PARAPROFESSIONALS CHAPTER MEMBER HANDBOOK



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Priscilla Castro, Chairperson

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MESSAGE FROM THE PRESIDENT

Welcome to a busy and productive year as a paraprofessional in New York City's public school system. Whether this is your first or your 21st year, I know you will find the work varied, at times challenging and always meaningful.

That is because you are helping students to adapt and thrive in the school environment, which sets them up for academic, social and emotional success throughout their lives. Your time with students creates the foundation for their future.

Know that every day, your work makes a world of difference in the lives of school children throughout New York City. For that, we applaud you.

We hope to make your job easier by providing this helpful handbook, with information that covers a range of topics relevant to your work. I also encourage you to visit the Paraprofessionals Chapter section of the website, at *www.uft.org/paraprofessionals*, where you can find a wealth of information on certification, chapter news, events and more.

Thank you for the work you do and for your pride in your profession and in your union. When we work together, we are all stronger.

In solidarity,

Michael Mulgrew
UFT President



MESSAGE FROM THE CHAPTER CHAIRPERSON

Paraprofessionals play an indispensable role in the field of education, fostering inclusive and effective learning environments. Whether you're a seasoned veteran or embarking on your journey as a new paraprofessional, this handbook is designed to be a source of information, offering insights, resources, and tools to assist you every step of the way as you navigate through the New York City Department of Education.

Our chapter is a vibrant and growing community of more than 25,000 paraprofessionals. We created this handbook in response to your feedback asking for a centralized source of knowledge. We've distilled years of collective experience and expertise into easy-to-digest sections, ensuring that you have a comprehensive reference for all things related to paraprofessionals.

You'll find information about the paraprofessionals' contract, procedures, regulations and more. By having all the pertinent information at your fingertips, you can confidently contribute to the success of our students and schools. You'll find valuable tips designed to help you understand the contract, know your rights and ensure fairness. You'll be better equipped to know what you should expect, what benefits you deserve and what responsibilities your school has toward you.

As you embark on your journey as a paraprofessional, remember you're not alone. Your chapter, your union, the paraprofessional community and I are all here to support you, every step of the way. Thank you for your dedication and enthusiasm. Here's to a journey of growth, collaboration and transformation together!

In solidarity,

Priscilla Castro

Priscilla Castro
UFT Paraprofessionals Chapter Chairperson

CHAPTER 1

UFT PARAPROFESSIONAL LEADERSHIP ROLES AND RESPONSIBILITIES

PARAPROFESSIONALS CHAPTER REPRESENTATIVES & OFFICERS

The paraprofessional chapter is headed by the **Chapter Chairperson,** who represents all New York City paraprofessionals in collective bargaining and in other dealings with the city and state. Your chairperson conducts the chapter's monthly steering committee, executive board and paraprofessional representative meetings during the school year and directs the business of the chapter. Other officers of your chapter are the first and second chairpersons, secretary, assistant secretary, treasurer, and assistant treasurer.

Priscilla Castro
Chapter Chairperson

Deborah Harris
Secretary

Mashantuck Bell
Treasurer

Anthony Barnes
Assistant Secretary

Michael Santos
Assistant Treasurer

Executive Board Members-At-Large

Osvaldo Acosta, Carol Ascencio, Erika Brown, Joanna Brown, Eladio Cruz Jr., Teresa D'Ambrosio, Melissa Escalante, Diana Judge, Jose Lago, John Pierce, Tatiana Rendon, Elizabeth Schmidt, Marie Wausnock

DISTRICT COORDINATORS

Manhattan

Carmen Rosado, D. 1
Jeremiah Bornemann, D. 2
Lorine Romero, D. 3
Jeannette Vega, D. 4
Tiese Pope, D. 5
Desiree Ramos, D. 6

Bronx

Vacant, D. 7
Rita Rodriguez, D. 8
April Hickman, D. 9
John Perez, D. 10
Maria Francisco, D. 11
Vacant, D. 12

Queens

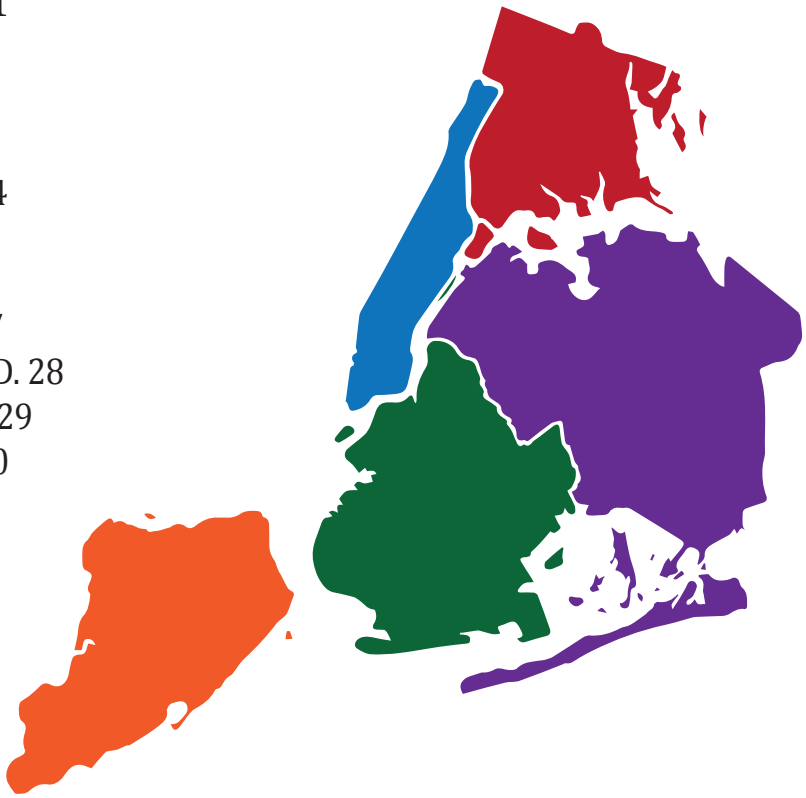
Aurora Benitez, D. 24
Tonia Calvo, D. 25
Emily Baer, D. 26
Margaret Kelly, D. 27
Deanne Roebuck-Jones, D. 28
Sandra Martindale, D. 29
Dolores Balboa, D. 30

Staten Island

Alisa DiFalco, D. 31

Brooklyn

Benjamin James, D. 13
Princess Blythe, D. 14
Gloria Perez-Chico, D. 15
Marie Pelzer, D. 16
Sheena Martin, D. 17
Cecilia Alleyne, D. 18
Elvera Hall, D. 19
Lauren Bissonette, D. 20
Suzette Robbins, D. 21
Tanya Harrison, D. 22
Michelle Lowe-Calixte, D. 23
Stephanie Patterson, D. 32

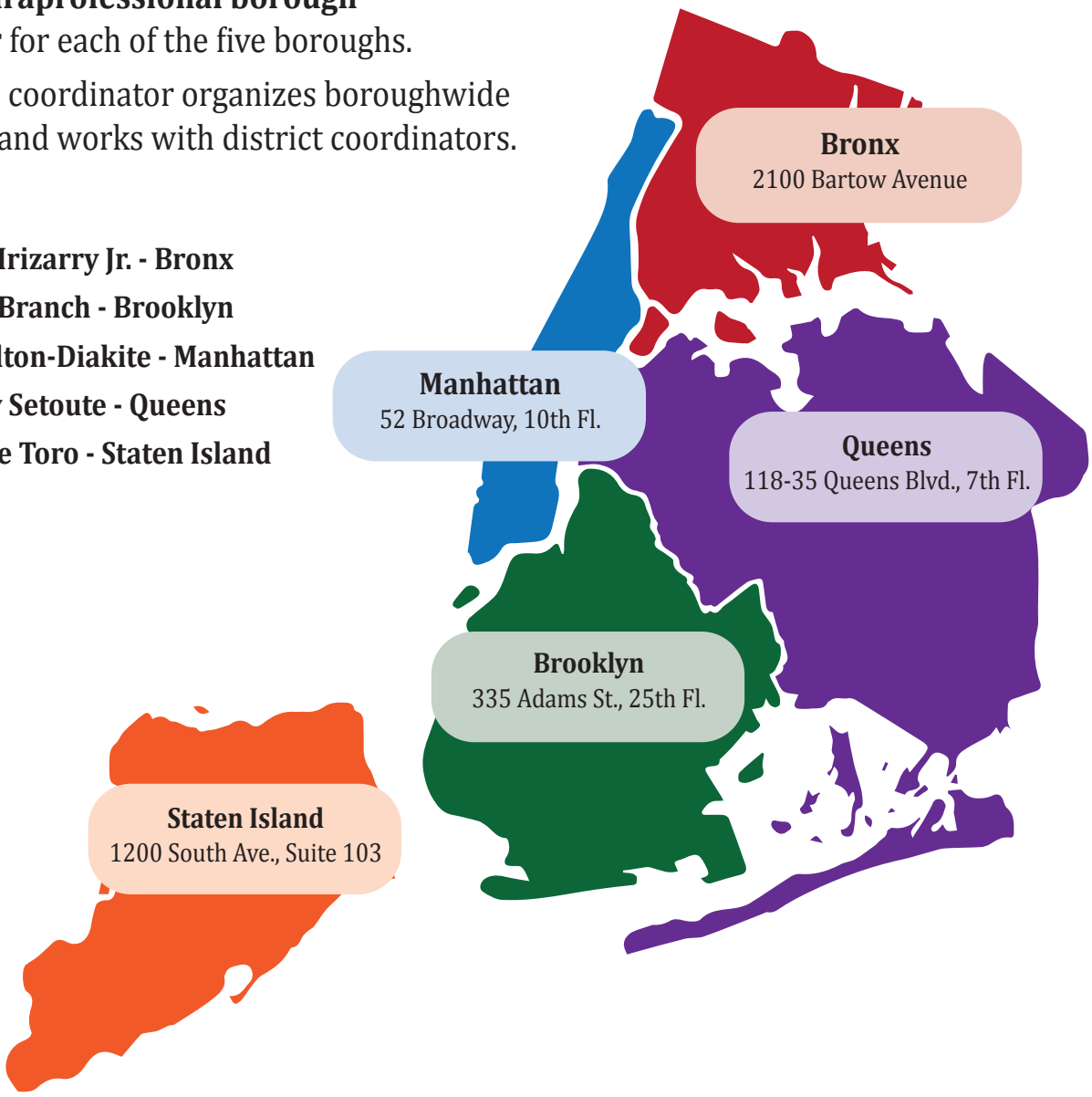


BOROUGH COORDINATORS

There is a **paraprofessional borough coordinator** for each of the five boroughs.

The borough coordinator organizes boroughwide conferences and works with district coordinators.

Edgar Irizarry Jr. - Bronx
Anika Branch - Brooklyn
Margaret Dalton-Diakite - Manhattan
Penny Setoute - Queens
Ann Marie Toro - Staten Island



There are 32 district coordinators, each serving you in a community school district.They coordinate paraprofessional issues with the UFT's district representatives. The chapter also has paraprofessional representatives at some schools or sites to represent you.

Chapter members elect officers every three years. All officers, executive board members, borough coordinators and district coordinators serve as delegates to your union's Delegate Assembly, the union's highest policy-making body.

PARAPROFESSIONAL ROLES & RESPONSIBILITIES

Classroom Paraprofessional

Works with all of the students in a classroom.

- Assists the classroom teacher as needed.
- Provides instructional support to all students.
- Provides physical assistance as needed, including feeding and toileting.
- Provides behavior management support as needed.

1:1 Crisis Management Paraprofessional

Works with one student with significant emotional and/or behavioral challenges throughout the school day.

- Provides instructional support.
- Provides behavior management system – Implements Behavior Intervention Plan (BIP).
- Keeps daily log of student's behavior.

1:1 Health Paraprofessional

Works with one student with significant health and/or physical challenges throughout the school day.

- Provides instructional support.
- Accommodates all physical needs, including mobility.
- Provides feeding assistance as needed.
- Provides bathroom assistance as needed.

Special Transportation Paraprofessional

Accompanies one (1) or two (2) students on the school bus daily.

- Ensures the safety of students while riding the school bus.
- Ensures the safe transfer of students from school bus to assigned school-based staff.

NOTE: Students may have significant health and/or emotional challenges.

Alternate Placement Paraprofessional

The Alternate Placement Paraprofessional is assigned to an alternate homeroom. To encourage bilingual students to become more fluent in the English language, Alternate Placement Paraprofessionals may use, but are not limited to, the following strategies:

- Introduce new vocabulary and specific terminology prior to the presentation of a lesson.
- Use concrete instructional materials to support oral presentations.
- Ensure that the student understands information presented orally and can process the information productively (e.g., directives).
- Improve and enrich the spoken language communications between the classroom teacher and the student learner
- Integrate learning modalities (e.g., visual, auditory, kinesthetic and tactile (VAKT).
- Translates instructional materials and instructions, as needed.
- Facilitates comprehension of language used during instruction.

Sign Language Paraprofessional

Aids students with hearing impairments and may be staffed only by individuals with sign language proficiency.

Toilet Training Paraprofessional

The Toilet Training Paraprofessional may be assigned to work with several students (up to 5). Students who are mandated on their Individualized Education Programs (IEPs) to receive the support services of a Toilet Training Paraprofessional require assistance beyond that which the regular Classroom Paraprofessional can provide. Activities may include: assistance in the bathroom with toilet training, toileting, dressing, hand washing and/or verbal reminders.

NOTE: ALL categories of paraprofessionals are expected to provide toileting, when required.

CLASSROOM SETTINGS



Special Education Support Services

Students categorized as in need of special education services have Individualized Education Programs (IEPs) outlining expectations for what must be taught and learned. You are required to assist the classroom teacher with the individualized goals and/or objectives (which should be measurable) outlined within a student's IEP document.

Special education services are an integrated set of individualized services within an educational setting and not necessarily a location. Classes may be composed of students with the same disability or with different disabilities, but with similar educational/functional needs. Some possible sites for the delivery of special education services include:

• ***A general education classroom*** where students whose special needs cannot be met without additional support can spend all, or part, of their day in the classroom with mainstream students and support from a paraprofessional. Most students with disabilities in the general education classroom will have accommodations/ adaptations.

• ***A general education classroom with a SETSS (Special Education Teacher Support Services)*** teacher who spends time in multiple general education classrooms, co-teaching with a general education teacher, serving mixed groups of age-appropriate peers (inclusion model). The teachers share responsibility and accountability for direct instruction, classroom organization and discipline.

• ***A SETSS Program*** where students may be pulled from their general education classrooms for periods of the day for individual or small group instruction, or served "in-class" in small groups. NOTE: Paraprofessionals are not assigned to SETSS unless they are supporting a student who is mandated on their IEP for paraprofessional support.

• ***A self-contained classroom*** where students with similar disabilities are grouped and supported by paraprofessionals.

• ***Related Services*** are additional services provided to students with special needs to ensure educational progress. These include, but are not limited to: speech; occupational therapy; physical therapy; audiological services; Interpreter for the Deaf; music and/or art therapy; and nursing services. Paraprofessionals who are assigned to individual or small groups of students may escort students to the site of service, or may need to assist during the related service(s) provision, based upon a specific IEP recommendation.

CHAPTER 2
LICENSING & CERTIFICATION

- LICENSING & CERTIFICATION TEAM
- TEACHING ASSISTANT: LEVEL I LEVEL II, LEVEL III, RENEWAL, TEACHING ASSISTANT
- SALARY, PER SESSION
- CTLE REQUIREMENTS
- UFT EDUCATIONAL PARAPROFESSIONAL TITLE INFORMATION
- TRANSCRIPT: TRANSLATION INFORMATION
- HIGH SCHOOL EQUIVALENCY DIPLOMA OR TRANSCRIPT INFORMATION
- CAREER LADDER AND TRAINING PROGRAM

CERTIFICATION SERVICES

50 Broadway 13th Floor, New York, NY 10004

Licensing & Certification Team

Our team of Educational Liaisons and Certification Specialists are available in each borough and at UFT Central to help in all matters related to certification, licensing appointments, tenure and tenure guidelines, as well as educational issues.
Contact your borough Educational Liaison or a specialist for expert help! (212) 331-6312 (functional)

Bronx UFT Office:
2100 Bartow Avenue, Bronx, NY 10475

Latrice Curry *LCurry@uft.org*
Christine O'Callaghan *COcallaghan@uft.org*

Brooklyn UFT Office:
335 Adams St., 25th Fl., Brooklyn, NY 11201

Thomas Pascarella *TPascarella@uft.org*
Miariam Quiles *MQuiles@uft.org*

Manhattan UFT Office:
52 Broadway, 10th Fl., NY, NY 10004

Laurie Lubman *LLubman@uft.org*

Staten Island UFT Office:
1200 South Avenue, Suite 103, Staten Island, NY 10314

Nicole Puglia *NPuglia@uft.org*

Queens UFT Office:
118-35 Queens Blvd., 7th Fl., Forest Hills, NY 11375

Andres Rodriguez *ARodriguez@uft.org*

Central UFT Office:
50 Broadway, 13th Fl., New York, NY 10004

Anthony Barnes *ABarnes@uft.org*
John Kamps *JKamps@uft.org*

PARAPROFESSIONAL SALARY SCHEDULE

		5/14/2021	9/14/2022	1/18/2024	1/18/2025	9/14/2025	9/14/2026
			3.00%	3.00%	3.00%	3.25%	3.50%
Teacher Aide		27,920	28,758	29,621	30,510	31,502	32,605
Ed. Asst.		31,753	32,706	33,687	34,698	35,826	37,080
Ed. Asst. A-1		32,196	33,162	34,157	35,182	36,325	37,596
Ed. Asst. A-11		32,637	33,616	34,624	35,663	36,822	38,111
Ed. Asst. B		33,875	34,891	35,938	37,016	38,219	39,557
Ed. Assoc.		38,742	39,904	41,101	42,334	43,710	45,240
Aux. Trainer		40,860	42,086	43,349	44,649	46,100	47,714
Bil. Prof. Asst.		40,860	42,086	43,349	44,649	46,100	47,714
Ed. Assoc. A./Aux. Trainer A		41,905	43,162	44,457	45,791	47,279	48,934
Ed. Assoc. B./Aux. Trainer B		44,416	45,748	47,120	48,534	50,111	51,865
Less than 5 years Longevity		528	544	560	577	596	617
5 year Longevity		1,909	1,966	2,025	2,086	2,154	2,229
15 year Longevity		3,307	3,406	3,508	3,613	3,730	3,861
Occasional Per Diem Paraprofessional		166.67	171.67	176.82	182.12	188.04	194.62
Expense Stipend Prof. Dev. Rate		51.70	53.25	54.85	56.50	58.34	60.38

*** Subject to correction**

UFT EDUCATIONAL PARAPROFESSIONAL TITLE INFORMATION

TITLE DESIGNATION	STEP CODE	CREDITS	EDUCATION AND/OR EXPERIENCE REQUIREMENTS
Teacher Aide	P1	0	High School/Equivalency Diploma (GED)
Educational Assistant	P2	6	A Teacher's Aide with one year of experience in the program will be advanced to Educational Assistant upon satisfactorily completing six semester hours of approved college courses.
Educational Assistant A-1	P3	15	An Educational Assistant will be advanced to Educational Assistant A-1 upon satisfactorily completing 15 semester hours of approved college courses
Educational Assistant A-2	P4	30	An Educational Assistant A-1 or an Educational Assistant will be advanced to Educational Assistant A-2 upon satisfactorily completing 30 semester hours of approved courses.
Educational Assistant B	P5	45	An Educational Assistant A-2 or an Educational Assistant A-1 or an Educational Assistant will be advanced to Educational Assistant B upon satisfactorily completing 45 semester hours of approved college courses.
Educational Associate	P6	60	An Educational Assistant B or an Educational Assistant A-2 or an Educational Assistant A-1 or an Educational Assistant will be advanced to Educational Associate upon satisfactorily completing 60 semester hours of approved college courses and two years of service as an Educational Assistant or an Educational Assistant A-1 or an Educational Assistant A-2 or an Educational Assistant B or upon satisfactorily completing 90 semester hours of approved college and one year of service in the program.
Educational Associate A	P9	90	An Educational Associate must have matriculated in a college program appropriate to a teaching career or to another professional career with the Board of Education. Prior to December 16, 1999, ninety (90) credits and two years of service beyond the level of Teacher's Aide qualified a paraprofessional for the new rate regardless of whether the paraprofessional was or is matriculated, provided the paraprofessional applied no later than December 16, 1999.
Educational Associate B			A Baccalaureate Degree from an approved degree granting institution of higher education, plus one year of satisfactory service as an Educational Paraprofessional with the New York City Department of Education.

TEACHING ASSISTANT NYSED REQUIREMENTS

Requirements for Level I Teaching Assistant

- Education – High School Diploma or GED
- New York Teaching Certification Exam – ATAS
- Workshop – Child Abuse Identification
- Workshop – School Violence Intervention and Prevention
- Workshop – Dignity for All Students Act
- Fingerprint Clearance

Requirements for Level I – Renewal, Teaching Assistant

- Education – High School Diploma or GED
- New York Teaching Certification Exam – ATAS
- Workshop – Child Abuse Identification
- Workshop – School Violence Intervention and Prevention
- Fingerprint Clearance
- School District Recommendation

Requirements for Level II Teaching Assistant

- Education – High School Diploma or GED
- College Coursework – 9 semester hours
- New York Teaching Certification Exam – ATAS
- Experience as a NYS Licensed Teaching Assistant – 1 Year
- Workshop – Child Abuse Identification
- Workshop – School Violence Intervention and Prevention
- Workshop – Dignity for All Students Act
- Fingerprint Clearance

Requirements for Level III Teaching Assistant

- Education – High School Diploma or GED
- College Coursework – 18 semester hours
- New York Teaching Certification Exam – ATAS
- Experience as a NYS Licensed Teaching Assistant – 1 Year
- Workshop – Child Abuse Identification
- Workshop – School Violence Intervention and Prevention
- Workshop – Dignity for All Students Act
- Fingerprint Clearance
- Citizen Status – INS Permanent Resident or U.S. Citizenship

CERTIFICATION REQUIREMENTS

As of Oct. 1, 2025, New York State changed the paraprofessional certification. There are now three certificates: an Initial Certificate, Professional Certificate and Pre-Professional Certificate.

Initial Certificate

Continually renewable every five years with satisfaction of 100 CTLE credits ($35 application fee required each renewal).

Requirements:

- High school diploma or equivalent
- Pass Assessment of Teaching Assistant Skills (ATAS) exam
- Child Abuse Identification workshop
- School Violence Prevention workshop
- Dignity for All Students Act (DASA) workshop

Professional Certificate

Continuously valid with completion of 100 CTLE hours every five-year registration cycle. One year as a Professional TA satisfies student teaching for Classroom Teacher certification.

Requirements:

- Three years of experience as a certified teaching assistant or one year as a certified classroom teacher

AND

- Bachelor's degree **OR**
- Completion of a college program leading to Professional TA certification **OR**
- 18 college credit hours with at least nine in specific pedagogy, and up to nine accepted core subject area coursework (ELA, math, science or social studies)

Updated Pre-Professional Certificate

For TAs planning to become teachers or Professional TAs. Valid for five years or when leaving a certificate program; may be renewed. One year as Pre-Professional TA satisfies student teaching for Classroom Teacher certification.

Requirements:

- One year of experience as a certified teaching assistant
- 18 college credits
- Matriculation in a teacher preparation program or a Professional TA program **OR** has met the education required for a Professional TA

Applying for New York State Teaching Assistant Certificates

1. Log on to ***www.highered.nysed.gov/tcert***
2. If you are already registered as a **TEACH** user, click "Log in to **TEACH**"
3. First time users click "Self-Register with **TEACH**" and create a user name and password.
4. Complete the basic profile, and then click to apply for certificate.
5. **APPLY**
    *Select the area of interest – **OTHER SCHOOL SERVICE**
    *Subject area – **TEACHING ASSISTANT**
    *Grade Level – **PreK–12 All Grades**
    *Type of Certificate – **Level (according to the level you are applying for)**
6. Complete the application and pay the fee(s) online using a credit card.
7. Print transaction summary and receipt of payment. Keep for your records.
8. Put your Social Security number on all documents and include a note that you have applied via the TEACH online system and update your account as soon as possible.
9. Mail **(certified return receipt)** all official transcripts and additional documents, such as a copy of your high school diploma (or GED certificate) to:

New York State Education Department
The Office of Teaching Initiatives
Education Building 5N-EB
89 Washington Avenue
Albany, NY 12234

10. If you have difficulties with the online system, call the TEACH technical help line at **518-474-3901**.
11. Check the status of your application regularly.

