

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT

2023-2024

HANDBOOK FOR CLASSIFIED STAFF

DIRECTOR OF OPERATIONS

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. The Board of Education shall be responsible for establishing the pay rate for classified employees.

1.2. Pay Rate:

The Director of Operations shall be paid not less than seventy-four thousand dollars (\$74,000) for the 2023-2024 fiscal year, July 1, 2023, until June 30, 2024, for two-hundred sixty (260) contracted days.

1.3 Pay Schedule

The basic salary for the Director of Operations shall be paid in twenty-six (26) equal payments in a school year and/or calendar year.

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 Classified employees shall be granted two (2) personal days per year.

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 prior to such leave except in cases of 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 days accumulation is already at the maximum of 90 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 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 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 Operations 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

The Director of Operations vacation shall be calculated from January 1 until December 31 each year. The Director of Operations shall receive fifteen (15) days of vacation per year. Any unused vacation days shall not carry over for the following calendar year.

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 Director of Operations 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 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 Director of Operations. 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.

3. WORK DAYS:

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

3.1 Director of Operations

3.1.1. Hours

3.1.1.1.	Student Days	6:30 - 3:30	1 hour for lunch
3.1.1.2.	Teacher Days	6:30 - 3:30	1 hour for lunch
3.1.1.3	Summer	6:30 - 3:30	1 hour for lunch

*Note: The Director of Operations 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. APPEARANCE:

Rossville Consolidated School District will provide custodians/maintenance personnel with a uniform shirt that 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 Director of Operations 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 from employment 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.