

# **ROSSVILLE CONSOLIDATED SCHOOL DISTRICT**

**2021-2022**

## **HANDBOOK FOR CLASSIFIED STAFF**

<b>DATA RECORDS CLERK</b>
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**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. 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:

<b>JOB CLASSIFICATION</b>	<b>PAY RATE/PER HOUR</b>
Data Records Clerk (203 Days)	15.75

1.3 Pay Schedule

Data Record Clerk will be paid bi-weekly for the period of time worked as reported through the time clock.

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 Contract 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 the 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. Leaves:

2.1.1. Personal Leave

2.1.1.1 Classified employees shall be granted two (2) personal days per year.

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 day accumulation is already at a maximum of 30 days.

## 2.1.2. Sick Leave

2.1.2.1 Classified employees shall be allowed five (5) days per year for sickness.

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 30 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

### 2.2.1. Term Life Insurance

The school district will provide a \$50,000 term life insurance policy for each classified employee working at least 20 hours per week. The employee pays \$1.00 per year for his/her coverage.

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.

**3. WORK DAYS & HOURS:**

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

3.1. Data Records Clerk Up to 203 days - 1015 total hours

3.1.1. Hours

3.1.1.1. Data Records Clerk will generally work from 8:00 a.m. until 1:30 p.m. with a thirty-minute duty-free lunch. The schedule shall be dictated by duties as approved by the Superintendent. The clerk shall not exceed 25 hours per week without the approval of the Superintendent.

3.1.2. Days Up to 203 Work Days

**4. EMPLOYEE CLASSIFICATION:**

All building level secretaries 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 work 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.