

# **ROSSVILLE CONSOLIDATED SCHOOL DISTRICT**

**2021-2022**

## **HANDBOOK FOR CLASSIFIED STAFF**

### **POLICE - CHIEF OF POLICE**

Effective: 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. Employees are expected to be proficient in their responsibilities and provide leadership to others. The Board of Education shall hold the responsibility for establishing the rate of pay for classified employees.

1.2. Pay Rate:

The Chief shall be paid not less than forty-five thousand dollars (\$45,000) for the 2021-2022 fiscal year, July 1, 2021, until June 30, 2022, for two-hundred (200) contracted days.

1.3 Pay Schedule

The Chief shall be paid in equal installments on a schedule fixed for all employees of the Board.

2. **BENEFITS:**

2.1. Leaves:

The Chief's leave shall be calculated from July 1 until June 30 each year. The Chief will receive full leave benefits as outlined in Sections 2.1.1. through 2.1.5. of this handbook.

2.1.1. Personal Leave

- 2.1.1.1 Full-time classified employees shall be granted two (2) personal days per year. The leave shall be taken in at least one-half (½) day increments.
- 2.1.1.2 This leave is to be used for matters which cannot be scheduled outside regular work hours.
- 2.1.1.3 Notification of the employee's desire to take personal leave shall be made to the employee's supervisor and approved by the supervisor prior to such leave except in cases of an emergency.
- 2.1.1.4 Personal leave not used during any year shall be added to accumulated sick leave at the end of that year and counted as sick leave thereafter unless the sick leave days accumulated is already at the maximum of 90 days.

2.1.2. Sick Leave

- 2.1.2.1 Full-time classified employees shall be allowed five (5) days per year for sickness. The leave shall be taken in at least one-half (½) day increments.

2.1.2.2 "Sickness" for purposes of interpretation shall mean sickness of anyone in the employee's immediate family. Immediate family shall include spouse, children, mother, father, sister, brother, or any other member of the family unit living in the same household.

2.1.2.3 Appointments with a doctor shall fall into the category of sickness.

2.1.2.4 Unused sick leave shall accumulate to 90 days.

### 2.1.3. Jury Duty

Whenever an employee serves jury duty, the employee will be paid his/her full pay less than the amount the employee is paid for the jury service.

### 2.1.4. Bereavement Leave

2.1.4.1. In case of a death in the immediate family, the employee shall be entitled to be absent from work without loss of compensation for a period of not more than five (5) days. Immediate family shall include spouse, children, mother, father, sister, brother, corresponding step-relatives, corresponding in-laws, or any other member of the family unit living in the same household.

2.1.4.2. In case of the death of grandparents, grandchildren, aunt, uncle, niece, nephew, or cousin, the employee shall be entitled to be absent from work without loss of compensation for a period of not more than two (2) days.

## 2.2. Insurance

New employees will be insured at the beginning of the first day of the month following employment. In cases when an employee resigns during the school year, his/his insurance will be dropped at the end of the month in which employment was severed.

### 2.2.1. Term Life Insurance

The school district will provide a \$50,000 term life insurance policy for each full-time classified employee. The school district does not provide life insurance for part-time employees. The employee pays \$1.00 per year for his/her coverage.

### 2.2.2. Health Insurance

The Board's contribution to the cost of the Chief's health insurance premiums shall be 1.087 times the board's contribution to teacher health insurance rounded to the next highest whole dollar for either a single or family plan. The Chief shall pay not less than one (1) dollar per year for the health insurance coverage he elects.

2.2.3. Section 125

The benefits provided to employees by Section 125 of the Revenue Act of 1978, both generation I and generation II, shall be made available. The school district will pay any start-up cost, and participating employees will pay the annual fee (if charged) and the monthly administrative fee.

2.2.4. Long-term Disability Insurance

The School District will provide a group income protection plan for full-time employees. The school district does not provide long-term disability insurance for part-time employees. The plan shall guarantee an income in case of total disability to age 65 after a 90-day waiting period, the amount of income, including social security, being 66% of the income on the annual school year salary that is in effect on January 1.

**3. WORK DAYS & HOURS:**

The workday shall be prescribed by and hours set by the Superintendent, and within the parameters as approved by the Board of Education.

3.1. Work Days

3.1.1. The Chief will have two hundred (200) scheduled workdays for the school year, which would consist of 186 teacher contract days and fourteen (14) additional days as prescribed by the Superintendent. The scheduled workday: which includes personal leave days pursuant to paragraph 2.1.1., sick leave days pursuant to paragraph 2.1.2., and any other paid leave pursuant to paragraph 2.1 of this Handbook.

3.2. Hours

3.2.1. Work Days                      7:30 - 4:00      1/2 hour for lunch

\*Note: The Chief's hours may be adjusted as duties dictate as determined by the Superintendent of Schools or out of the necessity to fulfill the responsibilities of the position.

**4. eLEARNING DAYS:**

Classified employees will follow the Board adopted policies and procedures concerning instructional days determined to be eLearning Days.

**5. EMPLOYEE CLASSIFICATION:**

The Chief is classified as an At-Will employee. 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 of advance notice to his/her supervisor.

**6. UNIFORM AND EQUIPMENT:**

The Chief will wear a school approved and provided police officer uniform and drive a fully equipped patrol vehicle. More casual attire may be worn, with the permission of the Superintendent, when the Chief is participating in school activities that make wearing a uniform impractical.

The Chief will be provided with all necessary equipment related to job duties by Rossville Consolidated School District.

The Chief will be provided with a school district work area, a cellular phone, and a computer.

**7. TRAINING & CERTIFICATIONS:**

The Chief will be required to meet all requirements set forth by the State of Indiana Law Enforcement Training Board for continued patrol certification (firearm certification, physical ability, etc.). These required certifications will be offered to the Chief in the same manner as any other officer in the state of Indiana.

The Chief shall maintain certification as a School Resource Officer throughout his time of employment. The Chief will become certified as an Indiana School Safety Specialist.