

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

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Per diem substitutes are day to day substitutes and receive a rate of \$200/day. They also receive a bonus of \$250 for working 30 consecutive days. Per diem subs are not eligible for benefits.

## **2. What happens next (after accepting 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, 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)
- Retirement paperwork

\*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.

## **3. Where can I find information about absence management, accepting assignments, and other helper starter guidance?**

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We’ve put together a [document that includes starter information for individuals who are subbing in the Providence Public Schools](#). 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.
Elementary	Karen Lanzieri	Karen.lanzieri@ppsd.org	(401) 456-9100 x 11202
Middle	Lynn Calcagni	Lynn.calcagni@ppsd.org	(401) 456-9100 x 11223
High	Charlene Vela	Charlene.vela@ppsd.org	(401) 456-9100 x 11222

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