

MASTER CONTRACT
between the
BOARD OF SCHOOL TRUSTEES
of the
NEW ALBANY-FLOYD COUNTY
CONSOLIDATED SCHOOL
CORPORATION
and the
NEW ALBANY-FLOYD COUNTY
EDUCATION ASSOCIATION

July 1, 2019 - June 30, 2021

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Contract Bar

This Master Contract is effective July 1, 2019, by and between the Board of School Trustees of the New Albany-Floyd County Consolidated School Corporation, hereinafter called the "Board", and the New Albany-Floyd County Education Association, hereinafter called the "Association".

ARTICLE I Definitions

- A. The term "teacher" shall include all members of the Bargaining unit as defined in the Recognition Section of this Contract.
- B. The terms "School Corporation" and "Corporation" shall refer to the New Albany-Floyd County Consolidated School Corporation of the County of Floyd of the State of Indiana.
- C. The terms "Board" and "Association" shall include officers, representatives and agents.
- D. The term "daily rate of pay" shall refer to the quotient of a teacher's basic contractual salary divided by the number of days of required teacher attendance for the period covered by the teacher's individual contract.
- E. The term "full time" shall apply only to teachers employed under an individual contract for at least fifty percent (50%) of the contract hours in the contract year, or for at least fifty percent (50%) of the remaining contract hours in the contract year when a teacher is hired after the start of a contract year.
- F. The term "part-time" shall apply to all teachers not included within the definition of full-time contained in Article I, section E.
- G. The term "regular academic class" shall refer to any class or program approved by the Indiana State Department of Education that Indiana statutes and regulations require the School Corporation to staff with certificated personnel and for which the School Corporation receives reimbursement under the school distribution formula of the State of Indiana. In addition to the criteria contained in the first sentence herein, a course or program shall be defined as a "regular academic course" only if such course or program is offered for credit toward satisfaction of graduation requirements.
- H. The term "contract year" shall refer to July 1 – June 30.

ARTICLE II Recognition of the Association

The Board hereby recognizes the New Albany-Floyd County Education Association as the exclusive representative of all full-time and part-time certificated "school employees", as defined in IC 20-29, in the New Albany-Floyd County Consolidated School Corporation, except for: superintendent, associate superintendent, assistant superintendents; general counsel, assistants to the superintendent, directors, assistant

directors; all supervisors as defined by IC 20-29, and function within the New Albany-Floyd County Consolidated School Corporation; all principals and/or chief building administrators; all assistant principals and/or assistant building administrators; administrative interns; school psychologists; deans; instructional assistants; athletic directors; substitutes for "school employees" as defined by IC 20-29; data processing personnel; and all non-certificated personnel.

ARTICLE III Grievance Procedure

A. Definitions

1. A "grievance" is a claim by one (1) or more teachers that the Board has misinterpreted or incorrectly applied one (1) or more provisions of this Contract. No other dispute between one (1) or more teachers and the Board shall constitute a grievance. Disputes arising prior to the ratification of this Contract will be processed as grievances when the agreement on the specific Contract provision in dispute is made retroactive to the expiration date of the previous Contract. Notwithstanding the expiration of this Contract, any grievance arising during the life of this Contract may be processed through to resolution in accordance with the time limits established by this grievance procedure.
2. A "group grievance" is a claim filed by two (2) or more teachers who claim that the Board has violated the terms of this Contract in a manner that affects each of the teachers filing the grievance in the same way. Upon request, the Association may file the group grievance on behalf of the affected teachers, provided that the group of teachers shall be sufficiently defined on the grievance form to permit the Board to determine which teachers are included in the identified group.
3. A "day" for purposes of this grievance procedure shall mean a weekday and shall exclude Saturday and Sunday.

B. General Provisions

1. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted by the Board, if the adjustment is not inconsistent with the terms of this Contract and the Association has been given an opportunity to be present at such a hearing.
2. All time limits contained herein or on the grievance form shall be strictly adhered to unless the Board and the Association agree in writing to an extension thereof.
3. No grievance shall be used as a basis for punitive action of any kind or become part of the teacher's personnel file.
4. Grievance forms, attached hereto as Appendix III, shall be printed by the Board and distributed by the Association.

C. Level I

1. Consistent with the intent of the parties that grievances be resolved at the lowest appropriate supervisory level, a Level I grievance shall be filed with the lowest appropriate administrator, normally the teacher's immediate supervisor. If the written grievance challenges a Corporation wide action or policy, the teacher may initially file a Level II grievance form in the Personnel Office. If a grievance is initiated at Level II, the Level II time limits shall govern the hearing and answer.
2. The teacher filing the written grievance shall, at the initiation of the grievance, distribute copies of the completed and signed Level I grievance form in accordance with instructions contained thereon. The Association shall receive a copy of any grievance response, concurrently with the copy sent to the grievant.
3. A teacher may initiate a grievance by filing a grievance form with his/her immediate supervisor within fourteen (14) days of the occurrence or within fourteen (14) days after the teacher reasonably should have known of the occurrence, whichever is later.
4. If the grievance is filed against the teacher's immediate supervisor, within ten (10) days of such filing, the immediate supervisor shall meet with the teacher and the Association representative and within five (5) days of the meeting, shall answer the grievance in writing.

