Dear Teachers, Aides and Clerks;

A few years ago, the Newark Teachers Union filed complaints with the NPS in an effort to address your concerns over the abuse by certain administrators of “district mandates’ ie curriculum maps, thematic units, content wheels, etc. being due in an unreasonable amount of time. Superintendent Anderson dismissed this very legitimate issue & refused to discuss or address this concern. Our response was to produce and distribute the “RSVP to Mandates Memo” effectively absolving you of having to work beyond the workday.

In a separate, but similar matter, the NTU grieved the district regarding the issue of paying its staff when directed by an administrator to work beyond the workday. We believe that administrators who order staff to complete these tasks in an unreasonable timeframe are effectively ordering them to work beyond the prescribed workday and have therefore updated the “RSVP to Mandates Memo.” (See below)

Before submitting this memo to your administrator please discuss it with your Building Representative or NTU staff member.

In Solidarity,

John M Abeigon  
President

**Dear Administrator;**

**I am in receipt of your directive to complete** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (insert directive, lesson plans, Power School, etc)

**by**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. **I am not refusing to comply with this directive. However,** (insert date)  
**please identify and provide time during my workday to complete the task, or arrange to pay me as per Arbitration Award # 4713.   
  
Sincerely,**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_