

Collective Bargaining Agreement between the  
Bartholomew Consolidated School Corporation and the  
Columbus Educators Association

*July 1, 2021 to June 30, 2023*

*Ratified on October 25, 2021*



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# ARTICLE I RECOGNITION

## **Section 1.**

The Bartholomew Consolidated School Corporation Board of School Trustees, hereinafter called the “Board”, hereby recognizes the Columbus Educators Association, hereinafter called the “Association”, as the exclusive bargaining agent, as provided in Section 2, below, of part-time and full-time certificated employees licensed by the Indiana Department of Education and under regular contract with the Bartholomew Consolidated School Corporation except: the Office of the Superintendent of Schools, Assistant Superintendents, Elementary Principals, Secondary Principals, Directors of Curriculum and Instruction, Secondary Assistant Principals, Elementary Assistant Principals, all Middle/High School Department Chairpersons, High School Athletic Directors, Assistant Director of Special Education, Director of Bartholomew Special Services Cooperative, Director of Vocational Education, Director of Adult Education, and Director of Technology.

## **Section 2.**

Such representation is and shall be in accordance with the provisions of Acts 1973, P.L. 217, an Act concerning Collective Bargaining between School Corporations and their Certificated Employees and Senate Enrolled Act 1.

## **Section 3.**

This Agreement sets forth the terms and conditions to which each party agrees to be bound.

## **Section 4.**

When used in this Agreement, the word “teacher” shall refer to certificated employees as defined under Ind. Code § 20-29-2-4 and identified in Section 1 of this Article as included in the bargaining unit. This Agreement shall cover only those certificated employees included in the bargaining unit.

## **Section 5.**

It is understood that the Association has an affiliation with certain other organizations, to wit: the Indiana State Teachers Association and the National Education Association.

## **ARTICLE II SALARY AND WAGE PROVISIONS**

### **Section 1.**

The performance-based compensation plan is set forth in Appendix A, which is attached hereto and incorporated herein as a part of this Agreement.

### **Section 2.**

The starting salary for teachers for employment or re-employment is set forth in Appendix A-1, which is attached hereto and incorporated herein as a part of this Agreement.

### **Section 3. Pay Options**

Basic salaries for teachers shall be paid according to the following options:

- A. Twenty-six (26) equal installments paid throughout the contract year (this is the default which automatically occurs unless a teacher makes the notification described in B).
- B. Twenty-six (26) equal installments, with the last/“summer” checks simultaneously deposited by the last teacher day of the school year. The teacher selecting this option must notify the Business Office in writing no later than January 1 of each school year.
- C. All new teachers who start by the first work day of the school year will be paid in twenty-seven (27) equal installments.
- D. In any calendar year in which there are twenty-seven (27) teacher payroll periods, the contract payments made between the beginning of the contract period and December 31 of that calendar year will be divided into the number of pays required to maintain the bi-weekly payroll schedule without reducing the total of those payments.

### **Section 4. Compensation for Extended Contracts, Non-Athletic Assignments, and Athletic Assignments**

- A. Compensation for non-classroom and extracurricular responsibilities are set forth in Appendices B and C which are attached hereto and incorporated herein as a part of this Agreement. Such salary schedules for additional compensation shall remain in full force and effect for the term of this Agreement.
- B. It is understood personnel who are paid stipends or have extended contracts will have duties that fall outside of the regular school day and school year.

### **Section 5. Ancillary Duty Pay**

- A. Each teacher directed to take part in in-service training, curriculum writing, workshops, or training seminars which take place outside of regular school hours, will be reimbursed at the rate of thirty dollars (\$30.00) per hour of actual attendance in such training. Any teacher who is required to give up his/her regularly scheduled plan time for a required meeting or assignment as verified by the building principal or program director shall receive the thirty dollars (\$30.00) curriculum rate of pay for each period of up to one hour and each hour

thereafter.

- B. Teachers who are scheduled to work extracurricular athletic events when there is an admission fee charged will be paid at least ten dollars (\$10.00) per event worked.
- C. Posted Bus Duty positions that extend beyond the normal school day will be paid at the hourly rate of thirty dollars (\$30.00) per hour.

### **Section 6. Payroll Deductions**

Upon appropriate written authorization from the teacher on a form acceptable to the Board, or otherwise as required by law for Teacher Association dues, the Board shall deduct from the salary of said teacher and make appropriate remittance for contributions including, but not limited to, the following: retirement plan contributions (including INPRS), credit union, savings bonds, insurances, Health Savings Account (HSA), Teacher Association dues and contributions to IPACE, and teacher retirement.

### **Section 7. Teacher Retirement Fund Board Contribution**

The Board will contribute three percent (3%) of a teacher's gross salary to the Indiana Public Retirement System (INPRS) on behalf of each teacher. The INPRS contribution is based on total school corporation compensation to the teacher during the year.

# **ARTICLE III OTHER WAGE RELATED FRINGE BENEFITS**

## **Section 1. General Insurance Provisions**

- A. The Bartholomew Consolidated School Corporation Health Trust (“Trust”) was established by the Board to hold, invest and reinvest trust funds; and pay benefits under the health and dental plan from the assets of the Trust. The Trust is regulated by the Trust Agreement, effective January 1, 1994, as amended.
- B. The coverage provided and effective dates of such coverage under insurance programs offered to eligible teachers under this Agreement are set forth in separate insurance policies. The provisions of such policies shall outline the coverage and effective dates in the event of any dispute concerning the same.
- C. As the parties determine, they shall meet for the purpose of reviewing the insurance programs provided pursuant to this agreement and to discuss such programs to assist the School Corporation in determining whether or not it may be desirable to rebid such programs or to consider new programs at the appropriate time. Unless required to comply with applicable laws, any material changes in the insurance programs provided pursuant to this agreement including but not limited to the carrier, coverage or employee contribution level may only be made by mutual agreement of the parties in accordance with Article VIII of this agreement.
- D. The effective date of insurance coverage for new teachers will be the date of employment or the date the new teacher’s enrollment form is returned to the Office of Personnel, whichever is later. The effective date of a teacher’s change from one plan to another plan shall be no later than two (2) weeks after the date of receipt of the required premium and teacher’s enrollment form to the personnel office. It is understood any coverage is subject to the provisions of the insurance contract, and that the contract in the event of conflict with this agreement shall control.
- E. The teacher must elect to participate in a benefit plan by executing the proper forms at the time of initial employment. The teacher shall have thirty (30) days from initial employment to enroll in the benefit plans. Enrollment forms will be available on the BCSC webpage. If a teacher chooses not to enroll in a particular plan, or drops coverage for any reason (including, but not limited to, leaves of absence), the ability to apply for coverage will be available only during each annual open enrollment or a HIPAA qualifying event.
- F. A teacher must regularly work a minimum of fifty percent (50%) of a contractual work week to be eligible for participation in any benefit plans under this Article and must pay a prorated amount of premium for these benefit plans based on the percentage worked.
- G. Spouses of teachers are not eligible for health plan coverage if the spouse is eligible to participate in a health plan through his/her employer. Spouses of teachers are not eligible to participate in Bartholomew Consolidated School Corporation’s (“BCSC” or “School Corporation”) dental and vision plan if the spouse is eligible for such plan through his/her employer. A HIPAA qualifying event will allow a spouse an opportunity to enroll in the health plan. If a teacher is found to be in violation of this provision, the claims for the spouse will be the responsibility of the spouse from the time the spouse was eligible for coverage under another plan.

## **Section 2. Group Life Insurance**

- A. The Board shall offer \$55,000 of Group Term Life Insurance and \$55,000 in Accidental Death and Dismemberment coverage for eligible teachers. Such coverage will offer the same benefits as previously

existed. An age reduction schedule after the attainment of age seventy (70) will apply. All insurance will terminate upon retirement with the ability to apply for conversion. Life insurance also terminates for events such as the last day of employment.

- B. The Board shall pay one hundred percent (100%) minus two dollars (\$2.00) of the annual premium of the Group Life and Accidental Death and Dismemberment coverage.

### Section 3. Health Insurance

- A. The health insurance coverage provided hereunder shall continue during the term of this Agreement.
- B. School Corporation’s share of the total health premium will be as follows:

<b>Option #1 High-Deductible, (HSA)</b>	<b>Employer Share</b>	<b>Employee Share</b>
Employee	82.5%	17.5%
Employee + Spouse	82.5%	17.5%
Employee + Child(ren)	82.5%	17.5%
Employee + Family	82.5%	17.5%
<b>Option #2 Low-Deductible, PPO</b>		
Employee	77.4%	22.6%
Employee + Spouse	70.3%	29.7%
Employee + Child(ren)	73.2%	26.8%
Employee + Family	71.6%	28.4%

There will be multiple options eligible teachers can choose from for their health coverage. Each of these options are listed in Appendix F. A mail order prescription is for a ninety (90) day supply. The option a teacher selects is effective until the next open enrollment period. There will be available wellness plan options that will have participation requirements.

