

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT

2023-2024

HANDBOOK FOR CLASSIFIED STAFF

SUBSTITUTE EMPLOYEES

BOARD APPROVAL DATE

July 11, 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	PAY RATE/ HOURLY
Substitute Nurse	19.60

JOB CLASSIFICATION	PAY RATE/ DAILY
Substitute Teacher	86.00

JOB CLASSIFICATION	PAY RATE/ DAILY
Substitute Secretary	86.00

JOB CLASSIFICATION	PAY RATE/ DAILY
Substitute Instructional Assistant	86.00

JOB CLASSIFICATION	PAY RATE/ DAILY
Substitute Bus Driver (Special Education Midday Route Driver, Town, & Regular)	40/74/96 (Special Education Midday Route Driver/Town/Regular)

JOB CLASSIFICATION	PAY RATE/HOUR
Substitute Custodian	16.50

JOB CLASSIFICATION	PAY RATE/HOUR
Substitute Cook	14.00

JOB CLASSIFICATION	PAY RATE/HOUR
Substitute Cafeteria Monitor	14.00

JOB CLASSIFICATION	PAY RATE/HOUR
Substitute Police Officer	31.50

JOB CLASSIFICATION	PAY RATE/HOUR
Substitute Child Care Supervisor	14.25

1.3 Pay Schedule

Substitutes will be paid bi-weekly for the period worked as reported through the time sheets.

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. Social Security (FICA)

All employees are subject to FICA taxes and benefits.

3. **WORK DAYS:**

The work day shall be prescribed by the building principal or area supervisor, within the hours set by the Superintendent, and within the parameters approved by the Board of Education.

4. **EMPLOYEE CLASSIFICATION:**

All substitutes are classified as At-Will employees. 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 a 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.