

Labor Policy Guidance: 2023-2024 SY Workday for UFT School-Based Titles

Below are several reminders regarding the first week of school and remote work for UFT school-based titles for the 2023-2024 school year.

- **Tuesday, September 5 and Wednesday, September 6:** These are Chancellor’s Conference Days and the workday is 6 hours and 50 minutes for teachers, paraprofessionals and lab specialists. On one of the days, the day shall be utilized first and foremost for preparation of the classroom and for the arrival of students. If time permits, the remainder of that day may be utilized for professional development. Other school-based titles work their normal length of day on both days.
- **Parent Teacher Conferences:** Please review the [Parent-Teacher Conference \(PTC\) Dates on the 2023-24 School Year Calendar page](#). All evening PTCs (including Meet the Staff Night, Curriculum Night, etc.) shall be conducted remotely. All afternoon PTCs shall be conducted remotely provided that staff are able to commute home/alternative location in time to participate in the conferences.

The following chart provides an overview of the contractual work rules regarding remote work for school-based UFT titles and all remote work is subject to the terms and conditions set forth in the Agreement.

Teachers and Paraprofessionals	School-based teachers and paraprofessionals shall conduct 55 minutes of remote parent engagement work each week. For the 2023-2024 school year only, employees are required to work this time each week starting the week of September 11, 2023.
Speech Teachers	Speech teachers that are assigned to a school(s) that have the pilot work day (i.e. 60 minutes of Professional Development, 40 minutes of Other Professional Work, and 55 minutes of Parent Engagement, which may be reconfigured by an SBO) shall be programmed as follows: (a) 25 minutes per day Monday-Thursday for SESIS work (in person) and (b) 55 minutes per week, remotely. For the 2023-2024 school year only, this schedule shall start the week of September 11, 2023.
School-based Related Service Providers (Guidance Counselors, Psychologists and Social Workers, Vision Education Services and Deaf and Hard of Hearing Education Services)	Related Service Providers all create their own schedules, based on students’ instructional programs and subject to supervisory approval. Staff schedules should reflect the employee’s assignments and roles and responsibilities and may include up to 55 minutes per week for administrative work that may be conducted remotely. The schedule and time allotted for remote work is subject to supervisory review and approval.
All other School-Based Employees (Adult Education, Hospital School Teachers, Lab Specialists, School Secretaries, Teachers of the Homebound)	Employees may include up to 55 minutes per week for administrative work that may be conducted remotely, subject to supervisory review and approval.
School Nurses	School nurses may work remotely for up to 55 minutes per week after the student instructional day to complete administrative and paperwork, with supervisory approval. Remote work shall not result in additional coverage costs.

NYCPS may, upon one (1) week's written notice, revoke the ability to work remotely for any school-based employee who fails to satisfactorily complete their remote assignments, for no longer than the length of a term. For assistance, please contact your Senior Field Counsel or the Office of Labor Relations.