

New Teacher Toolkit

New York City Department of Education
2014-15



Dear Teacher,

Welcome to the New York City Department of Education! We are delighted that you have chosen to join our team. This year, you'll be working alongside over 75,000 teachers and nearly 60,000 other colleagues to help insure that each one of our 1.1 million students graduates from high school with the skills he or she needs for success in college and the workplace.

Much like the city we serve, the New York City Department of Education is a dynamic, innovative, and fast-paced institution. However, we know that an organization of this size and complexity can be challenging to navigate. This toolkit is a collection of information and links that are particularly pertinent to new teachers. By helping you to address various human resources questions quickly, we anticipate that it will help you free up time and energy to focus on the real reason you're here – your students!

Again, congratulations and welcome! We look forward to seeing the important and impactful work that you'll do with your students this year.

Sincerely,



Lawrence Becker
Chief Executive Officer, Division of Human Resources and Talent
New York City Department of Education

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GETTING STARTED

Congratulations on joining the NYCDOE! You are joining an elite team – traditionally, **fewer than 1 in 6** applicants are selected and hired at NYC DOE schools in a given school year.

New York City’s 1,700 schools serve more than 1.1 million students. Over 75,000 teachers work in classrooms across the city, for a single goal: to put our students on a path for success in college and careers.

This section will fill you in on some of the basics you’ll need to know as you begin your NYCDOE career.

Do now!

Bookmark the NYC DOE website: schools.nyc.gov.
(You don’t need to type “www” at the beginning.)

School Calendar Resources

Key Link:

<http://schools.nyc.gov/Calendar/2014-2015+School+Year+Calendars.htm>

DOE Home Page > Calendar

Calendar

2014-2015 School Year Calendars

[School Year Calendar](#)

- First day of school: September 4, 2014
- Thanksgiving Recess begins: November 27, 2014
- Winter Recess: December 24, 2014 - January 2, 2015
- Mid-winter Recess: February 16 - February 20, 2015
- Spring Recess: April 3 - April 10, 2015
- Last day of school: June 26, 2015

[Español](#) [Kreyòl Ayisyen](#) [Français](#) [বাংলা](#) [Русский](#) [한국어](#) [中文](#) [العربية](#) [اردو](#)

[Parent-Teacher Conference](#) *revised 7/8/14

This memorandum includes the schedule of citywide Parent-Teacher Conferences for the 2014-15 school year. Additionally, you can find information about Open-School Week, and the guidelines around the Chancellor's initiative to promote family engagement.

	September*	November		March		May*
	<i>Evening</i>	<i>Evening</i>	<i>Afternoon</i>	<i>Evening</i>	<i>Afternoon</i>	<i>Evening</i>
<i>Elementary School</i>	Sep 16	Nov 12	Nov 13	Mar 18	Mar 19	May 13
<i>Middle School</i>	Sep 18	Nov 19	Nov 20	Mar 11	Mar 12	May 6
<i>High School</i>	Sep 17	Nov 5	Nov 7	Mar 26	Mar 27	May 7
<i>D75 School Programs</i>		Nov 17	Nov 18	Mar 2	Mar 3	

*Multi-session schools and District 75 School Programs are exempt from these additional conferences. Schools will notify families accordingly if they are holding these events at their site.

[June Clerical Shortened Days](#)

This memorandum provides information around the citywide June Clerical Shortened Days for elementary and intermediate/junior high schools as well as D75 schools.

- Tuesday, June 9, 2015
- Monday, June 15, 2015

Here, you can find detailed information about calendars for:

- School holidays and closings
- Parent teacher conference days
- Scheduled citywide and statewide assessments

See the next two pages for a basic overview of the 2014-15 calendar.

2014-2015 SCHOOL YEAR CALENDAR

The School Year Calendar mandates that school sessions begin for all students on Thursday, September 4, 2014 and includes a Midwinter Recess (Monday, February 16 through Friday, February 20, 2015). It reflects that on Tuesday, November 4, 2014, and Thursday, June 4, 2015, students in all five boroughs will not be in attendance, but schools in all five boroughs will be scheduled for a Chancellor's Conference Day for staff development related to the implementation of high learning standards and assessments. The calendar must be adhered to without exception, unless notifications of subsequent changes are received pursuant to collective bargaining agreements or for other reasons, provided these other reasons are not inconsistent with collective bargaining or legal obligations.

2014			
August	25	Monday	The following staff report: Assistant Principals and school-based intermediate supervisors not designated to work an increased work year.
September	1	Monday	Labor Day (schools closed)
September	2	Tuesday	Classroom Teachers, Bilingual Teachers in School and Community Relations, Guidance Counselors, Attendance Teachers, Nurses, Therapists, Laboratory Specialists and Technicians, Educational Paraprofessionals report. School Secretaries, Psychologists and Social Workers report for a regular work day. Employees in titles not listed should consult the applicable collective bargaining agreement. For all UFT-represented employees who, pursuant to the June 22, 2009 agreement, report to school on the Tuesday following Labor Day, that Tuesday shall be utilized first and foremost for preparation of the classroom and for the arrival of students. If time permits, the remainder of the day may be utilized for professional development. Students will not be in attendance.
September	3	Wednesday	Chancellor's Conference Day for Staff development. Students will not be in attendance.
September	4	Thursday	SCHOOL SESSIONS BEGIN FOR ALL STUDENTS Early dismissal for non-District 75 kindergarten students only. Partial school time for pre-kindergarten public school students.
September	5	Friday	Early dismissal for non-District 75 kindergarten students only. Partial school time for pre-kindergarten public school students.
September	8	Monday	First full day for non-District 75 kindergarten students and pre-kindergarten public school students.
September	25 26	Thursday and Friday	Rosh Hashanah (schools closed)
October	13	Monday	Columbus Day Observed (schools closed)
October	23	Thursday	Pre-kindergarten Non-Attendance Day
November	4	Tuesday	Election Day Chancellor's Conference Day for staff development related to the implementation of high learning standards and assessments. Students will not be in attendance.
November	11	Tuesday	Veterans Day observed (schools closed)
November	20	Thursday	Pre-kindergarten Non-Attendance Day
November November	27 28	Thursday and Friday	Thanksgiving Recess (schools closed)
December	24-	Wednesday through the following Friday	Winter Recess (including Christmas and New Year's Day) (schools closed)
January	2		Students return to school on Monday, January 5, 2015.



Department of
Education

Carmen Fariña, Chancellor

2015			
January	19	Monday	Dr. Martin Luther King, Jr. Day (schools closed)
January	29	Thursday	Pre-kindergarten Non-Attendance Day
January	30	Friday	Fall Term ends for high school students. Non D75 high school students will not be in attendance . Scoring Day in all high schools. All other students will be in attendance. (See section 7 below for details on high school student attendance on January 30.)
February	2	Monday	Non D75 high school students will not be in attendance . Chancellor's Conference Day for staff development in all non D75 high schools. Non D75 high school students will not be in attendance . All other students will be in attendance. (See section 7 below for details on high school student attendance on February 2.)
February	3	Tuesday	Spring Term begins for high school students.
February	16-20	Monday through Friday	Midwinter Recess (including Washington's Birthday and Lincoln's Birthday, observed) (schools closed)
April	3-10	Friday through the following Friday	Spring Recess (including Good Friday, Easter and Passover) (schools closed) Students return to school on Monday, April 13.
April	23	Thursday	Pre-kindergarten Non-Attendance Day
May	25	Monday	Memorial Day Observed (schools closed)
June	4	Thursday	Chancellor's Conference Day for staff development related to the high learning standards and assessments. School staff report to work if required by their collective bargaining agreement. Students will not be in attendance in all five boroughs.
June	25	Thursday	In non-District 75 high schools having administered Regents Exams on June 2 and June 16 through June 24, students will not be in attendance on Regents Rating Day, Thursday, June 25.
June	26	Friday	LAST DAY FOR ALL STUDENTS. An early dismissal of students is to be scheduled on Friday, June 26 under the guidelines outlined in Section 13 below. Last day for all Classroom Teachers, Bilingual Teachers in School and Community Relations, Attendance Teachers, Nurses, Therapists, Laboratory Specialists and Technicians and last day for Paraprofessionals.
June June	29 30	Monday and Tuesday	All other staff report except Classroom Teachers, Bilingual Teachers in School and Community Relations, Attendance Teachers, Nurses, Therapists, Laboratory Specialists and Technicians, and Paraprofessionals.

Your Identification: File Number vs. Employee ID Number

Number Type	File Number	Employee ID Number
Typical characteristics	7-digit number, usually beginning with “0” (e.g. 0987654)*	7-digit number usually beginning with “1” (e.g. 1234567)
Issued to:	School-based personnel ONLY	ALL NYCDOE employees
Where/how to find yours:	Your File Number will be issued to you in the staffing confirmation email that you receive after you have been staffed and placed on payroll.	Your Employee ID # is in the “Reference #” space on your paystub.. Contact HR connect or your payroll secretary to obtain your employee ID before your first paycheck.
Use this number for:	Contacting HR Connect about payroll concerns, inquiring about other titles (most commonly-used unique ID # for teachers)	Logging into NYCAPS employee self-service (ESS: www.nyc.gov/ess); Resetting your DOE Network log in ID or email address.

* If you were previously a paraprofessional or substitute, you’ll retain your original file number. File numbers for these individuals usually begin with a “2” – e.g. **2234567**.

The image shows a sample of a 'DIRECT DEPOSIT PAY STATEMENT' from The City of New York. The form is divided into several sections: 'EMPLOYEE', 'TAX INFO', 'EARNINGS DATA', and 'OTHER ITEMIZED DEDUCTIONS'. In the 'EMPLOYEE' section, there is a field labeled 'REFERENCE #' which is circled in red. This field is the Employee ID Number. Other fields include 'ITEM #', 'PAY PERIOD', 'PAYDATE', 'PENSION #', 'ELECTRONIC FUND TRANSFER INFORMATION', 'FEDERAL', 'STATE', 'MEDICARE', 'SOCIAL SECURITY', 'STATE TAX', 'CITY TAX', 'TOTAL EARNINGS', 'AMT. EARNED PRIOR PERIOD', 'AMT. EARNED THIS PERIOD', 'LEAVE BALANCE AS OF', 'DESCRIPTION', 'UNITS / HOUR', 'AMOUNT THIS PERIOD', 'COAL AMOUNT OR TOTAL (INSTALLMENT NO.)', 'BALANCE DUE OR (INSTALLMENT LEFT)', and 'AMOUNT THIS PERIOD'.

Questions? Call HR Connect: 718-935-4000

Getting Your Employee ID

To obtain an employee ID card, all new hires must:

1. Clear fingerprint results posted in the DOE system (State and Federal).
2. Have digital photo and signature retained in the DOE database after February 20, 2011.
3. Secure employment and be currently active on payroll with the NYCDOE.
4. Download an Application Form for NYCDOE Photo ID Card, available from the DHR Forms website, (<http://schools.nyc.gov/Offices/DHR/DHRForms/default.htm>) and complete the front page of the form.
5. Visit the HR Connect Walk-in Center during regular business hours. Bring your valid government-issued photo ID along with the completed form.

You have 30 calendar days to obtain the requested ID from the date noted on your letter. There is no charge for your first ID card.

Before Getting Your Employee ID Card

Check with your school secretary or office staff to learn what your school's policies regarding ID cards are. At some schools, you can obtain your ID from your principal, payroll secretary, or hiring manager, while some schools may require that you obtain your ID from the HR Connect Walk-In Center at 65 Court Street in Brooklyn.

Checklist: Obtaining Your DOE Employee Photo ID In-Person

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Completed Application Form for NYCDOE Photo ID Card
(This can be obtained from your school secretary or from DHR Forms website) |
| <input type="checkbox"/> | Valid government-issued photo ID for verification purposes. |

**If all requirements are met, you will be issued your Photo-ID on the same day.*

Key Links:

<http://schools.nyc.gov/Offices/DHR/Fingerprinting+Employee+IDs+and+Smart+Cards.htm>

<http://schools.nyc.gov/Offices/DHR/DHRForms/default.htm>

Replacing Your Employee ID Card

For replacement of a lost, stolen, or mutilated employee ID card which was originally issued *after* February 20, 2011, you must provide the HR Connect Walk-In Center with a completed Application Form for NYC DOE Photo ID Card and a \$10 fee (check or money order payable to NYCDOE/DHRT). This fee is waived if you provide a police report documenting a stolen ID card.

