

# **ROSSVILLE CONSOLIDATED SCHOOL DISTRICT**

**2021-2022**

## **HANDBOOK FOR CLASSIFIED STAFF**

### **SUBSTITUTE EMPLOYEES**

**BOARD APPROVAL DATE**

June 1, 2021

**EFFECTIVE DATE**

July 1, 2021

It is the policy of the Rossville Consolidated School District not to discriminate on the basis of race, color, religion, sex, national origin, or handicapping condition including limited English proficiency, in its educational programs or employment policies as required by state and federal laws.

**1. FINANCIAL COMPENSATION:**

1.1. General Philosophy:

Staff members employed within the District are qualified when hired for a particular position. Once hired the employee is expected to grow professionally within the duty assignment. Therefore, a base rate has been established and any increases shall be based on the yearly evaluation with the potential for adjustment. The Board of Education shall hold the responsibility for establishing the rate of pay.

1.2. Pay Rate:

<b>JOB CLASSIFICATION</b>	<b>PAY RATE/ HOURLY</b>
Substitute Nurse	18.00

<b>JOB CLASSIFICATION</b>	<b>PAY RATE/ DAILY</b>
Substitute Teacher	80.00

<b>JOB CLASSIFICATION</b>	<b>PAY RATE/ DAILY</b>
Substitute Secretary	80.00

<b>JOB CLASSIFICATION</b>	<b>PAY RATE/ DAILY</b>
Substitute Instructional Assistant	80.00

<b>JOB CLASSIFICATION</b>	<b>PAY RATE/ DAILY</b>
Substitute Bus Driver (Special Education Midday Route Driver, Town, & Regular)	36/68/88 (Special Education Midday Route Driver/Town/Regular)

<b>JOB CLASSIFICATION</b>	<b>PAY RATE/HOUR</b>
Substitute Custodian	12.50

<b>JOB CLASSIFICATION</b>	<b>PAY RATE/HOUR</b>
Substitute Cook	12.50

<b>JOB CLASSIFICATION</b>	<b>PAY RATE/HOUR</b>
Substitute Cafeteria Monitor	12.50

1.3 Pay Schedule

Substitutes will be paid bi-weekly for the period of time worked as reported through the time sheets.

1.4 Extracurricular Sponsors, Coaches, Volunteers, or Chaperones

A classified employee that serves as an extracurricular sponsor, coach, volunteer or chaperone for school groups or teams is not eligible for wage compensation for his/her classified position during the times that the employee provides services for the District in such extracurricular capacity. Those positions will be paid for such services according to the extracurricular compensation schedule established through the Master Contact between the Rossville Consolidated School District and the Rossville Classroom Teachers Association. The employee recognizes that by taking extracurricular assignments or duties their hourly classified staff wage will not be paid for time the employee serves in the extracurricular capacity including time spent in trips, meetings, or departure from the regular duties of this classified handbook.

2. **BENEFITS:**

2.1. Social Security (FICA)

All employees are subject to FICA taxes and benefits.

3. **WORK DAYS:**

The work day shall be prescribed by the building principal or area supervisor, within the hours set by the Superintendent, and within the parameters as approved by the Board of Education.

4. **EMPLOYEE CLASSIFICATION:**

All substitutes are classified as At-Will employees. This means that the employment is not for a specific duration and that the employee may be discharged from employment at any time, with or without cause, and without right of hearing by or appeal to the Board of Education or any other entity. The employee may also terminate his/her employment at any time, upon two weeks' advance notice to his/her supervisor.