

**CLARKSVILLE COMMUNITY SCHOOLS  
STATEMENT OF BENEFITS AND COMPENSATION FOR  
INSTRUCTIONAL ASSISTANTS/OTHER ASSISTANTS/CLASSIFIED TEACHERS  
JULY 1, 2019 TO JUNE 30, 2020**

**2.000 INSURANCE**

**2.050 Eligibility**

All full-time members of this employee group are eligible for the benefits described in Section 2.000. Full-time is 20 hours or more per week.

**2.100 Medical Insurance**

- A. Employees may participate in the prevailing group major medical, health and hospitalization insurance.

The Board of School Trustees shall contribute the following amounts to the insurance plan of employee choice:

<u>PPO Plan</u>	<u>HDP Plan</u>
Single	Board Contribution – \$4,500 towards Annual Premium
Family	Board Contribution – \$6,100 towards Annual Premium

**2.150 Dental/Vision Insurance**

Employees are eligible for participation in the single and family dental/vision insurance programs with the total premium to be paid by the employee.

**2.200 Life Insurance**

Employees may participate in the Group Policy Insurance Program equal to \$50,000 coverage. The Board of School Trustees will pay the total premium except for \$.72 per year.

**2.250 Long-Term Disability Insurance**

Employees may participate in the Long-Term Disability Insurance program at an amount equal to their annual salary. The Board of School Trustees will pay the total premium except for \$.72 per year.

**3.000 PAID BENEFIT DAYS**

**3.050 Eligibility**

All full-time employees in this employee group shall be eligible for the benefits outlined below.

### **3.100 Personal Leave**

The following days are awarded to instructional and other assistants effective July 1 of each school year:

Instructional and other assistants that work 180 days shall receive 3 personal days  
Instructional and other assistants that work 184 days shall receive 3 personal days

Days will be pro-rated for those individuals hired after July 1.

Unused personal days are added to sick days at the end of each school year. Personal leave days may not be used to extend a school holiday without prior approval from Supervisor. In the event the employee does not receive prior approval, he/she will be charged 2 days per each day taken.

### **3.150 Family Illness Leave (Sick Days)**

These days are allotted for illness of the employee or the employee's immediate family. The Corporation does not condone falsification of these days.

Instructional and other assistants are awarded 9 days for illness.

Days will be pro-rated for those individuals hired after July 1.

Employees may accumulate up to 30 illness days. Employees with more than 30 days accumulated shall be paid \$30.00 per day for each day over 30 at the end of each school year. This will be added to the employee's payroll check at the end of the school year.

### **3.155 Unused Benefits**

Upon retirement or resignation any employee who has been with the Corporation a minimum of 10 years with unused benefit days up to 30 shall be compensated \$60.00 per day. This will be added to the employee's final payroll check.

### **3.200 Holidays**

Employees identified in this group have no paid holidays.

### **3.250 Vacations**

Employees identified in this group are not entitled to vacation time.

### **3.330 Bereavement Leave**

Each full-time employee shall be entitled to bereavement leave with full salary and benefits for a period not exceeding five (5) school days, for a death in the immediate family. Up to a maximum of two (2) of the five (5) days may be reserved for bereavement-related matters to be taken, if needed, within thirty (30) calendar days of the date of death.

Immediate family is defined as:

Spouse, child, stepchild, parent, sibling, grandparent, grandchild and others whom the employee has legal guardianship.

In the event of the death of an aunt, uncle, nephew, niece or in-law, bereavement leave with full salary and benefits for up to two (2) days shall be granted.

**5.000 COMPENSATION**

**5.050 Hours, Work Day and Work Week**

A. The regular workday for individuals in this group is listed below. Workday hours are inclusive of lunch, unless otherwise noted. Daily starting and ending times may vary according to assignment. The workweek shall begin with Sunday and end with Saturday of the same week.

CES, CMS, CHS and RA Instructional Assistants	7.5 to 8.0 hours
CMS In-school-suspension Assistant (ISS)	8.0 hours
CHS In-school-suspension Assistant (ISS)	8.0 hours
Library Assistant/Secondary	8.0 hours
Library Assistant/Elementary	8.0 hours
ELL Assistants	8.0 hours

B. All instructional and other assistants, except the elementary library assistant, works 180 days. The elementary library assistant works 180 days plus up to 10 extra days as deemed necessary by the building administrator.

Begin/end dates for 2019-2020 school year are noted below:

	<b>Start Date</b>	<b>End Date</b>
Instructional Assistants	August 8, 2019	*May 27, 2020

\*end dates may change pending snow-make up days

- C. All employees will receive their pay in 26 biweekly pays per year.
- D. Pay beyond the normal eight (8) hour work day must be approved by a supervisor. If such compensation is to be considered (overtime), this compensation cannot include pay inclusive of lunch.

**5.100 Salary/Wage Schedule**

A. Wage Scale for Instructional and other Assistants

<b>Position</b>	<b>Years of Experience</b>				
	0	1	2	3	4
Instructional Assistant	10.82	11.02	11.23	11.43	11.74

B. Wage Scale for Library Assistants/ELL Assistants/Classified Teachers

- 11.80/hr. 180 work days\* (Library Assistant/Elementary)  
(\*can work up to 10 extra days as deemed necessary by the building administrator)
- 11.80/hr. 180 work days (Library Assistant/Secondary)

15.00/hr.	184 work days	(CES ELL *must be highly qualified)
19.24/hr.	184 work days	(CMS, CHS, RA ELL)
19.25/hr.	184 work days	(Classified Art Teacher)
19.25/hr.	184 work days	(Classified Business Teacher)
10.00/hr.	180 work days	(Classified Middle School Newspaper Teacher, 1 hr. per day)

\*year of experience is granted after 120 days worked in a school year

\*\*new hires may be granted years of experience if previous years of experience is commensurate with current position (i.e.: school) and is approved by the Superintendent

#### 5.250 Adjustments to Salary/Wages

- A. Clarksville Community Schools will pay the mandatory employee contribution to the State Public Employees Retirement Fund (PERF) for each member of PERF.

#### 5.350 Hazardous Weather Days

- A. When schools are closed for hazardous weather (by official notification), employees do not report to work. These employees will be paid for the day. **However, the workdays will be made-up without additional compensation.**
- C. When schools experience early dismissals due to hazardous weather, employees will work until dismissed by their Supervisor and will be paid for hours worked.
- D. When the opening of school is delayed due to hazardous weather, employees will report to work, unless notified by their Supervisors. Employees will be paid for hours worked.

#### 5.420 403B and 457

- A. Employees are eligible to contribute in the corporation 403B and 457 Plans.

#### 6.00 Insurance Retirement Option

Classified Employees/Insurance upon retirement:

Any employee who (a) has reached the age of Sixty (60), and (b) has been employed ten (10) continuous years in the Clarksville Community School Corporation shall have the right to remain in the group health insurance plan until the employee becomes eligible for Medicare, by paying the full applicable premium.