

NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 COURT STREET
BROOKLYN, NEW YORK 11201

PERSONNEL MEMORANDUM NO. 1, 2005-2006

SEPTEMBER 6, 2005

TO: ALL REGIONAL SUPERINTENDENTS, CHIEF EXECUTIVES, HEADS OF OFFICES AND PRINCIPALS OF ALL DAY SCHOOLS

FROM: KATHLEEN BOCCHINO *KB*
DEPUTY EXECUTIVE DIRECTOR (INTERIM ACTING)

SUBJECT: REGULATIONS GOVERNING RELEASED TIME FOR UFT AND DC 37, LOCAL 372 PARAPROFESSIONALS

Each semester, the Career Training Program receives numerous inquiries from schools and paraprofessionals regarding regulations governing "Released Time" for UFT and DC 37 paraprofessionals. In an effort to assist the field, we are reissuing these regulations at this time. Principals and/or designated site supervisors must ensure that paraprofessionals provide appropriate documentation in order to be granted released time and terminate released time and initiate appropriate payroll deduction for non-compliance, where necessary.

1. ELIGIBILITY

In accordance with the UFT and DC 37 contracts, paraprofessionals who meet the requirements indicated below are eligible for released time for non-classroom study or travel. **Released time cannot be used to actually attend a college class during regularly scheduled school hours. Released time will be granted during the fall and spring semesters only to paraprofessionals who are attending an accredited college.** Paraprofessionals are encouraged to take courses during the late afternoon, evenings or weekends to avoid conflict with their work assignments. This includes paraprofessionals who are not participating in the Career Training Program.

A. UFT Paraprofessionals

Each fall and spring semester, the Department of Education will grant released time of 2 1/2 hours per week with pay for study at or travel to an accredited college **provided** that the paraprofessional **completes** a total of at least **five semester hours/credits** of undergraduate study during that semester.

B. DC 37 Family Paraprofessionals

Each fall and spring semester, the Department of Education will grant released time based on work schedule, actual enrollment in an accredited college and completion of a prescribed minimum of semester hours/credits.

<u>HOURS WORKED PER WEEK</u>	<u>REQUIRED CREDITS PER SEMESTER</u>	<u>RELEASED TIME ENTITLEMENT</u>
21 - 27	5	2 Hours Per Week
27 1/2 - 29	5	2 1/2 Hours Per Week
30	6	3 Hours Per Week

A DC 37 paraprofessional who works 20 hours per week and enrolls for and completes a minimum of four credits is not entitled to released time but will receive two hours of additional pay. DC 37 paraprofessionals working under 20 hours per week are not entitled to released time or additional pay. DC 37 paraprofessionals who work between 21 and 30 hours per week are entitled to receive released time only; they are not entitled to additional pay instead of released time.

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VERIFICATION

A. Verification of Enrollment

At the beginning of each semester, any paraprofessional requesting released time must present a copy of the college bursar's receipt or other equivalent evidence of actual enrollment to the school principal or designee.

B. Verification of Course Completion

No later than one month following completion of the semester, it is the responsibility of each participating paraprofessional to submit to the principal or designated person a copy of the transcript, grade report, or their equivalents indicating completion of the course(s) for which released time was granted.

C. Failing Grade-Withdrawal/Incomplete

A paraprofessional whose transcript indicates a failing grade during the semester for which released time was granted must submit to the principal written verification from the professor of actual attendance for the failed course. If this written verification is not submitted, the paraprofessional will be subject to the actions noted in item 4 below.

A grade indicating Withdrawal/Incomplete or any indication that courses were not attended will be considered as non-attendance and will be subject to the actions noted in item 4 below.

3. ARRANGING A RELEASED TIME SCHEDULE

Released time can only be used for non-classroom study or travel. Paraprofessionals are urged to arrange classes during the late afternoon, evening or weekends to avoid a conflict with their work schedule and to ensure that adequate classroom coverage is provided. **Released time is not to be taken in the morning. It is recommended that paraprofessionals submit a class schedule to their principal in advance of the commencement of classes. The principal will then have sufficient time to review the schedule, approve or request that it be modified, if necessary. Released time cannot be rescheduled if it falls on a holiday.**

4. NON-COMPLIANCE OR FAILURE TO MEET REQUIREMENTS

A. Submission of Notification to the Career Training Program

Should a participating paraprofessional fail to submit verification of enrollment, cease attending college classes or fail to submit the required transcript, equivalent records or signed verification of attendance, the principal or designated person is required to notify the Career Training Program. **The attached Notification of Termination of Released Time Entitlement form is to be used to report the termination of released time entitlement due to non-compliance or failure to meet requirements.**

B. Termination of Released Time and Responsibility of Principal to Authorize a Payroll Deduction

When released time must be terminated due to non-compliance or failure to meet requirements, the principal or designated person must stop released time immediately and authorize a payroll deduction for any released time or pay that the paraprofessional received without appropriate documentation.

Questions regarding these regulations may be directed to:

**Division of Human Resources
Office of Professional Development
Career Training Program
65 Court Street - Room 504
Brooklyn, New York 11201
Telephone: (718) 935-2296**

Your cooperation is greatly appreciated

KB:vs
Attachment (1)

**Notification of Termination of Released Time Entitlement for
(UFT) Educational and (DC37) Family Paraprofessionals**

Instructions: This form is to be used to report the termination of released time entitlement due to non-compliance or failure to meet requirements. The principal or designated person must stop released time immediately and authorize a payroll deduction for any released time or pay that the paraprofessional received without appropriate documentation. This must be done at the school level utilizing the EIS payroll code for unauthorized absence.

The paraprofessional listed below is no longer entitled to released time or additional pay for the reason(s) indicated:

Released Time Termination Effective Date: _____

Name: _____ **Social Security No:** _____ - _____ - _____

College Attended: _____ **Semester:** _____

Course(s): 1. _____ 2. _____ 3. _____

Reason for Termination of Released Time (please check all that apply):

- Failed to submit evidence of enrollment
- Failed to submit evidence of completion
- Other (please explain):

Completed By: _____ **Title:** _____

Office/School: _____ **Telephone No.:** (____) _____

Signature: _____ **Date:** _____

This form should be submitted to:

**New York City Department of Education
Division of Human Resources
Office of Professional Development
Career Training Program
65 Court Street, Room 504
Brooklyn, New York 11201**