For replacement of a lost, stolen, or mutilated employee ID card which was originally issued *prior to* February 20, 2011, you will not incur a replacement fee.

There is no fee for replacement ID cards requested due to a name change, title change, or work location change.

Key Link:

<http://schools.nyc.gov/Offices/DHR/DHRForms/default.htm>

Accessing Your NYCDOE Email

You will be able to access your DOE email once you have been issued an Employee ID number.

Accessing your DOE email address

1. Go to schools.nyc.gov.
2. Scroll down to the bottom of the page.
3. Click “DOE Login,” and then click “Employee Password Reset Tool.”
4. Enter the following:
 - Last Name
 - Employee ID
 - Last 4 digits of your SSN
5. Click Submit.
7. Read the Policy, click the “I accept the policy” check box, and then click “Submit.”
8. The first part of your email appears toward the top of the screen. Add @schools.nyc.gov, and now you have a complete email address.

Need Help?
Call IT and
Outlook Support:
(718) 935-5868

NYC
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search:

Parents and Families | Students | Employees | Community and Partners

DOE Home Page > Offices & Programs > Enterprise Operations > DIIT

DIIT

The Division of Instructional and Information Technology (DIIT) supports world-class teaching and learning in New York City schools by providing information and technology solutions.

Additionally, DIIT provides guidance on social media use for families and educators and sets policy on:

- employees' use of [the Internet](#) and email
- employees' use of [social media](#)
- how we maintain the privacy of personally identifiable information in our data

Technical Support

- If you're a NYCDOE employee looking for technical support, please visit our [intranet site](#) or call the Help Desk: (718) 935-5100.
Monday – Friday: 6 a.m. – 6 p.m.
Saturday: 8 a.m. – 4 p.m.
- School-based technology users may also reach out to their technology single point of contact. Additional school-specific resources are hosted on [the Sandbox](#).
- Employees can [reset their own network/email passwords](#).
- [Department of Education logos and software templates](#) are hosted on the [employee intranet](#).

Contacts

Office of the CIO, Hal Friedlander, Chief Information Officer
(718) 935-4500
HFriedlander2@schools.nyc.gov

Help Desk
(718) 935-5100

Project Management Office
(718) 935-4500

[Staff Directory](#)

STAY CONNECTED
SIGN UP!
For our newsletters, latest news and updates

Please log into the [DOE's "Sandbox" intranet portal](#) for additional information and helpful hints on using NYCDOE email.

Teaching Credentials: Licensing and Certification

All fully appointed NYCDOE teachers have both a **New York State teaching certificate** and a **New York City teaching license**.

For example, a middle school science teacher may be issued:

- NY State Certificate in Chemistry (7-12), and
- NYC license in General Science – Junior High School

All teachers (even those who are dually certified) are appointed under ONE license at any given time.

Teachers are tenured under the NYC license in which currently appointed.

All newly-hired teachers should receive an email confirming license and certification in August or September. This email also contains instructions on what to do if you have questions about your license or feel that you have been assigned a license in error.

NYC License Information

For information regarding your NYC License, maintaining your certification or extensions, please visit the NYCDOE [certification website](#) or calling the NYCDOE certification hotline* at 718-935-4842.

Additionally, your school's payroll secretary may be able to help you find information about the license you're appointed under.

Checking the Status of your NY State Certification

If you have applied for state certification but have not yet received your certificate, you can determine the status of your application by accessing your online TEACH account with the New York State Education Department (NYSED -- <http://www.highered.nysed.gov/tcert/teach/home.html>)

**NYC does not issue state certificates. State certificates are only issued by the New York State Education Department (NYSED).*

Getting to Know Your School: Basic Information

Getting to know your school – your colleagues, your building’s geography and policies, and your school’s performance history – will help you to get off to a strong start and be well-prepared to meet your talented students.

Each school has a specific **School Portal website** which provides basic information about the school, including grades served, student enrollment, cluster, network, and geographic district affiliation, and relevant contact information. Many schools have added additional information or resources to their portal sites.

You can navigate to your school’s portal by searching for your school’s name or school code in the search function on the [DOE homepage](#).

The screenshot shows the NYC Department of Education homepage. At the top left is the NYC Department of Education logo with the name of the Chancellor. A navigation bar includes links for Parents and Families, Students, Employees, and Community and Partners. A search bar is highlighted with a red box. To the right of the search bar, a red-bordered box contains the text: "Example: to find the portal for James Madison High School, you can type in the school name OR code (in this case, K425)". Below the navigation bar, there is a main content area with a featured article titled "Middle School Summer Enrichment" and a "CATCH SOME AIR" banner. On the left side, there is a vertical menu with various categories like "About Us", "Academics", etc. On the right side, there are social media icons, a calendar for August, and a "Subscribe" button.

Additional information about a school can be found on the NYCDOE’s Accountability page. (<http://schools.nyc.gov/Accountability/default.htm>)

Here, you can find details on your school’s:

- Progress Report:** An assessment of a school, based on student performance, progress, and school environment
- School Survey:** Feedback from parents, teachers, and students on school environment
- Quality Review:** Measures how well a school is organized to support student achievement
- State and Federal Evaluation measures:** Measures of student achievement, based on No Child Left Behind and NY State Education Department criteria

Getting to Know Your School: Key People

Getting to know key adults within your school building is important for learning about your school's culture and operations. Below are some key people whose acquaintance you should make within your first month of school.

Administration

Your Principal: If you did not meet your principal during the hiring process, be sure to introduce yourself to him/her as soon as possible. In addition to overseeing the school's instruction and day-to-day operations, the principal also plays a key role in setting and realizing a strategic vision for the school.

Other Administrators: Assistant principals, operations managers, and/or school deans are also critical supports. If you are in a larger school you may be reporting to an administrator other than the principal.

Teaching Staff

Your Mentor Teacher – If you are a new teacher, your school will assign you a mentor to help you through the challenges of your first year. You will develop a special relationship with your school-based mentor, who is there to help you grow quickly as a teacher. Your mentor will plan with you, view your classroom practice, and conference with you to help you reflect on your teaching practice. Please contact your principal for more information.

Colleagues in your Department or Grade Team – Colleagues who are teaching similar curricula or populations of students are excellent resources to learn from and to collaborate with. Most schools have regular department or grade team meetings to foster collaboration, but it can also be productive to reach out to individual colleagues on an ad hoc basis to discuss curriculum, student progress, opportunities for grants or community collaborations, etc.

Your UFT Chapter Leader – Your Chapter Leader is a great point person for learning about the resources supports that the UFT provides for teachers.

Teacher Leaders in Your School – If your school has teacher leaders – Lead Teachers, Peer Instructional Coaches, Common Core Fellows, or teachers in informal leadership roles such as Grade Team Leader, seek these people out! They have been selected into these roles on the basis of their strong instructional practice and ability to coach or lead adults, and can be fantastic resources.

Key People (continued)

Key Non-Instructional Personnel

School Secretaries: Secretaries often have multifaceted knowledge of a school community. Many teachers report that there are at least 1-2 secretaries in their school who are great sources of institutional and operational knowledge.

Payroll Secretary: Your school's payroll secretary is your first point of contact if you have any needs or questions around getting paid. He/she also may be able to help you find answers to certain HR-related questions.

Parent Coordinator: A key liaison with students' parents, and often has helpful insights into the community and cultural factors that shape students and their families.

Student Support Staff (e.g. guidance counselor, social worker, psychologist, IEP coordinator): Support staff are key partners in supporting the socio-emotional needs of students, and are often a good first point of contact when you notice concerning behavior or changes in academic performance in a student. Additionally, you will likely work closely with members of this team to support students who are receiving special education services.

Custodial Staff: They know the ins and outs of the building, usually have keys to every room (a big plus if you inadvertently lock yourself out of your classroom or another space), and are indispensable when there's a major spill or similar emergency.

Getting to Know Your School: Key Things to Know

Basic Needs

Make sure you have all of the basic supplies that you need for your first day in advance. This includes locations of and keys for important rooms - the classroom(s) you'll be teaching in, the staff bathroom, and other relevant rooms (e.g. teacher's lounge) that you will need access to. Make sure that you've identified the locations of the main office, your mailbox, and your attendance card that you will use to sign in and out each day.

Supplies

Ask your hiring manager and colleagues about obtaining basic classroom supplies at your school. Additionally, take time to identify locations of additional basic resources such as printers and photocopiers.

If you can access the classroom(s) in which you will be teaching, before the start of school, we encourage you to familiarize yourself with the space and resources of each room.

Classroom Space

Consider how you will configure classroom space and, and if possible, identify a place to securely store some basic classroom supplies. Additionally, if you are teaching in multiple classrooms, you may want to map out your travel from room to room and consider how you will transport materials from one classroom to another.

School Policies

Finally, check with your administrators and mentor teacher to see if there are specific school-wide policies that exist for staff and students. If your school has a handbook for staff and/or for students, it will likely contain this kind of information.

Examples of Staff Policies Include:

- Where and how to badge or sign in and out for the day to confirm attendance
- Using shared resources – copiers, printers, computers, etc.
- Days and times for regularly-occurring meetings
- Emergency preparedness, including protocols for fire drills, hostile intruder drills, inclement weather conditions, and major incidents or disasters
- Building hours
- Policies for working with disruptive students
- Policies between co-located schools (two or more schools located in one building)
- Grading scales or formulas, deadlines for submitting grades

Examples of Student Policies Include:

- Community conduct and disciplinary policies within the building
- Attendance and lateness
- Academic integrity
- Dress codes or policies on school uniforms
- Policies on bringing certain items to school – e.g. backpacks, hats, gum, cell phones

2014-15 New Teacher Checklist

Employee Name: _____ Position: _____

Location (School DBN): _____ Date: _____

To Do	Links/Contacts	Forms/Documents	✓
Administrative Tasks			
Verify your NYCDOE ("@schools.nyc.gov") email address using your user ID and password. This will allow you to access the DOE's Payroll Portal, Employee Self-Service and other resources as needed.	https://idm.nycenet.edu/selfservice/Login.do		
<p><i>*Former / Returning New York City Teachers ONLY*</i></p> <p>Download and complete an Application for Withdrawal of Resignation/Retirement, have your principal sign and then submit it to the following address before your first day of service:</p> <p style="text-align: center;">NYC Department of Education Office of Salary Status 65 Court Street, Room 815 Brooklyn, NY 11201</p>	http://schools.nyc.gov/Offices/DHR/DHRForms/default.htm	Application for Withdrawal of Resignation / Retirement	
Salary			
Log in to the Payroll Portal with your DOE user ID and password, and then access the Salary Step application and confirm the information in the <i>Work Experience</i> section on your online employment application (even if you did not list work experience).	http://schools.nyc.gov/Offices/DHR/TeacherPrincipalSchoolProfessionals/Salary/How+and+When+to+Apply+for+a+Salary+Step.htm		
Apply for a salary differential (only if you have a Master's degree or at least 30 credits beyond your Bachelor's degree).	http://schools.nyc.gov/Offices/DHR/TeacherPrincipalSchoolProfessionals/Salary/How+and+When+to+Apply+for+a+Salary+Differential.htm		
Complete an Electronic Fund Transfer Application form and send it to the address on the form (if you choose to wait to enroll in direct deposit until after you receive your first paycheck, you can apply online).	http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/PayrollAdministration/Direct+Deposit+%28EFT%29.htm	Electronic Fund Transfer Application Form	
New Teacher Development			
Register for any citywide or principal sponsored events (check your email for potential invites).			
Visit the online Teacher Development site for tools and resources, including information on mentoring.	http://schools.nyc.gov/Teachers/TeacherDevelopment/NewTeachers/default.htm		
Health Benefits			
Compare various health plans and choose the one that's best for you.	http://schools.nyc.gov/Offices/DHR/HealthBenefits/default.htm		
Apply online using the Employee Self Service system (Note: You must have your new employee ID number to log in, which will be on your first paystub).	http://schools.nyc.gov/Offices/DHR/ESSintro.htm		
UFT Welfare Fund (for prescriptions, dental, etc.)			
Enroll online.	http://www.uft.org/member/benefits/		
Teacher Retirement System (TRS) and Tax Deferred Annuity (TDA)			
Download enrollment packet to confirm information and beneficiaries (Note: TRS deductions automatically begin with your first paycheck).	https://www.trsnyc.org/trsweb/tables/enrollment.html	Enrollment Application	
Optional: Enroll in TDA online after enrolled in TRS.	https://www.trsnyc.org/trsweb/tables/enrollment.html		
Employee Discounts			
Research employee discounts that you are eligible for as a new teacher.	http://schools.nyc.gov/Offices/DHR/EmployeeIncentiveandDiscounts/default.htm		



YOUR BENEFITS AND PAY

The NYCDOE offers extremely competitive salaries to newly hired teachers, and under the City's contract with the United Federation of Teachers (UFT), salaries for both new and existing teachers will increase each year through 2018. NYC teachers earn more based on experience, which translate to salary steps, and coursework above a bachelor's degree, which equate to salary differentials.

