

Health Insurance

Generally, Extended Term and Building Substitutes working .67 FTE or more are eligible to enroll in the City's health insurance plans. Members of the bargaining unit who achieve or continue to achieve general substitute status for three consecutive years shall be eligible to receive health insurance benefits beginning in September of the following school year and continuing through August following the end of the school year, provided that the individual works at least forty-five (45) days during the first ninety (90) days of the school year, and works at least one hundred (100) days for the entire school year. ***Per diem substitutes are not eligible for health insurance benefits.***

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 or in the case of an Extended Term Substitute or Building Substitute within 30 days of appointment. Your insurance will be effective the first of the month following the date you complete your application. 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.

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

Dental and Vision benefits are not offered to Cambridge Education Association Unit D members.

Life Insurance (Eligible to Building Substitutes, Extended Term Substitutes working 20 hours or more and General Substitutes after meeting contract requirements)

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)

Benefit eligible Substitute Teachers 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.

Contact Information

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AA/EEO Employer



Employment
Information
For
Substitute
Teachers
CEA Unit D

Definitions

A per diem (day-to-day) substitute teacher is any person subject to day-to-day employment, assignment or reassignment. An Extended Term Substitute is any person who is employed in the same assignment for a period of twenty (20) consecutive days or more. A General Substitute Teacher is any person who is employed one hundred (100) or more days in the school year. A Building Substitute shall be defined as an individual selected to serve as a substitute teacher in a specific elementary school, middle school, or in a specific small school (house) or department at the high school, to provide classroom coverage for absent teachers in more than one classroom for a period of thirty (30) consecutive days or more during a school year.

Cambridge Education Association—Unit D

Substitute Teacher

For the purpose of becoming a member of the Cambridge Education Association Unit D bargaining unit, per diem and extended term substitute teachers must complete forty-five (45) workdays in the same school year.

All per diem, Extended Term, Building Substitute and General Substitute teachers who work forty-five (45) days or more in a given school year shall be considered members of the bargaining unit on the first day of their re-employment in each subsequent school year.

Substitute Assignments

All substitute assignments are now recorded and made through a web-based assignment system, Substitute Online. You may access via <https://www.substituteonline.com> or www.cpsd.us (click on Human Resources. Link to Substitute Online is on the right of the page) and you may also download it to a smart phone at <https://www.substituteonline.com/submobile>

Once you have been hired as a Substitute Teacher you will be given a username and password for Substitute Online. Once you log into the system you will need to update your Personal Information page which is located on the top of the screen marked "Personal Info". Please be sure to indicate days available and subjects preferred.. To review open positions please click on "Open Jobs" and select assignment you would like to substitute teach in.

Responsibilities

Substitute teachers are required to perform all duties generally performed by regular teachers, and in addition, may be required to supervise students in the cafeteria and other areas inside and outside of school.

Qualifications

Substitute teachers within the Cambridge Public Schools must possess a Bachelor's Degree, have experience working with children, and be flexible, organized, and reliable. Experience in educational setting is required.

Salary

Per Diem Substitutes are paid the daily rate will be \$146.39 effective 9/1/2016 and \$150.05 effective 9/1/17.

General/Building Substitutes are paid 162.69 per day effective 9/1/2016 and \$166.76 effective 9/1/17.

Extended Term Substitutes are paid a daily rate of \$206.18 effective 9/1/2016 and \$211.34 effective 9/1/17.

Pay Schedule

Substitute Teachers 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 (Deferred Compensation) and Medicare are required.

Building Substitutes and Extended Term Substitutes are only paid for days worked, no school vacation periods.

Days worked from the 1st of the month through the 15th of the month are paid at the end of the month. Days worked from the 16th of the month through the end of the month are paid on the 15th of the following month (Substitute Teachers are always a pay period behind).

Deferred Contribution Plan

It is mandatory for all Cambridge School Department employees who are eligible to participate in a City-sponsored Deferred Compensation Plan (DCP)), pursuant to Internal Revenue regulations as an alternative to Social Security.

Employees participating on a mandatory basis must contribute 7.5% of their wages to a DCP. These funds may be invested, on a tax-deferred basis with one of two carriers: VOYA Retirement Insurance and Annuity Company or Great-West Life and Annuity Insurance Company.

All mandatory contributions will be placed in income accounts that have the purpose of generating interest income at relatively no risk. These funds may be withdrawn at the time the employee terminates employment with the School Department.

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 home.

Working Hours

The work day for all substitute teachers shall begin fifteen (15) minutes before school begins and end ten (10) minutes after school ends.

Each substitute teacher shall receive a duty-free lunch period of 30 minutes for elementary schools and a 25 minute lunch break for secondary.

Substitute Attendance

Substitute Teachers are expected report on time for their assignment, fulfill all assignments they accept and to sign in with the school secretary in the School Office.

Sick Leave

Extended Term Substitutes and Building Substitutes shall earn sick leave at the rate of 1 1/4 days per month for each completed month.

Sick leave may only be used on Extended Term and Building Substitute assignments. Unused sick days are not carried forward from year to year.

Day to day substitutes are not eligible for sick leave.

Holidays

Extended Term Substitutes and Building Substitutes will be compensated at the current rate of daily pay for the following holidays when they occur during the extended term assignment and building substitute assignment and when such holidays are observed by the Cambridge School Committee. Such a holiday, falling on the next school day after the completion of such an assignment, shall be considered a paid holiday. (Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Good Friday). You will need to be a contributing member of the Cambridge Education Association Unit D bargaining unit.

Day to day substitutes are not eligible for holiday pay.

Professional Development

Substitutes who participate in workshops and other professional development activities conducted by the School Department shall be eligible for Professional Development Points (PDP's) and/or Continuing Education Units (CEU's). Notification of Professional Development opportunities shall be provided through postings in schools, and shall be given to the Association at its regular place of business.

All substitute teachers are expected to attend one (1) professional development course offered by the Cambridge Public Schools Office of Human Resources each school year and will be paid at the rate of \$20.00 per hour for attending this one (1) professional development course offered by the Cambridge Public Schools.

Lost Preparation Period

A substitute teacher serving in an elementary program who, is entitled to a 40-minute prep period. If a prep period is not granted during a full day, the substitute teacher will receive a payment of \$21.10. Payments are made in December and June/July provided that the individual and principal certify the number of lost preparations periods by the end of December and June for payment.

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.