

## 1. How do I determine my salary and any applicable bonuses/compensation?

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**When you first receive your contingent offer, you will see the “Step 1” PTU salary scale rate of \$45,104. For experienced teachers, this is a temporary placeholder until we receive confirmation of your outside teaching experience.**

**[If you are not a new teacher and have previous years of certified teaching experience, please note that your step and salary will change upon verification of your official, outside service credit (read on for more information about compensation and step verification).]**

Regularly appointed Teachers and Long Term Subs (LTS) are paid based on [the Teacher's Salary Schedule](#) (this document links to the PTU Contract), which is negotiated by the Providence Teachers Union (PTU). Long Term Subs in Pool (LTSP) are also part of the Providence Teachers Union, but paid at a rate of \$225/day in their first year (see section 1a for more details).

Your step placement corresponds to your salary and qualifying work experience.

In addition, educators with additional credit hours can also qualify for professional advancement in accordance with the following schedule:

- |                         |         |
|-------------------------|---------|
| ○ Bachelor's + 30 Hours | \$2,955 |
| ○ Master's              | \$3,355 |
| ○ Master's + 30         | \$3,757 |
| ○ Doctorate             | \$4,157 |

PPSD accepts up to a maximum of 12 years of inside and outside service credit as “qualifying work experience”.

- **Outside Service:** PSD issues outside service credit for any employee who has worked at least 135 days as a licensed, full-time educator in another district in one school year. Please send your former employer the [official PSD outside service form](#) and then have it scanned and emailed back to [psdjjobs@psd.org](mailto:psdjjobs@psd.org).
- **Inside Service:** If a former employee returns to the PTU, they will receive credit for past certified experience, inclusive of LTS (long term sub certified) employment, if they had previously worked a full calendar year

In addition, there are certain employees working in hard-to-fill areas that will receive compensation above their base salary:

- All certified School Psychologists will receive \$200 above base salary.
- All teachers of Special Education classes will receive \$500 above base salary.
- All teachers of ELL/Bilingual classes will receive \$800 above base salary.

*\*Math, Science, ESL, Special Education, Dual Language/Bilingual, Speech and Language Pathology, School Psychology, Social Work, Nursing*

For the 2022-23 School Year, the following additional bonuses apply to new hires working in \*hard-to-fill areas:

- \$5,000 (all new PTU hires in a hard-to-fill role area)
- \$2,500 ([early contract bonus](#) for new hires who signed pre-offers before March 1, 2022)
- \$2,500 (new hires with 3+ years of experience)
- \$3,000 (reimbursement for moving expenses for those moving from a state other than RI, MA, or CT)

*\*Math, Science, ESL, Special Education, Dual Language/Bilingual, Speech and Language Pathology, School Psychology, Social Work, Nursing*

The district will also offer a “commitment bonus” of \$2,500 to those staying a second year in a hard to fill role area (23-24) and an additional \$2,500 for committing to a third year (24-25).

Loan Forgiveness: All educators of color are also eligible to apply for loan forgiveness through the Rhode Island Foundation that awards \$25,000 in loan repayment over the course of three years. Please contact [cynthia.ramirez@ppsd.org](mailto:cynthia.ramirez@ppsd.org) to receive more information on the application process.

### **1a. How does pay work for Long Term Subs, Long Term Subs In Pool, Certified Retiree Subs or Certified Retiree Administrators?**

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If you are a long term sub (LTS), you are a certified teacher covering for a specific vacancy in the district and will follow the same process for pay as any regular teacher would.

If you are a long-term sub in-pool (LTSP), you are eligible to be placed anywhere in the district and will be paid at a rate of \$225/day. After 68 consecutive days in an assignment in your area of certification in one semester, you will be eligible to be placed on the teacher pay scale (LTS) retroactive to the start of the first day in the assignment. If you work a total of 68 days in varying assignments in two semesters, you will advance to a \$244 day (Step 2) the following year. You will need to complete the [Outside Service Form](#) to determine step and pay scale. LTSP's are considered part of the teacher's union and are eligible for medical benefits.

If you are a certified retiree substitute, you will be paid at a rate of \$244/day.

If you are a certified retiree administrator for operational support purposes, you will be paid at a rate of \$354/day.

## **1b. How can I validate my grade and step?**

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Once you've accepted your job offer, please:

- Request that all official transcripts you may have are sent directly by the credit granting institution(s) to [ppsdjobs@ppsd.org](mailto:ppsdjobs@ppsd.org) electronically (faster) OR by mail to: Providence Public Schools, Attn: Human Resources, 797 Westminster Street, Providence RI 02903.
- Send the [Outside Service Form](#) or the [Higher Education Outside Service Form](#) to previous employer(s). Former supervisor(s) and/or HR representatives can fill out and return the form to [ppsdjobs@ppsd.org](mailto:ppsdjobs@ppsd.org).