This section provides some essential information about salary steps and differentials, managing your pay, and the benefits you receive as a New York City teacher.

Do now!

You must apply for salary step placement so an equated (or anniversary) date can be issued to you. This will allow you to contractually advance on the salary schedule twice a year. See page 24 for more information.

HR Connect: (718) 935-4000

If you have questions about your benefits or pay, the first thing you should do is contact HR Connect, the NYCDOE's one-stop employee service center.

*Snapshot of Services Offered by HR Connect**

HR Connect Call Center

(718) 935-4000
Monday – Friday
9:00 a.m. – 5:00 p.m.

- Benefits Inquiries
- Salary Step & Differentials
- Payroll Inquires
- Leaves of Absence Inquiries

HR Connect Walk in Center

65 Court Street
Room 102
Brooklyn, NY
Monday – Friday
9:00 a.m. – 5:00 p.m.

- Fingerprinting Services
- ID Cards
- HR Inquires
- Benefits Inquires
- Leave of Absence Inquires

** If you do not see your HR need listed on this chart, we encourage you to still contact HR Connect.*

Employee Self-Service

[Employee Self-Service \(ESS\)](http://schools.nyc.gov/Offices/DHR/ESSintro.htm) is a tool that allows you to view or change your personal information and health benefits online.

Key link:

<http://schools.nyc.gov/Offices/DHR/ESSintro.htm>

The screenshot shows the NYC Department of Education website. The header includes the NYC logo and the text 'Department of Education' and 'Carmen Fariña, Chancellor'. Below the header is a navigation bar with links for 'Parents and Families', 'Students', 'Employees', and 'Community and Partners'. The main content area is titled 'Human Resources' and contains an 'Introduction to NYCAPS Employee Self-Service (ESS)' section. The text explains that ESS is a tool for viewing or changing personal information and health benefits online. It also provides instructions on how to access ESS, including the URL 'www.nyc.gov/ess' and the login process. A sidebar on the left contains a list of links for various services, and a sidebar on the right contains contact information and key documents.

Things You Can do with ESS

Personal Information	Benefits Information
<ul style="list-style-type: none"> View and change your name View and change your address View and change either pertinent information such as: <ul style="list-style-type: none"> Phone number Email address Gender Ethnic Group View other data such as <ul style="list-style-type: none"> Date of Birth Original Hire Date Military Status 	<ul style="list-style-type: none"> View and/or make changes to health benefits for you and your family due to a Life Event (birth, marriage etc.) or during the Open Enrollment Transfer Period or during the New Hire Process Change Health Benefits Buy-Out Waiver status at time of a Life Event

ESS: Logging on for the first time

User ID: Your seven-digit Employee ID Number.

Temporary ESS password: The last two digits of your SSN, the first three letters of the your birth month (must be upper case), your birth day (including the leading zero, if applicable), and birth year.

Example: Jane Doe's SSN is XXX-XX-XX99 and birth date is January 01, 1910. Jane's initial default password is 99JAN011910.

Once you successfully log on, you will be presented with a series of 10 security questions. **YOU ONLY NEED TO ANSWER 5 OF THESE.** If you forget your password in the future, the system will give you an opportunity to reset it yourself as long as you can answer the questions correctly.

Helpful Hint: ESS works best on PC Computers with Internet Explorer version 7 or 8. If you have a Mac or a higher version of IE, IT/Outlook support at (718) 935-5868 can help you open a compatible view on your computer.

The Payroll Portal

The NYCDOE's Payroll Portal website allows you to access salary, payroll, and personal paycheck information, and to enroll in direct deposit.

Accessing the DOE Payroll Portal

You can access the Payroll Portal at: payrollportal.nycboe.net

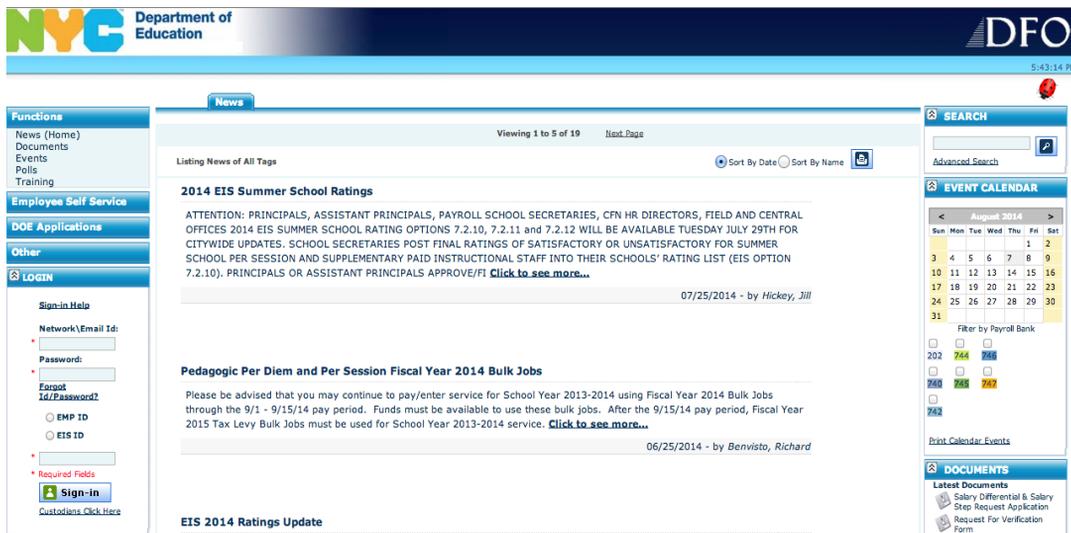
OR

1. Go to schools.nyc.gov/Offices/DFO

2. Click Payroll Portal.

The payroll portal login screen looks like this:

Note: Payroll Portal options are only compatible with Internet Explorer 8 or lower (for example, IE 7). If you are using Internet Explorer 9, select the Compatibility View option from your Internet Explorer 9 Tools menu.



You must log into the portal to access some of the portal's functions, such as employee self-service.

To log into the payroll portal:

1. Enter your Network / Email ID user name (for example, FSMITH). This is the same user name you use to log into the DOE network, and matches the first part of your email address.
2. Enter your Network / Email ID password. This is the same password you use to log into the DOE network
3. Enter ONE of the following:
 - Employee ID
 - EIS ID (this is labeled "Reference Number" on your paycheck)

Note: You must include all 7 digits, of your EIS ID, including the leading zero.

4. Click Sign In.

Enrolling in Direct Deposit

All newly-hired teachers must enroll in direct deposit. Enrolling in Direct Deposit/EFT is easy, saves paper and deposits your check directly into your account. It also allows you to access your pay stubs online.

Web Enrollment (encouraged): You can use the self-service area on the payroll portal to enroll in EFT by going to <http://payrollportal.nycboe.net> and log into the site with your DOE Outlook email address. Enrolling via the web will take up to two (2) pay periods. If you do not know or have an Outlook email, you may contact the DOE helpdesk at 718-935-5868 to obtain one.

Form Enrollment: Alternatively, you may submit a paper application along with a voided check (with pre-printed name), copy of savings statement, or passbook account (with pre-printed name) is required. Enrolling utilizing the paper form will take between three (3) and four (4) pay periods and incomplete applications will be returned.

You can download and print a paper application form from the Payroll Portal. Completed paper applications should be sent to:

NYC Department of Education
Payroll Benefits Program
65 Court Street, Room 1400
Brooklyn, NY 11201

Calculating Your Salary Step and Differential

Salary step placement is based on previous, paid, full-time teaching experience and/or related non-teaching experience.

All appointed teachers and appointed school-based-staff are assigned a salary step and an equate date. Twice each year, these individuals will automatically advance to the next salary step—once on his/her equate date and again every March.

Detailed information about salary steps can be found at:

<http://schools.nyc.gov/Offices/DHR/TeacherPrincipalSchoolProfessionals/Salary/Salary+Steps.htm>

This page provides detailed information on how and when to apply for a salary step or differential, including what information you will need to provide in your salary step or differential application. Information on salary step/differential timelines and mailing addresses is also included here.

Salary differentials are based upon exceeding the minimum education level required for their positions. Receiving the differential, however, is not automatic. Even though a prospective employee was required to report his or her education in his or her application for employment, a separate salary differential application must be submitted to the Office of Salary Services to be considered for this increase in pay.

More information about salary differentials can be found at:

<http://schools.nyc.gov/Offices/DHR/TeacherPrincipalSchoolProfessionals/Salary/Salary+Differentials.htm>

Teacher salaries are calculated on the basis of prior degrees and coursework and previous teaching or other closely related work experience. A teacher's salary is not officially calculated until he/she has been staffed; however, you can use the salary step documents below to estimate what your salary will be. If you have prior teaching or related experience or additional education above a bachelor's degree that you would like to be considered in your salary calculation, please consult the information on the Salary Step and Differential web pages to determine how to submit evidence of work experience or education for review.

Salary Resources

Salary Steps and Differentials Page (DOE):

<http://schools.nyc.gov/Offices/DHR/TeacherPrincipalSchoolProfessionals/Salary/Teacher+Salary+Steps+and+Differentials.htm>

Teacher Salary Schedule:

<http://schools.nyc.gov/NR/ronlyres/351BB993-3381-4A6A-8F5C-C1CD117EAE9D/0/TeacherOnlySalaryScheduleSeptember2014CORRECTED.pdf>

Note: The salary schedules specify salary information in relation to the employee's salary step, differential, longevity, salary base, experience, advancement increase, tuition reimbursement, staff development, educational differential, uniform allowance, and job level, where applicable to a given title.

Salary Schedule: Steps and Differentials

Key link:

<http://schools.nyc.gov/NR/rdonlyres/351BB993-3381-4A6A-8F5C-C1CD117EAE9D/0/TeacherOnlySalaryScheduleSeptember2014CORRECTED.pdf>

Columns: Salary Differentials

Rows: Salary Steps

OFFICIAL DESIGNATION	C1 (MA)	C2 (PA)	C2+ID (QA)	C2+ PD (RA)	C2+PD+ID (SA)	C2+C6 (TA)	C2+PD+C6 (UA)
GENERAL DESCRIPTIVE DESIGNATION	BASE	BA+30 CREDITS	BA+60 CREDITS	APPROVED MA OR BA + 30 CREDITS w/36 CREDITS IN AREA OF SPECIALIZATION	BA + 60 CREDITS INCLUDING APPROVED MA or 36 CREDITS IN AREA OF SPECIALIZATION	WORK EXPERIENCE FOR TRADE LICENSES OR BA + 60 FOR OTHER STIPULATED LICENSES (SEE AGREEMENT)	BACHELORS, MASTERS AND 30 ADDITIONAL CREDITS
1A	48,445	50,071	53,077	54,459	57,464	56,085	60,472
1B	48,445	50,071	53,077	54,459	57,464	56,085	60,472
2A	49,407	51,033	54,039	55,421	58,426	57,047	61,434
2B	49,407	51,033	54,039	55,421	58,426	57,047	61,434
3A	49,817	51,443	54,449	55,831	58,836	57,457	61,844
3B	49,817	51,443	54,449	55,831	58,836	57,457	61,844
4A	50,538	52,164	55,170	56,552	59,557	58,178	62,565
4B	50,538	52,164	55,170	56,552	59,557	58,178	62,565
5A	51,162	52,788	55,794	57,176	60,181	58,802	63,189
5B	51,162	52,788	55,794	57,176	60,181	58,802	63,189
6A	51,833	53,459	56,465	57,847	60,852	59,473	63,860
6B	52,784	54,410	57,416	58,798	61,803	60,424	64,811
7A	54,196	55,822	58,828	60,210	63,215	61,836	66,223
7B	57,503	59,129	62,135	63,517	66,522	65,143	69,530
8A	60,598	62,224	65,230	66,612	69,617	68,238	72,625
8B	64,272	65,898	68,904	70,286	73,291	71,912	76,299
5 YR LONG	65,292	66,918	69,924	71,306	74,311	72,932	77,319
10 YR LONG	68,443	70,069	73,075	74,457	77,462	76,083	80,470
13 YR LONG	70,588	72,214	75,220	76,602	79,607	78,228	82,615
15 YR LONG	75,115	76,741	79,747	81,129	84,134	82,755	87,142
18 YR LONG	76,303	77,929	80,935	82,317	85,322	83,943	88,330
20 YR LONG	85,088	86,714	89,720	91,102	94,107	92,728	97,115
22 YR LONG	90,033	91,659	94,665	96,047	99,052	97,673	102,060

Please Note: The default tax status for all paychecks is single with zero allowances. Employees can make changes to their tax status, tax withholding, or any additional withholding via the Personal and Tax Data Change form.

