

# **ROSSVILLE CONSOLIDATED SCHOOL DISTRICT**

**2023-2024**

## **HANDBOOK FOR CLASSIFIED STAFF**

### **COMPUTER TECHNICIAN**

**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
Computer Technician	As determined by Technology Coordinator	29 hours maximum per week	16.50

### 1.3 Pay Schedule

The Computer Technician will be paid bi-weekly 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 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 Computer Technician's leave shall be calculated from July 1 until June 30 each year.

#### 2.1.1. Personal Leave

- 2.1.1.1 Classified employees shall be granted two (2) personal days per year. A day is equal to a regular workday per the employee's classification.
- 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 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. 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 Technology Coordinator, within the hours set by the Superintendent, and within the parameters approved by the Board of Education.

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 Computer Technician is 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.