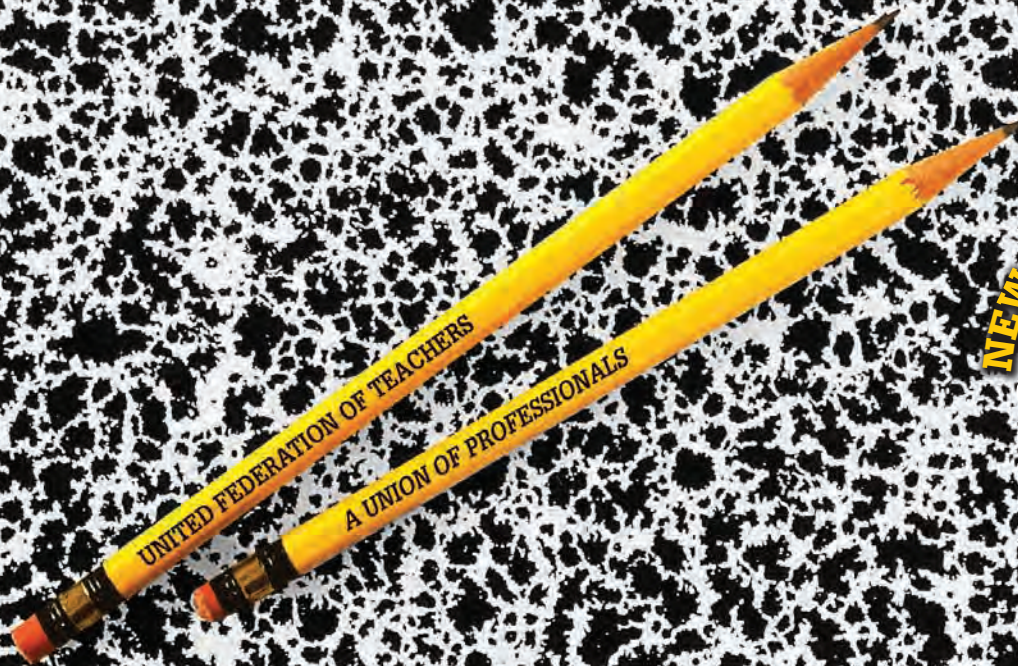


# Welcome to the Family





# You're Part of Som





# Something Amazing...



## Dear Colleagues,

It is my pleasure to welcome you to your union, the United Federation of Teachers, and to your new profession as educators.

The work we do in our classrooms and our schools every day is crucial for our students, our communities and our society as a whole. I have no doubt that each and every one of you will help make dreams come true. This work isn't easy. You will be challenged every day. I remember the struggles; I was once there myself — not too long ago.

The United Federation of Teachers exists to support you professionally. Whether you need help with licensing and certification, information about evaluation or your salary, or support to improve your working conditions and your students' learning conditions, we are only a phone call or email away.

As you begin the school year, take the time to talk with your school's chapter leader, who will be able to help you as you navigate the world of teaching, answering your questions about both pedagogy and your rights as a public employee and as a union member.

I also hope you'll take the next step and become actively involved in your school or functional chapter. Remember: You are the UFT. We face many challenges as educators, but if we are united, I have no doubt we will overcome them.

Most important, however, try to enjoy this exciting new journey. We have much work to do — both inside our schools and workplaces and outside them as advocates for our students and their schools and communities — but it's important to have fun, too. Enjoy your students and your time in your schools, and know that you are making a profound difference.

I wish you all the best and hope this is the first year of a great adventure and a satisfying new career as a New York City public school educator and member of the UFT.

Sincerely,

*Michael Mulgreen*



# How to Maximize Your UFT Membership

## 8 STEPS TO SUCCESS



# Let's Start Your Journey Right...



## Welcome to your union – the UFT!

There's so much to do before your first day. Use this easy-to-follow checklist to get your personal items settled, so that you can concentrate on getting ready for your students!

### For All New Members

- ☐ Enroll in the UFT
- ☐ Enroll in a health insurance plan
- ☐ Enroll in the UFT Welfare Fund
- ☐ Register on the UFT website
- ☐ Connect with your Chapter Leader
- ☐ Apply for your salary steps & differentials
- ☐ Begin a professional file, where you will keep important documents
- ☐ Enroll in the Tax-Deferred Annuity (TDA)

### For New Teachers

- ☐ Review your teaching program
- ☐ Verify the license you are being appointed under
- ☐ Verify your professional time, preparation time and lunch
- ☐ Ask about getting a mentor

### For New Paraprofessionals

- ☐ Enroll in the Teachers' Retirement System (TRS)

### Get Connected

- ☐ Sign up for Text Messaging
- ☐ Download the UFT Mobile App
- ☐ Follow the UFT on social media:



facebook.com/uftny



@uftny



@uft

YOUR  
NEXT  
STEP IS  
OUR TOP  
PRIORITY



# Introducing the UFT Family

UFT Headquarters: 52 Broadway, New York, NY 10004 (212) 777-7500

## UFT Officers



MICHAEL MULGREW, President



LEROY BARR, Secretary



MICHAEL SILL, Assistant Secretary



DEBRA PENNY, Treasurer



TOM BROWN, Assistant Treasurer



KAREN ALFORD, VP for Elementary  
Schools



RICHARD MANTELL, VP for  
Intermediate Schools



JANELLA T. HINDS, VP for Academic  
High Schools



STERLING ROBERSON, VP for  
Career and Technical Education  
(CTE) High Schools



EVELYN DeJESUS, VP for Education



MARYJO GINESE, VP for Special  
Education



ANNE GOLDMAN, VP for Non-DOE  
Employees

## Borough Representatives and Offices



MARY ATKINSON

**BRONX**  
2500 Halsey St.  
Bronx, NY 10461



ELIZABETH PEREZ

**BROOKLYN**  
335 Adams St., 25th floor  
Brooklyn, NY 11201



DWAYNE CLARK

**MANHATTAN**  
52 Broadway, 10th floor  
New York, NY 10004



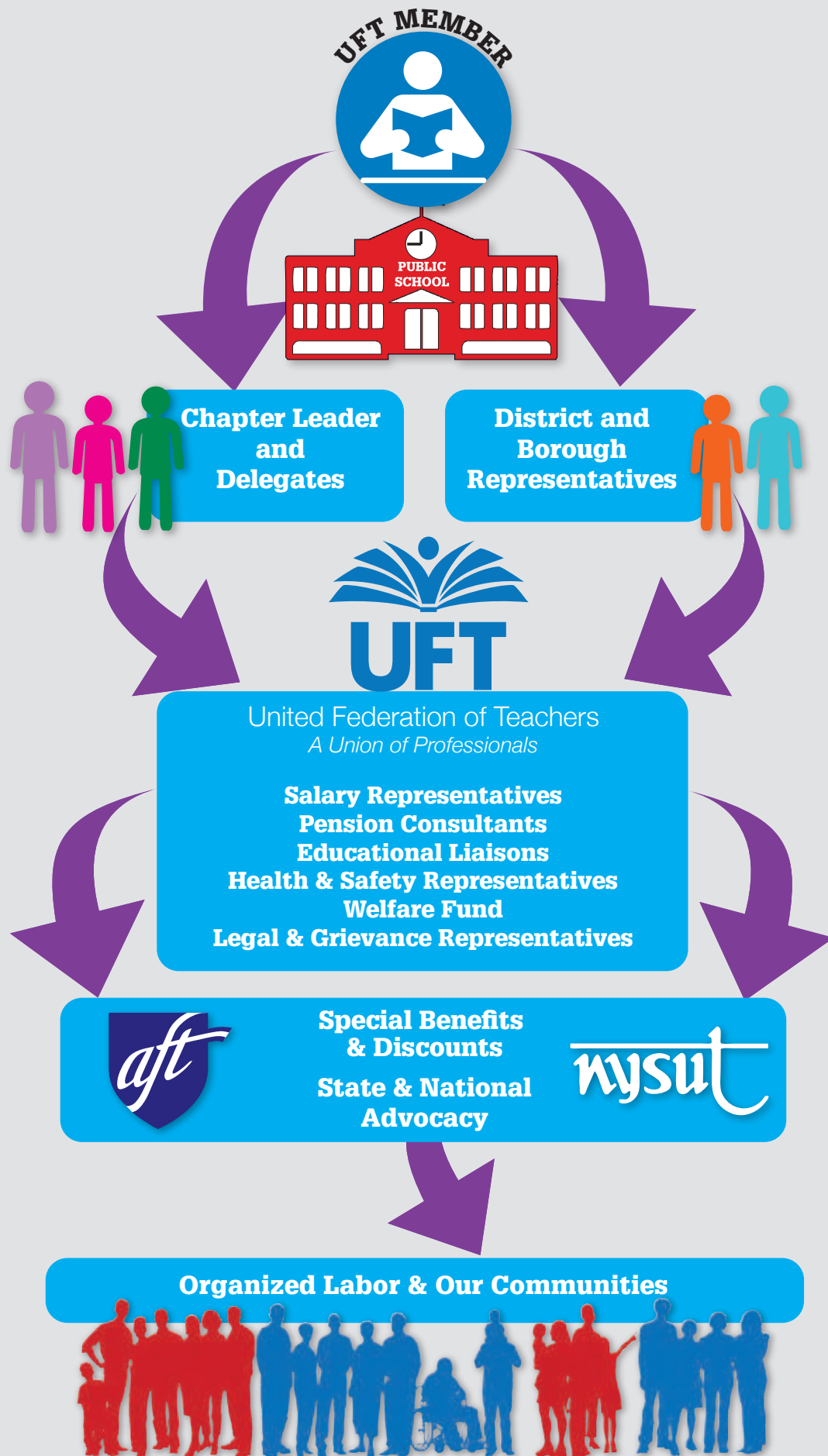
AMY ARUNDELL

**QUEENS**  
118-35 Queens Blvd., 7th floor  
Forest Hills, NY 11375



ANALIA GERARD

**STATEN ISLAND**  
4456 Amboy Road, 2nd floor  
Staten Island, NY 10312



# Get Connected



Like us on Facebook:  
[www.facebook.com/uftny](http://www.facebook.com/uftny)



Follow us on Twitter:  
**@UFT**



Follow us on Instagram:  
**@UFTNY**



## Email Alerts

Register on our website, [www.uft.org](http://www.uft.org) using your non-DOE email address to receive the latest news, alerts and special announcements.



## Text Messaging

Want to be among the first to be notified about snow days and more? Text UFT to 30644 or sign up online at [www.uft.org/text](http://www.uft.org/text).



## Mobile App

Connect with UFT offices, register for events and workshops, catch up on the latest union campaigns, and unlock special UFT members-only discounts for your shopping and entertainment needs. Search for UFT-Mobile in the App Store and Google Play.



## Website

When you visit [www.uft.org](http://www.uft.org), you'll find a wealth of information about the programs and services offered by the UFT, a special new teacher section, information about your health benefits and your contracts, the latest news and more.



## Podcasts

Listen to UFT President Michael Mulgrew discuss the pressing issues of the day — from teacher evaluation to paid parental leave — on the UFT's new podcast, "On the Record with Michael Mulgrew." You can find our podcasts on *Apple Podcasts*, *Spotify*, *Stitcher* and *Google Podcasts*.



## Newspaper

Eight times a year, we'll mail you the *New York Teacher*, the union's award-winning publication.



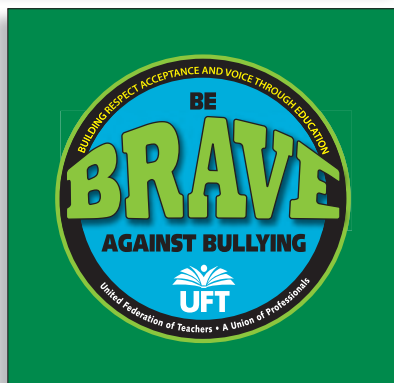
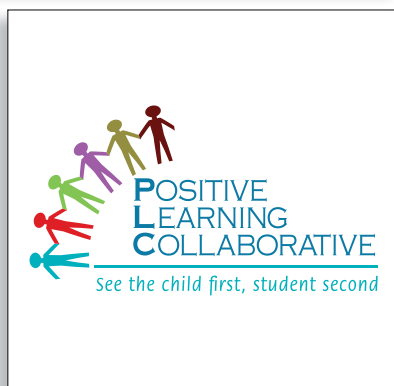
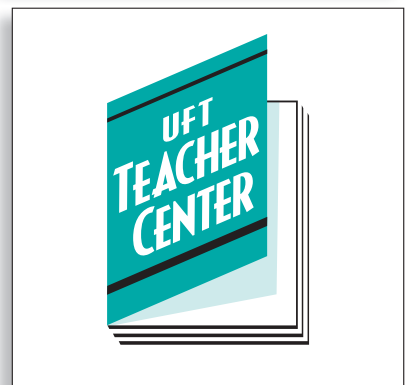
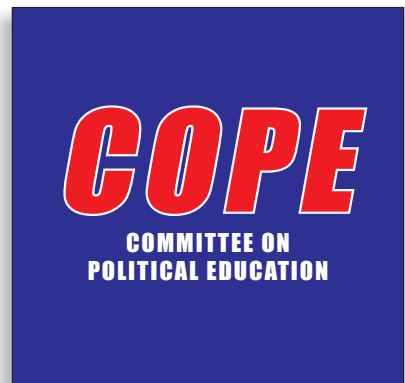
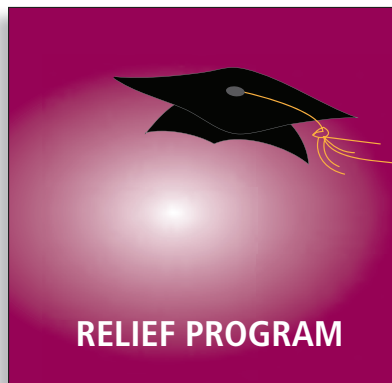
## Share

Snap a photo you want to share with the UFT? Send it to [UFTphotos@gmail.com](mailto:UFTphotos@gmail.com).

*New to the UFT? When you register on the UFT website, you'll receive the monthly New Teacher Bulletin by email. Read it to get important information about your rights and benefits, a monthly to-do list, a UFT Q&A and more.*



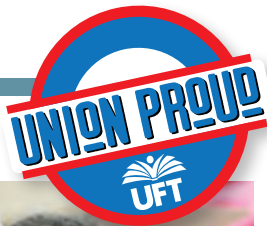
# Member Programs



# Voice. Support. Respect. Empowerment.

## A look at the new DOE/UFT contract:

“These are your rights. If you don’t use them, what are they worth?”



