



**New York City
Department of Education**

**Parent
Coordinator
Human Resources Guide**

Office of Support Services
65 Court Street – Room 504
Brooklyn, New York 11201

PARENT COORDINATOR HUMAN RESOURCES GUIDE

This guide is being made available to Regional Operations Center staff, school principals and school secretaries to provide information about general employment conditions for parent coordinators. This document is not a contract for employment. The Department of Education reserves the right to modify this guide at any time with prior notification to the employee union where appropriate.

SECTION 1: GENERAL INFORMATION

Civil Service Title

Parent coordinators are employed in a non-competitive civil service title called Community Associate. Unlike competitive class titles, such as Clerical Associate or Secretary, that have periodic civil service examinations that can lead to permanent status, the Community Associate title has what is called a non-competitive designation. This means there is no civil service examination to become permanent in the title. The specific job description, qualifications and salary range are listed in the initial parent coordinator **job posting** in the appendix to this guide.

Seniority

There is no seniority or right of recall in the event of layoff for parent coordinators. The underlying Community Associate civil service title, which is covered by DC 37 Local 372's collective bargaining agreement, does not have a seniority provision. No seniority from other DC 37 titles can be transferred. For example, a person serving in the school system as a DC 37 School Aide must resign that position to become a parent coordinator.

Compensation

The salary range for the parent coordinator position is from \$30,000 to \$39,000 annually, with salary placement within the range based on guidelines previously provided to the school principal.

Payroll

Parent coordinators are on the H-Bank payroll and are paid on a bi-weekly basis, on every other Friday. The payroll period is based on 14 days, which begins on a Sunday and ends on a Saturday. Payment is generated one week later. This is called a payroll lag. **Direct deposit** is available to Parent coordinators who wish to have their net pay deposited directly into their bank accounts. Forms can be obtained at: www.nycenet.edu/dfo/payroll/payrollforms.html.

Longevity

The DC37 contract provides a longevity payment to parent coordinators who have 15 years of continuous city service. The amount of the longevity is \$800. It is paid over the course of the year and amounts to approximately \$30 per check. For example, a School Aide who becomes a parent coordinator is eligible for the longevity if his/her total city service is equal to or greater than 15 years. A termination due to budget does not break an employee's continuous service. For example, a School Aide with 14 years of city service who was laid off in June 2003 and is rehired as a parent coordinator as of 8/20/03, will be eligible for the longevity in one year from that date (8/2004). **This payment is generated automatically based on years of service.**

Work Schedule

Parent coordinators are assigned to a work schedule of eight hours a day, minus one hour for lunch. After five (5) hours, a lunch break of a ½ hour must be taken in accordance with civil service law and Department of Education rules and regulations. This is called a 35 hour work week. This is a 12 month position, for the full calendar year, which is different from the schedule for students. This means that summer and school breaks are times when the parent coordinators are expected to work, unless with the approval of the principal they choose to use earned vacation time. Whenever possible, at the beginning of the work week, the principal should advise the parent coordinator of any events or meetings that may require working different hours for the upcoming week.

The daily work schedule is established in consultation with the school principal. The principal can set the work hours of a parent coordinator to accommodate school parents' needs. This includes adjusting the work schedule of the parent coordinator on a day to day basis within the week, and may mean working weeknight or weekend hours. For example, a parent coordinator may be required to be in attendance at an evening function and then be authorized by the principal to report at a later start time for the following full work day.

Meal Money

Parent coordinators may not receive cash payment in addition to meal money. Parent coordinators who perform authorized overtime (not compensated by cash payment) may receive reimbursement for meals, in accordance with the appropriate schedule of maximum meal allowance in effect at such time. Time off for meals will not be counted for overtime. Appropriate documentation of meal expenses must be submitted. Please consult the Division of Financial Operations guidelines (<http://www.nycenet.edu/dfo/dfo/publications.html>) for further information, including the current payment schedule.

SECTION 2: ANNUAL AND SICK LEAVE

Annual Time

The annual leave rate for parent coordinators is determined by their length of creditable service. Parent coordinators with no prior service can earn up to 15 days a year. The table below provides specific information on the accrual rates based on years of service.