Your Salary: Important Tax Information

PLEASE NOTE: The default tax status for all paychecks is single, with zero allowances. Employees can make changes to their tax status, tax withholding or any additional withholding by following the steps below:

1. Download the Personal and Tax Data Change form from the HR Connect website at <http://schools.nyc.gov/dhrforms>.
2. Complete the form based on the instructions provided on it. Be sure to complete the entire form, as incomplete forms will not be processed.
 - NOTE: Employees wishing to make a tax change to multiple payroll banks need to submit separate Personal and Tax Data Change forms with the requested supporting documentation
 - NOTE: The maximum for federal and state tax additional withholding is \$150 for each federal and each state tax withholding.
3. Send the completed form and any supporting documents (W-4 form, a new IT-2104 form, etc.) to HR Connect as indicated in the form's instructions:

New York City Department of Education
Division of Human Resources / HR Connect
65 Court Street, Room 102
Brooklyn, NY 11201

FAX: 718-935-3423

It can take up to two pay periods for the change to take effect on your paycheck.

REMEMBER:

- Please ensure that you select the correct title when completing the form.
- When submitting a W-4, IT-2104 or IT-2104-E form, you must also submit the Personal and Tax Data Change form with the correct title selected.

Health Benefits

Key link:

<http://schools.nyc.gov/Offices/DHR/HealthBenefits/default.htm>

The NYC DOE offers a comprehensive benefits package that includes full medical benefits. Being provided with the opportunity to choose from over 10 health plans gives you access to some of the best doctors in the city. There is no waiting period because you are eligible on the first day of employment.

Do now!

Your coverage starts on your first day of employment, but you must apply for health benefits within 31 days of hire to be eligible retroactive to your first day of hire. The earlier you apply, the better. For 2014-15, you need to submit health benefits forms by October 2nd, 2014 to be eligible for retroactive coverage as of your start date of September 2nd. See the next page for application information.

Check the NYCDOE Health Benefits website to get the most up-to-date instructions for enrolling dependents or domestic partners on to your health plan.

Selecting a health plan is an important decision. Employees should select the health plan that best meets their needs, considering four important criteria:

- Cost:** Some plans require payroll and pension deductions for basic coverage. The costs of optional riders also differ. Be sure to compare costs and choose a plan that is suitable for you.
- Choice of doctor:** Some plans provide partial reimbursement when non-participating providers are used; other plans only provide coverage for participating providers.
- Convenience of access:** Certain plans may have participating providers or centers that are more convenient to your home or workplace.
- Coverage:** The services covered by each plan differ. For example, some provide preventive services while others do not; some plans cover routine podiatric (foot) care, while others do not. Make sure that your health plan covers any specific services you might need.

You can review the offered plans and rates by obtaining the Summary Program Description available on the Office of Labor Relations (OLR) website.

1. Go to <http://www.nyc.gov/html/olr/html/home/home.shtml>
2. From the left-hand navigational pane, click **Health Benefits Program**.
3. Click the appropriate link to view/print the Summary Program Description, general program information, and/or current health plan rates.
4. Contact the providers of the plans you are interested in, for additional information. It's important that you make this decision based on your own preferences.

The OLR website also contains helpful information and FAQs on health benefits topics such as retirement, coverage of eligible adult children, and domestic partner enrollment.

Health Benefits: How to Enroll

In early September, you will have the opportunity to log into ESS and enroll in health benefits. An email communication will be sent to you that contains your User ID and further instructions on how to enroll. Once you are logged into ESS, you will see a list of the available plans and rates. Employees can access ESS at www.nyc.gov/ess. FAQs are located [here](#).

After completing your enrollment in ESS, you should immediately FAX appropriate supporting documentation to: (718) 935-5215 (Attn: HR Connect Health Benefits Administration Office), or email : HRConnectBeneFax@schools.nyc.gov. Attach an ESS Coversheet, located [here](#), and write your name and Employee ID on each page that you fax.

What is my ESS User ID and password?

Your User ID is your 7-digit Employee ID/PMS Reference #. For future reference, it will also be on your pay stubs.

Your temporary password is the last two digits of your Social Security Number, the first three letters of your birth month (these must be entered using upper case), your birth day and birth year. For example, if the last two digits of your Social Security Number are **99** and your birth date is **January 1st, 1980**, your initial password will be **99JAN011980**.

Important: If you plan on enrolling a **domestic partner**, please be advised that you will be unable to add your domestic partner in ESS. To add a domestic partner, you must first enroll yourself and any other dependents in ESS. An ERB form must be completed in order to add a domestic partner and can be found [here](#). The required documentation for all of your dependents, including your domestic partner, must then be faxed to (718) 935-5215 (Attn: HR Connect Health Benefits Administration Office). Be sure to include your Employee ID number on each page that is being faxed to the Benefits Office.

Late applications will be processed, but your coverage start date will be determined by the date the Benefits Administration Office processes a complete application.

For example, a teacher who submitted health benefit enrollment forms on September 30th, 2014 will be covered retroactively from his/her start date of September 2nd, 2014, whereas a teacher who submitted health benefit enrollment forms on December 23rd would only be covered from that date onwards.

Employees who have missed their deadline must call HR Connect at (718) 935-4000.

Opting Out of DOE Health Benefits

If you are already receiving coverage under a family member/domestic partner's health plan, you may opt out of DOE health benefits. You may opt out of benefits by selecting the "Waive Benefits" or "Buy-Out Waiver Program" option in ESS. On September 2, 2014 you will have the opportunity to log into ESS to opt out of DOE health benefits. A Health Benefits Buy-Out Waiver Form must also be completed (link below). Refer to page 27 for information on how to access ESS.

- You will have to WAIVE BENEFITS if you are covered by another New York City Employee's health plan. Because the City is still subsidizing your benefits, you are not eligible for a buy-out waiver.
- You may enroll in the BUY-OUT WAIVER PROGRAM if you are covered through a non-City employee health benefits program (e.g. if your family member works for a state agency, the MTA, a federal agency, or in private industry)

If you are covered under a family member's City health plan

- Either you or your family member will need to waive your City benefits.
- Waiving benefits is a requirement for employees who are covered under another CITY health benefits plan (for example, covered under their City-employed spouse's plan). The City will not "buy out" their DOE benefits since they are still subsidizing the other City benefits.

If you are covered under a family member's non-City health plan

- The Buy-out waiver program is an incentive program that is extended to employees who are covered under NON-CITY health plans, who are willing to waive their City health benefits in return for a semi-annual payment - \$500 for individuals and \$1000 for families.
- To enroll in the Buy-Out Waiver, you will need to submit a Health Benefits Buy-Out Waiver Form (available on the [OLR website](#));
- Complete this form and submit it by **October 2nd, 2014.**

Dental, Vision, and Prescription Drugs

All teachers are covered for dental, vision, and prescription drugs by the United Federation of Teachers (UFT) Welfare Fund.

Do now!

All new members must:

- Complete a UFT Welfare Fund Enrollment Form. (This enrollment is separate from any UFT Membership and Department of Education Health Plan applications.) This enrollment form is available from the Fund office or can be done on-line at www.uftwf.org.
- Attach applicable documentation (e.g. birth certificate, marriage certificate or domestic partnership registration) to the enrollment form.
- See your UFT Chapter Leader if you have questions about the UFT Welfare Fund.



Retirement, Savings, & Other Financial Benefits

Key link: <https://www.trsnyc.org/trsweb/index.html>

[Teachers' Retirement System \(TRS\)](#): TRS membership is available to educators who work for the NYCDOE. TRS provides New York City educators with retirement, disability, and death benefit services. In addition to their basic Qualified Pension Plan, they administer one of the largest unified Section 403(b) Tax-Deferred Annuity Programs in the country.

TRS's address is 55 Water Street, New York, NY 10041. The office is located in lower Manhattan, two blocks south of Wall Street, four blocks east of Broadway and two blocks north of Broad Street. Member Services Center hours are 8:30 a.m. to 5 p.m., Monday through Friday. The toll-free number is (888) 8-NYC-TRS.

TRS' website includes [FAQs](#), [Forms and Tools](#), and [Glossary](#), among other resources.

The screenshot shows the homepage of the Teachers' Retirement System of the City of New York. The header features the TRSNYC logo on the left and a navigation menu with links for Home, News, Forms/Tools, Investments, Publications, About Us, and Resources. A search bar is located in the top right corner. Below the navigation menu, there is a banner image of a smiling woman in a red turtleneck pointing at a chalkboard. A message box below the banner reads: "See [Latest News](#) for information on TRS' summer hours." The main content area is titled "Welcome" and includes a "Help" button. The text below the title states: "TRS is one of the largest pension systems in the United States. We provide New York City educators with retirement, disability, and death benefit services. In addition to our basic Qualified Pension Plan, we administer one of the largest unified Section 403(b) Tax-Deferred Annuity Programs in the country." Below this, it says: "TRS membership is available to educators who work for the New York City Department of Education, the City University of New York, or participating New York City Charter Schools. Overall, our programs serve more than 188,000 in-service members, retirees, and beneficiaries." A section titled "One Step to Take Before the School Year" features an image of a young girl and text: "Before the back-to-school whirl starts, consider one simple step for your financial future: Enroll in TRS Tax-Deferred Annuity (TDA) Program. With TDA, you can reduce your current tax burden and build your nest egg by investing in TRS' [Passport Funds](#). Log in with your Username and Password, and you can sign up in minutes. If you're one of the 74,000 members already contributing, consider increasing your TDA contribution rate this school year. Rate changes and new enrollments don't take effect for at least 30 days, so you'll have time to make changes for the coming school year." To the right of this section is a "Quick Links" list: [Unit Values](#), [Forms](#), [Investment Returns](#), [FAQs](#), [Educational Programs](#), and [Newsletters](#). On the left side of the page, there is a sidebar with a login form (Username and Password fields, Login button), a "Not Registered?" button, and a "News" section with several news items: "2013 Unit Values Available" (1/15/13), "Can File Required Minimum on Elections Online" (1/13/13), "Quarterly Account Statements Available" (1/31/13), "Quarterly Statements Are Available" (1/29/13), and "Some New Members" (1/16/13). A "read all news" link is also present.

Employee Discounts

WageWorks/Transit Benefit

Key link:

schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/PayrollAdministration/WageWorks-TransitBenefit.htm

The City of New York partners with WageWorks to give eligible employees the opportunity to use pre-tax earnings to cover certain public transportation costs through the Commuter Benefits Program. By enrolling in the City of New York Commuter Benefits Program, you will save up to 42% on the cost of your commute using public transportation. This program works for virtually any transit system in the Tri-State area, including parking at or near public transit to commute to work.

To enroll, change, suspend payroll deductions or discontinue your enrollment in the Commuter Benefits Program, **visit the Employee Self Service** section of the Payroll Portal. (<https://payrollportal.nycboe.net/payrollportalweb/main.aspx>)

Other Discounts

Key link:

<http://schools.nyc.gov/Offices/DHR/EmployeeIncentiveandDiscounts>

Other discounts available for NYCDOE employees include:

- Office and print services
- Computer equipment and software
- Cell phone service
- Wellness programs and health clubs
- Educational courses and cultural events
- Newspapers
- Retail
- Travel
- Financial services

Please note that the DOE does not administer the discount programs and cannot advise on the discounts provided by an organization or company.



RESOURCES FOR A SUCCESSFUL FIRST YEAR

This section provides some helpful tips and links to additional instructional and pedagogical resources and supports.

You can find many more resources on the [Teacher Page](#) (including access to ARISLearn), as well by asking colleagues within your school and across the NYCDOE.