In November 2018, UFT members overwhelmingly ratified a new contract with the city Department of Education that gives UFT-represented employees a compounded 7.7 percent pay raise over 43 months.

The contract was hammered out with the full involvement of the union’s 400-member negotiating committee. Members from every job title brought forward issues they knew were critical to making their schools and their work lives better and more productive.

“Every win in this contract reflects what the members told us they wanted,” said UFT President Michael Mulgrew, referring to the contract surveys that members in every functional chapter and division completed. “Members know this contract empowers them in the classroom to help their students succeed.”

Raises of 2%, 2.5% and 3% mean that, by the end of the contract period, new teachers will earn \$61,070; teachers with a master’s and 10 years of experience will earn \$101,441; and the new top salary will be \$128,657. Paraprofessionals and UFT-represented employees in other chapters in which the maximum salary was less than \$100,000 received additional longevity on top of the across-the-board pay increases.

The agreement gives new authority to chapter leaders, and through their consultation meetings with principals, they can resolve violations of the new systemwide standards governing the following workplace issues: paperwork, curriculum, professional development, basic instructional supplies, workload, space and safety.

**The working conditions  
YOU DEMAND**

**The professional voice  
YOU DESERVE**

**The protections  
YOU DEPEND ON**

**The collaboration  
YOU NEED**

**The raises and respect  
YOU EARNED**

### New Rights at the School Level

- Due-process rights for paras that are similar to those of teachers;
- Stronger protection for UFT-represented employees from attempts by a supervisor to retaliate against them or harass them when they voice concerns;
- A bottom-up approach and additional support for up to 120 schools, mainly in the Bronx, that face the most serious challenges;
- Fewer required observations for the vast majority of teachers; and
- New procedures that will offer faster relief for teachers in oversize classes.

**At a time when educators are under attack nationally, this contract is proof that we are stronger together.**





# Delivered!

## Paid Parental Leave for UFT Members



Thanks to a public campaign by thousands of union members, the UFT became the first public sector union in the history of New York City to negotiate paid parental leave for the people it represents. The new policy provides six weeks of time off at full salary for maternity, paternity, adoption and foster care leave. When combined with current sick leave provisions, the new policy will allow birth mothers to take up to 12 to 14 weeks of paid leave after giving birth.

To be eligible, you must be in a title represented by the UFT and meet the following criteria:

- A full-time employee or an H-bank/non-pedagogical employee who works a regular schedule of 20 hours or more per week (F-status and per diem employees are not eligible).
- You must have been an employee and on payroll for a minimum of 12 calendar months from your most recent date of hire.
- You must have been in active status for the 12 calendar months immediately prior to the covered event.

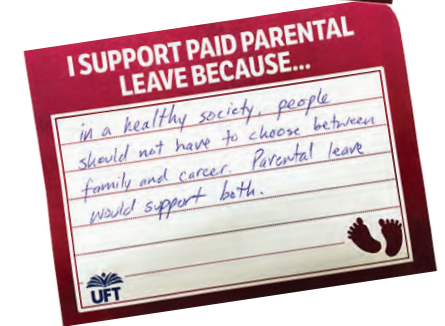
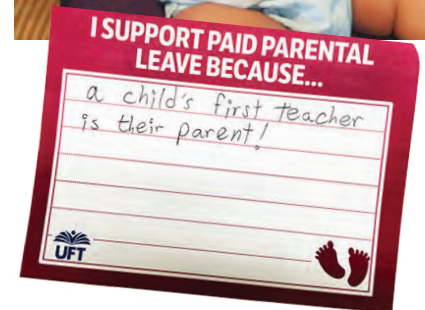
Employees who have taken one paid parental leave are eligible to take another paid parental leave after 10 calendar months of active status. Employees who take paid parental leave must return to work or active status for a total of at least 12 calendar months or they will be required to pay back the benefit.

Apply for your leave at least 15 days in advance

of the anticipated date of the birth (or other covered event) using the Self-Service Online Leave Application System (SOLAS). You'll be asked if you intend to use your CAR/sick day balance, if you plan to take child care leave after the end of your paid parental leave and for your anticipated return date. This information will be provided to your school or worksite.

After the actual date of the birth or covered event, you have 10 calendar days to notify the DOE via SOLAS. (There are exceptions to these deadlines for special circumstances, such as a medical condition, a premature birth, a death in the family or reasonable travel necessary to adopt a child.) The actual date will be used to determine the final start and end dates of your paid parental leave. During this time, you can also amend your application if you have changed your mind about using your CAR balance or taking a child care leave.

For more information, read the UFT's FAQ on paid parental leave at [UFT.org](http://UFT.org) or contact the union.



Thousands of members joined the campaign. Some shared deeply personal stories about how lack of paid parental leave had affected them and their families, while others sent letters urging the mayor to support a fair policy, signed petitions or attended rallies. Many UFT chapters organized baby showers and wore purple to call attention to the issue.





## NYSUT Member Benefits-Endorsed Programs & Services

*UFT members are also members of our statewide affiliate – New York State United Teachers – the labor union representing more than 600,000 members across New York State in the education and health care industries.*

**Y**our UFT membership gives you the opportunity to participate in dozens of endorsed programs and services offered by NYSUT Member Benefits, including a variety of insurance, financial, legal, shopping, travel and personal programs.

NYSUT Member Benefits endorses crucial **insurance programs** along with important **legal and financial services** that offer the convenience of paying through payroll or pension deduction so you never have to worry about missing a premium payment or bill.

UFT members also have access at no charge to an online **Financial Planning Center** on the NYSUT Member Benefits website. Choose from more than 100 modules on different financial topics along with a financial wellness checkup so you can see where you stand in regard to your savings and retirement.

For UFT members looking for assistance with day-to-day purchases, Member Benefits endorses a number of **shopping, travel and personal programs**. Whether it's discounts on movie, concert or theme park tickets, or savings on hotels and cruises, Member Benefits can help you save time and money on your next vacation, excursion or simply a night out. You can also enjoy savings on restaurants, car and truck rentals, medical alert services or hearing aids, and much more.

### New Member Benefits Website:

NYSUT Member Benefits recently launched its newly redesigned website, allowing members to easily explore and navigate the site on both desktop and mobile devices. Visit [memberbenefits.nysut.org](http://memberbenefits.nysut.org) and then click on the "Insurance," "Legal and Financial" or "Shopping, Travel and Personal" menu tabs to learn more about the programs available to you as a UFT member. You can also contact Member Benefits by phone at 800-626-8101 weekdays from 9 a.m. to 5 p.m. (EST) to speak with a friendly and knowledgeable Member Benefits staff member.

To stay in the know, UFT members can join the Member Benefits **MAP Alert email service** to receive regular updates from Member Benefits about new programs, special offers and spotlights on various

endorsed offerings. Sign-up information is available on the Member Benefits website.

### Level Term Life Insurance

This program allows members and their lawful spouses (or certified domestic partners) to apply for coverage up to \$1 million for either 10, 15 or 20 years. Your age determines the length of term you may apply for under the coverage. Applicants must be under age 55 to be eligible for the 20-year plan, under age 60 for the 15-year plan and under age 65 for the 10-year plan.

### Term Life Insurance

This program offers up to \$1 million of group-rated term life insurance. Coverage can be purchased by you and/or your lawful spouse (or certified domestic partner); dependent child coverage can be added. An accelerated death benefit is available for those who are insured and are terminally ill, up to the age of 70. Reduced coverage amounts are

The following NYSUT Member Benefits-endorsed programs and services (along with many more) may also be available to UFT members and their families:

- Vision & Dental Plans
- Member Shopping Program
- Mortgage Discount Program
- Hotel & Vacation Discounts
- Medical Alert Services
- Theme Park Discounts
- Car & Truck Rentals
- Competitive Savings Rates
- Retail Store Discounts
- Appliances & Furniture
- Identity Theft Protection
- Flowers & Gift Baskets
- Office Supply Discounts
- Sports & Concert Tickets
- Car Buying Service
- Heating Oil & Propane

For more information, applications or brochures about any of these endorsed programs and services, please call 800-626-8101 or visit [memberbenefits.nysut.org](http://memberbenefits.nysut.org).

available for members between the ages of 65 and 84. Benefits decrease as age increases.

### WrapPlan® II Universal Life Insurance

This group universal life insurance plan offers you a way to plan for the continuing need for life insurance coverage while taking advantage of the term life insurance you already have. This program also allows you to purchase life insurance coverage that increases as your term life coverage decreases or terminates. Premiums may be set at a level to produce as much or as little accumulation of cash value at age 95 as you choose. You must be age 70 or under to apply.

### Personal Property & Liability Insurance

Enjoy special member rates on insurance coverage for your vehicle, home, condo, apartment, boat, mobile home (New York State only), snowmobile, motorcycle, fire, landlord's rental dwelling, and personal excess liability (umbrella). Coverage is available in all 50 states. Various discounts may apply.

### Disability Insurance

This program provides valuable income replacement benefits to help meet your living expenses if you become partially or totally disabled and are unable to work. Disability insurance can be customized to fit within your budget and still provide peace of mind until you are able to return to work. Long-term, five-year or short-term disability insurance plans are available.

### Legal Service Plan

This plan provides unlimited toll-free legal advice; a Simple Will, Health Care Proxy, Living Will and Power of Attorney; guaranteed maximum fees for many personal legal matters; and legal assistance at discounted rates throughout the continental United States. The plan can provide assistance with identity theft, debt consolidation and mortgage foreclosure issues. Optional Elder Law and Business Protection Riders are available.

### No-Cost Accidental Death & Dismemberment (AD&D) Insurance

The NYSUT Member Benefits Trust provides and administers this benefit to all members at no charge. You are automatically insured for up to \$1,500 in the event of death or dismemberment resulting from accidental injuries; the maximum benefit amount for AD&D for a Common Carrier is \$3,000 in the event of death or dismemberment resulting from accidental injuries. This benefit includes travel assistance services provided by Europ Assistance at no cost that focus on providing coordination services to travelers.





A Union of Professionals

## **AFT+ Member Benefits**

[www.aft.org/member-benefits](http://www.aft.org/member-benefits)

As a UFT member, you are also an AFT member. You belong to a community of colleagues – with benefits that go beyond the workplace. AFT+ Member Benefits brings you the purchasing power of the AFT's 1.7 million members. With a union, you don't have to go it alone on or off the job – or in making financial decisions big and small.

Need a great deal on your next new car? A competitive mortgage rate? A choice of no-fee credit cards? A great wireless plan? AFT+ can help. Our AFT+ Member Benefits program is just one more way that joining the AFT gives us the strength of many in every part of our lives.

### **Accidental Death and Dismemberment Insurance**

All active, working AFT members have a \$5,000 Accidental Death and Dismemberment policy. If a covered injury or death occurs as a result of a workplace accident, the policy provides extra benefits. Coverage is not available to retiree members.

### **Credit Cards**

Three different no-annual-fee credit card options are available for AFT members and their families: Rate Advantage Card has the lowest APR for members who have excellent credit; Cash Rewards Card offers unlimited 1.5 percent cash back on every purchase; Primar Access Card allows you to build credit through responsible use. Special features are available for union members suffering financial hardship.

### **DinnerTime**

Make healthy meal planning easy, fun, delicious and affordable by incorporating ingredients from your favorite grocery store's weekly sales. The cost for AFT families is \$5.99 a month (40 percent off the regular cost). Enroll in a free one-month trial now.

### **Hotels**

Save up to 20 percent off the best available rate at more than 7,700 participating hotels worldwide. See the website for participating hotels and locations.

### **Car Rental**

Save up to 25 percent with car rental discounts. Visit online to reserve and compare prices, or call to reserve using the telephone numbers and codes listed on the website.

### **AT&T Wireless Discount**

Save 15 percent on the monthly service charge of qualified AT&T wireless plans through the Union Plus Wireless Discount Program with AT&T, the only national unionized wireless company. Not available for unlimited plans.

### **ID Theft Protection**

Free for ALL members including retirees with an upgrade to constant monitoring at a very competitive rate.

### **Powell's Bookstore**

Powell's Bookstore in Portland, Oregon, is the largest independent, unionized bookstore in the country (ILWU, Local 5).

### **Teleflora Flowers & Gift Baskets**

Save 20 percent on flowers, gifts and plants through Teleflora and have them delivered anywhere in the world – 100 percent satisfaction guaranteed.

### **Entertainment Discounts**

Save on movie tickets, theme parks, theater and restaurants across the country. There is a mobile app for easy access to savings on the go!

### **Amalgamated Bank Mortgage**

This program features competitive interest rates, exclusive discounts and refinancing solutions, and a program to help first-time buyers (licensed in New York and New Jersey, not yet licensed in all other states; see website for more information).

### **Rosetta Stone**

Use this award-winning language learning program for only \$99 a year to study one of 30 languages on your computer, tablet and smartphone. The subscription comes with a free headset.

### **Share My Lesson**

Exchange lesson plans, ideas and best practices, join free professional development webinars, and access thousands of standards-aligned lesson plans and activities for early childhood through grade 12.

### **Dansko Shoes**

20% discount for members only on shoes for people on their feet all day! Member ID required.



---

### **UFT MEMBERSHIP CARD**

Every UFT member receives a membership card with a six-digit member ID number. Use this number to register for UFT events, when you visit or call a UFT borough office or to request union forms — in fact, use it whenever you interact with the union. Your member ID number also allows you to access special member-only discounts for apparel, gifts, travel and more, with a list of vendors that is growing each week.