For questions or more information, contact your UFT borough's Educational Liaison.

Continuing Teacher and Leader Education

Level III Certification Maintenance:

Effective July 1, 2016, Professional Development was replaced by Continuing Teacher and Leader Education (CTLE) Requirements. To maintain the Level III Teaching Assistant Certificate, you are required to complete 100 hours of CTLE every five years (15 of the 100 must be in Language Acquisition, the other 85 in Content or Pedagogy). A professional development tracking form is no longer required to record the 100 hours. It is now the responsibility of Level III Teaching Assistants to maintain a record of agendas and /or college transcripts to prove to the Office of Teaching Initiatives (OTI) the completion of CTLE hours when applicable.

The DOE is an approved provider for CTLE: It is on the list of approved providers on the New York State Education Department website:

www.highered.nysed.gov/tcert/resteachers/ctlesponsors.html

Superintendent Office and Field Support Offices are approved to provide CTLE hours. When attending a professional development session/workshop, paraprofessionals should ask whether the professional development (PD) is CTLE approved (Election Day, Chancellor PD days, etc.). All schools should have a PD committee in their school, which should actively discuss how to bring professional development opportunities to their building and create opportunities for members to attend CTLE given by Support Centers. The UFT Teacher Center is also an approved provider. It is located at UFT headquarters, at 52 Broadway, 18th Floor, New York, NY 10004.

www.ufttc.org/

Questions?

Contact a UFT Educational Liaison in your borough or Certification and Licensing Services at UFT headquarters: **(212) 331-6311**.

CERTIFICATION

The New York state Education Department and the New York City Department of Education require all educational paraprofessionals hired after February 1, 2004 to hold a valid Teaching Assistant certificate.

Here is a list of important websites:

United Federation of Teachers

www.uft.org

- **Online UFT Course Catalog**
- **Contractual Rights Regarding Tenure**
- **Appointments and Licensing**

New York State Education Department

www.highered.nysed.gov/tcert/certificate/ta.html

- **Certification Applications**
- **Extension Applications**
- **Evaluation History**
- **State Certification Requirements**
- **Update Member Work History**
- **Edit Member Information**
- **Educational Resources**

NYSED Address:

New York State Education Department
Office of Teaching Initiatives
Education Buding room 5N-EB
89 Washington Avenue,
Albany, New York 12234

NOTE: send all correspondence **CERTIFIED RETURN RECEIPT**

New York City Department of Education

www.schools.nyc.gov

- Salary Differential Applications
- Salary Step Applications
- Application for NYC Licensing

National Evaluation System

www.nystce.nesinc.com

- Exam Registration

Teach NYC Scholarships, Incentives and Special Programs

www.teachnycprograms.net

- Loan Forgiveness
- Scholarship Programs
- Career Training Program
- Bilingual Pupil Services
- Teachers of Tomorrow

NYSED Technical Support Telephone Number

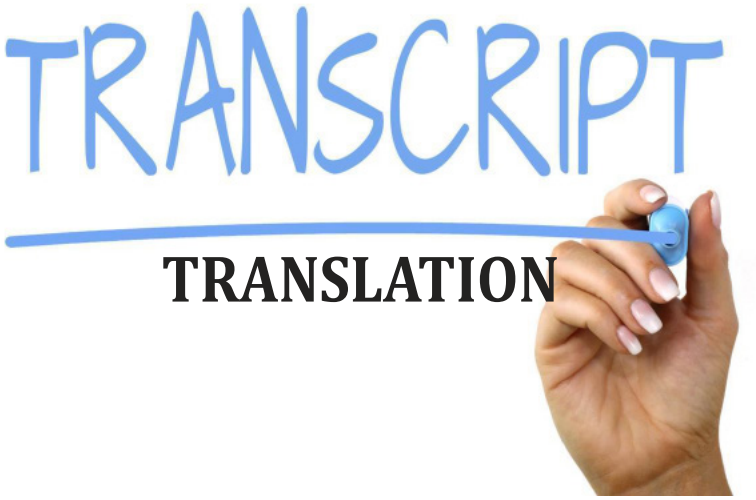
(518) 474-3901

- If you are having problems with the state website.
- If you forget your user name or password to your TEACH account.

Educational Testing Services

www.ets.org/praxis

Tests are taken by individuals entering the teaching profession as part of the certification process required by many states and professional licensing organizations. The Praxis II Exam is taken to fulfill NYSED requirements for a professional certificate.



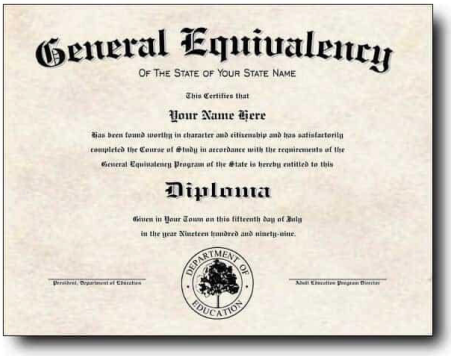
TRANSLATION

Globe Language Services Inc.
305 Broadway Suite 401
New York, NY 10007
(212) 227-1994
www.globelanguage.com

World Education Services
By Postal Mail:
WES Global Documentation Centre
PO BOX 2008 STN MAIN
NEWMARKET ON, L3Y 0G5
Canada

By Express Courier:

WES Global Documentation Centre
14–145 Industrial Pkwy South
Aurora ON, L4G 3V5
Canada
(212) 966-6311
www.wes.org



REQUEST FOR A COPY OF A NYS HIGH SCHOOL EQUIVALENCY DIPLOMA OR TRANSCRIPT

(Turnaround time is approximately 8–10 weeks from receipt of request)

NOTE: The New York State Education Department does not have any high school records or high school transcripts. To obtain a copy of your high school transcript, contact the school district from which you graduated.

To obtain a copy of your NEW YORK STATE HIGH SCHOOL EQUIVALENCY DIPLOMA or TRANSCRIPT, you must:

1. Complete the Application H (Request for Duplicate Copy of NYS High School Equivalency Diploma and/or Transcript of GED®/TASC™ Test Scores)
Application H (see next page)

   Enclose a certified check or money order payable to the New York State Education Department:

   - $4.00 for a copy of a transcript (only passing transcripts result in a diploma)
   - $10.00 for copy of diploma and transcript

   Please do not send cash, personal checks, or international money orders. All fees are non-refundable.

   For international document requests, a pre-paid, self-addressed return envelope, that is at least 9 inches by 6 inches, must be included with this form.

2. Send the completed Application H and payment to:

THE NEW YORK STATE EDUCATION DEPARTMENT
HSE Office
89 Washington Ave, EBA 460
Albany, New York 12234

If the Application H is incomplete (e.g., no candidate signature, etc.) or there is no payment, all paperwork will be returned to the candidate for revision and resubmission.

PLEASE STAPLE MONEY ORDER OR CERTIFIED CHECK HERE

CFLN:
(For Office Use Only)

APPLICATION H

Request for a copy of a NYS High School Equivalency diploma or transcript.

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
High School Equivalency (HSE) Office
89 Washington Avenue, EBA 460, Albany, New York 12234
(518) 474-5906

Do *NOT* use this form to obtain high school transcripts or other school records. Contact the high school that you attended.

Please provide the following information to assist us in locating your records.
IF YOU ARE REQUESTING INFORMATION ON BEHALF OF THE DOCUMENT HOLDER,
PLEASE BE ADVISED THAT THE DOCUMENT HOLDER MUST ALSO SIGN THE RELEASE.

Do *NOT* send cash or personal checks.
***ONLY money orders* or *certified checks* will be accepted.**

Check One: ☐ Diploma & Transcript ($10.00) ☐ Transcript Only ($4.00)

Document Holder Information: Please type or print clearly in ink.

Last Name at Time of Completion	First Name	Middle Initial	Suffix	Date of Birth / / mm dd yyyy

Social Security Number (Last 5-Digits) or Other Government ID	HSE Pathway (choose one)	Institution Name	Year Credential Earned
	☐ GED®/TASC™	Test Center Name:	
	☐ 24-College Credit	College:	
Email Address:	☐ NEDP Program	NEDP Agency:	

Current Home Address–Street/PO Box and Apt. Number	Apt #	Daytime Phone Number ( ) -
City	State	Zip Code

Phone ( ) -	Email

Mail the Diploma and/or Transcript to (if other than to the address indicated above):

Recipient Name (Person, college, employer, etc.)			
Street			Apartment No.
City	State	Zip Code	Phone ( ) -

Phone ( ) -	Email

NOTE: A **non-refundable processing fee of $10.00** (diploma with transcript) **or $4.00** (transcript only or failure notice) is required for each document requested. The required fee, made payable to **NYSED**, must be in the form of a **MONEY ORDER** or a **Certified Check** for each request. **NO CASH or PERSONAL CHECKS** will be accepted. For international document requests, a pre-paid, self-addressed return envelope that is at least 6 by 9 inches must be included with this form. International money orders must be drawn on a U. S. bank. The diploma and/or transcript will not be sent until the required fee is submitted to this office. Mail your request to the address indicated on the top of this form.

Document Holder's Signature

X_____ Date _____
Signature mm / dd / yyyy

Note: If you are not the document holder and are obtaining a diploma/transcript for another at the NYSED HSE Window, you must have a notarized letter stating that you are authorized to obtain the record.

Required Signature of Person Requesting Verification (If other than the document holder)

X_____ Date _____
Signature mm / dd / yyyy

8.25.17

CAREER TRAINING PROGRAM

The Career Training Program (CTP) provides eligible UFT paraprofessionals with the opportunity to earn a bachelor's degree. The program pays tuition for from 3 to 6 credits per semester for undergraduate study at participating colleges/universities. Two and a half hours per week of release time and/or a summer stipend are also provided to support study.

Eligibility:

Full-time paraprofessionals employed in the New York City public schools who have not yet earned a bachelor's degree.

- **Paraprofessionals must maintain a "C" grade point average (2.0) to remain in the program. The NYC Department of Education will not pay for "F" grades or late withdrawals.**

Financial Aid:

Financial aid will cover any tuition-related expenses for paraprofessionals who benefit from the Federal Pell Grant or the New York State Tuition Assistance Program (TAP) grant. The attending college/university will bill the NYC Department of Education for the difference between the amount of tuition owed and the amount of tuition assistance received.

***Applications for Career Training Program are available online as follows:**
Fall Semester – May 1 through June 30
Spring Semester – September 1 through October 31
Summer Semester – February 1 through March 31

Paraprofessional Certification Testing Reimbursement Program

The Career Training Program will support eligible paraprofessionals who are interested in pursuing a career as an educator within the public school system. New York State certification must be achieved after September 1, 2016 and must comply with the application procedures for the program. The NYC DOE will reimburse paraprofessionals (ONE TIME ONLY), up to $400.00 for NYS certification examinations when initial certification is granted. For additional program details and eligibility requirements as well as the application, visit:

www.teachnycprograms.net/getpage.php?page_id=84

Guideline on Release Time for UFT Full-Time Paraprofessionals and NYC Public Schools Administrators/Principals

This guideline has been created for UFT Full-Time Paraprofessionals and NYC Public Schools (NYCPS) Administrators/Principals regarding regulations, questions, or concerns you may have governing release time.

❖ What is Release Time?

Release time* is paid 2 ½ hours per week during each college semester for eligible paraprofessionals to either:

- Prepare or study for their enrolled college/university course
- Non-classroom study
- Travel from work to their college/university

*Please note: Release Time is NOT for attending classes. Paraprofessionals may not take classes during the regular workday. Paraprofessionals must arrange classes during the late afternoon, evenings, and/or weekends to avoid conflict with their work schedules.

❖ Who is eligible to request Release Time?

UFT Full-Time Paraprofessionals are eligible if they:

- Are attending or taking coursework online at an accredited college or university towards the completion of their first bachelor's degree. Post-baccalaureate studies and additional Bachelor's degrees are not acceptable for participation in this program.
- Are enrolled in a total of at least five undergraduate semester hours/credits
- Are taking courses scheduled after the paraprofessional's regularly scheduled workday (inclusive of extended day) during the late afternoon, evening, or weekend.
- Are taking classes during the following college semester: fall, spring, and the first summer session ONLY. Release time during the first summer session must be completed by June 30th. Release time is not granted during the months of July and August.

NOTE: Paraprofessionals enrolled in a master's degree program for specific **BILINGUAL** subjects may request release time. Paraprofessionals enrolled in these programs must make a written request to the Office of Scholarships, Incentives, and Pupil Personnel Services via email at CareerTraining@schools.nyc.gov. Once approved by the Division of Human Resources, the final approval rests with the principal.

❖ How do eligible paraprofessionals request Release Time?

Prior to the start of the college/university semester, paraprofessionals must:

- Submit the schedule for release time to the school principal or designee prior to the commencement of classes
- Present proof of enrollment in a total of at least five semester hours/credits, this proof includes:
  - a copy of college bursar's receipt
  - other documentation of enrollment such as a class schedule
  - Please note that all submitted documents must be official college documents from the Registrar or the Bursar
- Paraprofessionals must submit a class schedule to their principal in advance of the commencement of classes. The principal must have sufficient time to review, approve and/or request that schedule be modified. Be prepared to discuss when 2 ½ hours of release time is needed if this is not reflected in your written request. The requested days and times must be consistent. Release time CANNOT be rescheduled or changed on a weekly basis.

❖ **Are paraprofessionals guaranteed Release Time if they meet the criteria?**

This is a mutually beneficial program for UFT and NYCPS. The principal has the final decision in approving or denying release time, dependent upon scheduling and coverage issues, which may be required. Principals are encouraged to approve requests for release time and any denial of a request for release time should be based on an operational reason (e.g. insufficient coverage; failure to provide supporting documentation).

Please note that Release Time eligibility covers the following: all undergraduate courses **prior to attaining a bachelor's degree**. This includes:

- Any course taken by a non-matriculated student prior to attaining 60 credits (students must matriculate at 60 credits.
- Any course taken that may lead to an associate's degree
- Any course taken that may lead to a bachelor's degree
- Up to 120 credits in total

There are no formal applications or paperwork involved as this is a school-based issue. Please also note that the following procedure is in place:

Prior to the start of the college/university semester, paraprofessionals must:

- Make a written request to the school principal or designee prior to the commencement of classes
- Present proof of enrollment in a total of at least five semester hours/credits, this proof includes:
    - A copy of college bursar's receipt
    - other documentation of enrollment such as a class schedule
    - All submitted documents must be official college documents from the Registrar or the Bursar

The principal must have sufficient time to review, approve and/or request that schedule be modified. While the written request should have the requested time, the paraprofessional should be prepared to discuss when 2 1⁄2 hours of release time is needed if this is not reflected. The requested days and times must be consistent. Release time CANNOT be rescheduled or changed on a weekly basis.

❖ **What do participating paraprofessionals have to do once they successfully complete the semester?**

Within one month following completion of the semester, paraprofessionals must submit the following proof to the principal or designee:

- Copy of the transcript
- Grade report
- Other substantiating documentation indicating completion of the course(s)
- Documentation Due Dates:

Fall Term – 1/15 Spring Term – 5/31 Summer I (Before 6/30) – 9/15

❖ **What actions must be taken for non-compliance or failure to meet requirements?**

If a paraprofessional receives a failing grade/incomplete or a withdrawal for which release time was granted, they must receive written verification of class attendance from the college professor/instructor to document their attendance. **If they fail to obtain that documentation, the principal must authorize a payroll deduction for any release time/pay the paraprofessional received.** If the paraprofessional withdraws from the course during the semester, release time must be terminated immediately.

For more information on release time, please visit:
http://www.teachnycprograms.net/getpage.php?page_id=83

Should you have any further questions, please contact: CareerTraining@schools.nyc.gov



Scholarships, Incentives, and Special Programs

Recruitment & Special Programs > CTP Home

THE CAREER TRAINING PROGRAM

The Career Training Program (CTP) provides eligible UFT paraprofessionals with the opportunity to earn their first Bachelor's degree. The program pays tuition for 3 to 6 credits per semester for undergraduate study at a participating college or university. Program participants that are registered for and actively taking five (5) or more credit hours are eligible for two and a half (2.5) hours per week of Release Time to support study. Participating paraprofessionals may also apply for a Summer Stipend to support study. Paraprofessionals are responsible for researching, applying, and enrolling in an approved participating college or university.

ELIGIBILITY:

To be eligible for the CTP Program, the candidate must:

- Be a **full-time** paraprofessional employed in a New York City public school who has not yet earned a Bachelor's degree.
- Be **payrolled as a full-time paraprofessional** at the time of application filing and remain appointed as a full-time paraprofessional for the remainder of the application school year.
- Show proof of mandatory matriculation into a degree-bearing program after completion of **60 credits**.
- Substitute Paraprofessionals are not eligible to participate in the CTP Program.
- A **maximum of 120 credits** (including transfer credits) will be paid on behalf of the paraprofessional towards completing the first Bachelor's degree program ***(exceptions will be reviewed on a case by case basis).***
- Paraprofessionals must have a 2.0 grade point average or greater to be eligible for the program.
- Paraprofessionals **must maintain a "C" grade point average** (2.0) to remain eligible to participate in the program.
- Paraprofessionals that **drop below a 2.0-grade point average will not be eligible** for the CTP Voucher.
- The NYC Public Schools will **NOT** pay for courses with **"F" grades, late withdrawals, or unofficial withdrawals**.
- Paraprofessionals that are no longer eligible to participate in the Career Training Program are financially responsible for paying all course credits, tuition, and applicable fees.

FINANCIAL AID:

Financial aid will cover any tuition-related expenses for paraprofessionals who benefit from the Federal Pell Grant or the New York State Tuition Assistance Program (TAP) grant. The attending college/university will bill the NYC Public Schools for the difference between tuition owed and the amount of tuition assistance received. The NYCPS will not pay for course materials or other fees the college charges. **The NYCPS will not pay activity, application, technology, and any other fees charged by the college or university; this will be the paraprofessional's responsibility.**

APPLICATION AVAILABILITY:

- **Fall Semester** – May 1st through June 30th
- **Spring Semester** – September 1st through October 31st
- **Summer Semester** – February 1st through March 31st

NOTE: An application must be submitted for each semester (fall, spring, and summer). Unused vouchers may not be applied to an upcoming semester.

IMPORTANT - Effective immediately:

- To ensure that you receive your email confirmation and voucher, applicants must utilize their NYCPS email address. The Teacher Support Network (TSN) system will no longer accept email addresses from other domains.
- To update or change your voucher's college or university name, you must download and submit the completed **CTP Voucher - University/College Name Change Form** (listed above). Please allow 48 hours for your request to be processed.
- Applicants will receive a confirmation email within 24-48 hours after applying for the Career Training Program.

https://nyc.teacherssupportnetwork.com/Start.do?CareerPath=INC

Please click the **SUBMIT button** on your application to ensure that your application has been successfully submitted. You will receive an email confirmation once your application has been submitted successfully. If you do not receive an email, your application was not successfully submitted, and you will need to re-submit your application.

If you require further information, please email **CareerTraining@schools.nyc.gov** or call us at **(718) 935-2449**.
We look forward to receiving your application!

PARAPROFESSIONAL STUDENT TEACHING LEAVE OF ABSENCE

The NYC Public Schools (NYCPS) provides eligible paraprofessionals with a 40-day paid leave of absence to complete student teaching requirements through this program. There are instances when colleges and universities will not accept work as a Paraprofessional in place of student teaching. The NYCPS will provide a 40-day paid leave of absence to complete student teaching requirements. The number of **leaves per year will not exceed 100** (50 leaves for the fall and 50 leaves for the spring). These particular leaves of absence are by application only. **Applicants must receive approval before they can begin their leave of absence.**

Please read the document below to learn more about the Paraprofessional Student Teacher Leave of Absence Program and see the required documents.

https://bit.ly/47U6qYb

APPLICATION AVAILABILITY:

Fall Application: **July 1st - October 16th - DEADLINE EXTENDED**
Spring Application: **December 1st - March 1st.**

ELIGIBILITY:

Eligible Paraprofessionals must:

- Be a full-time, active employee with a minimum of one (1) full school year as a Paraprofessional. Working as a substitute paraprofessional will not count toward this requirement.
- Be payrolled as a full-time paraprofessional at the time of application filing and remain appointed as a full-time paraprofessional for the remainder of the application school year.
- Have at least a 2.5 GPA in the program of study.

Eligible Paraprofessionals must fall into one of three categories below:

- Category A - A paraprofessional with a degree in education (undergraduate or graduate) but was not recommended for certification based on the lack of student teaching.
- Category B - A paraprofessional enrolled in a Master's degree program leading to initial certification and needs student teaching to complete their program.
- Category C - A paraprofessional enrolled in an undergraduate program leading to initial certification and needs student teaching to complete their program.

RESTRICTIONS:

- ***All pertinent documents must be received at least four (4) weeks before the requested leave of absence date.***
- Student Teaching Leave of Absence applications are provided annually on a limited basis during the fall and spring only.
- Eligible paraprofessionals must be payrolled as a full-time paraprofessional at the time of application filing and remain appointed as a full-time paraprofessional for the remainder of the application school year.
- Leaves will be granted by the severity of the need, with priority given to paraprofessionals who have already graduated from initial teacher education programs.
- This program allows up to 40 days of student teaching. Applicants can only apply to the Student Teaching Leave of Absence program **one time only**.
- For a leave of absence extending beyond the approval period, the applicant must apply for an unpaid extended Leave of Absence time through the SOE Self-Service Online Leave Application System (SOLAS). Leave of absence will only be granted for student teaching leading to initial teacher certification.
- **No leave of absence will be granted for non-teaching positions, such as school counselor, psychologist, social worker, attendance teacher, or other similar titles**.

https://nyc.teacherssupportnetwork.com/Start.do?CareerPath=INC

Please click the **SUBMIT button** on your application to ensure that your application has been successfully submitted. You will receive an email confirmation once your application has been submitted successfully. If you do not receive an email, your application was not successfully submitted, and you will need to re-submit your application.

Please mail the required documents to:

New York City Public Schools
Scholarships, Incentives, and Pupil Personnel Services
65 Court Street, Room 508
Brooklyn, New York 11201
Attn: Paraprofessional Student Teaching LOA Program

If you require further information, please email **SISPParaIncentives@schools.nyc.gov** or call us at **(718) 935-2449**.
We look forward to receiving your application!

PARAPROFESSIONAL TO TEACHER PATHWAY GRADUATE REIMBURSEMENT PROGRAM

The NYC Public Schools (NYCPS) will reimburse up to twelve (12) credits towards completing a graduate education program leading to teacher certification for eligible paraprofessionals matriculated in a graduate education program. New York State certification must be achieved after **September 1, 2018**, and must comply with the application procedures for the program as outlined in the document below. Eligible paraprofessionals must be payrolled as a full-time paraprofessional at the time of application filing and remain appointed as a full-time paraprofessional for the remainder of the school year.

https://bit.ly/3GE47MT

To learn more about the Para to Teacher Pathway Graduate Reimbursement Program and the required documents needed to complete the application, please read the Para to Teacher Pathway Graduate Reimbursement Program Information document above.

APPLICATION AVAILABILITY:

Annually: February 1st -- March 31st

ELIGIBILITY:

- Eligible Paraprofessionals must be admitted and fully matriculated into a NYS approved and accredited graduate education program leading to teacher certification.
- Eligible Paraprofessionals must have completed twelve (12) credits towards completing the graduate program.
- Eligible Paraprofessionals must have at least one (1) full year of paid experience as a paraprofessional within the New York City Public Schools.
- Eligible Paraprofessionals must be payrolled as a full-time paraprofessional at the time of application filing and remain appointed as a full-time paraprofessional for the remainder of the application school year.
- All reimbursable coursework must be part of a master's degree program in education, leading to a degree in teaching and NYS certification.
- Eligible graduate programs must be in a classroom teaching discipline.
- Pre-requisite or required content courses are ineligible for reimbursement.
- Coursework must have a passing grade of "B" or better to be eligible for reimbursement.