D. Level II

If the grievance is not settled at Level I, the teacher may within seven (7) days of receipt of the immediate supervisor's answer, appeal to the Personnel Office by completing and signing a Level II grievance form and distributing copies of the completed form in accordance with instructions contained thereon. Within ten (10) days of receipt of the grievance form the Superintendent's designee shall meet with the grievant and the Association representative. The Superintendent's designee shall answer the grievance, in writing, within ten (10) days of the meeting.

ARTICLE IV Salary

A. Salary Schedule/Compensation Model

1. The Salary Range is \$40,250 to \$73,333 before TRF contributions and any changes negotiated in this agreement.
2. Teachers' eligibility to receive a salary increase is as stated in Appendix I, Item A. Any money that would have been given to teachers who were rated Ineffective or Improvement Necessary will be equally divided among all teachers receiving an effective or highly effective rating from the Corporation the prior year. The redistribution will be in the form of a stipend that will be paid at the end of the school year.

3. Teachers who plan to complete additional content-area courses or certification which would qualify them for earning a merit level shall notify the Personnel Office, in writing, prior to the first school day of May of the school year preceeding the school year in which the change would occur. A teacher will be paid during the succeeding school year only if this notice requirement is met. Teachers shall provide the Personnel Office an official copy of all transcripts or official documents verifying completion of the necessary requirements. Compensation adjustments based on the additional courses/certification will begin after the teacher's submission of the transcripts/documents and will be retroactive to the beginning of the school year. If such transcripts/documents have not been received by the Personnel Office by the first school day of January the teacher will not be eligible for payment adjustment until the following school year.
4. Before enrolling for course credit towards thirty (30) hours beyond a content-area Master's degree (*education*) or beginning the process for earning a National Board Certification (*academic needs*), a teacher must secure administrative approval through an administrative committee. The teacher requesting such committee approval shall submit written information to the Superintendent or designee describing how the teacher will fulfill the requirements. The committee shall reach its decision in a timely manner. The decision of the committee shall be communicated in writing to the employee.
5. In order to earn an additional merit level by completing thirty (30) hours beyond a content-area Master's degree (*education*) or by obtaining a National Board Certification (*academic needs*), a teacher must have approval by an administrative committee. Course work/certification must be beneficial to the teacher and the Corporation. The committee will meet and reach its decision after the teacher submits his/her written request and all necessary justification in a timely manner. No teacher will earn an additional merit level until after the administrative committee verifies the timely completion of the needed course work.
6. In order for career and technical education teachers to earn an additional merit level by completing thirty (30) approved hours towards a content-area degree not otherwise required for employment (*education*), National Board Certification (*academic needs*), or completing an additional content-area degree not otherwise required for employment (*education*), a teacher must secure administrative approval through an administrative committee. The teacher requesting such committee approval shall submit written information to the superintendent or designee describing how the teacher will fulfill the requirements. Course work/certification must be beneficial to the teacher and the Corporation. The committee shall reach its decision in a timely manner. The decision of the committee shall be communicated in writing to the employee.
7. The initial salary placement for career and technical education teachers with workplace specialist licenses shall be as stated in Appendix IV, Item A.
8. A member of the professional staff shall earn one (1) merit level at initial placement for each year of active military service in any branch of the armed forces of the United States, or for teaching service, while certified or qualified for certification, in the Peace Corps, Americorps, Vista or other such organization.

Four (4) merit levels are the maximum number of levels a staff member can be granted for military service. Teachers must notify Personnel Office in writing during the first full contract year of teaching to qualify for these merit levels.

Current teachers who have eight (8) months of such military service or such military service combined with teaching experience shall be considered the equivalent of one (1) merit level for placement on the salary range, provided such experience occurs within a contract year and provided that not more than one (1) merit level may be granted for a full year of military service.

9. New teachers hired by the Corporation will be granted one (1) merit level for each year of previous experience, *beginning with the third year of previous experience*, in an accredited school, provided the staff member was highly qualified and held a license in the state where the experience was obtained. New teachers will earn an additional merit level if they have completed a Master's degree or two (2) additional merit levels for thirty hours above a Master's degree. New hires will also be awarded an additional merit level if they have maintained National Board Certification. A maximum of three (3) merit levels will be given for professional experience in an accredited private, charter, or parochial school.
10. If the Corporation employs retired teachers on either a full-time or part-time basis, the teacher will be placed on the salary range based on years of service to the Corporation in the following manner:
20 or more years of service at retirement – merit level fifteen (15)
10-19 years of service at retirement - merit level eight (8)

A retired teacher may be placed at a higher merit level than listed above by mutual-agreement between the Corporation and the Association.

11. A speech language pathologist or a radio/television teacher newly employed by the Corporation may be granted one (1) merit level for each full year he/she has worked in his/her respective field. The Superintendent or designee will provide notification to the Association on merit level earned under this subsection. The maximum number of merit levels earned for working in the field is nineteen (19) merit levels.
12. At the time of initial salary placement, the Board may grant new hires up to twenty-eight (28) merit levels to the following high school teaching assignments; band, choir, orchestra, theater, and teachers with the following extra-curricular assignments; head basketball coach and head football coach. The Superintendent or designee will provide notification to the Association on units of merit granted under this subsection.