- C. A wellness option continues for teachers and spouses enrolled in the health plan. It consists of a reduction in the teacher’s premium of \$250 per year for single coverage and \$500 per year for those on a family plan with both the employee and spouse completing the wellness requirements. To be eligible for the wellness option during open enrollment for 2022 and 2023, the teacher must have completed all of the following before the open enrollment period:
  - A biometric screening (BMS)
  - A health risk assessment (HRA)
  - A dental and vision exam
  - An annual physical with a primary care physician

All of these conditions must be met for the teacher to sign up for the wellness incentive during open enrollment.

- D. In order to promote a self-insured Health Trust that is appropriately reserved, the premium-equivalent for each of the health plan options will be set based on at least one hundred percent (100%) of the expected costs up to the then current aggregate level as determined by the stop loss insurance carrier and the third-party administrator for that year. If reserves at the time teacher premium equivalents are set for the immediately following calendar year are expected to end the current year at less than thirty percent (30%), premiums will be based on one hundred percent (100%) of expected costs plus the difference between thirty percent (30%) and

where reserves are expected to be at the end of the current year, but no higher than the then current aggregate level. The Health Trust will be considered to be appropriately reserved when cash and investments for the Trust equal thirty percent (30%) of expected claims for a given year. At open enrollment each year, if expected cash and investments exceed thirty percent (30%) of the immediately following calendar year's expected costs, then up to fifty percent (50%) of these excess funds, at the Health Trust's recommendation and the School Board's approval, can be used to make a deposit of up to \$500 into the Health Savings Account (HSA) for teachers who sign up for Option #1 (HDHP) on January 1 of the upcoming plan year.

- E. Any teacher who is enrolled in Option #2 (PPO) in 2021 the 2021 plan year, changes to Option #1 (HDHP) for the 2022 or 2023 plan year, and opens a Health Savings Account (HSA) by January 31, BCSC will contribute \$400 to that HSA by the end of February of the new plan year.
- F. The Board shall allow teachers who retire before the age of sixty-five (65) years to continue to participate in the health plan as required by Indiana state law. The premium shall be paid by the retired teacher. The teacher must be fifty (50) years of age and have ten (10) years of service in the School Corporation or over fifty-five (55) years of age with at least five (5) years of service in the School Corporation. A retired teacher's eligibility to continue insurance ends when the teacher becomes eligible for Medicare coverage as prescribed by 42 U.S.C. 1395 et seq., or when the School Corporation terminates the health plan. A retired teacher who is eligible for coverage may elect to have the teacher's spouse covered (subject to Spousal Exclusion as stated in Section 1, G, of this Article) under the health plan at the time the teacher retires. If a retired teacher's spouse pays the amount the retired teacher would have been required to pay for coverage selected by the spouse, the spouse's subsequent eligibility to continue insurance under this section is not affected by the death of the retired teacher. The surviving spouse's eligibility ends on the earliest of the following:
  - o When the spouse becomes eligible for Medicare coverage as prescribed by 42 U.S.C. 1395 et seq.
  - o When the School Corporation terminates the health plan.
  - o Two (2) years after the date of the teacher's death.
  - o The date of the spouse's remarriage.

#### **Section 4. Dental Insurance**

Each teacher and his/her immediate family members may elect to be covered by a dental plan paid for by the Board at fifty percent (50%) of the family premium rate and fifty percent (50%) of the single premium rate which meets the following minimum specifications:

- A. 100% No deductibles - Preventive cleaning, oral examinations, emergency office visits, space maintainers, fluoride applications, and x-rays.
- B. 20% Coinsurance- Basic/General Services that cover the following: Extractions, Fillings, General Anesthetics, Injectables, Antibiotics, Periodontics, Oral Surgery, Endodontics, and repair of Prosthetic Devices.
- C. Maximum benefits of \$1,500 per year per person.
- D. Orthodontics - \$1,000 lifetime limit.
- E. TMJ - \$1,000 lifetime limit.
- F. Calendar year deductible shall be \$50 for single; \$100 for family; maximum benefit of \$1,500 per year per person.

#### **Section 5. Long-Term Disability Insurance**



- A. The Board shall offer long-term disability insurance for teachers with a maximum benefit of sixty-six and two-thirds percent (66 2/3%) of covered earnings throughout the disability period. The plan shall carry a Consumer Price Index with yearly escalator for those receiving disability benefits and shall not coordinate with retirement plan benefits paid due to disability.
- B. Long-term disability benefits will have a ninety (90) calendar day elimination period after the teacher becomes disabled and benefits may be payable until age seventy (70).

### **Section 6. Vision Insurance**

The Board shall offer a vision care plan for teachers. The Board will assume the entire premium cost of the plan.

### **Section 7. Supplemental Life Insurance**

The Board will make available, provided an insurance company is willing to write, group supplemental life insurance covering the teacher, teacher's spouse and/or children. The premium for this coverage shall be paid by the teacher.

### **Section 8. Short-Term Disability Benefits**

Short-term disability insurance coverage will be made available at one hundred percent (100%) of premium cost to teachers to supplement the Long-Term Disability Insurance provided by the School Corporation.

### **Section 9. Employee Assistance Plan**

An Employee Assistance Plan (EAP) is available to teachers. This plan offers one (1) to five (5) visits available to teachers and members of their households. The entire cost of this EAP will be paid by the School Corporation.

### **Section 10. Continuation of Insurance**

When offered under the terms of the applicable insurance plan(s), teachers on unpaid non-FMLA leave for one (1) month or longer shall have the option to continue participation in any benefit plan by paying one hundred percent (100%) of the premiums within thirty (30) days of the billing date.

### **Section 11. Background Checks**

The Board agrees to pay the fee for the expanded criminal history check required every five (5) years for current employees.

# ARTICLE IV ABSENCES AND LEAVES

## Section 1. Paid Absence

- A. Teachers shall be granted eighteen (18) leave days per year (fourteen (14) days for sick leave and four (4) days of personal leave for business that cannot be conducted outside the school day) to be absent from work while receiving compensation from the corporation. These days may not be used to extend Board approved leaves granted under any other clause in this contract or to extend school vacations, recesses and holidays. Any teacher requiring more than two (2) consecutive personal days or requiring a personal day before or after a vacation or on a snow make-up day shall submit a request to the Assistant Superintendent for Human Resources for prior approval. In establishing these days, the Board and the Association recognize the need for the teacher to be present with students and encourage teachers to use such days in a judicious manner. Any unused sick leave or personal leave days shall accumulate as sick days at the end of the school year. Teachers who have accumulated less than one hundred eighty (180) days will accumulate all unused sick leave days or personal leave days at the end of each school year. Teachers who have accumulated greater than one hundred eighty (180) days will continue to receive eighteen (18) leave days annually which will be utilized first for any family or personal illness or personal business, but any unused days will be purchased by the School Corporation according to Article IV, Section 2. Any teacher needing more than eighteen (18) days of absence in one (1) year may be asked to provide verification of need with the Human Resources Office.
- B. A teacher may transfer up to ten (10) days of accumulated sick leave earned from another school corporation, beginning the second year of employment in the School Corporation and in each succeeding year, until the number of accumulated sick leave days to which said teacher was entitled in the last place of employment shall be exhausted.
- C. A written account of each category of accumulated days of paid leave shall be made available in "Employee Access" for all teachers.
- D. Days held in the sick leave bank shall be considered to be paid days of absence under the definitions set above. The bank will be administered by a committee of three (3) teachers appointed by the Association and one (1) administrator appointed by the Superintendent under the following criteria and subject to the following conditions and limitations:
1. Any teacher who chooses to participate in the Sick Leave Bank must donate two (2) sick leave days to the bank. The two (2) days shall be deducted from each participating teacher's accumulated sick leave days. These two (2) donated days shall not be counted against the teacher for the purposes of the calculation in Section 2 below.
  2. The minimum number of sick leave days in the bank at the beginning of the school year shall be three hundred (300) days so long as the number remains at or above three hundred (300) days, no further contributions shall be required. In the event the number of days in the bank is less than three hundred (300) days at the beginning of a school year, then each member of the bank at such time shall contribute two (2) sick leave days from their accumulated days.
  3. Initial enrollment in the bank by new teachers shall be permitted at any time on or before September 15 of each school year, and will not extend beyond this period. A new teacher employed after the enrollment period has expired shall have two (2) weeks from the date such teacher begins work to donate days.
  4. Eligibility for use of the sick leave bank shall be subject to the following conditions and limitations:

