



Harold O. Levy, Chancellor

DIVISION OF FINANCIAL OPERATIONS
Louis P. Benevento, Executive Director

PAYROLL ADMINISTRATION MEMORANDUM NO. 20 2000-2001

DATE: June 5, 2001

TO: Principals, School Secretaries/Timekeepers

FROM: Lou Benevento

SUBJECT: IEP Arbitration Decision

As a result of a recent arbitration decision, please be advised that when a teacher loses his/her preparation period due to attendance at an Individual Education Plan (IEP) conference, this conference shall not be considered as an "emergency". Consequently, the teacher must be compensated. If there are any teachers who are owed compensation for these conferences, you may enter these preparation periods utilizing the EIS timekeeping prior period timekeeping function (9.2.1).

This settlement does not change any of the provisions of article 7N of the teacher's agreement. A teacher can lose his or her first preparation period of the term due to an "emergency" without being compensated.

If you have any questions regarding this memorandum, please contact Phyllis Rini at 718-935-2651.

- C: David Klasfeld
- Beverly Donohue
- Howard Tames
- Dale Kutzbach
- Vincent Giordano
- Yvonne Kong
- M. Aaronsen, UFT
- M. Mendel, UFT
- L. Tamburo, UFT
- J. Levy, CSA