

# **ROSSVILLE CONSOLIDATED SCHOOL DISTRICT**

**2023-2024**

## **HANDBOOK FOR CLASSIFIED STAFF**

<b>TREASURER</b>
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**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 establish the pay rate for classified employees.

### 1.2. Pay Rate

The Treasurer 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.

### 1.3. Pay Schedule

The Treasurer 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 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 purposes of interpretation 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 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 Treasurer 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 Treasurer's schedule is somewhat unique in his/her delivery of services to the District. Therefore, the vacation schedule cannot be aligned with any other area of responsibility. With this noted, the vacation schedule has been developed to be advantageous to both the employee and the school district. The Treasurer's vacation shall be calculated from January 1 until December 31 each year. The Treasurer shall receive twenty-five (25) days of vacation. Any unused vacation days shall not carry over to 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 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 his/her coverage.

### 2.2.2. Health Insurance

The school district will contribute to either the single or family health insurance policy for the Treasurer 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 in which 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 made 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 Treasurer. 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. The two hundred sixty (260) scheduled workdays shall include sick leave days, vacation leave days, personal leave days, and any other paid leave pursuant to the handbook.

- 3.1. Treasurer 260 days - 2080 total hours
- 3.1.1. Hours 7:00 - 3:30 30 minutes for lunch

Note: Treasurer'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. ANNUITY PLAN ESTABLISHMENT:**

- 5.1. The Board has established a qualified 401(a) plan for the employee.
- 5.2. The 401(a) plan is administered by a vendor selected by and under contract with the Board. Such a plan shall not affect the current employee's elective 403(b) contracts.
- 5.3. The plan:
  - 5.3.1. is subject to all applicable Internal Revenue Service regulations.
  - 5.3.2. has no contract initiation fees charged to the employee.
  - 5.3.3. has no administration or plan document charge to the Board.

**6. ANNUITY PLAN CONTRIBUTION:**

- 6.1. ESTABLISHMENT OF THE PLAN - The Board has established and made a contribution to a qualified 401(a) Plan for the employee.
- 6.2. VESTING PERIOD - The employee shall be fully vested in the 401(a) Plan immediately.
- 6.3. AMOUNT OF CONTRIBUTION – The Board shall contribute to the Treasurer’s 401(a) account an amount equal to three and one quarter percent (3 ¼ %) of the employee’s base earnings, excluding FMLA leave, unpaid leaves, extra-curricular pay, overtime pay, and extended contract pay, on a monthly basis, based on the employee’s base earnings for the month. The Board contribution shall be deposited monthly into the Part B plan.

7. **EMPLOYEE CLASSIFICATION:**

The Treasurer 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.