Please note that your salary will remain at Step 1 until we receive your official transcripts AND your verified outside service form. In the event you are also uncertified (see below) for your position you will be paid at the per diem substitute rate or the LTSP rate until your emergency certification is issued. The resources above should help you to evaluate your expected step, professional advancement pay, and any additional bonus or compensation until HR receives your official documentation.

## **2. What if I am currently unlicensed or not appropriately licensed for my position?**

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Teachers, Long Term Subs and Long Term Subs in Pool who are not licensed through the Rhode Island Department of Education for their positions are eligible to be hired on a temporary basis under an emergency certificate or expert residency.

If you are unlicensed candidate, you will need to complete the following before receiving your official award letter:

- Apply for the appropriate license on the [Ride Portal](#) and follow the instructions from RIDE re: licensure.
- If you are seeking an emergency license, please fill out the [Educator Certification Form](#) and send it back completed, with a \$200 check per certification area (made payable to the General Treasurer State of Rhode Island) to Elvira Logan ([elvira.logan@ppsd.org](mailto:elvira.logan@ppsd.org)). We will submit the completed application to the Rhode Island Department of Education. If you are seeking a license via other means, please see [here](#).
- Complete [this form](#) verifying you have signed up on the RIDE portal.

- Schedule a licensure kick-off meeting with Elvira Logan ([elvira.logan@ppsd.org](mailto:elvira.logan@ppsd.org)). During this meeting, you will be required to make a licensure completion plan to ensure you remain on track for completing your requirements.

Emergency Certifications and Expert Residencies are valid for one academic year. If a candidate hired on an emergency has not obtained full licensure or met their renewal requirements by February 3rd of the 2022-23 academic year, they will not be eligible to be automatically renewed into the position for the following academic year. In this case, they'll need to reapply to their position when it is posted publicly in March.

## **2a. How will my pay work until my certification is issued?**

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If you are not yet certified to teach in the state of RI, you will be paid at the per diem substitute rate of \$200/day. Once your temporary license is issued you will receive the appropriate salary step from the date of certification issuance.

If you currently hold a RI teaching certificate, but do not hold full certification for the position for which you are being hired, you will be paid at the LTSP rate of \$225 per day until your emergency certificate is issued. Once your emergency certificate is issued you will receive the appropriate salary step from the date of certification issuance.

## **3. What Happens Next (After I Accept My Contingent Job Offer)?**

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Upon acceptance of your contingent employment offer, you will be assigned a checklist of paperwork to be completed in our electronic onboarding system. You will receive an automated email with a link to access the checklist. You must also review the [PPSD Employee Handbook](#).

After completing the checklist, your school's staffing associate will reach out to schedule a Welcome Session, where we will meet with you to verify submitted documents and collect any pieces that might be missing, including:

- Photo ID and Social Security Card (for I9)
- Letter of [Outside Service Form](#), *if applicable*
- BCI Receipt
- DCYF Form
- W-4
- EEO Form
- Direct Deposit
- Emergency Contact
- Official Transcripts (Undergraduate and Graduate)

Please note that you will receive a letter in the mail with information regarding retirement.

\*During this session, you will also be issued your employee ID, which will follow you throughout your employment with PPSD.

After you attend your welcome session and your BCI has cleared, the staffing coordinator overseeing your hire will reach out to you and your School Leader/Department Head with your effective start date and an email titled "Your Hire has been completed". This means that your hire is complete and you are officially authorized to begin working as of your effective start date. This email will be the greenlight for you to formally submit your Health Insurance forms to the City of Providence Benefits Department.

#### 4. How do I enroll in health insurance?

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Please note: you cannot enroll in insurance until you've accepted your job offer and have been issued an employee ID number through the Office of Human Resources.

Enrollment forms, pricing, and more information can be found on the [City of Providence Website](#), but we have also compiled the essential documents for teachers and Long Terms Subs [here](#). The essential documents for Long Term Subs In Pool can be found [here](#). Completed forms can be mailed, emailed or faxed. If faxed, please call the Health and Benefits Office at the City to confirm receipt.

Mailing Address:

City of Providence  
Benefits Department  
PO Box 1656  
Providence, RI 02901

Phone: 401-680-5281  
Email: [benefits@ppsd.org](mailto:benefits@ppsd.org)  
Fax: 401-680-5281

Deadline: You have **30 days** from your effective date to enroll in health benefits. If you fail to enroll, you must wait until open enrollment to enroll, typically in the spring, or with a qualifying life event.

Coverage: Coverage begins the first day of the month following or coinciding with your hire date (if hired 3/2, your effective date would be 4/1; if hired 4/1, your effective date is 4/1)

Coordination of Benefits: Please take note of the [Coordination of Benefits \(COB\)](#) provision which applies to employees who have working spouses or qualified ex-spouses who have access to health coverage through his/her employer.

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Still have questions? Please contact us at [humanresources@ppsd.org](mailto:humanresources@ppsd.org)