

**CLARKSVILLE COMMUNITY SCHOOLS  
STATEMENT OF BENEFITS AND COMPENSATION FOR  
ACCOUNTS PAYABLE EMPLOYEE  
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 1/1/2026)

Board Contribution for Employee Only – \$7,800 towards Annual Premium  
Board Contribution for Employee + Spouse – \$10,650 towards Annual Premium  
Board Contribution for Employee + Children - \$10,650 towards Annual Premium  
Board Contribution for Family - \$17,250 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 accounts payable employee effective July 1 of each school year:

- 2 personal days

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 accounts payable employee effective July 1 of each school year:

- 6 sick days

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**

Accounts Payable employees who are assigned to work a 156-day assignment will receive the following paid holidays:

- Thanksgiving Day
- 2 Days of Winter Break
- New Year's Day (if falls on Tuesday, Wednesday, Thursday)
- Fourth of July (if falls on Tuesday, Wednesday, Thursday)
- 1 day of Spring Break
- 1 day of Fall Break

### **3.250 Vacations**

- A. The following vacation information pertains to employees classified as the Accounts Payable

Clerk: 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.

- Five (5) vacation days.

#### **4.000 Bereavement Leave**

Each full-time employee shall be entitled to bereavement leave with full salary and benefits up to ten (10) school days, for a death of a spouse or a child, five (5) school days due to 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 three (3) 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.

#### **4.050 COMPENSATION**

##### **4.100 Hours, Work Day and Work Week**

- The regular workday for accounts payable employee is a 8-hour day inclusive of a 1 hour lunch. Daily starting and ending times Tuesday-Thursday, 8:00am – 4:00pm. The workweek shall begin with Sunday and end with Saturday of the same week.
- Begin/end dates for 2025-2026 school year are noted below:
  - a. July 1, 2025 – June 30, 2026

##### **4.250 Salary/Wage Schedule**

###### **A. Wage Scale for Hourly Accounts Payable Employee**

- \$29,704 Salary - \$23.80 per hour for 8 hours per day (Not to exceed 24 hours per week)

\*year of experience is granted after 120 days worked in a school year

##### **4.300 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.

##### **4.350 Hazardous Weather Days**

- A. When schools are closed and there is no remote learning for hazardous weather (by official notification) 260 or 156-day employees MUST report to work.

#### **4.400 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 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.

#### **4.450 403B and 457**

- A. Employees are eligible to contribute in the corporation 403B and 457 Plans.

#### **5.000 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.

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| Approved by the Board of School Trustees on December 9, 2025 |
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