B. Extra-Duty/Ancillary Duty- Assignments

1. The Board shall pay teachers who are assigned paid extra-duty responsibilities in the amounts specified in Appendix II.
2. In the 2019-2020 contract year, the President of the Association shall be paid a stipend of fifteen thousand dollars (\$15,000.00) in lieu of half-time paid leave to facilitate communication between the Corporation and the Association.

Beginning July 1, 2020, the President of the Association will be released up to sixty (60) days per contract year upon the request of the President of the Association, in order to facilitate communication between the Corporation and the Association. The Board will pay the first forty-five (45) days for the cost of the permanent substitute used to cover the release time. The release time may be used in increments of full or one-half (1/2) day only.

3. Ancillary Duty Payment - New teachers to the Corporation or teachers who will be teaching in a new program who are required to attend orientation or planning meetings shall be paid at the daily rate established for the introductory merit level zero (0) for each such day of meetings, regardless of their position on the salary range for the regular school year.
4. Ancillary Duty Payment – Beginning December 1, 2019, a teacher employed for homebound/alternative instruction, curriculum development, or other approved curriculum or instruction-related work outside the teacher's regular contract day, will be paid at the hourly rate established for the introductory merit level zero (0) hourly rate regardless of the teacher's position on the salary range. Such payment is limited to work that has been previously approved by the superintendent or designee.
5. Ancillary Duty Payment- Teachers employed in the Driver Education program will be paid as stated in Appendix II, Item D.

C. Regular Academic Classes and Non-Credit Classes outside the Regular School Day and/or Year

1. Regular Academic Classes
 - a) The Superintendent has determined, under IC 20-28-6-7(d), that salary for summer school contracts shall be bargained. Teachers employed for summer school shall be paid their hourly rate based on the teacher's regular base salary during the immediately preceding school year. Teachers employed for intercession periods shall be paid their hourly rate based on the teacher's regular base salary for the school year in which the intercession occurs.
 - b) Teachers employed for regular academic classes outside the regular school day shall be paid their hourly rate based on the teacher's current regular base salary.

2. Non-Credit Classes

Teachers employed in approved non-credit programs shall be paid on the Salary Range for Non-Credit Class Instruction, except that a lower hourly rate may be established in any program initiated by individual teachers and in any program for which the state or federal funding is specifically designated, such funding is insufficient to pay the non-credit hourly rates, and available local economic resources would not permit the program to be implemented using the non-credit hourly rates.

ARTICLE V Contribution Retirement Benefit

A. Eligibility

1. All teachers are eligible to participate in a defined contribution plan sponsored by the Board.
2. Teachers shall vest the 401(a) benefit upon the attainment of 5 or more years of participation in the plan.
3. The teacher must submit a letter to the Superintendent's Office by May 1 stating that the teacher is retiring effective the end of the school year. The Superintendent/designee may, at his/her discretion, waive the requirement.

B. Terms and Conditions

1. The investment vendor for the 401(a) plan shall be approved by the Board.
2. There shall be no commingling of accounts and each employee may determine how his or her account will be invested among the investment options made available by the investment vendor for the 401(a) plan.
3. Until such time that an employee has retired and satisfied the vesting requirement, the employee shall have no access to the assets held in his or her 401(a) account.
4. A participant may not borrow from his/her 401(a) account.
5. Following retirement and satisfaction of the vesting requirement, a retired employee may elect distributions from his/her 401(a) account.
6. If an employee separates from service of the Corporation and is not vested, the terminated employee's 401(a) plan account shall be forfeited. The forfeited amounts shall be returned to the School Corporation to offset future contributions.
7. If the Board approves a leave of absence for an employee, such period of leave shall not result in forfeiture, provided the employee promptly returns to employment following the expiration of the leave.
8. In the event a teacher dies or becomes incapacitated, and the teacher has fulfilled all criteria, except notice, the teacher, or beneficiary, or estate shall receive the

severance benefit, if such payment is permitted by the State Board of Accounts and other applicable law and regulations.

9. The School Corporation shall not be paid any compensation for its services performed on behalf of the 401(a) plan. All costs incurred in the administration of the 401(a) plan shall be deducted from the 401(a) plan assets.

C. Contributions

1. The School Corporation will match annual employee contributions up to 1.5% of the teacher's annual base salary.
2. The Corporation's contribution will be placed into a 401(a) account on a per-pay basis.
3. Teacher contributions will be deducted through payroll withholding into a 403(b) account or to the ISTRF pre-tax voluntary retirement annuity.
4. Employer matching contributions will continue each year, provided the teacher also elects to make a matching contribution.

ARTICLE VI Severance Benefit

A. Sick Leave/Personal Leave Benefit

Teachers who qualify for a benefit by attaining 50 years of age and 10 years of teaching service to the School Corporation will also receive an accumulated sick leave/personal leave benefit calculated as follows:

1. Teachers who retire with fewer than 174 sick days will receive the amount resulting from the multiplication of thirty-two dollars (\$32.00) times the total of the accumulated unused sick leave and personal leave days. Teachers who retire with 174 or more sick days will receive the amount resulting from the multiplication of thirty-four dollars (\$34.00) times the total of the accumulated unused sick leave and personal leave days.
2. The maximum accumulation includes one hundred seventy-eight (178) sick leave days and seven (7) personal leave days.
3. The accumulated unused sick leave days used in this formula shall be the unused accumulation following the last year of teaching, or the average unused accumulation for the final three (3) years of teaching, whichever is greater.
4. The total accumulated unused sick leave/personal leave benefit established hereunder shall be contributed by the School Corporation in one (1) or two (2) annual installments paid into a post employment 403(b) account for the retiree. Should the retiree choose the two (2) annual installment option, he/she will maintain his/her post-employment 403(b) account until the second annual installment is deposited.

