

October 17, 2022

POSITION: Teacher
SCHOOL: 19K504
EID #:
NETWORK: Brooklyn North

Dear Mr. :

Due to NYC Department of Education administrative office space changes, beginning Tuesday, October 18, 2022, you are hereby temporarily directed to report remotely while administratively reassigned.

Please note that this temporary assignment is subject to change at any time. As you must be able report in-person when directed by this office, it is required that you remain in the NYC area on scheduled days of work. Any specific work assigned to you will be provided to you via your DOE email.

To document your attendance, you are required each work day to email both your payroll secretary and OPIReassignedStaff@schools.nyc.gov from your DOE email account that you are beginning your work day and ending your work day. You must submit each start/end day email within 15-minutes of the start and end of your typical work shift, unless instructed otherwise by the Reassigned Staffing Team. Emails submitted outside the +/- 15-minute window will not be accepted, and you will be marked absent.

Any questions should be directed to OPIReassignedStaff@schools.nyc.gov.

Thank you for your prompt attention to this matter.

Sincerely,

Katherine G. Rodi
Executive Director, Office of Employee Relations

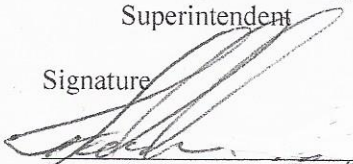
KGR/lv

c:

Principal
Reassigned Staffing Team
Superintendent

Signature

Date


_____ 10/17/22