

# STANDARD OPERATING PROCEDURE MANUAL: CENTRAL-BASED PER SESSION WORK

HR SCHOOL SUPPORT  
DIVISION OF HUMAN RESOURCES  
NEW YORK CITY DEPARTMENT OF EDUCATION

## Standard Operating Procedure for Central-Based Per Session Work – Short Form

### 1) Purpose

The purpose of this document is to provide guidance on operationalizing school-based per session and to help ensure compliance with the Chancellor's Regulations C-175 (Per Session Employment), C-604 (Recording Hours of Service), C-650 (Per Session Employment during Sabbatical Leave), and applicable collective bargaining agreements.

### 2) Definition and Policy

Per session employment is work activity performed outside the regular work hours in which pedagogical employees (UFT and CSA) are paid at an hourly rate established by the applicable collective bargaining agreements. Activities that take place from **July 1 to June 30** during **NON-WORK HOURS** (e.g., summer school, after school, before school, and weekends) are defined as outside the regular work hours. **Per session may not be performed during the regular school day and is not an extension of the employee's day job.**

### 3) Eligibility

To be eligible for per session, the employee must have an active line of service.

- A. "**Active**" means that the person is a full-time employee being paid on Q-Bank on any **myGalaxy** (<https://mygalaxy.nycenet.edu/>) school Table of Organization (TO), i.e., the employee works at the school or at another DOE school where they will perform the per session activity. New employees or prospective employees may not be hired for per session activities prior to full-time service as they are neither appointed nor on the payroll.
- B. For per diem substitutes, the employee must have an active line of service in that title. Substitutes who have been terminated or suspended may not serve in a per session capacity.
- C. Employees on certain leaves of absence may only work per session with approval from the Division of Human Resources.
- D. Retirees may only work per session if they have an active line of service as a per diem employee **or** a per session employee.

Employees in the following categories are ineligible for per session:

- Employees on any type of health-related leave or sabbatical
- Employees on paid parental leave
- New employees or prospective employees who are not yet officially on payroll
- Former employees who do not have a current **active** line of service
- H-Bank or administrative employees
- Employees on a line of injury-related leave
- Employees reassigned for disciplinary purposes

- E-Bank employees (such employees fall under a different contract and are addressed further in this SOPM)

### Supervisory Per Session and Principals

**Central Hiring Managers (CHMs) and Human Resource Directors (HRDs)** who are requesting supervisory per session must do so through the EIS Portal (<https://www.nycboe.net/Applications/eisportal/EISLogin.aspx>) and submit the request to their superintendent. There must be an approved bulk job on the office's myGalaxy (<https://mygalaxy.nycenet.edu/>) Table of Organization (TO). An advertisement for supervisory per session can only be posted centrally for a school if the CHM/HRD has already posted the ad within the school, borough, and district. The CHM/HRD should only make the request to the superintendent if there are no other supervisory applicants from the office or school for the specific job. Per session may not be granted to principals if other building supervisors apply and are deemed qualified for the job.

To request the ability within the EIS Portal to submit waivers and to obtain additional expanded security access, you must create a ticket with the DIIT Help Desk or contacting [Changes@schools.nyc.gov](mailto:Changes@schools.nyc.gov) and/or [SystemsAccess@schools.nyc.gov](mailto:SystemsAccess@schools.nyc.gov). Only school-based principals and certain other central staff are entitled to submit per session waiver requests. The DHR per session staff will be contacted in case of any issues.

#### 4) Scope

This Standard Operating Procedure Manual for Central-Based Per Session Work (SOPM) defines the critical steps involved in central-based per session for applicable UFT and CSA staff. Please refer to the chart for the commonly used per session titles by the UFT and CSA unions.

