



# UFT

## Social Workers & Psychologists

### CHAPTER NEWSLETTER



Dear Anne,

I hope you had a fantastic Thanksgiving and are looking forward to a relaxing winter recess with your loved ones.

Before a well-deserved break, though, I want to share with you some upcoming events and information pertinent to our chapter. As always, thank you for all that you do.

Sincerely,

Anurag Singh  
Social Workers & Psychologists Chapter Leader

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## Come to our chapter meeting on Dec. 20

Our next **Social Workers and Psychologists Chapter meeting** is coming up this month.

- **Date:** Wednesday, Dec. 20
- **Time:** 4:30 to 6 p.m.
- **Location:** UFT headquarters at 50 Broadway, 2nd floor, room B.

[Register online now »](#)

We'll discuss chapter and union issues. Please bring your colleagues, questions and concerns. Refreshments will be served.

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## Save the dates: Jan. 11 and 26

Mark your calendars for these two important events coming up in January.

There will be a **Meet the President event** for functional chapters on Thursday, Jan. 11, at UFT headquarters in Manhattan.

Throughout the school year, UFT President Michael Mulgrew meets with members in small, informal gatherings to give them important updates on education and labor issues in the city, state and nation, to listen to member concerns and to answer questions. Other officers and staff members will also be present to address individual concerns.

- **Date:** Thursday, Jan. 11
- **Time:** 4 to 6 p.m.
- **Location:** UFT headquarters at 52 Broadway, 2nd floor, Shanker Hall.  
[Directions »](#)

[Register online now »](#)

You're also invited to our **12th Annual UFT Clinicians' Day** on Jan. 26.

- **Date:** Friday, Jan. 26
- **Time:** 8 a.m. to 3:20 p.m.
- **Location:** UFT headquarters at 52 Broadway. [Directions »](#)

We're working on getting the conference approved for CEs and CPDs. Assuming we get the approval, those attending for CEs will pay a fee to attend the conference. The professional development will be free for UFT members otherwise. We'll have breakfast and a boxed lunch.

During the morning session, we'll review theories of learning and study strategy development and describe the development, application, and interpretation of the School Motivation and Learning Strategies Inventory (SMALSI), a scale developed and normed for use with students from 8 years of age through 18 years. Within the context of the current political climate, the second afternoon session will take a hard look at ESSA and IDEA; the federal government has dismissed ESSA and suspended its regulations yet is still requiring states to submit plans according to ESSA!

I'll be in touch soon with more details about the workshop offerings and the registration form.

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## Per session payment delays

Some of you have expressed concerns about being paid for per session work in a timely manner. To receive payment as quickly as possible, follow these guidelines when filling out and submitting your time sheet or time card:

- Keep a clear copy or scan of the front and back of your completed timesheet or time card.
- Sign every spot that you need to sign.

- Enter start and end times that are identical to when you punched in and out. However, keep in mind that you won't get paid for the time exceeding the hours for which you were hired unless your supervisor approved additional time.
- Make sure your timesheet is signed and dated by the administrator.
- If any information is missing from your timesheet, you'll probably experience a delay in payment. It may be returned to you so that you can fix any errors. Keep a copy or scan the corrected documents before re-submitting.

For more guidance, [review the checklist](#) and [sample time sheets and time cards](#) from the DOE.

If after submitting your timesheet or time card and making any corrections requested, you still haven't been paid by the next pay period, please file a salary grievance at your [UFT borough office](#). You can file a grievance on any workday between 4 and 6 p.m. (Offices might be closed right before the holiday weekends.)

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## Parking permits

You may have received an email from Michael Sill, the UFT director of personnel, saying that all school-based employees will receive parking permits.

Parking permits allow school employees to park on site on a first-come, first-served basis. This applies only to currently designated spaces — schools will not create additional parking.

If you work in multiple school buildings, you may have only received a parking permit at your primary school. However, you can apply for permits at all your school buildings. If you did not see an "itinerant" option on your parking permit application, email your request for parking permits at multiple school buildings to [DOEParkingPermits@schools.nyc.gov](mailto:DOEParkingPermits@schools.nyc.gov). Contact me if you have any questions.

## School psychologist compliance issues

**For school psychologists:** As your contract with the city states, you are not solely responsible for compliance. No one in the DOE should make you feel that the burden of compliance is on your shoulders.

To ensure that you are fulfilling your compliance responsibilities, please:

- Keep a case management log for every student with whom you worked in the past along with the projections for any given month.
- Regularly fill out Requests for Assistance (RFAs) based on what you project you need help to complete.
- Perform duties that are clinically appropriate and follow due process and procedures. When using standardized tests, remember to periodically review your manuals to maintain optimal reliability and validity in evaluation. It's important to keep current with research and best practices literature in your clinical work, and it's never a bad idea to review our profession's ethical standards.

For guidelines on ethics and procedures, check out [NASP](#), [SSWAA](#), [APA](#) and [NASW](#).

If you're following all these guidelines and still experience issues, you can file a [workload dispute](#) and possibly a grievance based on a contractual violation. Contact me if you have any questions.

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## Tenure information for recent hires

If you're a new clinician, I'd like to welcome you to the Social Workers and Psychologists Chapter. If you were hired before July 1, 2015, you are eligible for tenure three years after your hire date. Anyone hired after July 1, 2015, has a four-year wait before tenure eligibility.

If you maintain a satisfactory rating, your payroll principal or central office supervisor will refer you for tenure to the superintendent who will then either grant tenure, extend your probationary period by a year or discontinue you.

Tenure should be granted with no requirement other than years of service. If you are asked to do anything else to receive tenure, such as develop a portfolio, please email me at [asingh@uft.org](mailto:asingh@uft.org) and copy your school's chapter leader. If your chapter leader or district representative must advocate for you because your principal or superintendent asks for a portfolio, refer them to [this document](#), which states the proper usage for tenure decisions.

Remember that before you're tenured, you can be discontinued at any time. You always want to put your best foot forward. Seek out fellow clinicians for guidance, and ask your supervisors to connect you with mentors. Come to UFT chapter meetings and events throughout the school year to network. These events are listed on the [UFT calendar](#).

**HAPPY HOLIDAYS**

[OUR CHAPTER](#) | [OUR UNION](#)



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*A Union of Professionals*  
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