RESTRICTIONS:

- All reimbursements are made at the current CUNY graduate rate of tuition.
- Education programs in disciplines other than teacher education that does not lead to NYS certification as a classroom teacher are not eligible for participation in this program and will not be reimbursed.
- **This program does not apply to the following disciplines: Guidance Counselors, Psychologists, Social Workers, Attendance Teachers, and Speech Pathologists.**
- Reimbursement does not apply to pre-requisite courses or coursework taken before program admission.
- Release time for graduate credits is not applicable.
- The program will only reimburse for the courses required for the Initial certification.
- If the student receives other financial aid, grants, etc., financial aid will be used to cover any tuition-related expenses. The attending college or university will bill the NYCPS the difference between tuition owed and the amount of tuition assistance received.
- The participants must pick up reimbursement checks at the Office of Scholarships, Incentives, and Pupil Personnel Services, located at 65 Court Street, 5th floor, Room 508, Brooklyn, NY 11201. Photo ID is required for identification verification.

https://nyc.teacherssupportnetwork.com/Start.do?CareerPath=INC

Please click the **SUBMIT button** on your application to ensure that your application has been successfully submitted. You will receive an email confirmation once your application has been submitted successfully. If you do not receive an email, your application was not successfully submitted, and you will need to re-submit your application.

Please mail the required documents to:

New York City Public Schools
Scholarships, Incentives, and Pupil Personnel Services
65 Court Street, Room 508
Brooklyn, New York 11201
Attn: Paraprofessional to Teacher Pathway Graduate Reimbursement Program

If you require further information, please email **SISPParaIncentives@schools.nyc.gov** or call us at **(718) 935-2449**.
We look forward to receiving your application!

PARAPROFESSIONAL CERTIFICATION TESTING REIMBURSEMENT PROGRAM

The NYC Public Schools (NYCPS) offers a **one-time** reimbursement of up to $400.00 for NYS certification examinations to eligible paraprofessionals interested in pursuing a career as an educator within the New York City public school system. Applicants must be payrolled as a full-time paraprofessional at the time of application filing and remain appointed as a full-time paraprofessional for the remainder of the application school year.

To learn more about the Paraprofessional Certification Testing Reimbursement Program, review the documents below.

https://bit.ly/3GE51sL

https://bit.ly/46R2TZj

APPLICATION AVAILABILITY:

Annually: March 1st - April 30th

ELIGIBILITY:

- Paraprofessionals must have attained NYS certification as a teacher on or after 09/01/16.
- Paraprofessionals must have receipts for the NYS Examinations and the NYS Teacher Application.
- **Reimbursement must be requested within one year of certification.**

REQUIRED DOCUMENTATION

- Certification Testing Reimbursement Program Application; NYS Teacher Application and NYS Examination receipts; and Proof of passing examinations required for certification.

If you require further information, please email **SISPParaIncentives@schools.nyc.gov** or call us at **(718) 935-2449**.

LEAD TEACHER ASSISTANT (LTA) / BILINGUAL LEAD TEACHER ASSISTANT (BLTA)

The Lead Teacher Assistant position is an annual position for active full-time paraprofessionals at the NYC Public Schools (NYCPS) that allows for more diverse use of paraprofessionals in the classroom and school to support students' needs. LTAs support instruction in the classroom under the supervision of the classroom teacher throughout the school year. This position allows paraprofessionals to enhance their skills and serves as a potential career pathway leading to a teaching career. Applicants must be payrolled as a full-time paraprofessional at the time of application filing and remain appointed as a full-time paraprofessional for the remainder of the application school year. Eligible full-time paraprofessionals receive additional compensation of $5,000. Paraprofessionals revert to their previous title and base salary at the end of the school year.

To learn more about the Lead Teacher Assistant position, please read the LTA/BLTA Position Posting below.

https://www.teachnycprograms.net/ctp/docs/LTA-BLTA%202023-24%20Posting%20FINAL.pdf

APPLICATION AVAILABILITY:

Annually: January 1 - March 31

ELIGIBILITY:

- Eligible Paraprofessionals must have a Bachelor's degree at the time of application filing.
- Eligible Paraprofessionals must have an active and issued Teacher Assistant Certificate (Level I, II, or III) from the New York State Education Department.
- Candidates must submit a copy of their transcript (official or unofficial) with the date degree was conferred and a copy of their Teaching Assistant Certificate.
- Eligible Paraprofessionals must have served one (1) year as a full-time, active paraprofessional at NYCDOE.
- Eligible Paraprofessionals must have a satisfactory record of attendance and punctuality.
- Bilingual LTA applicants must demonstrate fluency (ability to read, write, comprehend, and speak without hesitation) and high language proficiency in the target language. They will have fluid speech at the fluent level instead of halting use.
- Candidates must meet all requirements for the position when the application is submitted.
- Eligible Paraprofessionals must participate in an interview and writing assessment.

APPLY HERE: https://nyc.teacherssupportnetwork.com/Start.do?CareerPath=INC

LEAP to Teacher

LEAP to Teacher (LTT) is a collaborative program between the CUNY School of Labor and Urban Studies (SLU) and some CUNY partnering Colleges. LTT provides a set of free, specialized support services for paraprofessionals, teachers and UFT members who are pursuing higher education and advancing their career in teaching or any other field of study. Services are offered at the following campuses:

- **Borough of Manhattan Community College**
- **Bronx Community College**
- **Brooklyn College**
- **College of Staten Island**
- **Lehman College**
- **Medgar Evers College**
- **Queens College**
- **School of Labor & Urban Studies**

The LEAP to Teacher program provides a full range of support services to undergraduate, graduate and post master's students.

LTT Support Services:

College Entrance Support

- Pre-admissions advisement
- Free college preparation courses (Elementary algebra & English reading /writing)

College and Career Support

- Academic and career advisement
- Tutoring services for writing improvement & assignment comprehension
- Student success workshops

Funding College

- SLU's LTT tuition assistance scholarships
- Assistance with financial aid, grant opportunities and D.O.E Career Training Program (CTP) voucher applications

NY State Teacher Certification

- Free NY State teacher certification prep workshop and courses

To attend an open house

https://forms.office.com/r/Wf3F2zkXT8

LTT@slu.cuny.edu . 646-313-8532 . slu.cuny.edu/leap-to-teacher

CUNY SCHOOL OF LABOR AND URBAN STUDIES
THE MURPHY INSTITUTE

CUNY

LIU OFFERS A SUPPORTIVE LEARNING ENVIRONMENT FOR PARAPROFESSIONALS

Located in the heart of downtown Brooklyn and convenient to all major subway lines, the Brooklyn Campus of Long Island University offers a supportive learning environment for Paraprofessionals who are interested in becoming teachers.

LIU partners with the NYC Department of Education's Career Training Program and accepts vouchers only for Paras who are interested in becoming teachers. We offer undergraduate degree programs in Inclusive Early Childhood Education, Childhood Urban Education, Adolescent Urban Education and Physical Education.

As LIU students, Paraprofessionals receive support through our Paraprofessional Support Program. This program has been instrumental in meeting the academic needs of Paras attending LIU. We listen and hear your concerns, provide advice, guidance and assistance. As a support group, members can look not only to the School of Education staff and faculty, but each other, which results in a combined force towards the achievement of your professional goals.

LIU offers the Family University (FUN) Afterschool/Evening program which provides child care from 3:30pm-8:30pm. Paras can drop off their children (who are in Kindergarten to 7th grade), knowing they will receive a healthy snack and dinner, partake in an array of activities including creative arts, homework help and community building. Your children are taken care of while you earn your degree!

The LIU Wellness Center is open for students to enjoy free yoga, Pilates, aerobics and dance classes along with use of the gym and Olympic-sized swimming pool.

Please call Charlotte Marchant at 718-246-6496 or email her at charlotte.marchant@liu.edu for more information and to set up an interview to see if you are eligible. You must have an interview to be accepted into this program.

CHAPTER 3
PERSONNEL

- SOLAS & LEAVES
- EXCUSED ABSENCES/ NONATTENDANCE DAYS
- SICK LEAVE ACCRUALS/USAGE
- LUNCH DUTY
- DAY-TO-DAY SUBSTITUTE PARAPROFESSIONALS
- ARTICLE 12: SCHOOL RETENTION AND EXCESSING

SOLAS & LEAVES

What is SOLAS?

SOLAS (Self-Services Online Leave Application System) is an online system where employees may apply for a leave of absence from their computer or smartphones. All DOE non-supervisory Pedagogical, Education Paraprofessional, Family Paraprofessional, Health Service Aide, School Aide and Supervisor School Aide employees are eligible to use SOLAS.

SOLAS offers

Easier applications: Apply online and upload your supporting documents directly into the system.

Faster processing and timely responses: This automated system makes it possible to process your application in significantly less time than it takes to process paper applications.

Real-time information: Log in to SOLAS to get up-to-date information on the status of your application.

Smarter staffing: With a faster, more efficient leave application system, schools will have more timely information to help them make staffing decisions.

SOLAS Log-in link for employees to apply for a leave:

https://apps.schools.nyc/solas



EXCUSED ABSENCES/ 'NONATTENDANCE' DAYS

For all administrative purposes, including salary and pension credit, nonattendance for excused absences is treated as actual service. No days are to be deducted from the Cumulative Absence Reserve (CAR) of employees to cover days of nonattendance that occur in all these categories below:

- Absences due to childhood illnesses that are listed in the contract (measles, mumps
- and chicken pox)
- Appearance for jury qualification
- Appearance for jury duty
- Appearance for official business
- Appearance as disinterested witness
- Death in immediate family/household, including bereavement leave for a domestic partner. UFT members can take up to four days of paid leave time following the death of a close family member. (As of New Contract Agreement, June 2023: The bereaved no longer have to take the four days immediately following the death; they can now take those four days at any point in the three months after the date of death if those leaves days are connected to a funeral or memorial service.)
- Death of a relative outside immediate family/household
- Funeral of an associate
- Degree or graduation
- Extraordinary transportation delay
- Legislative hearing
- Ordered military duty
- Quarantine
- Religious observation
- Requirement of school system
- School visit and meeting within New York City
- School meeting or conventions outside New York City
- Workers' Compensation – Injury and assault on the Job



ABSENCES FOR PARAPROFESSIONALS

If you are a paraprofessional, the DOE-UFT contract establishes rights and obligations in terms of when you can be absent from work. As a full-time educational paraprofessional, you earn one sick leave day for every month in which you are in service for at least 16 calendar days. The maximum number of sick leave days earnable in a school year is 10 for September through June. These days may be carried over from year to year and paraprofessionals can accrue a maximum of 200 CAR days.

Paraprofessionals can use earned sick leave and be paid if their absences fall in these categories and they follow these rules:

1. **Self-treated absences.** These are days for which you do not have to submit a medical note from your physician. You cannot use more than three consecutive self-treated sick days. No more than five self-treated days can be used in a five-month period or 10 self-treated days in a 10-month period. If you think you might approach any of these limits, it is a good idea to get a medical note from your doctor.

2. **Personal business days.** These are days to conduct personal business that can only be accomplished during the workday. Paraprofessionals are entitled to use up to three of their 10 self-treated days for personal business during a given school year provided they give reasonable notice to the principal and the days are approved. These three days may also be used to care for a sick family member.

3. **Medically certified absences.** Medically certified absences are days for which you bring a note from your physician. They are without limit as long as you have enough CAR days in your bank. If you anticipate being absent for a prolonged period, you must apply for a restoration of health leave via the Self-Service Online Leave Application System (SOLAS). Excessive absences, even with a doctor's note, can lead to disciplinary action. Educational paraprofessionals who exhaust their sick leave balances are, however, eligible to borrow up to 10 days against future sick leave, with certification from their physician and in accordance with applicable administrative regulations. A request to borrow CAR days in conjunction with a leave of absence needs to be submitted through SOLAS for approval. Employees who are unable to use SOLAS may submit their request by completing the Application for Borrowing Sick Days Form. The employee's CAR is placed in a negative balance for the number of days borrowed. As the employee earns CAR days, the negative balance is adjusted. Paraprofessionals do not have the option to buy back their borrowed CAR days. They may only accrue one sick day each month, which will be applied to their negative CAR balance.

SICK LEAVE ACCRUALS/USAGE

Annual employees earn one (1) sick leave day for every month in which they are in service at least 16 calendar days. The maximum number of sick leave days earnable in a school year is 10 (from September to June). Employees who work in the summer earn two (2) additional sick leave days. Employees may use earned sick leave and will be paid if they meet the following rules:

Self-Treated Absences
Employees cannot use more that **three (3) consecutive self-treated sick days.** The fourth (4th) day would result in an **A**bsence **W**ith**O**ut **P**ay – **AWOP.**

Employees cannot use more that five **(5) self-treated sick days in a five (5) month period** (from September through January and from February through June). The sixth (6th) day would result in an **absence without pay.**

Employees cannot use more than ten **(10) self-treated days in a 10-month period.** Any days in excess of 10 will result in absences without pay (AWOPs).

Personal Business Days
Annual employees are entitled to use three (3) sick leave days for personal business during the school year. Please note however, that the three days cascade to self-treated. That is, if three (3) personal business days are used, then the employee can only use seven (7) self-treated days during the school year.

Medically Certified Absences
Medically certified absences are without limit as long as the Cumulative Absence Reserve (CAR) balance permits. Absences exceeding the CAR balance result in absences without pay.

Leaves of Absence (New Contract Agreement, June 2023)
Paraprofessionals may be granted a leave of absence without pay of up to two (2) years to adjust personal affairs (such as the winding up of a family business on the death or incapacitation of the family member in charge) in accordance with existing rules and regulations. The paraprofessional may consult with the union with respect to the matter. Paraprofessionals who are denied such a leave may refer the matter to the chief executive of the Division of Human Resources for review and final determination.

Child Care Leave (New Contract Agreement, June 2023)
Paraprofessionals shall be permitted to work part-time for the NYC Department of Education while on child care leave.

LUNCH DUTY

Special Circular N. 6R 1997-98 states:

"In consultation with the chapter committee and the PA/PTA, the principal must develop a plan to cover administrative and compensatory time duties such as cafeteria, yard, bus hall patrol, study hall and homeroom no longer assigned to teachers."



It goes on to say:

"Educational paraprofessionals are not to be assigned to administrative duties formerly performed by teachers."

School administrations cannot ask paraprofessionals to supervise the lunchroom. Special Circular 6R established that lunchroom supervision may not be assigned to paraprofessionals. Schools have other school-based personnel, including school aides and supervising school aides, who can be assigned this responsibility.

Paraprofessionals, including one-on-one paraprofessionals, are entitled to a duty-free lunch period. A child's IEP can mandate paraprofessional coverage at lunch for that child, but the IEP cannot, and does not, specify a specific person to perform that role. If a paraprofessionals is asked to be with a child during the child's lunch, that paraprofessionals must still have a duty-free lunch period at some other point in the day. (If a paraprofessional is unsure about the requirements on a child's IEP, the paraprofessionals should ask to see the IEP. State law requires that paraprofessionals have access to the IEPs of students in their care.)

If you are being mandated to do lunch duty inappropriately, please let your chapter leader know immediately.

Special Circular No. 6R, 1997-98,
(Revision of Special Circular No. 6, 1996-97)

March 10, 1998

BOARD OF EDUCATION OF THE CITY OF NEW YORK
OFFICE OF THE CHANCELLOR

TO: COMMUNITY SCHOOL BOARD PRESIDENTS, ALL SUPERINTENDENTS, PRINCIPALS OF ALL DAY SCHOOLS, ALL PA/PTA PRESIDENTS, UFT DISTRICT REPRESENTATIVES, CSA DISTRICT CHAIRPERSONS, DC 37 - LOCAL 372 DISTRICT REPRESENTATIVES, UFT CHAPTER LEADERS

FROM: RUDOLPH F. CREW R.F.C.
CHANCELLOR

SUBJECT: PROCEDURES FOR IMPLEMENTATION OF THE PROVISION OF THE AGREEMENT COVERING TEACHERS REGARDING THE "ELIMINATION OF ADMINISTRATIVE DUTIES AND PROVISION OF PROFESSIONAL ACTIVITY OPTIONS" FOR 1998-99

ABSTRACT

In support of the Chancellor's effort to raise academic standards and achievement for all students, a provision entitled "Elimination of Administrative Duties and Provision of Professional Activity Options" (Articles 7-A10, 7-B11, 7-C4g and 7-K3e) has been included in the Agreement covering teachers.

The provision establishes the principle that all teachers will be relieved of traditional administrative and/or compensatory time assignments including homeroom, cafeteria duty and other non-professional duties and select a professional activity from a menu appropriate to the school's needs. This circular sets forth a plan to assist in the implementation of this provision while ensuring the safety and security of all students.

The goal of this contractual provision is to reduce the amount of administrative and compensatory time required of teachers so that they may further engage in educational activities that will raise academic standards and promote student achievement.

Special Circular No. 6, 1996-97, issued on April 3, 1997, described the implementation plan for the new contractual provision for the 1997-98 school year and provided for the process to be evaluated to determine whether any modifications may be required for succeeding school years. After consultation with affected parties, modifications have been made and are incorporated in this circular. These modifications allow for the process to be enhanced as a result of the experience obtained during the 1997-98 implementation year.

Paraprofessionals must continue to be assigned to activities that are required for special education students as a result of an Individualized Education Program (IEP). They may also continue to assist early childhood students with lunch, snacks and clean-up routines when these activities take place in the classroom. Educational paraprofessionals are not to be assigned to administrative duties formerly performed by teachers (e.g., supervision of school aides, coordination of bus activities).

Principals/administrators at multiple sites located in the same facility must meet among themselves, and with their respective chapter leaders/committees and PA/PTAs in planning for the coverage of administrative duties formerly performed by teachers. They should coordinate their efforts and resources in developing their plans in order to better ensure the safety and security of their students. Adequate time should be provided for chapter leaders/committees to meet with principals/administrators in order to plan for the coverage of administrative duties.

B. Safety and Security

Safety and security in the schools are of paramount concern; therefore, in accordance with the attached Time Table, each school's Safety Plan Committee must review its current safety plan in order to meet the changing needs of the school.

All school safety plans must be adjusted to include how each school will cover its cafeterias and hallways including the provision of coverage for absent employees for the 1998-99 school year. The Division of School Safety will assist by:

- Providing technical assistance to principals and to each school's safety committee in connection with patrol and regular security coverage of cafeterias and hallways in schools.

- Providing security assistance inside and outside of school buildings in order to protect students when entering and leaving schools.

As a result of the implementation of this contractual provision, teachers are not to be involuntarily assigned to cafeteria duties/homeroom coverage other than in an extreme emergency. An emergency is not only an unforeseen condition but one which is beyond the reasonable powers of the Board to foresee and to prevent. When teachers must be assigned on an extreme emergency basis, they are to be compensated in accordance with the coverage rate provided in Article 7-N of the Agreement.

Teachers providing homeroom coverage in secondary schools for teachers who are absent are entitled to be paid for such time when the amount of time covered is

DAY-TO-DAY SUBSTITUTE PARAPROFESSIONALS

Where the Board of Education is legally required to provide coverage for mandated paraprofessional services to children in special education programs, day-to-day substitute paraprofessionals are employed to provide such coverage.

Day-to-day substitute paraprofessionals will be paid at the following rates for 6 hours and 50 minutes per day, inclusive of a duty-free lunch period equal to that of teachers in the school:

9/14/22: $171.67
1/18/24: $176.82
1/18/25: $182.12
9/14/25: $188.04
9/14/26: $194.62

Day-to-day substitute paraprofessionals will be centrally hired and assigned by the NYC DOE. To the extent possible, assignments will be offered in accordance with preferences indicated by the day-to-day substitute paraprofessionals. If a principal does not select a transfer applicant or an excessed paraprofessional to fill a vacancy, paraprofessionals with at least 3 months on or who have actually worked at least twenty-five (25) days as a day-to-day substitute on the current Substitute Paraprofessional Registry (Registry) or any successor program will have priority over the hiring of any new employees for paraprofessional vacancies. Seniority of day-to-day substitutes accrues on the basis of the number of days actually worked, but not more than one year accrues during any 12 months.

The NYC DOE will provide day-to-day substitutes with the opportunity to discuss the circumstances which have given rise to complaints against them (with union representation at the option of the employee) if such complaints could lead to their being excluded from assignment as a day-to-day substitute paraprofessional.

In addition, day-to-day substitute paraprofessionals who cover the absence of a particular paraprofessional for 30 consecutive work days or more shall be covered by all the provisions of the DOE-UFT contract during such assignment.

Day-to-day substitute paraprofessionals will be employed exclusively to provide mandated special education services during the absence of special education paraprofessionals or during their release time.

DAY-TO-DAY SUBSTITUTE PARAPROFESSIONALS

WORK HOURS

- The beginning and ending times for paraprofessionals' workday vary from school to school.
- Listen carefully to the start times indicated on the SubCentral/SmartFindExpress System.
- When in doubt, call the school in advance to verify the start time and get directions to the school, if needed, or check your assignment in the SubCentral System for the school's starting time and location.
- Per diem substitute paraprofessionals who, in accord with contractual provisions are filling a vacancy and thus working every day, may be paid the standard rate per day and have their work hours each day align with the hours for regular paraprofessionals at the school.

NOTE: Substitute paraprofessionals' workday and pay rate are based on a six (6)-hour and 50-minute workday, inclusive of lunch, every day (Monday through Friday), regardless of the school's professional development/parent engagement schedule. However, if a substitute paraprofessional works less than six (6) hours and 50 minutes per day, the hours worked shall be prorated and entered to reflect the actual hours the substitute paraprofessional has worked.

PAYROLL

Substitute paraprofessionals are paid twice a month, usually during the 2nd and 4th week of the month. Payroll dates are listed on the Division of Financial Operations (DFO) homepage and are subject to change. **NOTE:** There is a one pay period lag until you receive your payment.

Direct deposit or electronic fund transfer (EFT) is required of all NYC DOE employees. Direct deposit provides for the electronic transfer of an employee's pay directly to the employee's bank account. This service may be accessed using the online Payroll Portal at: ***https://payrollportal.nycboe.net*** Direct deposit forms may also be obtained, in person, at the Payroll Office on the 10th floor of 65 Court Street, Brooklyn, NY 11201. **You are required to apply for direct deposit within one month of employment.** Employees who fail to file for direct deposit will be suspended.

If you do not have direct deposit, your check will be routed to the school in which you have worked the most days in that pay period. In the case that you have worked an equal number of days in each of several schools, your paycheck will be routed to the last school in which you worked. Having direct deposit is to your advantage, because your check will go directly to your bank account and you won't have to spend time tracking it down or picking it up. Please contact the Substitute Paraprofessional Payroll Office at (718) 935-4000 with any questions.

Substitutes who have been suspended from active service will have their payroll interrupted until the suspension is lifted, or until the employee is terminated from the NYC DOE. Any substitute who serves/works while suspended cannot be paid for that period because payroll secretaries will not be able to enter their dates of service into the payroll system.

Board of Education Retirement System (BERS)

This summary, abstracted from the Board of Education Retirement System of the City of New York Update, effective April 1, 2012, addresses membership eligibility covered under the BERS Tier 4 Revised Plan, currently referred to as Tier 6.

Membership

- Membership is open to all employees of the New York City Department of Education who are not eligible to participate in the New York City Teachers' Retirement System.
- Noncompetitive employees, provisional positions, substitute teachers and substitute paraprofessionals are some examples of positions for which membership is voluntary.
- When joining or rejoining, you need to speak with your timekeeper to confirm your employment classification, determining whether membership is required or optional.
- If voluntary for you, your membership starts when your application is received by BERS.

Service Credits

- Part-time service (past or present) is service rendered while you were employed by the Department of Education or by another covered employer. BERS will prorate credit for past or present part-time service on the basis of one year's worth of service credit, consistent with service credit requirements, as set forth in the BERS Update.

NOTE: You cannot receive more than one year of credit in any calendar year.

BERS FOR DAY-TO-DAY SUBSTITUTE PARAPROFESSIONALS

Substitute paraprofessionals have the ability to save for retirement by enrolling in the New York City Board of Education Retirement System (BERS). BERS benefits exist to provide financial security for members and their beneficiaries both during and after employment.

BERS provides retirement benefits for civil service employees permanently employed by the City and School District of New York and part-time employees of the Department of Education (DOE) including substitute paraprofessionals.

BERS is a Qualified Pension Plan that provides a defined benefit for its members. The benefits provided are determined by tier membership and other factors. Your membership in a particular tier or program is determined by various factors.

BERS also offers a tax-deferred annuity program established under the guideline of section 403(b) of the Internal Revenue Code. This program gives members the opportunity to invest additional savings on a pre-tax basis.