Common UFT Per Session Titles	Common CSA Per Session Titles
Teacher	Assistant Coordinator
Guidance Counselor	Coordinator
School Psychologist	School Psychiatrist
School Social Worker	Supervisor
School Secretary	Principal
Paraprofessional	Assistant Principal

#### 5) Responsibilities

**Task (1):** Per Session Funding and Budget

**Responsible Area (1):** Central hiring manager (CHM) or Human Resources Director (HRD) for Borough/Citywide Offices (Borough Support HRD)

**Task (2):** Vacancy Circular or Posting Creation

**Responsible Area (2):** Central hiring manager (CHM) or Human Resources Director (HRD) for Borough/Citywide Offices and DHR

**Task (3):** Vacancy Posting

**Responsible Area (3):** DHR and the NYCDOE Per Session Jobs Web Page:

<https://www.schools.nyc.gov/careers/other-jobs-in-schools/per-session-jobs>

**Task (4):** Application Submission

**Responsible Area (4):** Respective UFT and CSA applicants

**Task (5):** Nominations - Application and Qualification Reviews

**Responsible Area (5):** Central hiring manager (CHM) or Human Resources Director (HRD) for Borough/Citywide Offices

**Task (6):** Per Session Activity Timesheet Submission

**Responsible Area (6):** Respective UFT or CSA employee earning per session.

**Task (7):** Per Session Activity Timesheet Review and Approval

**Responsible Area (7):** Central hiring manager (CHM) or Human Resources Director (HRD) for Borough/Citywide Offices

**Task (8):** Maintenance of all documents relating to per session including posting, OP-175 forms, selection, timesheets, sign-in sheets, timecards, employee ratings, etc.

**Responsible Area (8):** Central hiring manager (CHM) or Human Resources Director (HRD) for Borough/Citywide Offices

**Task (9):** Rate Employee Per Session Activity

**Responsible Area (9):** Central hiring manager (CHM) or Human Resources Director (HRD) for Borough/Citywide Offices

## 6) Per Session Procedures

### **Step 1:** *Schedule a Budget Item for Per Session*

- **Partners:** Central Hiring Manager (CHM) or Human Resources Director (HRD) for Borough/Citywide Offices
- **Action:** Confirm that funding is available. Fully schedule a per session bulk job on your TO in myGalaxy. The CHM/HRD must review and approve the job in myGalaxy. **The per session bulk job must be scheduled and approved by DHR before any per session work commences.**

### **Step 2:** *Create a Posting*

- **Partners:** Central Hiring Manager (CHM) or Human Resources Director (HRD) for Borough/Citywide Offices
- **Action:** The per session vacancy must be posted **at least 20 school days before the start of the per session activity**. Holidays, weekends, and the summer do not apply toward the 20-school day posting requirement. Additionally, positions may be posted pending budget approval.
  1. To create the per session posting, all per session employment opportunities **must be consecutively numbered** for each per session year, i.e., school year. For auditing

purposes, it is suggested that a hard copy of each posting be kept in a binder or folder for record keeping. The postings should be filed in numerical order.

2. You must use the mandatory Per Session Posting Template; see [Appendix A](#).
3. All postings must include the following:
  - Post Date
  - Deadline Date
  - Title of the Position
  - Number of Positions Available
  - Location of the Activity
  - Eligibility Requirements
    - Required License Area
  - Selection Criteria
    - Required Qualifications
    - Preferred Qualifications
  - A clear statement of the Duties and Responsibilities
  - The Work Schedule
    - The total number of per session hours to be worked per position
    - When the per session activity occurs (weekend, summer, or during a school recess)
    - Indicate if there is a lunch/break period (1/2 hour, 45 minutes, or 1 hour)
  - Hourly Rate of Pay
  - Application Instructions
  - The statement, "**This per session assignment is subject to budget availability.**"
  - Reference the Chancellor's Regulations C-175
  - Contains the Non-Discrimination Policy statement, "Equal Opportunity Employer M/F/D."
4. The newly created posting **must be submitted to the DHR for review and approval**. Forward all postings to [PerSessionStaff@schools.nyc.gov](mailto:PerSessionStaff@schools.nyc.gov).
5. Each approved posting will be assigned a vacancy circular number (VC#).
6. The DHR will contact offices directly to revise postings that do not meet approval requirements.

### **Step 3: Vacancy Posting**

- **Partners:** Central hiring manager (CHM) or Human Resources Director (HRD) for Borough/Citywide Offices
- **Action:** The approved advertisement will be posted on the [DOE Per Session Jobs web page](#) by the DHR.