- a. The teacher must be an active participant in the bank.
  - b. Applications shall be made in writing to the chairperson of the committee and shall be made on a form (Appendix E) provided by the Board signed by a licensed physician, certifying that the teacher is disabled. "Disabled", for sick leave bank purposes, shall mean physical inability to perform all duties assigned to the teacher. Such doctor's statement shall also include the nature of the disability, treatment being rendered, and prognosis for a return to work. Further certification may be required by the committee from time to time.
  - c. All accumulated and non-accumulated personal illness and personal business leave days of the applicant shall have been exhausted at the time of utilization of any sick leave bank day awarded by the committee.
  - d. The disability must be of a serious nature and of more than seven (7) consecutive days' duration. Whether or not such disability is of a serious nature shall be determined by the committee. Days may be used only for such disability of the member and may not be used for an illness of any relatives of a member.
  - e. The maximum number of sick leave bank days that may be granted to any teacher shall be limited to the number of days needed for the teacher to meet the elimination period under the long-term disability insurance plan. Additional sick leave bank days may be granted for participants who qualify for long-term disability benefits only after proof of application for long-term disability benefits has been made.
  - f. Teachers on leave shall not be eligible for sick leave bank days during the period of their paid leave of absence.
  - g. A full-time teacher using sick leave bank days, who is able to return to work on a half-time basis, as certified by a licensed physician, may return to work half-time and receive up to a period of fifteen (15) sick leave bank days. Wages and other wage related fringe benefits shall be paid under such circumstances, one-half (1/2) of which shall be allocated from the sick leave bank and the remaining one-half (1/2) from the salary owed by the School Corporation.
  - h. The sick leave bank committee may, in its discretion, waive any of the above conditions in subsection (4).
5. The aforementioned committee is empowered to determine the rules and procedures under which days from the bank shall be granted to individual teachers and how such days will be repaid.
  6. Repayment by a teacher for any such loans shall be made at the rate of a minimum of two (2) sick leave days per year when the teacher owes ten (10) or more days to the bank and one (1) sick leave day per year when the teacher owes less than ten (10) days to the bank. Repayment shall be made on the first day of each school year beginning the second year after the award of sick leave bank days is made to the teacher. With the exception of long-term disability or death, the balance of sick leave days allocated to a teacher's account will be used to repay days to the sick leave bank.
  7. The Human Resources Office shall notify the Association of all sick leave bank applications and note actions taken in regard to their request for additional sick leave days. The committee will report to their participants the balance of days in the sick leave bank two (2) times per year.

## **Section 2. Attendance Incentive Program**

- A. A teacher who uses no paid days of absence during the school year will receive, following the close of said school year, a stipend in the amount of three hundred dollars (\$300). Stipends to be awarded under this section shall be included in the payroll check normally scheduled following the last day of school.

In any one year, the unused days shall accumulate. The absence calculation will be applied at the end of each school year. At the start of each school year, a teacher will have their previously accumulated days, up to the maximum, and the additional eighteen (18) days for the new school year. For a teacher who begins employment after the start of the school year, the eighteen (18) day absence entitlement will be prorated for the remainder of the current school year. The maximum accumulated days of absence for the purpose of this incentive shall be one hundred eighty (180) days.

- B. Any accumulated unused sick leave days over one hundred eighty (180) will be bought by the School Corporation at the rate of forty-three dollars (\$43) per day. These amounts will be contributed on behalf of the teacher into the VEBA plan by August 1.
- C. For the purposes of this section, a teacher receiving contributions into the VEBA plan is considered vested without further service requirements. Consequently, if a teacher ceases to be employed by BCSC, the teacher is entitled to benefits in the VEBA plan as of that date.
- D. At retirement (as defined by Article V, Section 2A), a teacher shall receive eleven dollars and twelve cents (\$11.12) per day up to a maximum of one hundred eighty (180) accumulated unused sick and personal leave days. This amount shall be included in the payroll check normally scheduled following the last day of school and shall be calculated into the teacher's final average salary for purposes of INPRS.

If a teacher who is eligible to retire from BCSC according to Article V, Section 2A passes, the teacher is considered vested for the eleven dollars and twelve cents (\$11.12) per day for each day up to one hundred eighty (180) accumulated sick and personal leave days.

- E. The administrator of the VEBA plan cannot be changed without mutual agreement by the Association and the School Corporation.

## **Section 3. Leaves, General Provisions**

- A. Leaves as defined within this Article may be extended. All approval for such extensions shall be made at the sole discretion of the Board following consideration of the recommendation of the Superintendent.
- B. Upon return from any leave, a teacher shall be assigned to the same position, or if not, to at least a substantially equivalent position. A new assignment shall be based on a conference between the teacher and the Superintendent concerning the position or positions available for which he/she is qualified.
- C. Any other reason for a leave of absence not specifically set forth in this Article may be considered by the Board based on individual merits. However, this provision shall not require the Board to grant such leave with pay.

## **Section 4. Health Leave**

Medical leaves of absence may be granted to teachers for a school year or portion of a school year with appropriate medical doctor's certification and subsequent approval by the Board.

## **Section 5. Adoptive Leave**

- A. A teacher may use up to thirty (30) accumulated paid days of absence for adopting a minor child. The teacher may continue adoptive leave without pay for a period of up to one (1) school year. Upon application for the adoption, the teacher shall notify the Superintendent of the intent to take such leave and the length of leave. The Superintendent shall be given as much advance notice as possible of the date of commencement of such leave.
- B. Such leave shall not be considered as credit toward professional status or retirement.

## **Section 6. Parent Leave**

- A. When a teacher becomes the non-birthing parent of a child born, the teacher shall be granted thirty (30) days of parental leave with pay, such days being deducted from the teacher's accumulated paid days of absence. The leave shall be used within six (6) weeks (30 working days) from the birth of the child or within six (6) weeks (30 working days) of the child's discharge date from the hospital.
- B. A teacher may extend such leave, upon proper notice as required by the School Corporation, and be absent for a period of up to one (1) year without pay for purposes of infant care. The leave request shall state the period and dates of requested leave. Such leave shall not be considered as credit toward professional status or retirement.
- C. A request for parent/maternity leave of absence shall be received in the Human Resources Department at least thirty (30) days in advance of the effective date of said leave request when possible.

## **Section 7. Family and Medical Leave Act (FMLA)**

Notwithstanding any provision in this Agreement to the contrary, each of the parties reserves all rights and responsibilities provided employers and employees under the Family and Medical Leave Act (FMLA) of 1993 (the Act). Additional information pertaining to FMLA, including information on Maternity Leave, can be found in BCSC Board Policy, 3430.01.

## **Section 8. Extended Family Illness Leave**

A leave of absence without pay shall be granted for the purpose of caring for a sick member of the teacher's immediate family, as defined in Section 10 of this Article for a maximum period of one (1) year including any FMLA leave taken for that same purpose.

## **Section 9. Employment Injury Leave**

- A. Time needed for a teacher to recuperate from any personal injury arising out of and in the course of his employment shall result in no loss of salary or days of paid absence for the remainder of the current teacher's contract year, or until the teacher becomes eligible for long-term disability benefits, whichever occurs first, provided that:
  - 1. The injury results in a physical or mental limitation preventing such teacher from performing the normal duties required of said teacher.
  - 2. The teacher qualifies for, requests, and receives worker's compensation benefits and/or disability benefits through the School Corporation's insurance plan(s).
  - 3. The teacher receives an amount of money equal to such disability or worker's compensation plan benefits from the School Corporation.

- B. This section does not limit a teacher from using days of paid absence leave instead of employment injury leave.

## **Section 10. Bereavement Leave**

- A. Each teacher shall be entitled to be absent from work without loss of compensation for a period not to exceed five (5) school days in the event of the death of a teacher's father, mother, grandparent, grandchild, brother, sister, husband, wife, child, person of similar relationship established by marriage, or any person domiciled in the teacher's home; provided, however, that in the event such person's death is the teacher's spouse or child, the teacher shall have an additional three (3) school days bereavement leave beyond the five (5) days bereavement leave provided herein. Up to two (2) of these days, if unused during the above timeframe, may be utilized by the teacher for bereavement, attending any funeral or memorial services or any business connected with the death, funeral and/or estate matters within ninety (90) calendar days from the day of death. These five (5) days shall not reduce any accumulated paid days of absence nor shall said additional three (3) school days reduce any accumulated paid days of absence.
- B. If more than one (1) death should occur at the same time in the family members as defined in paragraph A, more bereavement leave may be granted.
- C. Up to two (2) bereavement leave days per year shall be granted a teacher for time needed to travel to and attend a funeral of any other relative not listed in this section or that of a close friend. It is understood that this leave may be used no more than one (1) time per school year.

