

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT

2023-2024

HANDBOOK FOR CLASSIFIED STAFF

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

BOARD APPROVAL DATE

June 6, 2023

EFFECTIVE DATE

July 1, 2023

It is the policy of the Rossville Consolidated School District not to discriminate based on 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. However, 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 be responsible for establishing the rate of pay.

1.2. Pay Rate:

| JOB CLASSIFICATION | HOURS | PAY RATE/ HOURLY |
|--------------------------------|--|-------------------------|
| Technology Assistant | The position is limited to 25 hours per week, as approved by the Superintendent. | 12.75 |
| Maintenance/Cusotial Assistant | The position is limited to 25 hours per week, as approved by the Superintendent. | 12.75 |

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