



**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: April 23, 2009**

**Deadline: May 20, 2009**

**PS Vac Circ. #153 BILINGUAL SCHOOL SOCIAL WORKERS, SCHOOL SOCIAL WORKERS, BILINGUAL SCHOOL PSYCHOLOGISTS, SCHOOL PSYCHOLOGISTS, BILINGUAL TEACHERS OF SPEECH IMPROVEMENT AND TEACHERS OF SPEECH IMPROVEMENT SERVING AS SPEECH AND LANGUAGE EVALUATORS, TRANSLATORS, SCHOOL SECRETARIES, GENERAL EDUCATION TEACHERS, SPECIAL EDUCATION TEACHERS, AUDIOLOGISTS, DC 37 PARA PROFESSIONALS**

**PS Vac Circ. # 154 BILINGUAL SCHOOL SOCIAL WORKERS, SCHOOL SOCIAL WORKERS, BILINGUAL SCHOOL PSYCHOLOGISTS, SCHOOL PSYCHOLOGISTS, BILINGUAL TEACHERS OF SPEECH IMPROVEMENT AND TEACHERS OF SPEECH IMPROVEMENT SERVING AS SPEECH AND LANGUAGE EVALUATORS, TRANSLATORS, SCHOOL SECRETARIES, GENERAL EDUCATION TEACHERS, SPECIAL EDUCATION TEACHERS, AUDIOLOGISTS, DC 37 PARA PROFESSIONALS**

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

Post Date: April 23, 2009  
Deadline Date: May 20, 2009

**PER SESSION VACANCY CIRCULAR # 153      SUMMER 2009      Please Post.**

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**Committee on Special Education 7  
(Districts 20, 21, 31)**

**POSITIONS:** (Subject to funding availability)

**BILINGUAL SCHOOL SOCIAL WORKERS, SCHOOL SOCIAL WORKERS, BILINGUAL SCHOOL PSYCHOLOGISTS, SCHOOL PSYCHOLOGISTS, BILINGUAL TEACHERS OF SPEECH IMPROVEMENT AND TEACHERS OF SPEECH IMPROVEMENT SERVING AS SPEECH AND LANGUAGE EVALUATORS, TRANSLATORS, SCHOOL SECRETARIES, GENERAL EDUCATION TEACHERS, SPECIAL EDUCATION TEACHERS, AUDIOLOGISTS, DC 37 PARA PROFESSIONALS**

**SUPERVISORS OF SPEECH IMPROVEMENT AND SUPERVISORS OF SCHOOL PSYCHOLOGISTS ONLY:**

Please note that participation in this activity by Supervisors of Speech Improvement and Supervisors of School Psychologists will be compensated at a pro rated annualized rate, for any days worked in this activity, in accordance with an agreement between the Department of Education and the Council of Supervisors and Administrators.

**LOCATIONS OF ACTIVITY:** Committee on Special Education 7

The assessment activity emanating from the Districts 20, 21 and 31 will be conducted at various sites throughout these districts where students are awaiting assessment and/or CSE reviews. Sites may change within the districts during the course of the activity.

**ANTICIPATED WORK SCHEDULE:**

Five hours on Monday through Thursday between 8:30 a.m. and 1:30 p.m. with no lunch period, as needed, on or after July 1, 2009 and ending on or before August 27, 2009.

The Committee on Special Education 7 shall schedule per session to begin and end on such dates that meet the needs of the CSE, only where caseload and/or lack of available qualified daytime staff exist. UFT employees will receive five days notice if his/her position is eliminated in accordance with Collective Bargaining Agreements. If the position is restored during the per session cycle, the employees shall be returned to the per session activity as per Collective Bargaining Agreement.

**ELIGIBILITY:** Possession of a valid New York City Department of Education license, certificate or other official credential or qualification for a position title listed above

FOR SUPERVISORS: Appointment or assignment as a supervisor/administrator with knowledge and experience in multi-disciplinary assessment.

FOR TRANSLATORS: Possession of a valid New York City Department of Education bilingual license or New York State bilingual certification or bilingual extension.

**SELECTION CRITERIA:**

Selection criteria will include a satisfactory rating and satisfactory attendance throughout the school year, seniority and work sharing for UFT staff.