Years of Service	Annual Leave Allowance	Monthly Accrual		
		Days	Hours	Minutes
From beginning of first year to completion of fourth year	15	1	1	45
From beginning of fifth year to completion of seventh year	20	1	4	40
From beginning of eighth year to completion of fourteenth year	25	2	0	35
From beginning of fifteenth year	27	2	1	45

Annual leave credits are earned during a calendar month. To be eligible for annual leave credits, the parent coordinator must be in full pay status for at least fifteen calendar days in the month. The utilization of annual leave requires the prior approval of the principal. New employees are not permitted to use annual leave for other than religious holidays until they have completed four (4) months of service, except by permission of the principal.

The vacation year of a parent coordinator begins on May 1 and ends on April 30 of the following year. At the end of each vacation year, the annual leave balance may not exceed two years' leave accrual. Annual leave exceeding two years' accrual must be transferred from the annual leave balance to the sick leave balance, unless a written request for permission to carry over such credit to the following vacation year has been approved by the principal.

For example, a parent coordinator with an annual leave allowance of 15 days a year is allowed to have up to 30 days of annual leave to her/his credit at the end of every vacation year in April. If the parent coordinator has more than 30 days, s/he may make a written request to the principal to carry over the time that exceeds the 2 year accrual. If the request is approved, the annual leave will remain in the parent coordinator's annual leave balance. If the request is denied, the annual leave above the 2 year accrual must be transferred to the parent coordinator's sick leave balance.

Special Note: For anyone who was laid off this June, prior service with the DOE and/or other NYC public agency counts toward calculation of years of service if their former title and status was credited. The only exception is **Z-Bank hourly administrative staff**, e.g., Clerical Aide. They **do not** receive prior service credit and begin service with the 15 annual leave days per year allowance. No prior service credit will be considered if the person's prior service is with a State or Federal agency.

Sick Time

Parent coordinators are eligible to earn up to 12 sick days annually, one day per month. To be eligible for sick leave credits, a parent coordinator must be in full pay status for at least fifteen calendar days in the month. New employees must provide a physician's certificate for any sick leave they use during the first three (3) months of employment. After three (3) months of service for new employees, and for employees with continuous service, submission of a physician's certificate is waived for self-treated absence up to and including three (3) consecutive workdays. Parent coordinators are allowed six applications for self treated absences in a six month period. Additional sick days require a physician's certificate. The parent coordinator must notify the principal of any absence, stating the cause and providing a probable return date.

Compensatory Time and Overtime

With the prior approval of the principal, parent coordinators may work an additional five (5) hours per week and receive compensatory time. Compensatory time is strictly limited to time worked between 35 and 40 hours in a week and results in a straight time credit for each additional hour of work. Time above 40 hours is credited as time and one-half and must be compensated for in cash through the payroll system. There is no provision to credit time worked above 40 hours in any given week as compensatory time. The Verification of Compensatory Time or Paid Overtime Performed by Parent Coordinator form in the appendix to this guide should be used to record and approve compensatory time and overtime.

The work week commences on any Sunday and ends the following Saturday. For example, a parent coordinator who works 35 hours, Monday to Friday, and works an additional 5 hours on Saturday receives 5 hours of compensatory time. If that same parent coordinator is asked to work on Sunday, the first day of the following work week, these hours would be credited towards completion of the next 35 hour work week period.

Parent coordinators who may not use annual leave time until after three months of employment are allowed to request the use of earned compensatory time during this period. Compensatory time that is not utilized within three months from the date earned must be transferred to a person's sick leave balance. The principal may grant permission to carry over compensatory time.

Note: Principals are permitted to use discretionary funds in their budget to provide cash payment for overtime. The current cap limit on overtime is \$59,000 in a calendar year including annual salary.

Holiday Pay

If a parent coordinator is asked to work on an official holiday, as determined by the Department of Education, he/she receives regular pay for each hour of the day he/she works. In addition, he/she must receive cash for 50% of the total hours worked and also have straight compensatory time, i.e., one hour for every hour worked credited to his/her annual leave balance. For example, a parent coordinator is asked to work 8 hours on Columbus Day. She is paid 8 hours at regular pay for the holiday. She also receives cash for 4 hours and 8 hours of straight compensatory time for actually working the day. In order to receive payment in his/her regular paycheck, action must be initiated in the payroll system to record the additional (i.e., holiday) hours worked.

Transfer of Current Leave Balances

The transfer of current leave balances for parent coordinators may be coordinated at the local level.