As of Oct. 29, 2021, full-time paraprofessionals are automatically enrolled in the Teachers' Retirement System of New York City (TRS). Your service in BERS can then be transferred to TRS and continue to grow throughout your career. You may also be able to transfer or purchase other allowable service from any New York City or New York State public employer to increase your total service and improve your pension.

The most important thing is to enroll in BERS now! The sooner you start saving for retirement, the better your retirement will be.

www.nycbers.org

SAMPLE TRACKING FORM

Date worked	Time/Date Job Accepted	Job Number	School Name/ Code	Full Time Paraprofessional Name	Date Paid

NYC DOE SUBSTITUTE EMPLOYEE POST-ARREST PROCEDURES

NYC Department of Education substitute employees who have been arrested and charged with a felony, misdemeanor or violation must take the following steps:

1. Notify OPI (Office of Personnel Investigation) immediately.
All notification must be in writing:

OPI Fax #: **(718) 935–4366**

and/or

Email: ***OPIArrestNotification@schools.nyc.gov***

WALK-IN FOLLOW-UP REPORTING IS ENCOURAGED

2. Notify SubCentral Office, via email:
SubArrestNotification@schools.nyc.gov

3. Notify School/Worksite Administration (if on a long-term assignment).
Inquiries concerning this regulation should be directed to:

Administrator, Office of Personnel Investigation (OPI)
New York City Department of Education
65 Court Street – Room 223
Brooklyn, New York 11201

Telephone: **(718) 935-2665/2668** Fax: **(718) 935-4366/5778**

NOTE: When a substitute employee is arrested, the Office of SubCentral immediately suspends the substitute and cancels all future assignments. Return to work can only occur if/when the Office of Personnel Investigation clears the employee for work.

ARTICLE 12: SCHOOL RETENTION AND EXCESSING

A. Retention

Paraprofessionals shall be retained in their school or work site in accordance with their seniority. If excessing occurs because of lack of work, the least senior employee will be excessed from the school or site, except that he/she may be retained only if and so long as he/she meets any of the following requirements for the program, and no paraprofessional with greater seniority meets such requirements:

1. Special competence in the particular program by reason of at least 60 hours of special training, required in the specifications for the program;

2. Special knowledge or skills, such as bilingual proficiency or competence in such subject areas as mathematics, reading, music or art, as required in the specifications for the program;

3. Fifteen or more college credits, acquired through career training, necessary for his/her duties in the program and prescribed in the specifications for the program.

B. Unique Programs

A paraprofessional serving in a unique program which is moved to another site will be moved with the program unless the paraprofessional expresses a preference to remain at the same site and the superintendent approves.

C. Paraprofessionals with Bilingual Proficiency

Paraprofessionals with bilingual proficiency in a designated citywide shortage language area who were assigned to a school to meet the particular language needs of students may be excessed when those students leave the building or no longer require bilingual services. If excessed for either of these reasons, they will have a right of return to the school or district they were excessed from at the next reorganization following the excessing, if a vacancy exists in their shortage language area. If there is more than one paraprofessional with the particular bilingual proficiency in the school, excessing shall take place in inverse order of seniority. Excessing shall be to a vacancy in their shortage language area in their district, except for those paraprofessionals who were notified in writing when hired that they could be assigned as needed to meet the language needs of students systemwide, in which case, they can be excessed to an available vacancy in their shortage language area outside of their district (if no vacancy in their shortage language area exists within their district). However, excessing to shortage language area vacancies outside of a district shall be to the same borough if available. If there is no vacancy in their shortage language area, paraprofessionals with bilingual proficiency shall have the retention and layoff rights contained in Articles 12A and 13A of this Agreement.

D. Placement of Excessed Paraprofessionals

Unless a principal denies the placement, an excessed paraprofessional will be placed by the Board into a vacancy within his/her district/superintendency or, if such a vacancy is not available, then in a vacancy within the same borough, and if such a vacancy is not available then in a vacancy citywide. The Board will place the excessed paraprofessional who is not so placed in an Alternate Paraprofessional Reserve (APR) position in the school from which he/she is excessed, or in another school in the same district or superintendency. Paraprofessionals identified as being at risk of being excessed at the commencement of the following school year will be informed of this no later than June 15, or as soon as is practicable if identified as being at risk of excess after June 15. The deadlines for excessing will continue to be governed by applicable law.

A paraprofessional who has been excessed to another school may request an opportunity to return to the school from which he/she was excessed if within a year a vacancy should occur in that school. Such a request will have priority over any other transfer or appointment to that vacancy, and it shall be effectuated at the next reorganization of the school to which the paraprofessional is returning, except that should the vacancy occur within 10 school days after the paraprofessional is excessed, he/she shall be informed of the vacancy and he/she may return to the school immediately.

E. Voluntary Severance for Personnel Who Have Been Excessed

The Board ("DOE") may offer excessed personnel who have not secured a regular assignment after at least one year of being excessed, a voluntary severance program in an amount to be negotiated by the parties. If the parties are unable to reach agreement on the amount of the severance payment, the dispute will be submitted to arbitration pursuant to the contractual grievance and arbitration procedure. Such a severance program, if offered, will be offered to all personnel who have been in excess for more than one year. In exchange for receipt of such severance, an excessed person shall submit an irrevocable resignation or notice of retirement.

CHAPTER 4

HEALTH & SAFETY

- HEALTH PROTOCOLS: DIAPER TRAINING, LIFTING, RINGWORM AND MORE
- REPORTING SCHOOL INCIDENTS
- UFT SAFE SECURE SCHOOLS FACT SHEET SAFETY PLAN
- UFT SAFETY/DISCIPLINE REPORT FORM
- CORPORAL PUNISHMENT
- VERBAL HARASSMENT
- ARREST PROCEDURE
- WORKERS' COMPENSATION
- WHAT IS WORKERS' COMPENSATION
- WORKERS' COMPENSATION QUICK FACTS
- REQUIRED DOE FORMS FOR REPORTING

UFT HEALTH & SAFETY LIAISONS

212-331-6312 - Functional Chapter Members

Bronx UFT Office:
2100 Bartow Avenue, Bronx, NY 10475
Corrine Barros ***CBarros@uft.org***

Brooklyn UFT Office:
335 Adams St., 25th Floor, Brooklyn, NY 11201
Katrina Foye ***KFoye@uft.org***
Greg Monte (Environmental) ***GMonte@uft.org***

Manhattan UFT Office:
52 Broadway, 10th Floor, NY, NY 10004
Christopher Verdone ***CVerdone@uft.org***

Staten Island UFT Office:
1200 South Avenue, Suite 103, Staten Island, NY 10314
Stuart Kaplan ***SKaplan@uft.org***

Queens UFT Office:
118-35 Queens Blvd., 7th Floor, Forest Hills, NY 11375
Diane Yodice ***DYodice@uft.org***

SCHOOL SAFETY

If you know of a safety incident, report it! The UFT has an online reporting system to make it easier for members to report threats to the safety and security of staff and students. Accurate reporting is the first step in creating a safe environment in every school. Enforce your right to a safe school by promptly reporting all safety/discipline incidents.

If a safety/discipline incident occurs in your school:

- Inform your chapter leader
- Report it to your school administration within 24 hours
- File a report with the DOE through the Online Occurrence Reporting System (OORS) at your school and **request a copy.**
- File a UFT incident report online at ***www.uft.org/uft-incident-report***
  OR
  print and fax a paper copy of the form to **212-677-6612**
  OR
  call your borough office
- If the situation is an emergency, seek medical attention if necessary and call the UFT Safety and Health Department at **212-331-6311.**

Para Protocols

DIAPERING/TOILETING

In response to requests from members regarding proper practice for diapering and toileting protocols for students in New York City schools, the United Federation of Teachers Safety and Health Department developed the following guidelines in order to protect the safety of both students and staff and to ensure that proper facilities are used for these activities.

Due to the wide range of disabilities, both physical and mental, and the various ages and physical sizes of students in the NYC school system who require these services, these procedures should be tailored to each individual student's specific needs.

It is strongly recommended that two adults always be present when performing these tasks.

DIAPERING

Students may require diapering due to health, physical or mental problems which necessitate the use of diapers. These students may require changing either on a daily, scheduled basis or on an "as needed" basis. In any event, these tasks should be performed with dignity and respect for the student and in a private, safe, secure setting.

The Basic Procedure

When you receive an assignment to diaper or toilet a student, it is important to have a discussion with your supervisor about the case history and specific needs of the child. Toileting and diapering a student is a significantly different experience than toileting and diapering your own family member. Contact your school nurse and occupational and physical therapy providers and request child-specific training and instructions.

The student you are working with may have special needs requiring special procedures. This information should be included in the IEP or 504 forms (the classroom teacher has these forms) which are tailored specifically for the student with whom you are working. This is extremely important because it will provide very important information regarding the special needs and equipment necessary for the student. It should also include goals and objectives such as whether the student is progressing towards independent toileting. If the IEP is incomplete, you should have a conversation with the teacher.

- Inspect the designated changing area and make sure that all of the necessary equipment and supplies are available in the area (i.e. gloves, wipes, water, soap, etc.)
- Bring student to changing area

- Prepare table/surface where student will be changed by wiping with a sanitized cloth and/or by placing protective paper on the table surface.
- Wear appropriate Personal Protective Equipment — gloves (sleeves and apron if necessary). Please refer to the charts at the end of this document for the FAMIS numbers for these items.
- Talk to student about what you are doing
- Transfer student to changing table (*see equipment). Remember, if a transfer is needed, plan the transfer with the staff and student with whom you are working.
- Remove soiled diaper and place in a covered waste receptacle
- Clean student using wipes, soap and water
- Dispose of soiled gloves and put on clean pair of gloves
- Place clean diaper on student
- Transfer student from changing area
- Remove paper and clean surface with Sani-cloth

The changing of gloves and cleaning of the surface is to avoid cross-contamination of infected or contagious material and is a safe handling procedure which should be practiced. The proper removal and disposal of gloves should be included in the bloodborne pathogen training offered at your school.

Equipment/Supplies

The following list of equipment and supplies identifies the minimum necessary to provide the safest environment for both students and staff.

- Running water, soap and towels
- Adjustable changing table. At the minimum, an unbroken, clean, sturdy surface off the floor should be provided; you should **NOT** have to diaper on the floor or on a desk.
- Lifting device. Depending on the size and mobility of the student, some equipment may be needed to assist in the safe handling of a student. This may include: Hoyer lift, transfer belt, transfer board, and electronic lifting device with appropriate slings. Discuss with the IEP team the importance of specifying on the IEP what lifting and transferring equipment is needed.
- Privacy curtain
- Gloves — non-latex in different sizes and lengths to appropriately fit all staff.
- Sleeves, aprons, masks (as required by task)
- A covered and lined refuse receptacle for waste and contaminated PPE
- Sanitized and disinfectant cleaning cloths for surfaces
- Chucks and/or table paper
- Supply of soap, toilet paper, wipes and paper towels
- Paper towels

Facilities

While we would want the ideal for all staff and students in the form of modern, spacious changing areas, that is not the reality. Many of our schools are old and were not built to

accommodate the various needs of our students. However, this does not mean that our students should be treated with any less dignity and respect.

Schools should have these basic facilities:

- Running water
- Handicapped accessible stalls
- Adequately ventilated
- Storage cabinet (locked) for supplies that is accessible to changing area

TOILETING

As with diapering students, toileting is another task that requires a certain amount of equipment and supplies in order to ensure the safety of both students and staff. There are different reasons why a student may require assistance with toileting, including physical and mental impairment as well as toilet training in the early grades (pre-K and Kindergarten).

The Basic Procedure

- Escort student to changing area
- Prepare toilet by wiping with a sanitized/disinfectant cloth and/or placing protective paper
- Put on PPE – gloves (sleeves and aprons if necessary)
- Talk to student about what you are doing
- Assist student with clothes
- Transfer and/or assist student to toilet
- If required, stabilize student on toilet seat
- Clean student when finished
- Dispose of soiled gloves and put on clean pair of gloves
- Transfer student from toilet

Additional Recommendations

- ✓ If you are involved in toileting and/or diapering students, you must receive OSHA Bloodborne Pathogen Training, which includes topics such as universal precautions, personal protective equipment and procedures to follow if you have a blood or body fluid exposure. You should also receive the hepatitis B Vaccine "free of charge."

- ✓ You may request training or seek advice from the school nurse, the physical/occupational therapist, the teacher and the parent regarding diapering and toileting students.

- ✓ If you have any questions regarding the above protocols, discuss them with your chapter leader or union representative. For additional information, you can contact the UFT Safety and Health Department at 212-701-9407.

TOILETING GUIDELINES AND RESOURCES

Prekindergarten children come to school at varying levels of development. ***Children cannot be denied entry to or removed from any Prekindergarten program if they have not yet mastered all of their developmental milestones.*** The following toileting guidelines and resources can assist you in helping children learn how to go to the bathroom successfully and independently.

A. To Learn to use the Bathroom

1. All staff members are involved in helping a child learn how to use the bathroom.
2. Be patient, consistent, positive, and use praise to help children become successful.
3. Children need reminders about using the bathroom; seeing other children going is a big help.
4. Supervise children in how to correctly wash their hands after using the bathroom. Children need to wash their hands right away by:
    - using running water and liquid soap;
    - scrubbing all parts of their hands;
    - rinsing the soap off;
    - drying with a paper towel; and
    - using the towel to turn off the faucet.

B. To Clean up after Toileting Accidents

All staff members assist with accidents, following the universal precautions required of health care workers.

1. The purchase of appropriate supplies is necessary for accidents such as: disposable gloves, bleach, non-scented/non-allergic wipes, mild soap, and training pants. Examination paper is needed to cover changing table for each change.
2. For younger children under the age of three using a changing table is advisable. For older children three and up use the bathroom, leave the door open and have another staff member assist.
3. All staff members must wear disposable gloves for every change.
4. Use mild soap and water to wash the child and the non-scented wipe if necessary to insure that the child is cleaned.
5. Staff members use diluted bleach and water to clean up any areas infected. Use a spray bottle with one quart water and a capful of bleach or ¼ cup of bleach per one gallon of water. If you can smell the bleach you know you need more water,
6. Extra set of clothes that include underpants are required.
7. Assist the child in putting on clean underpants.
8. Demonstrate and help the child wash their hands as described in section A: 5 above.

C. Resources: The following resources will support you in your efforts.

1. **Comprehensive Training Program**
    - The Program for Infant-Toddler Caregivers
    - Creative Curriculum for Infants and Toddlers with Trainer's Manual - Revised Edition, Chapter 12, Diapering and Toileting Pages 179-189, Excellent Checklist on Page 358-359
    - Prime Times: A Handbook for Excellence in Infants and Toddlers Programs, Jim Greenman and Ann Stonehouse –Ch10

2. **Parenting Education**: Parents should be advised to do one or more of the following to support the training needs of the child:
   A) Contact their pediatrician for medical advice on how to proceed with training at the preschool age or
   B) Share some appropriate reading around the toileting needs of children. Some useful texts include:
    - Zero to Three, May 2003 Volume 25 no.5 Culture and Caregiving: Goals, Expectations and Conflict -since parenting is very culturally sensitive, staff that works with parents need to become familiar with child rearing practices and expectations of diverse groups.
    - Partners in Parenting Education http://www.howtoreadyourbaby.com/pipe.html or
    - http://www.meld.org MELD with materials in English and Spanish.
    - ***Once Upon A Potty (boy)*** by Alona Frankel published by Israel: Harper Collins, 1979
    - ***Everyone Poops*** by Taro Gomi published by Kane/Miller 2001
    - ***On your Potty*** by Virginia Miller published by Candlewick Press 1998
    - ***PJ and Puppy*** by Cathryn Falwell published by Clarion Books 1997
    - ***Lift the Lid, use the Potty*** by Annie Ingle published by Random House 2001
    - ***Mommy! I have to go Potty! A Parents Guide to Toilet Training*** by Jan Faull
    - ***Toilet Training in Less Than a day*** by Nathan Asrin



REPORTING SCHOOL INCIDENTS

In accordance to **Chancellor's Regulation A-412 Security in the Schools, Section C1., WRITTEN REPORTING REQUIREMENTS/INCIDENT REPORTS** states "The Principal/designee is required to file an incident report for **ALL** school-related crimes and incidents within 24 hours of the incident." This is done through the DOE Online Occurrence Reporting System (O.O.R.S.). Throughout each school-year, the NYC Department of Education Student Intervention and Discipline Code **MUST** be utilized to clearly identify student infractions and their applicable consequences. Please obtain and keep one for familiarity and proper usage.

Steps to Follow

1st. Verbally alert an ADMINISTRATOR as soon as possible.

2nd. Provide and submit a written account of the incident using DOE forms for recording ONLY. Include the Discipline Code Infraction! Keep a copy!

3rd. Email the ADMINISTRATOR the same afternoon/evening of the incident, professionally asking for the OORS # (the DOE Control # generated once a required report is entered) for the incident verbally reported and written up.

4th. Contact the police to file a report if necessary. Verbal and physical harassment incidents can be reported after school with a visit to the school's local precinct. All major assaults can be reported to NYPD immediately with instant alerts to school administration and NYPD/School Safety Agents in your building. ***Please remember that during a student behavior crisis, in accordance to Chancellor's Regulation A-411, all crisis intervention/de-escalation measures must be exhausted before contacting 911.***

5th. Call the UFT or visit www.uft.org to report the same incident to the UFT online.

UFT SAFE SECURE SCHOOLS FACT SHEET
SAFETY PLANS

Safety Plans are mandated by the SAVE Legislation, the UFT Contract, the Chancellor's Regulation A-414 and the NYC Discipline Code.

The SAVE Legislation requires:

Every school needs to form a safety committee and develop a safety plan that is updated annually and is specific for your school.

UFT CONTRACT:

Requires the formation of a safety committee to develop a safety plan for the school. The contract also sets out a procedure for any disagreements that may arise when the plan is not complied with.

Chancellor's Regulations A-414

Requires the formation of a safety committee which must develop a safety plan that is submitted for approval

Safety Committee

1. Principals are responsible for ensuring that every school establishes a school safety committee that meets MONTHLY.

2. At The Minimum the members of the committee include:
   - o The Principal
   - o Principal(s)/Designee of any other schools, programs and academies operating at the site
   - o UFT Chapter Leader
   - o Parent Association President/Designee
   - o School Safety Agent(s) – Level 3/Designee
   - o NYPD Precinct C.O./Designee
   - o Custodial Engineer/Designee

All parties listed above must "sign-off" on the plan

Safety Plans

The Safety Plan Shell is the template for your school's safety plan and is reviewed, updated and submitted annually. (A copy of the draft safety plan shell is in this folder). Your School Plan covers:

- o Normal operations of your site
- o Emergency procedures

Note:

- o Section 10 (of Safety Plan) - Addenda you may attach customized procedures and protocols for your school
- o Section 11 (of Safety Plan) - Identifies the names of Committee Members, Plan for Staff Development and the Proposed Meeting Dates for the Year
- o Endorsement Page – the sign off page for members of the committee

Safety Plans are submitted as follows:

- o School Committee Develops Draft
- o Draft submitted to Superintendent and Regional Safety Administrator (RSA)
- o Approved Draft submitted to the Commanding Officer, NYPD/SSD
- o Unsatisfactory Safety Plans returned to Superintendent and RSA for modifications in consultation with the school
- o Plan resubmitted to NYPD/SSD for final acceptance Chapter Leaders should ensure that regular safety meetings take place

Chapter Leader and Member Input

Chapter leaders should use their Executive Consultation Committee to address safety related violations and issues. Chapter leader can then address issues at monthly safety meetings and communicate outcomes to members and colleagues with a union memo or a jointly agreed upon safety committee memo. THE CONTRACT, LAWS AND REGULATIONS ARE ON YOUR SIDE. For example:

- o 5-10 minutes of every faculty conference should be dedicated to safety issues and/or procedures as outlined in the school safety plan For example:
- o Crisis Response
- o Student Removal procedures
- o Intruder Alert Procedures
- o Medical Emergency Response
- o Evacuation procedures
- o Bomb Scare
- o Fire Drills

Safety Complaints and Violations of the Safety Plan

- o Chapter Leader attempts to informally resolve a safety complaint with the Principal.
- o Chapter leader uses Step I Complaint Form for Violation of School Safety Plan to be addressed within 24 hours. (Copy of form for step 1 is in the folder).
- o If in unresolved, the Chapter Leader requests a written response from the Principal and requests the UFT District Representative file a Step 2 Mediation Request to be scheduled within 48 hours.
- o If the Teacher/Chapter Leader is not satisfied with the results of the mediation, an appeal may be made by an Expedited Arbitration Process

***Describe in as much detail as possible, the violation of the School Safety Plan.**

UFT Safety / Discipline Report Form

You can also file online at: **www.UFT.org**

FAX THIS TO:
212-677-6612

This is a brief report of a safety/discipline incident at your worksite (safety/discipline concerns include: Assaults, Classroom Disruptions, Threats, and Violent or Dangerous Behavior, etc). **Notify your Chapter Leader and confirm that the principal has filed the Department of Education's Online Occurrence Report and notified NYPD/ School Safety Division.**

Full Name:			**File# or EIS#:**		
School/Worksite:		**District:**		**Borough:**	
Non-School Phone #:		**Non-School Email:**			

Incident Date:				**Incident Time:**				**Location:**
	MM	DD	YY		HH	MM	A/P	

Did you Report this Incident to your School Administration?	Yes		No

Perpetrator Information – Check all that apply

	Student		Special Ed. Student		Parent		Intruder		Other

Alleged Perpetrator(s) if known:

Grade		Name		Sex	
Grade		Name		Sex	

Type of Incident – Circle Number *(see reverse side for examples)

1.Assault	2.Verbal Harassment	3.Larceny	4.Disorderly Conduct	5. Robbery
6. Sex Offense	7.Menacing	8.Criminal Mischief	9. Reckless Endangerment	
10. Physical Harassment	11. School Misconduct	13. Class Disrupt.	14. Weapons	

Extent of Injury – Circle Number

1. None	2. Self Treated	3. Personal MD	4. Emergency Room	5. Hospitalized	6. Other

Disposition – Circle Number

1. Arrest	2. YD Card/ Summons	3. Principal Suspension	4. Superintendent Suspension	5. Other

Briefly describe the Incident and any Injuries:

Please complete if you have the following information:

DOE Occurrence Report Control #			
DOE Discipline Code			
UFT Incident Report #: (OFFICE USE)			

If the situation is an EMERGENCY: Call the UFT HOTLINE at
212-701-9407

For a complete list of Infraction Codes, Disciplinary Responses and Guidance Interventions please refer to the: **DOE Discipline Code, K-12**

Sample Infraction Codes for: **Grade K-5**

1. **Assault** – The intentional causing of injury to another person, with or without a weapon.
   - **A-51**: Using force or attempting to inflict serious injury against school personnel or safety agents
2. **Verbal Harassment** – Verbally threatening. Abusive or obscene language
   - **A-07**: Engaging in verbally rude or disrespectful behavior
3. **Larceny** – Wrongful taking property from another, no force involved.
   - **A-26**: Knowingly possessing property belonging to another.
4. **Disorderly Conduct** – Intentionally causing public alarm, disturbing assembly.
   - **A-46**: Inciting/ causing a riot
5. **Robbery** – Forcible stealing of another's property by use of threat or force.
   - **A-40**: Taking property belonging to another without authorization
6. **Sex Offense** – (Rape, Sodomy, Sexual Abuse, Public Lewdness)
   - **A-18** or **A-28:** Engaging in inappropriate or unwanted physical contact
7. **Menacing** – Intentionally places another person in fear of physical injury.
   - **A-35:** Engaging in an act of coercion or threatening violence, injury or harm.
8. **Criminal Mischief** – Intentional damaging of the property of another person without permission
   - **A-30** – Engaging in vandalism or other intentional damage to school or other's property
9. **Reckless Endangerment** – Recklessly engaging in conduct which creates risk of serious injury
   - **A-44:** Causing an injury by recklessly engaging in behavior or using object capable of causing harm
10. **Physical Harassment** – Intentionally striking, shoving and kicking with no resulting injury.
    - **A-24**: Shoving, pushing, or engaging in other similar physical behavior
11. **School Misconduct** – Intentionally causing public alarm throughout the school
    - **A-42**: Making a bomb threat
13. **Classroom Disruption** – Intentionally disrupting the educational process in class.
    - **A-06:** Behaving in a manner which disrupts the educational process
14. **Weapons** – Possessing and/ or using a weapon in school
    - **A-57**: Possessing or selling any weapon as defined as Category I

Please refer to the DOE Discipline Code for a complete list.

