

**Principal Per Session Employment FAQ**  
**New York City Public Schools**

Approved by Division of Human Resources

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## **1 FAQ Purpose**

### **Q1.1 What is the purpose of this FAQ?**

A1.1 This FAQ document provides comprehensive guidance on per session employment policies, procedures, and requirements for NYC Public Schools principals. We have compiled these frequently asked questions to help principals, administrators, and hiring managers understand the rules governing principal per session work, from eligibility and application processes to payroll and record-keeping requirements. Please review this resource thoroughly before contacting us at 718-935-4075 or PerSession-Staff@schools.nyc.gov, as it addresses the most common inquiries we receive regarding per session employment.

## **2 General Information**

### **Q2.1 What is the maximum number of per session hours allowed for CSA titles?**

A2.1 The maximum number of per session hours permitted for CSA titles (including Principals, Assistant Principals, and Education Administrators) during any per session year is 500 hours.

### **Q2.2 When must Principals request approval for per session work?**

A2.2 Principals must request and receive approval for per session work prior to the start of any per session activity. No per session work should be conducted before approval is granted.

### **Q2.3 Can principals perform per session work on school holidays?**

A2.3 No, principals may not perform any per session work on school holidays under any circumstances.

### **Q2.4 Can principals take annual leave and work per session on the same day?**

A2.4 No, principals cannot take an annual leave day and work per session the same day. They must bank holiday or annual leave days for use at another time.

### **Q2.5 When can principals perform per session work?**

A2.5 All per session work must occur outside regular principal duties.

## **3 Request Status Levels**

### **Q3.1 What are the different status levels for Principal per session requests?**

A3.1 There are four status levels:

- Pending: Requests not yet approved or denied by the Superintendent.
- Disapproved: Requests that have been denied. Principals may not work the per session job/activity.
- Approved: Requests that have been authorized by the Superintendent. Principals are permitted to work the per session job.
- Saved: Requests created but not yet submitted by the Principal. These do not generate a request for the Superintendent's approval until formally submitted.

### **Q3.2 How can a Principal submit a "Saved" request?**

A3.2 The Principal must go back into the EIS Portal and click "SEND EMAIL" to formally submit the request.

**Q3.3 What should a Principal do if their request is in "Saved" status but not yet submitted?**

A3.3 The Principal must return to the EIS Portal and click "SEND EMAIL" to formally submit the request for the Superintendent's review and approval.

## **4 Superintendent Review Process**

**Q4.1 What documents and details should the Superintendent review in a Principal per session request?**

A4.1 The Superintendent should review:

- A copy of the Per Session advertisement, including program number, dates, and hours.
- Validity and approval of the activity.
- Advertising protocols (posted for up to 20 school days before the activity).
- A letter from any Assistant Principals (APs) declining the Per Session position.
- Correct range of dates and hours requested.
- The Principal's total per session hours for the school year to ensure it does not exceed 500 hours.
- Budget availability and program approval status.

**Q4.2 How does the Superintendent verify the total per session hours worked by a Principal?**

A4.2 The Superintendent should review the Principal's total per session hours for the current school year in the EIS Portal to ensure they do not exceed the 500-hour limit.

## **5 Approval Process**

**Q5.1 What happens if a Superintendent approves a per session request?**

A5.1 If approved, the Principal can work the job and will be compensated. An approval email is sent to the Principal and confirmation is sent to the Superintendent.

**Q5.2 What are the methods for a Superintendent to approve a per session request?**

A5.2 There are two methods:

- Direct Approval via Email: The request is received directly in the Superintendent's Outlook inbox.
- Approval via the EIS Portal: If the email request is not received, it can be accessed and approved in the EIS Portal.

**Q5.3 What steps should a Superintendent follow for Direct Email Approval?**

A5.3

- Open the email request.
- Conduct a review of the Principal per session request.
- Ensure all supporting documents are in order.
- Click "APPROVE" or "DISAPPROVE" on the request.
- If disapproved, provide a reason for the denial. An email indicating the status will be sent to the Principal.