Employee Category	Time Transfer
Current H Bank (e.g., Community Associate, Clerical Associate)	Annual and Sick Leave time is transferred
Recently Laid off H Bank (6/27) with recall rights (e.g., SAPIS, SNW Series)	Deferred Sick Leave is transferred. Any prior annual leave will be paid out in lump sum.
Educational Paraprofessional	Sick Time
Family Paraprofessional	Sick Time
School Aide	Sick Time

SECTION 3: RECORDING OF TIME & MAINTENANCE OF TIME BALANCES

Recording Time

In general, administrative employees are required to record their time by punching a timecard. However, the school principal has the discretion to permit the parent coordinator to record his/her time using a timesheet. Parent coordinators with 20 years of cumulative service are entitled to be removed from the time clock with the approval of the principal, provided they have satisfactory service and an acceptable attendance record. The **Monthly Time Report for Sub-Managerial Administrative Employees** form in the appendix to this guide may be used for this purpose.

Parent coordinators are responsible for submitting appropriate documentation to account for the utilization of vacation and sick time. Prior approval is required for the utilization of vacation time. The appropriate form for sick time, including any required documentation, must be submitted within a reasonable time upon return to work. The **Application for Administrative Employee to Use Earned Annual/Sick Leave** form in the appendix to this guide may be used for this purpose.

Lateness

Parent coordinators not at their work locations and ready to work at the scheduled time are considered late. They are allowed a grace period of five minutes at the start of the work day and, upon return from lunch, a grace period of three minutes. Lateness may be excused and deducted from annual leave or compensatory time if the parent coordinator has obtained the prior approval of the principal to attend to personal business that could not have been conducted outside of regular working hours.

Lateness penalties must be deducted from the parent coordinator's time balance at the end of each month, starting with the loss of compensatory time, and then the loss of annual leave time. When these positive time balances are exhausted, a **payroll deduction** must be made for all lateness.

For additional information, please consult **Rules and Regulations for Administrative Employees** at www.nycenet.edu/offices/dhr/forms2/.

Additional penalties for lateness are determined according to the number of occurrences in each three month period of the vacation year: May 1 to July 31; August 1 to October 31; November 1 to January 31; and February 1 to April 30. Parent coordinators who have less than 20 unexcused latenesses in any of these periods will have the lost time deducted from annual or compensatory leave balances on a straight time basis. Parent coordinators who are late 20 or more times in any of these periods must receive a deduction from annual or compensatory leave balances on a double time basis.

Excused Absences

Parent coordinators are entitled to excused absence for the following reasons:

- jury duty;
- funeral for member of immediate family;
- attendance, in a representative capacity, at the funeral of a co-worker;
- attendance at graduation exercises for themselves or their spouse (college) or for their child (elementary, intermediate, high school or college);
- military leave;
- NYC Civil Service Examination;
- court attendance under subpoena;
- quarantine; and
- in limited instances, attendance at conventions.

Documentation is required for these excused absences with the exception of a death in the family. Please refer to **Application for Excused Absence with Pay for Administrative Employees** in the appendix to this guide for additional information.

Transit Delays

Lateness may be excused due to certifiable transit delays of 15 minutes or more. Lateness caused by routine transit delays should not be approved. The parent coordinators must confirm their transit delays by contacting the Transit Authority personally by phone at (718) 330-3322. They should then receive a written confirmation of their delay by mail. This written confirmation should serve as the school secretary's verification of delay.

Salary Deductions

Salary deductions for absence or lateness must take place in the event that a parent coordinator has exhausted all time and leave balances. This means that in the event that an employee takes time off from work and has no remaining leave balances, including compensatory time, their paycheck must be reduced accordingly to cover that time.

Maintenance of Time Balances

The School Secretary must maintain the time balances for the Parent Coordinator. This includes the monthly accrual and usage of time. The **Administrative Attendance Record** form in the appendix of this guide can be used for this purpose.

SECTION 4: HEALTH BENEFITS

Basic Health Coverage

Parent coordinators have the option to choose their basic medical coverage from among several health plans. Coverage continues for parent coordinators currently on the DOE payroll or for previous employees with a break in service, but they must complete an EB 1054 Health Application Form. Coverage for new parent coordinators begins on the appointment date to the position, provided that a Health Benefits Application (ERB-2000) has been received by the regional personnel office within 31 days of that date. Please visit the Division of Human Resources' website at <http://www.nycenet.edu/offices/dhr/benefits> for more information about health and welfare coverage. Additional information is available in the City's yearly Summary Program Description booklet that describes in detail all of the available health insurance plans. Link: <http://www.nyc.gov/html/olr/home.html>.