*This is not a complete list of Infraction codes

Sample Codes

Sample Infraction Codes for: **Grade 6-12**

1. Assault – The intentional causing of injury to another person, with or without a weapon.
   - **B-53**: Using force to inflict serious injury against school personnel or safety agents
2. Verbal Harassment
   - **B-08**: Engaging in verbally rude or disrespectful behavior
3. Larceny – Wrongful taking property from another, no force involved.
   - **B-29**: Knowingly possessing property belonging to another.
4. Robbery – Forcible stealing of another's property by use of threat or force.
   - **B-44**: Taking property belonging to another without authorization
5. Classroom Disruption
   - **B-07:** Behaving in a manner which disrupts the educational process
6. Sex Offense - (Rape, Sodomy, Sexual Abuse, Public Lewdness)
   - **B-35**: Making sexually suggestive comments or engaging in physical conduct w/ sexual nature.
7. Menacing – Intentionally places another person in fear of physical injury.
   - **B-38**: Engaging in an act of coercion or threatening violence, injury or harm
8. Criminal Mischief - Intentional damaging of the property of another person without permission
   - **B-28**: Engaging in vandalism or other intentional damage to school or other's property
9. Reckless Endangerment – Recklessly engaging in conduct which creates risk of serious injury
   - **B-46:** Causing an injury by recklessly engaging in behavior or using object capable of causing harm
10. Physical Harassment - Intentionally striking, shoving and kicking with no resulting injury.
    - **B-24**: Shoving, pushing, or engaging in other similar physical behavior
11. School Misconduct – Intentionally causing public alarm throughout the school
    - **B-47**: Starting a fire
13. Classroom Disruption – Intentionally disrupting the educational process in class.
    - **B-07**: Behaving in a manner which disrupts the educational process
14. Weapons – Possessing and/ or using a weapon in school
    - **B-59:** Possessing or selling any weapon as define as Category I

*This is not a complete list of Infraction codes

Please refer to the DOE Discipline Code for a complete list.

Sample Codes

CORPORAL PUNISHMENT

Regulation of the Chancellor A-420 **Issued: 06/20/2025**
Pupil Behavior and Discipline – Corporal Punishment

This Regulation updates and supersedes Chancellor's Regulation A-420 dated November 28, 2018. It defines and prohibits the use of corporal punishment against students and sets forth the reporting and investigative requirements for allegations of corporal punishment.

Chancellor's Regulation A-420 (Appendix D of the new contract) describes the procedures for reporting and investigating allegations of "corporal punishment" made against teachers and paraprofessionals. It's important that all UFT members be fully aware of the regulations and how they impact on your rights and responsibilities. As always, consult with your chapter leader if you find yourself with a particular problem; it is essential that you have union representation before discussing any charges made against you.

In New York City public schools, corporal punishment is prohibited by law. As a general rule, therefore, school staff must not physically discipline students nor inflict punishment of any kind tending to cause excessive fear or physical or mental distress.

Corporal punishment does not include use of the following:

- A physical escort or brief physical contact and/or redirection to promote student safety, calm or comfort a student, prompt or guide a student when teaching a skill or assisting a student in completing a task, or for other similar purposes.
- Physical restraint to protect oneself or any other person from physical injury where no alternative procedures and methods can be reasonably employed (e.g., breaking up a physical altercation without using excessive force)

Whenever feasible, school faculty should rely upon school security to physically restrain students.

VERBAL HARASSMENT

Regulation of the Chancellor A-421 **Issued: 06/20/2025**
Pupil Behavior and Discipline – Verbal Abuse

This Regulation updates and supersedes Chancellor's Regulation A-421 dated November 28, 2018. It defines and prohibits the verbal abuse of students and sets forth the reporting and investigative requirements for allegations of verbal abuse.

Verbal abuse1 is defined as language (written2 or oral) about or directed toward students, that:

1. Belittles, embarrasses or subjects students to ridicule; or
2. Has or would have the effect of unreasonably and substantially interfering with a student's educational performance or ability to participate in or benefit from an educational program, school-sponsored activity or any other aspect of a student's education; or
3. Has or would have the effect of unreasonably and substantially interfering with a student's mental, emotional, or physical well-being; or
4. Reasonably causes or would reasonably be expected to cause a student to fear for his/her physical safety; or
5. Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student.

THE CITY OF NEW YORK

Office of School Health

Michael R. Bloomberg
Mayor

Joel I. Klein
Chancellor
Department of Education

Thomas R. Frieden, M.D., M.P.H.
Commissioner
Department of Health and Mental Hygiene

September, 2007

To : All Principals

From : Oxiris Barbot, M.D.
Medical Director
Office of School Health

Subject: Management of Head Lice (Pediculosis) in School

The policy on lice and nits for all NYC public schools has changed. Effective immediately, students will no longer be excluded if they have nits (lice eggs). Students with head lice will continue to be excluded until they are lice-free. Excluded students will be examined for lice when they return to school and rechecked 14 days later to confirm that they remain free of lice.

Background

Head lice are most commonly found in children 3-12 years of age. Head lice do not pose a health hazard, transmit disease, nor serve as a sign of poor hygiene, child abuse or neglect. Nits are not equivalent to head lice, since nits cannot be transmitted from person to person, and therefore should not result in school exclusion. Head lice, on the other hand, are transmitted as a result of direct head-to-head contact. Transmission of head lice in the classroom is uncommon and lice are rarely present in more than 5% of students.

This policy is endorsed by national organizations such as American Academy of Pediatrics, American Public Health Association and the National Association of School Nurses. Similar policies have been adopted successfully by school systems throughout the country.

Details on New Policy for New York City Public Schools
(This does not apply to stand alone pre-schools; daycare centers and sleep away camps)

- Students with head lice will be excluded when lice are identified. Parents will be notified, instructed in treatment of head lice and asked to pick up their child as soon as possible.
- Students will be re-examined by the principal's designee upon returning to school. Students with head lice will not be allowed to re-enter until they are lice free.
- Students that have been cleared of lice will be re-examined in 14 calendar days (or closest school day if 14th day falls on weekend or holiday) by the principal's designee.

- Students found to have head lice on re-examination will once again be excluded until they are lice free.
- No school-wide surveillance will be conducted for nits.
- Student with nits and no evidence of live head lice will not be excluded from school.

Principal Guidance on Implementation of New Policy

- Designate staff members (we recommend out of classroom personnel) to conduct lice inspections (not nit checks) for suspected cases. Sufficient staff should be trained so that at least one person is always available (this should not be the school nurse).
- Ensure that the school nurse has trained this team to identify head lice and conduct a head lice inspection.
- Ensure that a staff member maintains a list of head lice exclusions so that these children can be re-checked before being re-admitted and again in 14 calendar days.
- Ensure that notification letters are sent to parents of affected children.
- Students who have live head lice despite two treatment cycles should be referred to the school nurse.
- Collaborate with your school nurse to provide educational information to parents and children about head lice.
- If parents are concerned about the presence of head lice, consider asking your school nurse to speak to parents individually or in a group setting. A separate session for staff may also be helpful.
- Explain to concerned parents that routine head inspections have not been demonstrated to be effective in reducing the number of students with live lice.

Available Resources

The school nurse is your best resource to educate parents and teachers about head lice. In addition, you may also consult your Office of School Health nursing supervisor or Integrated Service Center (ISC) health director. The Office of School Health's "Facts About Head Lice" and "Guidance for Families on Getting Rid of Head Lice" are also valuable health education tools found at the link below.

http://schools.nyc.gov/Offices/DYD/Health/Pediculosis/default.htm

Please contact ISC Health Director or Regional Nursing Director should you need further assistance.

Cc: Roger Platt, MD, Director, Office of School Health
Carole Marchese, R.N., Nursing Director, Office of School Health
Ava Mopper
Julia Sykes
ISC Executive Directors
ISC Health Directors
Regional Nursing Directors
Supervising Medical Doctors

ARREST PROCEDURES

As a result of a UFT union-initiated grievance, paraprofessionals who have been arrested will no longer be automatically suspended without pay. In a victory for the union, the March 22, 2016 arbitration agreement establishes several new protections for paraprofessionals who have been arrested.

Paraprofessionals now have a new review procedure to determine if a suspension without pay is warranted. They also have a new process to speed up the time it takes to receive back pay and sick days when a suspended paraprofessional is exonerated.

Through this arbitration, paraprofessionals gained rights both upon arrest and once the charges are adjudicated. Paraprofessionals who are arrested will now have that arrest reviewed to determine if the nature of the arrest warrants suspension.

If You Are Arrested:

- Notify your school supervisor/principal and the NYC DOE's Office of Personnel Investigation (OPI) in writing. You can email OPI at: ***OPIArrestNotification@schools.nyc.gov*** and attach a copy of the criminal court complaint

  OR

  Fax your information to OPI at 718-935-4366. Be sure to keep a receipt.
- Report to school unless told otherwise by the NYC DOE in writing.
- Notify your UFT Chapter Leader and/or District Representative.

The principal will give the paraprofessional a letter directing them to report to OPI in person within two school days. When reporting to OPI:

- If it is decided that suspension is not warranted, you will be given a letter to report back to school. You may also be sent back to school pending a determination and be notified once a determination has been made.
- If the decision is to suspend, you will receive a letter stating that you are suspended until the disposition of the charges is received and the disposition is reviewed.
- If you feel you have been suspended unfairly, you should contact the UFT and file a grievance.
- You will remain on payroll until suspended; if you are suspended, you will be off payroll.

**** The Board (NYC DOE) still has the right to immediately suspend a paraprofessional based on the particular nature of the charges. Even in those instances, the paraprofessional will have the charges reviewed by OPI in the same way as spelled out above.***

WORKERS' COMPENSATION

Paraprofessionals, nurses, occupational and physical therapists, administrative titles and Substance Abuse Prevention and Intervention Specialists (SAPIS), including subs, who have been injured or made sick on the job should file for Workers' Compensation. In certain circumstances such as chronic illness associated with responsibilities, lab specialists and vocational teachers may also file for Workers' Compensation.

Workers' Compensation is a form of insurance, paid for in advance by your employer, which entitles you to full medical coverage and part of your salary for job-related injuries and illnesses. You are entitled to Workers' Compensation for injuries that occurred on school property or in the normal course of performance of your work duties. The only exceptions are when the injury is due solely to intoxication from alcohol or a controlled substance, or you willfully injure yourself or are hurt while trying to injure someone else.

Medical
Workers' Compensation will pay all medical expenses — tests, hospitals, medicines, physical therapy, equipment, a home care attendant if essential, and transportation to and from doctors upon authorization from the New York City Law Department (Insurance Carrier) — even if you do not lose any time from work.

Financial
If you are out of work for more than seven days as a result of your job-related injury or illness, Workers' Compensation will pay approximately 2/3 of your gross wages lost for **total disability**. The rate for reimbursement of wages and sick time will be determined by the New York State Workers' Compensation Board based on the degree of disability and employee's rate of pay. Note that these seven days need not be consecutive days of absence; they can accumulate over time. Your eligibility for lost wages begins on the eighth day you are absent from work, unless your leave extends beyond 14 days; in that case, you may receive wage benefits from the first work day off the job. You will receive additional money if your injuries include permanent damage to a limb, facial scars, or loss of hearing or eyesight.

United Federation of Teachers - A Union of Professionals

INJURY PREVENTION - *Workers' Compensation Quick Facts*

What is Workers' Compensation?

Workers' Compensation is a form of insurance providing wage replacement and medical benefits to employees injured in the course of employment in exchange for mandatory relinquishment of the employee's right to sue their employer for a wrongful act or an infringement of a right for negligence.

Who is covered by Workers' Compensation in the NYC DOE?

Paraprofessionals, school nurses, occupational and physical therapists, administrative titles and Substance Abuse Prevention and Intervention Specialists (SAPIS) are all covered by Workers' Compensation. [Teachers are covered under Injury in the Line of Duty (ILOD).]

If you are injured or made sick on the job, Workers' Compensation is your most important resource. You don't have to be a U.S. citizen to receive Workers' Compensation.

What are considered work-related injuries?

Any injuries sustained on your employer's property, regardless of who's to blame are covered, with the exception of any acts willfully committed by claimant, such as willfully injuring yourself or getting hurt while trying to injure someone else, or if the injury is due solely to intoxication from alcohol or a controlled substance.

Employer's property – means the entire building, playground(s), authorized parking lots, sidewalk around the perimeter of the structure, and traveling between assignments, including by bus.

Why should you file for Worker's Compensation?

- It does not cost you anything to file.
- By law, Workers' Compensation is the responsibility of your employer's insurance company. The premiums have already been paid. Many employee health plans (GHI, Blue Cross, HMOs, etc.) are not responsible for paying for work-related injuries.
- You don't have to stop working to receive full Workers' Compensation medical benefits.
- Unlike health insurance, your Workers' Compensation payments and medical care may continue even if you get a new job, retire, or leave the state. And, if you can never return to work, benefits can continue as well.
- You are entitled to Workers' Compensation no matter whose fault the injury/illness was, unless it was willful or due solely to intoxication from alcohol or a controlled substance.
- If you use days from your Cumulative Absence Reserve (CAR) because of your injury, you are entitled to "restoration of days" when you file for Workers' Compensation.
- You generally cannot sue your employer for job-related injuries.
- You may be eligible for additional monies (Schedule Loss of Use Awards) which are only available if you file for Workers' Compensation.

Required DOE Forms to report and start the process for a Workers' Compensation claim:

Comprehensive Injury Report – CIR: DOE policy states that you have 24 hours to report an injury to your supervisor. However, **NYS law gives you 30 days**. School payroll secretary/ principal forwards to superintendent, who approves or disapproves.

WCD- 23 Employee's Notice of Injury: File within 10 days of injury and goes to payroll secretary.

UFT Incident Report: If the victim of an assault, report this to UFT Victim Support within 24 hours or ASAP.

Required Workers' Compensation Forms to establish a claim:

C-2 Employer's Report: Filed by school payroll secretary via the payroll portal within six days after an accident occurs, especially when medical treatment is required. **The New York City Law Department (insurance carrier) will then index the claim with a carrier case number** and issue an acceptance letter – NOTICE OF DECISION - **which is required by doctors, therapists and pharmacists.**

Secretaries must:
1. Log the incident into OORS
2. Review the CIR fact sheet, C2, DP2002 and Written Statement for signatures and determination
3. **Document C2 in Payroll Portal**
4. Verify timekeeping in SOLAS
5. Upload documents to SOLAS (C2, CIR, DP2002, and Written Statement)

If further assistance is required, please contact the DOE Workers' Compensation Unit at 718-935-2213.

The New York City Law Department has contracted with Carisk Imaging (Formerly Atlantic Imaging Group) of New York, P.C. to be its sole provider for all diagnostic tests.
PLEASE NOTE: FAILURE TO UTILIZE ATLANTIC IMAGING OF NEW YORK, P.C. MAY RESULT IN NON-PAYMENT FOR SERVICES RENDERED.

C-3 Employee's Claim: Filed by employee/claimant with the help of treating physician if needed. **You have up to two years after date of injury to file a claim** or you will be beyond the statute of limitations.

C-4 Physician's Report: Filed by the Workers' Compensation occupational physician.

Self-Service Online Leave Application System (SOLAS)

What is the Self-Service Online Leave Application System (SOLAS)?

SOLAS is the online system designed to streamline the Leave application process for DOE employees. SOLAS makes it easier to apply for a Leave of Absence and upload the necessary supporting documentation. You can log in at ***apps.schools.nyc/solas***

CHAPTER 5

SPECIAL EDUCATION

- PARAPROFESSIONAL SUPPORT IN SPECIAL EDUCATION
- CHAPTER 408
- RELEVANT SECTIONS OF THE INDIVIDUALIZED EDUCATION PROGRAM FOR IEP-ASSIGNED PARAPROFESSIONALS
- TYPES OF IEP-ASSIGNED PARAPROFESSIONALS
- SECTION 504

SPECIAL EDUCATION

Paraprofessionals who work with students with disabilities may be assigned to special classes with ratios of 12:1:1, 8:1:1, 6:1:1, or 12:1:4 as **"classroom" or "programmatic" paraprofessionals** or to individual or small groups of students as **IEP** or **Section 504 paraprofessionals**. In 12:1:1 classes, paraprofessionals "assist in the instruction of students." In 8:1:1 and 6:1:1 classes, paraprofessionals work with students who have management needs that are "intensive" or "highly intensive" and require a "significant" or "high" degree of individual attention and intervention. Classes with a 12:1:4 ratio serve students with severe multiple disabilities, and their programs consist primarily of "habilitation and treatment." **IEP paraprofessionals**, in contrast, are recommended for individual students only when the student's individual needs cannot be adequately met by the available supports, including classroom/programmatic paraprofessionals. Typically, the student's individual needs are in specific areas such as health, behavior or mobility.

Paraprofessionals can assist in the delivery of special education services, including working with small groups under the supervision of the teacher, but cannot serve in place of a special education teacher. Both classroom/programmatic paraprofessionals and IEP paraprofessionals must be familiar with their responsibilities for implementing IEPs.

Chapter 408

Chapter 408 refers to a state law that ensures that you, as a paraprofessional, have access to your students' IEPs so that you clearly understand your role in working with the students.

- Electronic access to the Special Education Student Information System (SESIS), or access to a hard copy of the student's IEP must be provided in order to ensure proper IEP implementation. Each paraprofessional must have an ongoing opportunity to review a copy of the student's IEP.
- Paraprofessionals must clearly understand his or her responsibility for how to implement the recommendations of the IEP and support the student throughout the student's school day (for example, during related services and non-academic settings such as lunch and transitions).

Prior to implementation, each general education teacher, special education teacher, related service provider and other support staff must be:

- Provided the opportunity to review the IEP; and
- Be informed of **his or her responsibility to implement the recommendation on the IEP, including the responsibility to provide specific IEP**-mandated accommodations, program modifications, supports and/or services.

RELEVANT PARTS OF THE IEP FOR CLASSROOM/ PROGRAMMATIC AND IEP PARAPROFESSIONALS

The <u>Present Levels of Performance</u> explains why the student needs paraprofessional services.

School District Identifying Information

INDIVIDUALIZED EDUCATION PROGRAM (IEP)

STUDENT NAME: DATE OF BIRTH: LOCAL ID #:	DISABILITY CLASSIFICATION:
PROJECTED DATE IEP IS TO BE IMPLEMENTED:	PROJECTED DATE OF ANNUAL REVIEW:

PRESENT LEVELS OF PERFORMANCE AND INDIVIDUAL NEEDS

DOCUMENTATION OF STUDENT'S CURRENT PERFORMANCE AND ACADEMIC, DEVELOPMENTAL AND FUNCTIONAL NEEDS

EVALUATION RESULTS (INCLUDING FOR SCHOOL-AGE STUDENTS, PERFORMANCE ON STATE AND DISTRICT-WIDE ASSESSMENTS)

ACADEMIC ACHIEVEMENT, FUNCTIONAL PERFORMANCE AND LEARNING CHARACTERISTICS

LEVELS OF KNOWLEDGE AND DEVELOPMENT IN SUBJECT AND SKILL AREAS INCLUDING ACTIVITIES OF DAILY LIVING, LEVEL OF INTELLECTUAL FUNCTIONING, ADAPTIVE BEHAVIOR, EXPECTED RATE OF PROGRESS IN ACQUIRING SKILLS AND INFORMATION, AND LEARNING STYLE:

STUDENT STRENGTHS, PREFERENCES, INTERESTS:

ACADEMIC, DEVELOPMENTAL AND FUNCTIONAL NEEDS OF THE STUDENT, INCLUDING CONSIDERATION OF STUDENT NEEDS THAT ARE OF CONCERN TO THE PARENT:

SOCIAL DEVELOPMENT

THE DEGREE (EXTENT) AND QUALITY OF THE STUDENT'S RELATIONSHIPS WITH PEERS AND ADULTS; FEELINGS ABOUT SELF; AND SOCIAL ADJUSTMENT TO SCHOOL AND COMMUNITY ENVIRONMENTS:

STUDENT STRENGTHS:

SOCIAL DEVELOPMENT NEEDS OF THE STUDENT, INCLUDING CONSIDERATION OF STUDENT NEEDS THAT ARE OF CONCERN TO THE PARENT:

PHYSICAL DEVELOPMENT

THE DEGREE (EXTENT) AND QUALITY OF THE STUDENT'S MOTOR AND SENSORY DEVELOPMENT, HEALTH, VITALITY AND PHYSICAL SKILLS OR LIMITATIONS WHICH PERTAIN TO THE LEARNING PROCESS:

STUDENT STRENGTHS:

PHYSICAL DEVELOPMENT NEEDS OF THE STUDENT, INCLUDING CONSIDERATION OF STUDENT NEEDS THAT ARE OF CONCERN TO THE PARENT:

New York State Education Department IEP Form

The <u>Management Needs</u> outlines when the student requires paraprofessional support including non-instructional times (related services, lunch, and transitions).

Paraprofessional support needed

MANAGEMENT NEEDS

THE NATURE (TYPE) AND DEGREE (EXTENT) TO WHICH ENVIRONMENTAL AND HUMAN OR MATERIAL RESOURCES ARE NEEDED TO ADDRESS NEEDS IDENTIFIED ABOVE:

EFFECT OF STUDENT NEEDS ON INVOLVEMENT AND PROGRESS IN THE GENERAL EDUCATION CURRICULUM OR, FOR A PRESCHOOL STUDENT, EFFECT OF STUDENT NEEDS ON PARTICIPATION IN APPROPRIATE ACTIVITIES

STUDENT NEEDS RELATING TO SPECIAL FACTORS

BASED ON THE IDENTIFICATION OF THE STUDENT'S NEEDS, THE COMMITTEE MUST CONSIDER WHETHER THE STUDENT NEEDS A PARTICULAR DEVICE OR SERVICE TO ADDRESS THE SPECIAL FACTORS AS INDICATED BELOW, AND IF SO, THE APPROPRIATE SECTION OF THE IEP MUST IDENTIFY THE PARTICULAR DEVICE OR SERVICE(S) NEEDED.

Does the student need strategies, including positive behavioral interventions, supports and other strategies to address behaviors that impede the student's learning or that of others? ☐ Yes ☐ No
Does the student need a behavioral intervention plan? ☐ No ☐ Yes:

For a student with limited English proficiency, does he/she need a special education service to address his/her language needs as they relate to the IEP?
☐ Yes ☐ No ☐ Not Applicable

For a student who is blind or visually impaired, does he/she need instruction in Braille and the use of Braille? ☐ Yes ☐ No ☐ Not Applicable

Does the student need a particular device or service to address his/her communication needs? ☐ Yes ☐ No
In the case of a student who is deaf or hard of hearing, does the student need a particular device or service in consideration of the student's language and communication needs, opportunities for direct communications with peers and professional personnel in the student's language and communication mode, academic level, and full range of needs, including opportunities for direct instruction in the student's language and communication mode?
☐ Yes ☐ No ☐ Not Applicable

Does the student need an assistive technology device and/or service? ☐ Yes ☐ No
If yes, does the Committee recommend that the device(s) be used in the student's home? ☐ Yes ☐ No

BEGINNING NOT LATER THAN THE FIRST IEP TO BE IN EFFECT WHEN THE STUDENT IS AGE 15 (AND AT A YOUNGER AGE IF DETERMINED APPROPRIATE)

MEASURABLE POSTSECONDARY GOALS

LONG-TERM GOALS FOR LIVING, WORKING AND LEARNING AS AN ADULT

EDUCATION/TRAINING:
EMPLOYMENT:
INDEPENDENT LIVING SKILLS (WHEN APPROPRIATE):

TRANSITION NEEDS

In consideration of present levels of performance, transition service needs of the student that focus on the student's courses of study, taking into account the student's strengths, preferences and interests as they relate to transition from school to post-school activities:

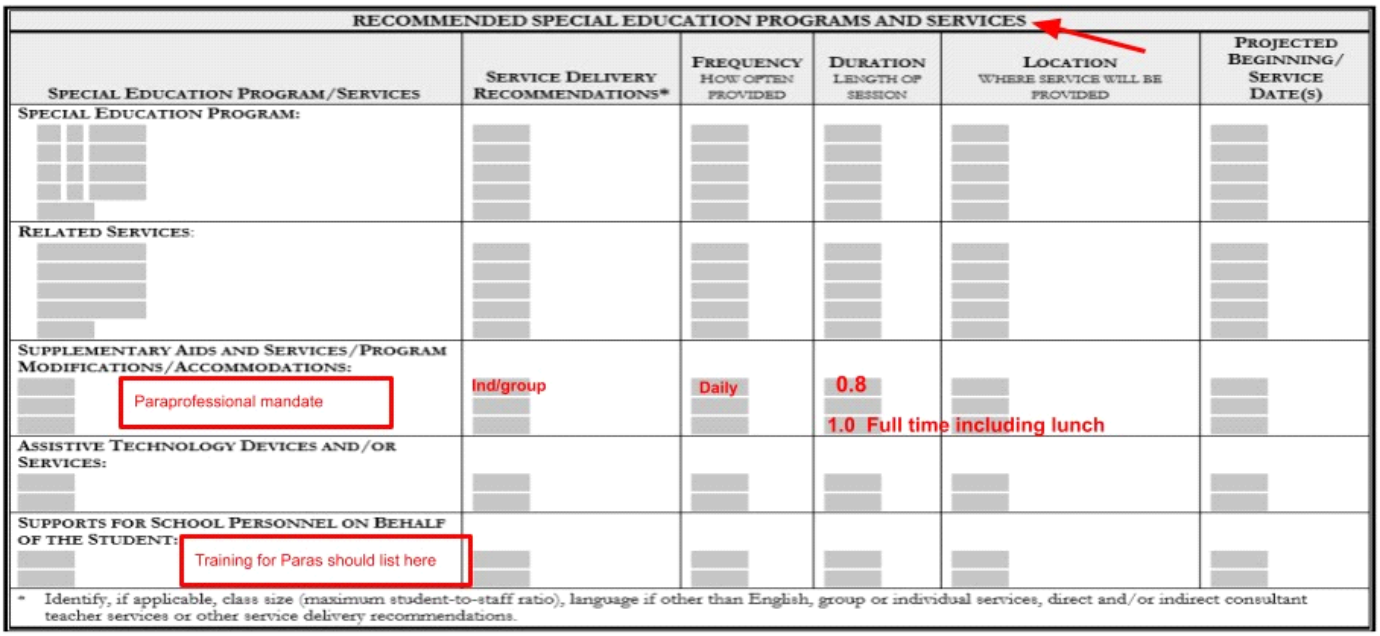
<u>Goals</u> that when achieved, will result in increased student independence and the reduction or elimination of the need for IEP-assigned paraprofessional services.

