

CLARK COUNTY R-1 SCHOOLS

Reimbursement and Pay Policy 2019-2020

I. Who Is Eligible?

Any currently employed staff member of Clark County R-1 School District is eligible for the following reimbursements, as associated to their assignment or activity, and pre-approved by the administration then Board of Education.

II. Reimbursement Submittals.

Request for reimbursement must be made through the Central Office prior to completion of the regular monthly pay cycle. All requests for reimbursement should be made within ten days prior to the regular monthly board meeting. If complications or other problems arise, requests will be evaluated as necessary. All reimbursement requests must bear the signature of the staff members immediate supervisor and the Superintendent. All requests will be reviewed by the Superintendent of Schools. Requests for reimbursement will not be honored without a dated receipt noting the amount and type of service purchased.

III. Reimbursement payments.

The following amounts of reimbursement shall be paid if approved through the regular submittal process.

Meal reimbursement will be paid at cost when the staff member is attending a banquet or presentation in which they are a captive audience member and a meal is required.

Travel reimbursement (for an approved activity)

Travel reimbursement will be paid at the rate of \$0.45 per mile to and from the attendance center of the staff member to the activity, unless travel is from a home residence on a weekend. Reimbursement for in-district travel will be paid when traveling to and from buildings once a staff member reports for an assignment at a building for travel of one mile or more. Staff members traveling to the same event should car pool as schedules allow. The district will make payment to one individual. Individuals who desire to take separate vehicles may split the mileage reimbursement on their own. The Clark County R-1 School District maintains a mileage chart posted at buildings that staff members may utilize for mileage reimbursement purposes.

Charging busses

The district reimburses bus drivers who need to maintain chargers on busses located at their residence during winter months to insure timely operation of transportation services, at the rate of \$1.00 per day.

Maintenance Tools, Vehicle, and Personal Uses

The bus mechanic & maintenance employee if using their own equipment, shall be reimbursed for use of their personal tools and equipment, as well as for the use of their personal/business vehicle in the performance of their duties, and shall be paid the flat rate of \$50.00 per month for such use. The district will also pay the annual cost of premium to insure such tools. Personal cell phones used for school purposes shall be reimbursed at \$50.00 per month when approved by the Board prior to use.

Room and hotel

Paid at the actual rate of cost. When necessary, staff members should stay overnight at an accommodation that is reasonable in cost when available. No room charges shall be approved for payment including personal phone usage, movies, room and/or hotel services, etc. Individuals attending the same event are encouraged to share a room when of the same gender only, married, and/or facilities allow.

Fees and registration

Paid at the actual rate of cost. Fees for certified staff to attend professional development activities must be pre approved by the Professional Development Committee, unless requested to attend by an immediate supervisor and approved by the Superintendent.

Membership dues

Membership dues required for participation, or any other dues for membership shall not be paid unless otherwise specified in contracts, policy, or required by the Board.

Workshops, courses, and college classes

If approved as part of professional development activities, fees to attend workshops shall be paid at the actual rate of cost. Courses and workshops offering credit hours will not be paid by the district unless approved through Professional Development. The district will reimburse the portion of approved workshop fees not including credit hour cost if the staff member is interested in obtaining college credit

for the workshop. Costs to take the Praxis test may be reimbursed by the District if requested to take by the District to obtain proper certification.

Books and materials.

Teaching materials and supplies will be paid by the district if approved through regular purchasing procedures. Materials for workshops may be paid as approved by immediate supervisors. Materials for which college or other credit is awarded will not be paid by the district.

Purchasing procedures

All purchases need a signed approved purchase order. A purchase order allows the District to track bills for payment, assist in monitoring the expenditure of funds, and supports the District's tax free status. Submittals for payment or reimbursement without an approved purchase order will not be approved.

Professional Development funds

Professional development funds are reserved specifically for activities as specified in statutes and program regulations. The disbursement and approval of funds are the responsibility of the Professional Development Committee. Professional Development funds shall be approved as determined by the committee, whether first come first served, or otherwise. Portions of available funds may be reserved by the committee for professional activities scheduled on the calendar in advance of the school year.

Sick leave reimbursement.

