

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

PERSONNEL MEMORANDUM # 1, 2016-2017

September 6, 2016

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

**FROM:** Charles Peebles   
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 Fall 2016-17 Term

-----

Please be advised that the automated system for submission and processing of "Additional Compensation" requests remains in operation for the 2016-17 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).

In addition, based upon changes in policy for 2016-17, schools are required to establish funding in Galaxy to support payment of additional compensation to shortage area staff in 2016-17. This must be completed before the employee entered into the EIS portal can be finalized, as a Galaxy Job ID will be required. Please contact your [FSC Budget Director](#) for further information and assistance.

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 September 6, 2016 through January 30, 2017. 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

**Personnel Memorandum # 1, 2016 – 2017**

**September 6, 2016**

**Page -2-**

**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

**English** – Junior High & Day High Schools

**Physical Education** – Junior High & Day High Schools

**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.

In addition to the above listed shortage areas, schools with exceptional needs or circumstances may submit requests for teachers in other license areas.

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.

- As indicated above, funding (i.e., Galaxy Job ID) is required in order to finalize payment of the additional compensation to the employee.
- 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 FSC 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 be 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 HR Director in consultation with their FSC management. 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  
Vicki Bernstein, Senior Executive Director, DHR