

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT

2023-2024

HANDBOOK FOR CLASSIFIED STAFF

DIRECTOR OF TECHNOLOGY

BOARD APPROVAL DATE

May 2, 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. Employees are expected to be proficient in their responsibilities and provide leadership to others. Therefore, the Board of Education shall establish the pay rate for classified employees.

1.2. Pay Rate

The Director of Technology shall be paid at least seventy-four thousand dollars (\$74,000) for the 2023-2024 fiscal year, July 1, 2023, until June 30, 2024.

1.3 Pay Schedule

The Director of Technology shall be paid in equal installments on a schedule fixed for all employees of the Board.

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 their 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

The Director of Technology's leave shall be calculated from July 1 until June 30 each year.

2.1.1. Personal Leave

- 2.1.1.1 Full-time classified employees shall be granted two (2) personal days 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.

2.1.13 Notifying 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 an emergency.

2.1.14 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 days 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. The leave shall be taken in at least ½ 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 family unit member 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 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.

2.1.5. Paid Holidays

The Director of Technology 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 Director of Technology shall receive fifteen (15) days of vacation.

2.1.6.2. Any unused vacation days shall not carry over for the following calendar year.

2.1.6.3. All vacations must be approved in advance by the Superintendent.

2.2. Insurance

New employees will be insured at the beginning of the first day of the month following employment. In cases when an employee resigns during the school year, their insurance will be dropped at the end of the month when employment was severed.

2.2.1. Term Life Insurance

The school district will provide a \$50,000 term life insurance policy for each full-time classified employee. The school district does not provide life insurance for part-time employees. The employee pays \$1.00 per year for their coverage.

2.2.2. Health Insurance

The school district will contribute to either the single or family health insurance policy for the Director of Technology 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.

2.2.3. 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.

2.2.4. Long-term Disability Insurance

The School District will provide a group income protection plan for the full-time Director of Technology. 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.

2.3. Public Employee Retirement Fund (PERF)

2.3.1. The school district will pay its required contribution rate as established by PERF for a full-time Director of Technology.

3. **WORK DAYS & HOURS:**

Workdays shall be prescribed by and hours set by the Superintendent and within the parameters approved by the Board of Education.

3.1 Hours

3.1.1. Work Days 7:30 a.m. - 4:00 p.m. 30 minutes for lunch

*Note: The Director of Technology's hours may be adjusted as duties dictate as determined by 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. **EMPLOYEE CLASSIFICATION:**

The Director of Technology is 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 hearing by or appeal to the Board of Education or any other entity. Employees may also terminate their employment upon two weeks' advance notice to their supervisor.

6. **APPEARANCE:**

Rossville Consolidated School District will provide the Director of Technology with five (5) uniform shirts annually. The employee is expected to be appropriately dressed and groomed while performing their duties for the District.