1. The advertisement must also be posted in a prominent location, such as the main office or faculty lounge, where it is visible to all employees.
2. The vacancy must be posted **at least 20 school days before the start of the activity**. Holidays, weekends, and the summer do not apply toward the 20-school day posting requirement.
3. To ensure equitable distribution of a central-based posting, it is suggested that a DOE email be sent to all staff in an eligible cohort, notifying them of any potential per session employment opportunity.
4. If there is an **insufficient number** of qualified candidates in the cohort, the central office or designee may coordinate with the DHR to repost the vacancy.
5. In extreme emergencies, where time is a factor or funding is limited to a specific time period, a shorter central-based posting period is permitted only with approval from the DHR. The minimum posting time with approval is **ten (10) days**.

**Deadline Restrictions for Posting a Vacancy:**

- You can only request a posting within the current school/ per session year, i.e., July 1<sup>st</sup> – June 30<sup>th</sup>
- **Summer vacancies** can have a maximum deadline of August 31<sup>st</sup>
- **Fall vacancies** that are yearlong can have a maximum deadline of December 31<sup>st</sup>. After January 1<sup>st</sup>, if the vacancy still needs to be filled, it may be resubmitted for approval and posting with a deadline of June 30<sup>th</sup>
- **Spring vacancies** can have a maximum deadline of June 30<sup>th</sup>

**Step 4: Application Submission**

- **Partners:** Applicable UFT and CSA staff
- **Action:** All application submissions must include the completed OP-175, a cover letter, and a resume.

**Step 5: Application and Qualification Review and Selection**

- **Partners:** Central hiring manager (CHM) or Human Resources Director (HRD) for Borough/Citywide Offices
- **Action:** The selection of staff for per session employment should be based on how the OP-175 form, the resume, and the cover letter compare to the qualifications and requirements of the per session posting to select the most highly qualified candidates.

**Please Note:** Per diem employees **should not** be considered for a per session job unless all other full-time, appointed, and qualified applicants are considered first. Additionally, non-DOE employees **are not eligible** to be considered for per session work.

**Step 6: Per Session Timecard Submission**

- **Partners:** Per session staff and program coordinators
- **Action:** Per session employees are responsible for submitting a timecard and/or timesheet (<https://infohub.nyced.org/docs/default-source/default-document->

[library/per session timesheet template-fillable.pdf](#)) and keeping track of their start and end time and ensuring, the timesheet submissions comply with the posting requirements such as number of allowable hours. **Timecards/sheets must be utilized whenever possible.**

1. Employees **must** submit their timecards/sheets before each payroll timekeeping/approval deadline to ensure the timekeeper has sufficient time to enter the information. Employees **may not** hold all their timecards/sheets for submission at one time.

**Helpful Hint:** Employees may want to keep a spreadsheet for the per session hours and locations they work. This spreadsheet will prevent inadmissible submissions due to overlapping timesheets for multiple work locations.

#### **Step 7: Per Session Timecard/Timesheet Review and Approval**

- **Partners:** Central hiring manager (CHM) or Human Resources Director (HRD) for Borough/Citywide Offices and program coordinator for all staff except for the principal.

For principal per session, the respective superintendent must review and approve their request in the EIS Portal before per session service can be entered.

- **Action:** The recording of time must comply with the Chancellor's Regulations C-604.
  1. The per session timecard/timesheet and supporting documentation are reviewed and approved. For principal per session, the respective superintendent must review and approve their request in the EIS Portal before per session service can be entered.
  2. Once the per session timecard/timesheet and supporting documentation have been reviewed and approved, the payroll secretary is responsible for entering and submitting the per session time in the TBNK payroll system utilizing the applicable myGalaxy per session job (i.e., bulk job code) that is provided to them by the principal or designee.
  3. **Timekeeping must be entered within the payroll period.**

#### **Step 8: Maintenance of all Documents**

- **Partners:** Central hiring manager (CHM) or Human Resources Director (HRD) for Borough/Citywide Offices
- **Action:** All documents pertaining to the per session work must be on file at the school, such as the posting, OP-175 form, selections and criteria, timesheets, sign-in sheets, timecards, employee ratings, etc. Timecards must be utilized whenever possible.
  1. **All documents must be retained for review and inspection by financial monitors or auditors.**

#### **Step 9: Rate Per Session Activity**

- **Partners:** Central hiring manager (CHM) or designee or Human Resources Director (HRD) for Borough/Citywide Offices

- **Action:** Only applicable UFT staff who earn satisfactory ratings for two consecutive years for a specific per session activity may receive retention rights. Not all UFT members are eligible for retention rights; please refer to the individual contracts.
  1. **Staff who are rated unsatisfactory may not work on another per session activity.**
  2. It is incumbent upon the per session supervisor to document poor attendance and performance to support the rating.
  3. See [Appendix B](#) for a process diagram of the nine steps.