## **Section 11. Professional Leave**

Teachers may upon request to the principal and subject to the subsequent approval of the Superintendent, or designee, visit other schools and/or attend meetings or conferences of an educational nature relating to the development of programs or curriculum. It is the responsibility of the building administrator or program director to find the appropriate substitute fund number for professional leave forms. Said request on a form mutually acceptable to the Board and the Association must be submitted in writing at least two (2) weeks in advance of the date or dates of such leave.

## **Section 12. Association Work Leave**

A teacher who is elected to a full-time position with the Association as a State or National Association officer, upon proper written request to the Board, shall be granted a leave of absence without pay, benefits, salary progression or progress toward professional status. Time spent on such leave shall be used in determining a teacher's retirement credit, subject to the applicable provisions of the retirement plan. Such request must be received by the Board no later than thirty (30) days prior to the requested date of commencement of such leave and shall contain a statement of the expected length of the leave. Such leave shall not extend beyond the term of this Agreement. Upon thirty (30) days' notice of his or her desire to again return to work with the School Corporation, such person shall be placed pursuant to the provisions of Section 3.

## **Section 13. Military Leave**

Any teacher who is a member of the US Armed Forces, Reserves, or National Guard unit and who shall be absent to attend a meeting or other activity of the unit during a school day or days shall be excused from said teacher's contracted obligations to the School Corporation for the period of military service, not to exceed fifteen (15) school days during any calendar year. The teacher's compensation for this period of time shall be the regular salary less military compensation. In the event that active duty call-up necessitates days beyond fifteen (15) and notwithstanding obligations imposed under USERRA, the regular salary compensation will continue up to a period of one (1) year. Applications for renewal of paid leave days beyond one (1) year typically must be received during the 10th month of active duty.

## **Section 14. Jury Duty or Witness Leave**

A teacher who is called to serve on jury duty or is subpoenaed to appear as a witness in a work-related court case shall receive his/her salary while absent, provided the teacher assigns and remits to the School Corporation any compensation received (less mileage reimbursed) for such duty. It is the teacher's responsibility to certify the amount of compensation received to the Payroll Department.

## **Section 15. Voluntary Leave**

A leave of absence for up to one (1) school year without pay and benefits may be granted solely at the discretion of the School Corporation to a teacher provided the teacher properly requests such leave in writing to the Superintendent at least sixty-five (65) calendar days prior to the requested start of leave. Such request shall include the exact dates requested for the starting and ending of the leave. Any leave granted will be conditioned on the School Corporation obtaining a replacement teacher that the School Corporation determines is properly licensed and sufficiently qualified to replace the teacher in all duties of the teacher. In the event the School Corporation fails to obtain such replacement by thirty (30) calendar days prior to the requested start of said leave, the teacher shall be required to return to his or her position and forego any such requested leave. Any unemployment compensation the School Corporation may have credited to its experience account or be required to pay to any such replacement teacher upon the return of a teacher from leave shall be reimbursed to the School Corporation by the teacher to whom such leave was granted. Such reimbursement shall occur within fifteen (15) days after distribution of each unemployment check to said teacher.

Voluntary leaves will not be granted to teachers who while on leave will receive compensation for work performed unless it is part of a professional development project, a university work study program, or in the best interests of the School Corporation.

## **Section 16. Association Leave**

- A. The Association President, or his/her designee, shall be entitled to paid time for attending formal grievance hearings without loss of compensation.
- B. The Association President, or his/her designee, shall have seven (7) days per year of paid leave for the conduct of lawful Association business. Except in cases of emergencies, forty-eight (48) hours' notice of such leave shall be provided to the teacher's principal. Substitute teacher compensation shall be shared equally by the Association and the Board. The Superintendent may, at his/her discretion, grant additional Association leave days, which will be paid for by the School Corporation.

# ARTICLE V RETIREMENT PROGRAM

## Section 1. BCSC RETIREMENT PLAN

- A. All Teachers are eligible participants in the BCSC 403(b) Plan (the “Plan”). Teachers may make contributions (called “Salary Deferrals”) directly from their paychecks into the Plan up to the maximum allowable under Federal law.
- B. If a teacher does not specifically elect to make Salary Deferrals into the Plan, BCSC will automatically withhold three percent (3%) from each paycheck and deposit such amount into the Plan in the teacher’s name as a Salary Deferral. The funds will be assigned to the target date fund matching the teacher’s expected retirement date.

If a teacher wishes to defer a greater or lesser amount (including no deferral), the teacher must complete a Salary Deferral election designating a different percentage of deferral.

- C. The Board shall match such teacher contributions on a dollar for dollar basis up to three percent (3%) of the teacher’s salary for the duration of this contract. BCSC shall deposit the employer contributions on behalf of each teacher into the 401(a) plan. Such contributions will be made within a reasonable amount of time following each payroll period.
- D. All teachers shall be able to elect to participate in or make changes in contributions to the retirement plan(s) on a monthly basis. All elections or changes shall be made pursuant to the terms and conditions of said plan(s). Requests may be submitted at any time; however, changes will be effective on the first payroll in the following month for any requests submitted by the 25th of the month.
- E. Any contributions made by the teacher and all earnings derived therefrom are one hundred (100%) vested. Any contributions made by the School Corporation on behalf of the teacher and all earnings derived therefrom become vested after a five (5) year service period following the date contributions began. Should the teacher leave the School Corporation prior to the five (5) year vesting period, then all contributions made by the School Corporation on behalf of that teacher and all earnings derived therefrom are forfeited. To the extent allowed by IRS regulations, any funds forfeited by a teacher as a result of the teacher separating from employment will be placed in the plan’s forfeiture suspense account, used to pay for the plan’s administrative expenses, and/or used to offset future contributions.

## Section 2. BCSC Retirement Insurance Options

- A. For purposes of this article, a teacher who retires and wishes to participate in the health plan must meet one of the following criteria:
  - 1. At least 55 years of age and having satisfied the rule of 85 (INPRS qualification).
  - 2. At least 60 years of age with at least 15 years of experience (INPRS qualification).
  - 3. At least 50 years of age with 10 years of BCSC experience.



4. At least 55 years of age with 5 years of BCSC experience.
- B. The retiring teacher shall be provided the option to apply for, in accordance with the insurance contracts and Section 3 below, any or all of the following group insurance coverages:

Health: Single, Retiring Teacher and Spouse, Retiring Teacher and Children or Family Plan

Dental: Single or Family Plan

Vision: Single or Family Plan

Term Life Insurance: \$55,000 on the retired teacher's life only

### **Section 3. Insurance Benefit Provisions**

- A. The premium cost under the benefit plans to the retired teacher shall be the entire amount of the cost of the premium of active full-time teachers.
- B. The retired teacher must remain enrolled in those benefit plans for the full year of enrollment.
- C. In the event a retiring teacher does not enroll in a particular benefit plan and is not a participant in that plan at the time of retirement, the teacher will not be entitled to later participate in that plan.

### **Section 4. Retiring Year Procedure**

- A. If allowed under the insurance contract, the retiring teacher can apply to continue to participate in the benefit plans following retirement. Participation in some benefit plans ceases as of the last day of work or end of month.
- B. Each retiring teacher will be supplied the premium costs for continued participation in each plan.
- C. The retiring teacher must timely apply and elect to continue participation in the plan.

### **Section 5. Enrollment and Re-enrollment February/March Cycle**

Continued enrollment, withdrawal, or decisions to modify coverages or method of premium payment must be made by February 15 and will subsequently take effect March 1 and remain in force until each subsequent February 28, or until the month the retiree ceases to remain eligible.

# ARTICLE VI GRIEVANCE PROCEDURE

## Section 1. Purpose

It is the objective of the Board and the Association to have all grievances resolved informally or at the earliest possible stage of this grievance procedure.

## Section 2. Definition

- A. A “grievance” is a claim, submitted by a grievant, that there has been a violation or misinterpretation of a specific article or section of this Agreement.
- B. A “grievant” may be a teacher or group of teachers or the Association.
- C. A “day” when used in this Article shall refer to teacher days as that term is used in the school calendar. During the summer recess, however, the term shall mean weekdays (Monday through Friday).

## Section 3. Informal Procedure

Before submitting a written grievance, the grievant shall attempt to resolve the grievance informally by contacting the building principal or his/her designee concerned within twenty (20) days of the time that the grievant knew, or reasonably should have known, of the grievance. The building principal or his/her designee shall respond to the grievant within five (5) days of notification of the problem. The grievant and the person so contacted shall discuss such grievance at a mutually acceptable time and place. The grievant may choose to have an Association representative, the Association building representative or another teacher in the building present at the informal grievance step. If an Association representative other than the building representative is present at such informal grievance step, then the building principal or his designee may also have an administrative representative in attendance.

