

Health Insurance

Generally, Teachers and Unit B Administrators working .67 FTE or more are eligible to enroll in the City's health insurance plans. All new hires will be at a 25% employee monthly contribution.

Options

Blue Choice (Blue Cross) HMO Blue (Blue Cross)

Harvard Pilgrim Health Care Tufts Health Plan

All plans offer:

- Additional wellness discounts
- Special member price reductions on services like acupuncture
- Health articles, tools and resources
- Prescription drug information and mail order forms

New employees who wish to have health insurance coverage must enroll within thirty (30) days of their date of hire. Changes in insurance must be made within thirty (30) days of a "qualifying event" (e.g. birth/adoption of a child, marriage, divorce). Specific health plan brochures and forms may be obtained from the Benefits Office located in the Human Resources Department at 159 Thorndike Street.

If you have health coverage in a plan other than the City of Cambridge, you may be eligible for a Health Insurance Waiver payment by signing up for the waiver payment within the first thirty (30) days of your employment, or subsequently during an Open Enrollment period. Annual health insurance waiver payment is \$1,600.00.

For information about the individual plans, please contact the Benefits Office for the Cambridge Public Schools at 617-349-6440.

Dental Benefits (Rate is \$20.58 per month. This is a flat rate)

DELTA DENTAL

Cleanings
X-rays
Fillings
100% coverage
Deductible: \$50 individual; \$150 family

Prosthetics
Dentures
Fixed bridges
Crowns
50% coverage
Deductible: \$50 individual; \$150 family

\$1,800 per person calendar year maximum for all services.
\$2,500 per person lifetime maximum for orthodontics

Vision Benefits (included with Dental premium)

Teachers and Unit B Administrators are eligible for vision coverage under the Cambridge Public Employees Dental and Vision Fund, which reimburses for vision services as follows:

Up to \$300 in a 24-month period toward lenses, frames, and/or contact lenses for you and covered dependents age fourteen (14) and over.

Up to \$300 in a 12-month period toward lenses, frames, and/or contact lenses for covered dependents under age fourteen (14).

Life Insurance

The City of Cambridge group life insurance is provided under a policy with the Boston Mutual Life Insurance Company. Available benefits are:

Basic Life Insurance in the amount of \$5,000 with an employee contribution of 25% (\$2.00/month).

Voluntary Group Life Insurance in increments of \$10,000 up to \$100,000 without medical review and \$500,000 maximum with medical review. Monthly rates are based on age.

Dependent Care and Medical Flexible Spending Accounts (FSA)

Teachers and Unit B Administrators are eligible to participate in a Flexible Spending Account (FSA) program that allows an employee to voluntarily set aside up to \$2,600 in pre-tax dollars to pay for unreimbursed out-of-pocket medical or dental expenses (including co-payments, vision care, dental care such as orthodontia; and certain over the counter medications). Additionally up to \$5,000 pre-tax may be set for dependent care expenses (e.g. expenses incurred in providing day care for your child(ren) and/or adoption fees. Please be advised that you must enroll during open-enrollment. This benefit ends on December 31st unless you re-enroll.

Cambridge Public Schools 403(b) Plan

You may be eligible to enroll in this benefit through a PenServ account and may defer a maximum of \$18,000 to all 403(b) plans unless you will reach 50 years of age during the year. In that case you would be eligible to contribute an additional \$6,000.00. Deferrals may not exceed 100% of your wages.

Contact Information

Anne Marie Picanco, Manager of Human Resources

617-349-6443

Ashley Giesta, HR Employment Specialist

617-349-6437

Fax: 617-349-6439 Website: www.cpsd.us

AA/EEO Employer

As of March 2017



**Employment
Information
For
Teachers &
Administrators
CEA Units A & B**

Cambridge Education Association—Unit A & B

The Committee recognizes the Association for the purpose of collective bargaining as the exclusive representative of the two units consisting of all regularly appointed professional teaching employees of the Cambridge Public Schools, including:

Unit A. Teacher, Athletic Trainers, Nurse Educators, Registered Physical Therapists, Occupational Therapists, and part-time Learning Disability Teachers. **Unit B.** Ratio Salary Schedule Personnel (Assistant Principals, Directors, Coordinators)

Salary

The salaries of each teacher shall be determined pursuant to the salary schedule. Full credit on the salary schedule, not to exceed six (6) years will be given for previous outside teaching experience upon initial employment. In the case of exceptional needs, this requirement may be waived.