**FOR SCHOOL SOCIAL WORKERS and SCHOOL PSYCHOLOGISTS:**

Priority of assignment is as follows:

**For Summer Per Session**, Staff who completed a minimum of 20 days of satisfactory service in both the Summer 1997 and Summer 1998 School/CSE Assessment Staff activities, shall have the opportunity to claim retention to future such activities in the Superintendency where service was rendered. After the awarding of summer position based upon retention, priority for such positions shall be given to staff assigned to the Superintendency in seniority order and then to staff from other superintendencies in seniority order.

**FOR TEACHERS OF SPEECH IMPROVEMENT SERVING AS SPEECH AND LANGUAGE EVALUATORS:**

Priority of assignment in the following order:

- 1) Teacher of Speech improvement who has earned retention to that position
- 2) Appointed Teacher of Speech Improvement in Districts: 20, 21, & Brooklyn High Schools & in District 31 & Staten Island High Schools
- 3) Assigned Teacher of Speech Improvement in Districts: 20, 21, & Brooklyn High Schools & in District 31 & Staten Island High Schools
- 4) Teacher of Speech Improvement appointed or assigned to other districts

**FOR TRANSLATORS:**

Priority of assignment in the following order:

- 1) Trained pedagogical Translators with satisfactory participation in previous per session activities
- 2) Pedagogical personnel who have completed Translator Training but have not worked yet

**DUTIES AND RESPONSIBILITIES:**

Assessment staff is responsible for developing and reviewing clinical and educational reports which are critical to the proper placement of children in special education classes and programs, as appropriate to the above titles.

**SALARY: (Or the most current contractual rate)**

Teacher/Teacher Assigned	\$41.98 per hour
Audiologist	\$41.98 per hour
School Social Worker/School Psychologist	\$45.13 per hour
School Secretary	\$25.87 per hour

Supervisors of Speech Improvement and Supervisors of School Psychologists will be compensated in accordance with the Arbitration Stipulation dated July 31, 2002.

**APPLICATION:**

Applicants who claim bilingual status in a specific language(s) must demonstrate such by attaching a copy of their bilingual qualification in that language (New York State bilingual certification or New York City bilingual license). All pedagogues who are not full-time pedagogical School/CSE Assessment Staff employees must submit a copy of their regular license or Certified Preparatory Teacher Certificate. Those clinicians working as Teacher on Waiver (TOW) must submit a copy of their New York State certificate in the appropriate discipline.

FOR ALL POSITIONS ADVERTISED, PLEASE FORWARD THE OP-175  
(Available in all schools and on DHR Website) AND ALL OTHER APPROPRIATE DOCUMENTS TO:

CSE 7  
(Districts 20, 21, 31)  
715 Ocean Terrace, Rm. 218  
Staten Island, New York 10301  
Attention: Nancy Orsini

**ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN CLOSE OF BUSINESS ON May 20, 2009**

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/CarreerOpportunities/>. Under "Per Session Vacancy Circular (Teacher, Supervisor, Clinical)"

PLEASE INCLUDE THE ABOVE PER SESSION VACANCY NUMBER ON YOUR OF APPLICATION AND RESUME.

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.**

**NOTE: PURSUANT TO THE DHR MEMORANDUM DATED APRIL 29, 1999, THE 270 HOUR LIMIT ON PER SESSION EMPLOYMENT WILL REMAIN IN EFFECT FOR SCHOOL PSYCHOLOGISTS AND SCHOOL SOCIAL WORKERS, EMPLOYED IN SCHOOL/CSE ASSESSMENT STAFF ACTIVITIES ONLY.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED:           Danielle Pickens            
                  Division of Human Resources

**NEW YORK CITY DEPARTMENT OF EDUCATION  
STATEN ISLAND ISC  
COMMITTEE ON SPECIAL EDUCATION 7  
PER SESSION APPLICATION  
SUMMER 2008**

