

AMENDMENT TO THE RULES OF THE BOARD OF REGENTS AND THE  
REGULATIONS OF THE COMMISSIONER OF EDUCATION

Pursuant to sections 207, 215, 305, 3001, 3003, 3009, 3020, 3020-a and 3020-b of the Education Law and Chapter 56 of the Laws of 2015.

1. Subdivision (d) of section 30-1.3 of the Rules of the Board of Regents is amended, effective July 1, 2015, to read as follows:

(d) the expiration date of the appointment, if made on a probationary basis; provided that for appointments of classroom teachers and building principals made on or after July 1, 2015, the resolution must reflect that , except to the extent required by the applicable provisions of Education Law §§2509, 2573, 3212 and 3014, in order to be granted tenure the classroom teacher or building principal shall have received composite or overall annual professional performance review ratings pursuant to Education Law §3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) preceding years and if the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time, . For purposes of this subdivision, “classroom teacher” and “building principal” means a classroom teacher or building principal as such terms are defined in sections 30-2.2 and 30-3.2 of this Part.

2. The title of Subpart 82-1 shall be amended, effective July 1, 2015, to read as follows:

PROCEDURES FOR HEARINGS COMMENCED BY THE FILING OF CHARGES ON OR AFTER AUGUST 25, 1994 AND PRIOR TO JULY 1, 2015

3. Section 82-1.1 shall be amended, effective July 1, 2015, to read as follows:

§82-1.1 Application of Subpart.

This Subpart applies to hearings on charges against tenured school employees pursuant to section 3020-a of the Education Law that are commenced by the filing of charges on or after August 25, 1994 and prior to July 1, 2015.

4. A new Subpart 82-3 shall be added, effective July 1, 2015, to read as follows:

Subpart 82-3

PROCEDURES FOR HEARINGS COMMENCED BY THE FILING OF  
CHARGES ON OR AFTER JULY 1, 2015

§82-3.1. Application of this Subpart. This Subpart applies to hearings on charges against tenured school employees pursuant to sections 3020-a and 3020-b of the Education Law that are commenced by the filing of charges on or after July 1, 2015.

§82-3.2. Definitions. As used in this Subpart:

(a) Employee means any person or persons against whom charges may be filed pursuant to section 3020-a or section 3020-b of the Education Law, or, except where the context indicates a contrary intent, the attorney designated to represent such person or persons in a hearing pursuant to this Part.

(b) Chief school administrator means the district superintendent of schools of the board of cooperative educational services employing a person against whom charges are made; or the superintendent of schools, the Chancellor of a city school

district in a city with a population of one million or more or his or her designee, or other chief school officer of the school district employing a person against whom charges are made.

(c) Board means the employing trustee, board of trustees, board of education, or board of cooperative educational services.

(d) Clerk means the clerk or secretary of the school district or employing board.

(e) Commissioner means Commissioner of Education.

(f) Association means the American Arbitration Association.

(g) Hearing officer means a single hearing officer selected to conduct a hearing pursuant to section 3020-a or 3020-b of the Education Law.

(h) Communication means any written, electronic or oral notification of any type.

(i) Day means calendar day, unless otherwise prescribed herein.

(j) Party means the board or the employee.

### §82-3.3. Charges.

(a) Except as provided in Education Law §§2573(8) or 2590-j(7), no charges under this Subpart shall be brought more than three (3) years after the occurrence of the alleged incompetency or misconduct, except when the charge is of misconduct constituting a crime when committed.

(b) Charges filed under Education Law §3020-a shall be in writing and shall be filed by the chief school administrator with the clerk during the period between the

actual opening and closing of the school year for which the employed is normally required to serve.

(c) Upon receipt of the charges, the clerk or secretary of the school district shall immediately notify the board of the receipt of charges. After receipt of the charges, the board shall in executive session, and determine by a vote of a majority of all of the members of the board, whether probable cause exists to bring a disciplinary proceeding against the employee. In the case of charges brought pursuant to Education Law §3020-a, such executive session shall be held within five (5) days of the board's receipt of the charges, except with permission of the board.