## 7) Waiver and Limitations

### Limitations

No employee may be employed in more than one per session activity during any per session year except those persons covered by certain collective bargaining agreements, which state they are permitted to serve in more than one activity. The position must be duly advertised, and no other qualified applicant is available. After selection, there is no requirement to file a multiple activity waiver form.

The maximum total number of hours of per session work allowed during the per session year (without requiring a waiver) for the respective titles are:

- **500 hours** — for principals, assistant principals, and education administrators;
- **400 hours** — for teachers, secretaries, school psychologists, social workers, paraprofessionals, and other UFT pedagogic staff.

Employees may not exceed the annual limit set by their contract without obtaining a waiver prior to the activity being performed.

### Waivers for Teachers and Other School-Based Titles

Waivers are used to justify the need of an employee (except for principals) who will exceed the maximum allowable hours (**400**) in one or a combination of per session activities.

If an employee is working in multiple activities, it is recommended that the principal/CHM request a waiver for each activity to ensure that the adequate number of hours have been approved to account for each activity.

As a reminder, the Per Session Payroll Secretary must continue collecting timesheets for employees working in the activity and enter per session payroll in the TBNK Per Session Payroll system. The Payroll Secretary will receive a warning message through the TBNK Per Session Payroll screen after an employee has worked 75% of their regular per session cap. This message should be shared with the principal/hiring manager so they can consult with the employee to determine if a waiver will be needed.

***Failure to obtain a valid waiver may result in withholding payment for hours worked beyond the maximum.***



There is no limit to the number of waivers that can be requested on behalf of an employee. However, please be mindful that principals/CHMs **must** review the online Per Session Report to identify the number of per session hours and activities worked by the employee from the beginning of the per session year to determine if the request is reasonable.

Again, waivers submitted with a maximum 200-hour request will **not** be approved without proper documentation and justification.

### Waiver Requests

Requests for waivers for all per session services, except for principal per session services, are the CHM's responsibility in respective central locations. They **must** justify in writing, via the waiver form, their request to grant a waiver to an employee with multiple per session activities or an excessive number of total hours. Justification is particularly important if other applicants are available and have not worked in another per session activity during the same per session year.

The CHM **must** retain at the central office level **all documentation** supporting the decision to select the applicant, such as evidence that there were no other equally qualified applicants who did not require a waiver because they had not worked or had worked fewer hours to date. Such documentation may be requested in the event of an audit or grievance.

It is important to note that each per session activity requires its own waiver. The CHM/HRD must electronically file the waiver through the online EIS Portal Per Session Waivers System:  
<https://www.nycboe.net/Applications/eisportal/EISLogin.aspx>

The waiver form must have the following information:

- The bulk job ID number/code which refers to the specific activity being performed.
- The waiver **must specify an accurately and realistically estimated number** of hours needed beyond the maximum.
- Waivers submitted with a **maximum 200-hour** request **will not** be approved without proper documentation and justification.
- The hiring manager must indicate the reason for the waiver by answering specific attestation questions pertaining to the activity, such as the position, number of applications received, and reason for the waiver request.

The CHM must certify the waiver information and submit the waiver. The submitted waiver is then routed to the HRD or DHR partner for review.

Every waiver request must bear the signature of the appropriate supervisor and must be submitted sufficiently in advance to allow time for appropriate action.

### Waiver Review

Once the CHM certifies the waiver information and the waiver is submitted, it is routed to the HRD or DHR partner for review. When reviewing a waiver request, the HRD must consider the information provided by the principal/CHM in the OP-175 form to determine if there are other employees in the per session activity are qualified, can complete the per session activity, and do not require a waiver.

In addition, the DHR partner reviews the online Per Session Report to identify the number of per session hours and activities worked by the employee from the beginning of the per session year (July 1<sup>st</sup>) to determine if the request is reasonable.

