

SUMMARY OF CHANGES

This regulation governs the provision of per session services by pedagogic employees. It updates and supersedes the regulation issued June 9, 2009. The regulation defines per session services and the limitations on the number of per session hours that may be worked in particular titles. It also explains the circumstances under which per session may be served and the required approval process.

Summary of Changes:

- This amended regulation shall become effective on July 1, 2015, the first day of the 2015-2016 per session school year. (p. 1, § I)
- The maximum total number of hours of per session work permitted during any per session year for principals is **500** hours. (p. 1, § III.A)
- The maximum total number of hours of per session work permitted during any per session year for teachers, assistant principals, educational administrators, secretaries, paraprofessionals, and other limited pedagogic staff is **400** hours. (p. 1, § III.A)
- For school-based per session assignments that require supervisory administrators, school administrators below the level of principal, including but not limited to assistant principals, shall be notified of such positions and shall have priority before principals to receive such assignments. The principal must post the position in the school and send a notice to all supervisory administrators in the school. If none of the administrators applies for the assignment, the principal is eligible for the position, provided it does not exceed the cap on per session hours and the principal submits documentation to the superintendent demonstrating that other school supervisors have been notified of the position and have either declined it or failed to apply for it. (p. 2, § III.D)
- Per session positions serving students from more than one community school district and more than one high school borough must be posted and approved centrally by the Division of Human Resources. (p. 3, § IV.C)
- Principals performing per session work in their schools or at another site must obtain approval from the superintendent before performing the per session work. (p. 3, § VI.A)
- Principals Assigned must obtain approval from the Chief Executive Officer of the Division of Human Resources before performing per session work. (p. 3, § VI.B)
- Coaches applying for waivers for athletic activities will be granted waivers, absent extraordinary circumstances. (p. 4, § VIII)
- Any pedagogic employee who seeks per session service that would result in a total number of hours during the per session school year that exceeds the maximum number of hours permitted under this regulation must obtain a waiver before accepting or beginning to work in such per session assignment. (p. 4, § VIII)
- For district and borough-based per session positions, the organization providing HR support reviews and approves the waivers. For central-based and citywide positions, the Chief Executive Officer of the Division of Human Resources, or his/her designee, reviews and approves waivers. (p. 4, § VIII)
- Every waiver request must bear the signature of the appropriate supervisor, and must be submitted sufficiently in advance to allow time for appropriate action. (p. 4, § VIII)