**Q5.4 What steps should a Superintendent follow for Approval via the EIS Portal?**

A5.4

- Log in to EIS Portal using Outlook credentials.
- Click on the “PER SESSION” tab.
- Click on the “CENTRAL USERS REPORTING” tab.
- Enter the Principal’s File # or EIS ID and click “SEARCH”.
- Click the RED CHECK MARK to access the request.
- Conduct a review and ensure all supporting documents are in order.
- Click “APPROVE” or “DISAPPROVE” on the request.
- If disapproved, provide a reason for the denial. An email indicating the status will be sent to the Principal.

**Q5.5 Can Superintendents edit the details of a per session request submitted by a Principal?**

A5.5 No, Superintendents cannot edit the details of a per session request. They can only approve or disapprove of it. Any necessary changes must be made by the Principal before resubmission.

**Q5.6 How are Principals notified of the approval or disapproval of their per session request?**

A5.6 Principals are notified via email, which includes the status (approved or disapproved) and any comments or reasons provided by the Superintendent.

**Q5.7 How can Superintendents keep track of all per session approvals and disapprovals?**

A5.7 Superintendents can keep track of all per session requests, their statuses, and any associated comments in the EIS Portal under the “PER SESSION” tab.

**Q5.8 Can Principal per session requests be amended once correctly submitted and approved?**

A5.8 No, it cannot be amended. A new request must be submitted to add any hours needed. If the new request yields a “Duplicate Dates” warning or error message, the program number must be changed for the request to successfully submit.

**Q5.9 What are the differences in approval processes for school-based versus central-based principal per session positions?**

A5.9 For school-based positions, principals must ensure the position is posted for 20 school days, offer it to supervisory staff below principal level first (with priority to assistant principals), and provide declination letters. For central-based positions, principals submit a standard OP-175 application following the job posting instructions, and no declination letters are needed. In both cases, superintendent approval is required before work begins.

## **6 Per Session Advertising/Posting Requirements**

**Q6.1 What is the protocol for advertising per session positions for Principals?**

A6.1 Per session positions must be posted for up to 20 school days before the activity begins to ensure transparency and opportunity for all eligible candidates.

**Q6.2 What specific information should be included in a per session advertisement?**

A6.2 The advertisement should include the program number, dates, hours, job description, eligibility requirements, and application instructions.

## **7 Documentation and Record-Keeping**

**Q7.1 What should a Principal include in their request if Assistant Principals (APs) decline the per session position?**

A7.1 The Principal should include a letter from the APs declining the per session position in their request documentation.

**Q7.2 How should the Superintendent handle requests with incomplete documentation?**

A7.2 The Superintendent should disapprove the request and provide specific reasons for the denial, prompting the Principal to complete and resubmit the necessary documentation.

## **8 Reviewing Principal Per Session Hours**

**Q8.1 What should the Superintendent do if a Principal's request exceeds the 500-hour per session limit?**

A8.1 The Superintendent should disapprove the request and notify the Principal of the reason, advising them to adjust the hours or redistribute the workload.

**Q8.2 How can Superintendents ensure that the requested per session dates are accurate?**

A8.2 Superintendents should verify that the requested dates fall within the valid range of the bulk job and adjust them, if necessary, before approval.

**Q8.3 What should a Superintendent do if a Principal's request includes an excessive number of hours for the specified time frame?**

A8.3 The Superintendent should ask the Principal to lower the number of hours or change the end date to a later date to align with the guidelines.

## **9 Waivers**

**Q9.1 Is the process for submitting principal per session requests the same as waivers for other titles?**

A9.1 No. Superintendents must review requests by principals to perform per session work as well as requests for waivers prior to all principal per session service. The Superintendent should review the online Per Session Report to identify the number of hours and activities worked by the principal from the beginning of the per session year to determine whether the request should be granted. Principals may only perform a maximum of 500 hours of per session work. Superintendents may continue to approve of additional hours beyond that with potential DHR review as needed.

