To:   Chief Executives, Heads of Offices, Superintendents, Principals and School Secretaries

From: Lawrence E. Becker  Lawrence E. Becker

Re:  Payment for Volunteering at Shelters during Hurricane Sandy

Employees who volunteered at a shelter site during or after Hurricane Sandy should have received a timecard from the Office of Emergency Management (OEM). Before payments can be issued to employees who volunteered at shelters during the storm, a review of all timecards must be conducted. Please note that managers are not entitled to payment for volunteering at shelters. Original timecards issued by OEM can be dropped off at 65 Court Street, Room 102, Brooklyn, NY 11201 or sent via regular mail to:

Ms. Francine Perkins-Colón
NYC Department of Education
Office of Payroll Administration
65 Court Street, Room 1400Brooklyn, NY 11201

Employees should retain a copy of the timecard for their records. The timecard must clearly indicate the employee’s name, regular work location, shelter site location, the specific hours worked and the employee’s identification number (this is the reference number listed on all paystubs). Please note that a prior memo indicated you should provide your timecard to your school secretary. School secretaries should maintain a copy but provide the original to the employee to send in for payment.

Employees who worked at a shelter and believe they should be paid but do not have a timecard can click here to complete the required form. This information will be submitted to the City’s Office of Emergency Management for confirmation and authorization of payment. Inquiries regarding this policy should be emailed to: SandyShelterVolunteerPayment@schools.nyc.gov
Payment for Volunteering at Shelters during Hurricane Sandy

LAST NAME: 
FIRST NAME: 
EMPLOYEE ID: 
WORK LOCATION: 

SHELTER LOCATION: 
HOURS WORKED: 
MON 10/29 
TUES 10/30 
WED 10/31 
THURS 11/1 
FRI 11/2 
SAT 11/3 
SUN 11/4 
MON 11/5