## Section 4. Formal Procedure

### Step One - Building Principal or Designee

- A. If resolution is not achieved through discussion with the building principal or his/her designee, a formal written grievance may be presented. The grievance, on the form attached as Appendix D, shall state the specific provision of the Agreement violated and the relief requested. The grievance shall be dated and signed by the grievant. Such written grievance must be received by the building principal or his/her designee within five (5) days of the informal grievance discussion.
- B. The building principal or his/her designee may request a meeting with the grievant in an effort to resolve the grievance. If such meeting is requested, the building principal or his/her designee shall arrange such meeting within five (5) days, unless an extension of such limit is mutually agreed to by the grievant and the building principal or his/her designee. If no meeting is requested, the building principal or his/her designee shall submit his/her response in writing to the grievant within five (5) days after receipt of the grievance. If a meeting has been requested, the building principal or his/her designee shall submit his/her response in writing to the grievant within five (5) days following the grievance meeting date.

## **Step Two - Superintendent**

- A. If resolution is not achieved through the written response in Step One, the grievant may submit the grievance to the Superintendent or his/her designee. The grievance must be received by the Superintendent or his/her designee within five (5) days of the grievant's receipt of the written response in Step One.
- B. The Superintendent or his/her designee may request a meeting with the grievant in an effort to resolve the grievance. Such request for a meeting shall be submitted in writing at the time the grievance is submitted to the Superintendent. If such a meeting is requested, the Superintendent or his/her designee shall arrange such meeting within five (5) days, unless an extension of such time limit is mutually agreed to by the grievant and the Superintendent or his/her designee.

If no meeting is requested, the Superintendent or his/her designee shall submit his/her response in writing to the grievant within five (5) days after receipt of the grievance.

If a meeting has been requested, the Superintendent shall submit his/her response in writing to the grievant within five (5) days following the grievance meeting date.

## **Section 5. Provisions Relating to the Grievance Procedure**

- A. A grievance must be processed within the time limits set forth in the foregoing provisions.
- B. If the grievance is filed by the Association as grievant, and if such grievance is limited to one school, the grievance shall be submitted to the building principal involved. Otherwise, such grievance shall be submitted to the Superintendent in Step Two.
- C. Where the grievance is one properly submitted to the Superintendent in Step Two, it shall be received by the Superintendent within fifteen (15) days, as they are defined in Section 2, paragraph C, of the time that any officer or official of the Association knew, or reasonably should have known of the grievance and shall thereafter be subject to all other provisions of this Article with respect to grievances as defined in Section 2, A.
- D. A grievant may, upon request, be accompanied by a representative of the Association at all steps in Section 4 of the Formal Procedure.
- E. All documents, communications, and records dealing with grievances shall be filed separately from the personnel files of the participants and shall not be used for evaluations.
- F. Time limits herein may be extended only by mutual agreement, signed by both Parties.

## **ARTICLE VII SEPARABILITY**

### **Section 1.**

Should any provision of this Agreement at any time during its term be found in conflict with federal or state law, or rule or regulation thereunder, then such provision shall continue in effect only to the fullest extent permissible under the applicable law. If at any time thereafter such provision is no longer in conflict with the law, then such provision of the Agreement as originally embodied herein shall be restored in full force and effect, as if it had never been in controversy or violation.

### **Section 2.**

It is further understood and agreed that the provisions of this Agreement are deemed to be separable to the extent that if and when a court or government agency of competent jurisdiction adjudges any provision of this Agreement to be in conflict with any law, or rule or regulation thereunder, such decision shall not affect the validity of the remaining provisions of this Agreement, and the remaining provisions shall continue in full force and effect.

## ARTICLE VIII TERM OF AGREEMENT

This Agreement shall be effective as of July 1, 2021 and shall continue in full force and effect until June 30, 2023.

The undersigned attest to the following:

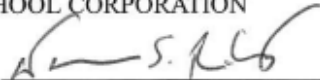
1. A public hearing was held in compliance with Indiana Code 20-29-6-1(b) on September 28, 2021, and electronic participation from the governing body and/or public was not permitted; and
2. A public meeting was held in compliance with Indiana Code 20-29-6-19 on October 19, 2021, to discuss the tentative agreement and electronic participation from the governing body and the public was permitted.

The parties mutually agree that the terms set forth in the Agreement represent full and complete understanding and commitment between the parties hereto and may be altered, changed, added to, deleted from, or modified only by the voluntary mutual consent of the parties expressed in a written amendment hereto. Both parties agree to reopen the contract upon mutual consent and/or a recommendation of the Health Trust.

THIS AGREEMENT is made and entered into at Columbus, Indiana on this day, by and between the Board of School Trustees of the Bartholomew Consolidated School Corporation, County of Bartholomew, State of Indiana, heretofore called the "Board", and the Columbus Educators Association, affiliated with the Indiana State Teachers Association and the National Education Association, heretofore called the "Association".

THIS AGREEMENT is so attested by the parties whose signatures appear below:

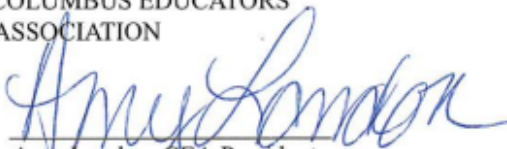
BOARD OF SCHOOL TRUSTEES  
OF THE BARTHOLOMEW CONSOLIDATED  
SCHOOL CORPORATION

By   
James S. Roberts, Superintendent

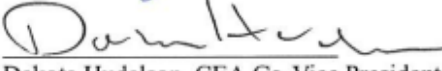
By   
Jill Shedd, Board President

By   
Julie Bilz, Board Vice President

COLUMBUS EDUCATORS  
ASSOCIATION

By   
Amy London, CEA President

By   
Mandy Keele, CEA Co-Vice President

By   
Dakota Hudelson, CEA Co-Vice President

**APPENDIX A**  
**SALARY INFORMATION**  
**BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION**

- A. The annual salary range for returning full-time teachers prior to implementation of this bargaining agreement is \$39,065 to \$80,077, not including current year increases or TRF contribution. Upon implementation of this bargaining agreement, the salary range for full-time teachers is \$42,000 to \$80,400 for 2021-2022 and \$44,600 to \$83,600 for 2022-2023.
- B. 2021-2022 Base Salary Increases
1. General Eligibility
    - a. A teacher who received an evaluation rating of “Ineffective” or “Improvement Necessary” in the prior school year (with the exception of those exempted by Indiana Code) is not eligible for any salary increase and remains at their prior year salary.
  2. Factors and definitions
    - a. Evaluation rating – The teacher received a “Highly Effective” or “Effective” evaluation rating for the prior year.
    - b. The teacher was employed as a certified teacher in the corporation for at least one hundred twenty (120) days in the prior year.
  3. Distribution – Advancing on the Salary Schedule (See Salary Schedule 2021-2022)
    - a. A teacher with a salary less than or equal to the 2020-21 base salary schedule maximum (\$77,465) who satisfies the evaluation rating and completes a year of service teaching in the corporation will receive a salary increase of \$2,935.
    - b. A teacher with a salary greater than the 2020-21 base salary schedule maximum (\$77,465) who satisfies the evaluation rating and completes a year of service teaching in the corporation will receive a salary increase equal to the difference between their 2020-2021 salary and the 2021-22 salary schedule maximum (\$80,400).
- C. 2022-2023 Base Salary Increases
1. General Eligibility
    - a. A teacher who received an evaluation rating of “Ineffective” or “Improvement Necessary” in the prior school year (with the exception of those exempted by Indiana Code) is not eligible for any salary increase and remains at their prior year salary.
  2. Factors and definitions
    - a. Evaluation rating – The teacher received a “Highly Effective” or “Effective” evaluation rating for the prior year.
    - b. The teacher was employed as a certified teacher in the corporation for at least one hundred twenty (120) days in the prior year.
  3. Distribution – Advancing on the Salary Schedule (See Salary Schedule 2022-2023)
    - a. The increase between each row on the 2022-2023 salary schedule increases from \$1,200 (2021-2022) to \$1,500 (2022-2023). This adjustment means that not all teachers will receive the same salary increase in 2022-2023.
    - b. A teacher who satisfies the evaluation rating and completes a year of service teaching in the corporation will advance a row on the salary schedule. If that row is not at least \$2,600 greater than the teachers’ current salary, they will advance to the next row.
- D. Redistribution – Any funds otherwise allocated for teachers who were rated “Ineffective” or “Improvement Necessary” will be equally redistributed to all teachers rated “Effective” or “Highly

Effective". The redistribution will be in the form of a stipend that will be paid at the end of the school year.