Important Note: When applying for health insurance, especially a family plan, the parent coordinator must provide the necessary documentation, e.g., copies of birth certificates for eligible dependents, letters with raised seal from college bursar's office for students over age nineteen, marriage certificate or any other necessary documentation as needed.

Special Note: Parent coordinators were already asked to complete the appropriate form when they attended orientation sessions conducted by the Division of Human Resources and again when they reported to their Regional Operations Center for applicant processing. However, school secretaries are urged to remind their school's parent coordinator that he/she needs to have completed a health application form as part of that process in order to obtain coverage.

Welfare Fund Coverage

Welfare Fund coverage is provided through DC 37, Local 372. It covers certain vision, prescription drug, and dental expenses. Coverage takes effect retroactive to the effective date of employment. Parent coordinators with questions concerning this benefit should be instructed to consult with the union for specific details at 1-212-815-1234.

SECTION 5: LEAVES OF ABSENCE

Maternity/Child Care Leave

Parent coordinators are eligible to apply for a maternity leave of absence with the approval of the Division of Human Resources. Requests must be initiated at the school level and submitted to the appropriate Customer Service Team in the Regional Operations Center. Please note that approval of such leave does not guarantee a right of return.

Personal Illness

Parent coordinators are eligible to apply for a leave of absence for personal illness, subject to the approval of the Medical Bureau. Leaves without pay may be granted for as long as the medical condition exists. Requests must be initiated at the school level and submitted to the appropriate Customer Service Team in the Regional Operations Center. Please note that approval of such leave does not guarantee a right of return.

Illness in the Immediate Family

Parent coordinators are eligible to apply for a leave of absence for up to one year for reasons of illness in the immediate family. By definition, immediate family includes a parent, child, spouse, domestic partner, parent of a spouse, or any relative residing in the parent coordinator's household. Requests must be initiated at the school level and submitted to the appropriate Customer Service Team in the Regional Operations Center. Please note that approval of such leave does not guarantee a right of return.

SECTION 6: PENSION

Parent coordinators are eligible to become members of the **Board of Education Retirement System (BERS)**. There is also a voluntary **Tax Deferred Annuity Program** in which members may enroll to deduct additional pre-tax savings for their retirement. Enrollment kits may be obtained by visiting BERS on the 16th Floor at 65 Court Street, Brooklyn, New York or by calling 1-718-935-5400. Retirement Counselors are generally available from 9:00AM–5:00PM, Monday through Friday, to answer questions. Parent coordinators who were previously members of the **New York City Employee Retirement System (NCYERS)** or the **Teachers' Retirement System (TRS)** should contact their previous pension system to determine if they may become a transfer contributor. Educational Paraprofessionals may become transfer contributors if they were members of **TRS** prior to the change of title.

SECTION 7: UNION REPRESENTATION

Parent coordinators, by virtue of being employed in the Community Associate title, are represented by **District Council 37, Local 372**. Parent coordinators with general membership questions or specific questions about their contract can reach out to: District Council 37, Local 372, 125 Barclay Street, 4th Floor, New York, New York 10007, Telephone No.: 1-212-815-1050.

SECTION 8: RESOURCES

- Administrative Employee (H/Z Bank) Attendance Record (Appendix)
- Application for Administrative Employee to Use Annual/Sick Leave (Appendix)
- Direct Deposit Form: www.nycenet.edu/dfo/payroll/payroll_forms.html
- Health Insurance Plans: www.nycenet.edu/offices/dhr/benefits and/or www.nyc.gov/html/olr/home.html
- Parent coordinator Fact Sheet (Appendix)
- Verification of Compensatory Time or Paid Overtime form (Appendix)
- Rules and Regulations for Administrative Employees: www.nycenet.edu/offices/dhr/forms2
- Travel Expenses Reimbursement Form: www.nycenet.edu/dfo/dfo/publications.html

SECTION 9: INQUIRIES

General inquiries concerning timekeeping and personnel can be addressed to the Regional Operations Center.

