

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT

2023-2024

HANDBOOK FOR CLASSIFIED STAFF

INSTRUCTIONAL ASSISTANTS

BOARD APPROVAL DATE

June 6, 2023

EFFECTIVE DATE

July 1, 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. **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. In addition, 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:

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)	14.25
Tier II Instructional Assistant	As determined by Building Principal	29 hours maximum per week	14.25

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 Payments for employee payroll deductions will be withdrawn from the employee's check, as authorized by the employee, provided ample funds will be distributed in the employee's payroll payment.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 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 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 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 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 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 30 days.

2.1.3. Jury Duty

Whenever an employee serves jury duty, the employee will be paid their 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.

2.2. Insurance

2.2.1. Term Life Insurance

The school district will provide a \$50,000 term life insurance policy with an additional \$50,000 accidental death and dismemberment provision for each classified employee working at least 20 hours per week. The employee pays \$1.00 per year for their coverage.

2.2.2. Health Insurance - Tier 1 Instructional Assistants

The school district will contribute to either the single or family health insurance policy for the Tier 1 Instructional 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 when employment is severed.

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 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.

3. WORKDAY:

The workday shall be prescribed by the building principal, within the hours set by the Superintendent, and within the parameters approved by the Board of Education.

3.1.1. Maximum Days

3.1.1. 182 Work Days - Days Include: 180 Student Days
1 Training Day for Staff
1 Orientation Day for Staff

3.1.2. 185 Work Days for Library Instructional Assistant(s)
Days Include: 180 Student Days
1 Orientation Day for Staff
3 Days Before School
1 Day After School

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 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 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 their employment upon two weeks' advance notice to their supervisor.