**You work hard to provide your students with a quality education, and you deserve to be paid well for your efforts.**

The City of New York				EMPLOYEE		Payroll Management System	
PAY PERIOD		PAY DATE		DIRECT DEPOSIT PAY STATEMENT		PERSONAL CHECKBOOK	
04/16/19 04/30/19		04/30/19					
EMPLOYEE LAST NAME FIRST NAME				P. ALBERTO, J. ALONSO			
1 A 25 A 30							
GROSS PAY		FEDERAL TAX		STATE TAX		CITY TAX	
3090.42		451.46		222.42		32.04	
27740.78		3017.35		1732.39		505.14	
						149.45	
						1238.45	
						109.88	
						842.50	
						04/31/19	
						1327.45	
						1442.74	
REGULAR PAY		1.00		42.46		1.00	
ADJ GROSS POC							
						#7	
LIMIT EX W DIRECT DEPOSIT AT NYC.BAN/ESS							
TAX SS PGRH		#1		64.43		100.72	
G-CBP CMPE		#2		502.47		41.17	
TAX TSA		#3		1000.00			
WFT COPE		#4		10012.15			
TAX 4100 STD		#5		10012.15			
G-CBP/DC EE		#6		0			
WFT		#3		0			

## 14 UFT's New Member Handbook



## TEACHER SALARY SCHEDULE • FEBRUARY 14, 2019

	BA C1	C1+PD	BA+30 C2	C2+ID	MA C2+PD	C2+ID+PD	MA+30 C6	MA+30 C6+PD
1B	57,845	63,084	59,786	63,376	65,026	68,612	66,969	72,205
2A	58,995	64,234	60,936	64,526	66,176	69,762	68,119	73,355
2B	58,995	64,234	60,936	64,526	66,176	69,762	68,119	73,355
3A	59,483	64,722	61,424	65,014	66,664	70,250	68,607	73,843
3B	59,483	64,722	61,424	65,014	66,664	70,250	68,607	73,843
4A	60,343	65,582	62,284	65,874	67,524	71,110	69,467	74,703
4B	60,343	65,582	62,284	65,874	67,524	71,110	69,467	74,703
5A	61,089	66,328	63,030	66,620	68,270	71,856	70,213	75,449
5B	61,089	66,328	63,030	66,620	68,270	71,856	70,213	75,449
6A	61,890	67,129	63,831	67,421	69,071	72,657	71,014	76,250
6A + L5	63,109	68,348	65,050	68,640	70,290	73,876	72,233	77,469
6B	63,026	68,265	64,967	68,557	70,207	73,793	72,150	77,386
6B + L5	64,245	69,484	66,186	69,776	71,426	75,012	73,369	78,605
7A	64,712	69,951	66,653	70,243	71,893	75,479	73,836	79,072
7A + L5	65,931	71,170	67,872	71,462	73,112	76,698	75,055	80,291
7B	68,662	73,901	70,603	74,193	75,843	79,429	77,786	83,022
7B + L5	69,881	75,120	71,822	75,412	77,062	80,648	79,005	84,241
8A	72,356	77,595	74,297	77,887	79,537	83,123	81,480	86,716
8A + L5	73,575	78,814	75,516	79,106	80,756	84,342	82,699	87,935
8B	76,743	81,982	78,684	82,274	83,924	87,510	85,867	91,103
8B + L5	77,962	83,201	79,903	83,493	85,143	88,729	87,086	92,322
8B + L10	81,723	86,962	83,664	87,254	88,904	92,490	90,847	96,083
8B + L13	84,284	89,523	86,225	89,815	91,465	95,051	93,408	98,644
8B + L15	89,690	94,929	91,631	95,221	96,871	100,457	98,814	104,050
8B + L18	91,109	96,348	93,050	96,640	98,290	101,876	100,233	105,469
8B + L20	101,599	106,838	103,540	107,130	108,780	112,366	110,723	115,959
8B + L22	107,502	112,741	109,443	113,033	114,683	118,269	116,626	121,862
L5	1,219							
L10	4,980							
L13	7,541							
L15	12,947							
L18	14,366							
L20	24,856							
L22	30,759							

Salary schedules for paraprofessionals, secretaries, guidance counselors, school psychologists and social workers, nurses, occupational therapists, physical therapists, supervisors of occupational and physical therapists, lab technicians and lab specialists, adult education teachers and more can be found on [www.uft.org](http://www.uft.org). It's worth checking the salary schedule, particularly if you are a new teacher, to make sure you have been given credit for all the educational credits you've earned and all the experience you have.

A summary of the teacher differentials that appear on salary schedule:

**C1:** The basic salary for members who have only a bachelor's degree.

**C1+PD:** This column applies to teachers hired before 1970.

**C2:** This is the first differential. It requires 30 credits beyond the bachelor's degree requirement. These may be all excess undergraduate credits, all graduate credits or a combination of both.

**C2+ID:** This column, the Intermediate Differential (ID), applies to people who have earned their first differential and also have 60 credits beyond the bachelor's.

**C2+PD:** This is called the Promotional Differential or PD. It requires 36 credits in an approved subject matter area. Those credits may be undergraduate, graduate or a combination. Generally speaking, you qualify when you get your master's degree.

**C2+ID+PD:** This is for people who have met the requirements for the first differential, the Intermediate Differential and the Promotional Differential.

**C6+PD:** This is the second differential. It can be achieved in several ways:

- With a master's degree plus another 30 credits that were taken after the date of your bachelor's but not as part of your master's credits. The credits can be from undergraduate or graduate courses;
- With professional development courses and/or activities approved by the chancellor;
- By getting National Board for Professional Teaching Standards certification.

### A+ Credits

- After 9/1/19, with certified A+ credits through an approved provider.

Subject to correction

### How to read the salary schedule

The UFT salary schedule allows you to earn more money as you spend more time on the job (in what are called steps) and as you earn more education credits (in what are called differentials).

### Salary Steps

A salary step is an incremental increase in salary based on previous qualifying professional experience. They are listed vertically down the left-hand side of each salary schedule. An employee will move one step for each

semester of satisfactory service. You'll earn more money the longer you stay in the system.

If you teach without interruption, you can move through the steps at the rate of two steps per year (e.g. 1A and 1B) for each year you work, increasing

your earnings up to Step 8B. You will automatically receive pay increases based on your anniversary/equated date of hire and on March 1.

**Please note:** All newly hired teachers, as well as members of functional chapters such as school secretaries,

*Looking for information about grants, awards and freebies?  
Look for regular articles in the New York Teacher, the UFT's  
award-winning newspaper!*

must report their prior work experience in their online application (TSN) for employment. Members who have not entered any previous work experience will automatically be placed on the beginning salary step and granted an equated date that coincides with their first day of employment.

### **Longevity increases**

Teachers will receive "longevity" increments after teaching in New York City for five, 10, 13, 15, 18, 20 and 22 years. A longevity increase becomes part of the teacher's base salary and is immediately pensionable.

### **Differentials**

Salary differentials are granted to teachers who earn credits beyond a bachelor's degree, including CLEP exams. They are listed horizontally across the top of each salary schedule. You may be entitled to more than one differential at a time.

Each differential can add thousands of dollars to your annual earnings — permanently — and cumulative differentials can make a big difference in your earning power. Teachers and members in functional chapters can accumulate credits to qualify for salary differentials by taking courses through the UFT Teacher Center. Contact the UFT for more information.

**Please note:** Titles other than teachers also can receive salary differentials and should refer to their contracts or contact their borough office for details.

You must apply in order to receive differentials. To ensure that you receive pay retroactively from the date you earned the additional credits, you must apply within six months of earning the credit.

### **Unsure of your salary step?**

Have questions about licensing exams? The UFT has representatives who specialize in issues such as certification and salary.

### **Per-Session Activities**

Throughout the school year, teachers and other titles can also apply for per-session activities that occur either before school, after school, on weekends or holidays, or during the summer. If you are accepted for a per-session activity, you are paid at the hourly rate of \$51.13 effective Feb. 14th, 2019. Rates for other titles can be found on the UFT website. Per-session pay is pensionable, thanks to the union's advocacy.

Selection for most per-session activities is based on the individual criteria established in each posting that appears on the DOE website. If the activity you desire is specifically listed in the contract, selection is based on your meeting the posted qualifications and your seniority in the system.

You can work up to 400 per-session hours in one year (July 1 through June 30.) If you want to work more than 400 hours, you need to obtain a waiver in writing from the executive director of the DOE's Division of Human Resources.







# YOUR FINANCIAL FUTURE

## Teachers' Retirement System (TRS)

UFT members enjoy a "defined benefit" pension that becomes more valuable every day. A pension guarantees you a set monthly income for life upon retirement and an automatic cost-of-living adjustment (COLA), preserving your pension's value.

By enrolling in the TRS pension system, teachers and paraprofessionals will:

- Build a pension package that could become their largest financial asset;
- Secure a death benefit to protect beneficiaries; and
- Secure a special pension in case they become disabled and must retire.

## YOU MUST ENROLL

Your membership in TRS is not automatic. You must enroll now to receive a pension later. Please complete a TRS enrollment form and a Designation of Beneficiary form and return them to TRS. You must include proof of your date of birth when you file. Call TRS at (888) 8NYC-TRS or the UFT for more information.

TRS deductions usually begin within two months of the first paycheck, and the pension benefit is vested after 10 years of credited service. These contributions lower your taxable income.

**Please note:** If you previously were a member of another New York State public pension system, you may be eligible to purchase or transfer credit for your prior service when you become a member of TRS. Call the UFT for help.

## Board of Education Retirement System (BERS)

The Board of Education Retirement System (BERS) is available to most employees other than appointed teachers/pedagogues or paraprofessionals. Examples of eligible employees include: occupational therapists, physical therapists, nurses, substitute teachers and substitute paraprofessionals.

To verify your eligibility and to enroll, please contact the BERS at (929) 305-3800 or online at [www.nycbers.org](http://www.nycbers.org), or call the UFT for assistance.

## Your Tax-Deferred Annuity (TDA)

Another smart move toward a secure retirement is participating in the voluntary tax-deferred annuity (TDA) program. This is a supplemental retirement plan that enables you to invest money for your future on a tax-deferred basis through automatic payroll deductions. Federal, state and city income taxes are deferred on contributions and earnings until they are withdrawn. When you retire, you can withdraw all or part of these funds or turn them into an annuity. To apply, please call TRS at (888) 8NYC-TRS or call the UFT.

## Where Do My UFT Dues Go?

Members' dues pay for the full array of services your union provides to support you and your career — everything from creating educational support services to negotiating and enforcing the contract; to working on regulations at the city, state and federal levels; to providing you with professional, social and entertainment activities; to producing this **New Member Handbook**.

Only dues-paying members in good standing can access the full spectrum of union resources and vote on proposed contracts or in UFT elections.

## COPE in Action

In 2017, the UFT lobbied for members' right to deduct the cost of their union dues from their New York State taxes.

## Student Debt Relief Program

This is an exclusive benefit for UFT members.

Are you concerned about paying your student loans? Navigating your options and applying for the right programs can be complicated. The Student Debt Relief Program, an exclusive member benefit brought to you by the UFT, is here to help guide you every step of the way.

If you are a full-time educator working for the city Department of Education, you may be eligible for the Federal Public Service Loan Forgiveness program. Certain teacher licenses may also be eligible for the Federal Title 1 forgiveness program. These programs may be able to help you reduce your student debt burden.

Interested? Please email [studentdebtrelease@uft.org](mailto:studentdebtrelease@uft.org) for information about upcoming information sessions taking place in your borough. After attending a session, you can schedule a free one-on-one phone consultation with a loan specialist dedicated to educating you about your options.

# CERTIFICATION



Navigating teacher certification regulations can be confusing to veteran educators, let alone new teachers and paraprofessionals. Don't wait to complete your requirements for certification.

The UFT has a team of consultants and educational liaisons to provide new members with clear, reliable answers. If you have questions or need additional information, talk to your chapter leader or call the union.

## Check Your Credentials

To answer any questions about your certification, you first must know the type of certificate you currently hold. You'll find that by checking your TEACH account information ([www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)).

First-year teachers can look for an email from the city Department of Education (DOE) that clearly identifies their license appointment code, certification and date of hire.

Once you know your certificate type and the expiration date, it's possible to determine the requirements you need to fulfill and how much time you have to complete them.

Here are the most common types of certificates New York City teachers hold:

## Internship Certificate

Students enrolled in an approved graduate teacher education program may qualify for this certificate, provided they have completed half of the program's credit hours. After you apply for it, the graduate school has to request this certificate for you and it allows you to teach full time in a position that matches the certificate title.

You have two years to complete your course and test requirements for the initial certificate. In addition, your college must recommend you for the initial certificate. You cannot renew or extend.

## Transitional A Certificate

Districts that need teachers in specific technical or vocational fields may offer this temporary certificate to candidates who have related work experience but who do not meet all the requirements for an initial certificate.

With this certificate, you have three years from the issue date to complete the requirements for a career and technical education initial certificate.

## Transitional B Certificate

This temporary certificate is issued to those enrolled in an alternative teacher certification program, such as Teaching Fellows. The college in which you are enrolled for a master's degree under this alternative teacher

certification program is responsible for recommending you to the state Education Department for a Transitional B Certificate.

You must log into your TEACH account to apply for your Transitional B Certificate and successive certificates. You have three years from the issue date of your Transitional B Certificate to complete your master's degree and fulfill any test or other requirements for the initial or professional certificate. When you have done so, your college must recommend you for either the initial or professional certificate.

To ensure you get credit for your years of service under your Transitional B Certificate, it is very important that the title of your Transitional B Certificate matches: the master's program in which you are enrolled and the teaching position for which you were hired. It is important to note the EdTPA must be completed before the institutional recommendation for the initial certificate is placed. Once the institutional recommendation is placed the Trans B immediately expires regardless of the issuance time.

## Initial Certificate

This is an entry level certificate. With this certificate, you have five years from the issue date to complete the following requirements for a professional certificate

- A master's degree;
- 12 graduate credits in the certificate area's content core (If your master's degree is pedagogical, this 12-credit requirement is already met by the program.);
- Three years of full-time teaching experience;
- One year of mentored experience; and
- U.S. citizenship or permanent residency.

## Professional Certificate

With this advanced certificate, you have met all current state requirements. After you achieve your professional certificate, the NY State Education Department requires you to complete 100 hours of Continuing Teacher Leader Education (CTLE) during successive five-year registration cycles for as long as you wish to keep your certificate active. The UFT

Teacher Center and the LearnUFT program offer many professional learning activities that teachers with professional certificates and teaching assistants with Level III certificates can use to meet the CTLE requirement. Please see the PROFESSIONAL GROWTH section of this book, or contact an educational liaison at your UFT borough office.

**Please note:** Teaching assistants (paraprofessionals) who obtain a Teaching Assistant Level III certificate must also complete 100 hours of CTLE and the same rules of recordkeeping as for teachers apply. For additional information about CTLE hours, please see the PROFESSIONAL GROWTH section of this book or contact an educational liaison at your UFT borough office.

## Paraprofessionals

Paraprofessionals who want to apply for Teaching Assistant certificates for Levels I, II and III must complete the application online at the website [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert) by clicking the TEACH Online Services box.

If you are applying for a state Teaching Assistant Certificate Level 1, you will need to submit an OSPRA 104 form to the DOE. You can find the form at [www.highered.nysed.gov/tsei/documents/ospra104.pdf](http://www.highered.nysed.gov/tsei/documents/ospra104.pdf). This will authorize the city to release the results of your fingerprinting to the state.

