



# THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

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Division of Financial Operations

**TO:** Regional Operations Center Directors  
Principals (via "The Principal's Weekly Newsletter")

**FROM:** Vincent A. Giordano, Executive Director *Vincent A. Giordano*  
Division of Financial Operations

**SUBJECT:** Reasonable Assurance Procedures for 2005 - 2006 School Year

**DATE:** April 18, 2005

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At the end of every school year, State Law mandates that the Department of Education (DOE) issue a letter of Reasonable Assurance to all Occasional ("O" Status) Per Diem substitutes which the school wishes to retain for the next school year. This letter advises the per diem that their name has been placed on a list in the school which will be used to call them for work in the new school term; thereby expressing a "reasonable assurance" of employment in the fall. In order to control the Department's exposure to unemployment insurance costs over the summer months, the NYS Department of Labor requires that the Reasonable Assurance letter be mailed to the eligible per diem substitute at least two weeks before the end of the school term.

The Division of Financial Operations (DFO) and The Division of Instructional & Information Technology (DIIT), (**not the schools**), will be generating and mailing this letter on behalf of each Regional Operations Center (ROC) to those occasional per diem substitutes who have worked in 2004-2005 and who will be offered employment again in 2005-2006. Following the same procedures as in previous years, we will be using the data from the school's Per Diem Payroll System (PDPS) Substitute Roster.

Referring to the "Data Entry Instructions for Deleting Substitutes" (included in this memo), all schools are requested to review their current school substitute roster and do the following:

- **Delete** anyone that you do not wish to rehire in the next (2005-2006) school year.
- **Delete** anyone who is currently active as a full-time teacher or paraprofessional.
- **Delete** anyone with an EE violation.

The remaining names in the PDPS roster will provide the database of names and social security numbers of the occasional per diem substitutes who were employed during 2004-2005 and who will be retained for the 2005-2006 school year. These occasional per diem substitutes will receive letters of Reasonable Assurance.

Please adhere to the following deadlines:

**BY COB Friday, May 27, 2005:**

All **schools** must complete their deletions to the PDPS roster. In addition, each school should provide the list of names and social security numbers of the substitutes that were deleted from the roster to their Regional Personnel Team member. This list should be retained in the ROC for future reference, if necessary.

**BY COB Wednesday, June 1, 2005:**

The ROC's Personnel Manager (or their designee) must notify Ms. Lois Tobjy **by confirmation e-mail** ([ltobjy@nycboe.net](mailto:ltobjy@nycboe.net)) that all schools in their ROC have completed the deletion process. **For control purposes, the individual school/payroll secretary should not email Lois Tobjy directly!**

Once the above process has been completed, DFO and DIIT will mail the Reasonable Assurance letters on or about June 13, 2005.

Your continuing recommendations and comments on the status of the DOE's unemployment insurance issues are greatly appreciated. Once again, your observations and suggestions remain a valuable resource in support of the Department's efforts to address this important issue. Your timely participation is essential and will help limit the Department's exposure to costs resulting from unemployment claims.

If you have any questions concerning the reasonable assurance procedure, please contact Ms. Lois Tobjy at (718) 935-4513.

Thank you for your prompt attention to this important matter.

- c. Bruce Feig
- Dr. Elizabeth Arons
- Irwin Kroot
- Lawrence Becker
- Elizabeth Knipping
- Lois Tobjy

## **Data Entry Instructions for Deleting Substitutes From the Substitute Eligibility Roster**

Access the **PDPS** (Per Diem/Per Session) system from the DB2 menu.

Enter Function 01 – Per Diem Payroll.

Press **Enter** when you view the Bulletin Board.

Enter Function 01 – Timekeeping Menu.

Enter Function 01 and your Loc (D/B/S) to access the Substitute Eligibility Roster.

Bring the cursor to the “**A**ction” column to the left of the name to be deleted.

Type a “**D**” in the action field and press **Enter**.

Type a “**Y**” in the confirm field and press **Enter**.

The record will be deleted and a message will appear:

*“You have just deleted a substitute from your roster”.*

Repeat this process for each individual you wish to delete from your roster.

Remember to use the **F8** key to view additional pages of your roster.

If necessary, please refer to the **Per Diem Payroll Timekeeping Guide** for log on and delete instructions to be found on pages 2-7 and page 21 respectively.