



Secretaries
Health and Safety
Chancellor's Day - Staff Development
June 6, 2019

Agenda

These workshops are designed to provide you with the knowledge to successfully improve your profession, and will focus on the following topics:

- Self-Service Online Leaves Application System-SOLAS Overview
- Workers' Compensation - Secretaries Procedures
- New York State United Teachers—NYSUT members benefits

8:00 - 8:30 am Breakfast

8:30 - 9:00 am Greetings and Opening Discussion

Anthony Harmon, Director of Staff

Jeffrey Povalitis, Director, Safety and Health

Doreen Berrios-Castillo, UFT Secretary Chapter Chair

9:00 - 10:00 am Self-Service Online Leaves Application System-SOLAS Overview

Clayton Newman, NYCDOE HR Leaves Unit

10:10 – 11:45 am DOE Workers' Compensation Procedures for Secretaries

Deborah John and Carmen Galarza, NYCDOE

11:45 pm - 1:00 pm Lunch Provided

1:10 pm – 1:30 pm Miscellaneous Issues

1:30 pm - 2:50 pm NYSUT Members Benefits

Michelle Kennedy, NYSUT Member Benefits

2:50pm to 3:00 pm Closing Remarks

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