Region	Regional Personnel Office
1 & 2 1 Fordham Plaza Bronx, NY 10458	1-718-741-7090
3 30-48 Linden Place Flushing, NY 11354	1-718-281-7591
4 & 5 28-11 Queens Plaza North Long Island City, NY 11101	1-718-391-8291
6 & 7 Petrides Complex 175 Ocean Terrace Staten Island, NY 10301	1-718-556-8346
8 131 Livingston Street Brooklyn, NY 11201	1-718-935-3345
9 & 10 22 East 28 th Street – 8 th Floor New York, NY 10016	1-917-256-4458

Specific questions concerning this reference guide can be addressed to:

Division of Human Resources
Office of Support Services
65 Court Street, Room 505
Brooklyn, New York 11201

E-Mail Address: dhrparentcoordinator@nycboe.net

**Division of Human Resources
Office of Support Services**

**Appendix to
Parent Coordinator
Human Resources Guide**

- Parent Coordinator Job Posting
- Parent Coordinator Fact Sheet
- Monthly Time Report
- Verification of Compensatory Time or Paid Overtime Performed by Parent Coordinator
- Application to Use Earned Annual Leave or Sick Leave
- Application for Excused Absence with Pay for Administrative Employees
- Administrative Employee (H/Z Bank) Attendance Record ([Click here to download form.](#))

JOB POSTING
SCHOOL BASED PARENT COORDINATOR
Civil Service Title: Community Associate
Salary: \$30,000-\$39,000

The Parent coordinator is part of the administrative team working under the supervision of the principal. The parent coordinator will engage with and involve parents in the school community by working with the principal, school leadership team, parent associations, community groups and parent advisory councils. This position focuses on creating a welcoming environment for parents. The parent coordinator will identify parent and related school/community issues and work with the principal to see they are addressed in a timely manner.

Duties and Responsibilities

- Increases parent involvement in the school by working closely with all school, parent and community organizations.
- Serves as an ombudsman and facilitator for parent and school community concerns and issues including, for example, school policies or facilities issues.
- Conducts outreach to engage parents in their children's education.
- Convenes regular parent meetings and events around topics of key concerns to parents.
- Attends parent meetings along with the principal, where appropriate.
- Works with the school parent association, where needed, to provide assistance in establishing by-laws, holding elections and conducting their affairs in accordance with Chancellor's Regulation A-660.
- Serves as a school liaison to Central parent and Regional parent support staff.
- Maintains ongoing contact with community organizations that are involved with providing services to the school's educational program.
- Organizes back to school and other events to increase parental and community involvement and creates a welcoming school environment to parents.

Minimum Selection Criteria

A Bachelor's degree from an accredited college and two years of experience in community work in an area related to the duties described above; or an Associate degree or its educational equivalent and four years of experience in community work in an area related to the duties described above is preferred.

OR

A high school diploma and six years of experience in community work in an area related to the duties described above.

The following qualifications are also preferred for the position:

- Familiarity with the New York City public school system
- Presently or formerly a public school parent
- Experience with convening workshops
- Bilingual where there is a significant non-English speaking population
- Excellent communication, organizational, interpersonal and problem-solving skills
- Conflict resolution and mediation skills
- Experience working with families and parents in education and/or community issues
- Proficiency with Microsoft Office applications

Position will require flexibility with respect to work hours in order to meet the needs of parents, including early mornings, evenings and weekends. The position may also require occasional assignment to different work sites such as during summer months. Successful candidates selected for a District 75 school may be required to cover multiple building sites for the same school.

Application

To apply please visit the Department of Education website www.nycenet.edu and follow the links to fill out the on-line application. Applicants may also apply by submitting a hard-copy of the application to the principal of each school to which the applicant wishes to apply. Copies of the application will be made available by principals at each school. Applications are due no later than May 23, 2003.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizenship status, age, marital status, disability, sexual orientation, gender (sex) or prior record of arrest or convictions, and to maintain an environment free of harassment or retaliation, as required by law. Inquiries regarding compliance with appropriate laws may be directed to: Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, N.Y. 11201. **PLEASE POST**

Parent Coordinator Fact Sheet

General Information

Title: Community Associate
Designation: Non-competitive. No permanent Civil Service Status. No seniority provision or right of recall in the event of layoff.
Civil Service Examination: None
Union Representation: District Council 37, Local 372.
Paycheck: Every other Friday via H Bank payroll
Direct Deposit: Yes, upon submission of a Direct Deposit form.

Work Schedule

Work Year: 12 months (not the same 10 month year/vacation schedule as students.)
Hours: 35 hour work week. Specific work schedule is established in consultation with school principal.

Compensatory Time: Yes, but must have prior approval of principal. Compensatory time is limited to time worked greater than 35 hours to a maximum of 40 hours in a week. Time served above 40 hours in any week must be in cash payment. Compensatory time must be used within three months from the date earned or it is transferred to sick leave balance. Principals may grant permission to carry over compensatory time beyond the three month period.