**ANSWER ALL QUESTIONS ON THIS APPLICATION. IF NOT APPLICABLE, WRITE N/A.**

**I. NAME** \_\_\_\_\_ **FILE** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_ **SS#** \_\_\_\_\_  
**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_  
**WORK PHONE** \_\_\_\_\_  
**CELL PHONE** \_\_\_\_\_ **HOME PHONE** \_\_\_\_\_  
**CURRENT DAYTIME ASSIGNMENT** \_\_\_\_\_  
**Position/School/s/District**

**APPLICATIONS WITH MISSING OR ILLEGIBLE WRITING WILL NOT BE PROCESSED.**

**II. I AM QUALIFIED AND APPLYING FOR THE POSITION OF: (Check one or more on the space provided before the title.)**

_____ Social Worker	_____ Teacher of Speech Impr.	_____ Supv. of Psychologists
_____ Bil. Social Worker	_____ Bil. Teacher of Speech Impr.	_____ Supv. of Speech Impr.
_____ Psychologist		_____ Translator
_____ Bil. Psychologist		Language _____
_____ School Secretary	_____ Gen. Ed. Teacher	_____ Spec. Ed. Teacher
_____ Audiologist		

Please note that participation in this activity by Supervisors of Speech Improvement and Supervisors of School Psychologists will be compensated at a pro rated annualized rate, for any days worked in this activity, in accordance with an agreement between the Department of Education and the Council of Supervisors and Administrators.

**(Check below.)**

\_\_\_\_\_ I AM MONOLINGUAL

\_\_\_\_\_ I AM NYC DEPARTMENT OF EDUCATION LICENSED OR NYS CERTIFIED BILINGUAL

PLEASE SPECIFY LANGUAGE (S) \_\_\_\_\_

**III. PER SESSION AVAILABILITY**

Rules governing seniority and work sharing for UFT members will be utilized in considering the applicant's preference for assignment.

I am applying for an assignment during the following period(s) of time (check ✓ below.):

\_\_\_\_\_ **Summer 2008**

I am applying for an assignment during the following period(s) of time (check ✓ below.):

\_\_\_\_\_ **Session 1 {July 1 – 31, (M - TH) 18 days}**

\_\_\_\_\_ **Session 2 {August 1 -27, (M - TH) 16 days}**

\_\_\_\_\_ **Both {July 1 -31 (M - TH) 18 days} & {August 1 – 27, M -TH) 16 days}**

\_\_\_\_\_ **I AM UNAVAILABLE ON AN ONGOING BASIS, BUT WOULD BE AVAILABLE ON AN AS-NEEDED (SUBSTITUTE BASIS).**

**DEADLINE NO LATER THAN:**

**IV. CERTIFICATION**

If I accept an assignment, I understand that I am committed to work the length of the assignment except if I am retrenched from my per session job. I understand that I must submit a waiver request (OP175W) and receive Division of Human Resources approval through the Superintendent to work beyond allowable limits as per Chancellor's Regulations C-175. I understand that I must submit a Division of Student Support Services Claim for Retention Rights.

I hereby certify that, to the best of my knowledge and belief, the statements in this foregoing application are true, complete, and accurate.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**N.B. FALSE STATEMENTS OR OMISSIONS ARE GROUNDS FOR DISCIPLINARY ACTION BY THE DEPARTMENT OF EDUCATION.**

**V. REQUIRED DOCUMENTATION**

\_\_\_\_\_ COMPLETED DIVISION OF STUDENT SUPPORT SERVICES CLAIM FOR RETENTION RIGHTS.

\_\_\_\_\_ COMPLETED DIVISION OF HUMAN RESOURCES FORM OP-175 APPLICATION FOR PER SESSION EMPLOYMENT AND CLAIM FOR RETENTION RIGHTS FOR 2008-2009.

