



United Federation of Teachers  
A Union of Professionals

February 11, 2020

Mr. Lawrence Becker  
Chief Executive for Labor Policy  
New York City Department of Education  
52 Chambers Street  
New York, NY 10007

Dear Mr. Becker,

I write to confirm certain mutual understandings and agreements between the United Federation of Teachers, Local 2, AFT, AFL-CIO (“UFT”) and the Board of Education of the City School District of the City of New York (“DOE”), effective Feb. 11, 2020, with respect to course approval and tuition reimbursement for Occupational and Physical Therapists (“OTs/PTs”) as well as family leave for OTs/PTs.

With regard to tuition reimbursement and course approval for license registration and renewal, OT/PT Supervisors will determine the appropriateness of coursework for tuition reimbursement (up to the allowable amount set forth in the collective bargaining agreement), prior to principal approval, for attendance at professional development sessions for coursework.

Coursework is professional learning that meets the criteria for license and/or registration renewal, as set forth by the New York State Office of the Professions, or coursework used to further a degree or advanced degree that is related to their OT/PT work. Attendance at PD sessions will not be unreasonably denied, so long as the following criteria are met:

- At the time of course approval, absent extraordinary circumstances, therapists should be reasonably current on encounter attendance as per the MOA; there should be no substantiated allegations of misconduct stemming from an OSI or SCI investigation, nor any misconduct that has led to the filing of disciplinary charges within the past three years.
- A maximum of two consecutive school days can be missed for each individual PD. In certain cases, such as traveling to a remote location or a PD that is attended at the request of a principal, additional days can be approved by the principal. Therapists are entitled to a maximum of 7 days for Continuing Education in any school year
- To the greatest extent possible, attendance at PD sessions will be done in a way to minimize any students missing required therapy sessions and any missed sessions with students should be made up by the therapist if the provider’s schedule allows, in a manner that is instructionally appropriate for the student and in accordance with the student’s IEP recommendations.

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- Multiple therapists who wish to attend PD on the same day may be approved so long as such attendance does not cause an undue hardship at the school.

With regard to family leave, the DOE and UFT agree that a “Family Leave” will be made available to full-time Occupational and Physical Therapists that provides the same benefits as FMLA, and that is approved on the same basis as FMLA is approved for teachers.

Regards,

Beth A. Norton  
General Counsel  
United Federation of Teachers

Accepted and Agreed:

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Lawrence Becker  
Chief Executive for Labor Policy  
New York City Department of Education