### Waiver Approval

The waiver approver at the Borough Citywide Offices (BCO) is responsible for confirming that the CHM has presented in writing via the waiver request form the appropriate justification for the selection of the candidate needing a waiver (i.e., the attestation to the basis for selection, as described above).

For district and borough-based per session positions, the organization providing HR support reviews and approves the waivers. For central-based and citywide positions, the Chief Executive Officer of the Division of Human Resources, or their designee, reviews and approves waivers.

Once a waiver is approved, a confirmation email is sent to the requestor enabling payment beyond the waiver cap.

Please note:

- Individuals who have been approved for waivers in prior years must resubmit new waiver applications each year if they exceed the maximum allowable hours.
- Employees who exceed the maximum number of hours without an approved waiver will not be permitted to receive per session payment.
- Once a waiver is approved, it takes approximately 24 hours before payment may be processed.
- Any pedagogic employee who seeks per session service that would result in a total number of hours during the per session school year that exceeds the maximum number of hours permitted under this regulation must obtain a waiver before accepting or beginning to work in such per session assignment.

### Secondary Waiver Cap

Per session waiver requests over the **800-hour secondary per session waiver cap** are re-directed to Central DHR for review, approval, or disapproval. Waiver requests of over 800 hours **require additional justification before the activity is performed**. There is no guarantee that such hours will be approved; therefore, employees should not engage in any related activity before approval is granted. If the employee's secondary waiver request is denied, the employee will not be able to be compensated. Waiver requests which **exceed 999 hours** within the current per session year **will not** be approved.

#### **Please Note:**

- PSAL WAIVERS are exclusively approved by HR Directors.
- 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.

- It is the responsibility of the principal/hiring manager to ensure Chancellor's Regulation C-175 and all applicable collective bargaining agreements are adhered to when posting, selecting, and performing per session activities at their school/per session location.

#### Waiver to Work During Sabbatical Leave of Absence

To approve a request to perform work external to the DOE while on a sabbatical leave of absence, one must submit proof of the activity for the past three years indicating that during one's sabbatical, one is working the same or fewer hours than when one is not on sabbatical; the submission should include previous tax returns (for private businesses) or a letter from the employer (on official letterhead stating three years' prior employment and hours worked).

To approve a request to perform work internally within the DOE while on a sabbatical leave of absence, one must provide the above documentation **AND** obtain a letter from the prospective central office, division, and/or school. The letter must include:

- Confirmation that the hiring entity cannot fill the position with an otherwise qualified DOE employee who is **NOT** on sabbatical.
- The proposed work hours and schedule.

#### 8) Remote Per Session Work

In alignment with Chancellor's Regulation C-175, for the 2024-2025 school year, the following guidelines for central-based remote per session work should be observed:

- **Central and District Based (Superintendent Sponsored) Per Session Opportunities:**
  - Teachers, paraprofessionals, and administrators will be allowed to do per session remotely when participating in Centrally or District provided professional learning. This includes any and all centrally-managed professional development sessions and any district based professional development sessions which can/may be delivered remotely. The schedule must be determined by the supervisor prior to the activity and must be stated in the advertisement. A remote offering will apply to all employees selected for the activity.
- **Office of Supervisors of School Psychologists (OSSP)/Central Based Support Team and/or CSE Evaluation:** The Central-Based Support Team (CBST), OSSP and/or CSEs may create per session activities that are designed to focus on managing the special education evaluation process and the IEP process. These activities may be remote in whole or in part.
- **Related Service Providers/Supervisors:** Pedagogical staff working in the afterschool/Saturday SEED and/or Saturday Academy programs may participate in remote per session opportunities.

