




PERSONNEL MEMORANDUM NO. 2, 2024-2025 (September 1, 2024)

TO: All Superintendents, Heads of Offices, Principals, Speech Supervisors, Field Teams Executive Directors, Field Teams Senior HR Managers, and Field Teams Human Resources Directors

FROM: 
Renée Harper
Executive Director, Office of Field, and Information Services
Division of Human Resources

SUBJECT: Additional Compensation for Teachers in Shortage License Areas (Article 7-O, UFT Agreement) for the 2024-25 School Year

Please be advised that the [automated system](#) for submitting and processing “Additional Compensation” requests remains in operation for the 2024-25 school year. No paper applications or spreadsheets are required and should not be submitted. Principals, Speech Supervisors, and HR Directors must utilize the system to submit, approve, and process Additional Compensation requests for shortage area staff.

Based on policy changes for the 2024-25 school year, schools are required to establish funding in Galaxy to support the payment of additional compensation to shortage area staff in the fiscal year 2024-25. This step must be completed before the employee’s application submitted into the EIS portal can be finalized, as a Galaxy Job ID will be required. Please contact your Field Team’s Budget Director for further information and assistance.

This memorandum is to remind you of the necessity to submit requests for additional compensation for teachers in shortage license areas ("Instead of Preparation Periods") from September 5, 2024, through January 31, 2025, for the Fall term and from February 1, 2025, through June 26, 2025, for the Spring term. This is in accordance with Article 7-O of the Collective Bargaining Agreement between the Department of Education and the United Federation of Teachers (UFT), which allows the Chancellor to authorize certain schools and permit teachers to provide additional service instead of preparation periods in license areas deemed to be shortage areas.

SELECTION

Teachers initially eligible under this provision are those regularly appointed teachers in the shortage license area with a full teaching load, as defined in the Agreement.

If, at any reorganization period, no regularly licensed and appointed teacher in the shortage area applies to fill an authorized position, then the position may be offered to other teachers in the school in the following order:

CATEGORY*	CURRENT STATUS
(1)	Regularly appointed teacher in an alternate license area, with certification in the shortage license area.
(2)	Provisional with certification in the license area.
(3)	Regularly appointed in another license area, but with experience teaching in the shortage license area.
(4)	Provisional with experience teaching in the license area.

***Within each category listed above, including regularly appointed teachers, the applications of such teachers shall be approved in the order of their seniority.**

Schools authorized to permit teachers to perform additional service must inform all eligible staff members of the availability of such service and select teachers in seniority order. Seniority will be computed under the excessing rules of the UFT agreement. At the next reorganization, the available assignments, if any, shall be rotated (within each category) by following the same procedure.

SHORTAGE LICENSE AREAS

The Division of Human Resources has determined a shortage of teachers in the following license areas. Requests can be made for these license areas only:

- **Deaf & Hard of Hearing**
- **Limited Vision**
- **Bilingual Special Education**
- **Spanish**
- **Mathematics**
- **General Science**
- **Chemistry and General Science**
- **Earth Science and General Science**

- **Biology and General Science**
- **Physics and General Science**
- **Nursing** - High Schools
- **Bilingual Mathematics**
- **Bilingual Sciences**
- **Bilingual Social Studies**
- **English**
- **Physical Education**
- **Special Education**
- **English as a Second Language** - Elementary and Secondary
- **Speech Improvement *** - Monolingual and Bilingual

***IMPORTANT NOTE REGARDING TEACHERS OF SPEECH IMPROVEMENT:** Only Teachers of Speech Improvement are authorized to provide related services in speech diagnosis and/or therapy.

Teachers of Speech are not considered appropriate providers, in accordance with compliance procedures. Speech Supervisors must submit applications directly to the online system. Paper applications are no longer in use and should not be sent to the HR Director or Division of Financial Operations. Please see the instructions below regarding submission using the online system.

In addition to the above-listed shortage areas, schools with exceptional needs or circumstances may submit requests for teachers in other license areas.

Pursuant to the UFT agreement, teachers approved and scheduled to teach in lieu of preparation periods shall be paid at the rate outlined in the Agreement per semester as a “special per session payment” if they are scheduled to teach five periods per week.

Teachers who are scheduled and receive approval to teach fewer than five periods per week or are scheduled to teach less than a full term shall receive a pro-rata “special per session payment.”

The Chancellor's decision not to authorize the implementation of these provisions in a shortage license area in a particular school shall be final and not subject to the Agreement's grievance and arbitration provisions.

SUBMISSION OF REQUESTS:

High Schools: Where coverage is being requested, high schools (for both Speech Improvement and non-Speech Improvement licenses) must submit two (2) requests per year, for the Fall and Spring school terms, as needed. If a request for the additional compensation is not submitted for the Spring term, payment for the extra coverage will not be made. Also, if a request has been approved and coverage changes need to be made, the school must update the system and advise the HR Director.

Elementary and Middle Schools: Where coverage is being requested, elementary and middle schools (for both Speech Improvement and non-speech Improvement licenses) may submit an “Annual” request for coverage or a request for only “Fall” or “Spring” terms. However, if a “Fall” request is made, and a request for additional compensation is not submitted for the “Spring” term, payment for the extra coverage will not be made. In addition, if a request has been approved and coverage changes during the year are needed, the school must enter an update in the system and advise the HR Director.

APPLICATION PROCESS

Principals and Speech Supervisors must submit required information into the online system located in the EIS portal at the following link: <https://www.nycenet.edu/applications/eisportal>. HR Directors will subsequently review and provide necessary authorization.

- As indicated above, funding (i.e., Galaxy Job ID) is required to finalize payment of the additional compensation to the employee.
- Upon entry into the EIS portal, Principals and Speech Supervisors should select the “Class Coverage” tab.
- While a paper application form is no longer in use, Principals and Speech Supervisors should ensure that program cards for teachers are maintained at the school/site to address any possible auditing requirements or if any questions from the HR Director or payroll may arise. Records should be kept for the following:
 - All licensed subject area teachers, including those with a complete program, partial program, or compensatory time position.
 - All teachers are assigned to teach the shortage license area regardless of license.

- Each Field Team's Human Resources Director is responsible for coordinating the submission and approval of "in-lieu-of" payments through the online system for schools under its jurisdiction. Principals may enter requests and the approval of the HR Director requested on an ongoing basis. However, requests may not be made for payment earlier than the initial approval date. Any requests for retroactivity are subject to specific approval by the HR Director in consultation with their Field Teams management. In general, approvals of requests to commence service should be received before the actual commencement of service.

Principals should contact their HR Director regarding access issues and general questions or to obtain further information or assistance.

Thank you.

C: Patrick D. Fagan, Chief Talent/Human Resources Officer