staff Orientation: July 1, 2009 and July 2, 2009
July 6, 2009 – August 14, 2009 (Summer Term)

1. The gross annual salary rate of each such employee who serves the same student population during the regular work year (September through June as is eligible to participate in the Program during July and August shall be computed by adding the sum of either:
 - a. Seventeen and one-half (17½) percent of the applicable gross annual salary rate or
 - b. the number of hours served during July and August multiplied by the applicable per session rate whichever is greater, to the employee's annual salary rate ascertained without consideration of said sum.
2. The pay rate of each such employee who does not serve the same student population during the regular work year (September through June) as is eligible to participate in the Program in July and August shall be the applicable per session pay rate.

SALARY: Commensurate with Collective Bargaining Agreement or the most current contractual rate

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APPROVED: Danielle Pickens

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65 COURT STREET
BROOKLYN, NEW YORK 11201

Post Date: March 10, 2009
Deadline: April 6, 2009

PER SESSION VACANCY CIRCULAR # 122 SUMMER 2009-CHAPTER 683 PLEASE POST
(Contingent Upon Funding)

POSITION: Bilingual Teacher of Special Education (approx. 20 positions)
(This activity implements Chapter 683 of the State Education Department laws of 1986.)

LOCATION: Various Special Education Schools throughout New York City

ELIGIBILITY: Licensed Department of Education Teacher of Bilingual Special Education/ESL (Elementary or Secondary) or license to serve as a Bilingual/ESL

SELECTION CRITERIA:

Selection will be made from among qualified applicants in the order listed below. Where feasible, applicants will be assigned to the same types of populations that they currently serve. Employees who serve satisfactorily in the program during July and August for two successive years shall be retained for succeeding years if they apply to serve in the program during July and August provided that they continue to serve the eligible population during their regular work year. Retention rights of all other employees who serve satisfactorily in the program during July and August for two successive years shall be subordinate to the rights of those employees who serve the same eligible student population during the regular school year.

1. Regularly licensed and appointed New York City Teacher of Bilingual Special Education/ESL assigned to D.75 during the regular school year.
2. Holder of Bilingual/ESL license appointed to a school site in District 75.
3. Regularly licensed Bilingual Special Education/ESL class in the New York City Department of Education.
4. Holder of a Bilingual/ESL license in the Department of Education.
5. Satisfactory record of service and attendance.

DUTIES AND RESPONSIBILITIES:

- To implement specific IEP mandated goals.
- To provide for extended school year instructional program.
- To maintain necessary records and folders.
- To forward records to students= sites for September.

HOURS: 8:10 a.m. to 2:40 p.m., unless other school schedules are approved by Superintendent's office.

WORK YEAR: Staff Orientation: July 1, 2009 and July 2, 2009
July 6, 2009 – August 14, 2009 (Summer Term)

1. The gross annual salary rate of each such employee who serves the same student population during the regular work year (September through June as is eligible to participate in the Program during July and August shall be computed by adding the sum of either:
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2. The pay rate of each such employee who does not serve the same student population during the regular work year (September through June) as is eligible to participate in the Program in July and August shall be the applicable per session pay rate.

SALARY: Commensurate with Collective Bargaining Agreement or the most current contractual rate

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