

**CLARKSVILLE COMMUNITY SCHOOLS  
STATEMENT OF BENEFITS AND COMPENSATION FOR  
COMMUNICATIONS COORDINATOR  
July 1, 2023 to June 30, 2024**

**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:

HDP Plan (effective 1/1/2024)

Board Contribution for Employee Only – \$7,500 towards Annual Premium  
Board Contribution for Employee + Spouse – \$10,000 towards Annual Premium  
Board Contribution for Employee + Children - \$10,000 towards Annual Premium  
Board Contribution for Family - \$16,350 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**

For the Communications Coordinator the Group Policy Insurance Program equals \$50,000. The Board of School Trustees will pay the total premium except for \$.72 per year for all employees in this group.

**2.250 Long-Term Disability Insurance**

The Communications Coordinator 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.

## **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**

- A. The following personal leave days are awarded to each 240 day position in this document effective July 1 of each school year:

Communications Coordinator - 4 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.

- A. Communications Coordinator

The following days are awarded to each 240-day position in this document effective July 1 of each school year:

Individuals hired for positions of employment consisting of 240 days are awarded 10 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 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 assigned to work a twelve-month 240 day assignment receive 16 paid holidays. These days are as follow:

- Independence Day
- Labor Day
- 2 Days of Fall Break
- Thanksgiving Day
- Friday after Thanksgiving Day
- 4 Days of Winter Break
- New Year's Day
- Martin Luther King Day
- Presidents Day
- 2 Days of Spring Break
- Memorial Day

### **3.250 Vacations**

- A. The following vacation information pertains to employees classified as Communications Coordinator. 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 240-day assignment are eligible for vacation.
- Five (5) vacation days in first year of employment. Employees shall receive ten (10) vacation days for each consecutive year after year one of employment.

### **3.255 Unused Vacation Benefit**

Upon retirement or resignation, any employee with unused vacation benefit days shall be compensated their daily rate of pay for any unused days up to 20 days. This will be added to the employee's final payroll check.

### **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, great grandparents, grandchild and similar relationships by marriage or step, significant other, life partner and others living in the household and other family members who is/are dependent on the employee. If an employee or employee's partner has a miscarriage than the unborn child will be deemed an immediate family member of the employee and the employee may use bereavement leave under this provision.

In the event of the death of an aunt, uncle, nephew, niece or in similar relationships, bereavement leave with full salary and benefits for up to two (2) days shall be granted. In the event of the death of a cousin bereavement leave with full pay and benefits of one (1) day shall be granted.

**5.000 COMPENSATION**

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

- A. The regular workday for individuals in this benefit group is an 8-hour day inclusive of lunch. Daily starting and ending times may vary according to assignment. The workweek shall begin with Sunday and end with Saturday of the same week. The supervisor shall determine daily start and end times.
- B. All employees will receive their pay in 26 biweekly pays per year based on hours worked.
- C. Pay beyond the normal eight (8) hour workday must be approved by a supervisor. If such compensation is to be considered (overtime), this compensation cannot include pay inclusive of lunch.
- D. Begin/End dates for 2023-2024 school year are noted below:

	<b>Start Date</b>	<b>End Date</b>	<b># of Work Days</b>
Communications Coordinator	July 1	June 30	240; Days Include Paid Holidays

**5.100 Salary/Wage Schedule Communications Coordinator**

A. Wage Scale

Communications Coordinator \$65,750

**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), employees in this benefit group 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.

**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 School Board of Trustees on November 13, 2023**