The Teacher Page: A “One-Stop Shop” for Teachers

Key link:

<http://schools.nyc.gov/Teachers/default.htm>

Home | Families | Students | Employees | Community Search: search here... GO

Teacher Page

A RESOURCE FOR TEACHERS

NYC Department of Education

Home Teaching Resources Accountability Human Resources ARIS Teacher Development Guidance I Teach NYC

DOE Home Page > Teacher Page

Teacher E-mail
Certification
PD & Student Opportunities
State Standards
ARIS Resources

Teaching Resources

Classroom

Arts
English Language Arts
School Wellness Programs
General Resources
Gifted and Talented
Special Education
Mathematics
Science
Social Studies
World Languages
English Language Learners
Resources

School Technology Summit 2014

from DIT Schools Team

SCHOOL TECHNOLOGY SUMMIT
WWW.SCHOOLTECHNOLOGYSUMMIT.COM

01:18 HD vimeo

SCHOOL TECHNOLOGY SUMMIT: Explore Your Tech Potential
July 30, 2014 // www.schooltechnologysummit.com

Spotlight

[Teacher's Choice 2014-15: Purchasing Period Now Open](#)
[Join the New York Botanical Garden's Teacher Training: The Art of Science](#)
[Register for Summer PD Opportunities Presented by the Special Education Office](#)
[Message Regarding Payment of the Ratification Bonus](#)
[Condoms & Sex Health Information for the Summer](#)

HR Connect

718-935-4000

[Salary Step and Differential](#)
[Health Benefits](#)
[Payroll Self-Service](#) (login required)
[Leaves of Absence](#)
[Personal Data Changes](#)
[Tax Forms](#)
[Open Market Hiring System/Excessed Staff Selection System](#)
[E-mail Password Reset](#)
E-mail FAQs

SubCentral

718-935-6

[SubCentral System](#) (login required)
[SubCentral Fact Sheet](#)
[SubCentral Quick Reference](#)
[SubCentral Instructional PowerPoint](#)

Current PD & student opportunities and instructional resources are on the left side

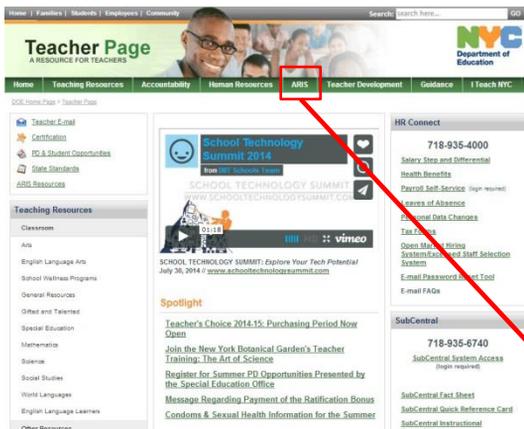
Spotlight and news are located in the middle

Key HR Connect and SubCentral resources are listed on the right side

ARIS: Online Resources for Teachers

ARIS includes resources for:

- Tracking student data and performance
- Finding resources and curricular materials
- Collaborating with other NYCDOE teachers
- Developing and acting on your professional learning plan



Welcome to ARIS — what do you want to do?

- Know Your Students**
View your students' academic, attendance, and contact information. To get started, click [here](#).
- Analyze Trends**
Examine your student data in the form of useful charts and graphs. To get started, click [here](#).
- Collaborate and Share**
 - Engage in collaborative inquiry with your colleagues.
 - Find or create a community of shared interests.
 - Share a resource with your colleagues.
 - Organize the content on your profile.To get started, click [here](#).
- Learn and Develop**
This is a beta version of ARIS Learn, which means that it is a work in progress.
 - Explore your professional competencies.
 - Reflect on your strengths and growth areas.
 - Develop your learning plan.
 - Choose your learning opportunities.
- Find Resources**
Early Childhood: [Pre-Kindergarten](#), [Kindergarten](#)
Elementary: [ELA](#), [Math](#), [Science](#), [Social Studies](#), [Arts](#), [PE/Health](#)

ARIS News

Cumulative credits are now available exclusively in STARS. Please refer to STARS to view your students' credit accumulations.

RSVP for the [NYCDOE School Tech Summit](#) this July 31st!

Monthly Highlights

- [Designing a "Thinking Curriculum" and Co-Teaching Model](#)
- [Thinking through a Lesson: Successfully Implementing High Quality Level Math Tasks](#)
- [Link: Literacy Design Collaborative](#)

Spotlight Communities

- [Core Curriculum Options](#)
- [CFI Institutes](#)
- [Intensive Course Content Areas](#)

Instructional & Mentoring Resources

Many new teachers are provided with a mentor as a resource for strengthening student learning. Whether or not you are paired with a mentor depends on several factors, including how many years of teaching experience you have and whether or not your license has reciprocity in New York State.

If you are in one of the categories below, you are eligible for mentoring:

You are in their first year of teaching AND hold one the following certification types:

- Initial Certification
- Transitional B (Teaching Fellows, Teach for America, Peace Corps, and Teaching Opportunity Program participants)
- Transitional A
- Conditional Initial
- Internship Certificate Holder
- Transcript Evaluation
- Letter from the college recommending State issue State Certification (LETT)

Mentors are critical supports in guiding new teachers to enhance their planning, instruction, and content knowledge. If you are given a mentor, he or she will help orient you to your school community and serve as a collegial and emotional support as you transition to a new school system or to teaching altogether.

All in all, mentoring serves several purposes. These include:

- Inducting beginning teachers to the profession and school community, as well as offering on-going support throughout the first difficult year of teaching
- Supporting the improvement of student outcomes in the classrooms of beginning teachers through on-going assessment, planning, and instruction cycles and assistance in implementing Citywide Instructional Expectations
- Guiding beginning teachers towards becoming autonomous professionals
- Ensuring that beginning teachers in NYC have the NYS required mentoring hours to move from Initial to Professional certification

If you are a teacher taking part in the formal mentoring program at your school, you must be mentored for at least two periods per week (minimally) over ten months to satisfy their NYC DOE one-year mentoring requirement. Once this has been completed, notification is sent to the beginning teacher, mentor, and the principal. In July, notification is sent to New York State to indicate that the teacher has completed the mentoring required for a New York State Professional Certification.

Working with Special Student Populations

Over 175,000 NYCDOE students qualify for special education services, and approximately 160,000 students are English language learners. The resources below may be helpful if you are working with students who are receiving special education services or English language support.

The [NYCDOE Division of Students with Disabilities and English Language Learners website](#) provides an overview of special education services, the referral process, and useful acronyms and terms. While geared primarily to parents, it can be helpful for new teachers to familiarize themselves with terminology and NYC-specific programs.

The screenshot shows a website page with a navigation bar at the top containing links: Home, Getting Started, The Special Education Process, Programs and Services, Enrolling in School, In the Classroom, Graduation, and District 75. The main heading reads "A Shared Path to Success Special Education in New York City" next to a photograph of a teacher and two students. Below the heading is a letter from Carmen Fariña, Chancellor, dated May 2014, addressed to families of students with disabilities. The letter discusses the year's achievements and upcoming summer resources. At the bottom, there are three columns of links: "Contacts and Supports", "Tell Me More About", and "Resources".

Contacts and Supports	Tell Me More About	Resources
<ul style="list-style-type: none"> ● Please begin by contacting your child's school ● Contact your child's Children's First Network (CFN) ● Contact your child's Committee on Special Education (CSE) ● Contact your child's Committee on Preschool Special Education (CPSE) ● Call the Special Education Hotline at 718-935-2007 or 311 ● Email Specialeducationreform@schools.nyc.gov ● Division Contact Information ● DOE Directory 	<ul style="list-style-type: none"> ● A Parent's Guide to Special Education Services for School-Age Children ● District 75 ● English Language Learners ● Important Documents ● Information for Parents of Preschoolers ● New York City's Special Education Reform ● Parent Member IEP Training ● Parent's Rights and Responsibilities ● Related Services ● Special Education Transportation 	<ul style="list-style-type: none"> ● Acronyms & Glossary ● Back To School Basics ● Children First Network Supports For Your Child's School ● Citywide Council on Special Education (CCSE) ● Family Resource Corner^{NEW} ● Getting Help ● Outside Resources

Information about NYCDOE Special Education Reform:
<http://schools.nyc.gov/academics/specialeducation/tellmemore/spedreform.htm>

2014-15

Citywide Instructional Expectations

The Citywide Instructional Expectations set the annual instructional priorities for the New York City Department of Education, foster citywide conversations about school practice, and direct educators to resources and guidance to successfully address these priorities.



The [2011-12](#) and [2012-13](#) Citywide Instructional Expectations guided schools as they prepared for the significant new demands of the [Common Core Learning Standards](#) and [Advance](#). The [2013-14](#) Expectations steered schools as they enacted these new policies. The 2014-15 Expectations help schools reflect upon and refine their practice in order to strengthen the integration of these initiatives to prepare all students, including students with disabilities and English language learners, to graduate college and career ready. Implementation of the Expectations will support schools in building coherence among their culture, structures, and instructional core and support them in reaching the benchmarks for school quality described in the [Quality Review Rubric](#).

Conversations with teachers, school leaders, and field support staff have helped to define the following principles that underpin the 2014-15 Citywide Instructional Expectations:

- Schools need time to reflect upon and refine their practice;
- Selecting only a few high-leverage actions to deepen the ongoing work of preparing students for college and careers helps schools make sense of multiple initiatives, including implementation of the Common Core Learning Standards, Advance, and [A Shared Path to Success](#);
- Using a common language and building a shared understanding of high-quality instruction enhances New York City educators' ability to communicate and align resources within and across schools; and,
- The Expectations and the specific tools referred to within them are backed by research and reflect how New York City schools have successfully implemented new instructional policies over the past three years.

FOR A DEEPER LOOK

Primary Connections:

In alignment with the Quality Review Rubric, these Expectations are intended to guide school communities as they focus their efforts toward the goal of creating a rigorous and responsive learning experience for students and educators.

Activities and Research:

Throughout the Expectations, there are links to highlighted resources that can help educators as they plan, implement, and make adjustments to practice throughout the school year. Additional resources, including case studies from New York City schools, are available on the [Common Core Library](#).

Summary of the 2014-15 Citywide Instructional Expectations

Schools have been working hard to address these priorities in order to best meet the needs of their own communities. In the 2014-15 school year, schools will reflect on previous years' successes and areas for growth in order to create and refine strategic plans that best support their students. **Specifically, the 2014-15 Citywide Instructional Expectations call on schools to:**

1. Ensure **knowledge of students** and their work, and use this knowledge as the starting point for planning;
2. Integrate policy into an established, clearly articulated **instructional focus**; and,
3. Develop a culture of **collaborative professional learning** that enables school and individual development.

Click [here](#) for full version

● Knowledge of Students

The work of schools is to support students to demonstrate academic and personal growth, achieve at their highest levels, and be afforded opportunities for college and career participation. The success of that mission depends on a school's ability to know its students well. All students should experience rigorous instruction that is aligned with school-wide goals for preparing students for success in college and careers. It remains the responsibility of the classroom teacher to know how each of his or her students is progressing towards mastery of the content and standards. It is the responsibility of the *school* to ensure that each student's academic and social-emotional development and progress toward meeting the benchmarks for college and career readiness are well known and addressed.

In 2014-15, school leaders will ensure that systems and structures are in place so that each student is known well by at least one staff member. It is the responsibility of that staff member – or a team – to be able to clearly articulate the student's development, including how a student is progressing as an individual, as a learner, and as a member of the community in order to coordinate student support services and to advocate for that student. Schools will strategically align their work, including their instructional focus, professional learning, and related supports based on regular assessment of student strengths and needs.

Knowledge of students will emerge through the systems and structures employed by the school, including student conferences, family communication, the individualized education program process, English language learner program selection process, academic and personal goals for students, and guidance and support services for students. Schools will regularly examine evidence and monitor impact of this work throughout the year in order to refine practices that best support knowing students to ensure their growth and success.



