

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT

2021-2022

HANDBOOK FOR CLASSIFIED STAFF

INSTRUCTIONAL ASSISTANTS

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:

Job Classification	Schedule of Hours	Maximum Work Hours Per Week	Pay Rate Per Hour
Tier I Instructional Assistant	As determined by Building Principal	35 hours maximum per week (Eligible for Health Insurance Benefits)	12.85
Tier II Instructional Assistant	As determined by Building Principal	29 hours maximum per week	12.85

1.3 Pay Schedule

Basic salaries for the hourly employee will be paid bi-weekly for the time worked as reported through the time clock. Payments for employee payroll deductions will be withdrawn from the employee's check, as authorized by the employee, provided there are ample funds to be distributed in the employee's payroll payment. The employee is responsible for making payments to maintain the employee's benefits during the pay periods in which the employee does not earn compensation.

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. A day is defined as equal to a regular workday per the classification of the employee

- 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.

5. EMPLOYEE CLASSIFICATION:

All Instructional Assistants 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.