<u>Recommendations</u> for IEP-assigned paraprofessional support must indicate:

- The type of support required (health, behavior, toileting, mobility, transportation, language);
- The specific times and activities for which para service is required;
- Whether the service is individual, i.e., 1:1 or group, i.e., 1:2 or 1:3.

The **<u>Supports for School Personnel</u>** section must document the training the paraprofessional will receive to support the student. Note that:

- A Behavior Support Paraprofessional **must** be trained in 1) behavior management generally and 2) specifically on how to implement and monitor the student's Behavior Intervention Plan (BIP) with fidelity, even if this training is not specified in the IEP.
- Health Paraprofessional Support for students with diabetes is specified in a Section 504 plan, not in the IEP.



RECOMMENDED SPECIAL EDUCATION PROGRAMS AND SERVICES

SPECIAL EDUCATION PROGRAM/SERVICES	SERVICE DELIVERY RECOMMENDATIONS*	FREQUENCY HOW OFTEN PROVIDED	DURATION LENGTH OF SESSION	LOCATION WHERE SERVICE WILL BE PROVIDED	PROJECTED BEGINNING/ SERVICE DATE(S)
SPECIAL EDUCATION PROGRAM:					
RELATED SERVICES:					
SUPPLEMENTARY AIDS AND SERVICES/PROGRAM MODIFICATIONS/ACCOMMODATIONS: Paraprofessional mandate	Ind/group	Daily	0.8 1.0 Full time including lunch		
ASSISTIVE TECHNOLOGY DEVICES AND/OR SERVICES:					
SUPPORTS FOR SCHOOL PERSONNEL ON BEHALF OF THE STUDENT: Training for Paras should list here					

* Identify, if applicable, class size (maximum student-to-staff ratio), language if other than English, group or individual services, direct and/or indirect consultant teacher services or other service delivery recommendations.

New York State Education Department IEP Form

IEP-ASSIGNED PARAPROFESSIONALS

Maximizing students' independence is an important goal for all students with disabilities. For this reason, IEP Teams are required to consider several factors when recommending IEP paraprofessionals. These include:

• the skills and goals the student will need to achieve that will reduce or eliminate the need for paraprofessional support;
• other supports and/or services that could help the student meet their needs (e.g., behavior intervention plan, assistive technology, peer supports);
• the specific times of the day and activities when the student will need support; and
• any potential harmful effects on the student that might result from the assignment of a paraprofessional (e.g., isolation or reduced interaction with the classroom teacher and peers, dependency reduced participation in instruction and class activities).

These considerations should also inform your work. IEP paraprofessionals often assist in gathering data to measure their student's progress toward achieving skills and goals. Changes in the intensity of the service by the IEP team, such as movement from individual to small group service and reductions in the times of the day and activities in which the student receives paraprofessional support, are appropriate when the data indicate the student has become more capable of managing their own needs.

More information is available in:



the State Guidelines for Determining a Student with a Disability's Need for a One-to-One Aide
nysed.gov/special-education/guidelines-determining-student-disabilitys-need-one-one-aide

and



the NYC Department of Education's Guidance on Initiation or Continuation of an IEP-Assigned Paraprofessional
infohub.nyced.org/docs/default-source/doe-employees-only/guidanceoninitiationorcontinuationofaniepassignedparaprofessional.pdf

If you have questions about the appropriateness or amount of progress monitoring data you are expected to collect, please contact MaryJo Ginese, VP for Special Education at *mginese@uft.org* or the UFT Liaison to the DOE's Special Education Compliance Office responsible for your borough.

The IEP team must consider and recommend on the IEP the training that the paraprofessional will receive in order to serve the student appropriately. The general duties and responsibilities for various types of IEP paraprofessionals are described below.

Behavior Support Paraprofessional:

The behavior support paraprofessional must be trained in behavior management generally and specifically on how to implement and monitor the student's Behavior Intervention Plan (BIP) with fidelity. A Functional Behavior Assessment (FBA) is conducted in order to properly create a BIP. The data collected as part of the FBA helps to determine triggers with the associated behavior and develop the interventions on the BIP. The IEP-assigned para working with a student with a BIP would typically implement the strategies on the BIP and collect information about whether they are working. The paraprofessional's training is specified in the Supports for School Personnel section of the IEP.

Health Paraprofessional:

Various health conditions may impede a student from participating in and benefiting from school-based activities. The IEP team may recommend health paraprofessional services without a referral to the Central Nursing Office only if there is no indication that the student has a medical condition that may require urgent care. Health paraprofessional support for students with diabetes is specified in a Section 504 plan, not in the IEP.

A 1:1 health paraprofessional may be asked to provide a student with assistance in activities of daily living (often including transfers from wheelchair to adaptive equipment, ambulation assistance, oral feeding, observing food intake, dressing, managing orthotics and use of assistive communication or writing devices).

A 1:1 health paraprofessional may also be asked to monitor a student for specific signs and symptoms related to the student's health or medical condition, to notify the school nurse when indicated and bring the student to the school nurse at the appropriate times for treatment or medications. A 1:1 health paraprofessional may be trained to administer an EpiPen or use Vagus Nerve Stimulation (VNS).

A 1:1 health paraprofessional may require instruction or training in performing these tasks safely. When appropriate, such training may be provided by the school nurse or the Borough Nursing Director. Such training needs should be specified in the Supports for School Personnel section of the IEP. For support in safely serving students with mobility needs, including safely transferring students into or out of wheelchairs or adaptive equipment, the OT/PT Managers should be consulted and will support as needed.

Toileting Paraprofessional:

Toileting paraprofessional is a specific category of health paraprofessional. An IEP-assigned toileting paraprofessional may be recommended if that is the only paraprofessional support that the student requires. The IEP team may recommend paraprofessional services to provide either **toilet training <u>OR</u> toileting assistance**.

Toileting assistance is generally programmatic in self-contained classes in specialized schools (i.e., District 75). Where toileting assistance is programmatic, it need not be recommended as a Supplemental Aid/Service on the student's IEP. However, it should be included elsewhere in the IEP, including in the Present Levels of Performance, Annual Goals and Short-Term Objectives and Benchmarks (as appropriate) and Management Needs.

Toilet training is a short-term instructional service that prepares a student for independence in toileting and may be recommended when a student has demonstrated all the following:

- An inability to achieve continence with regard to bodily functioning (e.g., wetting, soiling) during the school day and the physiological ability to do so;
- The cognitive ability to respond to a specific behavioral change program that schedules toileting and leads to independent toileting; and
- The physical ability to complete toileting tasks independently after receiving training.

Toileting assistance is appropriate for students who:

- Require help in transferring to or using toilets, commodes, or potties;
- Cannot adjust their clothing or complete related personal hygiene routines; and/or
- Cannot achieve continence due to physical or cognitive status and require assistance for diaper changing, etc.

<u>Orientation and Mobility:</u>

Paraprofessional Orientation and Mobility instruction is designed for students with visual impairments. Orientation and Mobility Paraprofessionals are mandated for select visually impaired students who receive Orientation and Mobility instruction. They are only recommended for students who are assessed to be "unsafe independent travelers" in the school. These paraprofessionals have had specialized training in order to work with those students who are blind or severely visually impaired and are not to be recommended for students who do not meet that criteria. Specialized training needs should be documented and specified in the "Supports for School Personnel" section of the IEP.

<u>Transportation Paraprofessional</u>

If the student needs continuous or regular attention on the bus, the student may need a transportation paraprofessional. For example, a transportation paraprofessional may be required for a student who has a documented behavioral issue that requires 1:1 support on the bus to and from school (such as aggression or self-abuse); has a severe cognitive impairment such that continuous management and support on the bus to and from school is necessary; or requires medical support.

Alternate Placement Paraprofessional

Students who are recommended for special class or ICT services in a language other than English (bilingual special education or BSE) receive support from an Alternate Placement Paraprofessional who is fluent in their home language during subjects indicated on the IEP when a teacher with a bilingual extension in that language is not available to teach a particular subject. Alternate Placement Paraprofessionals are an interim language support intended to give students access to instruction delivered primarily in English until an appropriately certified teacher or a seat in a BSE program becomes available.

504 ACCOMMODATIONS

- Each school has a Section 504 coordinator and eligible students have a Section 504 Plan that is developed by a Section 504 Team at their school.
- Some students with IEPs also have Section 504 plans, e.g., students with IEPs who have diabetes, but most do not. Students with IEPs are those who have one of the 13 disability classifications defined in the Individuals with Disabilities Education Act (IDEA) and state law and require specialized instruction and/or related services to meet their instructional goals. Students with Section 504 plans are those with qualified disabilities who need support to access DOE programs and activities.
- Paraprofessionals are assigned to students who require support with tasks due to their disability in order to access DOE programs and activities. While there are many examples, some of the most common are students with diabetes who are not able to monitor their blood glucose levels on their own; students who need assistance with toileting due to a physical or physiological disability; and students with medical needs who require supervision on the school bus.

  Note: Some, but not all, Section 504 services are provided in the classroom.

CHAPTER 6

GRIEVANCES

- WHAT ARE GRIEVANCES USED FOR?
- THE GRIEVANCE PROCESS FOR PARAPROFESSIONALS
- PER SESSION
- STEP 1 GRIEVANCE APPEAL FORM

WHAT ARE GRIEVANCES USED FOR?

The grievance procedure is there to protect your rights and ensure that the contract is adhered to. You can file a grievance in order to remedy a violation of the DOE/UFT contract or a DOE regulation, circular or established practice. Your chapter leader can help you identify the appropriate article or rule that has been violated. Our contract provides members the right to file a grievance if they believe their rights have been violated. Before filing a grievance, it is a good idea to speak with your chapter leader to discuss different ways the issue can be resolved.

If you believe that a supervisor has violated your contractual rights and you and your chapter leader have been unable to resolve your complaint informally, you should ask your chapter leader to assist you in filing a grievance against the DOE.

GRIEVANCE PROCESS FOR PARAPROFESSIONALS

REGULAR

STE P	TYPE	FILING DATE	FILE WITH	DECISIONS DUE
1	Most	30 school days and calendar days from knowledge of act or condition grieved	Principal	5 school days after receipt of grievance
2	Most	15 school days and calendar days after Step 1 decision is given to the grievant. (Note: decision to proceed to Step 3 is made by the union)	Chancellor	48 school days after receipt of appeal

SALARY

STE P	TYPE	FILING DATE	FILE WITH	DECISIONS DUE
1	Salary and Leave	The union may file within 3 months	Executive Director of Human Resources	48 school days after receipt of appeal

CHAPTER 683

1	Non-per session summer assignment	No later than the 10th workday from the posting of the final assignment sheet, or for assignments not on the final assignments sheet, the 10th workday from knowledge	Superintendent	5 working days after receipt of appeal
2	Non-per session summer assignment	The union may appeal within 5 working days after receipt of Step 1 decision	Chancellor	5 working days after receipt of appeal

PER SESSION

1	Reduction in per-session	2 work days from knowledge	Head of the activity	2 workdays after receipt of complaint
1	Other school year per-session grievances	30 days from knowledge	Head of the activity	10 working days from receipt of complaint
1	Other summer per-session grievances	30 days from knowledge	Head of the activity	5 working days from receipt of complaint
2	Retention, Selection or Reduction in per-session	The union may appeal within 5 days after receipt of Step 1 decision	Chancellor	10 working days from receipt of complaint
2	All other per-session grievances	The union may appeal within 15 days after Step 1 decision is given to the grievant	Chancellor	48 school days after receipt of appeal

*NOTE: PRIOR TO FORMAL GRIEVANCE, THE EMPLOYEE SHALL ATTEMPT TO RESOLVE THE MATTER INFORMALLY.

Step I Grievance Appeal:

"Suspension without Pay/ Termination"

Pursuant to Article 22 of the Paraprofessional Agreement, I wish to meet with you to discuss the following violation of the Collective Bargaining Agreement:

On _____, I was improperly (suspended without pay/ terminated).
A supervisor having authority to act, did not have good and sufficient reason and did not give due consideration to the matter.

Therefore, articles 22, 23, and 32 were violated.

As a remedy, I request that I be restored to my duties, NUNC PRO TUNC.

The Chapter Leader or his designee shall accompany me to the grievance.

Sincerely,

Name: _____

File#:_____

School/District/Region_____

Phone # (home)_____ (cell)_____

E-mail address: _____

CHAPTER 7
PENSION

- PENSION FOR PARAPROFESSIONALS
- ABOUT THE TEACHERS' RETIREMENT SYSTEM
- PLANNING TO RETIRE IN JUNE?

PENSIONS FOR PARAPROFESSIONALS

All UFT-represented full-time paraprofessionals — both on the job today and in the future — will automatically become members of the Teachers' Retirement System (TRS). All UFT represented full-time paraprofessionals, like teachers, can now look forward after retirement to a monthly pension check for the rest of their lives. A defined-benefit pension is a cornerstone of retirement security for UFT members.

Q. What will I receive once I am enrolled in TRS?

Before you retire:

- You may be eligible to borrow from your TRS Qualified Pension Plan (QPP) account with at least one year of service credit.
- You have the right to participate in the TRS tax-deferred annuity program.
- Your beneficiaries are entitled to a death benefit after one year of service.

After you retire :

- You are entitled to a pension check every month.
- You may be eligible for medical, dental and optical benefits to protect your family.
- You may elect a payment option for your QPP retirement allowance.
- If you have at least 10 years of credited service and disability forces you to retire early, you may be eligible for a disability retirement.
- You have the ability to join SHIP, the UFT's supplemental health insurance program.

And from the Social Security system — to which you belong automatically — you get:

- Social Security payments monthly.
- Social Security payments to eligible dependents after you die.
- Social Security payments to eligible dependents should you become disabled.

Q. How much will I get?

It depends on how much you earned and how long you've worked when you retire. A UFT pension consultant can help you estimate your benefits. And remember, there's no limit on the total amount you collect. Once you retire, those monthly pension checks will keep coming for the rest of your life.

Q. Can I collect Social Security and a pension?

Absolutely. You can collect both Social Security and TRS Retirement System benefits when you retire.

Q. How much will it cost?

Your contribution rate is determined by your date of membership in TRS. See a UFT pension consultant for details.

Q. How can I get more information?

You may call your borough office with any pension question. And as a para you have the same right as all other UFT members to a confidential pension consultation as you near retirement. To find out more about your individual situation, make an appointment to talk with an expert.

Here are the phone numbers:

- **In-service members — 212-331-6311**
- **Retired members — 212-331-6314**

ABOUT THE TEACHERS' RETIREMENT SYSTEM

For more than a century, the Teachers' Retirement System (TRS) has ensured that UFT members and their families have a financially secure future, and today the TRS membership includes more than 200,000 in-service members, retirees and beneficiaries.

TRS manages two retirement plans — the Qualified Pension Plan (QPP) and the Tax-Deferred Annuity (TDA) — and also offers death benefits, ordinary and accident disability retirement, and the ability to take out loans. It offers educational programs such as pension presentations, newsletters and publications, as well as a walk-in center and a call center.

Appointed teachers, other pedagogues and paraprofessionals in city public schools automatically become members of TRS. Most others, including nurses, therapists, substitute teachers and some paraprofessionals, as well as other part-timers, may join the Board of Education Retirement System or BERS at ***www.bers.nyc.gov/***

Enrolling in TRS
As a new member you will receive a welcome packet which includes a Designation of Beneficiary form which must be returned to TRS. You must also submit proof of your date of birth to TRS.

You can find publications and financial reports, monthly account updates, a calendar of events and more on the TRS website at ***www.trsnyc.org***. You can call TRS directly at **888-869-2877** or contact your UFT borough office for more information

Note: If you previously were a member of another New York State public pension system, you may be eligible to purchase or transfer credit for your prior service when you become a member of TRS. Call a pension consultant in your UFT borough office for help.

Your Tax-Deferred Annuity (TDA)
Another move toward a secure retirement is participating in the voluntary tax-deferred annuity (TDA) program. This is a supplemental retirement plan that enables you to invest money for your future on a tax-deferred basis through automatic payroll deductions. To apply, please call TRS at 888-869-2877 or at your UFT borough office.

Participants have seven investment choices: a guaranteed fixed investment and six variable funds. Federal, state and city income taxes are deferred on contributions and earnings until they are withdrawn. When you retire, you can withdraw all or part of these funds or turn them into an annuity, or leave the funds in deferred status.

PLANNING TO RETIRE IN JUNE?

Many UFT members choose to retire when the school year ends. Whether you've already decided or are still on the fence, the virtual pension clinics sponsored by the UFT pension department — and presented by UFT special pension representatives Frank Panebianco, Christina McGrath and Alan Abrams — are a font of information. We suggest you attend the clinic for your pension tier.

Here is some information to get you started if you are planning to retire in June:

Credit for prior service
Purchasing additional credit for prior service may increase the amount of your service retirement allowance. You can find out from your most recent Annual Benefits Statement (ABS) or a recent Total Service Letter from the Teachers' Retirement System whether you have any service credit available to purchase. Contact the Board of Education Retirement System (BERS) for that information if you are a member of BERS.

Your TDA
If you have a TRS or BERS Tax-Deferred Annuity (TDA) program account, you can choose one of these three options

1. annuitize your account and receive an additional monthly payment
2. roll over (or withdraw) your TDA funds
3. elect TDA deferral status and leave your account with TRS or BERS

If you choose the third option, you'll have full access to the funds for loans and withdrawals and won't be required to receive distributions from the account until you reach the age of Required Minimum Distributions (RMD).

Pension loans
You may pay off any outstanding Qualified Pension Plan (QPP) loan balance you have before you retire. You also have one last opportunity to take a new loan from your Qualified Pension Plan. However, any outstanding loan balance at retirement will reduce your monthly retirement allowance.

Your Beneficiaries
The welfare of your loved ones is obviously a major concern. Your retirement payment option may provide for one or more beneficiaries in the event of your death, but you may also have other benefits that require designating beneficiaries. For example, a post-retirement death benefit applies for most members, and there is a "fractional" benefit based on your retirement allowance payment for the month in which you die.

Direct Deposit
If you already have your paycheck electronically deposited, you will receive your retirement allowance the same way and into the same account unless you inform TRS/BERS otherwise. When you file your retirement papers, you can change accounts or sign up for Electronic Funds Transfer.

Generally, QPP retirement allowance payments begin in three to five months after the retirement date. Your benefit will consider factors such as your pension tier, your total service credit, your age and your final average salary. You will receive advance payments until your pension is finalized by TRS.



Your QPP retirement allowance payments are exempt from New York City and New York State taxes, but local taxes may apply if you live outside New York State. Federal taxes will be withheld from your first advance payment. If you decide to defer your TDA account after retirement, taxes on your TDA funds and on any investment returns will be deferred until those funds are distributed to you.

Final consultation
TRS members may call **212-331-6311** to make an appointment for a final pension consultation with a UFT pension consultant. If you are a BERS member call **929-305-3800** to schedule an appointment for a final consultation with BERS.

You must submit your retirement application to TRS/BERS at least one day, but not more than 90 days, before your effective retirement date.

Once you receive written confirmation of your retirement date from TRS/BERS, it's important to file for health insurance with the Department of Education.

If you are 65 years of age or older, remember that you must have Medicare Parts A and B in effect as of your retirement date.

CHAPTER 8
THE UFT WELFARE FUND

UFT Welfare Fund Health and Welfare Benefits for Employees and their Families



THE RED APPLE

Eligible UFT Members and their dependents can access their benefits:

- Dental Plan
- Prescription Drug Plan
- Optical Plan
- Hearing Aid
- Disability
- Death Benefits and More...

Enrollment is Easy!

Go to our website:

www.uftwf.org

You can also use the following email addresses to contact the Welfare Fund:
For prescription drug assistance, rxhelp@uftwf.org
For COBRA assistance, cobrahelp@uftwf.org
For assistance with our dental benefit, dentalhelp@uftwf.org
For assistance with any other health benefit issue, healthbenefithelp@uftwf.org

UFT Welfare Fund • 52 Broadway, 7th Floor • New York, NY 10004 (212) 539-0500

GR189

ABOUT THE UFT WELFARE FUND

The UFT Welfare Fund was established to provide benefits to supplement the city's basic health plans. It was created through collective bargaining between the United Federation of Teachers and the New York City Department of Education. Eligible in-service and retired members do not make any contributions to the Fund for these supplemental benefits.

UFT WELFARE FUND OFFICES ARE OPEN

The UFT Welfare Fund is here to assist you. Our health benefit representatives are available during our office hours, Monday through Friday, from 10 a.m. to 6 p.m. If you require assistance, please call our main number at **212-539-0500**. To request a health benefit form, please call our automated forms hotline, available 24/7, at **212-539-0539**.

You can also use the following email addresses to contact the UFT Welfare Fund:

- For prescription drug assistance, ***rxhelp@uftwf.org***
- For COBRA assistance, ***cobrahelp@uftwf.org***
- For assistance with our dental benefits, ***dentalhelp@uftwf.org***
- For assistance with all other health benefit issues, ***healthbenefithelp@uftwf.org***

Should you require immediate assistance with a prescription drug issue outside of office hours, please call Express Scripts at **800-723-9182.**

Using your UFT Welfare Fund benefits

Dear UFT Welfare Fund member,

Please know your UFT Welfare Fund team is here to help you. We know your Welfare Fund benefits are essential and take pride in providing excellent coverage and support when you need it. Your Welfare Fund benefits are those that are in addition to your city-provided health insurance. We have worked hard over the years to negotiate excellent benefits, in a challenging climate for health care.

Welfare Fund benefits include your in-service prescription drug coverage, dental coverage, optical and hearing aid benefits, as well as our Health and Cancer Helpline and other services. For retired members, Welfare Fund benefits also include your annual optional rider reimbursement and enrollment in our legal plan.

Our advocacy has enabled us to maintain and even improve our benefits in the face of ever-increasing costs. As a third-generation UFT member, I know how important our benefits are and I am proud of our work to maintain the high quality and affordable care we have had for generations.

Thanks to the hard work of the UFT's negotiating committee, this year the parental leave benefit was enhanced for families with two UFT members: instead of six weeks of leave time (which could be split between both parents), the new contract ensures six weeks for each parent, for a total of 12 weeks. You can read more about that on page 5.

