

**NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES AND TALENT
65 COURT STREET
BROOKLYN, NY 11201**

PERSONNEL MEMORANDUM # 5, 2012-2013

December 18, 2012

TO: All Superintendents, Heads of Offices, Principals, CFN Executive Directors, CFN Deputy Cluster Leaders, CFN Human Resources Directors, Payroll Secretaries and all Timekeepers

FROM: Lawrence E. Becker *Lawrence E. Becker*

Chief Executive Officer, Division of Human Resources and Talent

RE: Implementation of the Agreement to Adjust the 2012-2013 School Calendar Due to the Impact of Hurricane Sandy for School Based Staff

In order to make up instructional days lost because of Hurricane Sandy schools will now be in session February 20 through Friday, February 22, and June 4 (schools will remain closed on February 18 and 19, 2013). This memorandum provides information regarding the implementation of this agreement for school-based staff.

Teachers and 10-Month School Support Staff

(e.g., Guidance Counselors, School Aides, UFT Educational Paraprofessionals, Family Workers, Hourly School Lunch Workers, etc.)

All such titles in this category shall report to work February 20-22, 2013; however, if staff had already planned a vacation and can show evidence of payment made toward vacation costs, she/he will be allowed to use CAR or leave days for this purpose. Evidence of payment made toward vacation costs – purchased tickets for a flight or cruise, receipts for vacation rentals, reservations held by credit card, etc. – must show that payment was made *prior to 6:00 p.m. on November 19, 2012*. This documentation should be submitted to the principal or her/his designee for review and approval. A copy of all evidence shall be placed in the employee's file at the local level. Please refer to the event codes listed below when entering absences for the period of February 20-22, 2013.

Administrative School Support Staff

Employees in the following titles are required to report to work on Friday February 22, 2013 in addition to February 20 and 21, 2013 which are regularly scheduled work days:

School Lunch Aides, Senior School Lunch Aides, Senior School Lunch Aide/Cooks, School Lunch Assistant/Cooks, Hourly School Lunch Helpers, Senior School Lunch Helpers, School Aides, Supervising School Aides, Family Workers and Health Service Aides.

Administrative School Support Staff (continued)

The following 12-month administrative school support staff, for whom February 22, 2013, is a contractual holiday, are not required to report to work on that day:

12-Month Administrative School Support Staff Titles	
Community Assistant	SAPIS
Community Associate (including Parent Coordinators)	School Based Support Team Members: Clerical Aide, Clerical Associate, Secretary
Community Coordinator	School Business Manager (and predecessor DBM title)
Computer Aide	School Computer Technology Specialist
Computer Service Technician	School Equipment Maintainer
Elevator Operator	School Lunch Loader and Handler
Media Service Technician	Stock worker
Supervising Computing Service Technician	

If employees in the above 12-Month Administrative School Support titles are directed to report, by the principal or appropriate supervisor, they shall be compensated at the applicable holiday pay rate in accordance with their collective bargaining agreement.

Principals, 12-Month Assistant Principals, and School-Based Intermediate Supervisors

Per agreement with the CSA, principals, 12-month assistant principals, and school based intermediate supervisors can elect to use February 19, 2013, as a holiday in lieu of February 22, 2013.

If staff in these titles had already planned a vacation and can show evidence of payment made toward vacation costs, she/he will be granted approval to take time off using days from their annual leave bank. Evidence of payment made toward vacation costs – purchased tickets for a flight or cruise, receipts for vacation rentals, reservations held by credit card, etc. – must show that payment was made *prior to 6:00 p.m. on November 19, 2012*. This documentation should be submitted to the applicable superintendent, principal, or her/his designee for review and approval. A copy of all evidence shall be placed in the employees’ file. The maximum number of leave days that can be deducted through this process will be three (3).

Please note that under current contractual rules, unused annual leave for principals must be utilized by August 31 of a given year; for 12 month Assistant Principals it must be used by June



Department of Education

Dennis M. Walcott, Chancellor

30 of a given year. Principals and current 12 month Assistant Principals who report to work during the period February 20-22, 2013 will be permitted to carry over up to three (3) annual leave days (corresponding to the number of days they reported to work) for future use past August 31, 2013. These days should be used as they will not be included in any calculation of final entitlement benefits upon separation from service. For 12 month Assistant Principals who subsequently become 10 month Assistant Principals on July 1, 2013, these days will be the first to be deducted when taking an approved leave day for either sick, personal business or religious observance purposes. Please refer to the event code below for this purpose.

10-Month Assistant Principals

10-month assistant principals who had already planned a vacation for the mid-winter break must similarly provide evidence of payment made toward vacation costs. This documentation- purchased tickets for a flight or cruise, receipts for vacation rentals, reservations held by credit card, etc. – must show that payment was made *prior to 6:00 p.m. on November 19, 2012*, and should be submitted to the principal or her/his designee for review and approval. Employees granted approval to take time off will have days deducted from their CAR balances. The event codes listed below should be used when entering absences. Otherwise all 10-Month Assistant Principals shall report to work February 20-22, 2013.

Any absence during the mid-winter recess that is due to a previously scheduled vacation will not be used in any disciplinary proceeding or action, nor will it affect the rating of any employee in any way.

Questions about this memo can be emailed to SandyMidwinter@schools.nyc.gov.

Event Codes	
Code	Description
41VAC	Previously Scheduled Vacation, deduction from CAR for Q742 (e.g., Teachers, Guidance Counselors, etc.)
51VAC	Previously Scheduled Vacation, deduction from CAR for UFT Annual Ed Paraprofessionals
61VAC	Previously Scheduled Vacation, deduction from CAR for E745 (e.g. School Aides, Family Workers, etc.)
71VAC	Previously Scheduled Vacation, deduction from CAR for Principals, 12 month APs, etc