



## Superintendent's Circular

NUMBER:  
HRS-PP20  
Version 01

### CHANGES IN PAY FREQUENCY FOR PARAPROFESSIONALS AND COMMUNITY FIELD COORDINATORS

*This circular will remain in effect unless rescinded or superseded by a subsequent version.*

Pursuant to the Memorandum of Agreement between the School Committee of the City of Boston and The Boston Teachers Union, Local 66, AFT, AFL-CIO ('Union'), Article III, Compensation and Benefits Section A: "Add – If 200 paraprofessionals choose the option, a paraprofessional shall have the option of being paid biweekly over 26 paychecks".

1. Paraprofessionals and community field coordinators may elect to be paid biweekly over 26 paychecks.
2. An employee must be active or on paid leave at the beginning of the school year.
3. Applications can be submitted to the Payroll Unit via fax to 617-635-9003, via Google form [https://docs.google.com/forms/d/e/1FAIpQLSfG\\_oD8pq-i9VuJS2PRlv-2bAZjefxoUxrgxox7NZhcYxguOw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfG_oD8pq-i9VuJS2PRlv-2bAZjefxoUxrgxox7NZhcYxguOw/viewform), or US postal service to 2300 Washington Street, Roxbury MA 02119, Attn: Payroll, only during the open enrollment period which begins on April 1 and ends on June 1.
4. Applicants who wish to change their pay frequency from 10

months to 12 months or 12 months to 10 months must notify Payroll by submitting the Para Pay Frequency application or completing the Google form prior to the June 1 deadline to be effective September of the next school year.

#### **SUMMARY OF SIGNIFICANT DATES AND DEADLINES**

| Date    | Activity  |
|---------|---|
| April 1 | Para pay frequency open enrollment period begins. |
| June 1  | Para pay frequency open enrollment period closes. |

**For more information about this circular, contact:**

|                         |   |
|-------------------------|---|
| <b>Department:</b>      | Office of Human Capital                   |
| <b>Mailing Address:</b> | 2300 Washington Street, Roxbury, MA 02119 |
| <b>Phone:</b>           | 617-635-9600                              |
| <b>Fax:</b>             | 617-635-9003                              |

Mary Skipper, Superintendent

**APPLICATION FOR CHANGE IN PAY FREQUENCY FOR ALL  
PARAPROFESSIONALS & COMMUNITY FIELD COORDINATORS**

☐ Change from 21 to 26 payments (paid 12 months):

I am electing to change my paycheck frequency to 26 payments. I understand that this request cannot be reversed until the next school year.

☐ Change from 26 to 21 payments (paid 10 months):

I am electing to change my paycheck frequency to 21 payments. I understand that this request cannot be reversed until the next school year.

Name: \_\_\_\_\_

Employee I.D.: \_\_\_\_\_

School/Department: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please submit your completed form on or before June 1. The change will become effective in September of the new school year. If you have any questions regarding this matter, please contact the Office of Human Capital at 617-635-9600.*