

**NEW YORK CITY PUBLIC SCHOOLS**

**[school name]**

**[school address line 1]**

**[school address line 2]**

**Date Posted:** mm/dd/yyyy

**Deadline:** mm/dd/yyyy

**SY25-26 PER SESSION VACANCY CIRCULAR # xxxx 2025-2026 PLEASE POST**

**\*HIRING MANAGERS: ALL BOLD SECTIONS ARE REQUIRED AND MUST BE FULLY REPLACED AND COMPLETED\***

**(CONTINGENT UPON FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL;** **this position is subject to budget approval and availability and may be withdrawn at any time)**

## POSITION:

**Name**:

Click or tap here to enter text.

**Associated Union Title**: Select a title from drop-down menu

**Approximate Number of Positions Available**: Enter an approximate number of positions or number range, or enter "TBD"

**School Name**:

Click or tap here to enter text.

**Job Supervisor**: Include the name of the proposed primary work supervisor

**Pay Designation**: Select Per Session (UFT/CSA), Extra Hours (DC 37), or other specific rate from drop-down menu

Additional Description (Optional):

Click or tap here to enter text.

## LOCATION:

**Location**:Proposed physical location of activity or primary hiring office. Remote per session work may only be performed for professional development participation/facilitation and other duties as allowed by C-175 regulations and current DHR guidelines. Additional Superintendent and DHR approvals are required for other remote work.

Click or tap here to enter text.

## ELIGIBILITY REQUIREMENTS:

**Eligibility**:Minimum eligibility and title-specific qualifications or certification(s) sought.

Click or tap here to enter text.

## SELECTION CRITERIA:

**Criteria**:Desired, legitimate, and title-specific criteria and/or prior year ratings that may filter the candidate selection process.

Click or tap here to enter text.

## DUTIES/RESPONSIBILITIES:

**Job Duties**:Comprehensive list or description of title-specific job responsibilities.

Click or tap here to enter text.

## WORK SCHEDULE:

**Schedule**:Estimated days, times, and the number of total hours of the position. Work cannot start before the application deadline.

Click or tap here to enter text.

**Proposed Work Season**: Select Summer, Summer/Fall, Fall, School Year, or Spring from drop-down menu

Hours up to, but not limited to, the approximate number of hours listed. Additional hours may be granted upon the approval of the hiring manager.

## SALARY:

The pay rate is dependent on the contractual designation and the relevant union or organization associated with the advertised title, as outlined in the Collective Bargaining Agreement.

## APPLICATION INSTRUCTIONS:

All UFT and CSA per session applications must include a complete OP-175 form; Applications for DC 37 Extra Hours do not require a complete OP-175 form. All applications must include the Vacancy Circular (VC) number specified above.

**Application Process**: One of the following methods will be provided with additional details if necessary: (1) Valid email address to which digital materials will be sent, (2) Full URL of an online application portal with instructions, or (3) Full mailing address for an application package.

Click or tap here to enter text.

**If you have any questions about this activity, please contact**: example@domain.com

Visit the New York City Public Schools website for more information on per session opportunities: <https://www.schools.nyc.gov/careers/other-jobs-in-schools/per-session-jobs>

**A BLANK OP-175 FORM IS PROVIDED BELOW THIS ADVERTISEMENT**

NOTE: Service exceeding the number of hours specified in Chancellor’s Regulation C-175 governing per session activities requires prior approval. The appropriate Per Session Supervisor must make the request through the Per Session Service System and receive approval before the person can begin working in the activity. Failure to obtain a valid waiver may result in the withholding of payment for hours worked beyond the maximum.

### AN EQUAL OPPORTUNITY EMPLOYER M/F/D

It is the policy of the New York City Department of Education (DOE) to provide equal employment opportunities in accordance with applicable laws and regulations and without regard to actual or perceived race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (including actual or perceived gender identity, gender expression, pregnancy/conditions related to pregnancy or childbirth), military status, unemployment status, prior record of arrest or conviction, caregiver status, consumer credit history, predisposing genetic characteristics, salary history, sexual and reproductive health decisions, or status as a victim of domestic violence, sexual offenses, or stalking, and to maintain an environment free of harassment on any of the above protected classifications, including sexual harassment and retaliation. For more information, please refer to the DOE Non-Discrimination Policy: <https://www.schools.nyc.gov/about-us/policies/non-discrimination-policy>

**APPROVED BY:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Supervisor/Hiring Manager

Chancellor’s Regulation C-175

**2025-26 APPLICATION FOR PER SESSION EMPLOYMENT AND CLAIM FOR RETENTION RIGHTS (OP-175)**

**Directions:** This form must be completed and submitted to the per session supervisor prior to commencement of employment in a per session activity. A copy of this form must be retained by the per session supervisor. An applicant who wishes to claim retention rights must assert such a claim on this form. Retention rights may be claimed ONLY in one per session activity. **No person may work more than 400 hours in one or a combination of per session activities without prior waiver approval of the Division of Human Resources in accordance with Chancellor’s Regulation C-175.**

