



United Federation of Teachers
A Union of Professionals

United Federation of Teachers
52 Broadway, New York, NY 10004

Dr. Anurag Singh, Chapter Leader
asingh@uft.org or (212) 598-7724

MEMORANDUM

TO: All Social Workers and Psychologists
FROM: Dr. Anurag Singh
Functional Chapter Leader – Social Workers and Psychologists
DATE: September 30th, 2016
RE: Time and attendance, repurposed time

- We return from summer vacation after Labor Day weekend.
- Our workday is 6 hours 50 minutes exclusive of lunch and can begin no earlier than 8AM and end no later than 4PM. (no later than 3:45 p.m. in single-session schools). For example, a half-hour lunch with a work day starting at 8 a.m. results in the day ending at 3:20 p.m. The only exception is if a clinician needs to start the day earlier than 8AM in order to arrive on time to an afternoon per-session site. This must be requested. You are entitled to a lunch of at least 30 minutes and no more than the length of a period in your school. Clinicians are able to request their time preferences to start the day and length and time of their lunch period and if denied, it must be in writing. Clinicians follow the standard time keeping practices of their school and would need only to punch in/out for per-session purposes. We are not part of the repurposed time and work our normal hours while other staff may have variable hours.
- Social workers and psychologists in single-session schools where everyone reports at the same time do not have to attend faculty conference and departmental meetings. In lieu of them, there are two additional parent-teacher conferences that we are required to attend. You should report to the payroll school with regard to these evenings. This does not apply to District 75 and District 79 schools or multisession schools unless there was an SBO to repurpose time in the school day. The parent-teacher conference evenings for single-session schools are as follows:
 - September: We attend for the full three hours
 - November: We attend for the first two hours and 10 minutes
 - March: We attend for the full three hours
 - May: We attend for the first two hours and 10 minutes
- All school-based support team psychologists have 20 hours of per session available to them per year for case management. Supervisors should only approve scheduling requests, and these requests should not be unreasonably denied by your supervisor. If you need to come in early or stay late, you can ask your supervisor to approve your per session request. If needed, ask your supervisor to approve work on SESIS outside your work day and to be paid for your time. If you work on SESIS without permission, you might not get paid for your time.

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