If you hold a Level III certificate, you must register with the state every five years and complete 100 hours of Continuing Teacher Leader Education (CTLE). If you are already registered with TEACH, click "Log in to TEACH." If you are not yet registered, click "Self register with TEACH" and follow the instructions to register. Complete the basic profile and then click to apply for the certificate.

## Pupil Personnel Service Professionals

Pupil personnel service professionals such as guidance counselors, school psychologists and social workers are required to hold a certificate issued by New York State or city in order to be employed in the city's public schools.

Licenses of social workers, nurses, occupational therapists and physical



therapists must be renewed every three years. Members in these functional chapters also have requirements for continuing education credits. Nurses also require CPR certification. Nurses, OTs and PTs are not PPS service titles; they are professional licenses and have to get their licenses renewed every three years under a different system.

### Completing the Process

Even after you have passed all your tests, fulfilled all your mandates and achieved all your degrees, you're still not done. Remember that no certificate is issued automatically. Once you complete your requirements, you have to apply to the state Education Department online for your professional certificate.

### Additional tips:

- Check your TEACH online account for the documents you need to submit with your application fee.
- Make copies of everything before you send them in.
- Mail your packet Return Receipt and file the receipt with the copies of your paperwork. It can take up to six months for the state Education Department to process your application.

# YOUR TENURE



Gaining tenure is an important milestone. Having tenure means you can't be terminated without due process and you're entitled to a hearing if the city Department of Education takes disciplinary action.

Under New York State law, public school teachers must serve a probationary period of four years and a day from the date of their appointment. Upon completion of their probationary period, teachers are granted tenure. Tenure isn't automatically granted; to be granted tenure, you must:

- Be on track to complete all your state certification and city licensing requirements;
- File an application and receive professional certification;
- Have a record of acceptable service during your probationary period; and
- Be recommended for tenure by your principal.

Your tenure becomes permanent only after you complete all your certification requirements.

There are many steps you can take to prepare for your tenure decision.

- Know your tenure date. To find it, check with your payroll secretary. You'll want to be proactive in meeting with your principal in advance of your tenure decision to review your work.
- Confirm your license code matches the subject and level in which you are teaching. In New York City, tenure is granted in your license appointment area, and those pieces of information must match.

The Tenure Decision-Making Framework encourages principals and superintendents to review multiple measures of teacher effectiveness across three categories:

- Student Learning focuses on evidence of student growth as determined by New York State Standards.
- Teacher Practice focuses on teacher planning and preparation, classroom environment, instruction and professional responsibilities.
- Professionalism focuses on professional growth and reflection, collaboration and engagement with the school community, communication with families, management of non-instructional responsibilities and general professional conduct.

There are many ways you can organize this information. Some teachers choose to build tenure portfolios using binders organized into subsections where they store lesson plans, student work and assessments, observation reports, certificates from professional learning activities and other records.

Other teachers recommend digital recordkeeping, using online resources to organize files. Dropbox, Google Drive or iCloud are all services you can use to store your work.

If you are up for tenure and your principal asks you to agree to extend your probationary period, you should contact your chapter leader or a UFT representative to help ensure that your rights are protected.

There are two ways to reduce your probationary period:

- If you worked as a regular substitute in the same license and at the same school level, you can reduce the normal probationary period by up to two years. This is called Jarema Credit, and you should apply if you think you are eligible. The application form is online.
- Another way to reduce your probationary period is called "traveling tenure." If you received tenure in one license area and elect to take an appointment in a new license area or if you were tenured in another school district in New York State, you should apply to have your probationary period reduced by one year.

If you think you are eligible for either of these options, or have any questions, please contact us. Also look for upcoming tenure workshops in your borough. For information on tenure for other titles, please refer to [UFT.org](http://UFT.org) or call the union.

### Programs and Services

The UFT offers many programs and services to help you hone your skills and meet certification and licensing requirements:

- Low-cost coaching sessions to help you prepare for state-mandated exams;
- A two-hour course in child abuse detection and reporting for those who have not already fulfilled the state requirement;
- Violence prevention – a two hour course that meets state Education Department requirements that all new teachers take a violence prevention workshop;
- Children with autism workshop that fulfills the state Education Department's requirements for all teachers who are seeking initial or professional state certification in special education; and
- Workshops that meet the Dignity for All Students Act (DASA) requirement for anyone applying for a New York State teaching certificate to complete six hours of training on harassment, bullying and discrimination in schools; times and locations for courses and workshops appear in the New York Teacher and online at [UFT.org](http://UFT.org).

Once you complete a workshop, the UFT will electronically forward your certificate of completion to the state Education Department.

## A UFT MOMENT



1969: Paraprofessionals sign their first contract to join the union (above).  
2019: UFT's Paraprofessionals Chapter celebrates its 50th anniversary.



# LET'S DO MORE TOGETHER

Innovate ■ Create ■ Collaborate

Labor Day Parade



Puerto Rican Day Parade



West Indian Day Parade



Pride Parade



Making Strides Walk



UFT 5K Run





Paraprofessionals Festival and Awards Luncheon



Spring Conference



Teacher Union Day



Career & Technical Education



A 100% union member school



Lobby Day in Albany



Herstory



Disaster Relief Fund





# Professional Growth



## LearnUFT

As a state-approved provider of Continuing Teacher and Leader Education (CTLE) hours, the UFT's LearnUFT program offers low-cost professional learning opportunities specifically designed to meet our members' needs. State regulations now require all teachers who hold professional certificates and paraprofessionals who hold Level III teaching assistant certificates to collect and track 100 professional development hours (known as CTLE hours) by a state-approved provider in five-year cycles.

LearnUFT offers work sessions in all five borough offices after school, on weekends and during the summer. Please see <http://www.uft.org/teaching/learnuft> for a listing of available courses or call (212) 598-9202 for more information. The UFT, as another service to its members, also keeps a record of individual CTLE hours taken through union workshops.



### Want to contact the New York Teacher?

Letters to the Editor:  
[nytletters@uft.org](mailto:nytletters@uft.org)

Other correspondence:  
[nytmil@uft.org](mailto:nytmil@uft.org)

Photos & videos:  
[UFTphotos@gmail.com](mailto:UFTphotos@gmail.com)

## Teacher Center

The UFT Teacher Center is a school-based professional development program that promotes teacher excellence and academic achievement for all students.

The Teacher Center operates throughout the five boroughs of New York City at school-based sites and other outreach locations. Drawing on current research and best practices, the Teacher Center's professional development activities for educators are designed to deepen content knowledge and enhance pedagogical skill. Activities range widely and include instructional coaching and resources, assistance in planning instruction and projects, problem-solving classroom management situations, integrating instructional technology in your classroom and ongoing professional learning connected to classroom practices.

A highlight of UFT Teacher Center offerings is its series of conferences held on weekends during the school year. Always well-attended, these conferences are wonderful sources of high-quality professional development in specific academic areas such as literacy, early childhood, math or programs for English language learners.

For more information about teacher centers, upcoming events or to access their many professional resources, please call (212) 475-3737 or visit the Teacher Center website: [www.ufttc.org](http://www.ufttc.org).

## Mentors

Eligible new teachers receive 10 months and at least 40 hours of mentoring throughout their first 180 school days of employment. Mentors are experienced colleagues who have trained extensively in ways to best support you.

They may demonstrate lessons, co-teach classes with you and offer constructive feedback on your teaching practices, depending on your particular needs. Mentors can also help you analyze student work, make suggestions about planning instruction and help you connect to people and instructional resources in your building.

Perhaps most important, mentors work with you on a non-evaluative, non-judgmental basis, and your discussions are professional and confidential. If you believe you are eligible and have not heard from a mentor by mid-September (or for spring-term hires, two weeks into the term), see your UFT chapter leader.

## National Board Certification

Teachers who have completed three years of teaching and are striving to further their growth may want to consider working toward a national board certification — a designation that not only would bring them to the city's second salary differential, but also would put them among the nation's most accomplished teachers. This certification is evidence that you have reached a level of excellence in your field based on rigorous standards.

The UFT Teacher Center offers a pre-candidacy course to help participants prepare for this rigorous process, as well as ongoing support throughout the program. For more information on National Board Certification, visit our website: [www.ufttc.org/nationalboard](http://www.ufttc.org/nationalboard).

## UFT Course Program

Thousands of UFT members enroll each year in the UFT Course Program. In partnership with a variety of colleges, the union provides reduced tuition graduate-level courses to enable you to qualify for state certification or a salary differential, earn a master's degree or simply strengthen your teaching skills.

## Master's Degrees and College Credits

To matriculate into a master's program, you have to apply to and be accepted by the sponsoring university. Degree programs include:

- Dual education and special education (grades 1-6);
  - Instructional technology;
  - Childhood Education; and
  - Teaching English to Speakers of Other Languages (TESOL), with an optional bilingual extension.
- Certificate and Extension programs include:
- Gifted Education;
  - Students with disabilities;
  - Bilingual education;
  - School Counseling; and
  - Interdisciplinary Studies.

There are graduate-level general education classes in which you can explore subjects that interest you while earning credits toward salary differentials. Courses include, but are not limited to, assessment and behavior management, reading and teaching strategies, mathematics and special education.





#### WHAT ARE CTLE HOURS? DO I NEED THEM?

State regulations now require all teachers who hold professional certificates and paraprofessionals who hold Level III teaching assistant certificates to collect and track 100 Continuing Teacher and Leader Education hours (known as CTLE hours) by a state-approved provider in five-year cycles.

For all teachers, 15% of these hours must be related to instruction of English language learners and for English as a Second Language (ESL) teachers the requirement is 50%.

LearnUFT and the UFT Teacher Center are both approved by the New York State Education Department to offer CTLE hours and you can find more information about the many activities we offer to help our members meet this requirement on the UFT website and in the *New York Teacher*.

It is the responsibility of the teacher to maintain a record of acquired CTLE hours (by collecting CTLE certificates) once the professional certificate has been issued. At the end of each five-year cycle, it is the teacher's responsibility to inform the state Education Department's office of teaching initiatives that the requirement has been met, using TEACH, the online certification registry.

# Your rights. Your Benefits

*Using its strength in numbers, the UFT has negotiated comprehensive health benefits that are valuable — and increasingly rare — in today's economy. Thanks to the union, members also can look forward to a secure retirement, have opportunities for professional growth and can get help when they are struggling or in crisis.*

## Professional learning opportunities

- LearnUFT provides state-approved, affordable professional development designed to meet the needs of UFT members. LearnUFT keeps a record of the 100 CTLE hours that many paras and teachers are required to collect every five years.
- The UFT Teacher Center promotes teacher excellence and student achievement with work sessions and citywide conferences as well as teacher centers embedded in 105 schools throughout the city. In collaboration with the UFT Member Assistance Program, the UFT Teacher Center also offers workshops for new teachers.
- The Peer Intervention Program is a voluntary, confidential program that provides assistance for tenured teachers who are feeling overwhelmed about classroom issues.

## Health coverage, no premium

- The majority of UFT members have enrolled in one of two health insurance options with no monthly premium, a true rarity these days. Members also have a choice of multiple city health plans.
- The health plans have reasonable co-pays and a large number of participating providers in the New York City region.
- MSK Direct gives members and their family access to a dedicated team of cancer specialists at Memorial Sloan Kettering Cancer Center, a top hospital for cancer care.

## Affordable prescription drugs

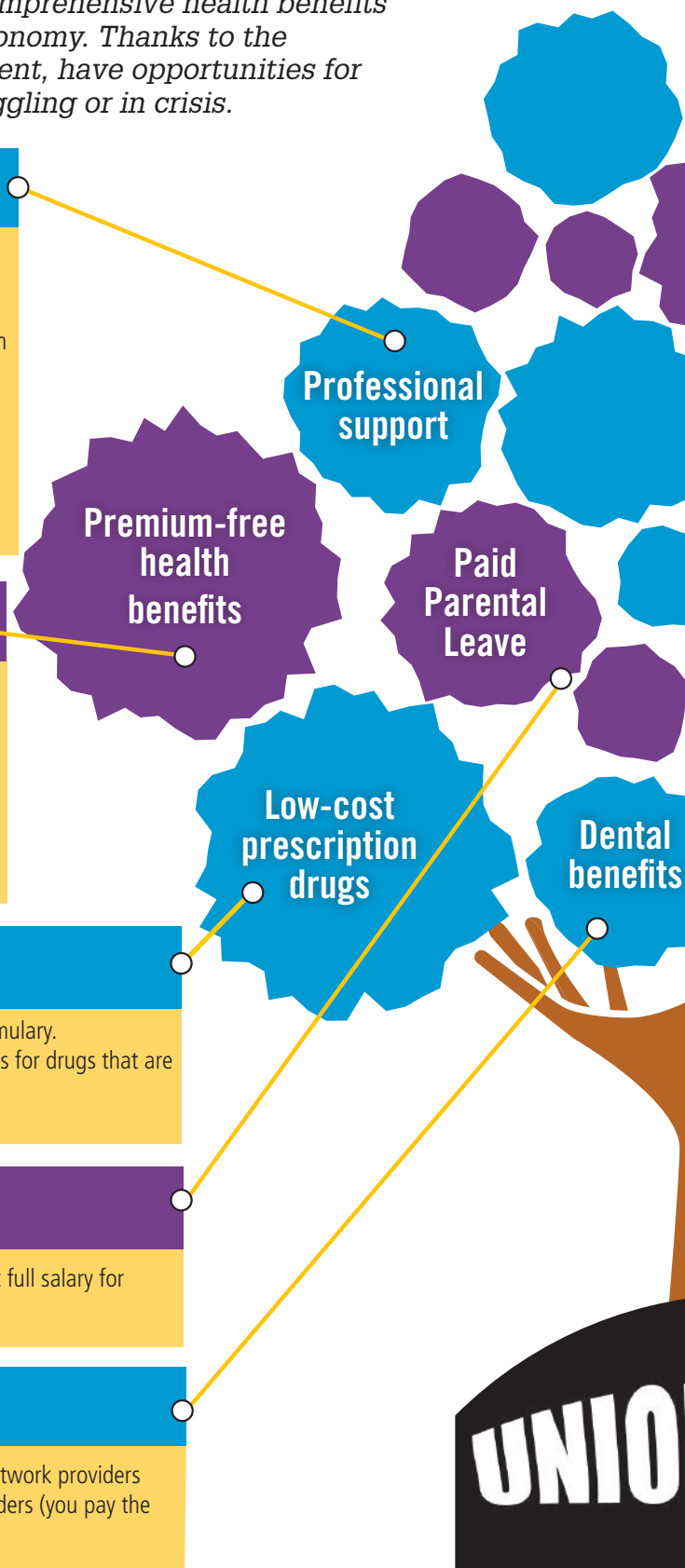
- Affordable co-pays for generic and preferred brand-name drugs on the union's formulary.
- Once your family reaches its \$1,000 yearly annual maximum for out-of-pocket costs for drugs that are generic or preferred brands, these medications are free for the rest of the year.
- An extensive formulary that covers many new and cutting-edge drugs.

