

**CLARKSVILLE COMMUNITY SCHOOLS
STATEMENT OF BENEFITS AND COMPENSATION FOR
CLASSIFIED Building Substitute Teacher
JULY 1, 2023 TO JUNE 30, 2024**

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:

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

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

3 personal days are awarded to Classified Building Substitute Teachers that work 178 days effective July 1 of each school year:

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.

3.120 Blackout Days

If a teacher intends to use personal days on the day before or after any scheduled school holiday or break or building specific testing dates (hereinafter referred to as the 'blackout days'), then the teacher will be charged with two days for each day used. If a teacher has an extraordinary situation, then the teacher may request to be granted an exception to this provision, which request would have to be approved by both the Principal and the Superintendent. In the event a teacher is ill on a blackout day, then the teacher must provide a doctor's note in order to use a sick leave day on such blackout day.

3.150 Family Illness Leave (Sick Days)

Classified Building Substitute Teachers are awarded 9 Sick days 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.

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, 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 group is 7.5 hours. 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.

Begin/end dates for 2023-2024 school year are noted below:

	Start Date	End Date
Classified Teachers	August 3, 2023	*May 22, 2024

*end dates may change pending snow-make up days

- B. All employees will receive their pay in 26 biweekly pays per year.
- C. A supervisor must approve pay beyond the normal eight (7.5) 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 Classified Building Substitute Teachers – CES, CMS, CHS

\$17.00 - \$22.50 (Based on education and experience)

178 work days

*Pay rate may vary based on licensure and/or certifications held and 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 school buildings 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.

5.420 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 November 13, 2023