

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. After onboarding, 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, 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 (week apart if you fail). If you cannot pass after the third attempt, you may remain a substitute for 3 months and try again. Please see some of the resources below to get an idea

- [Practice test](#)
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- [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. As a substitute, you will get paid weekly. Once you pass your test, you will receive your appropriate salary step from the date you pass your test and are hired into a full time position. As a full time employee, you will move to a biweekly pay schedule.

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 1339 clerical 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. Upon successful completion of the probationary period, the new employee will be considered full time.

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, 1 day of orientation, and 6 extra days
- Stock clerks 192 (5 extra days; can work recesses)
- 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
 - Will be compensated at his or her regular rate of pay for the full week
- February break
 - Required to work 2 days a week
 - Hiring manager can choose whether the employee works the full week in February or the full week in April (note: employees **cannot** do both)
- April recess: same thing
 - Required to work 2 days a week
 - Hiring manager can choose whether the employee works the full week in February or the full week in April (note: employees **cannot** do both)
- **Note:** If the employee chooses to not work the 2 days for any of the three breaks, you can use two vacation or two personal days to still receive the full week's pay
- **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

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 or hiring manager.

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?)

- Max is 55 days
- New employees:
 - 5 days after 6 months in one chunk
 - 5 more days after 1 year
 - Year 2: 10 days on second anniversary
 - Full dump on anniversary
- 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:

Providence Public Schools, Benefits 2nd Floor
797 Westminster Street

Phone: 401-456-9100 x 11334

Providence, RI 02903

Email: benefits@ppsd.org

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 fall, 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)

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