## Paid Parental Leave

- A huge win for the union in June 2018. The policy provides six weeks of time off at full salary for maternity, paternity, adoption and foster care leave.

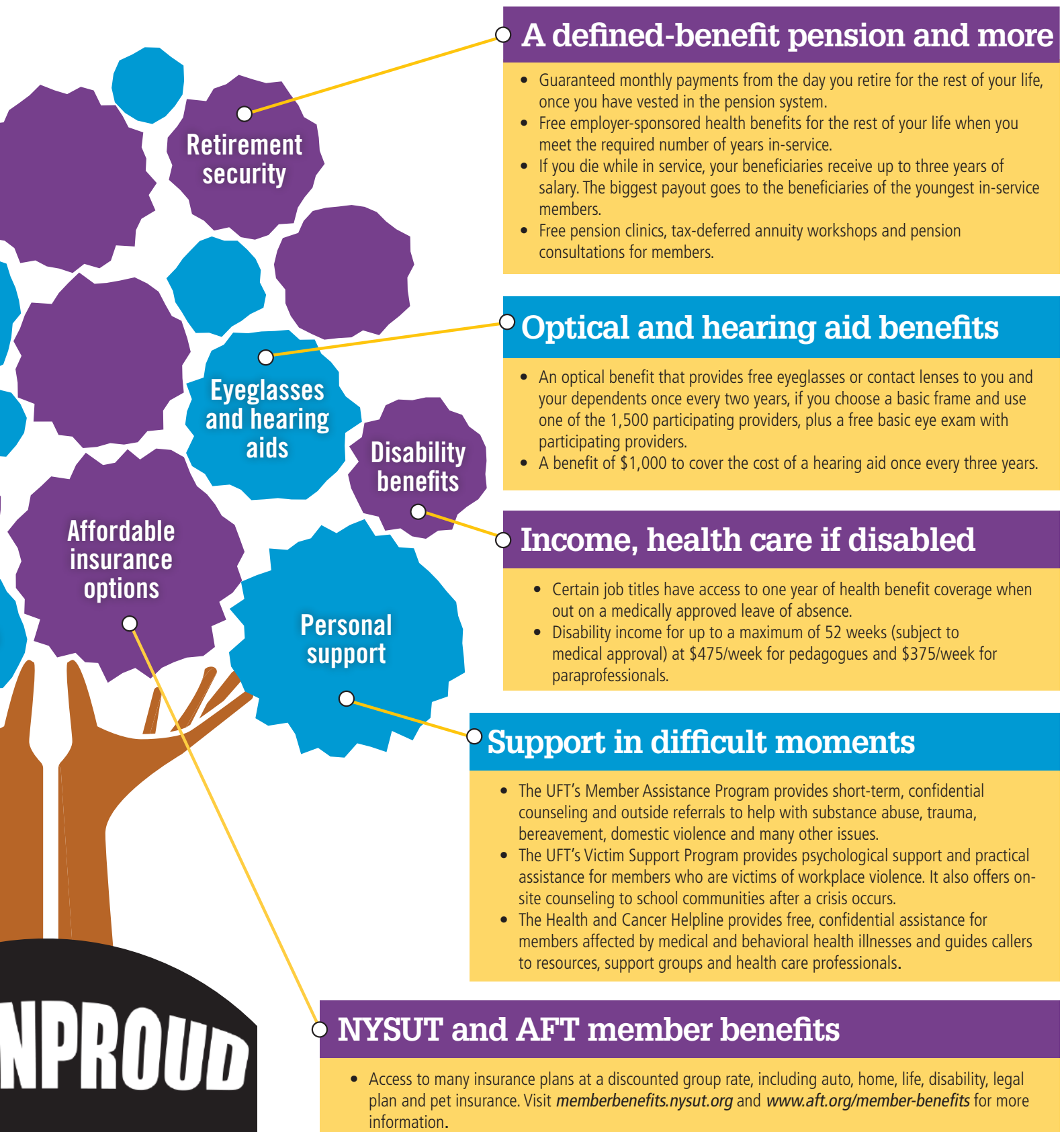
## Quality dental care at low cost

- A dental plan with a large number of participating providers. Your choice of in-network providers (free cleanings every three months, low-cost procedures) or out-of-network providers (you pay the difference between the plan's allowance and your dentist's charges).





# enefits. Your Union.



# Your **HEALTH** Benefits

**A**s a UFT member, you have one of the best health-benefits packages anywhere. At a time when many workers have no health benefits and higher costs are leading many employers to reduce existing benefits, the union has maintained quality benefits and even made improvements.

- As a full-time member, you are entitled to:
- A choice of health plans, which city unions jointly negotiate for their members. There is a health plan for everyone, from free plans like HIP or basic GHI to a range of plans that will fit your family's needs. The plans are listed on the [nyc.gov/olr](http://nyc.gov/olr) website;
  - Supplemental benefits such as dental, optical, hearing and prescription drug coverage are provided by the union through the UFT Welfare Fund;
  - Optional additional benefits are available through our state and national affiliates, NYSUT and AFT;
  - Sick days are earned, one per month, after the 15th of the month. Together, these benefits represent savings to you worth thousands of dollars a year;
  - Premium-free hospitalization and medical coverage for you, your spouse or domestic partner and your dependent children up to age 26; and
  - Adult dependent children from ages 26 to 29 may be eligible to purchase coverage under New York State legislation as well.

## **Insurance Health Benefits**

All new city employees, including new DOE hires, must take HIP HMO as their health plan for their first year of service. Although you are covered from your first day of work, you must enroll in a health plan within 30 days of your first day on payroll. To register for health insurance benefits, log into Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) and enroll in health benefits on your start date. You can also ask your school payroll secretary for a City of New York Health Benefits Application form.

### **Choose the health plan that's best for you**

If you want to switch your health plan, you can switch after one year of service or any other year during the annual open enrollment period. Go to: [www.uft.org/health-benefits/city-health-plans](http://www.uft.org/health-benefits/city-health-plans) for comparison information. Details on each plan also are available in the *"New York City Health Benefits Program Summary Plan Description Booklet,"* available from your school payroll secretary or online at [www.nyc.gov/olr](http://www.nyc.gov/olr).

Keep copies of all your completed forms at home. For more information, contact HR Connect at (718) 935-4000 and also visit the DOE website at [schools.nyc.gov](http://schools.nyc.gov). Remember to ask about tax consequences related to domestic partner coverage.

Although the UFT Welfare Fund has no direct responsibility for administering the health plans, its staff will answer questions and advocate for you if you have difficulties with a claim.

## **UFT Welfare Fund Benefits**

Beyond the medical and hospitalization benefits you receive through the city's health plans, you also have an array of additional benefits through the UFT Welfare Fund, including dental, optical, hearing and prescription drugs. The UFT Welfare Fund benefits cover you, your spouse or domestic partner, and your eligible dependents.

Make sure you enroll ASAP: You must enroll in the Welfare Fund separately from your city health plan. There are no waiting periods for benefits once you enroll as an eligible member. The fastest and easiest way to enroll is online at [www.uftwf.org](http://www.uftwf.org). You can also get an enrollment form from your chapter leader.

Within two weeks of enrolling, you should receive:

- A UFT Welfare Fund drug card, which is your identification for purchasing prescription drugs. Call the Welfare Fund if your card is delayed. Your name will be the only one listed on the card, although the names of your eligible dependents will appear on the pharmacist's screen. You are covered as soon as you enroll and will be reimbursed if you need to fill a prescription before your card arrives.
- A booklet called *"The Red Apple,"* which describes the full range of your benefits. It's also available online at [www.uftwf.org](http://www.uftwf.org). The website also has lists of participating panelists, updates on benefits, links to providers' websites and answers to frequently asked questions.



## **Prescription drug plan**

This plan covers prescription drugs (but not drugs sold over the counter). When you need to fill a prescription, go to a participating pharmacy, show your UFT Welfare Fund drug card, and pay a co-payment.

For a 30-day supply, the Fund has three tiers of co-payment:

- Generic – \$5;
- Preferred brand – \$15; and
- Non-preferred brand – \$35.

Be sure to save receipts for prescription drugs you paid for before receiving your drug card so you can be reimbursed.

After filling 90 days of maintenance medication locally, mail order is mandatory. Your doctor must



submit your prescriptions electronically, so ask your doctor to order your 90-day supply directly from the Express Scripts Home Delivery Service – (800) 723-9182.

The UFT Welfare Fund drug formulary is a great tool for understanding whether a prescription drug is covered, your co-pay cost and how to obtain it. The formulary is available on the UFT Welfare Fund website at [www.uftwf.org](http://www.uftwf.org).



### Dental plan

Through the Welfare Fund you can choose between two plans:

- A Scheduled Benefit Plan that allows you to use participating dentists (at no charge or with a copayment); or non-participating dentists (with reimbursement according to the dental fee schedule); or
- A dental HMO (Dentcare) with no copayment.



### Optical plan

The Welfare Fund covers the cost of a basic eye exam and eyeglasses entirely or gives you an allowance you can apply toward an upgrade. You also can elect to purchase contact lenses and receive a credit per the fee schedule. The Fund will issue you an optical plan voucher that explains the details of the plan. Members can order the voucher either online at [www.uftwf.org](http://www.uftwf.org) or by calling the hotline at (212) 539-0539.



### Hearing aids

Members are entitled to one hearing aid every three years.

Participating providers have agreed to give a minimum 25% discount off the cost of a hearing aid. The Fund will issue you a hearing aid voucher that explains the details of the plan. Members can order the voucher either online at [www.uftwf.org](http://www.uftwf.org) or by calling the hotline at (212) 539-0539.



### MSK partnership

The UFT Welfare Fund has partnered with Memorial Sloan Kettering Cancer Center to provide two programs.

MSK Direct offers guided access to expert cancer treatment for UFT members, retirees and their family members. When you are faced with cancer, reliable information and comprehensive care coordination are crucial. The experts at MSK are there to help you understand the cancer treatment process and provide practical support during your treatment.

MSK Talking with Children About Cancer is a new program designed to help adults communicate with children who have a loved one in their life with cancer. School staff are often the first to notice changes in student behavior or mood. Being a source of support and comfort during this challenging time is vital to a child's emotional well-being. To access either program call: (844) 350-5034



### Additional Benefits

The following Welfare Fund benefits are available only for you and not your dependents:

- Disability insurance: Qualifying pedagogues may be covered for \$475 per week for a maximum of 52 weeks (\$375 per week for paraprofessionals). Call the UFT Welfare Fund at (212) 539-0500 if you need an application or more details.
- Death benefit: When you enroll in the UFT Welfare Fund, you must designate a beneficiary in case of death. The younger you are, the higher the death benefit will be, starting at \$30,000 and declining through the years. This complements the death benefit that accrues through the pension system or any other life insurance you may have.



### Change of address or status

If your address or marital status changes, you can update it through the online "change of status" process at [www.uftwf.org](http://www.uftwf.org), or ask your chapter leader for a blue "Change of Status" packet, or phone the UFT Welfare Fund Forms Hotline at (212) 539-0539.



### Forms

You can download Welfare Fund reimbursement, dental and most other forms at [www.uftwf.org](http://www.uftwf.org). You can also call the Welfare Fund's Forms Hotline at (212) 539-0539.



### When your spouse or domestic partner is also a UFT member

If you and your spouse or domestic partner are both UFT members, you don't have to choose one or the other's benefits — you have the advantage of both when it comes to certain UFT Welfare Fund benefits. With special coordination of benefits, you can receive enhanced dental, optical and hearing aid benefits from each other's coverage.

*Did You Know? Occupational therapists and physical therapists cannot be asked to go beyond eight sessions per day or 40 sessions per week.*

# Safety & Environmental Health

## The mission of the UFT's Safety & Health

Department is to protect UFT members from occupational hazards and to protect members' rights when incidents happen.



UFT Safety & Environmental Health Emergency Hotline:  
(212) 701-9407

UFT Environmental Issues Hotline:

(Asbestos, lead, air quality, blood-borne pathogens, etc.)  
(212) 598-9287

Information on safety issues:  
[uftsafety@uft.org](mailto:uftsafety@uft.org)

Information on environmental health issues:  
[healthsafety@uft.org](mailto:healthsafety@uft.org)



[www.facebook.com/uftny](https://www.facebook.com/uftny)



@uft



@uftny

We do this by providing information about potential hazards; advocating on behalf of members to address unsafe conditions, safety and student discipline issues; and collaborating with appropriate city and state agencies to enforce health and safety standards.

Please call the union and ask for your local health and safety representative if you need assistance with:

- An incident in your school;
  - An environmental safety hazard; or
  - An unsafe situation at work.
- If you know of a safety incident, report it! The UFT has an online reporting system to make it easier for members to report threats to the safety and security of staff and students. File a UFT incident report at [www.uft.org/our-rights/incident-reporting](http://www.uft.org/our-rights/incident-reporting).

### Securing personal property

Theft is unfortunately a regular occurrence in schools, and right now is the No.1 crime happening in our buildings. We recommend that you:

- Try to minimize theft by not wearing or bringing valuables to school;
- Keep your pocketbook, briefcase and coat under lock and key;
- Never walk away from your laptop;
- Keep your money and expensive jewelry concealed;
- Secure doors upon exiting;
- Do not leave belongings visible through classroom windows; and
- Report all thefts to your chapter leader and file a UFT incident report.

### Student fights

Breaking up fights between students is the prime cause of school-related injuries among UFT members. If you are witness to a fight, we recommend that you:

- Use nonviolent techniques to break up fights or confrontations. Speak loudly to order students to stop fighting.
- Send for help, by intercom or phone if possible, or send another staff member or a student. Many schools use a special pass with a classroom's room number which, if carried out of the room, is a code indicating an emergency there.
- Remember that a trained school safety agent, supervisor or dean can do more than you can do alone and will serve as a witness if any injuries occur to you, another staff member or a child.

- DO NOT get between fighting students unless you believe it is absolutely necessary to prevent serious injury.

### Injuries and assaults

If you are injured or assaulted, seek medical treatment immediately. If warranted, file a criminal complaint report with the NYPD. We also recommend that you contact your chapter leader or district representative as soon as possible for help with completing the paperwork required to protect your rights. Filing delays can cost you. An injury or assault must be reported to the school within 24 hours.



