**1. How do I determine my pay?**

Per diem substitutes are day to day substitutes and receive a rate of pay based on a tiered pay structure that provides additional compensation and given workday intervals:

* 0-45 days: $130/day
* 46-90 days: $160/day
* 91-180 days: $190/day

Per diem subs are not eligible for benefits.

**2. What happens after the end of the school year?**

Prior to the end of the school year ten month employees are sent a letter of reasonable assurance for rehire for the following school year.

Under Rhode Island General Law, any school employee that receives a reasonable assurance letter will not be eligible to use school wages to establish an unemployment claim in the between terms/school break recess/summer periods. An individual attempting to receive unemployment benefits during a between terms/school break recess/summer period must first contact the Department of Labor & Training to determine their eligibility. If you receive benefits during the between terms/school break recess/summer period and you failed to identify yourself as a school employee when you filed your claim, you may be declared overpaid and restitution could be required.

If you do not wish to continue employment with the Providence School Department for SY24-25, please inform us before July 1st, 2024.

**3. What happens next (after accepting my contingent job offer)?**

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](https://www.providenceschools.org/cms/lib/RI01900003/Centricity/Domain/230/Employee%20Handbook-112421.pdf).

After completing the checklist, a staffing coordinator 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)
* BCI Receipt
* DCYF Form
* W-4
* EEO Form
* Direct Deposit
* Emergency Contact
* Official Transcripts (Undergraduate and Graduate)

\*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 with an email titled “Your Hire has been completed”. This means that your hire is complete and that you can begin accepting substitute assignments.

**4. Where can I find information about absence management, accepting assignments, and other guidance?**

We’ve put together a [document that includes starter information for individuals who are subbing in the Providence Public Schools](https://drive.google.com/file/d/1ATvExIu6RzGMrxssM60bKhKt4sISbk1T/view?usp=sharing). Please review in advance of your welcome session so that we can answer any remaining questions at that time.

For questions specific to Elementary, Middle, and High School, please see the below table for the following points of contact:

| **LEVEL** | **NAME** | **EMAIL** | **PHONE EXT.** |
| --- | --- | --- | --- |
| Middle Schools/High Schools  6th Grade to 12th Grade | Keron Aird | keron.aird@providence schools.org | (401) 456-9100 x 11223 |
| Elementary  Pre-K to 5th Grade | Melina Cunningham | melina.cunningham@ppsd.org | (401-456-9100 X11222 |

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