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

PERSONNEL MEMORANDUM #3, 2014-2015 **February 12, 2015**

TO: All Superintendents, Heads of Offices, Principals, Speech Supervisors, CFN Executive Directors, CFN Deputy Cluster Leaders and CFN Human Resources Directors

FROM: Charles Peeples *Charles Peeples*
Executive Director, Office of Field and Information Services
Division of Human Resources

SUBJECT: Revised Procedures Using Online System for Processing of Additional Compensation for Teachers in Shortage License Areas (Article 7-O, UFT Agreement) for the Spring 2014-15 Term

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Please be advised that a new automated system for submission and processing of "Additional Compensation" requests has been launched for the 2014-15 school year. The new system, which is available through the EIS portal (see link below), supersedes the previous paper-based application process. No paper applications or spreadsheets are needed or should be submitted. Principals, Speech Supervisors and HR Directors must utilize the new system as required for the submission, approval and processing of Additional Compensation requests for shortage area staff. Since the submission process has changed, please carefully review this personnel memorandum and the instructional power point included in the online system (see below).

This memorandum is to remind you of the necessity to submit requests for additional compensation for teachers in shortage license areas ("In Lieu of Preparation Periods") for the time period of February 2, 2015 through June 26, 2015. This is in accordance with Article 7-O of the Agreement between the Department of Education and the United Federation of Teachers (UFT), which allows the Chancellor to authorize a particular school to permit teachers to provide additional service in lieu of preparation periods in license areas deemed to be shortage areas. Teachers eligible under this provision are those *regularly appointed* teachers in the shortage license area with a full teaching load as defined in the Agreement.

The requests for payment to such teachers shall be approved in the order of their seniority. If at any reorganization period no regularly licensed and appointed teacher in the shortage area applies to fill an authorized position, then the position may be offered to other teachers in the school in the following order:

CATEGORY*	CURRENT STATUS
(1)	Regularly appointed in another license area, with certification in the shortage license area;
(2)	Regularly appointed in another license area, but with experience teaching in the shortage license area.

***Within each category listed above, the applications of such teachers shall be approved in the order of their seniority.**

At the next reorganization, the available assignments, if any, shall be rotated (within each category) by following the same procedure.

SHORTAGE LICENSE AREAS

The Division of Human Resources has determined there is a shortage of teachers in the following license areas. Requests can be made for these license areas only:

Deaf & Hard of Hearing – Monolingual and Bilingual (In Bilingual, only Spanish)

Limited Vision – Monolingual and Bilingual (In Bilingual, only Spanish)

Bilingual Special Education – (Spanish and Haitian Creole)

Spanish – Junior High & High Schools

Mathematics - Junior High & High Schools

General Science - Junior High Schools

Chemistry and General Science - High Schools

Earth Science and General Science - High Schools

Biology and General Science - High Schools

Physics and General Science - High Schools

Nursing - High Schools

Bilingual Mathematics – Junior High & Day High Schools

Bilingual Sciences – Junior High & Day High Schools

Bilingual Social Studies - – Junior High & Day High Schools

Physical Education – Junior High & Day High Schools

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Special Education

English as a Second Language - Elementary and Secondary

***Speech Improvement** - Monolingual and Bilingual (In Bilingual, only Spanish and Haitian Creole)

***IMPORTANT NOTE REGARDING TEACHERS OF SPEECH IMPROVEMENT:** Only **Teachers of Speech Improvement** are authorized to provide related services in the area of speech diagnosis and/or therapy. **Teachers of Speech are not considered appropriate providers, in accordance with compliance procedures.** Speech Supervisors must submit applications directly to the online system. Paper applications are no longer in use and should not be sent to the HR Director or Division of Financial Operations. Please see instructions below regarding submission using the online system.

Schools, which are authorized to permit teachers to perform additional service, must inform all eligible staff members of the availability of such service and must select teachers in seniority order. Seniority will be computed in accordance with the excessing rules of the UFT agreement.

Pursuant to the UFT agreement, teachers approved and scheduled to teach in lieu of preparation periods shall be paid at the rate set forth in the agreement per semester as a "special per session payment" if they are scheduled to teach five periods per week.

Teachers who are scheduled and receive approval to teach fewer than five periods per week or who are scheduled to teach less than a full term shall receive a pro-rata "special per session payment."

The decision of the Chancellor not to authorize implementation of these provisions in a shortage license area in a particular school shall be final and not subject to the grievance and arbitration provisions of the Agreement.

SUBMISSION OF REQUESTS:

High Schools: Where coverage is being requested, high schools (for both speech improvement and non-speech improvement licenses) are required to submit two (2) requests per year, for the Fall and Spring school terms, as needed. If a request for the additional compensation is not submitted for the Spring term, payment for the additional coverage will not be made. Also, if a request has been approved and the need for coverage changes, the school must make an update in the system and advise the HR Director.

Elementary and Middle Schools: Where coverage is being requested, elementary and middle schools (for both speech improvement and non-speech improvement licenses) may submit an "Annual" request for coverage, or a request for only "Fall" or "Spring" terms. However, if a "Fall" request is made, and a request for the additional compensation is not submitted for the "Spring" term, payment for the additional coverage will not be made. Also, if a request has been approved and the need for coverage changes during the year, the school must make an update in the system and advise the HR Director.

APPLICATION PROCESS

Principals and Speech Supervisors must enter required information into the online system located in the EIS portal at the following link: http://www.nycboe.net/Applications/eisportal/ HR Directors will subsequently review and provide necessary authorization.

- Upon entry into the EIS portal, Principals and Speech Supervisors should select the "Class Coverage" tab.
- **For further information and explanation of the process, please refer to the online PowerPoint presentation by clicking on the "?" icon on the upper right hand corner in the "Class Coverage" tab in the EIS Portal.**
- While a paper application form is no longer in use, Principals and Speech Supervisors should ensure that program cards for teachers are maintained at the school/site in order to address any possible future auditing requirements or if any questions from the HR Director or payroll may arise. Records should be maintained for the following:
    - All licensed teachers of the subject area, including those with a full program, partial program or compensatory time position.
    - All teachers assigned to teach the shortage license area regardless of license.
- Each Human Resources Director is responsible for coordinating submission and approval of "in-lieu of" payments through the online system for schools under its jurisdiction. Requests may entered by Principals and the approval of the HR Director requested on an ongoing basis. However, requests may not be made for payment earlier than the date for which initial approval has been received. Any requests for retroactivity are subject to the specific approval by the CFN HR Director in consultation with their network/cluster. In general, approvals of requests to commence service should be received prior to the actual commencement of service.

Since this personnel memorandum represents an abbreviated overview of the online system, please refer to the online PowerPoint presentation by clicking on the "?" icon on the upper right hand corner in the "Class Coverage" tab in the EIS Portal for further instructions and more detailed information.

Principals should contact their HR Director regarding access issues, general questions or to obtain further information or assistance.

Thank you.

C: Lawrence E. Becker, Chief Executive, HR