There are many ways to access your benefits. The UFT Welfare Fund is available to serve you, whether by phone, by email, through our automated forms hotline, online or in person, whichever you prefer. You can call a Welfare Fund representative Monday through Friday from 9 a.m. to 6 p.m. at 212-539-0500, or call our automated forms hotline, available 24/7, at 212-539-0539.

You can also use the following email addresses to contact the Welfare Fund:

For **prescription drug assistance,** *rxhelp@uftwf.org*.

For **COBRA assistance,** *cobrahelp@uftwf.org*.

For **assistance with dental benefits,** *dentalhelp@uftwf.org*.

For assistance with **all other health benefit issues,** *healthbenefithelp@uftwf.org*.

You can access our forms and information at *www.uftwf.org*, where you can find the 2023 edition of the Red Apple (which describes the Welfare Fund benefits), online forms, listing of panelists, online enrollment and much more.

The UFT Welfare Fund office at 52 Broadway, on the 7th floor, in Manhattan is also open to serve you.

The chart below is an introduction to our Welfare Fund supervisors. They are seasoned professionals who are here to help you deal with any issues that arise in their areas of expertise. They are available by phone from 10 a.m. to 6 p.m. from Monday through Friday.

In-service and retired members have a choice when it comes to city-provided health benefits. Please visit our website at *www.uft.org/new-york-city-health-plans* and review our comparison charts of New York City health plans to learn more. You can also call the number on the back of your health insurance card to learn about your plan's offerings.

If you want to change your health benefit provider, see the article on page 5 and be mindful of the transfer period when you can make that change.

I want to mention an innovative program for members who are facing cancer. For several years now, the UFT Welfare Fund has partnered with Memorial Sloan Kettering Cancer Center, the top-ranked cancer hospital in the Northeast, to provide members with expedited care and clinical support through a program called MSK Direct. Read about it on page 4.

To better understand your in-service prescription drug coverage, see the article on the facing page. There are several different ways for you to fill your prescription drugs. Our Smart90 program enables you to get 90-day prescriptions filled locally at retail stores. To do so, you must go to a Walgreens or Duane Reade pharmacy. As always, members have the option to have a 90-day supply delivered right to their doors from the Express Scripts pharmacy. Should you require immediate assistance with a prescription drug outside of office hours, please call Express Scripts at 800-723-9182.

Life can be challenging. We work hard to ensure that your Welfare Fund benefits are easy to access and readily available when you need them.

Wishing everyone happiness and health in the year ahead.

Sincerely,
Geof Sorkin
UFT Welfare Fund Executive Director

UFT Welfare Fund *Your Health Benefit Supervisors*



Geof Sorkin
Executive Director



Joe Usatch
Assistant Director



Anesa Soleyn
Assistant Director



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Kathy Carbone
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Glenn Erlich
Pharmacy Department Supervisor



Lee Hendelman
Dental Department Supervisor



DeAndre Berry
Optical Department Supervisor



Shirley Jordan
Disability and Death Benefit Department Supervisor



Alison Martins
Parental Leave Department Supervisor

COVER PHOTO: ERICA BERGER

DENTAL CARE

The UFT Welfare Fund provides dental benefits through two programs: the Scheduled Benefit Plan, which provides services through either a designated panel of dentists or a dentist of your choice; and Dentcare, a no-cost dental HMO.

The open enrollment period to change plans is Sept. 1 to Oct. 15 each year, with changes taking effect on Nov. 1.

Scheduled Benefit Plan: The full-choice option

The plan you are automatically placed in when you enroll in the UFT Welfare Fund (effective your first day of work) is the Scheduled Benefit Plan. If you select one of the affiliated panel dentists (called SIDS, you can view at ***www.uftdental.com***), many routine procedures, such as cleanings, are free. Cleanings for adults are covered every three months. Exams are covered every six months with a $15 copayment. Panel dentists may charge a copay of $150 for certain high-cost procedures, such as root canals, crowns and dentures, and $200 for orthodontic appliances.

The Scheduled Benefit Plan allows you to see any dentist, but if you go to a dentist not on the panel, your out-of-pocket costs can be higher. You are responsible for the difference between your dentist's charges and the plan's scheduled payments. If you go to a dentist not on the panel, it's a good idea to show that dentist a copy of the UFT's Schedule of Covered Dental Expenses since it might influence how much you are charged. The claim form and the fee schedule can both be downloaded from the health benefits section of the UFT website (***www.uft.org/dental-forms***), or you can call the Welfare Fund's forms hotline at 212-539-0539.

Dentcare: The no-cost option

Enrollment in Dentcare allows you to avoid all out-of-pocket dental expenses for covered services. Just as with a health care HMO, you select a primary dentist from Dentcare's list of more than 3,000 providers in the tri-state area. That dentist will perform all necessary work or will refer you to a Dentcare specialist if deemed necessary. There are no copays, no claims to file and no danger of hidden costs for covered services. There are also no additional fees for porcelain crowns.

A few factors for you to consider: If you have a dental emergency while traveling, Dentcare will only reimburse you up to $50 for pain relief. You have to return home to continue any dental work. If you have young children, be aware that a pediatric dentist cannot be assigned as the primary care dentist in this plan.

Dental services performed by a non-Dentcare provider are not reimbursable. To learn more about this plan, contact Dentcare directly at **516-542-2700** or **800-468-0600**.
If you'd like to continue seeing your current dentist, check to see if your dentist participates in Dentcare or is a SIDS panel dentist with the UFT. If your dentist belongs to both plans, you will save money by enrolling in Dentcare, though keep in mind that if you require care from a specialist, you will need a referral to see one on the Dentcare panel. If your dentist belongs to neither plan, you'll need to decide whether continuing to see that dentist is worth the extra out-of-pocket expense.

Special coordination of dental benefits

If you and your spouse or domestic partner are both UFT members with the Scheduled Benefit Plan, you are eligible for special coordination of benefits. Special coordination of benefits can significantly increase your benefits for dental work. If you use the services of a panel dentist, you will generally have no out-of-pocket costs on covered services. If you use the services of a nonparticipating dentist whose charges are above the scheduled payments, you will be eligible for additional reimbursement under your spouse or domestic partner's coverage. Special coordination of benefits does not, however, extend the limits on time or frequency of treatment.

To obtain this special coordination of benefits, do not assign the claim payment directly to your dentist. Instead, check the appropriate box at the top right of the claim form and submit it directly to CIGNA.



A dental plan for your extended family

The UFT's Direct Access Dental Plan provides access to quality dental care at a discounted rate to UFT members' family members who are not covered by the regular UFT dental plan. Parents and other family members may enroll in this plan, in addition to UFT family child care providers, part-time employees and per diem substitutes without benefits.

With an individual plan rate of $36 a year and a family rate of $48 a year, your noncovered family members have access to a panel of more than 700 dentists who will charge a prenegotiated rate that is published in the discounted benefits schedule. Visit ***www.uftdirectaccess.com*** for more information.

GUIDE TO DENTAL BENEFITS

Members may choose to access either:

- A panel dentist through SIDS — Self- Insured Dental Services (NY & Florida) or the Florida PPO Panel (Florida Area), with little or no out-of-pocket cost for covered services;
- An out-of-network dentist and submit for reimbursement according to the UFT Welfare Fund Schedule of Covered Dental Expenses.

Dentcare (HMO)

For members who want no out-of-pocket expenses for covered dental services, Dentcare, a dental HMO is available. Members may select a participating primary care dentist for each family member. The primary care dentist makes specialist referrals, if needed.

Who is covered?

All eligible members, eligible dependents, and eligible retirees as defined in the General Information section, are covered for dental benefits.

What dental benefit programs are available?

The UFT Welfare Fund offers benefits through a choice of two (2) types of dental programs as follows:

1. A "fee-for-service" plan under which members may receive their dental services from a panelist (with little or no out-of-pocket costs for covered services). This is known as the UFT Welfare Fund Scheduled Benefit Plan. In this plan, a member may see any nonparticipating dentist whereby a member will be reimbursed directly according to the UFT Welfare Fund's schedule of covered dental expenses.
2. A Dental HMO plan under which comprehensive dental services are covered with no out-of-pocket expenses, known as Dentcare.

Dental benefits are provided only to the extent that the services, supplies, and the course of treatment are necessary and appropriate, and that they meet professionally recognized standards of quality. Necessity and appropriateness are determined after taking into account the total current oral condition of the patient.

YOUR PRESCRIPTION DRUG PLAN

All eligible in-service UFT members and their dependents have prescription drug coverage through the UFT Welfare Fund. There are no waiting periods for this coverage.

In fact, after enrolling in the Welfare Fund, newly enrolled members who are awaiting their Welfare Fund Express Scripts Prescription ID drug cards can purchase the prescription drugs they need and, once their cards arrive, submit the original receipts to the Welfare Fund for reimbursement.

Types of prescription drugs

There are two types of drugs: acute illness drugs and maintenance drugs.

Acute illness drugs are those you need immediately, such as an antibiotic. Your local pharmacy dispenses this type of drug to you.

Maintenance drugs are those that are taken over extended periods of time, such as hypertension medications for high blood pressure or antidepressants. Typically, you will use the Express Scripts Home Delivery service because you will save money and convenient delivery is made to your home. Effective March 1, 2020, you have the additional option to fill maintenance prescriptions up to a 90-day supply at Walgreens/Duane Reade pharmacies. However, there are certain maintenance drugs, such as narcotics or controlled medications, which can only be dispensed in a 30-day supply at the local pharmacy.

Certain drugs require "step therapy," which applies to first-time users of a medication. This may require that you try a first-line medication (usually a generic or an over-the-counter medication). If your doctor finds that the first-line medication is not working well, you will be allowed to try another preferred brand or nonpreferred brand-name drug. These drugs are indicated as STP (step therapy) on the formulary, available online at ***www.uft.org/step-therapy***.

In addition, certain drugs require "prior authorization" to make sure the therapy and dosage are within federal guidelines. Prior authorization requires your physician to call a toll-free number (800-753-2851) to make the request to cover these drugs before they can be dispensed. These drugs have the annotation PA (prior authorization) next to them on the drug formulary (which lists generic and preferred brands covered by the Welfare Fund, and is available online at ***www.uft.org/drug-formulary***).

How much do I pay for each prescription?

The Welfare Fund has a three-tier copay structure for generic, preferred-brand and nonpreferred-brand medications. You can save money by using generics (Tier 1) or preferred-brand medications (Tier 2) whenever possible, but this is a decision between you and your doctor. Nonpreferred brand-name drugs (Tier 3) have the highest copays.

At the pharmacy, if your doctor has not indicated that the pharmacist must dispense a brand-name drug, you will get a 30-day supply of a generic drug for $5 provided there is one available. At the pharmacy, you can get the first fill of your prescription and up to two refills if your doctor has indicated extra refills. After three fills, you must either use the Express Scripts Home Delivery Service, not the pharmacy, for a 90-day supply of your maintenance medications or Walgreen's/Duane Reade pharmacies for your maintenance medications (as long as they are not controlled drugs, which must be dispensed at the pharmacy).

For drugs you take over an extended period of time, the Welfare Fund provides for a 90-day supply for the price of two months' supply (two copays) through the Express Scripts Home Delivery Service or Walgreens/Duane Reade pharmacies, and you can get up to three refills (which is a year's supply on one prescription).

Whether you use Express Scripts or Walgreens/Duane Reade, your copayments are the same for a three-month supply: $10 for generics, $30 for preferred brand name drugs and $70 for nonpreferred brand name drugs.

When visiting your doctor

When visiting your doctor, bring a copy of the **UFT Welfare Fund Drug Formulary** list, available at ***www.uft.org/drug-formulary***. The formulary lists the preferred-brand drugs and generic equivalents that are available.

In addition, the Welfare Fund has created a form for personal medications that you should fill out and take with you when you see your doctor. The form asks you to list all prescription and over-the-counter medications you are taking and suggests questions you should ask when your doctor prescribes a new medication. Download a copy of the **Personal Medication Question Guide** form at ***www.uft.org/personal-medication***.

Families with high drug expenses

The trustees of the UFT Welfare Fund have instituted a copay cap for all eligible members and their families. Once your family's copays reach $1,000 in out-of-pocket expenditures, the rest of your drugs in Tier 1 and Tier 2 are free for the year. Copays must still be paid for Tier 3 drugs.

Families whose combined prescription-drug claim benefits exceed $1,200 (the total cost of the drugs paid for by the Welfare Fund) during the previous December through November are automatically enrolled in the Welfare Fund's Cost Care Program effective in January and receive a Cost Care drug card. (For members with an in-service spouse or domestic partner who is also a member, the threshold is $2,400, due to the special coordination of benefits.)

When a brand-name drug has an approved generic equivalent, you can still get the brand-name drug but you are responsible for the difference in cost between the two drugs, in addition to the applicable copays. This difference in cost, known as an ancillary fee, will be charged to you even if you hit the $1,000 copay cap and stop paying copays. Your family's status is reviewed every 12 months. If your total claims fall below $1,200 for the year, you return automatically to the regular drug plan the following January.

Specialty drugs

As a result of a negotiated citywide health benefit agreement, the city-administered PICA (Psychotropic, Injectable, Chemotherapy and Asthma) Drug Program, rather than the UFT Welfare Fund, covers injectables (including EpiPen) and chemotherapy drugs. These specialty drugs have a $100 deductible per calendar year and higher copays. The New York City PICA drug plan card should be used to obtain these types of drugs. The PICA program is administered by Express Scripts, which can be reached at **800-467-2006**.

By state law, diabetes drugs are covered by your health insurance plan, not by the Welfare Fund drug plan. Show your health insurance card at the pharmacy when ordering these drugs.

The Welfare Fund does not cover prescription-strength versions of over-the-counter medications such as Motrin, Aleve and Zantac.

In-service UFT members who have GHI (EmblemHealth) or HIP and non-Medicare retirees have access to preventive drugs such as birth control, immunizations, low-dose statin agents (ages 40–75) and preventive services such as mammography at no cost.

For more information about covered drugs and services, you can contact GHI (EmblemHealth) at **212-501-4444** or visit the Emblem Health website at ***www.emblemhealth.com*** and sign in. HIP can be reached at **800-HIP-TALK**. Or you can visit the city's Office of Labor Relations website and choose your insurance plan to see more information (online at: ***www.nyc.gov/site/olr/health/active/health-active-choosing-a-health-plan.page***).

Express Scripts mobile app

Members who use a smartphone should download the Express Scripts Mobile app at the App Store for their cellphone. The app provides a host of services, including refills and renewals and a section called Medicine Cabinet (to check interactions, claims and history, which is great for reviewing a past drug you have taken). Best of all, if you have forgotten your drug card, the app has a copy available by tapping the Prescription ID Card.

Category	Tier #	Retail pharmacy co-payment (30-day supply)	ESI Home Delivery Service co-payment (90-day supply)
Generic	1	$5	$10
Preferred Brand (On Formulary)	2	$15	$30
Nonpreferred Brand (Not on Formulary)	3	$35	$70

GUIDE TO OPTICAL BENEFITS

The optical benefit consists of one (1) "optical service" every two (2) years (counted from the date of your last optical service) obtained through a network of participating panelists (at ***www.uft.org/participating-panelist-program***) or direct reimbursement (at ***www.uft.org/direct-reimbursement-program***). You can find a participating provider on the GVS website at ***https://gvsuft.com***. The listing of participating panelists is also available by calling the Welfare Fund's hotline at **212-539-0539**.

An optical service consists of a complete pair of single vision, bifocal or trifocal eyeglasses, or the replacement of a frame, or lens, and at the same time, if necessary, an eye exam. The optical service cannot be split between two (2) visits or two (2) panelists.*

1. A complete pair of eyeglasses includes:
   a. A pair of single vision, bifocal or trifocal lenses, and
   b. A basic frame.
2. A basic frame is defined as any frame with a minimum retail value of one hundred ($100.00) dollars.
3. A basic eye exam, as performed by an optometrist, will encompass a refraction which includes a retinoscopy, a tonometry (glaucoma test), and a physical health evaluation and history. If the patient and optometrist agree that dilation is required, the optometrist is allowed to charge the member an additional $30.00.
4. Prescription sunglasses are a covered benefit.
5. You may elect to purchase contact lenses and receive a credit as per the fee schedule.

**Laws in certain states such as New Jersey, Connecticut and Florida prohibit examinations at certain optical centers or mandate a specific charge for certain specified services. Members are advised to check with centers outside New York State to determine if the eye examination is provided by that center without additional cost. In any event, the Welfare Fund will not reimburse any copayments for exams.*

What is not covered under the Optical Program?

The Optical Plan does not cover nonprescription sunglasses even if recommended by a physician for therapeutic reasons.

Using your optical benefits

As a member of the UFT Welfare Fund, you and your covered dependents are entitled to an eye exam plus eyeglasses or contact lenses once every two years. As of Feb. 1, 2021, you no longer need to request an optical certificate to obtain benefits.

You can check your eligibility for benefits in one of three easy ways:

1. Visit ***www.gvsuft.com*** 24/7. You will be asked for identifying information, such as your UFT ID number or part of your Social Security number.
2. Download the GVS app. From the app or the website, you can find an in-network provider, preview your benefits and access a virtual ID card.
3. Call GVS's dedicated phone line for UFT members at **212-729-5395**.

If you are eligible for the optical benefit, you can make an appointment or walk in to a participating vision store (for in-network coverage) or a nonparticipating vision store of your choice (for out-of-network coverage). For more information, visit ***www.uft.org/optical***.

DISABILITY BENEFIT

- The plan provides benefit payments for a maximum of 52 weeks to disabled members.
- Pregnancy-related disability is covered.
- Benefits are paid based on current income and are paid at the rate of either $475.00 or $375.00 per week.

Who is covered?

All eligible in-service members are covered for benefits under the UFT Welfare Fund Disability Plan.

What are the benefits?

- The plan provides benefit payments for a maximum of 52 weeks to disabled members.
- Pregnancy-related disability is covered.
- Benefits are paid based on current income and are paid at the rate of $375.00 per week.

All disability payments will be issued at the end of each month.

Is there a waiting period?
Yes.

Paraprofessionals and non-pedagogical employees

There is a consecutive 14-day unpaid waiting period which begins after all leave balances are exhausted. However, if you have borrowed sick days, these borrowed days are not considered part of the 14-day unpaid waiting period. Therefore, the 14-day unpaid waiting period begins **after** the borrowed days are exhausted. Grace period is not applicable to paraprofessionals.

Summer vacation period days are excluded in either case.

Reimbursement schedule

If an eligible member becomes disabled, the UFT Welfare Fund, following the 14-day unpaid waiting period for non-pedagogues and paraprofessionals, will pay benefits in the amount and for the period specified below.

Disability defined

Disability shall mean only that period during which an eligible member is prevented from performing the duties of his or her employment in any occupation or employment as a result of injury or mental or physical illness as determined by the Welfare Fund.

The Welfare Fund has found that not all members who apply for disability benefits are actually disabled. Therefore, a physician has been retained as the Fund's Medical Advisor to review all disability claims. The Medical Advisor initially determines whether the member is disabled

and, if so, for how long the member is considered by the Fund to be disabled.

After reviewing each claim, the Medical Advisor may take one or more of the following actions:

1. authorize payment for all or part of the period of the disability claim;
2. request additional medical documentation;
3. determine that an examination(s) by a physician designated by the Medical Advisor is required (at no charge to the member);
4. reject the claim.

All claimants shall be subject to examination(s) by a designated physician and shall furnish such proof of illness or injury, as the Fund Office shall, in its discretion, direct.

Pregnancy-related disability

In the case of pregnancy-related disability, experience has shown that disability as defined above usually occurs during the 9th month of pregnancy and in the 6 weeks immediately following the delivery (8 weeks for Caesarean section). Therefore, examination by a designated physician will not be required during those periods. If pregnancy-related disability is claimed for any other period, the usual rules described above regarding examination will be followed.

Amount payable defined

The amount payable, subject to the exclusions and limitations set forth below, is as follows:

1. Paraprofessionals and other groups within the same salary range are eligible for a disability benefit of $375 per week (Monday through Friday).
2. Fractional weeks are payable at a daily rate equal to 1/5 of the weekly benefit.
3. By law, FICA (Social Security tax) must be deducted from disability payments unless the member is exempt from Social Security taxes, or if the disability payment is paid six (6) months or more after the last month in which the member worked. If exempt, the member should submit a copy of a recent pay stub to the Welfare Fund Office with the initial claim.
4. **This is a taxable benefit. Please contact your tax advisor should you have any questions.**
5. Any member receiving government benefits relating to this disability (i.e. Social Security Disability, Workers' Compensation, etc.) cannot exceed 100% of his/her pre-disability income when combined with the UFT Welfare Fund Disability benefit.

What is the maximum number of weeks I can collect disability?

There is a 52-week maximum period of continuous disability. In addition, the following rules apply:

1. Benefits shall be payable commencing with the first day of disability following the expiration of the unpaid waiting period as defined above but only if the member is on

an authorized sick leave without pay. This leave must commence immediately following the member's removal from the Department of Education payroll. The Department of Education must have granted the member either:

a) an authorized Leave of Absence Without Pay for Restoration of Health; **or**

b) an authorized FMLA (Family and Medical Leave Act) Leave for Restoration of Health.

c) Regularly Assigned Substitutes not eligible for FMLA Leave will require a letter from their Principal stating that they would have been regularly assigned for the term had it not been for injury or illness.

2. Benefits will end when you are no longer disabled, as determined by the Fund, or have been paid for 52 weeks, whichever occurs first.
3. All periods of disability due to the **same or related sickness or injury** followed by a recovery and a return to work for periods of less than forty (40) successive work days, will be considered one continuous period of disability. No benefits will be payable for more than 52 weeks for all such periods combined.*
4. A member who has returned to work for at least forty (40) successive work days after a period of disability shall be entitled to begin a new period of disability of not more than 52 weeks.*
5. Benefits for all periods of disability due to the same or related sickness or injury shall not exceed one hundred (100) weeks.
6. Disability benefits for maternity related illness have a maximum of six (6) weeks for normal deliveries, and eight (8) weeks for Caesarean sections. These are considered routine pregnancies.
7. Complicated pregnancies have a maximum of 52 weeks, as determined by the Fund's Medical Advisor. The member should apply for an authorized Leave of Absence without Pay for Restoration of Health.

***Note:** During the school year, any paid holidays or recess periods that occur within this return to work period shall be deemed a "work day" for purposes of counting the forty (40) successive work days.

How are the benefits obtained?

It is your responsibility to:

1. When you have been disabled for a period of 14 consecutive days (for Non-Pedagogues and **Paraprofessionals**) or if you know that you will be disabled for a period of 14 consecutive days (for Non-Pedagogues and **Paraprofessionals**) or longer, you should request a disability claim form from the Fund Office at 212-539-0500.
2. There are two types of claim forms in connection with this benefit. One is white and marked in the upper right hand corner, "DBL-1- Initial Application." The other is blue

and marked in the upper right hand corner, "DBL-2- Supplemental Application."

a. Complete the **Member's** portion Section A;
b. Make sure that your **Principal or Payroll Secretary** completes Section B (Section B is not required on the DBL-2 form);
c. Make sure that your **Physician** completes Section C;
d. Sign and date the **Certification** at the bottom;
e. Ensure that all the necessary documentation has been attached to the claim form and is forwarded to the Fund Office. Photocopies of the DBL-1 and DBL-2 claim forms are not acceptable.

3. Your first claim (DBL-1- Initial Application) must be filed no later than thirty (30) days following your waiting period, or thirty (30) days following the issuance of your Leave, whichever is later. Failure to file within this period may result in the loss of benefits for the period between the 15th day of disability (for non- Pedagogues and **Paraprofessionals**) and the date the claim is received by the Fund Office. Physical inability, or delays in obtaining the required documentation necessary to file within this period, may be considered an exception and will be given consideration.

4. Upon receipt of a properly completed and signed form, **with necessary documentation** (See #7 below), the Fund will have the claim reviewed by its Medical Advisor, as described in the "Disability Defined" section above. If approved, payments will be made at the end of each month.

5. After having received your initial disability benefit payment from the Fund, and if you are eligible for further disability benefits, the blue "DBL-2 Supplemental Application" form (which will be mailed to you by the Fund) must be completed.

A DBL-2 will not be sent when:

1. the maximum benefit has been paid; **or**
2. the Medical Advisor has determined that no additional benefits are payable; **or**
3. you have returned to work; **or**
4. you were paid for a routine pregnancy.

6. You should submit your DBL-2 Supplemental Application no later than thirty (30) days following the last date of the previous UFT Welfare Fund disability payment.

