

Health Insurance

Generally, Paraprofessionals/Instructional Aides working .50 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. Effective September 1, 2017 the waiver payment will increase to \$1,800.00.

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)

Paraprofessionals 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)

Paraprofessionals 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.

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

Connie McGrath, Senior Clerk

617-349-6987

Fax: 617-349-6439

Website: www.cpsd.us

AA/EEO Employer

As of March 2017



Employment Information For Paraprofessionals CEA Unit E

Cambridge Education Association—Unit E Paraprofessional

The Committee recognizes the Association as the exclusive bargaining agent for purposes of collective bargaining with respect to wages, hours, standards of productivity and performance and other conditions of employment of all employees who work six (6) or more hours per day. Employees hired after the start of the school year and who work thirty (30) or more days are considered to be members of the bargaining unit.

Salary

The salaries of each paraprofessional shall be determined pursuant to the salary schedule.

All new hires and transfers into the bargaining unit will be placed at Step 1 of the appropriate salary schedule. A salary schedule adjustment for educational credits received prior to employment must be provided by the employee within the first 30 days of employment. Proper documentation of such educational credits must be submitted, which is subject to the approval of the Executive Director of Human Resources or his/her designee.

Separate from salary lane adjustments to which an employee is entitled to in September shall be based upon a documentation of enrollment by July 15. Such documentation shall be based on an official document from the participating institution or increment credit. The salary adjustment will be implemented in September if the employee provides: Documentation of enrollment by July 15. By August 15th a letter from the Registrar on university/college stationery stating that the individual has successfully completed the course. An official transcript must be received by October 1st.

City of Cambridge Retirement System

Employees must enroll in the City of Cambridge Retirement System at the time of hire. This plan provides for vested minimum retirement for employees who are hired after April 1, 2012 must be 60 years of age with ten (10) years of creditable services. Employees hired before April 1, 2012 will be vested as early as age 55 with ten (10) years of creditable service. Contributions are made through payroll deduction. The current rate is 9% of salary and then an additional 2% when salary exceeds \$30,000.00 annually. Detailed information regarding employee contributions, vesting, plan administration, etc. is available through the Cambridge Retirement Board (617-868-3401; www.cambridgeretirementma.gov).

Pay Schedule

Paraprofessionals 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.

Attendance Incentive Plan

Each employee with one (1) or less sick day absence per semester shall be awarded \$275.00. A semester shall be defined as August 1st to January 31st and February 1st to June 30th.

Vacation

Employees who work a 10 or 11 month schedule are not required to work during scheduled school vacation weeks, and therefore are not eligible for additional vacation time.

Work Year

The work year for paraprofessionals shall contain the same number of days as teachers. All members of the unit shall participate in two (2) full 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 for a full day on the Thursday of the week preceding Labor Day for preparation for school opening.

Working Hours

All six hour elementary paraprofessionals 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 paraprofessionals will be the length of the student day at the high school.

Each paraprofessional shall receive a duty-free break of at least 10 minutes for each three hour shift. The timing of said break shall be established at the discretion of the supervisor. Each paraprofessional shall receive a paid, duty-free lunch period of at least thirty (30) minutes duration.

Sick Leave

Paraprofessionals will be entitled to fifteen (15) sick leave days each school year as of September 30th 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. Employees must notify their supervisor of any absence. 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 (20) 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 thirty (30) 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 = \$20 per day; 51—99 days = \$30 per day; 100+ days = 50% of daily salary

For all members who were hired before September 1, 2009, the maximum number of accumulated sick days for which sick leave buyback will be permitted is 450 days. For any member hired after September 1, 2009, the maximum number of accumulated sick days for which sick leave buyback will be permitted is 400 days.

Temporary Leaves of Absence

Personal Leave—Three (3) days (last day 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 work 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. Three (3) consecutive work days for grandparent, grandchild. One (1) day for 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.

Jury Duty—Time necessary for appearance for jury duty to which the employee is required to attend. Documentation is required to approve leave.

Stipends

Paraprofessional assigned to self-contained special education classes shall be paid an additional stipend of \$600.00. Such stipend shall be determined annually and shall be added to the base annual salary.

Paraprofessionals who are primarily assigned to a kindergarten, junior kindergarten or pre-school class or who are primarily assigned to a classroom that requires them to regularly deal with custodial care procedures (such as diapering and/or toileting) for students on a regular basis will receive a stipend of \$100.00. Stipend will be paid at the end of school year. All paraprofessionals may be required to attend training on such procedures in order to respond to an emergency situation and all paraprofessionals will be expected to respond to an emergency situation.

Lost Preparation Time

A paraprofessional serving in an elementary program who is acting as a substitute teacher covering classes for a full day will be indemnified for lost preparation periods of \$21.00 for a 40 minute prep period. Payments are made in December and June/July.

Tuition Reimbursement

Paraprofessionals will be eligible for tuition reimbursement for job-related educational courses. The maximum amount of reimbursement will be five hundred dollars (\$500.00) per individual per contract year.

Emergency Bystander Aid Stipend

Emergency Bystander first aid course will be offered after regular school hours and/or release days. The total course and subsequent refresher course shall not exceed fifteen (15) hours on school time.

All new members of the bargaining unit will be required to take the course and maintain the certificate. It will be offered on a volunteer basis to members prior to November 1, 1984.

The stipend for the completion of the course shall be \$150.00 payable upon certification.

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.

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.

School Cancellations

Periodically, weather or other emergency conditions may necessitate that schools be closed. Such closings due to inclement weather or other emergencies are announced on radio, local television stations and the School Department website (www.cpsd.us). A computerized telephone calling chain is also maintained for communicating school closings due to inclement weather or other emergencies. Certain employees are required to make up the snow days at the end of the school year.