(d) Where the vote of the board is affirmative, a written statement specifying the following information shall be immediately forwarded to the employee by certified or registered mail, return receipt requested, or by personal delivery:

(1) a description of the charges specifying in detail each charge to which the board finds probable cause exists;

(2) the maximum penalty which will be imposed by the board if the employee does not request a hearing or that will be sought by the board if the employee is found guilty of the charges after a hearing; and

(3) a copy of the employee's rights under section 3020-a or 3020-b as applicable, including the right to request a hearing.

(e) Charges against an employee must be made separately from charges against any other employee.

(f) A copy of the charges shall be filed with the Commissioner in a timeframe and manner prescribed by the Commissioner.

§82-3.4. Request for a hearing.

(a) Where the employee desires a hearing, he or she may file a written request for a hearing with the clerk within ten (10) days of receipt of the charges.

(b) In the request for a hearing, the employee may designate an attorney who will represent the employee at the hearing and who shall be authorized to receive any and all communications pertaining to the Education Law §§3020-a or 3020-b proceeding, as applicable, on his or her behalf.

(c) The unexcused failure of the employee to request a hearing shall be deemed a waiver of the right to a hearing.

(d) Within three (3) business days of receipt of the employee's request for a hearing, the clerk shall notify the Commissioner of the need for a hearing in the manner prescribed by the Commissioner, with a copy to the employee, or the employee's designated attorney. Such notice shall include the following:

(1) an affidavit of service of the charges upon the employee;

(2) a copy of the employee's request for hearing;

(3) a place within the district or the county seat of a county in which the board is located which will be made available by the board at school district expense for the holding of the prehearing conference and hearing;

(4) the name and contact information for the attorney, if any, who will represent the board at the hearing;

(5) the type of hearing sought:

(i) standard Education Law §3020-a hearing;

(ii) expedited hearing due to revocation of the employee's certification;

(iii) expedited hearing due to misconduct constituting physical or sexual abuse of a student;

(iv) expedited hearing pursuant to Education Law §3020-b for two (2) consecutive ineffective composite or overall annual professional performance review (APPR) ratings;

(v) mandatory expedited hearing pursuant to Education Law §3020-b for three (3) consecutive ineffective composite or overall annual professional performance review (APPR) ratings ;

(vi) probable cause hearing pursuant to Education Law §3020-a(2)(c) for misconduct constituting physical or sexual abuse of a student;

(6) an estimate of the number of days needed for the hearing;

(7) where the board has received written notice that the employee will be represented by an attorney at the hearing, the name and contact information of such attorney.

(e) Separate notification of the need for a hearing shall be given with respect to each employee against whom charges have been filed.

(f) Whenever an employee shall be deemed to have waived his/her right to a hearing, the board shall proceed, within 15 days, by a majority vote of all members of such board to determine the case and fix the penalty imposed and the clerk shall immediately notify the Commissioner of such waiver in a manner prescribed by the Commissioner.

(g) Where the matter is resolved prior to the decision of the hearing officer, or prior to the assignment of a hearing officer, whether by settlement or default or other final disposition, the board shall notify the Commissioner and provide a copy of the board resolution resolving the matter to the Commissioner in a manner prescribed by the Commissioner within ten (10) days of the resolution.

§82-3.5. Appointment of hearing officer in standard and expedited §3020-a proceedings.

(a) Upon receipt of notification of the need for a hearing, the Commissioner shall obtain a list of potential hearing officers, together with relevant biographical information from the association. Such list shall consist of individuals selected by the association who are qualified to serve as hearing officers. To be qualified to serve as a hearing officer, an individual shall:

(1) be on the association's panel of labor arbitrators;

(2) be a resident of New York or an adjoining state;

(3) be willing to serve under the conditions imposed by Education Law §3020-a and this Subpart; and

(4) not be otherwise ineligible to serve pursuant to Education Law, section 3020-a(3)(c)(i).

