



## MEMORANDUM

June 2009

**To:** Principals, Chief Executives, Heads of Offices, Executive Directors  
**From:** Lawrence Becker, Chief Executive Officer Division of Human Resources  
**Re:** School Professionals, the New Professional Services Vendor

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The Division of Human Resources would like to announce the contract of a new professional services vendor, School Professionals. School Professionals will be replacing the former vendor, GoodTemps, as the professional services vendor for the processing of consultants. This contract will take effect on July 1, 2009.

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. School Professionals will be sending an automatic email to anyone who used GoodTemps, providing them with instructions on accessing the School Professionals' website.

I would like to point out a few policy changes that will accompany 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 will be now housed within the School Professionals system and 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.
  - c) Here is the link to an earlier memorandum from me, regarding the changes to what is called the "211 Waiver": 2-1-1 Waiver Request Guidelines . Please familiarize yourself with these new guidelines as they may very well impact individuals serving as consultants within your schools and/or organizations.
  - 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 will be now housed within the School Professionals system and completed during the work order submission process).

4. **Individuals can earn a maximum of \$50,000** in any calendar (January-December) period under this contract. The NYCDOE fiscal year straddles 2 calendar years. If a project is over this amount, it needs to be bid through a different mechanism, not the professional services contract
5. **Individuals can earn up to \$500 a day for a seven hour work day (\$71.43 per hour).** Special authorization through the submission of a DOE waiver is required to go over this amount (this process will be now housed within the School Professionals system and completed during the work order submission process).
6. **All work orders can begin no sooner than July 1, 2009** and must end in each fiscal year by the end of that fiscal year (which for this year is June 30, 2010). Orders cannot carry over into new fiscal years.

Finally, in the event that you did not receive the email from School Professionals, please visit their website, <http://www.spdoe.com> . After reaching the site, 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. When the next page appears, click on the "Work Order Completion Instructions" that will explain the rest of the process and learn how to utilize their services.

For more information or if you have any questions please contact their Customer Service Unit at [questions@schoolsprofessionals.com](mailto:questions@schoolsprofessionals.com) or call them at (212) 916-0805.

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