Teachers who have obtained National Board Teacher Certification will be granted a one-time fifteen (15) credits on the teacher's salary schedule as follows: Bachelors will be placed as Masters; Master degree will be placed at Master plus 15; Master plus 15 will be placed at Master plus 30; Master plus 30 will be placed at Master plus 45; Master plus 45 will be placed at Master plus 60.

Teachers who have either a Master plus 60 credits or a Doctorate Degree who have obtained National Board Teacher Certification will be granted an annual stipend of \$1,000.00.

Massachusetts Teacher Retirement System

Teachers and administrators who are licensed through the state Department of Elementary and Secondary Education (DESE) are required to enroll in the Massachusetts Teachers Retirement Plan at the time of hire or appointment to a qualified position. The required form and instructions for enrolling online are available from the CPS Office of Human Resources. Information on the provisions of the Plan may be obtained by contacting the MTRS at 617-679-6877. Contributions are made through payroll deductions. (www.mass.gov/mtrs/). Teachers working less than .50 FTE are not eligible for MTRS until after 6 months of employment. You will need to enroll in a Deferred Contribution Plan.

Pay Schedule

Teachers and Unit B Administrators are paid semi-monthly on the 15th and last day of the month. If a payday falls on a holiday, employees are paid on the workday preceding a holiday. Payroll deductions for Federal and State taxes, Retirement and Medicare are required. Salaries shall be paid in twenty-four (24) equal payments with a hire date of September 1st. If you hire date is after September 1st your salary will be prorated based on the number of school days you will work for the remainder of the school year.

Direct Deposit Option

An employee may elect to have his/her salary directly deposited to his/her bank account by obtaining a Direct Deposit form from the Office of Human Resources for submission to the Payroll Department. Please be advised that it may take up to 3 pay cycles for direct deposit to be applied. If you do not choose this option, your paycheck will be mailed directly to your school.

T-Pass Reimbursement

The School Department shall reimburse each member of the bargaining unit who purchases one, up to a maximum of 65% of the cost of a "T" pass, up to a maximum of \$60 per month.

Work Hours

All elementary teachers will begin their workday fifteen minutes prior to the starting time established for students and will end ten minutes after the time established for the dismissal of students. The workday for all high school teachers will be the length of the student day at the high school. Each teacher shall receive a duty-free lunch period of thirty (30) minutes duration.

Work Year

A work year for personnel in Unit A shall be 183 days. The first school day for students shall be the Tuesday following Labor Day in September, and all Unit A members shall participate in 2 full-day professional development days which shall occur on the Tuesday and Wednesday of the week preceding Labor Day, and shall report to work at their respective schools on the Thursday of the week preceding Labor Day for classroom preparation. Friday before Labor Day is not a workday for teachers. The work year for administrators on ten-month contract will be the teacher work year plus whatever extra time is necessary to discharge the duties of their positions. All eleven month contract employees will work 206 days. These are employees hired as Directors, Assistant Directors, Assistant Principals (secondary 9-12), Deans, Coordinators.

New Teacher Orientation & Training

All newly hired teachers shall be required to participate in a new teacher orientation program for not more than twelve (12) hours duration during the week prior to the opening of school, at no additional compensation. This orientation program will be developed by the School Department and the Association. In addition, all newly hired teachers shall be required to participate in a new teacher training program developed by the School Department and the Association. This program will have a maximum time commitment of not more than twenty-five (25) hours duration over the school year. This program will be without additional compensation, but the School Department will provide PDP's and increment or Master's Plus for incremental credit to the participants.