### School discipline & safety tips

As a professional, you deserve a safe working environment. Here are a few things you can do to protect yourself, your students and your school:

- Establish classroom rules: Start in your own classroom by defining consequences for behavior from the first day of school.
- Learn the DOE Student Discipline Code: Become familiar with the code and any variations of the code that your school has adopted. Stand behind that code, too. It might be worthwhile discussing it with your students.



## Some advice for handling challenging situations

Our school system has many policies and procedures in place to help educators do the right thing for their students. But as a new teacher, you are bound to encounter situations with students that are challenging to navigate. Hopefully, you have a trusted colleague or administrator to whom you can turn for support. If you find yourself in one of the following situations, here is some guidance for making a plan of action.

If you have reason to suspect that a student is being neglected or abused, remember that you are a mandated reporter. You must call the New York State Central Register (SCR) for Child Abuse and Maltreatment at (800) 635-1522. Your call is confidential, but it cannot be made anonymously. You must provide SCR with the name and contact information for any other staff members who have direct knowledge about the allegations.

Both Child Protective Services officials and school employees are prohibited from disclosing the reporter's name or confirming that the school led the report. SCR will provide you with a call ID number, which you must share with your principal no later than the end of the school day.

If a student's behavior is significantly disruptive or a student poses a danger to himself or

others, you have the right to have the student removed from the classroom. Your school should have a procedure in place for student removal and a special location (known as a SAVE room) where students can be sent if they are removed from the classroom. Your school should also have a crisis intervention team whose members are trained to help students in crisis. Ask your chapter leader to walk you through your school's plan.

If you believe one of your students is in need of special education services, you can submit a Request for Initial Referral to your principal. You must explain your reasons for requesting the referral; describe any intervention services, programs or instructional methodologies you have tried; and describe the extent of your contact with the student's parents or guardian.

Your school may have a team of educators who meet regularly to discuss students who are academically at risk. The team may suggest strategies for you to try or develop a plan for working with your student. If your principal agrees with your referral, he or she will initiate the process for obtaining parental consent.

If you believe one of your students is not receiving the services that student is entitled to for special education or English language learners, the UFT can work with you to help resolve the

issue. File a confidential special education complaint or an English language learner complaint. Both are available on the UFT website.

## Reporting safety incidents

The UFT has an online reporting system to make it easier for members to report threats to the safety and security of staff and students. Accurate reporting is the first step in creating a safe environment in every school. Enforce your right to a safe school by promptly reporting all safety/discipline incidents.

If a safety/discipline incident occurs in your school:

- Inform your chapter leader;
- Report it to your school administration within 24 hours;
- File a report with the DOE through the Online Occurrence Reporting System (OORS) at your school;
- File a UFT incident report online OR print and fax a paper copy of the form to (212) 677-6612 OR call your borough office.

If the situation is an emergency, seek medical attention if necessary and call the UFT Safety & Environmental Health hotline at (212) 701-9407.



- Read your school safety plan: This is a plan specific to your building that details every facet of security in your school. Every fall, the safety plan must be reviewed and, if necessary, revised. If you believe your school needs to change or add procedures to address potentially threatening situations or changed circumstances, contact your chapter leader.
- Report issues and violations: If you experience any safety-related problems, alert your chapter leader. Likewise, if you see that provisions of the safety plan are being violated, or if a principal has not followed the steps required

- by the discipline code, you should speak to your chapter leader and UFT borough safety representative for advice about how best to resolve the matter.
- Student removal protocol: If a student's conduct poses a continuing danger or an ongoing threat of disruption to the academic process, you may request to remove that student from the classroom as long as it is one of the listed infractions in the DOE Student Discipline Code. You should consult your school's student removal plan to make sure you have filled out all the necessary incident forms and

followed the correct protocol.

- Pupil Personnel Team: If you have a student who is struggling academically or social-emotionally, or is disruptive to the classroom, you may refer that student to the Pupil Personnel Team (PPT). The PPT is a cross-functional committee that determines appropriate interventions to help meet the student's needs. Interventions may include peer mediation, at-risk counseling, a mental health referral, tutoring, extended day classes, etc.

# Member **ASSISTANCE** Program

**W**e all experience challenges in our personal and professional lives from time to time.

While people often handle these on their own, some issues can be difficult to manage without a helping hand.

## *The Member Assistance Program (MAP)*

This program has trained professional counselors who guide you through the problems that can put your health and job in jeopardy. Our services are confidential, professional and supportive. MAP services are also provided at no cost to members.

The MAP program provides short-term counseling to in-service UFT members by professionally trained mental health staff as well as referrals to outside resources including:

- Short-term counseling in the MAP office;
- Peer support group for bereavement;
- Peer support group for caregivers;
- Support and informational groups for new teachers;
- Assistance for victims of domestic violence;

- Connection to community support groups to fit your needs;
- Assessment and referrals to appropriate substance abuse, eating disorders and mental health service programs;
- Referrals for trauma, bereavement and loss;
- Referrals for legal and financial counseling services.

The MAP phone number is (212) 701-9620 and the email address is [mapinfo@uft.org](mailto:mapinfo@uft.org). Our normal hours are 10 a.m. – 6 p.m., Monday through Friday (summer hours are 9 a.m. – 5:15 p.m., Monday through Thursday). Please note that sessions are by appointment only; no walk-ins.

**NEW:** UFT/MAP is now a recognized state provider for licensed social workers (LMSW & LCSW) and Mental Health Counselors (LMHC): MAP is now providing clinical professional development to the UFT Social Workers and Psychologists Chapter, offering continuing education credits. Afternoon and weekend workshops are offered in all borough offices at a discounted rate.



## *Victim Support Program*

The UFT's Victim Support Program provides members who are injured on the job with one-on-one advice, counseling and assistance with police, the judicial system and the city Department of Education's medical division. The program offers victim outreach, psychological counseling and crisis intervention. All services are free and completely confidential. For more information, call (212) 598-6853.



## *Violence Prevention Program*

A state Education Department mandated program, the UFT's Violence Prevention Program works with individuals and schools to improve safety. Two-hour workshops will show you how to identify the warning signs of danger to yourself and your students and teach you ways to defuse volatile situations before they reach the point of no return. For more information, call (212) 701-9413.



## *Art Therapy Support Group*

Calling all new members who want to have a fun and unique experience! Join the UFT Member Assistance Program for our first art therapy group. No artistic talent is required, just an openness to explore and participate in a group setting with your colleagues.



## *Families Weathering the Storm*

The UFT Member Assistance Program offers a new free support group for families struggling with mental illness or addiction. Your union is here to help you and your family members affected by mental illness and/or addiction build better lives through education, support and advocacy. You'll share coping strategies and practical information. All support groups are led by a trained mental health professional and are held in a safe and confidential space.





### ***New Teacher Support Groups***

These sessions provide new members with general union information and concrete educational support. Learn about welfare fund health benefits, pension plans and TDA, end-of-term procedures, and essentials about licensing, tenure and certification. Educational sessions concentrate on student engagement, professional collaboration and classroom management. The UFT Teacher Center provides CTLE credits for some educational sessions.

These sessions provide an opportunity to help one another get through the nuances of a school year. Participants can discuss stressors and challenges and strategize ideas. The MAP program helps them develop support systems and learn how to engage and navigate through the many mental health resources provided inside and outside the union. These groups are open to all new teachers (1-3 years).

They are held at central headquarters and in each borough office.

### ***UFT Partners Through Experience Program***

This is a voluntary program that matches a new teacher (1-3 years of experience) with a recent retiree (from 1-5 years) to form a collaborative relationship. For new teachers, it's a great way to receive support and guidance when starting out in the profession and addresses your own questions and concerns. For retirees, it's a great way to stay active in the life of the union and share valuable experience with new teachers. For more information, contact [mapinfo@uft.org](mailto:mapinfo@uft.org) or register at [www.uft.org/partners-through-experience](http://www.uft.org/partners-through-experience).



### ***Be BRAVE Against Bullying***

The UFT's BRAVE Campaign provides tools, knowledge and support for UFT members so they can be more proactive in confronting and stopping bullying. For information and resources for your classroom, visit us on the web at [www.uft.org/BRAVE](http://www.uft.org/BRAVE).

BRAVE also hosts a confidential hotline for students Monday through Friday, 2:30 p.m. to 9:30 p.m.: Call (212) 709-3222 or text BRAVE to 43961.



### ***Classroom Management Classes***

The union offers many workshops on classroom management, on teaching students self-discipline and on instructional techniques that engage students so they do not start misbehaving out of restlessness. Check the *New York Teacher* newspaper for upcoming sessions.



### ***Dignity for All Students Act (DASA) Workshops***

The UFT offers workshops that meet the DASA training requirements and the certification for the state Education Department. This six-hour workshop gives participants an understanding of the dynamics of assaultive, aggressive behavior and the tools to defuse violent situations at school. For more information, call (212) 701-9413.



### ***Peer Intervention Program***

Are you a tenured teacher or guidance counselor who is struggling with pedagogical and professional issues? Are you ready to take responsibility for achieving high standards and becoming more effective? Get confidential one-on-one help from highly experienced, specially selected colleagues who will create individualized professional development plans with you to emphasize your strengths and improve your shortcomings. With the Peer Intervention Program (PIP), you can take charge of your own professional standards, address instructional issues and turn your career around. Call PIP at (212) 844-0600 or send an email to [pip@uft.org](mailto:pip@uft.org).



### ***Positive Learning Collaborative***

The UFT's Positive Learning Collaborative (PLC) supports schools in creating a positive learning environment. Through intensive training and direct consultation with school staffs, the PLC program equips educators with the skills, knowledge and confidence they need to safely and effectively anticipate behavior challenges in their schools so they can prevent crises and, ultimately, help students focus on academic goals. For more information, call (212) 701-9499 or email [PLC@uft.org](mailto:PLC@uft.org).



### ***Classroom Cafe Podcast***

Download & listen to the new *Classroom Cafe Podcast*! The UFT Member Assistance Program is excited to bring you this series of well-being podcasts on topics such as *Making Classrooms Happy Places*, *10 Ways to Eat Healthier with Limited Time*, *Time Management: Getting It All Done*, *Mindfulness and Compassion* and *Creating Safe, Welcoming and Inclusive Schools for ALL of Our Students, Families and Staff*. Subscribe to us on iTunes, Spotify, Google Play and SoundCloud!



# Your rights.

*The Department of Education-UFT contract empowers us and helps ensure we have the resources, support and structures in place we need to provide a quality education to New York City public school students. These are just a few of the many rights you have because you have a strong union that can bargain and work on your behalf.*

## More Money

- Negotiated pay increases
- Lump-sum payments in 2015–20 for money owed
- Salary differentials for credits earned beyond a bachelor's degree
- Salary steps based on time on the job for most titles
- A guaranteed rate of pay for work beyond regular school hours
- Extra pay for teachers when they are asked to cover a class more than once per term or teach an extra class
- School secretaries can receive per-session pay during peak load times

Higher Pay

Defined Hours

## A Defined Work Day

- A six-hour, 20-minute work day for teachers in single-session schools
- A duty-free lunch for all members
- Daily unassigned prep period for teachers to do professional work
- A daily 15-minute break for school secretaries

## Opportunities for Professional Growth

- Several new positions for teachers, including master teacher, model teacher and peer collaborative teacher, to allow highly skilled educators to take on an instructional leadership role in schools
- A career ladder for paraprofessionals, including the new lead teacher assistant position
- Study sabbaticals for teachers to enhance their skills or achieve state certification in a shortage area

A Chance to Grow your Skills

Job Security

## Job Protections

- No layoffs when a school closes or downsizes
- Teacher tenure and due-process rights for paras, therapists and school nurses facing termination
- Regular pay during recuperation following an injury in the line of duty approved by the DOE
- The right to union representation at any meeting that might lead to disciplinary action
- Vital whistleblower protections in relation to special education referrals
- Protection against harassment on the job, whether discrimination, sexual harassment or an abusive supervisor

UNIO



# Your benefits. Your Union.



## Classroom Support

## Support for Instruction

- Maximum teaching loads
- Teacher's Choice funds to assist with out-of-pocket expenses
- Time in the regular work day for professional development, Other Professional Work and parent engagement
- Class-size limits based on grade level and kind of class
- Lesson plans by and for the use of the teacher; supervisors may not mandate specific elements
- A standard one-page unit plan
- Basic instructional supplies and textbooks must be provided
- The DOE must supply curriculum that includes lists of content and topics, scope and sequence and what students are expected to learn from each unit
- A paperwork reduction process designed to quickly resolve paperwork issues (both paper and electronic)

## A Grievance Process

## A Say in School Decisions

- School-Based Options (SBOs) allow UFT members to modify the contract to fit school needs
- Progressive Redesign Opportunity Schools of Excellence (PROSE) schools give educators the flexibility to rethink contractual rules and try out new ideas
- School-based Measures of Student Learning (MOSL) committees allow teachers to help determine the assessments used in their ratings to measure student progress
- School-based professional development committees help shape professional learning opportunities at each school
- Monthly consultations between the principal and a UFT consultation committee at each school
- The integrity of the grading system is protected; a principal can't change the grades a teacher has given without written notification

## Professional Voice

## A Grievance Process to Protect your Rights

What should you do if you feel your contractual rights have been violated?

Speak with your chapter leader about possibly filing a grievance. Filing a grievance is the way UFT members object to the DOE's violation of the contract or of established DOE policy and practice as embodied in bylaws, circulars, personnel memoranda or Chancellor's Regulations.

Don't delay. Grievances have time frames. Most grievances must be filed within 30 days of an incident. Two notable exceptions, reorganization and per-session grievances, must be filed within two days of knowledge. If you are uncertain of the timeframe, check with your chapter leader.

INPROUD

# YOUR RIGHTS

If you have any questions about these rights or any other issues, please contact your chapter leader or call the UFT.



## A UFT MOMENT



1961: President Charles Cogen leads teachers out on strike.

### Your Work Day

In single-session schools, the regular school day for teachers and paraprofessionals is six hours and 20 minutes, inclusive of a duty-free lunch.

Hours for other members will differ. For example, nurses and therapists work six hours and 55 minutes, including a 30-minute lunch break, while school secretaries work seven hours and 20 minutes, including a lunch period. In District 75 (citywide special education) buildings, District 75 self-contained classes in other school sites, as well as District 79 and multi-session schools, the school day may be six hours and 50 minutes including a duty-free lunch.

Teachers get five preparation periods per week for unassigned professional duties.