(b) Within 15 days after receiving the list of potential hearing officers from the Commissioner, the parties shall by agreement select a hearing officer and notify the Commissioner of their selection.

(c) If the parties fail to notify the Commissioner of a selection within the 15 day-time period prescribed by subdivision (b) of this section, the Commissioner shall appoint a hearing officer from the list. The provisions of this subdivision shall not apply to city school districts in cities with a population of one million or more with alternative procedures adopted pursuant to section 3020 of the Education Law. .

(d) The Commissioner shall notify the hearing officer selected pursuant to subdivision (b) or (c) of this section, and confirm his or her acceptance of such selection.

(e) The failure of the hearing officer to confirm his or her acceptance of the selection within three (3) days shall be deemed a waiver of such selection.

(f) If the hearing officer declines or fails to confirm his or her selection, the parties shall select the name of a second hearing officer in the manner provided for in this section, within two (2) days of being notified of the hearing officer's declination or failure to confirm.

(g) If the parties fail to notify the Commissioner of their agreed-upon selection or the second hearing officer declines or fails to confirm his or her selection, within the time periods prescribed in this section, the Commissioner shall appoint a hearing officer from the list. The provisions of this subdivision shall not apply in to city school districts in cities with a population of one million or more with alternative procedures adopted pursuant to Education Law §3020.



(h) If at any time the hearing officer needs to be replaced, after confirming his or her selection as a hearing officer, and the parties fail to notify the commissioner of their mutually agreed upon replacement within two (2) business days, the Commissioner shall select the replacement. The provisions of this subdivision shall not apply in to city school districts in cities with a population of one million or more with alternative procedures adopted pursuant to section 3020 of the Education Law.

§82-3.6. Appointment of hearing officer in expedited §3020-b proceedings.

(a) Upon receipt of notification of the need for a hearing, the Commissioner shall obtain a list of potential hearing officers, together with relevant biographical information from the association. Such list shall consist of individuals selected by the association who are qualified to serve as hearing officers. To be qualified to serve as a hearing officer, an individual shall:

(1) be on the association's panel of labor arbitrators;

(2) be a resident of New York or an adjoining state;

(3) be willing to serve under the conditions imposed by section 3020-b of the Education Law and this Subpart; and

(4) not be otherwise ineligible to serve pursuant to Education Law, section 3020-b(3)(c)(ii).

(b) Selection of hearing officer in an expedited hearing pursuant to Education Law §3020-b for two (2) consecutive ineffective composite or overall APPR ratings.

(1) Within five (5) days after receiving the list of potential hearing officers from the Commissioner, the parties shall by agreement select a hearing officer and notify the Commissioner of their selection.

(2) If the parties fail to notify the Commissioner of a selection within the five (5) day time period prescribed by paragraph (1) of this subdivision, the Commissioner shall appoint a hearing officer from the list. The provisions of this paragraph shall not apply to city school districts in cities with a population of one million or more with alternative procedures adopted pursuant to section 3020 of the Education Law.

(3) The Commissioner shall notify the hearing officer selected pursuant to paragraph (1) or (2) of this subdivision, and confirm his or her acceptance of such selection.

(4) The failure of the hearing officer to confirm his or her acceptance of the selection within three (3) days shall be deemed a waiver of such selection.

(5) If the parties fail to notify the commissioner of their agreed-upon selection or the hearing officer declines or fails to confirm his or her selection, within the time periods prescribed in this subdivision, the Commissioner shall appoint a hearing officer from the list. The provisions of this paragraph shall not apply to city school districts in cities with a population of one million or more with alternative procedures adopted pursuant to section 3020 of the Education Law.

(6) If at any time the hearing officer needs to be replaced, after confirming his or her selection as a hearing officer, and the parties fail to notify the commissioner of their mutually agreed upon replacement within two (2) business days, the Commissioner shall select the replacement.

(c) Appointment of hearing officer in mandatory expedited hearing pursuant to Education Law §3020-b for three (3) consecutive ineffective composite or overall APPR ratings. Upon receipt of the list of potential hearing officers pursuant to subdivision (a) of this section, the Commissioner shall appoint the hearing officer in the case of a mandatory expedited hearing for an employee who has received three (3) consecutive ineffective composite or overall APPR ratings.

