

Procedures for District Paperwork Reduction Committees

The goal of the paperwork reduction standards is to help us become more thoughtful - across the system- about the burden of paperwork and identify opportunities to reduce time spent on paperwork.

The role of the District Paperwork Reduction Committee is to collaboratively attempt to resolve paperwork issues (whether paper or electronic) at the school level and to ensure that central policy, as outlined in the Paperwork Reduction Standards, are being implemented at the school level.

The District Committees are local problem resolution committees. Resolutions reached by these committees are only applied in the school(s) raising the issue and do not create new Department of Education policy.

Is the goal to eliminate all paperwork?

No. There will always be some paperwork, including electronic work, tied to certain professional responsibilities. However, the goal is to eliminate redundant, duplicative and unnecessary paperwork including electronic work.

Structuring and meeting as a District Paperwork Reduction Committee

- **Who:** The District Committees are comprised of an equal number of representatives from the UFT and DOE. The Committee will consist of the District/High School Superintendent and his/her appointee(s) and the UFT District Representative and his/her appointee(s).
 - The Core Committee members are the UFT District Representative and one additional representative of his/her choice and the Superintendent and one additional representative of his/her choice. The Core Committee members should be consistent from meeting to meeting.
 - If either the UFT District Representative or the Superintendent plans to bring an additional representative(s) to the meeting, he/she will notify the other no later than 3 school days before the meeting to allow for equal representation at the meeting.
- **What:** The District Committees shall meet monthly, at a regularly scheduled time, for the purpose of addressing paperwork issues (whether paper or electronic) at the school level and to ensure the system-wide standards are being implemented properly in schools.
- **How:**
 - UFT represented employees, including those in functional chapters, can request that their school's chapter leader raise school specific paperwork (paper or electronic) issues at their school with the principal in an effort to resolve the matter.
 - If the paperwork issue is not collaboratively resolved at the school level by the chapter leader and principal, then the chapter leader should notify their UFT District Representative who may raise the aforementioned issue to the District Paperwork Committee.
 - The UFT District Representative should notify the Superintendent in advance of the meeting about the issues expected to be raised.
 - The District Paperwork Committee shall attempt to resolve the issue(s) in accordance with the collective bargaining agreement.
 - If the matter is not resolved at the district level the UFT may bring the matter to the Central Paperwork Committee.

- If the Central Paperwork Committee agrees on the resolution of an issue, subject to the approval of the Chancellor, the resolution shall be implemented by the District or High School Superintendent at the school(s) in question.
- If the matter is not resolved by the Central Paperwork Committee, or the Committee's decision is rejected by the Chancellor, the UFT may file a grievance directly with the Office of Labor Relations.
- If a school(s) raises a school specific paperwork concern substantially similar in nature to a previously resolved issue, the District Paperwork Reduction Committee, at the request of either the Superintendent or District Representative, must meet as soon as reasonably possible (prior to the next scheduled District Paperwork Committee meeting) to resolve the issue in a timely manner. All committee decisions may be informed by prior resolutions.

What is the role of the UFT Chapter Leader?

Chapter leaders should work collaboratively with school leadership to help resolve any paperwork-related issues that arise at the school level and ensure the implementation of the system-wide standards at the school. The chapter leader may raise any paperwork-related concerns and/or matters related to implementation of the system-wide standards that cannot be resolved at the school to the UFT District Representative.

What is the role of the Principal?

Principals and all members of the school leadership should work collaboratively with the UFT Chapter Leader to help resolve any paperwork-related issues that arise at the school level and ensure the implementation of the system wide Paperwork Reduction Standards at the school.

What is the role of the UFT District Representative?

The District Representative may escalate unresolved issues to the Central Paperwork Reduction Committee. The District Representative is a member of the District Paperwork Reduction Committee and designates the other UFT representative(s) on the committee to help resolve any paperwork-related issues that arise at the school level.

What is the role of the Superintendent?

The Superintendent is appointed by the Chancellor to sit on the District Paperwork Reduction Committee and designates the other DOE representative(s) on the committee. If a resolution is reached at either the District-level or Central Paperwork Reduction Committees, subject to approval by the Chancellor, the Superintendent shall make sure that the decision is implemented at the school(s) in question.