

Orientation Agenda

- Welcome
- Benefits
 - Health Insurance
 - Life Insurance
 - Dental Insurance
 - Flexible Spending
 - Retirement
- Professional Development
- Evaluation
- Policies
- Substitute Online System
- Questions

Important Dates

At this time you will be able to finalize all your required employment/payroll paperwork. Deadline for all required employment/payroll paperwork for new staff will need to be received in the Human Resources Department by Tuesday, August 25, 2015 in order to receive your first paycheck on September 15, 2015 which is the first payroll of the school year for Teachers, Administrators, and Paraprofessionals. You may also enroll in benefits. Please be aware that you have thirty (30) days to enroll in benefits.

August 25, 26, 2015 Dates for New Teacher Induction Program.

September 1, 2, 3, 2015 All teachers and paraprofessionals report to school to begin the school year with meeting, professional development, and room set-up.

September 8, 2015 is the first day of school for students.

Contact Information

Anne Marie Picanco, Manager of Human Resources
617-349-6443

Brittany Balocca, Confidential Secretary to the Executive
Director for Human Resources
617-349-6438

Heather DiLuciano, Benefits Specialist
617-349-6440

Ashley Giesta, Clerk
(Substitute Teachers, Applicant Tracking System)
617-349-6436

Connie McGrath, Clerk
(Support Staff, Service Agreements)
617-349-6987

Ashley Pierre, HR Employment Specialist
(Teachers, Administration)
617-349-6437

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Website: www.cpsd.us

AA/EEO Employer

As of 3/2015

Cambridge Public Schools

Office of Human Resources

159 Thorndike Street, Cambridge, MA 02141

**Employee
Orientation
For
All Newly Hired
Staff
2015/2016
School Year**

Welcome

We would like to welcome you as a new employee of the Cambridge Public Schools. We believe that you will find your employment experience here both pleasant and rewarding.

The Cambridge Public Schools provides education to 6,500 students and is comprised of twelve Elementary Schools (eleven grades JK-5 and one JK-8) ; Four Upper Schools Grades 6-8 and one high school comprised of four small learning communities, the Rindge School of Technical Arts and the High School Extension program. The students educated in Cambridge come from a diverse and culturally rich background.

It is the goal of the Office of Human Resources to assist in the recruitment, selection and retention of the most qualified and motivated people to collaborate in the accomplishment of the Cambridge Public Schools goal of academic excellence and commitment to promoting an environment of social justice and to having a diverse workforce reflective of our student population. Toward that goal, we in the Office of Human Resources provide service and support all employees in the Cambridge Public Schools.

If you are unable to attend your assigned orientation and would like to reschedule, please contact Brittany Balocca at 617-349-6438 immediately to reschedule your orientation.

Spring/Summer Schedule 2015

Teaching Staff

Wednesday, May 6, 2015	9:00 A.M.—11:00 A.M.
Monday, May 18, 2015	1:00 P.M.—3:00 P.M.
Tuesday, May 26, 2015	1:00 P.M.—3:00 P.M.
Monday, June 1, 2015	9:00 A.M.—11:00 A.M.
Friday, June 12, 2015	1:00 P.M.—3:00 P.M.
Thursday, June 25, 2015	9:00 A.M.—11:00 A.M.
Wednesday, July 1, 2015	1:00 P.M.—3:00 P.M.
Thursday, July 9, 2015	9:00 A.M.—11:00 A.M.
Friday, July 17, 2015	1:00 P.M.—3:00 P.M.
Thursday, July 23, 2015	9:00 A.M.—11:00 A.M.
Monday, July 27, 2015	1:00 P.M.—3:00 P.M.
Tuesday, August 11, 2015	1:00 P.M.—3:00 P.M.
Monday, August 24, 2015	9:00 A.M.—11:00 A.M.
Monday, September 21, 2015	3:00 P.M.—5:00 P.M.

Spring/Summer Schedule 2015

Support Staff

Wednesday, May 6, 2015	1:00 P.M.—3:00 P.M.
Monday, May 18, 2015	9:00 A.M.—11:00 A.M.
Tuesday, May 26, 2015	9:00 A.M.—11:00 A.M.
Monday, June 1, 2015	1:00 P.M.—3:00 P.M.
Friday, June 12, 2015	9:00 A.M.—11:00 A.M.
Thursday, June 25, 2015	1:00 P.M.—3:00 P.M.
Wednesday, July 1, 2015	9:00 A.M.—11:00 A.M.
Thursday, July 9, 2015	1:00 P.M.—3:00 P.M.
Friday, July 17, 2015	9:00 A.M.—11:00 A.M.
Thursday, July 23, 2015	1:00 P.M.—3:00 P.M.
Monday, July 27, 2015	9:00 A.M.—11:00 A.M.
Tuesday, August 11, 2015	9:00 A.M.—11:00 A.M.
Monday, August 24, 2015	1:00 P.M.—3:00 P.M.
Tuesday, September 22, 2015	3:00 P.M.—5:00 P.M.