

Secretaries Speak

UFT SCHOOL SECRETARIES CHAPTER

FALL 2012

TO ALL THOSE AFFECTED BY HURRICANE SANDY:

Our thoughts and prayers
are with you.

Please make sure you fill out
the Urgent Assistance form
on the UFT website and
feel free to reach out for
guidance and support.

We are here for you now
and will continue to be here
in the days ahead.

PUPIL- ACCOUNTING ISSUES

I would like to share with you that over the summer I met with the DOE Office of School Admissions and a group of Pupil Accounting Secretaries regarding Pre-K, Kindergarten and Gifted and Talented registration. We discussed the many issues that secretaries are having, and the DOE has agreed to work with us so that the secretaries will have a smoother process in the future. We also agreed to keep the team going and to meet several times during the school year. If you have any issues you would like me to present kindly email me at mgonzalez@uft.org.

FROM THE CHAIR



Welcome back to a new school year which, for many, brings changes other than the weather. Sadly, more secretaries have been excessed and have retired, and secretaries are not being replaced. Funding has been cut back and we must work together to do the best we can.

Therefore, I have decided to bring back our newsletter wherein we can discuss our issues and also fill it with information regarding our jobs. I would ask you to

contribute by sending me topics you would like discussed and ideas that pertain to our jobs. In the future, I would like to do a question and answer column depending on the variety of questions emailed to me.

I am in the office Tuesdays and Wednesdays all day and after 4 p.m. on Thursdays. My email is mgonzalez@uft.org and my telephone number is 212-701-9429. Note at the end of this newsletter is a list of Executive Board members and their boroughs.

— MONA GONZALEZ,
Chapter Leader

ONE SECRETARY SCHOOLS

Please email me at mgonzalez@uft.org and let me know if you are in a one secretary school and how you are handling the workload. Also let me know how many students and how many staff members are in the school. Workload dispute was instituted as part of our School Secretaries Contract under Article 7J due to the overwhelming amount of work secretaries may often incur. It was established as protection for secretaries who are unable to handle an unrealistic and unreasonable amount of work.

If you feel this is happening to you please check the link below, carefully read the directions and print and fill out the attached form. <http://www.uft.org/files/attachments/special-circular-31-1976-77-duties-of-secretary.pdf>

SECRETARY SEMINAR

This year our annual seminar will be held on Saturday, December 8. We will begin our day with a continental breakfast and welcome, then move on to three different (payroll, purchasing and pupil accounting) workshops. After lunch we will conduct a plenary session with a pension consultant.

You can contact SMark@uft.org for information. Reservations are required. Please use the following link: <http://uft.org/news/school-secretaries-seminar-registration>.

PAYROLL TRAINING

At the end of August the DOE had payroll training for a five-day period for newly hired secretaries who would be doing payroll. Seating was limited. I am attempting to get more training for our secretaries, not only for payroll but all areas of our jobs. Read future newsletters for updates and look for emails.

COURSES

I have been receiving phone calls regarding in-service courses and our six required credit courses being canceled. There is a certain number of members that must register in order for the course to continue.

If there are courses you wish to take, then kindly pass the word around to others you know who may also be interested so that the course gets its quota of participants. The UFT Teacher Centers try to be fair and rotate the location among borough offices. Sometimes you will need to be more flexible and travel to the location to obtain these credits.

UNUSED PER-SESSION SICK TIME

It has come to my attention that calculations for unused sick time are not being done uniformly. They should be calculated by counting 20 consecutive sessions for the same bulk job code. For every **20 sessions** they are entitled to **one session**. Sessions are considered the time in which the activity is done. Therefore, if it is a one-hour activity, then for every 20 sessions they accrue one hour. If an activity is two hours, then for every 20 sessions they accrue two hours. If the activity varies in time, then each session the numbers should be totaled and divided by 20 to get the accrued number. This formula is for during the school year or a summer activity with a varying schedule only. Otherwise, summer is one earned session for July and one for August, one is self treated and one should have a doctor's note. Please make sure you always fill out the proper "Per Session Unused Sick Time Transfer Form," which can be obtained from the DOE website, when calculating this time so that the unused time can be entered into employees' CAR by their **home school payroll secretary only**. **(The Secretary at the per session activity should not be the one entering this time into the CAR unless it is also his or her home school.)**

If you have any questions pertaining to this issue, please feel free to contact me.

