



# THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

District 75

Dr. Susan Erber, superintendent

## MEMORANDUM – FOR DISTRICT 75 PART TIME EMPLOYEES ONLY

TO: District 75 Occupational and Physical Therapists

FROM: Katherine Deats, O.T. Supervisor, Nina Young, P.T. Supervisor,

RE: OT/PT Part-Time Status

As of September, 2005, District 75 will be implementing the following policies regarding part time status.

- All part-time assignments must be approved by the assigned clinical supervisor, on a yearly basis.
- Therapists wishing to be part-time are asked to submit a letter of request with a detailed explanation of the reason(s) for the request.
- Changes to part-time status will be approved only at the start of the school year and must be received no later than the last day of the previous regular school year. No part-time will be granted for DPT studies.
- Requests from therapists returning from MLOA will be reviewed individually.
- Part-time will be granted for 3, 4, or 5 day per week assignments as detailed below. Any requests that vary with the described schedule, must be discussed with your assigned supervisor.
- Part time therapists will be placed at sites where there is a need for part time personnel. Please note that these sites may change from year to year and part time therapists may be asked to move to different sites as needed.

### Three Day Part-Time Schedule

1. Therapists must work 21 ½ hours per week and report to work from 8:00 a.m. – 3:10 p.m. (some school hours may vary – therapists are to arrange for appropriate time management with their on site administrators)
2. Responsibilities may include attending to bussing and/or breakfast in the a.m. and bussing in the p.m. when requested. 8:00 – 8:30 a.m. and 2:40 – 3:10 p.m. may be used for these duties. Lunch assistance may also be required.
3. Therapists may have no more than 1 **non-contact indirect** treatment session per day (not including 30 minute lunch which must be taken after 5 hours of providing service).
4. All time not used for direct treatment must be accounted for on the schedule, with a **minimum of (9) mandated, direct treatment** sessions scheduled per day.
5. Daily notes must be kept for each student and therapists may allocate one 30 minute slot per day.

#### Four Day Part-Time Schedule (5 Hours/ Day)

1. Therapists must work a minimum of 20 hours per week and report to work 5 minutes before the scheduled start of the school day.
2. Responsibilities include attending to bussing and/or breakfast in the a.m, and lunch assistance in the p.m. if requested by on-site supervisor.
3. Therapists may have only **3 non-contact indirect treatment sessions per work week** which must be accounted for on your schedule.
4. A **minimum** of (7) mandated, **direct treatment** sessions per day must be scheduled.
5. Daily notes must be maintained for each student and therapists may allocate one 30 minute slot per day.
6. Therapists who work 4 Days/ week, do **not** schedule for lunch. If lunch is scheduled, the therapist must add ½ hour for each day that lunch is taken.

#### Five Day Part-Time Schedule (4 Hours/Day)

1. Therapists must work a minimum of 20 hours per week and report to work 5 minutes before the official start of the school day.
2. Responsibilities include attending to bussing and/or breakfast in the morning and lunch assistance in the afternoon if requested by on-site supervisor.
3. Therapists may only have **3 non-contact indirect treatment** sessions per work week which should be for progress note writing and which must be accounted for on your schedule.
4. Therapists must have a **minimum** of (6) mandated, **direct treatment** sessions per day.
5. Therapists who work 5 mornings/week do **not** schedule for lunch. If they choose to schedule lunch, they must add ½ hour for each day that lunch is taken.

In order to provide the most effective level of service careful scheduling and the accurate maintenance of records is essential. Any change in work schedule or days to be worked needs to be documented, signed-off and approved by the site supervisor or school principal/designee. Please note also that part time staff will be placed at sites that are in need of part time personnel, and these sites may change from year to year.

The following guidelines for activities may be applied to indirect treatment slots but, they are to be used sparingly unless an activity really demands more than one 30 minute time period per week.

- Make-ups – no more than 1 make-up period per week, use time for make-ups when students are absent, or an opening occurs during the week. If there is no make-up to be scheduled, please report to a classroom for enrichment activities. This would be considered a full 30 minute slot.
- Progress notes – Therapists should always write daily progress notes. If a slot is scheduled for note writing, please be certain that records are up to date. Notes may be written in any format (checklists, SOAP or narrative). Principals may request to progress notes at any time and although, they should not comment on clinical opinions, they can inquire about activities.
- ☐ Schedules should not show more than (1) consecutive 30 minute non-direct treatment time

The following activities could be combined into one - 30 minute slot. Therapists may not require a full 30 minutes for any one of the following suggestions.

- Set-up/ Clean-up – no more than 10-15 minutes
- Phone calls – Calls to doctors, parents, vendors or clinics are all considered the same and should not be on your schedule more than 1x per week.
- Equipment maintenance or repair at sites where applicable.

Working in a shortage area places demands on all of us. Following these guidelines will hopefully assist in creating a professional standard that we can reference with pride. Certainly our students and parents will also appreciate our combined efforts. Thank you for your on-going support.

C: Helen D. Kaufman

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**PLEASE HAVE ALL REQUESTS SUBMITTED BY JULY 15, 2005**

**REQUEST FOR CHANGE/CONTINUATION OF STATUS**  
**PLEASE INDICATE YOUR CHOICE:**

**PART TIME** \_\_\_\_\_ **FULL TIME** \_\_\_\_\_

School Year September 20\_\_ - August 20\_\_ Days/week \_\_\_\_\_ Hours \_\_\_\_\_

Therapist Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

Present School Site(s) \_\_\_\_\_

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Please describe the reason you are requesting this change in status. You may use additional paper if necessary. Please submit documentation of children's age and school if necessary.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read and agree to the policies described for part time employment. I understand that failure to adhere to these policies may result in my loss of part time status within District 75.

(Approved/Denied) \_\_\_\_\_  
Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrative Assistant Superintendent  
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