B. Retiree Health Benefit

1. Teachers who retire after completing the contract year will continue to have insurance coverage and existing Board contributions through the last day of July if they meet the following conditions:
 - a) The teacher has twenty (20) years of service in the Corporation;
 - b) The teacher retires after reaching fifty-five (55) years of age;
 - c) The teacher has not reached the age of sixty-five (65) before July 31 of the year of retirement; and,
 - d) The teacher submits a letter to the Superintendent's Office by May 1 stating that the teacher is retiring.

A teacher who does not meet the May 1 deadline, but meets all of the other retirement requirements above, shall have insurance coverage and existing Board contributions through the last day of June.

A teacher who retires before the contract year is complete shall have insurance coverage and existing Board contributions through the end of the month in which the teacher last worked.

2. In addition to the benefit in number 1 above, teachers who have over 20 years of service to the School Corporation on July 1, 2012, will qualify for a health insurance benefit at the time they retire. The Board will pay a contribution toward group health insurance premiums for single health care coverage for the employee only, beginning the first month following retirement and ending the month in which the employee reaches sixty-five (65) years of age, provided that the employee elects to receive this benefit. A teacher who retires before reaching fifty-five (55) years of age or after sixty-five (65) years of age will receive no Board contribution toward payment of the premium for group health coverage at any time following retirement from the School Corporation. The contribution for teachers who qualify for this benefit will be subject to the following limitations:

30 or more years of service to the Corporation on July 1, 2012	\$22,000.00
25-29 years of service to the Corporation on July 1, 2012	\$13,000.00
20-24 years of service to the Corporation on July 1, 2012	\$6,300.00
3. The School Corporation will make an additional matching contribution of up to 1.00% (see Appendix V) of the teacher's annual base salary to all teachers to help with future healthcare costs. The Corporation's contributions will be placed in a 401(a) account on a per-pay basis.
4. In addition, any teacher enrolled in the health insurance plan at the time of retirement may continue coverage in the group health insurance plan during retirement at their cost until the end of the month prior to the teacher's sixty-fifth (65th) birthday. All participants must maintain continuous coverage.

ARTICLE VII Insurance and Other Wage-Related Fringe Benefits

The Board will make available, for full time teachers, health/medical, long-term disability, and life insurance coverage. Teacher participation in these programs shall be voluntary.

A. Section 125

The Board shall maintain a Section 125 (IRC) Plan for teachers and other employees, which provides for before-tax payroll deduction of employee designated amounts for Internal Revenue Service approved benefits. Enrollment in this Plan shall be voluntary. The Board will pay the administrative costs for any Section 125 benefits elected by a teacher.

B. Medical Insurance

Annual Cost of Board Contribution for Employer Sponsored Health Insurance Plan July 1, 2019 – December 31, 2019

	Employee	Employee/Child	Employee/Spouse	Family
NPOS 500	\$6,094.92	\$9,924.73	\$11,637.97	\$13,501.99
Coverage 1 st 1500	\$6,094.92	\$9,924.73	\$11,637.97	\$13,501.99
HDHP 2750	\$6,094.92	\$10,270.35	\$11,956.23	\$13,790.61
HDHP 5000	\$6,094.92	\$9,924.73	\$11,637.97	\$13,501.99

Annual Cost of Board Contribution for Employer Sponsored Health Insurance Plan Beginning January 1, 2020

	Employee	Employee/Child	Employee/Spouse	Family
NPOS 500	\$6,094.92	\$10,011	\$11,718	\$13,574
Coverage 1 st 1500	\$6,094.92	\$10,011	\$11,718	\$13,574
HDHP 2800	\$6,094.92	\$10,270.35	\$11,956.23	\$13,790.61
HDHP 5000	\$6,094.92	\$10,011	11,718	\$13,574

Annual Cost of Board Contribution for Employer Sponsored Health Insurance Plan Beginning January 1, 2021

	Employee	Employee/Child	Employee/Spouse	Family
NPOS 500	\$6,094.92	\$10,097	\$11,798	\$13,646
Coverage 1 st 1500	\$6,094.92	\$10,097	\$11,798	\$13,646
HDHP 2800*	\$6,094.92	\$10,270.35	\$11,956.23	\$13,790.61
HDHP 5000	\$6,094.92	\$10,097	\$11,798	\$13,646

*The HDHP 2800 may be increased to a higher deductible in 2021 to meet IRS requirements for HDHP/HSA plan.

Cost containment measures currently included in the health insurance programs: Pre-admission certification; pre-admission testing; early admission and pre-admission deterrents, and; individual patient care continuity benefit management. Participants will be required to comply with the cost containment measures and will incur a reduction in amounts reimbursed under the health plan if all plan provisions are not met.

If possible under the terms of the group insurance plans provided by the Board, teachers on Board approved leave shall be permitted to continue their insurance coverage, provided the teachers pay the entire cost of such coverage when the payments are due from the Corporation except during an approved FMLA or paid leave period. If a teacher does not make such a payment when it is due, the teacher shall be notified by certified mail that the insurance coverage will be canceled if the payment becomes overdue by more than thirty (30) days. If a teacher becomes more than thirty (30) days delinquent in making such payments to the School Corporation, while on leave, the insurance coverage shall be canceled, effective immediately.