#### §82-3.7. Pre-Hearing Conference

(a) The hearing officer shall contact the parties and in the case of a standard or expedited §3020-a hearing, shall hold a pre-hearing conference within 10 to 15 days of receipt of notice from the Commissioner confirming his or her acceptance of a selection to serve as a hearing officer. In the case of expedited hearing pursuant to Education Law §3020-b for two (2) consecutive ineffective composite or overall APPR ratings, the hearing officer shall hold a pre-hearing conference within seven (7) days of receipt of notice from the Commissioner confirming his or her acceptance of a selection to serve as a hearing officer. In the case of an expedited hearing pursuant to Education Law §3020-b for three (3) consecutive ineffective composite or overall annual professional performance review ratings, the hearing officer shall hold a pre-hearing conference no later than five (5) days of receipt of notice from the Commissioner confirming his or her acceptance of a selection to serve as a hearing officer.

(b) The pre-hearing conference shall be private and shall be limited to one day except the hearing officer, in his or her discretion, may allow one additional day for good cause shown.

(c) At the pre-hearing conference, the hearing officer shall have the power to:

(1) issue subpoenas for both parties;

(2) hear and decide motions and applications made by either party, provided that any motion or application to dismiss the charges or to amend or consolidate the charges, is made on written notice to the adverse party no later than five (5) days before the pre-hearing conference; except for expedited hearings conducted pursuant to Education Law §§3020-a and 3020-b, written notice to the adverse party shall be made no later than two (2) days before the pre-hearing conference; and

(3) set a schedule for full and fair disclosure of witnesses and evidence for both parties; including but not limited to:

(i) bills of particular; and

(ii) requests for production of relevant and material evidence and information, including, witness statements, investigatory statements or notes, exculpatory evidence, or any other evidence, including district or student records.

(4) At the pre-hearing conference, the hearing officer shall set a schedule for the hearing, including the location, time(s) and date(s) for the final hearing to ensure that:

(i) where the hearing is anticipated to last more than one day, the days scheduled for the hearing are consecutive to the extent practical;

(ii) the hearing is completed within the applicable timelines specified in section 3020-a or 3020-b of the Education Law; and

(iii) there is an equitable distribution of hearing days between the board and the employee.

§82-3.8. General hearing procedures

(a) Except as otherwise provided in section 80-3.9 of this Subpart, within 60 days of the pre-hearing conference, the final hearing shall be completed, unless the hearing officer determines that extraordinary circumstances warrant a limited and time specific extension.

(b) Except in the case of an expedited hearing pursuant to Education Law §3020-b, all evidence shall be submitted by the parties within no later than 125 days of the filing of charges and no additional evidence shall be accepted after such time, absent extraordinary circumstances beyond the control of the parties.

(c) Hearing officer powers. The hearing officer shall have the power to administer, the hearing process including, but not limited to:

- (1) regulate the course of the hearing;
- (2) set the time and place for continued hearing dates;
- (3) administer oaths;
- (4) direct the parties to appear; and
- (5) decide such additional applications and motions, as may occur during the course of the hearing.

(d) Parties rights.

- (1) At the hearing, the parties have the right to::
  - (i) to be represented by an attorney;
  - (ii) confront and cross-examine witnesses;
  - (iii) subpoena witnesses; and

(iv) make such additional motions and applications as may be needed in order to effectively defend or prosecute the case; provided that such motions and applications do not delay the case.

(e) The employee shall:

(1) have a reasonable opportunity to defend his or her self at the hearing and have a right to testify in his or her own behalf; and

(2) not be required to testify at the hearing; and

(3) have the right to a public hearing, provided that the employee notifies the hearing officer at least 24 hours before the first day of the hearing that he or she demands a public hearing rather than a private hearing.

(f) The technical rules of evidence do not apply to hearings held under section 3020-a or 3020-b of the Education Law.

