

**M E M O R A N D U M**

**December 30, 2014**

**To:** Principals, Chief Executives, Heads of Offices, Executive Directors

**From:** Lawrence Becker, Chief Executive Officer Division of Human Resources *LB*

**Re:** School Professionals, Continued Professional Services Vendor

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The Division of Human Resources would like to announce that School Professionals has been awarded a five year contract to continue providing professional services for the processing of consultants. This contract will take effect on January 1, 2015.

School Professionals utilizes a web-based system for all processes around the utilization of consultants; including the submission of waiver requests to exceed the earning thresholds for both retirees and non-retirees.

The following policies will remain in effect with this new contract and the usage of consultants:

1. **No retroactive pay.** Each person needs to be fully registered through the School Professionals system *prior* to beginning work. Both the DOE client and the consultant will receive authorization emails to begin work, when all appropriate clearances are received. Consultants will *not be paid* for work done prior to the complete registration of both the work order and the consultant.
2. **Maximum of 7 hours worked per day** (excluding time on meal breaks). No exceptions.
3. **Consultants' earnings thresholds:**
  - a) Non-Retirees are eligible to earn up to \$30,000 in a calendar year; more than \$30,000 will require the submission and approval of a DOE waiver (This process resides within the School Professionals system and must be completed during the work order submission process).
  - b) State/City Retirees under the age of 65 may **not** earn more than \$30,000 without an approved 211 Waiver. [Please click here for more information regarding the NYS Retirement and SS Law Section 211.](#)
  - d) State/City Retirees over the age of 65 and/or any individuals who joined the

retirement system prior to May 31, 1973 may earn over \$30,000 without seeking a 211 Waiver, but to do so will require the submission and approval of a DOE waiver (This process resides within the School Professionals system and must be completed during the work order submission process).

**4. Individuals can only earn a maximum of \$50,000** in any calendar (January-December) or fiscal (July-June) period under this contract. This limitation applies to both the calendar and fiscal years, so the maximum amount that can be earned in either is \$50,000. Please note that the fiscal year straddles 2 calendar years.

**5. Individuals can earn up to \$500 a day for a seven hour work day (\$71.42 per hour).** Special authorization through the submission of a DOE waiver is required to go over this amount. Requests must be submitted via email to Joann Molter at [jmolter@schools.nyc.gov](mailto:jmolter@schools.nyc.gov) for review and approval.

For first time users, please visit School Professionals' website at <http://www.spdoe.com>. Then click on the blue "Complete Work Order" box in the bottom center of the page. When presented with the log in screen, click on the "First Time User" link, enter the required contact information and click "Submit" to establish an account. Then click on the "Work Order Completion Instructions" for additional information regarding School Professionals services.

For more information, please contact School Professionals Customer Service Unit at [questions@schoolsprofessionals.com](mailto:questions@schoolsprofessionals.com) or (212) 916-0805.

C: Carmen Fariña  
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