Individuals who leave the district may receive unused sick leave reimbursement if they have worked in the district for three consecutive years. Staff members who break contract, or who sign a contract they fail to fulfill are not eligible.

Background Check

The cost of background checks, fingerprinting, etc. will be reimbursed to any substitute, upon serving as a substitute for a minimum of ten (10) full days within a school term. In addition, the District will reimburse individuals for CDL, physicals and costs associated for obtaining a bus permit.

IV. Salaries

Regular salary payments are made on the 25th of each month. When the 25th occurs on a weekend or holiday, checks shall be cut on the next prior work day. All certified and non-certified employees will be paid in 12 equal installments spread over 12 months. Payment for approved extra hours for certified personnel is \$20.00 per hour (Summer School participation paid at \$22.00 per hour). Overtime shall not be paid for non-certified or certified personnel without prior approval by the building principal and superintendent. For determinations of salary and other questions, individuals should refer to the salary schedule. Other salaried payments include:

Certificated substitute	\$90.00 per day
Teacher Serving as Sub	\$9.00 per hour
Non-certificated substitute	\$70.00 per day
Homebound instruction	\$12.00 per hour (non-certificated) \$20.00 per hour (certificated)
Substitute Pay - After 21 Consecutive Days for Same Teacher	Placed on Salary Schedule
Tutoring	\$22.00
Detention	\$20.00
Substitute Bus Route	\$30.00 per morning or evening trip
Trip Bus Drivers	\$10.00 per hour
Non-certificated substitute	\$7.65 per hour

V. Salary Schedule Placement and Benefit Statements

The following items are presented to assist in placement on the salary schedule, to present benefit information to staff, and to inform staff regarding various additional items.

Certificated Salary Schedule

New teachers will be placed on the salary schedule in accordance with all verified teaching experience. BS+ hours includes approved graduate credit for hours earned only after BS degree confirmed

MA+hours includes approved graduate credit hours earned only after MA degree confirmed
Career Ladder Stage I, II, and III for those eligible and meeting requirements
14 days of leave earned per year (10 sick leave and 4 personal days) for full-time teachers
18 days of leave earned per year (14 sick leave and 4 personal days) for 12-month employees
15 days vacation for all 12-month employees unless specified otherwise
Prorated leave accumulates to length of contract
Unused personal leave becomes sick leave
Unused leave reimbursed at \$6.00 per day
Unused leave payable after 3 years minimum continuous employment and if not breaking contract
Full time employees (30 hours or more per week) receive \$525 per month stipend for choice of health insurance plan. Insurance stipend prorated for those less than full time (30 hours per week).
All employees receive \$25,000 life insurance on their behalf
No credit for undergraduate hours earned after BS confirmed on salary schedule
Voluntary Vision coverage
Voluntary Dental coverage

Non-certificated Salary Schedule

Maximum transfer credit allowed is 4 years if approved- based on like work experience
14 days of leave earned per year (10 sick leave and 4 personal days) for full-time staff
18 days of leave earned per year (14 sick leave and 4 personal days) for 12-month employees
15 days vacation for all 12-month employees unless specified otherwise
Prorated leave accumulates to length of assigned yearly work days
Unused personal leave becomes sick leave
Unused leave reimbursed at \$5.00 per day
Unused leave payable after 3 years minimum continuous employment and if not breaking notice
Employees with 60+ college hours will have their salary lane pay increased by 6%
Full time employees (30 hours or more per week) receive \$525 per month stipend for choice of health insurance plan. Insurance stipend prorated for those less than full time (30 hours per week).
Bus drivers who join the trip driving pool and drive trips regularly will have the lowest HSA paid. (\$405.70 per month)
All employees receive \$25,000 life insurance on their behalf
Voluntary Vision coverage
Voluntary Dental coverage

Other

Movement and placement on the salary schedules is approved by the Board of Education
Staff may only move one step per year for longevity- when approved
Movement for hours earned is granted when timely documentation is received by Central Office
Movement on the salary schedule for hours earned may only be granted beginning of each year.

VI. Salary Goals

To maintain the most competitive salary schedule within the fiscal means of the District.

