

1. How do I dete

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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. H

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

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 belong to a group level that is not listed on the salary scale, you will be placed in the next highest group level.

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 at the end of which the clerical agreement, and

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

Q x 1 day per month. Max is 180

5.r

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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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

Child O

Super

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