## **10 Retention Rights**

**Q9.2 Can principals claim retention rights for per session activities?**

A9.2 No, principals cannot claim retention rights for any per session activities. CSA employees cannot claim per session retention rights.

## **11 Payroll**

### **Q10.1 When must per-session time sheets be submitted for payments?**

A10.1 Each per session employee is required to submit a time sheet for service that was performed during the prior per session period within one (1) school day of the per session period immediately following each period of service.

### **Q10.2 Does this timesheet submission requirement apply to principals working per session?**

A10.2 Yes, this requirement applies to all per session employees, including principals. Principals must submit their timesheets to their Superintendent for per session work within one (1) school day of the per session period immediately following each period of service, just like all other per session employees. Superintendents or their designees must approve and sign submitted principal timesheets.

### **Q10.3 What are the reasons that an employee may not get paid?**

A10.3 There can be several reasons why an employee may not be paid:

- Was their time entered correctly?
- Was it approved correctly?
- Has the employee reached the maximum hourly cap without a waiver being entered and approved into the online waiver system by the respective HR Director?
- Does the Bulk Job have sufficient funds to pay the employee?

Time worked by employees in a per session activity is entered into the EIS – T-Bank Per Session Payroll system by the Per Session Payroll Secretary twice a month by the close date for each pay period, as outlined on the Payroll Calendar Schedule posted in T-Bank by the Per Session Payroll Office.

If an employee does not get paid, it is the responsibility of the payroll secretary to rectify the situation based on the information above. If a person was hired for a per session activity and does not have a current line of service, or a retiree line of service, that person is working without approval. Therefore, that person may not be paid. There is no retroactive staffing for per session employees and the person will have to file a grievance to be paid.

### **Q10.4 Does an individual working in a per session activity earn sick time?**

A10.4 Yes. The following context-specific protocols should be heeded:

- For per session work during the regular school year, every twenty consecutive sessions worked in a specific activity earn an individual one session of sick leave. The individual is entitled to CAR credit equal to the length of one per session activity. If the session was 2 hours and the individual worked 20 consecutive sessions, the individual would be entitled to 2 hours of sick leave). If the sick time is not used during the remainder of the activity it is transferred to the individual's regular CAR for future use. The employee must request such time right after the activity ends.
- For work during the summer, employees must be assigned during the first five (5) days of a program in July and work the entire month of July to earn a session of sick leave for July. One additional session of sick leave is earned if the employee works the full program in August. Unused sick leave is transferred to the employee's regular CAR at the end of the program at the request of the employee.

### **Q10.5 Is per session income pensionable?**

A10.5 For pedagogic employees, all per session income is pensionable.

**Q10.6 Can per session employment be earned while an employee is performing jury duty?**

A10.6 No, employees are not paid for hours not worked in a per session activity while serving on jury duty. Employees are only compensated for per session hours worked.

**Q10.7 Can new employees retroactively earn summer per session work after being officially hired in the following September?**

A10.7 No, new employees who are onboarded and officially hired on payroll during September are not eligible for per session or any form of payment for any hours performed during the preceding/previous summer, except for time worked during the new teacher week. Participation by any employee before the onboarding and payroll process is considered voluntary and cannot be compensated.

**Q10.8 What are the current CSA per session payment rates?**

A10.8 The full CSA rate table is published on the DFO Payroll Portal.

## **12 Troubleshooting and Handling Errors**

**Q11.1 What are some common errors when approving Principal per session requests and their resolutions?**

A11.1

- Bulk jobs are frozen due to no available funds: Increase the allocation for the bulk job, create another bulk job, or use another available bulk job.
- Start or end date issues: Enter a date within the valid range of the bulk job.
- Invalid prior year bulk jobs: Enter a current year bulk job.
- Excessive hours for the time frame: Lower the number of hours or change the end date to a later date.

## **13 Contact Information**

**Q12.1 Whom do I contact for additional guidance?**

A12.1 Contact us at 718-935-4075 or PerSessionStaff@schools.nyc.gov, as it addresses the most common inquiries we receive regarding per session employment.

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*End of Frequently Asked Questions Document*