### Professional Development, Parent Engagement and Other Professional Work

For members who work six hours and 20 minutes in single-session schools, the schedule also includes 155 minutes a week dedicated to professional development, parent engagement and Other Professional Work. In most schools, that schedule looks like this:

**Monday:** There is an 80-minute block of time immediately following the school day that will be used for Professional Development. If less than the entire 80 minutes is used for Professional Development on a given day, the remaining time will be used for Other Professional Work.

**Tuesday:** There is a 75-minute block of time immediately following the school day, 40 minutes of which is for parent engagement and 35 minutes for Other Professional Work. Paraprofessionals are only required to work the first 70 of the 75 minutes of this block.

The staff of individual schools has the flexibility to modify the school day and determine how to repurpose the 155 minutes based on the needs and philosophy of each school community using a procedure known as a school-based option, or SBO.

**Please note:** In single session schools without an SBO, the day cannot start earlier than 8 a.m. or go later than 4 p.m. on Mondays and Tuesdays, and no later than 3:45 p.m. on Wednesdays, Thursdays and Fridays.

### Other Professional Work

Appropriate activities during the 35-minute block of time for Other Professional Work are:

- Collaborative planning;
- Lesson study;
- Inquiry and review of student work;



- Measures of student learning (MOSL)-related work;
- Individualized Education Program-related work (excluding IEP meetings);
- Work with or related to computer systems/data entry;
- Preparing and grading student assessments;
- Mentoring; and
- Responsibilities related to teacher leader duties for all individuals in teacher leader positions.

In addition to the activities listed here, a teacher or a group of teachers may propose additional activities that may include working with a student or students for any portion of the school year, which requires approval by the principal. A Staff Development Committee (SDC) may also choose to meet to continue its work during times when other professional work is appropriate. Speech teachers can use this time to do SESIS activities.

Please be aware that Other Professional Work that is done during time designated in the Teachers' and Paraprofessionals' Collective Bargaining Agreements for Other Professional Work should be self-directed by the teacher or paraprofessional from the menu of Activities set forth in Article 6 and Article 4B respectively.

On an as-needed basis, principals can direct teachers or paraprofessionals to activities on the contractual list but, per the contract, this direction cannot be done on a regular basis and must be the exception rather than the rule.

## Preparation Periods

Preparation periods are unassigned periods to be used for professional work. A teacher may decide to use preparation periods to write lessons, grade papers, analyze student data, meet with parents, students or colleagues or other professional responsibilities. Prep periods are self-directed, that is, you determine what to do during your prep periods.

A principal cannot mandate meetings or administrative duties during your prep period.

If you are directed to do things like these on your prep, you should follow the directive and then speak to your chapter leader, who can file a grievance on your behalf because you are entitled to be paid for a lost prep.

Your prep period can only be taken away in case of an emergency: The unavailability of a teacher to cover a class constitutes an emergency and a supervisor may direct another teacher to cover that class during his or her prep period. However, the covering teacher must be compensated for all lost prep periods after one unpaid coverage per term.



## Professional Periods

There are often questions about our Professional Activities/Administrative Duties — Circular 6R. You first select your activity from a menu appropriate to your grade level that is specified in Article 7 of your contract.

If you want to participate in an activity not listed on the menu, you can do so with the permission of your principal. Additionally, the Professional Activities menu can be modified in a school through a School-Based Option (SBO).

Your principal is required to meet with your chapter leader to consult on the number of positions and qualifications for each menu item. If your principal fails to consult, the chapter leader should notify his or her district representative and file a grievance.

If you are assigned homeroom or AM/PM bus duty, you are fulfilling the responsibilities of the professional period, and your professional period then becomes one for you to use like a preparation period.

All teachers should only have one assignment per school year. You should not be given different activities/duties on different days. If you are given more than one assignment per school year, you should discuss this with your chapter leader.

A recent arbitration settlement protects members' contractual rights and will create a new opportunity for high school teachers to work on targeted credit recovery in lieu of their Circular 6 professional activity. Credit recovery is not a professional activity because credit recovery is a teaching period and the DOE-UFT contract stipulates that professional activities cannot be additional teaching periods. For more information about this position, speak with your chapter leader.



## Sick Days & Personal Business

Teachers and other titles have 10 days per school year that can be used for self-treated illness.

Of the 10 days, up to three can be used for personal business (caring for a sick family member, closing on a house, etc.) that cannot be conducted at another time, provided that you give reasonable notice to your principal. Personal business is officially defined as something that cannot be done at any time other than a school day, during school hours. Using personal business days reduces the number of self-treated days you can use in a school year.

Unused sick days become part of a member's Cumulative Absence Reserve (CAR), commonly referred

to as your sick bank. **Please note:** These days cannot be used for vacation days.

Whenever possible, you should submit medical certification for each day you are absent to preserve as many of your self-treated days as possible.

If you take more than 10 self-treated days in any school year, you will not be paid for those additional absences unless you submit a doctor's note — even if you have accumulated days in your CAR.

## Maternity, Parental & Child Care Leave

Thanks to a public campaign by thousands of union members, the UFT became the first public-sector

union in the history of New York City to negotiate paid parental leave for the people it represents.

The UFT secured paid parental leave for UFT-represented employees in June 2018 after months of intense negotiations with the Department of Education. The policy provides six weeks of time off at full salary for maternity, paternity, adoption and foster care leave. When combined with available maternity leave policies, new mothers can take up to 12 or 14 weeks of paid leave.

Call the union for more information about Paid Parental Leave and other options that may be available to you. You can also check the union's website for upcoming UFT maternity workshops.

## Special Leave of Absence Coverage (SLOAC)

**S**LOAC entitles eligible and approved city employees up to a maximum of 18 weeks or four months (depending on pay cycle) of benefits coverage in a 12-month period during unpaid leave resulting from a disability or serious illness of the employee. You may also be eligible for an additional eight months of coverage through the UFT Welfare Fund.

## Appointment in a New York City School

When a New York City school permanently hires you to fill a vacancy, you are “appointed” to that position. Your appointment must match your state certification by both subject and level. As part of this appointment process, the DOE automatically generates its own teaching license. This New York City license must match your New York State certificate subject area and, in addition, the grade level of your NYC teaching assignment.

The NYC license specifies the area in which you will be considered for tenure decisions and accrue seniority; the latter can be very important if there is excessing in your school. While there are no more New York City paper licenses, there are still license/appointment areas, each with a different code.

When you begin teaching, the DOE notifies you by personal email of your license/appointment area and includes the license code. Make sure you are appointed in the subject area and division level (i.e. elementary, middle or high school) that matches your state certification.

Unfortunately, “out of license” teaching assignments are not unusual. Since some teaching positions are harder to fill than others, newer teachers are often assigned to teach out of their license areas, in a different level, subject area or both. While such “out of license” assignments don’t affect your salary, they could affect your ability to attain tenure and your right to keep your position if excessing occurs. Teachers who have taught “out of license” could find their probation period extended if the principal or superintendent thinks there is not enough experience in, or evidence of effectiveness in, the appointed license area.

You can be appointed under only one license at a time (even if you have multiple certifications), and your license area of appointment determines the area in which you will be granted tenure.

Sometimes your certification permits you to be appointed under another license; however, if you agree to switch to a new appointment, you serve an additional probationary period.

Your salary does not change when your license changes. Be sure to check with your payroll secretary that your appointment date is correctly entered in the computer. Contact the UFT before you switch your license.

If you believe your appointment, New York City license, or teaching assignment does not match your state certification, speak to your chapter leader at once. Your chapter leader can help you discuss this with your principal and get your program corrected as soon as possible.

## Class Size

Our 2018 contract broke new ground in workplace improvements, member empowerment and voice. At the top of our priorities was creating a faster, streamlined process to resolve class-size violations early in the school year.

Since its inception, the UFT has made reducing class size a priority so our members can give each child more individual attention. Early on, when classes often exceeded 40, we won class-size limits in the contract: usually 32 in elementary grades, 33 in intermediate schools (30 in Title 1 intermediate schools), and 34 in high schools. Class-size is 25 in kindergarten and 18 in pre-K. Alert your chapter leader if your class or classes exceed these limits.

## Your School Personnel File

Members have an official file that contains the administration’s observation reports, annual evaluation sheets and other materials. You have a right to see and photocopy the contents of your file.

Your supervisor can place an item in your file only if you have seen and signed it. Signing an item means you have received it, not that you agree with it. Sometimes a supervisor wants to place a letter of reprimand in a file.

You have the right to append a response to material placed in your file. See your chapter leader for assistance in formulating your response. Members should sign the letter signifying they received it, but take the time to carefully craft their response, which can be appended at any time.

There are time limits on a supervisor placing material in a file. A contractual right allows you to remove any negative material in your file that has

not been attached to charges against you three years from the date of the material.

## Integrated Co-Teaching (ICT)

School personnel assigned to each Integrated Co-Teaching class must minimally include a special education teacher and a general education teacher. In New York City, the special education teacher must be certified/licensed and appointed in special education and the general education teacher must be certified/licensed and appointed under a general education or content area license. The general education or content area teacher has primary responsibility for delivery of content area instruction in an ICT class. The special education teacher is responsible for designing and delivering specialized instruction to students with disabilities.

The number of students with disabilities in an Integrated Co-Teaching class may not exceed 40 percent of the total class register with a maximum of 12 students with disabilities. Integrated Co-Teaching classes must adhere to general education class-size limits. Under Integrated Co-Teaching, classes that normally have a class size limit of 20 students will increase to 25 students, with a maximum of 10 students having disabilities. The 40 percent and 12-student limit includes any student with a disability in that class, regardless of whether all of the students are recommended for integrated co-teaching services.

## Transfers

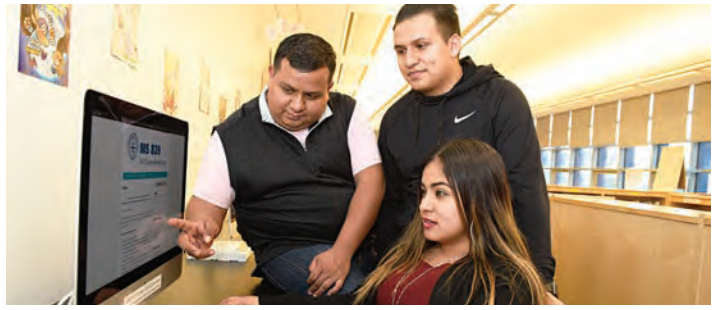
The DOE posts available openings on its Open Market website. Under the “Open Market” transfer system, some members, no matter how many years of service, have the right to seek a transfer to another school. It is a way to match members with schools in which they want to work.

Eligible members who want to transfer are free to seek positions in any district, in any school with vacancies, with no restrictions. Schools may begin to advertise their vacancies on the Open Market website starting April 15.

If the new school wants to hire you, you do not need permission or a release from your current principal or supervisor and can transfer freely through Aug. 7. A comprehensive UFT fact sheet on transfers and excessing can be found on [UFT.org](http://UFT.org).

**Please note:** Nurses have their own transfer system. OT and PT supervisors are not on the open market either.





## Excessing

Excessing occurs when a school has more staff members in a specific license area than it needs because of a loss of students or funding. Excessing also can occur when schools close or are reorganized.

Excessing is done in reverse seniority order within each license area; the person with the least seniority in that license area would be the first one excessed. Excessing seniority is determined by total time in the New York City school system.

By June 15, or as soon thereafter as possible, principals must notify staff members if they are at risk of being excessed. Excessed members have the right to apply for vacancies citywide under the open market transfer system. If you do not secure a position, you still have a job with all your benefits and your regular rate of pay. This job security provision was part of the contract that eliminated all forced transfers and created the open market.

If you are excessed and you do not find a position, the DOE will assign you to an Absent Teacher Reserve (ATR) position. An ATR position is a full-time job substituting for absent staff in a school. ATRs can also substitute out of license on a short-term basis. You can continue to seek, and will receive assistance securing, a regular position while you are an ATR. You may be rotated among schools in your district or assigned to a school in your borough that has a vacancy or a need for a long-term leave coverage in your license area.

To be sure your seniority information is correct, check the excessing list in your school, available from your chapter leader.

## PARAPROFESSIONALS' RESPONSIBILITIES

### Individualized Education Programs (IEPs)

Paraprofessionals responsible for assisting with the implementation of a student's IEP must be provided the opportunity to review a copy of the IEP prior to implementation. Paraprofessionals must have ongoing access to the IEP.

It may be the same copy of the IEP provided to the student's special education teacher or another teacher or related service provider under whose direction the paraprofessional works. It may be a copy maintained in another location in the school building as long as that location is readily accessible to the paraprofessional.

Schools that use SESIS to provide electronic access to paraprofessionals must ensure that they receive training on how to use SESIS and that computers are available in the school building during the school day. Schools are not required to provide a copy of the IEP to the paraprofessional, but they may legally do so if they choose.

### Supervision

According to the DOE-UFT collective-bargaining agreement, paraprofessionals may not remain in a room without a teacher, i.e., when the teacher is called away for a meeting or is absent for the day. Paraprofessionals must be under the direct supervision of a licensed teacher in a classroom or outside in the schoolyard.

The only exception is the Lead Teacher Assistant, the new career ladder position for paraprofessionals.

Paraprofessionals who are Lead Teacher Assistants may fill in during a teacher's absence for up to 10 days over the course of a school year. A Lead Teacher Assistant, however, cannot be assigned to take charge of a classroom if the teacher requests or takes an extended leave.

### Lunch Duty

School administrations cannot ask paraprofessionals to supervise the lunchroom. Special Circular 6R established that lunchroom supervision may not be assigned to paras. Schools have other school-based personnel, including school aides and supervising school aides, who can be assigned this responsibility.

Paraprofessionals, including one-on-one paraprofessionals, are entitled to a duty-free lunch period. A child's IEP can mandate paraprofessional coverage at lunch for that child, but the IEP cannot, and does not, specify a specific person to perform that role. If a paraprofessional is asked to be with a child during the child's lunch, that

paraprofessional must still have a duty-free lunch period at some other point in the day. (If a paraprofessional is unsure about the requirements on a child's IEP, the paraprofessional should ask to see the IEP. State law requires that paraprofessionals have access to the IEPs of students in their care.)

### Absences

Paraprofessionals earn one sick leave day for every month in which they are in-service for at least 16 calendar days. The maximum number of sick leave days earned in a school year is 10 for September through June.

