


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

PERSONNEL MEMORANDUM NO. 19 , 1999-2000

OCTOBER 21 , 1999

TO: ALL SUPERINTENDENTS, EXECUTIVE DIRECTORS, HEADS OF OFFICES,
DIRECTORS OF OPERATIONS, PERSONNEL DIRECTORS AND PRINCIPALS OF ALL
DAY SCHOOLS

FROM: Howard S. Tames
Executive Director



RE: Requirements for Salary Differentials for School Secretaries

This memorandum supersedes Personnel Memorandum No. 73, 1990-91 and explains the requirements for the two school secretary differentials (Educational and Professional Differentials).

School secretaries who believe they may be eligible for either or both salary differentials in accordance with the requirements listed below should file immediately upon attaining eligibility in order to receive payment, if approved, on the earliest possible effective date.

The APPLICATION FOR SALARY DIFFERENTIAL may be obtained from the payroll secretary in the school or from the Bureau of Salary Differentials and Status, 65 Court Street (Room 815), Brooklyn, New York 11201, Telephone: (718) 935-2642 or 2643.

I. STANDARDS OF ACCEPTABILITY OF COURSES FOR SCHOOL SECRETARY SALARY DIFFERENTIALS

- A. Courses given by regionally accredited colleges and registered business schools as well as all New York City Board of Education in-service courses are acceptable.
- B. Correspondence courses that commenced prior to September 8, 1980 are acceptable.
- C. Courses offered by business ventures or third parties (i.e., not offered by regionally accredited colleges within the region where offered) are not acceptable. In addition, correspondence courses commencing on or after September 8, 1980, video courses and courses offered via the Internet are unacceptable.
- D. Courses offered for the Professional Differential must have been taken in approved and appropriate subjects (see Section II B.).

II. SCHOOL SECRETARY SALARY DIFFERENTIALS

A. Educational Salary Differential

School secretaries, including substitute school secretaries on annual salaries, will receive as additional compensation a salary differential (Educational Differential) upon the issuance of a certificate by the Chancellor which indicates compliance with any of the following:

1. a degree from a regionally accredited two-year college; or
2. a two-year degree from a registered business school; or
3. a Bachelor's degree from a regionally accredited four-year college; or
4. graduation from a four-year high school and 60 semester hours of courses approved by the Chancellor. Business courses appropriate to the school secretary's license will be accepted by the Chancellor toward fulfillment of the 60 semester hours as follows:
 - Each satisfactorily completed 30 hours of study in office skills or office practices will be credited as two semester hours.
 - Courses offered for such credit must have been completed at a business school registered by the New York State Education Department or by a similar agency in another state having similar standards of accreditation, or must have been completed as a post-graduate course at a New York City high school by a four-year high school graduate with an academic diploma.

- All courses which have been accepted for licensure as a school secretary will be accepted by the Chancellor toward fulfillment of the course requirements for the differential.

B. Professional Salary Differential

School secretaries, including substitute school secretaries on annual salaries, who have completed at least 90 semester hours of courses will receive as additional compensation a salary differential (Professional Differential) upon issuance of a certificate by the Chancellor which indicates satisfactory completion of at least 30 credits of approved courses in any of the following:

- Accounting, bookkeeping and/or commercial arithmetic, banking, budgeting and/or money management (but not insurance, marketing or taxes)
- Business administration, and/or business English, finance, law, management, organization, statistics, and/or business writing
- Computer science and/or computer studies
- One foreign language (a minimum of 6 credits and a maximum of 12 credits in one language may be offered toward this differential)
- Office machines and/or office management
- Shorthand, speedwriting and/or stenotyping
- Typing
- Word Processing

Except for the limitation in one foreign language, any combination of the subjects listed above totaling thirty credits may be offered.

The thirty approved credits in the specific appropriate courses may be taken at regionally accredited colleges or universities, business schools registered by the New York State Education Department or by a similar agency in another state having similar standards of accreditation and/or New York City Board of Education in-service programs.

A total of at least ninety (90) credits must be submitted to qualify for both differentials, sixty (60) appropriate to the Educational Differential and thirty (30) appropriate to the Professional Differential.

III. APPLICATION PROCEDURE

- A. When filing for the school secretary Educational Differential, school secretaries must attach original student transcripts and in-service certificates for sixty (60) semester hours of approved credits and must list all such credits in Section D of the application or attach an original student transcript of the approved two-year or four-year degree. When filing for the school secretary Professional Differential, school secretaries need only list the thirty (30) specific appropriate credits but must submit original student transcripts for at least ninety (90) credits. Incomplete applications will be returned.
- B. School secretaries and other pedagogical employees who believe they may be eligible for salary differential(s) should submit their applications immediately with all required documentation in order to receive the earliest possible effective date of payment. A receipt will be issued by the Salary Bureau which should be retained as evidence of having applied.

Any questions regarding this Personnel Memorandum should be addressed to:

Bureau of Salary Differentials and Status
Division of Human Resources
65 Court Street
Brooklyn, New York 11201
(718) 935-2642

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