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

Post Date: April 23, 2009  
Deadline Date: May 20, 2009

**PER SESSION VACANCY CIRCULAR #, 154 SUMMER 2009**

**Please Post.**

*Committee on Special Education 6  
(Districts 17, 18, 22)*

**POSITIONS:** (Subject to funding availability)

**BILINGUAL SCHOOL SOCIAL WORKERS, SCHOOL SOCIAL WORKERS, BILINGUAL SCHOOL PSYCHOLOGISTS, SCHOOL PSYCHOLOGISTS, BILINGUAL TEACHERS OF SPEECH IMPROVEMENT AND TEACHERS OF SPEECH IMPROVEMENT SERVING AS SPEECH AND LANGUAGE EVALUATORS, TRANSLATORS, SCHOOL SECRETARIES, GENERAL EDUCATION TEACHERS, SPECIAL EDUCATION TEACHERS, AUDIOLOGISTS, DC 37 PARA PROFESSIONALS**

**SUPERVISORS OF SPEECH IMPROVEMENT, SUPERVISORS OF SCHOOL PSYCHOLOGISTS ONLY**

Please note that participation in this activity by Supervisors of Speech Improvement and Supervisors of School Psychologists will be compensated at a pro rated annualized rate, for any days worked in this activity, in accordance with agreement between the Department of Education and the Council of Supervisors and Administrators.

**LOCATIONS OF ACTIVITY:** Committee on Special Education 6

The assessment activity emanating from the Districts 17, 18 and 22 will be conducted at various sites throughout these districts where students are awaiting assessment and/or CSE reviews. Sites may change within the districts during the course of the activity.

**ANTICIPATED WORK SCHEDULE:**

Five hours on Monday through Thursday between 8:30 a.m. and 1:30 p.m. with no lunch period, as needed, on or after July 1, 2009 and ending on or before August 27, 2009.

The Committee on Special Education 6 shall schedule per session to begin and end on such dates that meet the needs of the CSE, only where caseload and/or lack of available qualified daytime staff exist. UFT employees will receive five days notice if his/her position is eliminated in accordance with Collective Bargaining Agreements. If the position is restored during the per session cycle, the employees shall be returned to the per session activity as per Collective Bargaining Agreement.

**ELIGIBILITY:** Possession of a valid New York City Department of Education license, certificate or other official credential or qualification for a position title listed above

FOR SUPERVISORS: Appointment or assignment as a supervisor/administrator with knowledge and experience in multi-disciplinary assessment.

FOR TRANSLATORS: Possession of a valid New York City Department of Education bilingual license or New York State bilingual certification or bilingual extension.

**SELECTION CRITERIA:**

Selection criteria will include a satisfactory rating and satisfactory attendance throughout the school year, seniority and work sharing for UFT staff.

**FOR SCHOOL SOCIAL WORKERS and SCHOOL PSYCHOLOGISTS:**

Priority of assignment is as follows:

**For Summer Per Session.** Staff who completed a minimum of 20 days of satisfactory service in both the Summer 1997 and Summer 1998 School/CSE Assessment Staff activities, shall have the opportunity to claim retention to future such activities in the Superintendentcy where service was rendered. After the awarding of summer position based upon retention, priority for such positions shall be given to staff assigned to the superintendentcy in seniority order and then to staff from other superintendentcies in seniority order.

**FOR TEACHERS OF SPEECH IMPROVEMENT SERVING AS SPEECH AND LANGUAGE EVALUATORS:**

Priority of assignment in the following order:

- 1) Teacher of Speech improvement who has earned retention to that position
- 2) Appointed Teacher of Speech Improvement in districts 17, 18, 22 & Brooklyn High Schools
- 3) Assigned Teacher of Speech Improvement in districts 17, 18, 22 & Brooklyn High Schools
- 4) Teacher of Speech Improvement appointed or assigned to other districts

**FOR TRANSLATORS:**

Priority of assignment in the following order:

- 1) Trained pedagogical Translators with satisfactory participation in previous per session activities
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**DUTIES AND RESPONSIBILITIES:**

Assessment staff is responsible for developing and reviewing clinical and educational reports which are critical to the proper placement of children in special education classes and programs, as appropriate to the above titles.

