

**CLARKSVILLE COMMUNITY SCHOOLS  
STATEMENT OF BENEFITS AND COMPENSATION FOR  
CUSTODIAL EMPLOYEES  
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.

**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 custodial staff effective July 1 of each school year:

Custodial staff that work 260 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.

The following days are awarded to custodial staff effective July 1 of each school year:

Custodial staff (hired prior to 3/1/19) who work 260 days are awarded 9 days for illness.

Custodial staff (hired after 3/1/19) who work 260 days are awarded 6 days for illness after satisfying the 90 day probationary period noted in the Classified Handbook.

Days will be pro-rated based on date of hire 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 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 are assigned to work a 260 day assignment and receive 14 paid holidays. These days are as follow:

- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- 4 Days of Winter Break
- New Year's Day
- MLK Jr. Day
- 3 Days of Spring Break
- Memorial Day

### 3.250 Vacations

Vacation days must be planned and approved by the supervisor. At the end of the calendar year, unused vacation days will be transferred to sick leave. Only employees assigned to a 260 day assignment are eligible for vacation

- A. Five (5) days vacation will be granted after reaching one year experience from date of hire.
- B. Ten (10) days vacation will be granted after reaching the second through eighth January 1.
- C. Twelve (12) days vacation will be granted after reaching the ninth through eleventh January 1.
- D. Thirteen (13) days vacation will be granted after reaching the twelve through fourteenth January 1.
- E. Fifteen (15) days vacation will be granted after reaching the fifteenth January 1.
- F. Seventeen (17) days vacation will be granted after reaching the twentieth January 1.
- G. Twenty (20) days vacation will be granted after reaching the twenty-fifth or more January 1.

### 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 work day for all custodial staff is an 8-hour day inclusive of lunch. Daily starting and ending times may vary according to assignment. The work week shall begin with Sunday and end with Saturday of the same week.
- B. Begin/end dates for 2019-2020 school year are noted below:

	<b>Start Date</b>	<b>End Date</b>
260 day position	July 1, 2019	June 30, 2020

- C. All employees will receive their pay in 26 biweekly pays per year based on hours worked.
- 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 Hourly Custodial Employees effective March 30, 2020

	<b>Base Year</b>	<b>Years of Exp.</b>		
<b>Level</b>	0-4	5-9	10-14	15+
Building Custodian	\$11.00	\$11.50	\$12.00	\$12.50

- B. Classification for Salaried Custodian

Head Custodial Supervisor \$32,193

Head Custodial Supervisor Five will receive (5) vacation days in first year of employment.

\*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. The mandatory employee contribution to the State Public Employees Retirement Fund (PERF) will be paid by Clarksville Community Schools for each member of PERF.

**5.350 Hazardous Weather Days**

- A. When schools are closed for hazardous weather (by official notification), twelve (12) month custodians and maintenance MUST report to work.

- B. When schools experience early dismissals due to hazardous weather, employees will work until dismissed by their Supervisor and will be paid for hours worked.
- C. When the opening of school is delayed due to hazardous weather, employees will report to work, unless otherwise excused by their supervisor. Employees will be paid only for the 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.