(g) The Commissioner shall arrange for the preparation of an accurate record of the proceedings. Upon request, a copy of the record shall be provided by the Commissioner to the hearing officer and/or the parties at the department's expense. Any incremental cost incurred for preparing a daily copy for a party and the hearing officer that is in addition to the base amount payable by the Commissioner for preparation of the final record shall be paid by the party requesting daily copy, or shall be shared equally by the parties where both parties request daily copy.

(h) No photos, audio or video recordings may be taken at hearings, except with the permission of the hearing officer where the hearing officer determines that the hearing is a public hearing and the prohibition in Civil Rights Law §52 against televising, broadcasting or taking of motion pictures of the testimony of witnesses does not apply.

Such determination shall be upon written notice to the parties, who shall be afforded an opportunity to be heard, and the hearing officer shall ensure that the privacy rights of any student under the age of 18 are protected. The provisions of this subdivision shall not apply to the use of live, two-way closed circuit television in accordance with to Education Law §3020-a(3)(c)(i)(C) .

(i) Public hearings shall be open to members of the public and to representatives of the news media, except that the hearing officer may, in his or her discretion, exclude any persons other than parties, witnesses, and their attorneys from all or any portion of the hearing where such exclusion is warranted for the protection of the privacy or reputation of any person under the age of 18 years.

(j) At the conclusion of the testimony, the hearing officer may allow the parties to submit memoranda of law, provided that it does not delay the date that the hearing officer is required to render the final decision in the matter.

(k) Decision.

(1) Except in an expedited hearing, the hearing officer shall render a written decision within 30 days of the last hearing date, and shall submit a copy to the Commissioner who shall make such copy available to the parties.

(2) The written decision shall include the hearing officer's findings of fact on each charge, his or her conclusions with regard to each charge based on such findings and shall state the penalty or other action, if any, which shall be taken by the board, provided that such findings, conclusions and penalty determination shall be based solely upon the record in the proceedings before the hearing officer or panel, and shall set forth the reasons and the factual basis for the determination. The hearing officer, in

exercising his or her discretion in determining the penalty, shall give serious consideration to the penalty recommended by the board and if the hearing officer rejects such recommended penalty, such rejection must be based on reasons based upon the record as expressed in the written decision.

(3) The decisions shall not contain any student or minor names or initials. Students and minors shall be referred to with a pseudonym. An index page shall be attached to provide the actual name for each student or minor referred to with a pseudonym.

#### §82-3.9. Special Hearing Procedures for expedited hearings

(a) The general hearing procedures specified in §82-3.8 of this Subpart shall apply to expedited §3020-a and §3020-b proceedings, except as modified by the provisions of this section.

(b) Special hearing procedures for expedited §3020-a proceedings based on revocation of certification.

(1) Where the proceeding is expedited due to revocation of the employee's certification:

(i) the hearing shall be commenced not more than seven (7) days after the pre-hearing conference and shall not be postponed except on the request of a party and only for good cause shown;

(ii) the hearing shall be limited to one (1) day and each party shall have equal time to present its case; and



(iii) the written decision shall be rendered within ten (10) days of the last hearing date and shall otherwise comply with the requirements of §82-3.8 of this Subpart.

(c) Special hearing procedures for expedited §3020-a hearing based on charges constituting physical or sexual abuse of a student. Where the proceeding is expedited due to charges of misconduct constituting physical or sexual abuse of a student:

(1) The hearing shall commence within seven (7) days after the pre-hearing conference and shall be completed within 60 days after the pre-hearing conference;

(2) The hearing officer shall establish a hearing schedule at the pre-hearing conference to ensure that the required timeframes are met and to ensure an equitable distribution of days between the employing board and the charged employee;

(3) No adjournments may be granted that would extend the hearing beyond 60 days, except the hearing officer may grant a limited and time specific adjournment if the hearing officer determines that the delay is attributable to a circumstance or occurrence that is:

(i) substantially beyond control of the requesting party; and

(ii) an injustice would result if the adjournment were not granted

(4) The written decision shall be rendered within ten (10) days of the last hearing date and shall otherwise comply with the requirements of §82-3.8 of this Subpart.