Annual Time

Years of Service	Annual Leave Allowance	Monthly Accrual		
		Days	Hours	Minutes
From beginning of first year to completion of fourth year	15 days	1	1	45
From beginning of fifth year to completion of seventh year	20 days	1	4	40
From beginning of eighth year to completion of fourteenth year	25 days	2	0	35
From beginning of fifteenth year	27 days	2	1	45

- For personnel laid off in June 2003, prior service with the DOE and/or another NYC public agency counts toward calculation of years of service. The only exception is hourly Z-Bank administrative personnel who **do not** receive prior service credit.
- No prior service credit will be considered for service with a State or Federal agency.
- New employees are not permitted to use annual leave for other than religious holidays until they have completed four months of service, except by permission of the principal.
- Annual leave credits are earned during a calendar month, and an employee must be in full pay status for at least fifteen calendar days in the month to receive these credits.

Sick Time

- 12 sick days a year that are earned one day per calendar month, provided the employee is in full pay status for at least fifteen calendar days in the month.
- New employees must provide a physician's certificate for sick leave used during the first three months of employment.
- After three months of service for new employees, and for employees with continuous service, submission of a physician's certificate is waived for self-treated absence up to and including three consecutive workdays.
- Six applications for self treated absences are allowed in a six month period.
- The parent coordinator must notify the principal of an absence, stating cause and probable return date.

Transfer of Current Leave Balances

Employee Category	Time Transfer
Current H Bank (e.g., Community Associate, Clerical Associate)	Annual leave and sick leave time is transferred.
Recently laid off (6/27) H Bank w/recall rights (e.g. SAPIS, SNW series)	Deferred sick leave is transferred. Any prior annual leave paid out in lump sum.
Educational Paraprofessional	Sick leave
Family Paraprofessional	Sick leave
School Aide	Sick leave

Health Benefits

Basic Health Coverage:

- Choice of basic medical insurance from among several health plans
- Coverage continues for employees currently on DOE payroll. Current employees need to submit a new EB1054 health application form.
- Coverage for new employees, or previous employees with a break in service, will begin from the date of employment, provided an ERB 2000 health application form has been filed within 30 days of start date.

Welfare Fund Coverage:

- Provider is DC 37, Local 372
- Coverage takes effect retroactive to the effective date of employment.
- Covers certain vision, prescription drug, and dental expenses. Consult with union for specific details at 212-815-1234.

**NEW YORK CITY DEPARTMENT OF EDUCATION
MONTHLY TIME REPORT FOR SUB-MANAGERIAL ADMINISTRATIVE EMPLOYEE**

Organization: _____ Name: _____

Title: _____ Certification for (Month/Year): _____

Note: This form may be used by an administrative employee in a sub-managerial title excused from recording attendance on a time clock in accordance with the Rules and Regulations for Administrative Employees. Proper forms are to be filled out for absences.

Date	Day	Time Arrived	Time Departed	Out of Office Official Business Explain	Out of Office on Personal Business (Other than Lunch) Explain	Total Hours Served	Additional Time Served (Hours) Explain
	Saturday						
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
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	Saturday						
	Sunday						

I hereby certify that the above Report of Service is correct:

Signature of Employee Completing Report

Signature of Supervisor Approving Report



New York City Department of Education

Verification of Compensatory Time or Paid Overtime Performed by Parent Coordinator

.....TO BE COMPLETED BY EMPLOYEE.....

Employee: _____
School: _____
Time Schedule: _____ Lunch: _____
Employee's Signature: _____ Date: _____

OVERTIME CERTIFICATION: I hereby certify that the overtime reported herein had prior approval.

Signature of Principal or Designee _____ Date _____

.....TO BE COMPLETED BY EMPLOYEE AND VERIFIED BY TIMEKEEPER.....

Note: The work week runs from Sunday to Saturday.

Table with 4 columns: Week In Which Compensatory Time/Cash Overtime Was Worked, Compensatory Time (5 Hours Or Less In Week), Cash Overtime (Over 5 Hours In Week), Total Hours. Rows include Saturday's Date: / /

Timekeeper's Verifying Signature: _____ Date: _____

GENERAL INFORMATION:

With the prior approval of the principal, parent coordinators may work an additional five (5) hours per week and receive compensatory time. Compensatory time is strictly limited to time worked between 35 and 40 hours in a week and results in a straight time credit for each additional hour of work.

