

**CLARKSVILLE COMMUNITY SCHOOLS  
STATEMENT OF BENEFITS AND COMPENSATION FOR  
INSTRUCTIONAL ASSISTANTS/OTHER ASSISTANTS  
JULY 1, 2022 TO JUNE 30, 2023**

**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 – \$4,700 towards Annual Premium
Family	Board Contribution – \$6,550 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 after satisfying the 90-day probationary period.

### **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. A Supervisor can request a doctor's note at any time. In the event the employee uses a sick day to extend a school holiday, he/she will be charged 2 days per each day taken without a doctor's note.

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
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 2022-2023 school year are noted below:

	<b>Start Date</b>	<b>End Date</b>
Instructional Assistants	August 4, 2022	*May 24, 2023

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

- C. All employees will receive their pay in 26 biweekly pays per year.
- D. A supervisor must approve pay beyond the normal eight (8) hour workday. 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	5+
Instructional Assistant	14.00	15.00	15.50	16.00	16.50	17.00

B. Wage Scale for ENL Assistants

18.30/hr.	184 work days (CES, CHS ELL)
19.55/hr.	184 work days (CMS ENL)

\*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.

**A.350 Hazardous Weather Days**

- A. When schools are closed and there is no remote learning 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.**
- 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 within the first hour of the two hour period of delay with no deduction in pay unless otherwise excused by their supervisor.

**5.355 Remote Learning Days**

Employees have four options for remote learning days:

- A. Employees may report to work, provided they have approval from the building principal or supervisor and have been assigned specific duties for the day. These duties may not be typical workday responsibilities.
- B. Employees may use a personal day.
- C. Employees may take an unpaid leave day.
- D. Employees may elect to make up the day at the end of the year. Duties will be assigned by the building principal or supervisor. The day(s) is to be made up prior to June 30. If this option is chosen, they must notify the building principal or supervisor in writing, via email or text, by 8:00 a.m. that day.

**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.

Approved by the Board of School Trustees on July 19, 2022

**5.350 Hazardous Weather Days**

- A. When schools are closed for hazardous weather (by official notification), twelve (12) month 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, within the first hour of the two hour period of delay with no deduction in pay unless otherwise excused by their supervisor.

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