The following paragraphs on resignation dates do not apply to teachers who are retiring (See Article VI, Section B – Retiree Health Benefits) or to a teacher forced to resign due to a teacher's unforeseen incapacity rendering the teacher unable to perform the essential functions of his/her position.

A teacher who gives notice before May 1 that they intend to resign effective the end of the contract year (July 1-June 30), and does complete the contract year, will be entitled to receive health insurance coverage through July 31 of that year by paying the required employee premium and the Corporation paying the employer portion of the premiums.

A teacher who does *not* give notice before May 1, and does complete the contract year, will be entitled to receive health insurance coverage through June 30 of that year by paying the required employee premium and the Corporation paying the employer portion of the premiums.

A teacher who resigns and does *not* complete the contract year will be entitled to receive health insurance coverage by paying the required employee premium and the Corporation paying the employer portion of the premiums through the end of the month in which the teacher last worked unless they resign in July or August.

A teacher who resigns in July or August and does *not* complete the contract year, will be entitled to receive health insurance coverage through the end of the month in which the teacher last worked or submitted their resignation, whichever is later. However, payment of the employer portion of premiums for teachers in this group will cease at the beginning of the month in which the teacher last worked or submitted their resignation, whichever is later. To maintain insurance coverage throughout that month, a teacher must pay the entire premium (both employee and employer portions).

C. Life Insurance and Long Term Disability

The Board shall make available a total of fifty thousand dollars (\$50,000.00) term life insurance coverage with a total of fifty thousand dollars (\$50,000.00) accidental death benefit. The Board shall pay all except twenty-six dollars (\$26.00) of the annual cost of life insurance and long term disability.

D. Dental and Vision Insurance

The Board shall contribute to the premium of a group Dental Plan one hundred eighty two dollars (\$182.00) per insurance year for each teacher enrolling in the Plan. Teacher enrollment in the Dental Plan shall be voluntary. Any additional premium for the coverage elected by a teacher shall be paid by the teacher through payroll deduction.

The Board shall contribute thirty-nine dollars (\$39.00) to the premium of the group Vision Plan per insurance year for each teacher enrolling in the plan. Teacher enrollment is voluntary. Any additional premium for the coverage elected by the teacher shall be paid by the teacher.

D. Liability Insurance

The Board shall purchase liability insurance providing protection for teachers who are authorized by the appropriate administrator to transport students in their personal automobiles. It is expressly understood that the coverage provided by the Board is secondary to the liability insurance carried by the teacher and provides coverage only after the teacher's liability coverage is exhausted.

The Board shall protect teachers with comprehensive liability insurance covering bodily injury and property damage occurring on school premises or on school business authorized by the appropriate administrator.

F. Mileage Reimbursement

Teachers who are expressly authorized to use their personal automobile in pursuance of assigned school duties shall be reimbursed at the *maximum* rate allowed by the I.R.S. per mile traveled while performing such duties. Reimbursement shall be made upon filing a claim that is approved by the Board, and the reimbursement shall not be included in a teacher's salary. Beginning January 1, 2020, reimbursements must be submitted to administration no later than four (4) months following the date of the use of the vehicle.

G. Additional Credentialing Reimbursement

A teacher obtaining educational credit for the purpose of dual credit credentialing will be reimbursed up to \$400.00 per credit hour for all credit hours that do not qualify for a master's degree or master's plus 30 hours under the compensation model. The teacher may also request reimbursement for course texts up to \$125.00.

The superintendent/designee can approve reimbursement for a teacher seeking additional credentialing other than dual credit credentialing up to \$400.00 per credit hour for hours that do not qualify for a master's degree or master's plus 30 hours under the compensation model. The teacher, if approved for credit hour reimbursement, may also request reimbursement for course texts up to \$125.00

H. Workers Compensation and Personal Property Insurance

The Board shall cover all teachers under the Indiana Workers Compensation Act of 1929 as amended. Any teacher receiving compensation payments under this Act shall be paid the difference between his/her normal rate of pay and worker's compensation payments and any insurance in which the Board monetarily participates, for the period of time during which compensation payments are made under the Act. The normal rate of pay shall be determined by subtracting required deductions, as these may be from time to time amended, from the salary of the teacher at the time the teacher was injured. During the first one hundred eighty-five (185) work days of absence caused by any individual injury covered by the Worker's Compensation Act, no deduction will be made from the teacher's accumulated sick leave.

The Board shall compensate any teacher for any loss, damage or destruction of personal property which occurs during such teacher's reasonable performance of his/her employment, provided that the personal property involved is reasonably needed by the teacher personally or professionally and such property is not available through the Board, and provided further that the Board shall not be liable for loss, damage or destruction of any vehicle used for transportation or of any items covered by insurance. The Board shall not be liable for loss, damage or destruction of any property arising from a teacher's negligence. In all instances in which the Board is liable under the terms of this provision, the Board shall be liable only for that portion of the loss in excess of twenty-five dollars (\$25.00) and shall have no liability for any portion of the total loss in excess of three-hundred dollars (\$300.00).