FOR A DEEPER LOOK

Primary Connections:

- [Quality Review Rubric](#) indicators 1.2, 1.4, 2.2, 5.1
- Danielson's *Framework for Teaching* components 1e, 2a, 2d, 3c, 3d
- [Guide to Quality Individualized Education Program Development and Implementation](#)
- [Blueprint for English Language Learners Success](#)
- [Guidance for Prekindergarten Programs](#)

Activities and Research:

- [Looking at Students' Current Thinking and Surfacing Gaps](#)
- ["The Benefits of School-Based Social and Emotional Learning Programs"](#)

● Instructional Focus

An instructional focus is a school-determined priority that integrates multiple initiatives into a cohesive approach to strengthen student achievement. It is rooted in the school's needs and has a direct and evident impact on classroom practice. An instructional focus is developed after examining multiple sources of information, including the strengths and needs of students. It brings cohesion to a school's goal-setting process, comprehensive education plan, teacher and administrator development goals, and decisions about resource allocation. It is emphasized throughout the work of the school, including in school-wide professional development plans, the observation and feedback cycle, and communication with families.



This year, schools will refine or develop an instructional focus to integrate their beliefs on how students learn best, respond to the needs of all students, and attend to the professional growth of all staff. In determining and refining an instructional focus, schools should consider:

- Existing school and staff goals, mission, and vision;
- Multiple sources of student work to analyze gaps between instructional goals and what students currently know and are able to do, assess impact of instruction, and inform strategic instructional adjustments;
- Students' development of [academic and personal behaviors](#);
- Teachers' strengths and areas for growth;
- Curricula and instructional resources;
- Budget, human resources, time, and facilities that support the specific needs of all students; and,
- School structures, including teaming and programming options, to support implementation and ongoing monitoring of impact.

Schools with a cohesive instructional focus embed it in all aspects of school practice, and they prioritize activities aligned to the focus. Evidence of implementation is visible in the work of all members of the school community from school leaders to students. For example:

- School leaders provide focused feedback to teachers as part of formal and informal observation cycles and coordinate internal and external professional development opportunities to support teacher development;
- Teachers plan, reflect upon, and refine classroom practices to incorporate pedagogical strategies aligned to the focus; and,
- Students engage and succeed in related work that supports them in meeting the appropriate standards.

Throughout the school year, teams will monitor for evidence of impact and reflect on implementation. This reflection will inform adjustments to practice and structures, in service of increasing student progress. An instructional focus anchors the school's approach to all of its work, including the strategic collaboration needed to do this work well.

FOR A DEEPER LOOK

Primary Connections:

- [Quality Review Rubric](#) indicators 1.1, 1.2, 2.2, 4.1, 5.1
- [Danielson's Framework for Teaching](#) components 1a, 1e, 3b, 3c, 3d
- [Common Core Instructional Shifts](#)

Activities and Research:

- [Instructional Focus Development Tool](#)
- [Academic and Personal Behavior resources, tools, and research](#)
- [Introduction to Universal Design for Learning](#)
- [Summary of "Themes and Implications from Structured Interviews with Teachers and School Leaders on the District's 2013-14 Citywide Instructional Expectations"](#)
- [Research briefs: Literacy and English Language Learners](#)

● Collaborative Professional Learning

As a key element of professional learning, collaboration supports both teacher and student growth. It is the collective responsibility of all school members to engage in professional collaboration that serves the needs of their students. The culture of reflecting on and refining practice to drive the work within schools builds upon previous years' Expectations and New York City's focus on inquiry. Collaborative professional learning among school leaders, staff, families and communities increases the impact of strong instruction. In 2014-15, schools will refine and develop systems and structures that foster collaborative professional learning in support of their instructional foci and identified areas for teacher and student growth.

School teams that work together to study and implement prioritized instructional practices have a strong impact, not only on student learning, but on their own professional learning. Professional collaboration can happen in a variety of ways, including:

- Colleagues from similar content areas or grade levels meet to look at the standards and to coordinate when each standard is addressed in the year;
- Teachers engage in professional development and then bring instructional strategies back to vertical and horizontal teams;
- School leaders support teachers' reflection on their practice and development of pedagogical strengths based on identified areas for growth by providing professional learning opportunities, facilitating inter-visitations, and modeling a commitment to their own learning goals and strategies;
- Targeted intervention teams, for example [Response to Intervention](#), pupil personnel, or special education school implementation teams, comprised of administrators, teachers, and other staff regularly analyze relevant screening and diagnostic data, student work, and observation notes to develop targeted interventions and engage in ongoing process monitoring protocols; and,
- School cabinets review school-wide data in order to assess the impact of the instructional focus across classrooms and plan adjustments.

Throughout the year, schools will analyze multiple sources of information to assess the impact of professional learning and inform the refinement of collaborative structures and practices. The impact of this collaboration will be seen in classroom practice and related student work.



FOR A DEEPER LOOK

Primary Connections:

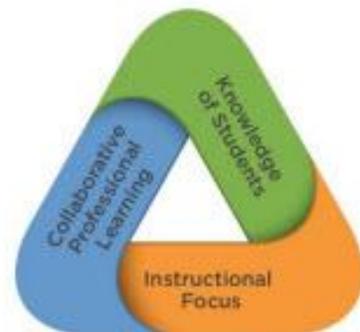
- [Quality Review Rubric](#) indicators 1.3, 2.2, 4.2, 5.1
- [Danielson's Framework for Teaching](#) components 1a, 1e, 4e
- [A Shared Path to Success: Guidance for School Implementation Teams](#)

Activities and Research:

- [A Rationale for Protocols](#)
- [Professional Learning resources](#) on the Common Core Library
- Recommended literature and other leadership development resources on the [Leadership Library](#)

● Planning for Success

By prioritizing knowledge of students, instructional focus, and collaboration, schools will support student achievement, promote greater school-wide instructional consistency, and foster a culture of learning. Schools will plan, implement, and assess their instructional practices throughout the course of the year. Below is an example of how a school might integrate the Expectations into its practice.



SAMPLE TIMELINE

Spring 2014

- Identify multiple sources of student, teacher, and school information to assess current strengths and areas for growth
- Engage in team reflection and goal-setting processes to inform school-wide decision-making
- Select an instructional focus with input from school stakeholders informed by identified trends
- Plan for 2014-15 curriculum, assessment, scheduling, purchasing, and staffing needs
- Engage appropriate teams in the planning process, for example, the special education school implementation team plans for how the needs of students with disabilities will be addressed in the upcoming year

Summer 2014

- Assess alignment between school structures, resources, and instructional goals
- Assess composition, purpose, and effectiveness of current school teams to make strategic adjustments
- Plan structures and systems for collecting evidence and monitoring impact of implementation of the activities outlined in the 2014-15 Expectations
- Plan structures for teacher collaboration and professional development to address identified needs

Fall 2014

- Communicate with families to assure partnership on the school's instructional priorities
- Implement structures that support the school's knowledge of its students, its instructional focus, and its culture for collaborative professional learning
- Gather and reflect upon evidence of student mastery of content and standards, students' social-emotional learning, and progress towards graduating high school college and career ready
- Implement course corrections in areas such as academic intervention services and staffing

Winter/Spring 2015

- Reflect upon and refine structures that support the expectations that students are known, an instructional focus is being implemented, and collaborative professional learning is prioritized
- Regularly monitor evidence of the impact of instruction and school structures on school-wide outcomes, determine adjustments, and refine practices
- Engage in team reflection and goal-setting processes to inform school-wide decision-making

FOR A DEEPER LOOK

- [School Team Reflection Protocol](#)
- [Serving All Students: Checklist for Organizing Resources \(CORE\)](#)
- [Parent Communication: Resources for Learning at Home](#)

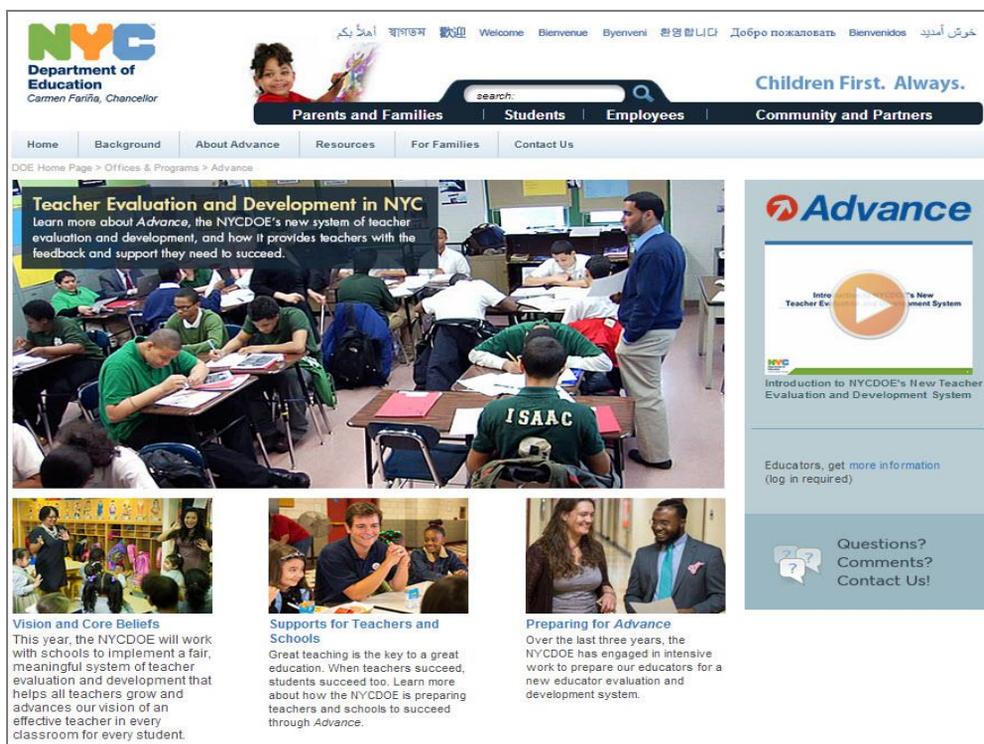
An Introduction to ADVANCE: The NYCDOE’s Teacher Evaluation System

In 2013, the New York City Department of Education launched a new teacher evaluation system called *Advance*. This system covers all New York City classroom teachers who have been assigned primarily responsibility for a student’s learning in a subject/course. Each teacher receives an evaluation score that is comprised of student learning measures and assessment of teacher practice.

Your first step in Advance is to participate in an Initial Planning Conference with you evaluator – most likely your principal or assistant principal (AP). During this conference, you will outline your goals as a teacher for the upcoming school year, outline a plan for your evaluation, and discuss and select which observation options and components will contribute to your evaluation.

The NYCDOE’s [Advance homepage](#) includes a variety of resources, including a [Webinar for Educators on Entire Advance System](#). This webinar is designed to give educators an overview of each of the key components of the entire Advance evaluation and development system.

Additionally, your principal, AP, and/or mentor teacher may be able to help you to become familiarized with the Advance teacher evaluation system and support you in setting goals and choosing amongst evaluation options.