(d) Special hearing procedures for expedited §3020-b hearing based on two (2) consecutive ineffective APPR ratings. Where an Education Law §3020-b

proceeding is expedited due to a removal proceeding for charges of incompetence based two (2) consecutive ineffective composite or overall APPR ratings:

(1) a school district or employing board may bring charges of incompetence for any classroom teacher or principal who receives two (2) such consecutive ineffective ratings, but is not required to do so.

(2) the charges must allege that the employing board has developed and substantially implemented a teacher or principal improvement plan for the employee following the first evaluation in which the employee was rated ineffective and the immediately preceding evaluation if the employee was rated developing;

(3) the pre-hearing conference shall be held within seven (7) days after appointment of the hearing officer.

(4) At the pre-hearing conference, the hearing officer shall establish a hearing schedule to ensure that the required timeframes are met and to ensure an equitable distribution of days between the employing board and the charged employee;

(5) The hearing shall commence within seven (7) days of the pre-hearing conference.

(6) The final hearing date shall be no longer than 90 days following the date the employee requested a hearing;

(7) No adjournments shall be granted that would extend the hearing beyond such 90 day period, except that the hearing officer may grant a limited and time-specific adjournment, that would extend the hearing beyond 90 days if the hearing officer determines that the delay is attributable to a circumstance or occurrence substantially

beyond the control of the requesting party and an injustice would result if the adjournment is not granted;

(8) The written decision shall be rendered within ten (10) days of the last hearing date and shall otherwise comply with the requirements of §82-3.8 of this Subpart.

(e) Special hearing procedures for expedited §3020-b hearing based on three (3) consecutive ineffective APPR ratings. Where the proceeding is expedited due to a removal proceeding for charges of incompetence based three (3) consecutive ineffective composite or overall APPR ratings:

(1) A school district or employing board shall bring charges of incompetence for any classroom teacher or principal who receives three (3) such consecutive ineffective ratings.

(2) The charges must allege that the employing board has developed and substantially implemented a teacher or principal improvement plan for the employee following the first evaluation in which the employee was rated ineffective and the immediately preceding evaluation if the employee was rated developing;

(3) The Commissioner shall appoint a hearing officer from the list of potential hearing officers obtained in accordance with the procedures described in 82-2.5(a).

(4) The pre-hearing conference shall be held no later than five (5) days after the appointment of the hearing officer;

(5) The hearing officer shall establish a hearing schedule to ensure that the required timeframes are met and to ensure an equitable distribution of days between the employing board and the charged employee

(6) The hearing shall commence within five (5) days of the pre-hearing conference.

(7) The final hearing date shall be no longer than 30 days following the date the employee requested a hearing; and

(8) No adjournments shall be granted that would extend the hearing beyond such 30 day period, except that the hearing officer may grant a limited and time-specific adjournment, that would extend the hearing beyond 30 days if the hearing officer determines that the delay is attributable to a circumstance or occurrence substantially beyond the control of the requesting party and an injustice would result if the adjournment is not granted; and

(9) The written decision shall be rendered within ten (10) days of the last hearing date and shall otherwise comply with the requirements of §82-3.8 of this Subpart.

§82-3.10 Probable cause hearing for certain suspensions without pay.

(a) In accordance with Education Law §3020-a(2)(c), where a board suspends an employee without pay pending a determination in an expedited hearing based on charges of misconduct constituting physical or sexual abuse of a student, a probable cause hearing shall be conducted pursuant to this section within ten (10) days of the decision to suspend without pay. Such unpaid suspension shall not exceed 120 days from the decision of the board of education to suspend the employee without pay

(b) Probable cause hearing procedures

(1) A school district shall notify the Commissioner of a request for a probable cause hearing within one (1) business day of suspending an employee without pay based on charges of misconduct constituting physical or sexual abuse of a student.

