

# **ROSSVILLE CONSOLIDATED SCHOOL DISTRICT**

**2023-2024**

## **HANDBOOK FOR CLASSIFIED STAFF**

### **MAINTENANCE ASSISTANT**

**BOARD APPROVAL DATE**

**March 7, 2023**

**EFFECTIVE DATE**

**February 27, 2023**

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. REQUIREMENTS, RESPONSIBILITIES, & FINANCIAL COMPENSATION:**

## **1.1. Employment Requirements & Responsibilities:**

The employee has a 40-hour workweek with occasional required overtime and must be able to respond to emergencies on a 24-hour basis. Must be able to lift 50 pounds. The employee is required to maintain a Commercial Driver's License with a school bus and air brake endorsement. Staff members employed 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 establish the pay rate for classified employees.

## **1.2. Pay Rate:**

<b>Job Classification</b>	<b>Pay Rate/Hourly</b>
Maintenance Assistant	22.50

## **1.3 Pay Schedule**

Maintenance Assistant shall be paid in equal installments on a schedule fixed for all employees of the Board for the period of time worked as reported through the time clock.

## **1.4 Extracurricular Sponsors, Coaches, Volunteers, or Chaperones**

A classified employee serving as an extracurricular sponsor, coach, volunteer, or chaperone for school groups or teams is not eligible for wage compensation for his/her classified position when the employee provides services for the District in such extracurricular activities 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 Full-time classified employees shall be granted two (2) personal days per year. Part-time classified employees shall be granted one (1) personal day per year. The leave shall be taken in at least one-half ( $\frac{1}{2}$ ) day increments.
- 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 before such leave except in 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 the maximum of 90 days.

#### 2.1.2. Sick Leave

- 2.1.2.1 Full-time classified employees shall be allowed five (5) days per year for sickness. Part-time classified employees shall be allowed two and one-half ( $2\frac{1}{2}$ ) days per year for sickness. The leave shall be taken in at least  $\frac{1}{2}$  day increments.
- 2.1.2.2 "Sickness" for interpretation purposes 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 90 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.

#### 2.1.5. Paid Holidays

Full-time Maintenance Assistants shall have eight paid holidays. The holidays shall include New Year's Day, Memorial Day (Observed), Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve Day.

#### 2.1.6. Vacation

- 2.1.6.1. The Maintenance Assistants' vacation shall be calculated from January 1 until December 31 each year.
- 2.1.6.2. The Maintenance Assistant shall receive two (2) days of vacation after ninety days (90) of service. Part-time Maintenance Assistants shall receive one (1) day of vacation after ninety (90) days of service.
- 2.1.6.3. Maintenance Assistant shall receive five (5) days of vacation after the first (1<sup>st</sup>) year of service. Part-time custodians shall receive two and one-half (2 ½) days of vacation after the first year.
- 2.1.6.4. Full-time employees shall receive ten (10) days of vacation after the second (2<sup>nd</sup>) year of successful service through the tenth (10<sup>th</sup>). Full-time employees shall receive fifteen (15) days of vacation after the tenth (10<sup>th</sup>) year of successful service.
- 2.1.6.5. Any unused vacation days shall not carry over for the following calendar year.
- 2.1.6.6. All vacations must be approved in advance by the Maintenance Supervisor and the Superintendent.
- 2.1.6.7. Employees are encouraged to take no more than one week during the summer.

## 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 Maintenance Assistants equal to the contribution provided to certificated 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 shall be made available. The school district will pay any start-up cost, and participating employees will pay an annual fee (if charged) and the monthly administrative fee.

### 2.2.4. Long-term Disability Insurance

The School District will provide a group income protection plan for the Maintenance Assistants in case of a qualifying disability. The school district does not provide long-term disability insurance for part-time employees. The plan shall guarantee an income in case of total disability to age 65 after a 90-day waiting period, the amount of income, including social security, being 66% of the income on the annual school year salary that is in effect on January 1. Coverage will begin on the first day of the month following their first day of employment and shall continue until their employment is terminated.

## 2.3. Public Employee Retirement Fund (PERF)

2.3.1. The school district will pay its required contribution rate as established by PERF. Part-time employees are not eligible for PERF.

**3. 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.

**3.1 Hours**

3.1.1. 7:30 - 4:30 1 hour for lunch

\*Note: The Maintenance Assistants' hours may be adjusted as duties dictate as determined by the Superintendent or the Director of Building and Grounds with the approval of the Superintendent of Schools.

**4. eLEARNING DAYS:**

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

**5. APPEARANCE:**

Rossville Consolidated School District will provide custodians/maintenance personnel with five (5) uniform shirts annually. The shirt shall be worn when on duty for the district. The employee is expected to be appropriately dressed and groomed while performing his/her duties for the District.

**6. EMPLOYEE CLASSIFICATION:**

The Maintenance Assistant 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 at any time, with or without cause, and without the right of a 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.