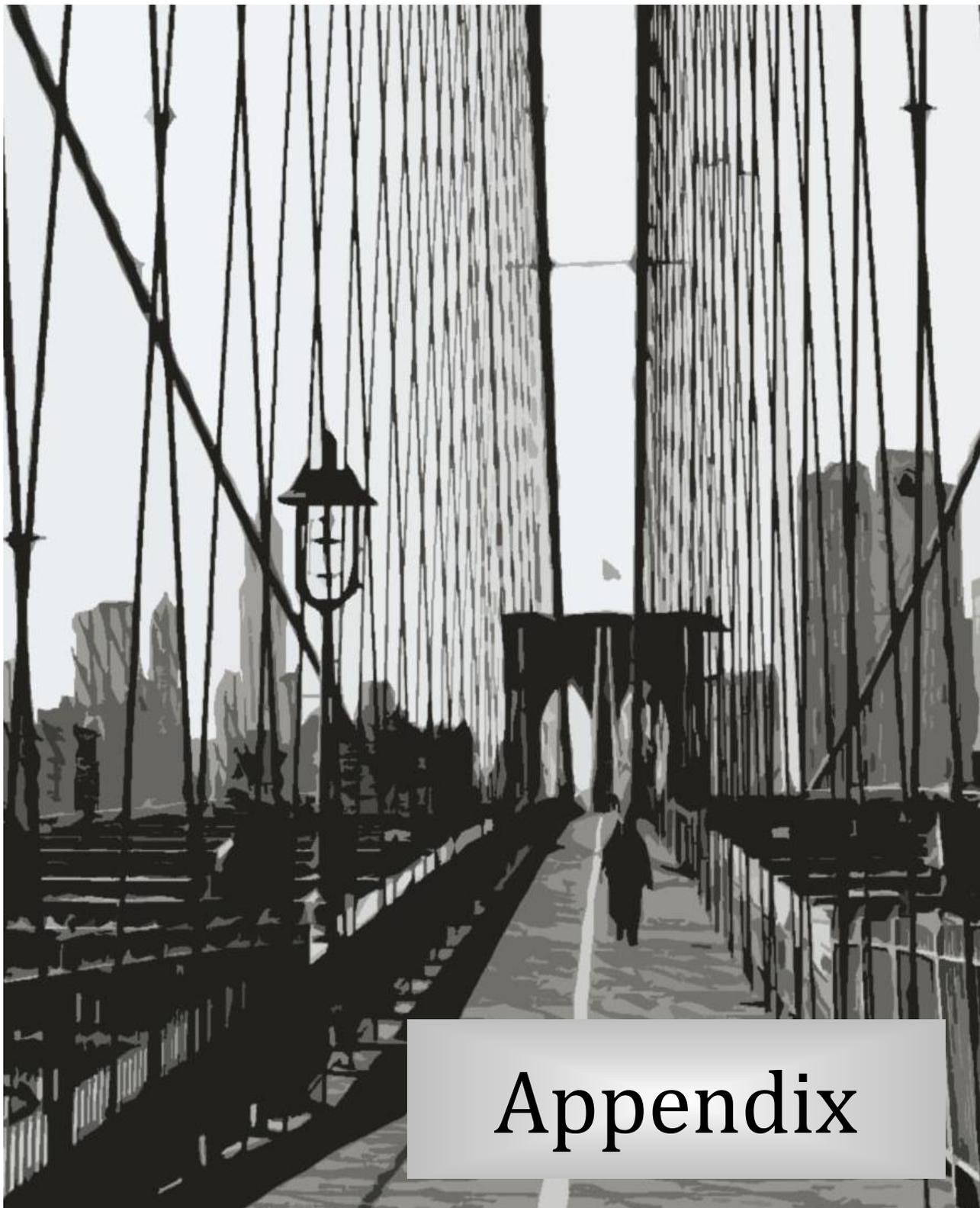
The screenshot shows the NYC Department of Education website. At the top, there is a navigation bar with the NYC logo, the text "Department of Education Carmen Fariña, Chancellor", and the slogan "Children First. Always." Below this is a search bar and a menu with options: "Parents and Families", "Students", "Employees", and "Community and Partners". A secondary navigation bar includes "Home", "Background", "About Advance", "Resources", "For Families", and "Contact Us".

The main content area features a large banner titled "Teacher Evaluation and Development in NYC" with the text: "Learn more about *Advance*, the NYCDOE's new system of teacher evaluation and development, and how it provides teachers with the feedback and support they need to succeed." Below this banner is a large image of a classroom with a teacher and students.

To the right of the banner is a sidebar for the "Advance" system, featuring a play button icon and the text: "Introduction to NYCDOE's New Teacher Evaluation and Development System". Below this, it says: "Educators, get more information (log in required)". At the bottom of the sidebar, there are links for "Questions? Comments? Contact Us!".

Below the main banner, there are three smaller images with accompanying text:

- Vision and Core Beliefs:** This year, the NYCDOE will work with schools to implement a fair, meaningful system of teacher evaluation and development that helps all teachers grow and advances our vision of an effective teacher in every classroom for every student.
- Supports for Teachers and Schools:** Great teaching is the key to a great education. When teachers succeed, students succeed too. Learn more about how the NYCDOE is preparing teachers and schools to succeed through *Advance*.
- Preparing for *Advance*:** Over the last three years, the NYCDOE has engaged in intensive work to prepare our educators for a new educator evaluation and development system.



Appendix

Important Policies to Know

FAQs Regarding School Trips

Includes information on field trip requests, approval, chaperone requirements, and visiting non-DOE locations.

(<http://schools.nyc.gov/NR/ronlyres/4716EC07-4DC3-4254-9E29-01BC9274CD98/144904/FAQsRegardingSchoolTrips.pdf>)

Conflict of Interest Memorandum: Includes guidelines on tutoring and/or working for an outside entity; also covers prohibited financial relationships.

(<http://schools.nyc.gov/NR/ronlyres/0CF883D2-AAEC-4CF9-8FE8-6AA148335643/81571/FinancialRelationshipsTutoringMemo.pdf>)

Media Consent Form

This site contains links to the media consent form that parents/guardians must sign in order to photograph, film, or videotape a student for non-profit use (e.g.: educational, public service or health awareness purposes). Many schools have parents sign off on a blanket consent form at the start of the school year – check to see what your school’s policy is.

(<http://schools.nyc.gov/Offices/mediarelations/consentforms/default.htm>)

Chancellor’s Regulations Covers a wide range of NYCDOE policies. The 200 and 600 series of Volume C cover many human resource policies pertaining to teachers.

(<http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm>)

Here are additional policies which can be found on the following websites:

- [NYCDOE General Practice Unit](#)
- [NYCDOE Office of Ethics and Conflicts of Interest](#)
- [UFT-DOE Classroom Teacher Contract](#)

Requesting a Substitute

- Please talk to your principal or other school leader (AP, operations manager, mentor teacher, etc.) to learn what your school's policy for requesting a substitute is, as policies and procedures can vary from school to school.
- If your school uses the DOE's [SubCentral](#) system, you may access SubCentral and related documents via sidebar on the [Teacher Page](#).

Home | Families | Students | Employees | Community Search: search here... GO

Teacher Page

A RESOURCE FOR TEACHERS

NYC Department of Education

Home Teaching Resources Accountability Human Resources ARIS Teacher Development Guidance I Teach NYC

DOE Home Page > Teacher Page

Teacher E-mail
Certification
PD & Student Opportunities
State Standards
ARIS Resources

Teaching Resources

Classroom

Arts

English Language Arts

School Wellness Programs

General Resources

Gifted and Talented

Special Education

Mathematics

Science

Social Studies

World Languages

English Language Learners

Other Resources

School Technology Summit 2014

from DIT Schools Team

SCHOOL TECHNOLOGY SUMMIT
WWW.SCHOOLTECHNOLOGYSUMMIT.COM

01:18 HD vimeo

SCHOOL TECHNOLOGY SUMMIT: Explore Your Tech Potential
July 30, 2014 // www.schooltechnologysummit.com

Spotlight

[Teacher's Choice 2014-15: Purchasing Period Now Open](#)

[Join the New York Botanical Garden's Teacher Training: The Art of Science](#)

[Register for Summer PD Opportunities Presented by the Special Education Office](#)

[Message Regarding Payment of the Ratification Bonus](#)

[Condoms & Sexual Health Information for the Summer](#)

HR Connect

718-935-4000

[Salary Step and Differential](#)

[Health Benefits](#)

[Payroll Self-Service](#) (login required)

[Leaves of Absence](#)

[Personal Data Changes](#)

[Tax Forms](#)

[Open Market Hiring System/Excessed Staff Selection System](#)

[E-mail Password Reset Tool](#)

E-mail FAQs

SubCentral

718-935-6740

[SubCentral System Access](#)
(login required)

[SubCentral Fact Sheet](#)

[SubCentral Quick Reference Card](#)

[SubCentral Instructional PowerPoint](#)

Link to
SubCentral

Leaves of Absence

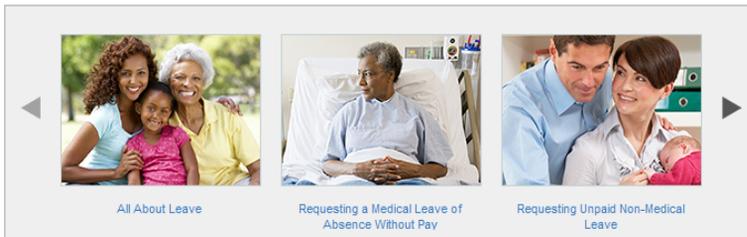
Key link:

<http://schools.nyc.gov/Offices/DHR/HealthBenefitsLeavesAbsence/default.htm>

The HR Connect Leaves Administration Office handles leaves applications when DOE employees need to be absent from work for an extended period of time. This includes Line of Duty Injuries (LODI), Health Sabbaticals, Study Sabbaticals, leaves without pay, medical leaves, CAR and borrowing CAR days, personal illness, and more. For more information, please see the [Leaves of Absence FAQs](#) page.

Leaves & Medical Administration

Topics in Employee Leave and Medical Administration



[New: Apply for Leaves Online](#)

The new [Self-Service Online Leave Application System \(SOLAS\)](#) makes it easier and more convenient to apply for a leave of absence! DOE employees can use SOLAS to apply for leave from a computer or smartphone – all you need is your DOE email address and password.



[Leaves of Absence FAQs](#)

The HR Connect Leaves Administration Office handles leaves applications when DOE employees need to be absent from work for an extended period of time. This includes Line of Duty Injuries (LODI), Health Sabbaticals, Study Sabbaticals, leaves without pay, medical leaves, CAR and borrowing CAR days, personal illness, and more.



[Medical Administration](#)

The HR Connect [Medical Administration Office](#) and its physicians determine whether a person is "fit for duty," evaluate medical leave requests and Line of Duty Injury (LODI) applications, determine eligibility for Board of Education Retirement System (BERS) disability retirement, and assess requests for accommodations under the Americans with Disabilities Act (ADA).



[Worker's Compensation](#)

Workers' Compensation Laws are enacted to protect employees against loss of earning power through injury sustained in their employment. Workers' Compensation is insurance



HEALTH BENEFITS FREQUENTLY ASKED QUESTIONS

If you still have questions after reading all of the Frequently Asked Questions, call HR Connect at (718) 935-4000.

1. AM I ELIGIBLE FOR HEALTH BENEFITS WITH THE NEW YORK CITY DEPARTMENT OF EDUCATION (DOE)?

DOE employees are eligible for health benefits if they:

- Work on a regular schedule, at least 20 hours per week, AND
- Work on an appointment that is expected to last for more than six months

Additionally, F-status employees are eligible for health benefits. Non-F-status substitute teachers are not eligible for health benefits.

2. WHAT IS COVERED UNDER MY CITY HEALTH BENEFITS?

Health care (for example: hospital stays, doctor appointments, diagnostic tests, and medical procedures that are deemed eligible by your provider) are covered under your City health plan. Depending on your provider, you may also select an optional rider that will cover prescriptions. Vision, dental, and some prescriptions are covered by your union or welfare fund.

3. WHAT IS A WELFARE FUND?

All DOE employees that are not members of a union are eligible for a welfare fund (such as the [Management Benefits Fund](#)). Union and welfare funds will address areas of health coverage not included under your City health plan (such as vision and dental).

4. WHEN ARE MY HEALTH BENEFITS ACTIVATED?

The start date for your health insurance is based on your title.

Appointed teachers and specified school-based personnel are covered retroactively to their first day of employment. In order to receive coverage retroactive to your first day, you must submit your health benefits application (ERB form) to the HR Connect Health Benefits Administration Office within 31 days of hire.

Provisional, temporary, and non-competitive employees, who have no experience or education requirements, are entitled to coverage that begins on the first day of the pay period following the completion of a 90-day period of continuous DOE employment. In order to receive coverage on this effective date, you must submit your customized health benefits application to the HR Connect Health Benefits Administration Office within 31 days of hire.

5. HOW LONG DOES IT TAKE TO GET MY HEALTH INSURANCE CARD?

Your health insurance card should be mailed to you by your provider within four to six weeks after your Health Benefits Application (ERB form) has been processed.

6. WHO CAN BE COVERED UNDER MY HEALTH PLAN?

You may cover your spouse, domestic partner, and/or dependent children under your City health plan. A dependent child is defined as your natural or adopted child, or any child of which you have legal custody and/or have been ordered by the court to cover under your health insurance.

7. HOW LONG CAN MY DEPENDENT CHILD/CHILDREN REMAIN ON MY COVERAGE?

Dependent children are covered from birth until the age of 19. If your dependent child is over the age of 19, unmarried, and enrolled at an accredited college or university, you may continue their coverage until the age of 23. Disabled children are covered for the duration of your own City health coverage. It's important to note that supporting documentation is always required when adding a child to your health plan.

8. WHEN CAN I CHANGE MY BENEFITS PROVIDER?

You may change your benefits provider during the annual Open Enrollment transfer period. You may also change your provider if you move out of the service area covered by your selected provider.

9. WHEN IS THE ANNUAL OPEN ENROLLMENT TRANSFER PERIOD?

The annual Open Enrollment transfer period is determined by the Office of Labor Relations each year. It typically occurs from mid-October through mid-November.