The work week commences on any Sunday and ends the following Saturday. For example, a parent coordinator who works 35 hours, Monday to Friday, and works an additional 5 hours on Saturday receives 5 hours of compensatory time.



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

**APPLICATION FOR ADMINISTRATIVE
 EMPLOYEE (H/Z BANK) TO USE EARNED
 ANNUAL/SICK LEAVE OR REPORT
 NON-CHARGEABLE ABSENCE**

Last Name	First	MI	ORGANIZATION
TITLE			STATUS <input type="checkbox"/> Annual <input type="checkbox"/> Hourly

NOTE: When the total absence is one day or less, enter the same date in both the FROM and TO boxes

DATE(S) OF ABSENCE		CHECK (✓) DAY(S) ABSENT							TOTAL AMOUNT OF ABSENCE		
FROM	TO	SUN	MON	TUE	WED	THU	FRI	SAT	DAYS	HOURS	MINUTES

SUBMIT ANNUAL LEAVE APPLICATIONS PRIOR TO THE ABSENCE (EXCEPT IN THE CASE OF AN EMERGENCY)	CHARGEABLE ABSENCE	SUBMIT SICK LEAVE APPLICATIONS IMMEDIATELY UPON YOUR RETURN TO DUTY
ANNUAL LEAVE Charge as: <input type="checkbox"/> VACATION <input type="checkbox"/> PERSONAL BUSINESS <input type="checkbox"/> PERSONAL BUSINESS – LATE ARRIVAL (Prior Approval)		SICK LEAVE Charge as: <input type="checkbox"/> PHYSICIAN'S CERTIFICATE (Attached) <input type="checkbox"/> SELF-TREATED ILLNESS (Briefly describe illness on line below) <hr style="width: 80%; margin-left: 0;"/>

NON-CHARGEABLE ABSENCE	
(Check appropriate box and explain below) <input type="checkbox"/> MEETINGS <input type="checkbox"/> FIELD ASSIGNMENT <input type="checkbox"/> FAILURE TO CLOCK IN/OUT <input type="checkbox"/> OTHER (E.G., MESSENGER, AUDIT)	
EXPLANATION: <hr style="border: 0; border-top: 1px solid black;"/>	
EMPLOYEE SIGNATURE	DATE

DATE RECEIVED	TO BE COMPLETED BY APPROVING OFFICERS	
	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	IMMEDIATE SUPERVISOR <hr style="border: 0; border-top: 1px solid black;"/>
	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	BUREAU HEAD <hr style="border: 0; border-top: 1px solid black;"/>
	REASON FOR DISAPPROVAL	
	TO BE COMPLETED BY TIMEKEEPER	
	RECORDED BY:	DATE

**NEW YORK CITY DEPARTMENT OF EDUCATION
APPLICATION FOR EXCUSED ABSENCE WITH PAY FOR
ADMINISTRATIVE (H OR Z BANK) EMPLOYEES**

Please refer to the guidelines on the reverse side before completing this application.

NAME: (Last, First, Middle Initial)		
SCHOOL/ORGANIZATION:	DATE(S) OF ABSENCE (mm/dd/yy): From: To:	TOTAL TIME OF ABSENCE: DAY(S) _____ HRS _____ MIN _____
EMPLOYEE SIGNATURE:		DATE:

EXCUSE OF ABSENCE – Please check the appropriate box.

- JURY DUTY** – Attach official documentation certifying dates of service.
- DEATH IN IMMEDIATE FAMILY OR IMMEDIATE HOUSEHOLD FOR UP TO FOUR (4) DAYS OF EXCUSED ABSENCE** - State below the name and relationship of the deceased, date of death and date of funeral. Approval of the Division of Human Resources is required if additional time is needed because of death or funeral at a place remote from the City of New York. Please describe below.
- FUNERAL OF CO-WORKER FOR UP TO FOUR (4) HOURS OF EXCUSED ABSENCE** - For a funeral of a co-worker or some other person connected with your department, state below the name of the deceased.
- GRADUATION, FOR UP TO ONE (1) DAY OF EXCUSED ABSENCE** - State relationship below and attach graduation program that includes a list of graduates, date, time and grade/degree.
- ATTENDANCE AT COURT AS WITNESS** - State below the nature of the action and attach a copy of the subpoena.
- ATTENDANCE AT A NEW YORK CITY CIVIL SERVICE EXAMINATION OR A LICENSING EXAMINATION GIVEN BY THE NEW YORK CITY DEPARTMENT OF EDUCATION OR FOR AN INVESTIGATION INTERVIEW OR APPOINTMENT INTERVIEW IN CONNECTION WITH SUCH EXAMINATION** - State below the arrival and departure time and the title of the examination and whether absence is due to written, performance, medical or physical examination, investigation or interview. If due to an interview, state what department(s) below.
- WORKERS' COMPENSATION** - For first week of absence covered by Workers' Compensation Law caused by injury during the course of employment, or three (3) hours to attend related Workers' Compensation hearing, attach a copy of C-2 form or verification of attendance at hearing.
- MILITARY OR NAVAL DUTY FOR UP TO 22 WORK DAYS OR 30 CALENDAR DAYS** - Attach a certificate of attendance, drill schedules or military orders from commanding officer. State below the number of work days served this calendar year (excluding this application).
- QUARANTINE** - Attach a doctor's note that includes dates of quarantine period.
- OTHER AUTHORIZED ABSENCES** - Including Selective Service Act, blood donation, attendance at conventions, conferences or workshops, attendance before legislative body. Please explain below and attach appropriate documentation. For blood donation excused time, please see circular #22, 1998-99.

