

# **ROSSVILLE CONSOLIDATED SCHOOL DISTRICT**

**2022-2023**

## **HANDBOOK FOR CLASSIFIED STAFF**

<p><b>EXTRACURRICULAR ACCOUNTS TREASURER &amp; SECRETARIES</b></p>
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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. 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>
Athletic Secretary (192 Days)	16.50
Elementary Secretary (203 Days)	16.50
Extracurricular Accounts Treasurer (213 Days)	16.50
Guidance Secretary (198 Days)	16.50
Middle/Senior High School Secretary (203 Days)	16.50

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 Payments for employee payroll deductions will be withdrawn from the employee's check, as authorized by the employee, provided there are ample funds to be distributed in the employee's payroll payment.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.

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 accumulation is already at the 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 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.

##### 2.2.2. Health Insurance

The school district will contribute to either the single or family health insurance policy for the Secretaries equal to the contribution provided to certified staff in the Master Contract between the Board of Education and the Rossville Classroom Teachers Association. Classified employee insurance will be terminated at the end of the month in which employment is severed.

##### 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.

#### 2.3. Public Employee Retirement Fund (PERF)

2.3.1. The school district will pay its required contribution rate as established by PERF.

**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 Athletic Secretary - 1440 total hours

3.1.1. Hours

Seven and a Half-hour Days 7:30 - 3:30 ½ hour for lunch\*

\*Seven and a Half-hour Days during the summer months may be split with the approval of the Superintendent.

3.1.1. Days 192 Work Days - Days Include:  
186 Teacher Days (7.5 hours per day)  
3 Days Before-school (7.5 hours per day)  
3 Days After-school (7.5 hours per day)

3.2 Elementary Secretary - 1624 total hours

3.2.1 Hours

3.2.1.1 Eight Hour Days 7:30 - 4:00 ½ hour for lunch\*

3.3.1.2 Student-P/T Conference Day 7:30 - 8:30 ½ hour twice for meal

3.3.1.. Four Hour Days 8:00 - 12:00 No Lunch

\*Eight hour days during the summer months may be split with the approval of the Superintendent.

3.2.2 Days 203 Work Days - Days Include:  
186 Teacher Days (8 hours per day)  
Parent/Teacher Conf. (4-hour additional hours)  
8 Days Before-school (8 hours per day)  
8 Days After-school (8 hours per day)  
1 Wednesday during July (4 hours per day)

3.3 Extracurricular Accounts Treasurer - 1704 total hours

3.3.1 Hours

3.1.1.1. Eight Hour Days 7:00 - 3:30 ½ hour for lunch\*

\*Note: Extracurricular Treasurer hours may be adjusted as duties dictate as determined by the Superintendent of Schools.

3.3.2 Days 213 Work Days - Days Include:  
186 Teacher Days (8 hours per day)  
14 Days Before-school (8 hours per day)  
12 Days After-school (8 hours per day)  
1 Wednesday during July (8 hours per day)

3.4 Guidance Secretary - 1485 total hours

3.4.1. Hours

Seven and a Half-hour Days 7:45 - 3:45 ½ hour for lunch\*

\*Hours during the summer months may be altered with the approval of the Superintendent.

3.4.2. Days

198 Work Days - Days Include:

186 Teacher Days (7.5 hours per day)

6 Days Before-school (7.5 hours per day)

5 Days After-school (7.5 hours per day)

1 Wednesday during July (7.5 hours per day)

Note:

Secretary's hours may be adjusted as duties dictate as determined by the Superintendent of Schools.

3.5 Middle/Senior High School Secretary - 1624 total hours

3.5.1. Hours

3.5.1.1 Eight Hour Days 7:30 - 4:00 ½ hour for lunch\*

3.5.1.2 Student-P/T Conf. Day 7:30 - 8:30 ½ hour twice for meal

3.5.1.3 Four Hour Days 8:00 - 12:00 No Lunch

\*Eight hour days during the summer months may be split with the approval of the Superintendent.

3.1.2. Days

203 Work Days - Days Include:

186 Teacher Days (8 hours per day)

Parent/Teacher Conf. (4 hour additional hours)

8 Days Before-school (8 hours per day)

8 Days After-school (8 hours per day)

1 Wednesday during July (4 hours per day)

4. **eLEARNING DAYS:**

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

5. **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 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.