

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

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:* PPSP 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 PPSP outside service form](#) and then have it scanned and emailed back to ppsdjobs@ppsd.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 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?

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?

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 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.

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?

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).

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). 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?

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)?

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?

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
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.

Still have questions? Please contact us at humanresources@ppsd.org

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

When you first receive your contingent offer, you will see the “Step 1” 1339 salary scale rate. This is dependent on the position’s group level. If you believe you have relevant experience that warrants a higher step, you will need to request a step reevaluation. Your resume will be sent to the 1339 wage equity committee, which will make a final determination on your step placement*.

For the 2022-23 School Year, all new clerical hires qualify for a \$2,500 signing bonus.

- New hires will receive one-half of the total bonus amount (\$1,250) six months after their start date
- New hires will receive the second half of the total bonus (1,250) on the one year anniversary of hire

**Please note: this is based on past related experience and follows criteria agreed upon by the committee*

2. Do I need to obtain any special licenses or certifications?

If you are new to the district unlicensed, you will need to pass our clerical test with a score of 70% or better before receiving your official award letter. The test is comprised of 47 questions that test the following areas:

- Basic Math
- Math Word Problems
- Spelling
- Grammar
- Filing Skills

You are able to take the exam up to 3 times. If you cannot pass after the third attempt, you may remain a substitute for 6 months and try again. Please see some of the resources below to get an idea

- [Practice test](#)
- [Practice test](#)

- [Practice test](#)
- [Study guide with sample questions and answers](#)
- [Study guide with sample questions and answers](#)

You can search for free clerical tests and test preparation materials on the internet for more resources.

2a. How will my pay work until I pass my clerical test?

If you are fully onboarded and have not yet passed the clerical test, you are able to start as a substitute and paid at the rate of \$12.60/hour. Once you pass your test, you will receive your appropriate salary step from the date you pass your test.

Please note that substitutes do not qualify for benefits.

3. What Happens Next (After I Accept 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](#).

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)
- BCI (national background check) Receipt
- DCYF Form
- W-4
- EEO Form
- Direct Deposit
- Emergency Contact
- Copy of High School Diploma OR copy of College transcripts (send to PPSDJobs@ppsd.org)

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 PPSP.

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. What entails joining the 1033 Union?

Per article 3 of the clerical agreement, to be eligible for permanent employment, all employees must successfully complete the six (6) month probationary period.

You can read through the clerical contract [here](#).

4a. Work Year

Ten-month employees and twelve-month employees have a different working year period. If you are unsure whether you were hired into a 10-month or a 12-month employee please reach out to your hiring manager or your HR liaison.

The work year for **10-month** employees runs from the beginning of the school year to June 30

- 187 work days, exclusive of holidays and recess periods (so before and after school year)
 - 180 day school days, orientation, and 6 extra days)
- Stock clerks 192 (can work holidays)
- Extra days determined by principal
- See required work days [here](#)

The work year for **12-month** employees runs from September 1 through August 31.

- See required work days [here](#)
- Winter recess: required to work 2 days a week during a 10 day recess and will be compensated at his or her regular rate of pay for all 10 days
- April recess: same thing
 - Note: Employees will have the option to work more than 2 days. If an employee works more than 2 days, the employee will be compensated at the rate of time and one-half (1 ½) for all the days worked that week
- February? Contract said it was eliminated

4b. Work Hours

When school is in session, a normal work week shall consist of 40 hours, 5 days, Monday through Friday, 8 consecutive hours for all employees. When school is not in session, a normal work day shall consist of 7 ½ hours. The exact reporting times are dependent on the position and can be confirmed by your HR liaison.

Each employee shall receive a lunch period of 1 hour, in addition to a 30 minute break each day.

4c. Time off

Vacation (Any rules about when?)

- 12 month accrue 2 days per month
- Max is 55 days
- Completing 1 - 4 years of employment = 2 weeks
 - 5 - 9 = 3 weeks
 - 10 - 14 = 4 weeks
 - 15+ = 24 days

Sick time

- 1 day per month. Max is 180

5. How do I enroll in health insurance?

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.

The essential documents for the 1339 Clerical Union 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
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.

