

# **ROSSVILLE CONSOLIDATED SCHOOL DISTRICT**

**2022-2023**

## **HANDBOOK FOR CLASSIFIED STAFF**

**SUMMER ASSISTANTS  
Technology Assistant &  
Maintenance/Custodial Assistant**

**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. Therefore, a base rate has been established and any increases shall be based on the yearly evaluation with the potential for adjustment. The Board of Education shall hold the responsibility for establishing the rate of pay.

1.2. Pay Rate:

<b>JOB CLASSIFICATION</b>	<b>HOURS</b>	<b>PAY RATE/ HOURLY</b>
Technology Assistant	The position is limited to 25 hours per week as approved by the Superintendent.	12.00
Maintenance/Cusotial Assistant	The position is limited to 25 hours per week as approved by the Superintendent.	12.00

1.3 Pay Schedule

The Grounds Care employee will be paid bi-weekly for the time worked as reported through the timesheets.

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. Social Security (FICA)

All employees are subject to FICA taxes and benefits.

3. **WORK DAYS:**

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

4. **EMPLOYEE CLASSIFICATION:**

All Summer 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 the 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.