(2) The Commissioner shall maintain a rotational list or lists of individuals who have agreed to serve as impartial hearing officers in accordance with the timeframes and conditions set forth in Education Law §3020-a(2)(c) . The Commissioner, in his discretion, may remove a hearing officer from the rotational list, if he or she engages in a pattern of declinations or is unable to perform his/her duties in the timelines prescribed in Education Law §3020-a(2)(c) or this Subpart. A pattern of declinations is defined as two (2) or more declinations within one year. If a hearing officer is removed, he or she may make an application to be reinstated after one year, which may be granted in the Commissioner's discretion.

(3) Upon receipt of request for a need for a probable cause hearing, the Commissioner shall appoint the next available hearing officer from the rotational list. The failure of the hearing officer to accept the case within 24 hours of being notified that he or she has been selected shall be deemed a declination.

(4) At the conclusion of the probable cause hearing, the impartial hearing officer may make an oral ruling or issue a written decision on the record as to whether the decision to suspend an employee without pay should be continued or reversed.

(5) The impartial hearing officer shall reverse the decision of the board to suspend without pay and reinstate the pay:

(i) upon a finding that probable cause does not support the charges; or

(ii) upon a written determination that suspension without pay is grossly disproportionate in light of all surrounding circumstances.

(6) The employee shall be eligible for reimbursement of the withheld pay and accrued interest at the rate of six percent compounded annually if the hearing officer finds in the employee's favor, at either in the probable cause hearing or in a final determination at the conclusion of the expedited hearing.

#### §82-3.11. Monitoring and enforcement of timelines.

(a) The department will monitor and investigate a hearing officer's compliance with the timelines prescribed in Education Law §§3020-a and 3020-b.

(b) A record of continued failure to commence and complete hearings within the time periods prescribed in Education Law §3020-a and 3020-b this section shall be considered grounds for the Commissioner to exclude such individual from the list of potential hearing officers for these hearings. If a hearing officer is excluded, he or she may make an application to be reinstated to list after one year, which may be granted at the Commissioner's discretion.

#### §82-3.12. Reimbursable hearing expenses.

(a) The commissioner shall compensate the hearing officer with the customary fee paid for service as an arbitrator for each day of actual service plus necessary travel and other reasonable expenses incurred in the performance of his her duties. Actual service shall be reimbursed in accordance with the maximum rates of compensation of hearing officers as set forth in a schedule prescribed by the Commissioner. Necessary

travel and other related reasonable expenses shall be reimbursed in accordance with the rules and limits on travel applicable to State employees.

(b) Any late cancellation fee charged by the hearing officer shall be paid by the party or parties responsible for the cancellation.

(c) A day of actual service is defined as seven (7) hours of hearing time or study, time exclusive of meal breaks, prorated to the nearest 1/10th of an hour.

(d) Charges for hearing time will be reimbursed only for the actual time spent in hearing.

(e) A hearing officer shall not be reimbursed for more than a certain amount of study hours, as prescribed by the Commissioner. Study time is defined as all other administrative tasks, such as hearing preparation, phone calls, correspondence, evidence review and decision writing. Except as provided for herein, charges for study time shall not be in excess of actual time spent on the hearing, prorated to the nearest 1/10th of an hour up to a maximum established by the Commissioner. If a hearing officer requires more than the maximum study time for a particularly complex matter, the hearing officer can make an application to the Commissioner for additional reimbursement. In situations where good cause substantiates additional study time, as determined by the Commissioner, such applications will be granted.

(f) Additional hearing costs, other than facilities costs, incurred to make a reasonable accommodation to an employee or a witness based on such individual's disability, including but not limited to the retention of a qualified interpreter for the deaf or hearing impaired, shall be paid by the Commissioner. Except as otherwise provided in this Subpart, any other additional hearing costs shall be paid by the board.

(g) No payments shall be made by the Department if they are on a claim submitted later than one year after the final disposition of the hearing by any means, including settlement; provided that no payment shall be barred or reduced where such payment is required as a result of a court order or judgement or a final audit.