Still have questions? Please contact us at humanresources@ppsd.org

CONTRACT NOTES

TAs

- Pre-employment qualifications
 - High School Diploma
 - Literacy in the English language (determined by passing a test)
 - College degree OR passed ParaPro test
 - TA certification
- Classifications of TAs + pay ranges
- 6 month probationary period
- Work year/work day
 - Work the fully school year + orientation
 - 2.5 days of professional development
 - 30 minute lunch period
 - 20 minute rest period
- 6 month leave without pay to further his/her education
- All TAs must be available for bus monitoring assignments. Paraprofessionals who have been monitoring buses for four (4) years or more shall have the right to request to be relieved of bus monitoring assignments provided that such request is made prior to June 1 for the following year. Paraprofessionals with less than four (4) years of employment as a paraprofessional must accept bus-monitoring assignments in accordance with their seniority in their school

BEST

- Stands for Business, Educational, Specialists, Technical Staff
 - Positions covered:
 - Administrative Assistant
 - Assistant Director of Business Operations for Support Services
 - Assistant Human Resource Generalist
 - Assistant Supervisor Pupil Transportation
 - Audiometrist Technician
 - Budget Analyst
 - Budget Officer - Accounting
 - Child Care Worker

- Child Opportunity Zone Specialist
- Class A Foreman
- Community Liaison
- Community and Family Specialist
- Community Relations Liaison Specialist
- Computer Management Specialist
- Computer Service Specialist
- Developer/Demonstrator
- Educational Research Assistant
- Energy Control Technician
- Expediter of Purchasing & Supplies
- Fiscal Officer
- Field Worker
- Foreman Central Supply Warehouse
- Head Custodian
- Help Desk Analyst
- Human Relations
- Human Resource Specialist
- Information/Referral Specialist
- Internal Auditor
- Job Coach
- Laboratory Technician
- Media Resource Assistant
- Medicaid Specialist
- Medicare Specialist
- Occupational Therapist
- Office Manager
- Operations Specialist
- Parent Engagement Specialist
- Parent Involvers/Trainer
- Physical Therapist
- Placement Officer
- Plant Maintenance Coordinator
- Plant Operations Coordinator
- PLATO Technicians
- Program Assistant
- Research/Developer Liaison
- ROTC NCO
- Route Foreman
- School to Career Specialist
- Senior Budget Officer
- Social Coach
- Student Registration & Placement Officer
- Student Registration & Placement Specialist

- Supervisor of Federal Programs
 - Supervisor of Payroll & Personnel Related Records
 - Supervisor of School Lunch
 - Supportive Counselor
 - Teacher Assistant Specialist
 - Technical Services Expediter
 - Technology Email Administrator/Central Office Support Specialist
 - Technology Field Support Specialist
 - Transportation Director
 - Transportation Nurse
 - Water Safety Instructor
 - Workshop Generalist
- Probationary period is 6 months
 - Considered "Permanent probationary employee"
 - Can be dismissed without recourse during this window
- Long-Term Substitute employees shall be entitled to permanent positions if they continue to serve for 60 days following the time period in which they achieve Long-Term Substitute status
- Overtime is paid at time and one half
- Work Year
 - 12 month employees - July 1 to June 30
 - 10 month employees - school year calendar
 - Number of work days and work hours vary in accordance with each position
 - 12 month employees - 7 ½ hour work day when school is not in session
 - Exception: Custodial/Maintenance employees and Route Foreman who are covered by this agreement and who shall work a regular work day
- 1 hour lunch, 20 minute break in morning, 10 minute break in afternoon
- Mileage
 - \$325/month for the following positions:
 - Plant Maintenance Coordinator
 - Plant Operations Coordinator
 - Class A Foreman
 - Computer Network Specialist
- Vacation
 - ?
- Leaves
 - 2 days for wedding
 - 1 day to attend high school or college graduation ceremonies for the employee, the employee's child, the employee's grandchild
 - Only if the graduation falls on a work day
 - 3 days for religious observance
 - 2 personal days
 - Bereavement
 - 5 days

- Father, mother, brother, sister, husband, wife, child, step-child, step-father, step-mother, step-brother, step-sister, or any member of the immediate household including domestic partners
 - 3 days
 - Grandparents, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or grandchild
 - 1 day
 - Uncle, aunt, first cousin, spousal grandparent, niece, nephew
- Tuition reimbursement
 - \$4,000 annually
 - Can't attend courses during normal work hours
 - Courses qualify for reimbursement if they are part of a degree-granting program, are job related, or are part of a technically, professional, GED or trade school program
 - Must receive a minimum grade of "C" for undergraduate courses and "B" for graduate courses
- Wage equity committee
 - Come in at step 1
 - 3 years of relevant work experience = 2nd step
 - 6+ years = 3rd step
 - Consists of 2 reps from the union, the employee relations administrator, and the CFO

Bus Monitors/Crossing Guards

- Full time = 20 hours/week
- 120 day probationary period
- 30 minute lunch
- 20 minute rest period
- Overtime = time and one half
- Bereavement - the same as the BEST union
-

MOA

-