

# **ROSSVILLE CONSOLIDATED SCHOOL DISTRICT**

**2022-2023**

## **HANDBOOK FOR CLASSIFIED STAFF**

<b>Childcare – Before &amp; After School</b>
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**BOARD APPROVAL DATE**

June 7, 2022

**EFFECTIVE DATE**

July 1, 2022

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. 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/HOURLY</b>
Supervisor	16.50
AM Position	13.50
PM Position	12.00

1.3 Pay Schedule

Child care workers shall be paid bi-weekly on a schedule fixed for all employees of the Board for the 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. WORK DAYS & HOURS:**

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

2.1 Hours

2.1.1. AM Position

2.1.1.1. 6:30 a.m. - 7:45 a.m.\*

\*Time may be extended on school delay days

2.1.2. PM Position

2.1.2.1. 3:10 p.m. - 6:00 p.m. or until the last child is picked up\*

\*Time may be extended on early release days

**3. EMPLOYEE CLASSIFICATION:**

The Child Care worker shall be 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' advance notice to his/her supervisor.