

## 1. What is the schedule? How does paid time off work?

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- **Work Day:** 8 hours (with 30 minutes for lunch)
- **Work Year:** July 1st to June 30th, 12 months
- **Personal Days:** 2 personal days/year (one day if hired on/after January 1); unused days do NOT carry over
- **Vacation Days:** *Your maximum vacation accrual is 60 days; accrues and credits on a monthly basis*
  - Executive Level: 25 days (5 weeks)
  - Senior Management Level: 20 days (4 weeks)
  - Mid-Management Level: 15 days (3 weeks)
  - Entry Level: 10 days (2 weeks)
- **Sick Time:** *Your maximum sick day accrual is 180 days*
  - 1 sick day/month

## 2. How is my salary determined?

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On your job description, there is a posted salary range that corresponds to the Providence Schools compensation ordinance for the current fiscal year. Generally speaking, there are 5, equally spaced steps within each range. Your step placement will be determined by HR and based on prior experience in this role or in a very similar role(s).

In the event you have closely *related* experience in a different type of role, you will start on Step 1 (e.g. you were a teacher for five years with no supervisory experience and are moving into a manager or director position).

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

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If you are unlicensed candidate in a position requiring licensure, you will need to complete the following:

- Apply for the appropriate license on the [Ride Portal](#) and follow the instructions from the Rhode Island Department of Education (RIDE) re: licensure.
- Fill out the [Educator Certification Form](#) and send it back completed, with a \$200 check (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.
- 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. It is your professional responsibility to maintain your licensure requirements to remain in good standing with Providence Public Schools and RIDE.

#### **4. 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 Frontline. 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, an HR 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 (will be sent via regular mail)

\*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 manager with your effective start date and an email titled "Your Hire has been completed". This means that your hire is complete. This email will be the greenlight for you to formally submit your Health Insurance forms to the City of Providence Benefits Department.

#### **5. 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.

As a non-union employee you are eligible for RI Blue Cross for medical coverage and Delta Dental for dental coverage. Enrollment forms, pricing, and more information can be found on the [City of Providence Website](#), but we have also compiled the essential documents for non-union employees [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)