Salary Schedule

2021-2022

\$42,000	\$62,400
\$43,200	\$63,600
\$44,400	\$64,800
\$45,600	\$66,000
\$46,800	\$67,200
\$48,000	\$68,400
\$49,200	\$69,600
\$50,400	\$70,800
\$51,600	\$72,000
\$52,800	\$73,200
\$54,000	\$74,400
\$55,200	\$75,600
\$56,400	\$76,800
\$57,600	\$78,000
\$58,800	\$79,200
\$60,000	\$80,400
\$61,200	

Note: Teachers who earned an evaluation rating of “Ineffective” or “Improvement Necessary” are not eligible for salary increases unless they are in their first two (2) years of instructing students.



Salary Schedule

2022-2023

\$44,600	\$65,600
\$46,100	\$67,100
\$47,600	\$68,600
\$49,100	\$70,100
\$50,600	\$71,600
\$52,100	\$73,100
\$53,600	\$74,600
\$55,100	\$76,100
\$56,600	\$77,600
\$58,100	\$79,100
\$59,600	\$80,600
\$61,100	\$82,100
\$62,600	\$83,600
\$64,100	

Note: Teachers who earned an evaluation rating of “Ineffective” or “Improvement Necessary” are not eligible for salary increases unless they are in their first two (2) years of instructing students.

**APPENDIX A-1**  
**SALARY SCHEDULE FOR NEWLY HIRED TEACHERS**  
**BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION**

All teachers hired will be placed at a salary within the overall teacher salary range established in Appendix A.

-The Superintendent and/or the Superintendent’s designee shall reserve the right to place a newly hired teacher on the salary table within two steps (above or below) of the step commensurate with employees of the same level of experience.

- If the Superintendent and/or the Superintendent’s designee determines that a salary outside the above referenced parameter is appropriate, the representative will consult with the Association president and/or designee prior to making an offer outside the commensurate experience level, within the bargained salary range.

**New Hire Placement Guidelines**

<b>Experience</b>	<b>2021-22</b>	<b>2022-23</b>
<b>0-1</b>	\$ 42,000	\$ 44,600
<b>2-3</b>	\$ 43,200	\$ 46,100
<b>4-5</b>	\$ 45,600	\$ 49,100
<b>6-7</b>	\$ 46,800	\$ 50,600
<b>8-9</b>	\$ 48,000	\$ 52,100
<b>10-11</b>	\$ 49,200	\$ 53,600
<b>12-13</b>	\$ 50,400	\$ 55,100
<b>14-15</b>	\$ 51,600	\$ 56,600
<b>16-17</b>	\$ 52,800	\$ 58,100
<b>18-19</b>	\$ 54,000	\$ 59,600
<b>20+</b>	\$ 55,200	\$ 61,100
<b>20+</b>	\$ 56,400	\$ 62,600
<b>20+</b>	\$ 57,600	\$ 64,100

**APPENDIX A-2**  
**OPERATING REFERENDUM PAYMENTS**  
**BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION**

A. Funds Available:

Compensation in this section is based on revenues collected from the Operating Referendum Tax Levy. The maximum amount dedicated to teacher referendum payments is \$5.3M for each of the eight (8) calendar years that the Operating Referendum Tax Levy is collected, starting in 2021. If less than \$5.3M is spent on referendum payments and related benefits (FICA, TRF, and 401(a) match), in any given calendar year, those funds are retained and will be used to fund teacher referendum payments in future years.

B. Factors and Definitions

1. Evaluation Rating – The teacher received a “Highly Effective” or “Effective” evaluation rating for the prior year, unless that teacher is in the first two (2) full school years of instructing students.
2. Years of Experience - The number of years the teacher completed at least one hundred twenty (120) days of teaching in Bartholomew Consolidated School Corporation will generate one (1) point. The number of years the teacher completed at least one hundred twenty (120) days of teaching in a district other than Bartholomew Consolidated School Corporation will generate one-third ( $\frac{1}{3}$ ) point.

C. Distribution

1. Tier 1: \$2,500 payment  
Evaluation rating of 3 or 4  
Years of experience points = 5-9.99
2. Tier 2: \$5,000 payment  
Evaluation rating of 3 or 4  
Years of experience points = 10-14.99
3. Tier 3: \$7,500 payment  
Evaluation rating of 3 or 4  
Years of experience points = 15+

D. Maximum Salary

1. 2021-2022 Maximum total base contract (Appendix A) plus operating referendum payment:  
\$87,935  
2022-2023 Maximum total base contract (Appendix A) plus operating referendum payment:  
\$90,000
2. If the total of the base contract and operating referendum payment exceed the maximum salary, the amount of the operating referendum payment will be reduced to the amount necessary to achieve the maximum salary.

**APPENDIX B  
COMPENSATION FOR NON-ATHLETIC EXTRACURRICULAR  
AND EXTENDED CONTRACTS**

Added days and the number of positions in the Corporation were not bargained and are included in this document for informational purposes.

Sources of funding for positions outside the Education Fund:

1. Special Education cooperative positions (autism coordinator, low incidence coordinator): shared funding with area corporations
2. HS auditorium director: auditorium rental fees, except in cases of auditorium use by BCSC
3. HS/MS bus duty: Operations Fund
4. HS prom advisor fund: prom ticket sales

	<b># in Corp.</b>	<b>Added Days</b>		<b>2021-22 Stipend</b>
HS Band Director	2	0		\$5,635
HS Choral Director	2	0		
Corp. Psychologist	4	15		\$3,901
C4 Team Leader	1	15		
HS Guidance Director	2	25		
HS Special Education Coordinator	2	8		
HS Dean	6	5		
HS Asst. Band Director	2	0		
Elem. Pupil Services Coordinator	1	0		
HS Yearbook Advisor	2	0		
HS Library/Media Specialist	2	10		\$3,032
HS Newspaper Advisor	2	0		
HS Budget Supply Coordinator FTE of 7.0 or more		3		\$2,600
MS Budget Supply Coordinator FTE of 7.0 or more		3		
Corp. Television Consultant	1	10		
HS Counselor	7	8		
HS Speech Coach	2	0		
HS Pep Stepper Director - CNHS	1	0		
HS Color Guard Director - CEHS	1	0		
MS Dean	2	5		
MS Counselor	4	5		
MS Special Education Coordinator	2	0		
MS Library/Media Specialist	2	5		
MS Band Director	2	0		
Elem. Library/Media Specialist	1	5		

	# in Corp.	Added Days		2021-22 Stipend		
HS Musical Director/Producer	2	0		\$2,168		
HS Musical Orchestra Director	2	0				
HS Musical Vocal Director	2	0				
HS Testing Coordinator - CEHS	1	0				
HS Student Council Advisor	2	0				
HS Senior Project Coordinator	2	0				
MS Choral Director	2	0				
MS Theater	1	0				
Elem. Counselor	11	0				
HS Budget Supply Coordinator FTE of 4.0 - 6.99		3		\$1,733		
MS Budget Supply Coordinator FTE of 4.0 - 6.99		3				
C4 Youth Leadership - BPA	1	0				
C4 Youth Leadership - DECA	2	0				
C4 Youth Leadership - FFA	1	5				
C4 Youth Leadership - HOSA	2	0				
C4 Youth Leadership - Skills USA	2	0				
C4 Youth Leadership FCLA	2	0				
C4 Youth Leadership - Technology Event Coordinator	1	0				
HS Drama Director/Non-Musical	2	0				
HS Publications Bureau Director	1	0				
HS Student Activities Advisor - CEHS	1	0				
HS Lead Academic Coach	2	0				
HS Asst. Academic Coach	8	0				
MS Lead Academic Coach	2	0				
MS Asst. Academic Coach	2	0				
HS Prom Fund Advisor	2	0				\$1,365
HS Orchestra/Strings Director	2	0				\$1,296
MS Orchestra/Strings Director	2	0				
MS Drama Director	2	0				
MS Newspaper Advisor	2	0				
MS Yearbook Advisor	2	0				
Elem. Academic Coach	11	0				
PBIS Committee Lead ≥700	7	0				

	# in Corp.	Added Days		2021-22 Stipend
HS Budget Supply Coordinator FTE of 1.0 - 3.99		3		\$867
MS Budget Supply Coordinator FTE of 1.0 - 3.99		3		
HS Business - CEHS	1	0		
HS Family Consumer Science	2	0		
HS Music	2	0		
MS Department Team Leader				
MS Art	2	0		
MS Family Consumer Science	2	0		
MS Foreign Language	2	0		
MS Health/PE	2	0		
MS Industrial Tech	2	0		
MS Music	2	0		
PBIS Committee Lead ≤700	13	0		
Added Days Only:				
Corp. Autism Coordinator	1	20		
Corp. Low Incidence Coordinator	1	10		
Corp. Student Assistance Director	1	15		
C4 School to Work Coordinator				
C4 Building Trades	2	5		
C4 Business/Office Education	1	3		
C4 Child Care	2	2		
C4 Health Occupations	2	2		
C4 ICT/ICE	2	3		
Hourly Rate Only:				
HS Auditorium Director	2	0		\$70.95