No other per session (school, central or district) may be performed remotely. In accordance with Chancellor's Regulation C 175, supervisors must follow all the applicable rules and procedures including:

- Posting for 20 school days

- Specify a schedule in the posting and if the work shall be done in-person, remotely, or a combination of both (hybrid).
  - For example, include the following text under Selection Criteria: “This per session activity shall be both in-person and remote. Selected staff will be able to conduct all duties remotely as determined by the administration.”
- The schedule must be determined by the supervisor prior to beginning the activity and in writing, and the remote option must be included in the advertisement.
- Staff must maintain and submit a detailed log of their activities and evidence of their completed work.
- Schools must utilize an online timekeeping form to record all per session work; this template ([https://infohub.nyced.org/docs/default-source/default-document-library/per\\_session\\_timesheet\\_template-fillable.pdf](https://infohub.nyced.org/docs/default-source/default-document-library/per_session_timesheet_template-fillable.pdf)) may be used to create your own online version of a timekeeping survey form and customize it for the activity.
- All staff are required to comply with the remote timekeeping procedures and supervisors are required to review work logs and timekeeping records.
- Staff are not permitted to work per session on any school holiday unless it is approved and identified in the per session posting.
- In addition, all school supervisors must advise their superintendents of all remote per session trainings prior to posting the activity.

Please note the additional guidance on hiring and timekeeping:

#### Remote Hiring

Supervisors must post the per session activity using the posting requirements found on pages 4-5 in Chancellor’s Regulation C-175. It must be specified if it is determined that the work can be done remotely in the posting by including the following text under Selection Criteria: “This is a remote per session work opportunity. Selected staff will be able to conduct all duties remotely.”

#### Remote Timekeeping

All remote per session activities must be scheduled by the supervisor, or by the supervisor in consultation with staff, prior to beginning the activity. Staff must maintain a detailed log of their activities and evidence of their completed work. Schools and central offices must utilize an online timekeeping form to record all per session work.

The timekeeping form should be filled out by appropriate staff each day they perform the per session activity remotely and should be made available to the correct school secretary(s) entering time at each school. Note that the process for school secretaries entering time for per session remote work is similar to the process for entering time for school-based staff—school secretaries create the timekeeping document in which remote staff record their per session time, and the school secretary enters that time in the T-bank timekeeping system.

#### 9) Reference Links

##### **Chancellor's Regulations C-175 (Per Session Employment):**

<https://www.schools.nyc.gov/docs/default-source/default-document-library/c-175-english.pdf>

**Chancellor's Regulations C-604 (Timekeeping):** <https://www.schools.nyc.gov/docs/default-source/default-document-library/c-604-9-13-2000-final-remediated-wcag2-0>

**Chancellor's Regulations C-650 (Per Session Employment during Sabbatical Leave):**  
<https://www.schools.nyc.gov/docs/default-source/default-document-library/c-650-9-28-2000-final-remediated-wcag2-0>

## 10) Additional Definitions

### **OP-150 Per Session Rating Form:**

<https://infohub.nyced.org/docs/default-source/default-document-library/per-session-rating-op-150.pdf>

All employees earning per session must be rated.

### **OP-175 Per Session Application and Retention Rights Form:**

<https://schools.nyc.gov/docs/default-source/default-document-library/op175-rev-2024-2025.pdf>

The OP-175 is the application for per session employment and retention rights, Attachment 1 of the Chancellor's Regulations C-175. Not all UFT members are eligible for retention rights; please refer to the individual contracts.

### **OP-198 Application for Excuse of Absence for Personal Illness (Sick Leave):**

[https://infohub.nyced.org/docs/default-source/default-document-library/op-198\\_sickleave.pdf](https://infohub.nyced.org/docs/default-source/default-document-library/op-198_sickleave.pdf)

This form is used by all pedagogues to apply for medical certification for absence up to 20 consecutive school days, for requests to borrow sick days, for excuse of absence due to children's diseases, and for injury in the line of duty claims.

### **Posting (Vacancy Circular)**

A posting is an advertisement of employment per the Chancellor's Regulations C-175, Section IV (Posting Requirements), page 2 of 6. Please use recommended school-based posting template, see [Appendix A](#).

### **Retention Rights**

Some full-time active UFT staff (refer to the individual contracts for eligibility) with at least two years of continuous satisfactory service in a particular activity can earn and claim retention rights. The OP-175 form must be utilized for this purpose.

**Please note:** Employees may only claim retention rights to a single per session activity.

Retirees and part-time employees who are not primarily employed by the DOE and are not entitled to per session may claim retention rights under the Teachers' Agreement if they serve in a position covered by the Teachers' Agreement. Please contact your human resources director for more information.

CSA staff do not have retention rights. Not all UFT members are eligible for retention rights; in all cases, refer to the individual union contracts.

