



The Following Article
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**REMINDER RE: REQUIREMENTS FOR SCHOOL-BASED
WITNESS TELEPHONE TESTIMONY REGARDING
UNEMPLOYMENT INSURANCE HEARINGS**

In August 2005, a joint memorandum was issued by the Executive Directors of the Division of Financial Operations and the Division of Human Resources outlining new requirements resulting from a NYS Department of Labor (NYSDOL) decision. You may access the complete memorandum (dated, August 12, 2005) by clicking on the following URL:

http://schools.nyc.gov/NR/rdonlyres/E1F9DAAB-57C5-4C9A-8A91-E3CFA7BEFC48/0/UI_Memo_TelephoneTestimony_Aug2005.pdf

The DOL will allow the Department of Education (DOE) to provide witness testimony, **by telephone**, in unemployment insurance hearings involving Per Diem substitute teachers and paraprofessionals.

This special provision currently applies to hearings for per diem employees who receive "Reasonable Assurance" letters each year in June and are subject to provisions of law that declare per diems who are covered by reasonable assurance are ineligible to collect unemployment benefits between school terms as well as other school recesses. This measure is very important to the DOE as it limits the amount of dollars spent for ineligible claims; monies that could be allocated elsewhere.

Please ensure that key staff members are aware of this requirement and are directed to cooperate with our unemployment insurance representative or personnel liaison, should they be contacted as a witness. All witnesses will be provided specific instructions regarding the hearing and their testimony.

If you require additional information, please contact:

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