OUT OF LICENSE ISSUES

I am still encouraging you to report any violations taking place in your schools regarding out of license employees doing licensed secretarial work.

We won an arbitration regarding this matter under Articles 5 and 15 of the Secretaries contract. This will protect our jobs and our future. Please stand up and be counted. In 1976 the Board of Education of the City of New York released a Special Circular 31 differentiating the duties between pedagogical personnel and non-pedagogical personnel. Although this was established in 1976 it is still followed to this date.

Review and keep a copy, which you can obtain from the following link: <http://www.uft.org/files/attachments/secretary-workload-dispute-form.pdf>



SECRETARY ANNUAL LUNCHEON

APRIL 27, 2013
52 BROADWAY, NY

Share in celebrating
your fellow secretaries.

Watch for more info.

EXECUTIVE COMMITTEE VACANCIES

There are now two vacancies existing on the School Secretaries Executive Board.

If you are interested in being considered for the vacancies, please contact one of the Executive Board members (listed in this newsletter) no later than 4 p.m. on December 12.

Please note that these positions are voluntary and a labor of love. Looking forward to hearing from you.

PEAK LOAD DAYS

Check your current School Secretaries contract for information regarding peak load days under Article 7D. Peak load days are a contractual right to “days per year of secretarial service” (hiring a substitute secretary should always be the first consideration unless there is no substitute secretary available) for peak work relief (when you are especially busy, e.g., the beginning or end of the school year).

Your contract also provides you with an additional benefit. If you are unable to secure a substitute secretary, you may convert the peak load days “to per session hours on a dollar equivalency basis.” Currently each peak load day may be converted into four per session hours (It is still considered peak load, not an actual per session activity).

You can use this peak load before or after school hours but not during your lunch. If a principal refuses to allow secretaries to use their peak load days (or does not allow them to convert them) we can file a grievance. If you are experiencing a problem in this area, be sure to first speak with your Chapter Leader.

NON-DOE EMAIL ADDRESSES

Although I love to communicate with all the secretaries and hear what you have to say and what you would like to hear about, I cannot do so through your DOE email address. Many of you have not gone to the UFT Web page and signed up with your non DOE email address.

You can do this by going to uft.org at the top of the page, click on “signup.” You will then receive urgent Action Alerts from the UFT, subscribe to news updates in areas of interest, enroll online for UFT courses and workshops, view searchable contracts online, update your contact information with the Union and receive future issues of our newsletter “Secretaries Speak.” The newsletter will be mailed out as a hard copy for this first issue only and will only be online for the future. Therefore, I request that you do this so we can keep the lines of communication open. If you wish to contact me directly, please do so by emailing me at mgonzalez@uft.org from your non DOE email address.

SecretariesSpeak

BOROUGH OFFICE SECRETARY REPRESENTATIVES SCHEDULE

(after 4:00 p.m.)

If you need assistance you can call **ANY** borough office to speak with a secretary representative.

BROOKLYN

Connie Donohue
718-852-4900 • Tues., Wed., Fri.

BRONX

Rita Segarra
718-379-6200 • Mon., Wed., Fri.

MANHATTAN

Doreen Berrios-Castillo
212-598-6800 • Thurs.

QUEENS

Rita Prior
718-275-4400 • Tues.

STATEN ISLAND

Doreen Schafer
718-605-1400 • Tues., Wed.

SCHOOL SECRETARIES CHAPTER REPRESENTATIVES

Chapter Leader	Mona Gonzalez
First Vice Chairperson	Charlene Jones
Second Vice Chairperson	Rita Prior
Corresponding Secretary	Connie Donohue
Recording Secretary	Doreen Schafer
Executive Committee Members	Doreen Berrios-Castillo Marie Brauer Rosie Cortijo Catherine DeLuca Faye Huegel Patricia O'Reilly Patricia Riccardella Nicoletta Zambardino

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UNITED FEDERATION OF TEACHERS
SCHOOL SECRETARIES CHAPTER
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