EXPLANATION (if required): _____

AUTHORIZING SIGNATURE

PRINCIPAL/ORGANIZATION HEAD: _____ **DATE:** _____

COMMENTS: _____

**APPLICATION GUIDELINES FOR EXCUSED ABSENCE WITH PAY FOR
ADMINISTRATIVE (H OR Z BANK) EMPLOYEES**

All applications are approved at the local level.

CATEGORIES

<p>Jury Duty - There is no limit on the number of sessions that can be excused. Employees must attach official documentation certifying the dates of service, usually, a copy of the Jury Duty Card/Jury Service Letter. Employees are granted up to three (3) hours of excused absence for the purpose of obtaining a postponement, provided they work the balance of that particular workday.</p>
<p>Death in Immediate Family or Household - Up to four (4) sessions of absence. "Immediate Family" includes parent, child, brother, sister, grandparent, grandchild, husband, wife, domestic partner or parent of a husband, wife, domestic partner or any relative residing in the employee's household. Employees have the right to petition the Division of Human Resources to claim additional excused time if the funeral takes place remote from New York City.</p>
<p>Funeral of Co-Worker - For absence to attend, in a representative capacity, the funeral of an associate employee or other person connected with their office. Approval of a supervisor is sufficient.</p>
<p>Graduation - Not more than one (1) day to receive a degree or diploma during regular work hours from a college or to attend the daytime graduation of their child from an elementary (8th grade), intermediate (8th grade), junior high school, high school or college. Attendance at daytime graduation of a spouse or domestic partner from college is excusable. Documentation must indicate graduation grade level and exact time the ceremony took place. A copy of the commencement program is acceptable.</p>
<p>Attendance at Court as a Witness - To attend court when neither the employee nor a relative has a personal interest in the case, and where court attendance is not related to any other employment of the employee. Official documentation must be attached, usually a subpoena.</p>
<p>Civil Service/Department of Education Examinations - To attend a NYC Civil Service or Department of Education exam or interview/investigation in connection with such exam. Requests must indicate the exam title and name of agency conducting the exam. Official documentation such as an exam notice card or interview letter must accompany request and provide a specific date and arrival/departure time, where necessary.</p>
<p>Workers' Compensation - Up to five (5) days of absence caused by an accident in the line of duty. Additional time, up to three (3) hours, may also be excused to attend a related Workers' Compensation hearing or medical examination. Employees must attach a copy of their Workers' Compensation Claim Form (C-2) with a doctor's note or a verification letter that indicates dates/times for attendance at a hearing or medical examination.</p>
<p>Military or Naval Duty - Absence for the purpose of performing military or naval duty, without charge, for a period of up to 22 working days per calendar year. A copy of a certificate from commanding officer that indicates actual service dates must be attached.</p>
<p>Quarantine - Due to a Health Department ruling with respect to quarantine for infectious illness. Official Health Department documentation must be attached.</p>
<p>Selective Service - To appear before a Selective Service Board or any official authority in connection with the Selective Service Act. A notice from that Board or other official authority must be attached and include date and arrival/departure time.</p>
<p>Blood Donations - Up to three (3) hours during the workday can be excused to donate blood to the American Red Cross or other legitimate organization.</p>
<p>Conventions - Attendance at educational or professional conventions outside NYC related to employment, only with prior permission.</p>