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MI: \_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ File No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are you a full-time employee of the NYC Public Schools? Yes \_\_\_\_ No \_\_\_\_\_

If yes, indicate current work location: CFN \_\_\_\_\_\_\_\_\_\_\_\_ District \_\_\_\_\_\_\_ School/Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License or Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours of Employment from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Per Session Position for which you are Applying: Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CFN \_\_\_\_ District \_\_\_\_\_ Approximate Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_ **Do you claim retention rights?** Yes \_\_\_\_ No \_\_\_\_

School/Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approximate Total No. of Hours in Activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Hours Monday – Friday \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_ Saturday – Sunday \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_

1. **Between July 1, 2025 and June 30, 2026, have you worked or do you plan to work in any other per session activity?
Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, indicate all positions below. *(Use additional sheets if necessary)***
	1. Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CFN \_\_\_\_ District \_\_\_\_\_ Approximate Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_ **Do you claim retention rights?** Yes \_\_\_\_ No \_\_\_\_

School/Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approximate Total No. of Hours in Activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Hours Monday – Friday \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_ Saturday – Sunday \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_

* 1. Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CFN \_\_\_\_ District \_\_\_\_\_ Approximate Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_ **Do you claim retention rights?** Yes \_\_\_\_ No \_\_\_\_

School/Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approximate Total No. of Hours in Activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Hours Monday – Friday \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_ Saturday – Sunday \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_

1. Will your total per session hours for this year, including the hours for the position for which you are applying, exceed 400?
Yes \_\_\_\_\_ No \_\_\_\_\_
2. If yes, have you submitted a waiver request to exceed the 400 hour maximum? Yes \_\_\_\_\_ No \_\_\_\_\_
3. **Declaration:** I have read and understand the requirements in Chancellor’s Regulation C-175. I understand that I am bound by this regulation. I affirm that the information given above is, to my knowledge, accurate and complete, and I understand that a willfully false answer to any question contained herein is a Class E felony which shall render this application null and void and may result in loss of retention rights, cancellation of per session employment, loss of pay, recoupment of compensation already paid, and/or disciplinary action.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Applicant Date

1. **Approval by Per Session Supervisor:** I certify that this applicant possesses the qualifications established for the position and that the selection was made after following advertising procedures set forth in Chancellor’s Regulation C175.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Per Session Program Supervisor Date

OP-175: 2025-2026

 Chancellor’s Regulation C-175

 **Summary of Chancellor’s Regulation C-175**

Chancellor’s Regulation C-175 is available for review at <https://www.schools.nyc.gov/about-us/policies/chancellors-regulations>. Each school maintains a copy of the Standard Operating Procedures Manual for Schools (SOPM). Individuals may review a copy of these procedures in order to familiarize themselves with the process by which per session employees are processed and paid.

* 1. All per session employees must complete an application for per session activity (OP175) prior to commencing service.
	2. Individuals who have been approved for waivers in prior years must resubmit new waiver applications each year. For this purpose, the per session year is from July 1 ***through*** June 30.
	3. Individuals must submit a waiver form for exceeding the limit on the maximum number of hours that can be served in a per session year. The maximum number of hours of per session work that may be performed annually is available in the C-175 regulation.
	4. No individual is authorized to work in a per session activity during a normal school workday.
	5. Per session employment, whether funded from the same or a different source, may not be used as a means of providing additional compensation for work similar to that which is performed in an individual’s primary assignment.
	6. Individuals cannot serve in a per session activity for which, in their primary assignment, they are responsible for hiring, rating, or coordinating or which they normally supervise in their primary assignment.
	7. No per session compensation may be paid for work performed at home.
	8. Employees on sabbatical leaves beginning August 1 must complete per session activities in which they are serving in July. They will not be permitted to commence any new per session assignments until the September following the completion of the sabbatical.
	9. Each per session employee is required to use a time clock to record the exact time of arrival and departure. The timecard is to be maintained at the work site and should serve as the basis of entries on the Personnel Time Report. If a time clock is not available, a daily attendance report with exact time of arrival and departure must be provided, maintained and approved by a supervisor. In every case, regardless of the specific manner in which time is reported, supervisors are accountable for verifying the record of attendance. Approval by a co-worker is not acceptable. Failure to maintain satisfactory records will result in the withholding of compensation or recoupment of payment already made.
	10. Each per session employee is required to submit a time sheet for service that was performed during the prior per session period within one school day of the per session period immediately following each service.
	11. ***Time sheets submitted for per session work which required a waiver that was not previously approved will result in the withholding of per session payment***.
	12. If a teacher is entitled to retention rights in a per session activity but fails to claim those rights before or atthe time of application for a different per session job in which the teacher has no retention rights, theteacher may then be denied employment in the job for which there is entitlement to retention.

**Notes**: Requests for waivers must be submitted sufficiently in advance to allow time for review and appropriate action. ***Failure to obtain a valid waiver may result in the withholding of payment for hours worked beyond the maximum hours as outlined in Chancellor’s Regulation C-175.***