	<b># in Corp.</b>	<b>Added Days</b>		<b>2022-23 Stipend</b>
HS Band Director	2	0		\$5,973
HS Choral Director	2	0		
Corp. Psychologist	4	15		\$4,135
C4 Team Leader	1	15		
HS Guidance Director	2	25		
HS Special Education Coordinator	2	8		
HS Dean	6	5		
HS Asst. Band Director	2	0		
Elem. Pupil Services Coordinator	1	0		
HS Yearbook Advisor	2	0		
HS Library/Media Specialist	2	10		\$3,214
HS Newspaper Advisor	2	0		
HS Budget Supply Coordinator FTE of 7.0 or more		3		\$2,756
MS Budget Supply Coordinator FTE of 7.0 or more		3		
Corp. Television Consultant	1	10		
HS Counselor	7	8		
HS Speech Coach	2	0		
HS Pep Stepper Director - CNHS	1	0		
HS Color Guard Director - CEHS	1	0		
MS Dean	2	5		
MS Counselor	4	5		
MS Special Education Coordinator	2	0		
MS Library/Media Specialist	2	5		
MS Band Director	2	0		
Elem. Library/Media Specialist	1	5		

	<b># in Corp.</b>	<b>Added Days</b>		<b>2022-23 Stipend</b>
HS Musical Director/Producer	2	0		\$2,298
HS Musical Orchestra Director	2	0		
HS Musical Vocal Director	2	0		
HS Testing Coordinator - CEHS	1	0		
HS Student Council Advisor	2	0		
HS Senior Project Coordinator	2	0		
MS Choral Director	2	0		
MS Theater	1	0		

Elem. Counselor	11	0		
HS Budget Supply Coordinator FTE of 4.0 - 6.99		3		\$1,837
MS Budget Supply Coordinator FTE of 4.0 - 6.99		3		
C4 Youth Leadership - BPA	1	0		
C4 Youth Leadership - DECA	2	0		
C4 Youth Leadership - FFA	1	5		
C4 Youth Leadership - HOSA	2	0		
C4 Youth Leadership - Skills USA	2	0		
C4 Youth Leadership FCLA	2	0		
C4 Youth Leadership - Technology Event Coordinator	1	0		
HS Drama Director/Non-Musical	2	0		
HS Publications Bureau Director	1	0		
HS Student Activities Advisor - CEHS	1	0		
HS Lead Academic Coach	2	0		
HS Asst. Academic Coach	8	0		
MS Lead Academic Coach	2	0		
MS Asst. Academic Coach	2	0		
HS Prom Fund Advisor	2	0		\$1,447
HS Orchestra/Strings Director	2	0		\$1,374
MS Orchestra/Strings Director	2	0		
MS Drama Director	2	0		
MS Newspaper Advisor	2	0		
MS Yearbook Advisor	2	0		
Elem. Academic Coach	11	0		
PBIS Committee Lead >700	7	0		

	# in Corp.	Added Days		2022-23 Stipend
HS Budget Supply Coordinator FTE of 1.0 - 3.99		3		\$919
MS Budget Supply Coordinator FTE of 1.0 - 3.99		3		
HS Business - CEHS	1	0		
HS Family Consumer Science	2	0		
HS Music	2	0		
MS Department Team Leader				



MS Art	2	0		
MS Family Consumer Science	2	0		
MS Foreign Language	2	0		
MS Health/PE	2	0		
MS Industrial Tech	2	0		
MS Music	2	0		
PBIS Committee Lead ≤700	13	0		
Added Days Only:				
Corp. Autism Coordinator	1	20		
Corp. Low Incidence Coordinator	1	10		
Corp. Student Assistance Director	1	15		
C4 School to Work Coordinator				
C4 Building Trades	2	5		
C4 Business/Office Education	1	3		
C4 Child Care	2	2		
C4 Health Occupations	2	2		
C4 ICT/ICE	2	3		
Hourly Rate Only:				
HS Auditorium Director	2	0		\$75.21

**APPENDIX C**  
**COMPENSATION for ATHLETIC ASSIGNMENTS**

Added days and the number of positions in the Corporation were not bargained and are included in this document for informational purposes.

A head varsity coach and his/her assistant varsity coaches and basketball and football cheerleaders' sponsors whose team progresses past the sectional tournament level into regional, semi-final and state tournament levels in a sport that may or may not be sanctioned by the Indiana High School Athletic Association (IHSAA) will be paid an additional stipend for each full week worked beyond the sectional tournament level (including each sectional week beyond the first sectional week in football). Such stipend should be calculated by dividing the length of the season, including practice weeks during which a game or games are held, into the regular athletic salary as provided above. For purposes of this computation only, the commencement of the length of the season shall be fourteen (14) calendar days prior to the first official game or meet. For trainers of boys football and boys basketball who are assigned to work during the weeks set forth in this paragraph, an extra stipend will be paid and calculated in the manner set forth in this paragraph for coaches.

Credit of experience on this schedule is determined in the following manner:

1. In Corporation Experience: Experience gained in a specific sport or assignment at either middle school or high school shall be granted for the same sport or assignment within our corporation at other levels.

2. Out of Corporation Experience: Previous experience out of the corporation must be verified in writing prior to placement in a coaching assignment subject to review and approval of the Superintendent.

# in Corp		2021-2022		
Years of Experience		0-2	3-5	6+
<b>Group I</b>				
HS Football	2	\$9,711	\$10,343	\$10,960
HS Boys' Basketball	2			
HS Girls' Basketball	2			
HS Asst. AD	2			
MS Athletic Director	2			
<b>Group II</b>				
HS Asst. Football	1	\$4,524	\$5,350	\$6,173
HS Asst. Football	2			
HS Asst. Boys' Basketball	6			
HS Asst. Girls' Basketball	6			
HS Baseball	2			
HS Softball	2			
HS Boys' Soccer	2			
HS Girls' Soccer	2			

HS Boys' Swimming	2						
HS Girls' Swimming	2						
HS Boys' Track	2						
HS Girls' Track	2						
HS Girls' Gymnastics	2						
HS Weight Training	2						
HS Boys' Wrestling	2						
HS Girls' Volleyball	2						
<b>Group III</b>							
HS Boys' Cross Country	2						
HS Girls' Cross Country	2						
HS Boys' Golf	2	\$4,525	\$4,937	\$5,350			
HS Girls' Golf	2						
HS Boys' Tennis	2						
HS Girls' Tennis	2						
<b>Group IV</b>							
Boys' Football 7	2				\$2,554	\$2,883	\$3,306
Boys' Football 8	2						
Boys' Basketball 7	2						
Boys' Basketball 8	2						
Girls' Basketball 7	2						
Girls' Basketball 8	2						

# in Corp		2021-2022		
Years of Experience		0-2	3-5	6+
<b>Group V</b>				
MS Boys' Cross Country 7-8	2	\$2,253	\$2,584	\$2,987
MS Girls' Cross Country 7-8	2			
Asst. Football 7	2			
Asst. Football 8	2			
Asst. Boys' Basketball 7	2			
Asst. Boys' Basketball 8	2			
Asst. Girls' Basketball 7	2			
Asst. Girls' Basketball 8	2			
Boys' Track 7	2			
Boys' Track 8	2			
Girls' Track 7	2			
Girls' Track 8	2			
Girls' Volleyball 7	2			

Girls' Volleyball 8	2			
MS Wrestling	2			
MS Golf	2			
MS Boys' Tennis 7-8	2			
MS Girls' Tennis 7-8	2			
HS Asst. Baseball	6			
HS Asst. Softball	6			
HS Asst. Girls' Gymnastics	2			
HS Asst. Boys' Soccer	4			
HS Asst. Girls' Soccer	4			
HS Asst. Boys' Swimming	2			
HS Asst. Girls' Swimming	2			
HS Asst. Diving Coach	2			
HS Asst. Boys' Track	6			
HS Asst. Girls' Track	6			
HS Asst. Girls' Volleyball	6			
HS Asst. Boys' Wrestling	2			
HS Asst. Boys' Tennis	2			
HS Asst. Girls' Tennis	2			
HS Asst. Boys' Cross-Country	2			
HS Asst. Girls' Cross-Country	2			
HS Asst. Boys' Golf	2			
HS Asst. Girls' Golf	2			

# in Corp		2021-2022		
Years of Experience		0-2	3-5	6+
<b>Group VI</b>				
MS Asst. Cross Country Boys' 7-8	2			
MS Asst. Cross Country Girls' 7-8	2			
MS Asst. Boys' Track 7	2			
MS Asst. Boys' Track 8	2			
MS Asst. Girls' Track 7	2			
MS Asst. Girls' Track 8	2	\$701	\$852	\$991
MS Asst. Wrestling	2			
MS Asst. Girls' Volleyball 7	2			
MS Asst. Girls' Volleyball 8	2			
MS Pom - Pom Sponsor	2			

