

Remote Per Session Work for the 2021-2022 School Year

Chancellor's Regulation C-175 has been amended to allow for per session work to be done remotely, only in accordance with the collective bargaining agreements, or as outlined in this policy, with approval by the supervisor of the per session activity. "Remote per session work" is when the staff member is performing the per session activity at a location other than a DOE building. Remote per session work for the 2021-2022 School Year Only is only permissible if it is included in the list of permissible activities as outlined below and adheres to the protocols as outlined below (subject to change per Chancellor policy).

The following activities are deemed permissible by the Chancellor, subject to direct supervisory approval, as remote per session work for the 2021-2022 school year only. Direct to student per session services are only available to students actively on register.

As a reminder, these activities are only allowable outside of the contractual workday:

1. Virtual asynchronous and synchronous professional learning or training sessions for staff
2. Non-credit-bearing instructional and non-instructional activities such as academic recovery services, small group tutoring, office hours
3. Non-mandated special education recovery services (such as those set forth in the 2021-22 Special Education Recovery Plan), including small group tutoring, services provided by mandated service providers, so long as parents have provided tele-therapy consent or the equivalent
4. School-wide, district, or central curriculum planning or development or assessment development
5. Any activity that is explicitly stated in a collective bargaining agreement (CBA) or memorandum of agreement (MOA) that it may or shall be performed remotely
6. Any additional activity as determined by the Chancellor

All permissible remote per session activities must adhere to the protocols listed below.

The posting for the per session activity must state what, if any, portion of the per session activity may be performed remotely. For example:

- "This is a remote per session activity" or
- "This per session activity may be performed in-person or remotely" or
- "This per session activity must be performed in-person at [the stated location]"
- The supervisor must approve the activity to be performed remotely (unless explicitly stated as otherwise in a CBA).

Employees must record all time worked remotely through a timesheet or similar means, consistent with normal per session timekeeping protocols for their title, as directed by supervisor of the per session activity.

No employee may work on a per session basis at home unless consistent with the collective bargaining agreements, or approved in advance by the supervisor, based on policy authorized by the Chancellor. All other requirements and guidelines as set forth by Chancellor's Regulation C-175 apply to all permissible remote per session activities.

For the 2021-22 school year only, UFT-represented staff in non-pedagogical titles who earn additional compensation via overtime (e.g., OT/PT and other related service providers) may perform some overtime duties remotely, provided that (1) the duties meet all of the criteria above for permissible per session activities, **and** (2) they follow all protocol for remote activities as stated above.