

**CLARKSVILLE COMMUNITY SCHOOLS  
STATEMENT OF BENEFITS AND COMPENSATION FOR  
CLERICAL EMPLOYEES  
July 1, 2025 to June 30, 2026**

**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:

HDP Plan (effective 1/1/2025)

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**

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

A 10 and 11 month secretary who works 240, 219 or 214 days shall receive 3 personal days  
A 12-month Admin. Assistant who works 260 days shall receive 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.

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

A 10- and 11-month Admin. Assistant who works 240, 219 or 214 days shall receive 10 sick days  
A 12-month Admin. Assistant who works 260 days shall receive 12 sick days

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 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 who are assigned to work a 219 or 214-day assignment receive 15 paid holidays. These days are as follow:

- Labor Day
- 3 Days of Fall Break
- Thanksgiving Day
- Friday after Thanksgiving Day
- 4 Days of Winter Break
- New Year's Day
- 3 Days of Spring Break
- Memorial Day

Employees who are assigned to work a 260 or 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**

Vacation days must be planned and approved by the supervisor. At the end of the fiscal 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.

### **3.255 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. Bereavement days may not be used in lieu of personal days.

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 all clerical staff 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.
- B. Begin/end dates for 2025-2026 school year are noted below:

	<b>Start Date</b>	<b>End Date</b>	<b># of Work Days</b>
12 month Administrative Assistant	July 1, 2025	June 30, 2026	260; Includes paid holidays
11 month Administrative Assistant	10 days before teacher's first day back	15 days prior to teachers last day	240; Includes paid holidays
219 day Administrative Assistant	10 days before teacher's first day back	15 days prior to teachers last day	219; Includes paid holidays
214 day Administrative Assistant	10 days before teacher's first day back	10 days prior to teachers last day	214; includes paid holidays
194 day Early Learning Academy Administrative Assistant	5 days before teacher's first day back	5 days prior to teachers last day	194; no holidays

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

\*\*remaining 21 days to be determined by CMS Principal and Corporation Treasurer

- 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 Hourly Clerical Employees

	Base Year	Years of Exp.										
Level		1	2	3	4	5+						
1 CMS/CES	\$17.80	\$18.65	\$19.50	\$20.20	\$21.00	\$22.00						
CHS	\$21.80	\$22.65	\$23.50	\$24.20	\$25.00	\$26.00						
Level		1	2	3	4	5	6+					
2 CHS/CMS/CES	\$16.50	\$17.00	\$17.50	\$17.75	\$18.00	\$18.50	\$19.00					

\*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

#### B. Salary/Wage Level Classifications

CES Principal Administrative Assistant /Treasurer	260 Day Secretary	Level 1
CHS Principal Administrative Assistant /Treasurer	260 Day Secretary	Level 1
CMS Principal Administrative Assistant /Treasurer	240 Day Secretary	Level 1
CHS Asst. Principal & Attendance Admin. Assistant	219 Day Secretary	Level 2
Early Learning Academy Admin. Assistant	194 Day Secretary	Level 2
CHS Guidance Counselor Admin. Assistant	219 Day Secretary	Level 2
CES Assistant Principal Admin. Assistant	219 Day Secretary	Level 2
CMS Assistant Principal Admin. Assistant	214 Day Secretary	Level 2

### 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 and there is no remote learning for hazardous weather (by official notification) 260-day secretaries MUST report to work.
- B. When schools are closed for hazardous weather (by official notification), 240, 219 or 214-

day secretaries do not report to work. These employees will be paid for this 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, 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.