

Per Session Employment FAQ New York City Public Schools

Division of Human Resources

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1 FAQ Purpose

Q1.1 What is the purpose of this FAQ?

A1.1 This FAQ document provides comprehensive guidance on per session employment policies, procedures, and requirements for NYC Public Schools pedagogical staff. It addresses the most common inquiries regarding per session employment, as received by the Division of Human Resources.

2 General Topics

Q2.1 What is per session employment?

A2.1 Per session employment is any work activity outside regular work hours for which pedagogic employees are paid at an hourly rate established by applicable collective bargaining agreements.

Q2.2 What is the “Per Session Year”?

A2.2 The per session year aligns with the New York City Public Schools fiscal year, from July 1st to June 30th.

Q2.3 When can an employee perform per session work?

A2.3 For current, active employees, per session work takes place during non-work hours (after school, weekends, summer). Retirees may work during the school day if the advertisement allows.

Q2.4 Can a retiree work per session during the school day?

A2.4 Yes, if specifically allowed by the advertisement posting, and all full-time staff have been considered first.

Q2.5 Are per session activities allowed on school holidays?

A2.5 No, per session is not permitted on school holidays for principals or most employees unless explicitly approved by the Division of Human Resources in writing and specified in the posting.

3 Eligibility

Q3.1 Who can work per session?

A3.1 Any pedagogic employee (teachers, principals, APs, etc.). H-Bank staff may not work per session.

Q3.2 Can a substitute teacher work per session?

A3.2 Yes. However, qualified full-time pedagogic employees must be offered positions before per diem employees.

Q3.3 Can a supervisor work in a per session activity?

A3.3 Yes, if the activity is different from their regular duties and is performed outside regular hours.

Q3.4 Can a teacher hold a supervisory per session position?

A3.4 No. Teachers and pupil personnel providers cannot hold supervisory per session positions.

Q3.5 Which QBank CSA titles are eligible for per session?

A3.5 Titles include Ed Administrator (EACSQ), Director–Drug Abuse Program (EAUFQ), New Prin-

cipal Intern (PINTQ), AP Assigned 12 Month (SSAAQ), AP Assigned 10 Month (SUAAQ), Director (SUDIQ), Principal Assigned (SUPAQ).

Q3.6 If an employee is absent from their daily assignment, can they work per session that day?

A3.6 No. Employees may not work per session on days absent from their primary assignment.

Q3.7 Can an employee perform per session remotely?

A3.7 Yes, but only under the types and procedures identified in Chancellor's Regulation C-175 and each activity's advertisement.

4 Advertisements/Postings

Q4.1 How are per session activities advertised?

A4.1 At the school, district, and borough level. Citywide/central activities are advertised on the DHR website.

Q4.2 Do all per session activities have to be advertised?

A4.2 Yes. All must generally be advertised for 20 school days, per Chancellor's Regulation C-175.

Q4.3 What if a posting needs to be expedited?

A4.3 Expedited postings require union agreement, significant justification, and written documentation.

Q4.4 Who sets the qualifications for a per session activity?

A4.4 The hiring manager establishes qualifications based on activity requirements.

Q4.5 May postings be made before funding is certain?

A4.5 Yes. Postings must state "subject to funding availability."

5 Applicant Screening

Q5.1 What if there are no applicants?

A5.1 HR Director should be contacted at the DSL School Finance & Human Resources Field Team Office to request district-wide reposting.

Q5.2 How are applicants selected?

A5.2 Based on qualifications in the posting, then seniority. Coordinator makes job selections.

Q5.3 Is it required to interview all qualified applicants?

A5.3 No; applications may be screened by criteria and pool narrowed for interviews.

Q5.4 How are candidates notified?

A5.4 Hiring manager should notify all applicants in writing regarding selection status.

Q5.5 What must an OP-175 contain?

A5.5 The OP-175 must be fully completed, signed, and dated by both applicant and supervising administrator before activity begins.

Q5.6 Can applications be accepted after the deadline or activity start?

A5.6 No. Applications must be received and dated before the deadline and activity start. Rare exceptions require justification.

6 Work Hours

Q6.1 How many per session hours may be worked?

A6.1 500 hours/year for principals, APs, EAs. 400 hours/year for teachers, secretaries, paraprofessionals, social workers, psychologists.