Cheerleader Sponsor 7	2			
Cheerleader Sponsor 8	2			
Elem. Boys' Basketball	11			
Elem. Girls' Basketball	11			
Elem. Cheer Coach	11			
Elem. Athletic Director	11			
<b>Group VII</b>				
Elem. Basketball Coordinator	2		\$1,416	
HS Asst. Cheerleader	2		\$1,697	
HS Unified Track	2		\$1,697	
MS Boys' Intramural 7-8	2		\$1,074	
MS Girls' Intramural 7-8	2		\$1,074	
MS Concessions Manager	2		\$1,256	
HS Cheerleader Sponsor	2		\$2,987	

# in Corp		2022-2023		
Years of Experience		0-2	3-5	6+
<b>Group I</b>				
HS Football	2	\$10,294	\$10,964	\$11,618
HS Boys' Basketball	2			
HS Girls' Basketball	2			
HS Asst. AD	2			
MS Athletic Director	2			
<b>Group II</b>				
HS Asst. Football	1	\$4,795	\$5,671	\$6,543
	2			
HS Asst. Boys' Basketball	6			
HS Asst. Girls' Basketball	6			
HS Baseball	2			
HS Softball	2			
HS Boys' Soccer	2			
HS Girls' Soccer	2			
HS Boys' Swimming	2			
HS Girls' Swimming	2			
HS Boys' Track	2			
HS Girls' Track	2			
HS Girls' Gymnastics	2			
HS Weight Training	2			
HS Boys' Wrestling	2			
HS Girls' Volleyball	2			
<b>Group III</b>				
HS Boys' Cross Country	2	\$4,797	\$5,233	\$5,671
HS Girls' Cross Country	2			
HS Boys' Golf	2			
HS Girls' Golf	2			
HS Boys' Tennis	2			
HS Girls' Tennis	2			
<b>Group IV</b>				
Boys' Football 7	2	\$2,707	\$3,056	\$3,504
Boys' Football 8	2			
Boys' Basketball 7	2			
Boys' Basketball 8	2			
Girls' Basketball 7	2			
Girls' Basketball 8	2			

# in Corp		2022-2023		
Years of Experience		0-2	3-5	6+
<b>Group V</b>				
MS Boys' Cross Country 7-8	2	\$2,388	\$2,739	\$3,166
MS Girls' Cross Country 7-8	2			
Asst. Football 7	2			
Asst. Football 8	2			
Asst. Boys' Basketball 7	2			
Asst. Boys' Basketball 8	2			
Asst. Girls' Basketball 7	2			
Asst. Girls' Basketball 8	2			
Boys' Track 7	2			
Boys' Track 8	2			
Girls' Track 7	2			
Girls' Track 8	2			
Girls' Volleyball 7	2			
Girls' Volleyball 8	2			
MS Wrestling	2			
MS Golf	2			
MS Boys' Tennis 7-8	2			
MS Girls' Tennis 7-8	2			
HS Asst. Baseball	6			
HS Asst. Softball	6			
HS Asst. Girls' Gymnastics	2			
HS Asst. Boys' Soccer	4			
HS Asst. Girls' Soccer	4			
HS Asst. Boys' Swimming	2			
HS Asst. Girls' Swimming	2			
HS Asst. Diving Coach	2			
HS Asst. Boys' Track	6			
HS Asst. Girls' Track	6			
HS Asst. Girls' Volleyball	6			
HS Asst. Boys' Wrestling	2			
HS Asst. Boys' Tennis	2			
HS Asst. Girls' Tennis	2			
HS Asst. Boys' Cross-Country	2			
HS Asst. Girls' Cross-Country	2			
HS Asst. Boys' Golf	2			
HS Asst. Girls' Golf	2			

# in Corp		2022-2023		
Years of Experience		0-2	3-5	6+
<b>Group VI</b>				
MS Asst. Cross Country Boys' 7-8	2	\$743	\$903	\$1,050
MS Asst. Cross Country Girls' 7-8	2			
MS Asst. Boys' Track 7	2			
MS Asst. Boys' Track 8	2			
MS Asst. Girls' Track 7	2			
MS Asst. Girls' Track 8	2			
MS Asst. Wrestling	2			
MS Asst. Girls' Volleyball 7	2			
MS Asst. Girls' Volleyball 8	2			
MS Pom - Pom Sponsor	2			
Cheerleader Sponsor 7	2			
Cheerleader Sponsor 8	2			
Elem. Boys' Basketball	11			
Elem. Girls' Basketball	11			
Elem. Cheer Coach	11			
Elem. Athletic Director	11			
<b>Group VII</b>				
Elem. Basketball Coordinator	2		\$1,501	
HS Asst. Cheerleader	2		\$1,799	
HS Unified Track	2		\$1,799	
MS Boys' Intramural 7-8	2		\$1,138	
MS Girls' Intramural 7-8	2		\$1,138	
MS Concessions Manager	2		\$1,331	
HS Cheerleader Sponsor	2		\$3,166	



**APPENDIX D  
GRIEVANCE REPORT FORM**

(Must be filed within five (5) days after the Informal Grievance Discussion)

Grievance # \_\_\_\_\_

Name of Grievant \_\_\_\_\_ Date \_\_\_\_\_

Building Assignment \_\_\_\_\_ Position \_\_\_\_\_

Date on Which Cause of Grievance Occurred \_\_\_\_\_

Specific article(s) of the contract which the grievant claims to be in violation  
\_\_\_\_\_  
\_\_\_\_\_

Statement of Grievance  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Relief Requested  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I \_\_\_\_ DO \_\_\_\_ DO NOT request a meeting to discuss the grievance.

\_\_\_\_\_  
Building

\_\_\_\_\_  
Signature of Grievant

**STEP 1 BUILDING PRINCIPAL/MANAGER**

Meeting Date \_\_\_\_\_

Names of Persons in Attendance  
\_\_\_\_\_  
\_\_\_\_\_

Decision

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\_\_\_\_\_

Date of Decision

\_\_\_\_\_

Signature of Principal/Manager

(Must be decided within five (5) days of receipt of grievance or meeting date)

## STEP 2

Name of Grievant \_\_\_\_\_ Grievance # \_\_\_\_\_

Initial Filing Date \_\_\_\_\_

(Must be filed within five (5) days of receipt of Step 1 response; within fifteen (15) days if grievance filed by the Association as Grievant.)

Specify those issues which you maintain have not been resolved to your satisfaction at the previous level, and your reasons for same:

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I \_\_\_ DO \_\_\_ DO NOT request a meeting to discuss the grievance.

\_\_\_\_\_

Date

\_\_\_\_\_

Grievant's Signature

## DISPOSITION

Date Received \_\_\_\_\_ Meeting Date \_\_\_\_\_

Names of Persons in Attendance

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Decision

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Date of Decision

Signature of Principal/Manager

**APPENDIX E**  
**APPLICATION FOR SICK LEAVE BANK USAGE**

Name \_\_\_\_\_ School \_\_\_\_\_

Date of Request \_\_\_\_\_

Date when first sick leave usage occurred for this disability \_\_\_\_\_

Has the illness/injury caused continuous absences since the above date? YES \_\_\_ NO \_\_\_

How many continuous school days of absence have occurred since the onset of illness or injury? \_\_\_\_\_

**PHYSICIAN'S STATEMENT**

I hereby certify that \_\_\_\_\_ is disabled due to the following illness or injury: (Please state the condition and cause of the disability.)

Treatment Provided:

Prognosis for Return to Work:

Physician's Signature \_\_\_\_\_

Physician's Printed Name \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

(Applicant is to return this form to the Personnel Office).

\* See definition of "Disability" in Article IV, Section 1 (D)(4)(b).

## **OBLIGATION TO REPAY SICK LEAVE BANK**

### Sick Leave Bank Repayment Provision

Repayment by a teacher for any such loans from the sick leave bank shall be made at the rate of a minimum of two (2) sick leave days per year when the teacher owes ten (10) or more days to the bank and one (1) sick leave day per year when the teacher owes less than ten (10) days to the bank. Repayment shall be made on the first year after the sick leave bank day is allocated to the teacher. A teacher who resigns, retires, dies, or whose contract is non-renewed or cancelled for any reason prior to repayment in full of sick bank days used shall not be required to repay the balance of any such days owed to the sick leave bank.

I hereby understand and agree to all provisions as it applies to sick leave bank usage.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Witness \_\_\_\_\_

**APPENDIX F HEALTH PLAN OPTIONS**

**(See Article III for additional details, exclusions, etc. Unless otherwise noted, the changes below take effect January 1, 2022.)**