ARTICLE VIII. Leaves of Absence

A. Sick Leave

1. Teachers under regular or temporary individual contract shall be paid for absence during regular daily duty time on account of personal illness, injury or treatment of chronic condition, subject to the limitations and conditions in this Contract. Said benefits shall run concurrent with FMLA. Sick leave may also be used by a teacher in the event that serious illness or hospitalization of an immediate family member makes the teacher's absence from school imperative. For purposes of this Section, immediate family is defined as spouse, mother, father, grandparent, grandchild, son, daughter, stepchild, sibling or another family member, who is dependent upon the teacher. Sick leave may be used in full or half-day increments only. Sick leave may not be used during any leave of absence, except as provided under FMLA and for in Article VIII, section D.
2. Sick leave shall be credited annually to each teacher on the first day of his/her regular or temporary individual contract as follows:
 - a) Ten (10) days for full time teachers each year of teaching in the Corporation. This amount shall be prorated for part time teachers.
 - b) A teacher may use up to ten (10) accumulated sick leave days for parental leave within three hundred sixty-five (365) days of the birth.

- c) A teacher may use up to twenty (20) of accumulated sick leave days for adoption within three hundred sixty-five (365) days of an adoptive placement.
 - d) The twenty (20) days for adoption would include the ten (10) parental sick days where applicable.
 - e) If a teacher resigns or otherwise separates from employment in the School Corporation, and such teacher has used more sick leave hours than have been earned, based on earning one-third (1/3) of an hour of sick leave for each day worked, the School Corporation shall deduct from the teacher's last paycheck, an amount equal to the excess hours of sick leave used multiplied by the teacher's hourly rate. This deduction shall be prorated for a part-time teacher.
 - f) No additional sick leave shall be credited to, or accumulated by any teacher during any leave of absence, paid or unpaid.
- 3. Each full-time teacher shall be permitted to accumulate the unused portion of the annual sick leave allowance to a maximum of one hundred seventy-eight (178) days total accumulation. This sick leave accumulation may be used only during a teacher's employment during the regular school year.
 - 4. Sick leave days accumulated by a teacher prior to a leave of absence shall be credited to the teacher upon return provided the teacher returns immediately following the end of the leave of absence.
 - 5. A physician's statement based upon a medical examination may be required, at the discretion of the Superintendent, for use of sick leave. A teacher may review any such physician's statement and attach comments to it.
 - 6. Teachers who are hired from other Indiana Public School Corporations will be permitted to transfer sick/personal days to the Corporation. However, a maximum of three (3) sick/personal days can be transferred during any contract year until the number of accumulated days from the previous school corporation have been exhausted.

B. Sick Leave Bank

- 1. The purpose of the sick leave bank is to relieve its members from undue financial burdens due to absence from work on a long-term basis due to illness, injury or incapacitation sufficiently severe that it would make their presence in school inadvisable.
- 2. The Board will not contribute any days to the sick leave bank. Only members' actual days may be contributed to create the bank. Unused sick leave bank days will be carried over to the next contract year; however, the carryover together with the number of days contributed by all participating members for any school year may not exceed the number of certified school employees and non-certified administrators in the Corporation for that year.

- a) Participation in the sick leave bank shall be voluntary.
- b) Certified school employees and non-certified administrators who wish to join must notify the Personnel Office each year not later than October 1, except new certified school employees and non-certified administrators hired after the beginning of the school shall have the opportunity to enter the program within thirty (30) calendar days after the date of hire.
- c) Each new member of the bank shall contribute one day of his/her accumulated sick leave days to the bank, and in the event that the sick leave bank drops below four hundred (400) days on the first scheduled work day of the contract year, each continuing member of the bank shall contribute one (1) day of his/her accumulated sick days to the bank for that contract year.
- d) Membership in the bank program will be open to all certified school employees and non-certified administrators. A member shall be defined as a certified school employee or a non-certified administrator who has made contribution of one (1) day sick leave to the bank at the appropriate time of enrollment.
- e) A certified school employee's enrollment or a non-certified administrator's enrollment in the sick leave bank shall continue from year to year, effective the first day of the school year, unless such employee notified the Personnel Office, by May 15 of a contract year, of his/her decision not to enroll in the sick leave bank for the following school year.
- f) If a certified school employee or a non-certified administrator continues his/her enrollment, such employee member need not be actively serving in his/her position for the sick leave bank enrollment to become effective at the beginning of the contract year, provided such individual remains an employee of the Corporation.
- g) A member withdrawing sick leave days from the bank will not be required to replace these days.

3. The Sick Leave Bank may be used as follows:

- a) An individual member may not use more of the bank's days during his/her contract year than the total of his/her own individual cumulative sick leave on the first scheduled work day for that contract year after deduction of the one (1) day of sick leave for enrollment in the sick leave bank for that contract year.
- b) The sick leave bank may only be used for the illness of its members, except the committee may grant up to a maximum of ten (10) days in each contract year or the number of the member's balance of sick leave days, whichever is less, for an illness or injury of a member's immediate family as defined in Article VIII, Section A., Number 1, provided the family member is hospitalized or otherwise incapacitated as a result of the illness or injury, and subject to the other provisions of this Sick Leave Bank Section.