Paraprofessionals can use earned sick leave and be paid if they meet the following requirements:

- **SELF-TREATED ABSENCES.** Paraprofessionals cannot use more than three consecutive self-treated sick days. The fourth consecutive day will result in an absence without pay. No more than five self-treated days can be used in a five-month period (from September through January and from February through June). The sixth day would result in an absence without pay.
- **PERSONAL BUSINESS DAYS.** Annual employees are entitled to use up to three of their 10 self-treated days for personal business during a given school year provided that reasonable notice is given to the principal. Those personal business days may be used to care for a sick family member. The number of personal business days that a paraprofessional uses reduces the number of self-treated days he or she has. This is true for all titles.
- **MEDICALLY CERTIFIED ABSENCES.** Medically certified absences are absences for which the para provides a medical note.

If a paraprofessional is absent more than three consecutive days, the para must provide a doctor's note. If a paraprofessional has medically certified absences exceeding the amount of time in the paraprofessional's sick bank, it will result in absences without pay. Paras have the option to borrow up to 10 days.

Be aware that days off for both self-treated absences and personal business are intended to be used only for those express purposes. If a supervisor suspects that is not the case, the supervisor may investigate and attempt to deny payment if it is discovered that the paraprofessional was not really ill or did not have to conduct personal business that could be accomplished only during school hours.

Excessive absence may be a basis for discipline.



## A Grievance Process to Protect your rights

**T**he union contracts empowers us as educators to do our jobs well. It includes articles and rights whose sole aim is to ensure that we have the resources, support and structures in place to do our best to educate our students. It gives us an important voice in the workplace and a mechanism for addressing problems.

What should you do if you feel your contractual rights have been violated? Speak with your chapter leader about possibly filing a grievance. Filing a grievance is the way UFT members object to the DOE's violation of the contract or of established DOE policy and practice as embodied in bylaws, circulars, personnel memoranda or Chancellor's Regulations.

Don't delay. Grievances have time frames. Most grievances must be filed within 30 days of an incident. Two notable exceptions, reorganization and per-session grievances, must be filed within two days of knowledge.

Your chapter leader can explain the grievance process to you, including possible ways to resolve your complaint without having to resort to a grievance. If your complaint is not resolved, the chapter leader can assist you in preparing and filing a formal grievance.

### Investigators & Investigations

Occasionally, a member may be investigated for an allegation, or a request may be made to interview the member as part of an investigation.

If you are ever approached by investigators or your principal wants to question you as part of an investigation, you should contact your chapter leader/borough office for immediate assistance. Appropriate representation for any meeting with investigators will be arranged.

You are within your rights to tell the investigator: "May I please have your card so my union representative or attorney may get in touch with you to arrange a meeting?" During any meeting that could lead to disciplinary action, you should have appropriate representation.

### Arrests

If you are arrested for any reason, even for something like civil disobedience and even if it happens out of state, you must contact the Office of Personnel Investigations immediately: call (718) 935-2666 or email [OPlarrestnotification@schools.nyc.gov](mailto:OPlarrestnotification@schools.nyc.gov). You also must notify your principal. If you are arrested on school property and/or for anything related to your job, please contact your district representative immediately.



# HAVING AN IMPACT

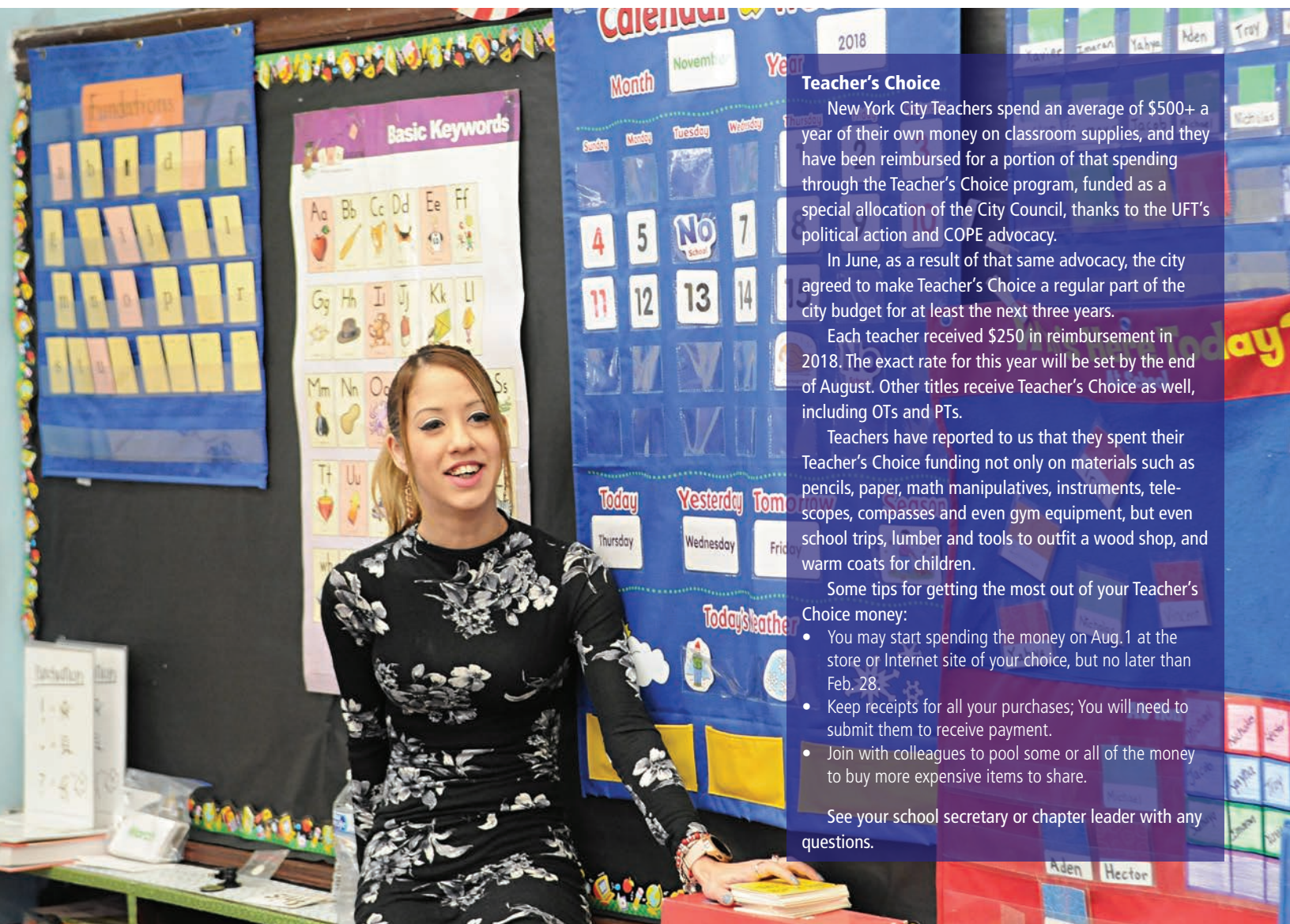
## *Help Shape the Future* //

Helping others is what we do; it's why we go above and beyond each and every day, hoping to make a positive difference in the world. We make an even bigger impact when we stand together as a union, and that's the idea behind the UFT's Committee on Political Education (COPE), the force behind the union's political activities. By using our collective voices/power, we not only improve peoples' lives, but also strengthen our schools and communities.

### Making a Difference When it Matters Most

Supporting UFT COPE is one of the smartest steps that you can take to help protect the future we all share. By making voluntary contributions to UFT COPE, you are ensuring that your voice will be heard by lawmakers and decisionmakers on the issues and policies that matter to you.

UFT COPE is one of the most effective ways to help elect candidates who support our schools and professions. What's more, when the stakes are high, UFT COPE is there to fight back against harmful programs and policies that could have an adverse effect on you and your family.



### Teacher's Choice

New York City Teachers spend an average of \$500+ a year of their own money on classroom supplies, and they have been reimbursed for a portion of that spending through the Teacher's Choice program, funded as a special allocation of the City Council, thanks to the UFT's political action and COPE advocacy.

In June, as a result of that same advocacy, the city agreed to make Teacher's Choice a regular part of the city budget for at least the next three years.

Each teacher received \$250 in reimbursement in 2018. The exact rate for this year will be set by the end of August. Other titles receive Teacher's Choice as well, including OTs and PTs.

Teachers have reported to us that they spent their Teacher's Choice funding not only on materials such as pencils, paper, math manipulatives, instruments, telescopes, compasses and even gym equipment, but even school trips, lumber and tools to outfit a wood shop, and warm coats for children.

Some tips for getting the most out of your Teacher's Choice money:

- You may start spending the money on Aug. 1 at the store or Internet site of your choice, but no later than Feb. 28.
- Keep receipts for all your purchases; You will need to submit them to receive payment.
- Join with colleagues to pool some or all of the money to buy more expensive items to share.

See your school secretary or chapter leader with any questions.



# Parent Community Engagement

**P**arents and educators are natural allies in the effort to provide children with the best education possible.

The UFT works closely with thousands of parents across the city to help ensure that their children and all New York City students receive a great education. The union has full-time parent liaisons who engage directly with parents in every borough. We also work with parents through our many community partners. In addition, the UFT website features tools and information for parents on everything from navigating the school system to understanding the college application process. If you are looking to strengthen the home-school partnership, you can use the dedicated parent engagement time, as well as Open School Week and parent teacher conferences.

## Dial-A-Teacher program

The UFT sponsors a homework help program for elementary, middle and high school students called Dial-A-Teacher. Classroom teachers answer homework questions at (212) 777-3380, Monday through Thursday, from 4 to 7 p.m. during the school year. The experts taking calls speak different languages, including Bengali, Chinese (Mandarin, Cantonese and Fukanese), English, French, Haitian-Creole, Russian, Slovak and Spanish.



## A UFT MOMENT



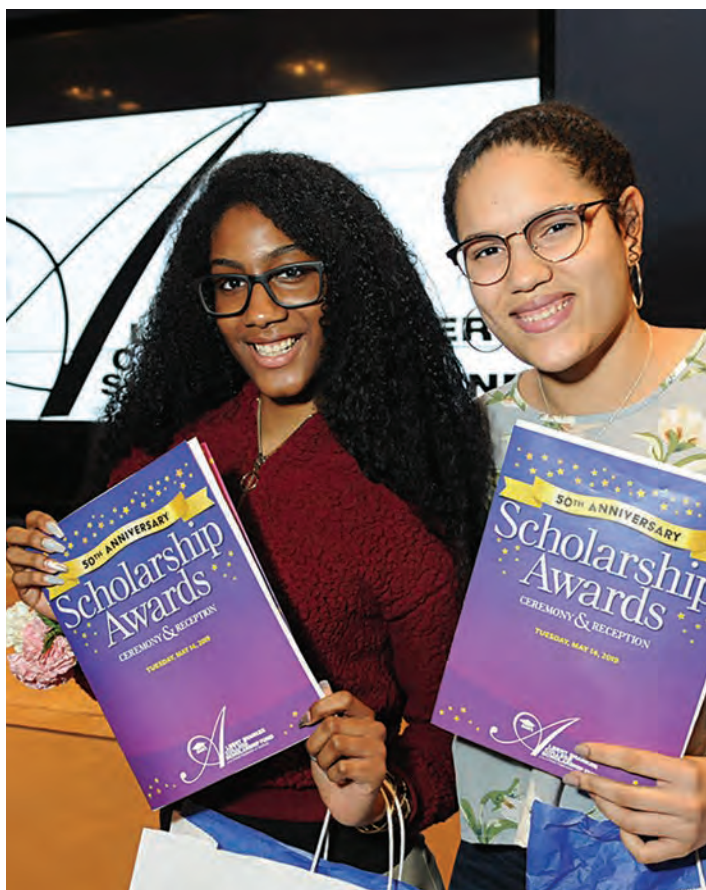
1964: Charles Cogen honors Dr. Martin Luther King, Jr. with the UFT's John Dewey Award.





### The Albert Shanker College Scholarship Fund

Each year, the United Federation of Teachers proudly awards nearly \$1 million in undergraduate and graduate scholarships to academically excellent and financially eligible students from New York City public schools. For more information or to apply, visit [www.uft.org/parents/scholarship-fund](http://www.uft.org/parents/scholarship-fund).



### Home-School Connections

Cordial and forthright conversations with parents can create a true home-school partnership, and it's best to foster that throughout the school year when students are doing well, and not just when there's a problem. Here is some advice for arranging and conducting productive meetings:

- Find out what your school's policies and procedures are;
- Begin with a positive statement about the child;
- Focus on joint goals for student achievement;
- Enlist the parent's/guardian's support for student success; and
- End with a summary of next steps for yourself, parents and the student.

In addition to holding face-to-face meetings with parents or guardians, individually or as a group, members may also want to:

- Have telephone conversations with parents;
- Correspond in writing, such as emails;
- Create newsletters for parents or guardians; and
- Create content for school or class websites.



Name..... **United Federation of Teachers**  
Address..... **52 Broadway, New York, NY 10004**  
..... **www.uft.org**  
Email .....  
Telephone# **212-777-7500**  
Cell# .....  
Twitter ..... **@UFT**  
Facebook ..... **www.facebook.com/uftny**  
Instagram ... **@UFTNY**

Name.....  
Address.....  
.....  
Email .....  
Telephone# .....  
Cell# .....  
Twitter .....  
Facebook .....  
Instagram .....

Name.....  
Address.....  
.....  
Email .....  
Telephone# .....  
Cell# .....  
Twitter .....  
Facebook .....  
Instagram .....

Name.....  
Address.....  
.....  
Email .....  
Telephone# .....  
Cell# .....  
Twitter .....  
Facebook .....  
Instagram .....

Name.....  
Address.....  
.....  
Email .....  
Telephone# .....  
Cell# .....  
Twitter .....  
Facebook .....  
Instagram .....

Name.....  
Address.....  
.....  
Email .....  
Telephone# .....  
Cell# .....  
Twitter .....  
Facebook .....  
Instagram .....

Name.....  
Address.....  
.....  
Email .....  
Telephone# .....  
Cell# .....  
Twitter .....  
Facebook .....  
Instagram .....

Name.....  
Address.....  
.....  
Email .....  
Telephone# .....  
Cell# .....  
Twitter .....  
Facebook .....  
Instagram .....

Name.....  
Address.....  
.....  
Email .....  
Telephone# .....  
Cell# .....  
Twitter .....  
Facebook .....  
Instagram .....

Name.....  
Address.....  
.....  
Email .....  
Telephone# .....  
Cell# .....  
Twitter .....  
Facebook .....  
Instagram .....







**You have resources  
You have options  
You have support**



**TOGETHER**  
**WE MAKE IT POSSIBLE**

UNITED FEDERATION OF TEACHERS

A UNION OF PROFESSIONALS