



NEW PER SESSION GUIDELINES – Please Post

Regulation Changes

Chancellor's Regulation C-175, the regulation governing per session work activities, has been revised and reissued by the Division of Human Resources (DHR). The following changes may affect Per Session staff. Please visit <http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations> for the full C-175 regulation.

As of November 2008:

1. **Total Per Session Hours Increase to 500 hours** - The maximum number of per session hours in one or a combination of per session activities in a per session year increases to 500 hours (from 400 hours).
 - a. School Psychologist and School Social Worker per session hours remain capped at 270 hours.
2. **Multiple Activity Waivers are No Longer Needed** - The Multiple Activity Waiver, required when an employee works more than one per session activity, has been eliminated. Per Session staff may work multiple activities, up to 500 hours, without filing a Multiple Activity Waiver.
3. **Payment will be Withheld for Any Work above the Per Session Cap without an Approved Waiver** – Beginning with the pay period ending Dec 31, 2008 (Dec 16 – Dec 31), failure to obtain a valid and approved waiver for hours worked beyond 500 (or beyond 270 in School Psychologist and School Social Worker positions) may result in the withholding of payment.

A New Per Session System Was Launched in January 2009

DHR launched a new Per Session Service System. The new online per session system is designed to be more Efficient, Transparent and Equitable,

- Efficient helps expedite research, requests for waivers, and approvals for per session service
- Transparent- per session activities, hours worked, and budgetary information are clearly available and searchable through a variety of formats; the employee, the Principal/hiring manager, ISC/CFN HR staff, and central staff are aware of their responsibilities regarding postings, waiver requests, approvals of waivers, and the overall per session process
- Equitable and informed selection - The new system, combined with revision's to the Chancellor's Regulation C-175 will help ensure that all eligible employees have the opportunity to work per-session

Our goal remains to support Principals/Hiring Managers in the selection process and facilitate the selection of qualified staff.

Please note: Information about Per Session employment and retention rights is posted annually on the OP175 form and Chancellor's Regulation C-175 (a summary is available on the OP175 form).

Please Use the OP175 application form that is included with the advertisement for employment and to claim retention rights.

Also, Please work with your Per Session Supervisor to apply for a waiver.