- c) A member who is diagnosed or has an immediate family member diagnosed with a serious illness or injury too late in the contract year to exhaust his or her individual *sick leave accumulation* before the end of that contract year, and who continues to be unable to return to work at the beginning of the next contract year because of the same illness or injury, may draw upon the sick leave bank, during this second contract year, on the basis of the number of sick leave days in the member's individual accumulation at the time of the diagnosis of the illness.
- d) A member who is diagnosed or has an immediate family member diagnosed with a serious illness or injury too late in the contract year to exhaust his or her *sick leave bank allocation* before the end of the contract year, and who continues to be unable to return to work at the beginning of the contract year because of the same illness or injury, may draw upon the sick leave bank, during the second contract year, on the basis of the previous contract year's sick leave bank allocation. Upon exhausting the previous year's sick leave bank allocation, absence of work due to a new illness, or return to work, whichever occurs first, the member must then use his/her individual sick leave allotment for the new contract year prior to qualifying for additional sick leave bank days, and the use of the sick leave bank days will be limited to the sick leave and sick leave bank allocation for the new contract year
- e) A member who returns from work before exhausting the allocation from the sick leave bank:
 - 1. Will use the new allocation of sick leave days for any illness or injury unrelated to the injury or illness that resulted in sick leave bank use during the previous contract year.
 - 2. Should, reoccurrence of the same illness or injury, during the same or immediately following contract year, be allowed to first use sick leave bank days on the basis of the allocation at the time the teacher initially qualified to use the bank for absences.
 - 3. Upon exhausting sick leave bank days, the teacher must use the individual sick leave bank days which will be limited to the sick leave and sick leave bank allocation for the new contract year.
- f) An individual member wishing to use the bank must wait at least three (3) working days without pay, before use of the bank will be authorized; these days are not reclaimable from the bank. This three (3) day waiting period shall be waived for members who experience a life-threatening injury or illness, who contract a communicable disease that may be subject to quarantine, or a recurrence of the same illness within the same or immediate prior contract year.
- g) Each use of the sick leave bank must be supported by a written request. Members shall use the form in Appendix VII and provide a statement from a health care provider substantiating the need for the member's absence from work. The Sick Leave Bank Committee may, in compliance with legal requirements, require a new medical examination and a new health care provider's statement verifying the continued need to be absent from work due to the same illness.

- h) Any participating member who has exhausted his/her accumulated sick leave is eligible to apply to the sick leave bank committee for compensation for further absences from work during a contract year(s).
- 4. The sick leave bank shall be administered by a committee of two (2) members appointed by the President of the Association and two (2) members appointed by the Superintendent.
 - a) The committee will meet as needed; meetings may be called by any member of the committee. A majority of the committee members will be required for any official action of the committee.
 - b) The sick leave bank committee may grant, deny, or suspend grants of sick days from the bank. Its judgement or decision will be final. Any grants will be retroactive to the time of written request except in cases of hospitalization, nursing home or similar confinement, in which case the committee may grant days in advance and without a request, when the need is supported by appropriate medical evidence. Each member who requests automatically consents to submit a medical examination and/or his/her medical history if it is deemed necessary by the sick leave bank committee.
- 5. The Association shall receive a copy of the sick leave bank membership list on request as soon as practicable after it is prepared.

C. Personal Leave

- 1. Each full-time teacher employed by the Board on a regular or temporary individual contract shall be entitled to three (3) days of personal leave without loss of pay for the transaction of personal business, during regular daily duty time, during each regular school year. Each part-time teacher employed on a regular or temporary individual contract shall receive personal leave on a prorated basis.
 - a) A personal leave form supplied by the Board must be completed by the teacher and received by the principal prior to such absence.
 - b) The following reasons will be sufficient and are the only acceptable ones for use of a personal leave day:
 - 1) Routine medical and dental appointments which could not be scheduled outside the school day.
 - 2) Illness or injury other than employee or immediate family.
 - 3) Civic affairs which could not be conducted outside the school day.
 - 4) Personal business which cannot be scheduled outside the school day.
 - c) If the reason for the absence arises between the end of a school day and the beginning of the school day on which the absence is to occur, the notice of intent to be absent and the reason for such absence may be given to the

principal verbally; however, in such cases the form must be completed and submitted to the principal on the day the teacher returns to work.

2. Personal leave time may be used in increments of one (1) full or one-half (1/2) day only. A teacher may not use personal days for more than three (3) consecutive business days at one time. Personal leave shall not be used on a day immediately before or after a holiday, vacation period, or during the first or last five (5) work days of the regular school year unless such use is approved by the Superintendent or the Superintendent's designee. Personal leave shall not be used during summer school or intersessions.
3. Personal leave time not used during a teacher's individual contract year shall accumulate to a maximum of seven (7) days. Unused personal leave beyond seven (7) days shall accumulate as sick leave provided however that such accumulation may not increase the maximum sick leave accumulation referred to in the sick leave sections of this Contract, except that following the last work year before retirement, if a teacher qualifies for a retirement benefit under Article VI, Section A, unused personal leave shall accumulate as sick leave, without being limited by the maximum sick leave accumulation referred to in this Contract.
4. Personal leave time shall be credited annually to each teacher on the first day of his/her individual contract. If a teacher resigns or otherwise ceases to actively serve as a teacher in the School Corporation during any school year, one tenth (1/10th) of an hour of personal leave shall be deducted for each work day of the individual teacher's contract not worked. If a teacher has used more personal leave than has been earned, based on earning one tenth (1/10th) of an hour of personal leave for each day worked, the School Corporation shall deduct from the teacher's last paycheck an amount equal to the excess hours of personal leave multiplied by the teacher's hourly rate.