**SALARY: (Or the most current contractual rate)**

Teacher/Teacher Assigned	\$41.98 per hour
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**APPLICATION:**

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FOR ALL POSITIONS ADVERTISED, PLEASE FORWARD THE OP-175  
(Available in all schools and DHR Website) AND ALL OTHER APPROPRIATE DOCUMENTS TO:

CSE 6  
(Districts 17, 18, 22)  
5619 Flatlands Avenue  
Brooklyn, New York 11234  
Attention: Arlene Rosenstock

**ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN CLOSE OF BUSINESS ON May 20, 2009**

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/CarrierOpportunities/>. Under "Per Session Vacancy Circular (Teacher, Supervisor, Clinical)"

**PLEASE INCLUDE THE ABOVE PER SESSION VACANCY NUMBER ON YOUR LETTER OF APPLICATION AND RESUME.**

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.**

**NOTE: PURSUANT TO THE DHR MEMORANDUM DATED APRIL 29, 1999, THE 270 HOUR LIMIT ON PER SESSION EMPLOYMENT WILL REMAIN IN EFFECT FOR SCHOOL PSYCHOLOGISTS AND SCHOOL SOCIAL WORKERS, EMPLOYED IN SCHOOL/CSE ASSESSMENT STAFF ACTIVITIES ONLY.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER M/F/D**

APPROVED:                     Danielle Pickens                      
Division of Human Resources



**N.B. FALSE STATEMENTS OR OMISSIONS ARE GROUNDS FOR DISCIPLINARY ACTION BY THE DEPARTMENT OF EDUCATION.**

**V. REQUIRED DOCUMENTATION**

\_\_\_\_\_ COMPLETED DIVISION OF STUDENT SUPPORT SERVICES CLAIM FOR RETENTION RIGHTS.

\_\_\_\_\_ COMPLETED DIVISION OF HUMAN RESOURCES FORM OP-175 APPLICATION FOR PER SESSION EMPLOYMENT AND CLAIM FOR RETENTION RIGHTS FOR 2008-2009.

**2009-10 APPLICATION FOR PER SESSION EMPLOYMENT AND CLAIM FOR RETENTION RIGHTS (OP-175)**

**Directions:** This form must be completed and submitted to the per session supervisor prior to commencement of employment in a per session activity. A copy of this form must be retained by the per session supervisor. An applicant who wishes to claim retention rights must assert such a claim on this form. Retention rights may be claimed ONLY in one per session activity. No person may work more than 500 hours in one or a combination of per session activities (with a maximum of 270 hours in a school psychologist and/or school social worker position) without prior written approval of the Division of Human Resources in accordance with Chancellor's Regulation C-175.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Home Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ File No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

1. 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 \_\_\_\_\_
2. 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 No. of Hours in Activity \_\_\_\_\_  
Work Hours Monday – Friday \_\_\_\_\_ to \_\_\_\_\_ Saturday – Sunday \_\_\_\_\_ to \_\_\_\_\_
3. **Between July 1, 2009 and June 30, 2010, 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 No. 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 No. of Hours in Activity \_\_\_\_\_  
Work Hours Monday – Friday \_\_\_\_\_ to \_\_\_\_\_ Saturday – Sunday \_\_\_\_\_ to \_\_\_\_\_
4. Will your total per session hours for this year, including the hours for the position for which you are applying, exceed 500? Yes \_\_\_\_ No \_\_\_\_
5. If yes, have you submitted a waiver request to exceed the 500 hour maximum? Yes \_\_\_\_ No \_\_\_\_
6. **Declaration:** I have read and understand the requirements in Chancellor's Regulation C-175. I understand that I am bound by this regulation. I affirm that the information give 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 per session employment, loss of pay, recoupment of compensation already paid, or disciplinary action.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

7. **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.

\_\_\_\_\_  
Signature of Per Session Program Supervisor

\_\_\_\_\_  
Date

## Summary of Chancellor's Regulation C-175

Chancellor's Regulation C-175 is available for review at <http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations> 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 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 1<sup>st</sup> **through** June 30<sup>th</sup>.
3. Individuals must submit a 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 is available in the C-175 regulation.
4. No individual is authorized to work in a per session activity during a normal school workday.
5. 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.
6. 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.
7. No per session compensation may be paid for work performed at home.
8. Employees on sabbatical leaves beginning August 1<sup>st</sup> 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.
9. 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.
10. 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.
11. ***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.***
12. 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 time for review and appropriate action. ***Failure to obtain a valid waiver may result in the withholding of payment for hours worked beyond the maximum hours as outlined in Chancellor's Regulation C-175.***