Sick Leave

Teachers and Unit B Administrators will be entitled to fifteen (15) sick leave days each school year as of September 1st of said school year. Sick leave days may be accumulated from year to year without limitation. All new employees should be granted one and one-half (1 1/2) days sick leave for each month of service up to a maximum of fifteen (15) days in any year. Personnel on eleven-month contracts will receive an additional one and one-half (1 1/2) days for the eleven month. Medical documentation must be provided to the Office of Human Resources after 10 consecutive days of absence. Also, the employee must notify the Office of Human Resources. Once an employee returns from Leave of Absence they must notify the Office of Human Resources and the Payroll Department of their return.

Sick Leave Bank

A maximum of twenty five (25) days per employee may be distributed at one time. If additional days are needed, a re-application is required, including medical evidence of continued need. A maximum of forty five(45 days) may be allotted to any one person in any one year. The following is the number of deductible days required per years of service. Deductible days are those days an employee must be on unpaid leave because of sickness or injury before sick leave bank days can be effective. 1 year = 10 days, 2 years = 9 days, 3 years = 8 days, 4 years = 7 days, 5 years = 6 days, 6 years = 5 days, 7 years = 4 days, 8 years = 3 days, 9 years = 2 days, 10 years = 1 day, 11 or more years = 0 days.

Sick Leave Buyback

Any member of the unit who retires, or the estate of any member who dies, during the term of the contract shall be entitled to receive the amount listed for each day of unused sick leave to which the employee is entitled. 1—50 days = \$46.00 per day; 51—99 days = \$58.00 per day; 100+ days = \$90.00 per day.

Sick Leave Buyback (cont.)

Eligible teachers and Unit B Administrators who intend on retiring must notify the Superintendent in writing by February 15th of the school year at the end of which they intend to retire under the provisions of the Massachusetts Teachers' Retirement Act.

In the event the teacher retires other than during the period between the last day of school year and the first day of the following school year, or at the end of the semester for a teacher assigned to a high school program or on December 31st for a teacher assigned to an elementary school, then there will be a twenty percent (20%) deduction from the amount that the teacher is entitled to as his/her sick leave buyback.

Temporary Leaves of Absence

Personal Leave—Three (3) days (last two days deducted from sick leave). No personal leave shall be granted for the day before or after a holiday or school vacation period.

Bereavement Leave—Each member of the bargaining unit shall be granted leave of absence without loss of salary for five (5) consecutive works days when such absence is occasioned by death of a relative who resided in the home of the employee and when such absence is occasioned by the death of a parent, spouse, child, parent-in-law, sister or brother whose place of residence was other than in the home of the employee. One (1) day for grandparent, grandchild, nephew, niece, aunt, uncle, son-in-law, daughter-in-law, sister-in-law or brother-in-law whose place of residence was other than in the home of the employee.

Legal & Jury Duty Leave—Time necessary for appearance for any legal proceedings to which the employee is required to attend. Documentation is required to approve leave.

Lost Preparation Time

Elementary and high School teachers who lose preparation periods shall be paid \$21.21 per 40 minutes of lost preparation time. Payments are made in December and June/July.

Tuition Reimbursement

Teachers will be eligible for tuition reimbursement for job-related educational courses. The maximum amount of reimbursement will be \$1,500.00 per individual per contract year.

Textbooks and Instructional Materials Reimbursement

Teachers and Unit B Administrators shall be reimburse for out-of-pocket expenses for classroom and other instructional materials used in the course of their employment with the Cambridge Public Schools. The annual reimbursement amount per individual shall be not more than \$400.00.

Employee ID Badges

In the interest of school and staff safety, please be advised that all permanent employees are now required to obtain a photographic employee ID badge within ten (10) days of starting employment. Staff members may obtain ID badge at either of these locations—Safety Office, Cambridge Rindge & Latin School (CRLS) or Office of Human Resources, 159 Thorndike Street.

Both facilities accept walk-ins during normal business hours (8am—4 pm). A valid government issued photo ID (e.g., Driver's license or other state ID), an Employee ID number are required for each staff member to obtain a CPS ID badge. Your Employee ID can be found on your paystub or by contacting your building clerk.