7. In addition to completing the claim form (DBL-1 or DBL-2), you should attach the documentation specified as follows:

All leaves must be applied for through the Department of Education's Self Service Online Leave Application System (SOLAS). All finalized Leave of Absence approval letters received on your DOE email address are to be submitted with the DBL application.

Regular pedagogical appointees and paraprofessionals

- A copy of the Department of Education approved Leave of Absence for Restoration of Health, or
- A copy of the Department of Education approved FMLA (Family and Medical Leave Act) Leave for Restoration of Health or Maternity, as applicable.

Non-pedagogical employees

- A copy of the Department of Education approved Leave of Absence for Restoration of Health, or
- A copy of the Department of Education approved FMLA Leave for Restoration of Health or Maternity, as applicable, or
- A letter from your Supervisor stating that you would have been regularly assigned for the term had it not been for your illness or injury.

Regularly assigned substitutes

- A copy of the Department of Education approved FMLA (Family Medical Leave Act) Leave for Restoration of Health or Maternity, as applicable, **or**
- A letter from your Principal stating that you would have been regularly assigned for the term had it not been for your illness or injury.

Other covered members

When your DBL-1 Initial Application is received by the Fund Office, you will be advised of any additional documentation that is required.

It should be noted that:

1. Whenever applicable, proof of a child's birth must be submitted.
2. All Department of Education forms specified above are issued by the Department of Education and may be obtained from your Payroll Secretary or the Department of Education website at ***schools.nyc.gov*** **These forms are not available from the Fund Office.**

Line of duty injuries/medical arbitration

Eligible members who are injured in the line of duty and/or have had to apply for medical arbitration, should file for disability using the procedures outlined above. However, a copy of the medical arbitration decision must accompany the claim form. Upon receipt of these documents, the Fund will review the disability claim for processing.

What is not covered under the disability plan?

No benefits shall be paid:

1. For any period for which there has not been proper filing.
2. For any period for which pay is received from the Department of Education.
3. For any period for which pay is received from the UFT Welfare Fund for parental leave.
4. For any period during which benefits are paid or payable under any unemployment compensation or similar laws.
5. For any period during which the member is not under the care of a legally licensed physician for the condition causing the disability.
6. For any period of disability that commences while a member is not covered under the UFT Welfare Fund rules of eligibility.

7. For any period of disability due to willfully and intentionally self-inflicted injury or sickness or to injury sustained in the commission of a crime.
8. For any period during which pension is received from any governmental retirement service or upon retirement from the Department of Education.
9. For any period during which benefits are paid or payable under the New York State or other jurisdiction's No-Fault Insurance Law. This exclusion is not applicable after no-fault benefits are exhausted. A letter from the no-fault insurance carrier confirming this must accompany your DBL-1.
10. For any period for which reimbursement may be obtained from any other third party, such as by way of litigation arising out of an accident, or otherwise, unless a written assignment or lien in a form acceptable to the Fund is executed by the claimant to the Fund for the amount claimed.

For Disability benefit forms call the Fund's forms hotline: **212-539-0539**



CHAPTER 9

WHEN A MEMBER PASSES AWAY

WHAT TO DO IF A MEMBER DIES

If you die while in service, your designated beneficiary — or your estate, if you have not designated a beneficiary — may be entitled to your accumulated contributions with interest, a death benefit and any TDA contributions.

Accumulated contributions

Your beneficiary on file may be entitled to your Member Contribution Accumulation Fund, your Annuity Savings Accumulation Fund — the supplemental $400 per annum contributed by the employer on behalf of UFT-represented workers (pedagogues only) on the maximum of their salary schedules — and any Additional Member Contributions.

Qualified Pension Plan death benefit

All TRS/BERS members participate in the Qualified Pension Plan. When a member dies, the member's designated beneficiaries may be eligible to receive a pension death benefit. The benefit under the Qualified Pension Plan is generally one year's salary after one year of service, two years' salary after two years and three years' salary after three or more years.

While you're working, your death benefit is limited by your age at death. At age 61, the benefit is reduced to 95 percent of the benefit payable at age 60. Each year thereafter, the benefit is reduced by an additional 5 percent of the benefit payable at age 60. When an in-service member reaches age 70, the death benefit equals 50 percent of the benefit payable at age 60. The benefit will not be reduced below 50 percent of three years' salary.

If you die after you retire, TRS/BERS will generally provide a post-retirement benefit to beneficiaries. This lump-sum amount is in addition to any benefit resulting from the payment option you elect:

• During the first year of retirement, the benefit is 50% of the benefit covering the member at retirement.
• During the second year of retirement, the benefit is 25% of the benefit covering the member at retirement.
• During the third year and thereafter, the benefit is 10% of any benefit payable at age 60 or the benefit payable at retirement if the member retired before age 60.

TDA death benefit

TRS/BERS members may also participate in the Tax-Deferred Annuity (TDA) program, an optional investment plan. When a TDA participant dies, the member's designated TDA beneficiaries may be eligible to receive the balance of the member's TDA account or establish a TDA beneficiary account with TRS.

Designation of beneficiaries

UFT-represented DOE employees may designate beneficiaries under the Qualified Pension Plan and the TDA program. If you do not have a valid beneficiary designation on file with TRS or BERS, death benefits are generally paid to your estate. If you have a change in marital status or dependents, or if the designated beneficiary dies, you should designate a new beneficiary. Nearly

29,000 in-service TRS members represented by the UFT, the Council of School Supervisors and Administrators, and the Professional Staff Congress combined have not filed beneficiary forms. If they die, survivors face a lengthy legal process to claim benefits.

Since TRS and BERS distribute death benefits in accordance with the most current beneficiary information on file, you should periodically review your beneficiary designations. You can update your Qualified Pension Plan and TDA beneficiaries by calling TRS at **888-869-2877** or visiting the TRS website at ***trsnyc.org*** BERS members may call **929-305-3800**.

UFT Welfare Fund death benefit

All eligible in-service UFT-represented workers are also covered by the UFT Welfare Fund death benefit. This benefit is paid on a gradually decreasing scale as employees grow older to take into account the equity that older UFT-represented workers have in TRS/BERS. For more information, contact the UFT Welfare Fund at **212-539-0500**.

NYSUT benefit

UFT members are automatically members of our state organization, NYSUT, and are insured by NYSUT in the event of death or dismemberment due to accidental injury. For additional information, call NYSUT Membership Benefits at **800-626-8101**.

The family should write to the UFT Welfare Fund, 52 Broadway, New York, NY 10004, and ask for a death benefit claim form. They will need a certified copy of the death certificate when the form is completed and submitted.

Many of our members have taken out life insurance policies through NYSUT. If there is any chance that the member might have had a life insurance policy, the family should write to NYSUT requesting the information and ask if a policy was in effect. When writing to any of the above areas, the exact date of death should be given.
Relevant addresses and agencies to notify:

UFT Membership Department
52 Broadway, New York, NY 10004

UFT Welfare Fund
52 Broadway, 7th Floor, New York, NY 10004

Teachers' Retirement System
55 Water Street New York, NY 10041

- The school secretary
- The deceased member's UFT district representative
- NYSUT/AFT life insurance plans
- The Social Security Office
- Credit card companies

- Department of Motor Vehicles
- Magazine subscriptions
- Post Office
- Any other insurance companies

For an obituary in the Passings section of NYSUT United, please send your information to:

Passings/NYSUT United
c/o New York Teacher
52 Broadway, 12th Floor
New York, NY 10004

For an Honors tribute at the UFT Honors website, at ***https://ufthonors.uft.org***, please submit the requested information online at: ***https://ufthonors.uft.org/submit-a-name/***

WHAT TO DO WHEN AN IN-SERVICE MEMBER PASSES AWAY

UFT
United Federation of Teachers
A Union of Professionals

I. **All members of New York State United Federation of Teachers (NYSUT) have a $1,500 accidental death and dismemberment insurance policy.** The family should contact and ask for a claim form from:

NYSUT Member Benefits
800 Troy Schenectady Road
Latham, NY 12210-2455 (800) 342-9810

The family will also need to submit a certified copy of the death certificate to collect the benefit.

II. **In addition, all eligible in-service UFT Welfare Fund members are covered by a $50,000 death benefit.**

Effective Feb. 1, 2025, all eligible in-service UFT Welfare Fund members are covered by a death benefit that has increased to a flat payment of $50,000 regardless of age.

The family should contact the UFT Welfare Fund (either by phone or mail) and request a 'death benefit notification' form:

UFT Welfare Fund
52 Broadway – 7th Floor
New York, NY 10004 (212) 539-0500

A certified copy of the death certificate must be enclosed with the filled-out notification form.

III. **Members who are members of the Teachers' Retirement System have a death benefit as part of the pension system.** For an application to claim this benefit the family should contact and ask for a claim form from:

Teachers' Retirement System
55 Water Street
New York, NY 10041 1-888-8NYCTRS (69-2877)

For more information, **The Guide to Death Benefits for Beneficiaries of Non-Retired Members** can be found online at: https://www.trsnyc.org/memberportal/WebContent/publications/brochures/Brochure66

IV. **Paraprofessionals are entitled to a straight $2,500 life insurance policy from the UFT.** To claim this benefit, the family should write:

UFT Accounting Department
52 Broadway – 11th Floor
New York, NY 10004

continued

V. **Many of our members have AFT and NYSUT life insurance policies administered by Marsh Affinity Group Services.** If there is a possibility that a member might have life insurance with them, the family should write or call their Customer Service Department at:

Mercer Consumer
12421 Meredith Drive
Urbandale, IA 50398 1-888-386-9788

To request information or ask whether a policy is in effect when writing, be sure to give the exact date of death.

VI. **Notify the school personnel secretary.** Be sure to request information about the following:

A. Possible pay due

B. Days remaining in the Cumulative Absence Reserve

C. Pro-rated summer pay

D Personnel Memorandum #38, 1988-89. This memorandum provides information on various agencies to contact and on legal obligations.

E. Personnel Memorandum #11: This memorandum provides information on health plans available to survivor on a direct payment basis. Health plan information may be subject to change. The UFT Welfare can provide any new information concerning health benefits for survivors of a deceased member. Inquire about a plan called COBRA, which allows the purchase of health and welfare benefits.

VII. **Notify the Social Security office.** There may be survivors' benefits. (Contact your local office or call 1-800-772-1213.)

VIII. **Call the UFT Legal Plan Attorneys** at 212-331-6325.

IX. **It may be advisable to speak with a personal attorney, tax consultant and family insurance agent.**

X. **If you have any further questions, please call a UFT Pension Consultant at 212-331-6314.**

N37QQ9-updated 11/21/25

WHAT TO DO WHEN A RETIREE DIES

United Federation of Teachers
A Union of Professionals

I. Things You Should Have

a. Collect all relevant papers and documents. This includes wills, insurance policies, annuities, deeds, statements of ownership, bills and loans.

b. Originals or copies of death certificates are needed for most agencies you need to notify; e.g. NYC Teachers' Retirement System, Social Security, etc.

II. Health and Welfare Coverage

The federal Consolidated Omnibus Budget Reduction Act – COBRA, Public Law 99-2721, Title X – requires the New York City Employee Benefits Program to offer the opportunity for a temporary extension of group health and welfare coverage. This continuation coverage pertains to ALL health benefits, including optional benefits and Welfare Fund benefits. The rates charged for continuation coverage are 102% of the group rates for a surviving spouse/domestic partner/ dependents.

Under COBRA, the spouse/domestic partner or dependent child has the responsibility to notify the Employee Benefits Program and the UFT Welfare Fund within 60 days of the death of the retiree, divorce, legal separation, or a child losing dependent status. Notification should be sent by certified mail to:

NYC Employee Benefits Program
Attention: COBRA
22 Cortlandt Street, 12th Floor
New York, NY 10007 212-513-0470

UFT Welfare Fund
Attention: COBRA
52 Broadway – 7th floor
New York, NY 10004 212-539-0500

III. Retirement Allowance

a. Return the last check received after the death of the retiree. The Retirement System will return to the beneficiary the pro-rated amount due for the days prior to the member's death.

b. Send an original death certificate to the Teachers' Retirement System, which will begin procedures to notify the beneficiary (ies) if the retiree had selected an option when he/she retired. Send the information to the address below:

NYC Teachers' Retirement System
55 Water Street
New York, NY 10041 888-8NYCTRS (69-2877)

For more information, **The Guide to Death Benefits for Beneficiaries of Retired Members** can be found online at: https://www.trsnyc.org/memberportal/WebContent/publications/brochures/Brochure65

IV. Welfare Fund

The Welfare Fund extends coverage to the surviving spouse/domestic partner/dependents for an *additional three months beyond the month the member dies*.

continued

V. SHIP

SHIP coverage terminates upon receipt of death certificate. If any refunds are due, same will be processed automatically. Spouse/domestic partner may purchase SHIP COBRA coverage for the MAXIMUM statutory 36-month period from the date of the qualifying event.

UFT SHIP
52 Broadway – 17th floor, New York, NY 10004 212-228-9060

VI. Reimbursements

a. Medicare, Part B.

If the retiree and/or the spouse/domestic partner were Medicare-eligible and paid for Medicare, Part B, the surviving spouse/domestic partner/dependents or estate would be eligible for the reimbursement up to the date of death of the retiree. Write a letter to:

City of New York/ Health Benefits Program
22 Cortlandt Street
12th Floor, Medicare Unit
New York, NY 10007

b. *Optional Rider Reimbursement*

The surviving spouse/domestic partner/dependents are eligible for the reimbursements of the optional rider up to the date of death of the retiree. Contact:

UFT Welfare Fund
52 Broadway – 7th Floor
New York, NY 10004 212-539-0500

VII. UFT Legal Plan

Call the UFT Legal Plan Attorneys at 800-832-5182

VIII. NYSUT Policies

Please contact NYSUT Members Benefits at 800-626-8101 if you participate in a NYSUT benefit plan (i.e. life, long-term care, catastrophic).

IX. Social Security Administration (Contact your local office)

a. Return the check received after the death of member. Social Security does not reimburse any part of the check.

b. Only the spouse may apply for $255 toward burial from Social Security.

c. Send a death certificate.

X. Veterans Administration (Contact your local office)

a. Reimbursement of up to $150 toward a purchased cemetery plot.

b. All other veteran benefits the member may have been entitled to.

XI. Please send a copy of the Death Certificate to:

UFT Membership Department
52 Broadway – 11th floor
New York, NY 10004 212-331-6311

XII. UFT-RTC

If you have any further questions please contact:

UFT-RTC Pension Department
52 Broadway – 17th floor
New York, NY 10004 212-331-6314



CHAPTER 10
ADDITIONAL RESOURCES

UFT Memorials Inc.

52 Broadway, New York, NY 10004 Tel: (212) 598-9240 Fax:(212) 673-3843

APPLICATION

I hereby apply for _____ cemetary plot(s), each consisting of 2 graves arranged horizontally, at the special member's price of $750.00 per plot.

The graves are to be set aside for the following:
(PLEASE PRINT)

Member Name:_____

Others: (Spouse, Parents or Children)	**Relationship to Member**
_____	_____
_____	_____
_____	_____
_____	_____

I understand that I will receive a Certificate of Ownership to my property. I enclose a check in the amount of $_____.

_____
Member's Signature

Home Address: _____

City & State_____ Zip Code _____

Home Phone: _____ School Phone:_____

E-Mail_____ Social Security#:_____

School_____ File Number _____

UFT MEMORIALS INC.

DIRECTIONS TO ROSE HILLS
101 Mill Street, Putnam Valley, NY 10579
914-528-3516
Office Hours: Weekdays 9AM to 4PM, Weekends 10AM to 3PM

FROM MANHATTAN
East Side: Take the East River Drive Northbound to the Willis Avenue Bridge. Bear left on the bridge and proceed to the Major Deegan to the New York Thruway to Exit 7A which is the Saw Mill Parkway. Continue on the Saw Mill which leads to the Taconic Parkway Northbound. Follow directions "Via Taconic" below.
West Side: Take the West Side Highway (9A) Northbound to the Saw Mill Parkway. Continue on the Saw Mill which leads to the Taconic Parkway Northbound. Follow directions "Via Taconic" below.

FROM THE BRONX
Take the Major Deegan to the New York Thruway to Exit 7A which is the Saw Mill Parkway. Continue on the Saw Mill which leads to the Taconic Parkway Northbound. Follow directions "Via Taconic" below.
OR
Take the Bronx River Parkway Northbound to the Sprain Brook Parkway Northbound. Continue on the Sprain 17 miles to the Taconic Parkway Northbound. Follow directions "Via Taconic" below.

FROM QUEENS
Via the Triboro Bridge: Take the Major Deegan to the New York Thruway to Exit 7A which is the Saw Mill Parkway. Continue on the Saw Mill which leads to the Taconic Parkway Northbound. Follow Directions "Via Taconic" below.
OR
Take the Bruckner Expressway (276) to the Bronx River Parkway Northbound to the Sprain Brook Parkway Northbound. Continue on the Sprain 17 miles to the Taconic Parkway Northbound.
Follow directions "Via Taconic" below.
Via the Whitestone Bridge: Take the Hutchinson River Parkway to Exit 13. Take the Cross County Parkway West to Exit 6 and proceed to the Sprain Northbound. Continue on the Sprain 17 miles to the Taconic Parkway Northbound. Follow directions "Via Taconic "below.
Via the Throggs Neck Bridge: Take the Cross Bronx Expressway to the Bronx River Parkway Northbound to the Sprain Brook Parkway Northbound. Continue on the Sprain 17 miles to the Taconic Parkway Northbound. Follow directions "Via Taconic" below.

FROM ROCKLAND COUNTY:
Via Tappan Zee Bridge: Take the Tappan Zee Bridge to the second exit which is Route 287 East. Proceed on Route 287 to the first exit which is Route 119 Elmsford and proceed ¾ mile eastbound to the Saw Mill River Parkway Northbound. Continue on the Saw Mill to the Taconic Northbound. Follow directions "Via Taconic" below.
Via Bear Mountain Bridge: Follow Route 6 to Intersection with Bear Mountain Parkway. Turn left on Bear Mountain Parkway (not U.S. 6) and proceed to exit marked Mohegan Lake, Rte. 6. Turn left (East) and continue on Route 6 to Mill Street. Turn left onto Mill Street and proceed 1-1/2 miles to the cemetery entrance on the left.

VIA TACONIC PARKWAY
Continue on the Taconic Parkway until the Exit 6 Mahopac/Shrub Oak. Take the Exit marked 6 Mahopac Shrub Oak and proceed to the traffic light. Turn left at the light onto Route 6 and proceed to the third traffic light which is Mill Street. Make a right onto Mill Street and continue 1-1/2 miles to the cemetery entrance on the left.

UFT MEMORIALS INC.

FREQUENTLY ASKED QUESTIONS

Q. What is the price of an interment plot
A. The price of a plot is $750 (for two burials).

Q. What is the cost of a plot when purchased by an individual directly from the cemetery?
A. Plots sell for $2360 to the general public, in a similar section.

Q. How, then, can you offer plots so low a price?
UFT MEMORIALS, INC. has purchased plots in large quantities and is prepared to offer them to UFT members at a substantially reduced price.

Q. How many interments can be made in one plot?
A. Each plot can contain two interments arranged horizontally, i.e., one above the other.

Q. Must two interments be made in each plot?
A. No, it is a matter of choice, but the cost per interment is cut in half when used in the way indicated, a practice which is not uncommon in this and other cemeteries.

Q. Is the cemetery denominational or non-denominational?
A. Non-denominational. An appropriate religious symbol may, if desired, be placed on the plaques described in the next question.

Q. What kind of tombstones or mausoleums are permitted?
A. None whatsoever. Each grave will merely bear a bronze plaque of uniform size, set on a granite base and inserted flush with the ground.

Q. What is the advantage in using bronze plaques?
A. It guarantees that the cemetery will always have the appearance of a tidy, well-kept garden and also avoids the greater costs associated with the erection of a tombstone.

Q. Is the bronze plaque included in the price of the plot?
No. At the time of the interment, an additional charge will be made for the plaque by Rose Hills Memorial Park or it may be purchased from any other memorial dealer.

Q. What is the estimated cost of upkeep?
A. There is no upkeep cost, either before or after burial. The cemetery will maintain perpetual care for the price of the original purchase. There is no charge for reseeding the plot after burial.

Q. What guarantee is there that perpetual care will be maintained at no additional cost?
The cemetery is supervised by a government agency which, pursuant to law, required the maintenance of an irrevocable trust fund as a reserve for purposes of permanent care.

Q. Who is eligible to make a purchase?
A. UFT Members ONLY

Q. Who may be interred in a purchased plot?
A. The member, as well as his/her parents, spouse and children.

Q. Who manages UFT Memorials, Inc.?
A. It is managed by a Board of Directors elected by the UFT officers in much the same manner as the UFT Welfare Fund and the UFT Scholarship Fund.

Q. Who manages the memorial park?
A. It is operated by Rose Hills Memorial Park which is a subsidiary of the Beverly Hills Cemetery Corp., which has been in operation for 60 years. In addition, a New York State Agency supervises the operation very carefully to make certain that all legal standards are maintained.

Q. Will I receive a deed to any plots I purchase?
A. No. The law does not permit deeds to be used in this type of transaction. Instead, you will receive an assignment of a plot from UFT Memorials, Inc. whose deed has been filed with the County Clerk. The assignment will, in turn, be filed with Rose Hills Memorial Park. The assignment is your certificate of ownership.

Q. Will a purchaser know where the plots are located?
A. Yes. Each assignment will specify the exact location by section and row as marked on a map on file with UFT Memorials, Inc., Rose Hill Memorial Park, and the office of the County Clerk.

Q. Is it possible to visit the site?
A. Yes. It is located on Mill Street, about 1-1/2 miles from the Rte. 6 Exit of the Taconic Parkway, in Putnam Valley, New York. An office is maintained there and the person in charge will be happy to answer your questions and to show you around.

Q. If I purchase more than one plot, will they be adjacent to each other?
A. Yes, if purchased at the same time.

Q. What steps must be taken when an interment is called for?
A. You need only notify Rose Hills Memorial Park which maintains 24 hour telephone service and which already have your assignment on file.

Q. Should a member have to inter an eligible person before a purchase had been made, can he still use the service?
A. Yes, the cost of an interment will be the same as if made in advance, but arrangements can and will be made on an ad hoc basis.

Q. What is the advantage in making prior arrangements?
A. There is no guarantee that any interment space will be left in the UFT section at the precise time it is required. Further, advance purchase is a hedge against future price increases, as are likely in this period of inflation. Finally when one is mourning the death of a close relative, it is hardly an appropriate time to enter into commercial transactions.

36 REASONS WHY YOU SHOULD THANK A UNION:

Weekends
All breaks at work, including your lunch breaks
Paid vacation
The Family and Medical Leave Act (FMLA)
Sick leave
Social Security
Minimum wage
Title VII of the Civil Rights Act (prohibits employer discrimination)
8-hour work day
Overtime pay
Child labor laws
Occupational Safety and Health Act (OSHA)
40-hour work week
Workers' Compensation
Unemployment Insurance
Pensions
Workplace safety standards and regulations
Employer health care insurance
Collective bargaining rights for workers
Wrongful termination laws
Age Discrimination in Employment Act of 1967
Whistleblower protection laws
Employee Polygraph Protection Act (prohibits most private employers from using lie detector tests on employees)
Veterans' Employment and Training Service (VETS)
Compensation increases and evaluations (raises)
Sexual harassment laws
Americans With Disabilities Act (ADA)
Holiday pay
Employer dental, life and vision insurance
Privacy rights
Pregnancy and parental leaves
Military leave
The right to strike
Public education for children
Equal Pay Acts of 1963 & 2011 (requires employers to pay men and women equally for the same amount of work)
Laws ending sweatshops in the United States





UFT OFFICERS

Michael Mulgrew, President
Michael Sill, Secretary
Victoria Lee, Treasurer
Tom Brown, Assistant Treasurer

UFT VICE PRESIDENTS

Karen Alford, Elementary Schools
MaryJo Ginese, Special Education
Anne Goldman, Non-DOE members
Leo Gordon, Career and Technical Education High Schools
Janella T. Hinds, Academic High Schools
Richard Mantell, Middle Schools
Mary Vaccaro, Education

UFT PARAPROFESSIONALS CHAPTER OFFICERS

Priscilla Castro, Chapter Chairperson
Deborah Harris, Secretary
Anthony Barnes, Assistant Secretary
Mashantuck Bell, Treasurer
Michael Santos, Assistant Treasurer

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