



NEW HAVEN PUBLIC SCHOOLS

Lisa J. Flegler, Director
Human Resources

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DATE: March 7, 2024
TO: Department Heads
From: Lisa J. Flegler, Director of Human Resources & Labor Relations
SUBJECT: Part-Time Staff Guidance

This Guidance Document directs the schools and departments on the district process to obtain part-time staff and ensures they are paid according to New Haven Public Schools' operating procedures.

- **Part-time staff hired can work a maximum of 19.50 hours per week in combination with all programs.**
- **No part-time staff can work 6.5 hours in one day; 7 hours is the number of hours for a full-time employee. Full-time employees who are absent or on leave cannot work part-time on those days**
- **Full-time teachers cannot exceed 10 hours per week combined with all programs.**
- **Full-time Para Professionals cannot exceed 10 hours per week combined with all programs 3429**
- Overtime pay, whether at straight time or time and ½, should only be paid for employees who have to work in their normal capacity and location, usually performing their regular duties.
- If they work as a Part-Time Participant 884/3144 or Non-Certified instructor or something, they should be paid at those rates with qualifications, except Paraprofessionals, per their union.
- **Substitutes who work and sub simultaneously must substitute for two days and work part-time for three days.** However, they cannot substitute and work part-time on the same day.
- **Retired/Resigned employees within a year-** They must complete an application and fingerprints.

All Full-Time Employees in Unions: 884/3144 who will be performing their regular day duties before or after school must be approved by all departments before they can begin working, with no exceptions. **The maximum hours they can work is one hour per day.**

Full-Time Clerks Union 884—Those working Part-Time hours will be paid their hourly rate and must be included in your budget. They can only work one hour a day for the school year, so you must submit your request to the Office of Human Resources before adding them to your budget. During the summer, they can work hours approved by the Office of Human Resources.

Full-time Para Professionals Union 3429 can only receive a \$15.69 Rate in any after-school, before-school, or Summer Program, which supersedes all other degrees, with or without degree or certification, except Head Start.

Full-time employees cannot begin part-time hours until they have completed the full-time hours. They cannot omit lunch from the hours because the union mandates that they have their lunch hour.

PLEASE NOTE: Under no circumstances can a part-time employee begin working until all documentation has been appropriately submitted AND until the principal/hiring manager receives notification from the Office of Human Resources that the candidate has completed processing.

Please Note: Any new rates the board approves will supersede this Memo.



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The hiring of part-time staff will be processed upon receipt, focusing on the needs of the students:

- Compliance/Grants – (Special Funds & Inter-district Funds)
- Special Education Support
- English Learners Support
- Pre-K Support
- General Funds, by student needs

The hiring director/manager must follow the steps below:

- Contact identified potential part-time employees for interviews
- Interview part-time employees for budgeted positions
- Submit a completed recommendation for hire form for the potential part-time employees to:

Special Funds Rec.

- **2531- Title I All, SIG Clemente only - Rec.**– Viviana Camacho at Viviana.Camacho@new-haven.k12.ct.us
- **2531- All SIG except Clemente Rec.** – Kristina DeNegre at Kristina.DeNegre@new-haven.k12.ct.us
- **2553 & 2556 Rec. from Schools** – Michele Bonanno at MBonannoPO@new-haven.k12.ct.us
- **2553 & 2556 Rec. from Central Office**– Keisha Hannans at RecforHire.SF@new-haven.k12.ct.us
- **25** - All Other Recs** email to RecforHire.SF@new-haven.k12.ct.us

General Funds Recommendations

- **190*** Rec's email to Nikki Constance at NIKKI.CONSTANCE@new-haven.k12.ct.us
- **270*** Rec's email to Ann Casey at ANN.CASEY@new-haven.k12.ct.us

After receiving the completed recommendation for hire paperwork, the Office of Human Resources will work through the approval process in collaboration with the Finance Office. All hires' recommendations will be cross-checked against the applicants' list as part of the process.

- The Human Resources Department will verify the following:
 - Verify proof of complete COVID-19 vaccination, i.e., copy of covid-19 vaccination card.
 - Verification of medical or religious exemption submitted.
- The Business Office will verify funding and other related information.

Once the recommendation for hire receives final approval from the Office of the Superintendent, the approved Rec. will be emailed to the School/Department and HR with instructions.

****NO ONE WILL BE PERMITTED TO WORK UNTIL THEY HAVE BEEN APPROVED BY THE OFFICE OF HUMAN RESOURCES**

If you have questions about the hiring process recommendation, please get in touch with Nikki Constance, Chief Payroll Auditor, at nikki.constance@nhboe.net.