



# Admin Education Officers/Analysts & Education Officers/Analysts

## Chapter updates

First off, we would like to acknowledge all the hard work everyone is doing right now to keep our system up and running during these challenging times. Schools will fully reopen once it is safe to do so. Our focus must continue to be on keeping each other safe so we can flatten the curve through social distancing, consistent mask-wearing and the avoidance of large gatherings.

This email will address important chapter issues and answer questions raised at our Nov. 19 joint meeting. We will also update you on our organizing work, including the inventory form we've asked chapter members to complete. To keep everyone informed, we, your chapter leaders, agreed to send you regular updates pertinent to your chapter.

We want to thank everyone for their input, cooperation and suggestions. Please save the date for our next chapter meeting on Tuesday, Dec. 15. You will receive an email invitation from us soon.

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### **Chapter organizing: establishing an elected executive board**

For the past year, we have been working to ensure our concerns are addressed and our needs met. Both chapters want to establish an elected executive board during the next UFT election cycle this spring. To do this, we need to draft and ratify a chapter constitution.

As we discussed at our last chapter meeting, we've been working on an inventory to determine where all Administrative EO/EA Chapter and EO/EA Chapter members work – location and department. The data we collect will inform the drafting of our chapter's constitution, which will provide us with a mechanism for establishing an elected executive board.

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## Help map our chapters by filling out our inventory form

We need to collect accurate data about our chapter members to understand how our membership is distributed geographically and organizationally throughout the Department of Education.

If you have not already done so, please return our inventory form below.

[Fill out the inventory form](#)

We're in the process of establishing a working group to assist in this project. Our chapters are unique, and we want to get as many members involved as we can. If you're interested in contributing, please contact us at [dcrawford@uft.org](mailto:dcrawford@uft.org) or [ajlongtemple@uft.org](mailto:ajlongtemple@uft.org).

While this data collection requires time, we believe it is critical to build a strong chapter and ensure its long-term viability. We also understand there are immediate concerns about chapter organizing. We believe through engaging in this important project, we will help establish and strengthen our lines of communication, which will empower us in the near term.

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## Remote work and other important updates

- The DOE-UFT Memorandum of Agreement, Section 10, regarding remote work states that UFT-represented DOE employees may work remotely as long as they have no on-site duties. Please contact us if you are experiencing any issues with remote work.
- Medical accommodations have been extended until June 30, 2021, except for pregnancy accommodations, for which affected members must reapply.
- Raises are still being honored and will be distributed as scheduled for May 2021. The final lump-sum payment for eligible recipients is scheduled to be distributed in July 2021.
- Grievances have been placed on hold, and we will let you know when they will resume. We've raised this issue at each monthly consultation meeting and confirmed that this policy applies to us. Furthermore, based on these meetings, our understanding of "on-site duties" are duties that cannot be done remotely. For example, one on-site duty is to use a computer system that cannot be accessed remotely.

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## No planned layoffs

As part of the arbitration decision following the city's failure to make lump-sum payments, the union won a guarantee that we will have no layoffs through June 30, 2021.

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## **Communication**

If you are not currently receiving UFT emails, please contact your chapter leader at [dcrawford@uft.org](mailto:dcrawford@uft.org) or [ajlongtemple@uft.org](mailto:ajlongtemple@uft.org). We know some email communications from UFT President Michael Mulgrew do not apply to our chapters. We have brought this issue to UFT leadership and have been assured that this issue is being addressed.

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## **Longevity**

What is a "longevity"? A longevity refers to a pay increase earned by the employee in time slots as follows: five-year longevity paid at the end of the fifth year of service, 10-year longevity paid at the end of the 10th year of service, 15-year longevity paid at the end of the 15-year of service, 20-year longevity paid at the end of the 20th year of service. These increments are listed within the contract under titles that receive longevity.

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## **Terminal leave**

What is terminal leave? Terminal leave is the right to consecutively take your accumulated annual and sick leave until they are used up before retirement. Education officers and education analysts have terminal leave. Administrative education officers and administrative education analysts DO NOT currently have terminal leave.

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## **Caps on "saved" and "used" days**

You are entitled to have up to 200 accrued days after which time you must "use it or lose it."

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## **Department of Citywide Administrative Services**

There are no new updates from DCAS about the administrative education officer exam or the education officer and education analyst exams. There are no steps for moving from provisional to permanent employee since there have not been any updates to share. When we receive an update, we will let you know.

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## **Buyouts**

As stated in the Nov. 19 meeting, buyouts are included in a bill that has gone to the

NYS Senate floor; no progress has been reported since June 2020.

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## Chapter contracts

View your chapter's contract by visiting the [Administrative Education Officers and Analysts](#) and [Education Officers and Education Analysts](#) Chapter pages on the UFT website.

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Thank you for all the hard work you do. Stay healthy and safe.

In solidarity,

Denise and Ardell



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