## Sick Time

Sick time is accrued in the same per session program at a rate of one session per 20 consecutive sessions with no break in service for the same per session activity worked during the school year. Employees or retirees may use that time during the activity. Earned per session CAR time should be medically certified with appropriate documentation. However, CAR time can be used during a per session activity without medical certification if the employee is ill.

Summer per session activity sick time is accrued at a rate of one session for each month of service. If an employee or a retiree earns two sessions of CAR time, one absence may be taken as self-treated, but the second absence must be medically certified with appropriate documentation.

It is the pedagogue's responsibility to inform the per session activity's payroll secretary that they have earned per session CAR and the secretary may then verify, calculate, and prepare the appropriate form. Transferring per session CAR to the Q-Bank (Q742) payroll must be done either within thirty (30) days at the end of the activity, at the end of the school year, or at the beginning of the following school year. This is the responsibility of the employee to report these earnings to their home school payroll secretary. CAR requests may only go back two school years to be credited retroactively.

The employee should follow-up with the payroll secretary regarding completing the **Per Session Unused Sick Time Transfer Form DHR-OP-1755-5191** (<https://infohub.nyced.org/docs/default-source/default-document-library/persessionsicktimetransfer1755-5191.pdf>) to ensure that any unused time is transferred into the employee's CAR. The payroll secretary should verify that the pedagogue has earned per session CAR for the activity before the payroll secretary can enter the per session CAR on the Q-Bank (Q742) payroll and transfer per session CAR in a timely fashion.

Additionally, the payroll secretary **must** keep track of the sick time so the employee can use it for the same per session activity or a future per session activity. Retirees earning sick time should contact their central hiring team's payroll secretary for more information.

### **Timecard/Timesheet or Hourly Professional Personnel Time Report:**

[https://infohub.nyced.org/docs/default-source/default-document-library/per\\_session\\_timesheet\\_template-fillable.pdf](https://infohub.nyced.org/docs/default-source/default-document-library/per_session_timesheet_template-fillable.pdf)

All hours of employment must be recorded in adherence to the Chancellor's Regulations C-604 and the Chancellor's Regulations C-175, Section X Timekeeping and Attendance. The accrual of sick leave (the cumulative absence reserve or CAR) and the use of sick time must be recorded, see the OP-198 form. Timecards must be utilized whenever possible.

### **Field Trips:**

For school-based field trips, it is recommended that principals post and indicate in the posting that the trip is voluntary and that only travel expenses will be paid. Overnight field trips and trips abroad are considered voluntary; as such, there is no per session or compensatory time for overnight trips or trips outside the United States. Chaperones are entitled to compensation for expenses incurred during the trip, and such compensation should be approved before the field trip.

Daily trips on a workday that extend beyond regular hours may be compensated with per session for hours beyond the normal work day, e.g., if a single-day field trip extended beyond a work day of 8:10 am – 6:30 pm, the employee may be compensated with per session for hours past their regular work day.

## 11) Frequently Asked Questions

**Per Session FAQs:** <https://schools.nyc.gov/docs/default-source/default-document-library/per-session-employment-faqs-rev-sept2024.pdf>

## 12) Assistance and Resources

Please consult your respective Borough Support HR director for assistance with any of the procedures or steps outlined in this manual.

- **MyGalaxy:** <https://mygalaxy.nycenet.edu/>
- **HR Connect Web Portal – Per Session:** <https://doehrconnect.custhelp.com/app/categories/detail/c/247/~per-session>
- **Per Session Jobs:** <https://www.schools.nyc.gov/careers/other-jobs-in-schools/per-session-jobs>
- **Payroll Portal:** <https://payrollportal.nycboe.net/payrollportalweb/>
- **Per Session Rates/Payroll Bank – T-Bank Q756 and Q747:** [https://doehrconnect.custhelp.com/app/answers/detail/a\\_id/9777](https://doehrconnect.custhelp.com/app/answers/detail/a_id/9777)
- **EIS Portal Per Session Waivers System:** <https://www.nycboe.net/Applications/eisportal/EISLogin.aspx>

## Appendices

[Per Session Vacancy Circular Template](#)

Appendix A

[Per Session Posting Process Steps Diagram](#)