Q6.2 Can hours above the cap be worked?

A6.2 Yes, if a waiver is obtained before work commences. Waivers required for 400+/500+ hours up to 800. Deputy Chancellor/DHR approval needed above 800. Principals always need Superintendent approval.

Q6.3 Must per session work be scheduled within certain hours of day?

A6.3 Yes. May be scheduled 6:00 am – 11:59 pm only.

Q6.4 Are there break requirements?

A6.4 Yes. After 5 consecutive hours, a 30-min unpaid break is required. Must record all time and breaks on timesheet.

7 Waivers

Q7.1 When is a waiver required?

A7.1 If hours to be worked exceed caps (see Work Hours). Teachers: waiver needed 400-800. APs/EAs: 500-800. Above 800, Deputy Chancellor/DHR approval required.

Q7.2 Who approves waivers?

A7.2 HRDs or payroll staff for school/district/borough, DHR for central office. Principals require Superintendent approval at all levels.

Q7.3 What is the approval process by title/hour?

A7.3 Teachers: 0-400 no, 400-800 waiver, 800+ DHR. AP/EA: 0-500 no, 500-800 waiver, 800+ DHR. Principals: 0-500 Superintendent, 500-800 Superintendent+waiver, 800+ Superintendent+Deputy+waiver.

Q7.4 How many waivers can be requested?

A7.4 There is no maximum, but all are subject to review for reasonableness.

Q7.5 How many hours can be covered by a single waiver?

A7.5 Up to a maximum of 100 additional hours per waiver. Waivers should match precise need.

Q7.6 How are waiver requests documented and justified?

A7.6 The hiring manager must document need and show no equally qualified alternative is available.

8 Retention Rights

Q8.1 How are retention rights claimed?

A8.1 After two consecutive years with satisfactory ratings in the same activity, retention rights can be claimed on OP-175.

Q8.2 Can more than one program retain rights?

A8.2 No. Retention rights are limited to one activity per employee.

Q8.3 Do retirees retain retention rights?

A8.3 Yes, if they immediately and successfully continue in the same activity each year.

Q8.4 Are supervisory staff eligible for retention rights?

A8.4 No. These rights are only for certain non-supervisory staff.

Q8.5 If a position does not run one year but returns?

A8.5 Retention rights may still be honored if the activity returns identically in a future year.

9 Payroll

Q9.1 When must timesheets be submitted?

A9.1 Each employee must submit a timesheet for the prior per session period within one school day after the work period.

Q9.2 Does this include principals?

A9.2 Yes. Principals must submit to their Superintendent the same as other employees.

Q9.3 What does the Payroll Secretary do?

A9.3 Payroll Secretary collects timesheets, enters time in the T-Bank payroll system, and shares 25% cap warnings.

Q9.4 How is per session time entered/paid?

A9.4 Entered by Payroll Secretary in T-Bank, twice monthly by close date. Payroll can be entered any time, but pay runs twice monthly.

Q9.5 Earning sick time per session?

A9.5 Yes. Employees earn sick leave per negotiated protocols (see details in policy/contract).

Q9.6 Are per session earnings pensionable?

A9.6 Yes, for pedagogic employees.

Q9.7 Per session and jury duty?

A9.7 No pay for activity hours missed while serving on jury duty.

Q9.8 Retroactive summer per session?

A9.8 Not allowed; new hires in September cannot be paid for work performed during the preceding summer.

Q9.9 Overpayments?

A9.9 Payroll Office issues notice; employee receives notice and repayment with proper schedule.

10 Record-Keeping

Q10.1 What records are required?

A10.1 Principal/hiring manager must maintain all documentation (posting, applications, timesheets, ratings) for audit or grievance. This applies to all titles.

Q10.3 What happens if a grievance is filed?

A10.3 Documentation must be produced showing fair, criteria-based screening and hiring.

Q10.4 Record-keeping for remote per session?

A10.4 Must include posting, applications, work logs, timekeeping forms per Chancellor's Reg. C-175.

11 Contact Information

Q11.1 Whom do I contact for additional guidance?

A11.1 Contact Division of Human Resources at 718-935-4075 or PerSessionStaff@schools.nyc.gov for questions regarding per session employment in NYC Public Schools.