10. WHEN CAN I ADD OR DROP A DEPENDENT?

You may add or drop a dependent within 31 days of a qualifying event (such as marriage, domestic partner registration, divorce, death, birth, adoption, or court order). The effective date of your dependent's coverage will be retroactive to the date of the qualifying event, provided the Health Benefit Application (ERB) and appropriate supporting documentation was provided within the 31-day enrollment period.

11. WHEN CAN I ADD OR DROP AN OPTIONAL RIDER?

You may add or drop optional riders during the annual Open Enrollment transfer period. You may also change your optional rider if you are moving into or out of a union title and your prescription benefits are affected by the title change.

12. WHAT IS THE HEALTH BENEFITS BUY-OUT WAIVER PROGRAM?

The New York City Health Benefits Buy-out Waiver Program allows eligible City employees to receive an incentive payment for waiving their City health coverage. Employees who are eligible to enroll in the City's health benefit program, and are covered under their spouse's or domestic partner's non-City group health insurance, or through other employment, or under Medicare Part A and Part B, may enroll in the Health Benefits Buy-out Waiver Program.

13. WHEN CAN I ENROLL IN THE HEALTH BENEFITS BUY-OUT WAIVER PROGRAM?

You may only enroll in the program at specified times and under specific conditions.

- Within 31 days of becoming eligible for health benefits coverage
- During the annual Open Enrollment transfer period
- As a result of a qualifying event

14. WHEN WILL I RECEIVE MY HEALTH BENEFITS BUY-OUT WAIVER PAYMENT?

The incentive payment is distributed in two equal, semiannual payments, as part of the first June paycheck and the first December paycheck.

A prorated payment is given if you enroll in the Health Benefits Buy-out Waiver Program less than six months prior to a scheduled incentive payment.

15. WHEN DOES MY HEALTH COVERAGE END?

Benefits will be terminated for employees who are no longer payrolled by DOE, who are on an unpaid leave for which benefits are not provided, or who have exhausted their leave. There is no grace period for benefits termination. Your benefits will terminate on the date that you are no longer payrolled or otherwise eligible for benefits.

16. WHEN CAN I PICK UP COBRA?

You can apply for COBRA insurance once your City health coverage has been terminated. COBRA applications can be found on the DOE website, or may be obtained at your work location. Three copies of the completed application must be mailed directly to your provider; do not submit the forms to DOE.

Note: If you are an administrative employee (H/ZBank), your COBRA application will be mailed directly to you and to your dependents upon termination of coverage.

17. AM I STILL COVERED WHEN I GO ON A LEAVE OF ABSENCE?

If you are going on a Family and Medical Leave Act (FMLA) or Special Leave of Absence Coverage (SLOAC) leave of absence, you are still eligible for City health coverage. All other unpaid leaves of absence are considered benefits-terminating leaves and will require you to reinstate coverage upon your return from leave.

18. HOW DO I REINSTATE MY COVERAGE AFTER RETURNING FROM A LEAVE OF ABSENCE?

The process for reinstatement varies slightly for different populations.

Non-administrative employees (such as appointed teachers and most school-based personnel) must submit a Health Benefits Application (ERB form) to HR Connect's Health Benefits Administration upon return from leave. Additionally, you must work with your HR Representative or payroll secretary, who will submit a 1054 form on your behalf. Both forms must be submitted in order to reinstate coverage upon return from leave.

Administrative employees (H/ZBank) will be sent a customized health benefits application form at the time your return from leave is processed by HR Connect's Leaves Administration. You must complete and submit this form to HR Connect's Health Benefits Administration as soon as possible. You do not need to complete a 1054 form.

Employee Self-Service (ESS) Frequently Asked Questions

What is Employee Self-Service (ESS)?

ESS is now available and can be easily accessed on the Internet, so you can use it from work and from home.

You can use ESS to:

- View or change your **personal information**, such as Name, Address, and Phone Number
- View or make changes to **health benefits** for you and your family due to a Life Event (birth, marriage, etc.), or during the Open Enrollment Transfer Period

Where do I log in to ESS?

To log on to ESS please go to: www.nyc.gov/ess

What is my User ID and Password?

Your User ID is your 7-digit Employee ID/PMS Reference # provided by your agency or found on your previous pay stubs. (New hires receive their Employee ID/PMS Reference # as part of the new hire process).

If this is your first time logging into ESS, Your temporary password for ESS consists of the last two digits of your SSN, the first three letters of your birth month (must be upper case), your birthday day (including the leading zero, if applicable), and birth year (e.g. the password for an employee with a SSN of XXX-XX-XX99 and a birth date of 01/02/1900 would be 99JAN021900). After logging in with your temporary password, you'll be immediately prompted to change it.

What if I forgot my password?

Use the "Forgot Password" link on the log-in page and follow the instructions to answer the security questions you previously set up. If you have forgotten the answers to your security questions, or are unable to log in using your password, call HR Connect at (718) 935-4000.

What if I don't have access to a computer at work?

You can access ESS from home through the Internet, or from a public place such as the library.

You can also check with your HR Administrator to see if a computer or kiosk is available in your area for using ESS.

When can I access ESS?

ESS is available 24 hours a day, 7 days a week, with brief maintenance periods after 8:30 p.m. on weekdays and on Sundays.

What if I need help navigating through ESS?

There is a dynamic help tool within the application. After you log in, click the Help link in the top right corner for information targeted to the page you are looking at, or use the Search feature to find specific help topics.

Is my information secure?

ESS security is state of the art and offers the best protection of data that we can provide. You also have a key role in protecting your information. You should create passwords that are not easily linked to you, and change your password regularly.

If you are accessing ESS in a public place (e.g. library, or shared computer):

- Please take all necessary precautions to protect your data while viewing or printing and do not leave your computer screen unattended.
- Remember to log off to prevent others from accessing your personal information.

Fingerprinting

You must be fingerprinted to begin employment with the New York City Department of Education.

The HR Connect Walk-In Center and the Office of Personnel Investigation (OPI) are responsible for screening all new staff hired by the New York City Department of Education (DOE) to ensure the safety and well-being of students and staff. State education laws and DOE policy and practice mandate the taking of fingerprints as a prerequisite for licensure and/or employment. Particular attention is given to fingerprint results that reveal a criminal history. Click for important information regarding [arrest and conviction information](#) for both applicants and current employees.

Fingerprinting services overview for teachers

Where and How to Get Fingerprinting Done

Fingerprinting services are available from the HR Connect Walk-In Center at 65 Court Street, Room 102, in Brooklyn between 9 a.m. and 5 p.m. However, applicants are strongly encouraged to report to the Walk-in Center by 4:30 p.m.

Required documentation for teachers is as follows:

Once you are nominated for a teaching position, you will receive an email with instructions to log into the Applicant Gateway. You must complete and e-sign all the required documents in Applicant Gateway. Then you must come to the HR Connect Walk-in Center with your original I-9 documentation that shows eligibility to work in the U.S. and a copy of the Fingerprint Referral Form that you completed in Applicant Gateway. Please refer to the [I-9 Eligibility Form](#) for a complete list of acceptable documentation.

Please note that you may not come to the HR Connect Walk-in Center for fingerprinting unless you have completed all of your required forms in Applicant Gateway. If you have not received an email to begin the pre-employment process in Applicant Gateway, you must contact your principal/hiring manager.

Fingerprinting fee:

The fingerprinting fee is \$115. Teachers have the options of either deducting the \$115 fingerprinting fee from their first paycheck OR paying at the time of fingerprinting

Acceptable payment methods include:

Onsite: Paycheck deduction, personal or corporate check, money order, OR all credit or debit cards with a logo except American Express

Offsite: Personal or corporate check, or money order

Note: All checks and money orders must be payable to: NYCDOE/DHR

For more information on fingerprinting, please visit:

<http://schools.nyc.gov/Offices/DHR/Fingerprinting+Employee+IDs+and+Smart+Cards.htm>

Fingerprinting: NYC and NY State Forms

Your fingerprints must be on file with both **New York State** and **New York City**. If your fingerprints are on file with only the city or only the state, you'll need to complete a simple form to transfer your fingerprints to the agency that does not yet have them on file.



- If your fingerprints are on file with New York State, but not with New York City, you will need to submit an OSPRA 103 form in Applicant Gateway to transfer your fingerprints from NY City to NY State.

- Alternatively, if you have fingerprints on file with New York City, but not with New York State, you will have to submit an OSPRA 104 Form to transfer your fingerprints to the New York State. OSPRA 104 Form is available on the DHR Forms website:

<http://schools.nyc.gov/Offices/DHR/DHRForms/default.htm>

- Be aware that you can be fingerprinted by the state or the city, but **both** agencies must have your fingerprints on file.

- Through a partnership arrangement between NY State and NY City, you are able to submit a form authorizing that the results of your fingerprinting be shared between the two.

■ **OSPRA 103 form** - transfers results from NY State to NYC

■ **OSPRA 104 form** - transfers results from NYC to NY State

	OSPRA 103 (10/07) Authorization to Forward Criminal History Record Information to the City School District of the City of New York <i>Type or Print All Information</i>	Office of School Personnel Review and Accountability NYS Education Department ph: (518) 473-2998 www.highered.nysed.gov/teart/ospira OSPRA@mail.nysed.gov	
	Instructions to Applicant: Please complete Sections 1 and 2 and mail the form to the New York City Board of Education (NYCBOE) address in Section 4.		
Please Note: This form is to be filed by individuals who have submitted, or are in the process of submitting their fingerprints to the New York State Education Department and are seeking employment with the NYCBOE. <i>Inaccurate information will delay processing.</i>			
SECTION 1 <i>(Inaccurate or incomplete information will delay processing)</i>			
Name: (Last)	(First)	(Middle)	Sex: (M/F)
Home Address: (Street, Apt. #)		Social Security Number:	
City, State, Zip:		Telephone: (Area Code and Number)	
E-mail Address:		Date of Birth: (Month, Day, Year)	
SECTION 2			

	OSPRA 104 (10/07) Authorization to Forward Criminal History Record Information from the City School District of the City of New York to the New York State Education Department <i>Type or Print All Information</i>	Office of School Personnel Review and Accountability NYS Education Department ph: (518) 473-2998 www.highered.nysed.gov/teart/ospira OSPRA@mail.nysed.gov	
	Instructions to Applicant: Please complete Sections 1, 2 and 3 and mail the form to the address in Section 4.		
Please Note: This form is to be filed by individuals who have been previously fingerprinted (after July 1, 1990) for a license and/or employment by the New York City Board of Education (NYCBOE) and are authorizing the NYCBOE to forward their criminal history to the New York State Education Department for certification application and/or employment purposes.			
SECTION 1 <i>(Inaccurate or incomplete information will delay processing)</i>			
Name: (Last)	(First)	(Middle)	Sex: (M/F)
Home Address: (Street, Apt. #)		Social Security Number:	
City, State, Zip:		Telephone: (Area Code and Number)	
E-mail Address:		Date of Birth: (Month, Day, Year)	
SECTION 2			

Teacher Leadership at the NYCDOE

Key link:

<http://schools.nyc.gov/AboutUs/leadershippathways/default.htm>

Teacher leaders are the foundation of our district's leadership pipeline as they assume a wide range of roles to support student and school success. Opportunities are available for current teachers within the context of their role and as they prepare for advancement, demonstrating the DOE's commitment to teacher leadership.

The NYCDOE believes that teachers should have regular opportunities to grow professionally and take on additional responsibilities throughout their careers as classroom teachers. In addition to providing additional growth opportunities for teachers, leadership roles increase instructional capacity and, consequently, student achievement.

The screenshot shows the NYC Department of Education website's 'Leadership Pathways' page. At the top, there is a navigation bar with the NYC Department of Education logo and the name of the Chancellor, Carmen Fariña. Below the logo is a search bar and a 'Select Language' dropdown menu. The main navigation menu includes 'Parents and Families', 'Students', 'Employees', and 'Community and Partners'. The page content is organized into several sections. A large photo of a group of teachers is featured prominently. To the right of this photo is a 'Principal Candidate Pool' section with a 'Read More' button. Below the photo are three smaller articles: 'Our Approach to Leadership', 'Voices from the Field', and 'Leadership Development Opportunities', each with a 'Read More...' link. On the right side of the page, there is a 'Join Our Mailing List' form with fields for 'First Name', 'Last Name', 'Email Address', and 'Role', and a 'SEND' button.