Appendix B



## Appendix A: Per Session Vacancy Circular Template

### Mandatory Central-Based Posting Template

New York City Department of Education  
Division of Human Resources  
65 Court Street, Brooklyn, NY 11201

Post Date: mm/dd/yyyy

Deadline: mm/dd/yyyy

*(Deadline: Must be a Minimum of 20 school days from Post date)*

SYXX-XX PER SESSION VACANCY NOTICE # XXXX

20XX – 20XX

PLEASE POST

---

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

#### POSITION:

INCLUDE TITLE SOUGHT (e.g., TEACHER, SUPERVISOR, PARAPROFESSIONAL, SOCIAL WORKER, ETC.)  
INCLUDE THE NAME OF THE PER SESSION JOB POSITION AND BRIEF DESCRIPTION IF AVAILABLE  
INCLUDE THE (APPROXIMATE) NUMBER OF POSITIONS AVAILABLE  
INCLUDE THE OFFICIAL NAME OF THE NYCDOE DIVISION AND/OR OFFICE REQUESTING THIS POSITION  
IF THE POSITION IS A TRAINING, INDICATE HERE; IN THAT CASE, APPROPRIATE STAFF DEVELOPMENT/TRAINING RATES WILL BE PAID INSTEAD OF REGULAR PER SESSION/UNION-RELEVANT RATES AND THIS WILL BE INDICATED IN SALARY SECTION  
PLEASE ALSO INCLUDE NAME OF WORK SUPERVISOR IF KNOWN

#### LOCATION:

PLEASE INDICATE PHYSICAL LOCATION OF ACTIVITY (PLACE, FULL ADDRESS)

#### ELIGIBILITY REQUIREMENTS:

INCLUDE MINIMUM ELIGIBILITY AND TITLE-SPECIFIC QUALIFICATIONS; ALSO, CERTIFICATION SOUGHT SUCH AS: Licensed and appointed NYCDOE (TEACHER, GUIDANCE COUNSELOR, PRINCIPAL, ETC.)

#### SELECTION CRITERIA:

INCLUDE CRITERIA WHICH MAY FILTER SELECTION PROCESS AS WELL AS A SENTENCE REGARDING SATISFACTORY RATINGS IN PRIOR YEARS SUCH AS: "At least three (3) years of satisfactory (Highly Effective/Effective) experience within the NYCDOE."

#### DUTIES/RESPONSIBILITIES:

LIST ADDITIONAL TITLE-SPECIFIC RESPONSIBILITIES AS NEEDED

#### WORK SCHEDULE:

INCLUDE DAYS, TIMES, AND THE AMOUNT OF HOURS. WORK CANNOT START BEFORE THE APPLICATION DEADLINE. THE DEADLINE MUST BE A MINIMUM OF TWENTY (20) SCHOOL DAYS AFTER THE POST DATE.

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:**

Per Session rates as per the relevant union/organization of the advertised title (Collective Bargaining Agreement).  
Contingent upon funding availability and programmatic approval.

**APPLICATION INSTRUCTIONS:**

Send application: OP 175, copy of resume and cover letter by DATE to: ADDRESS and/or EMAIL (OR FAX).

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail XXXXXXXXXXXXX

Please visit the New York City Department of Education website for more information on per session opportunities:

<https://www.schools.nyc.gov/careers/other-jobs-in-schools/per-session-jobs>

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 via 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: *Executive Director Signature Here* **(Example Only)**

Executive Director, Division of Human Resources

**20XX-XX 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 (with a maximum of 400 hours in a school psychologist and/or school social worker position) without prior written 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 Department of Education? Yes \_\_\_ No \_\_\_

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

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

2. 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 \_\_\_\_\_

3. **Between July 1, 20XX and June 30, 20XX, 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)*

a. 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 \_\_\_\_\_

b. 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 \_\_\_\_\_

4. Will your total per session hours for this year, including the hours for the position for which you are applying, exceed 400?  
Yes \_\_\_ No \_\_\_

5. If yes, have you submitted a waiver request to exceed the 400 hour maximum? Yes \_\_\_ No \_\_\_

6. **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

7. **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: 20XX-20XX*

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 at the time of application for a different per session job in which the teacher has no retention rights, the teacher 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.***

## Appendix B: Central-Based Per Session Posting Process Steps Diagram