D. Maternity Leave

A teacher shall be entitled to use accumulated sick leave for any temporary disability or incapacity associated with pregnancy; however, the teacher is not entitled to use accumulated sick leave when the teacher's physician certifies that she is capable of performing her regular teaching duties. The teacher who wishes to use sick leave during a temporary disability or incapacity associated with pregnancy is required to provide the Personnel Office a physician's statement verifying the specific school days covered by such disability and/or incapacity. Any such use of sick leave shall be governed by the limitations described in the sick leave sections of this Contract.

E. Bereavement Leave

A teacher shall be entitled to salary and all other benefits for absence of up to five (5) school days due to the death of a member of the teacher's immediate family. Bereavement leave must be taken within thirty (30) calendars days following such death, unless such use is approved by the Superintendent or the Superintendent's designee. No deduction from sick leave shall be made for such absence. For purposes of this Section, immediate family is defined as spouse, significant other, life partner, mother, father, sister, brother, mother-in-law, father-in-law, sister-in-law,

brother-in-law, grandmother, grandfather, grandmother-in-law, grandfather-in-law, grandchild, son, daughter, stepchild, stepmother, stepfather, aunt, uncle, or another family member who is dependent upon the teacher. A teacher shall be entitled to salary and all other benefits for absence of up to three (3) school days, under the limitations set out herein, due to the death of the teacher's cousin, niece, or nephew.

F. Military Leave

The Board may grant a teacher a leave of absence for up to fifteen (15) calendar days for required reserve duty in any branch of the armed services of the United States of which the teacher is a member, provided that a teacher may receive only one such leave during any school year, and provided further that the teacher shall continue to receive pay from the School Corporation for his/her regular daily duty time covered by such leave.

G. Short Term Professional Improvement Leave

1. The Board may grant a teacher one or more days of leave, without loss of pay, for purposes of attending professional meetings, conferences, conventions, workshops, or institutes, or for purposes of visiting other schools or school corporations. No leave without loss of pay will be granted when a teacher is using such leave solely for the purpose of fulfilling a course requirement for which credit is given.
 - a) To be considered for such leave, a teacher must apply a sufficient time in advance to allow the Superintendent to evaluate the application and to make arrangements for a substitute.
 - b) An application for such leave shall contain a detailed statement of the manner in which the leave will be of value to the teacher and the Corporation.
2. Any teacher attending a professional meeting, conference, workshop, convention, institute or visiting other schools at the Board's request shall, in addition to receiving his/her daily rate of pay for the days involved, receive reimbursement for reasonable expenses incurred in accordance with the current Board Reimbursement Policy and any amendments thereto.

H. Civic Leave

1. A teacher shall be released from required duties on the day of any contested primary or general election in which he/she is a candidate, without loss of pay or other benefits.
2. Any teacher who serves as an official inspector, clerk, sheriff or judge shall be released from required duties on the day of the primary or general election. The Board shall pay the teacher's regular salary provided he/she notifies the Personnel Office of the assignment and turns over to the School Corporation Business Office the amount received from the County.

I. Leave for Association Business

1. The Board shall release the President of the Association and/or his/her designee from his/her normally assigned duties, without loss of pay or sick leave, for sixty five (65) days. Such time shall be used only in increments of one-half or a full school day, and no more than ten (10) Association days may be used on any one school day, unless express approval is given by the Superintendent, or his/her designee, for a greater number to be used on a particular school day. No teacher except the President of the Association may use more than twenty (20) Association days during any school year. The Personnel Office shall be notified, in writing, of intent to take an Association day. Such notice shall be given not less than twenty-four (24) hours prior to the time of such absence whenever possible. Such days shall not accumulate from year to year. At the end of each school year, the Association shall inform the Personnel Office of the number of Association days used according to Association records, and upon confirmation by the Personnel Office, the Association shall reimburse the Board for the cost of the substitute to cover any such absence.
 - a) If an Association representative requests released time to work on a joint School Corporation/Association activity, the Association may request professional leave under the terms of Article VIII, Section H. The Superintendent may, at his discretion grant such leave, and, if granted, the Board will pay for the cost of any substitute provided, and such released time shall not be counted as Association leave.
 - b) Teachers serving as necessary witnesses or officially representing the Association in a court appearance, or at a hearing, involving the Board and the Association and held during regular duty time shall be released from their regular duties for the period of such appearance only, and such time shall not be counted as Association leave. The Association shall reimburse the Board for the cost of the substitutes to cover any such absences.

J. Court Leaves

A teacher required to appear in any court proceedings resulting from activities of the teacher while performing his/her assigned duties with the School Corporation will be granted leave with pay for the time necessary to appear in a capacity other than plaintiff, provided the teacher notifies the Personnel Office prior to the first day of absence.


When requested, a teacher may serve on jury duty. The Board shall pay the teacher his/her regular salary, provided the teacher notifies the Personnel Office of the jury duty assignment, and produces a statement certifying the days of jury service, and provided further that the teacher endorses, and turns over to the School Corporation Business Office, the check received from the Court.

ARTICLE IX Term of Master Contract

1. This Contract shall be effective on July 1, 2019, and shall continue in effect through June 30, 2021, at which time it shall expire without notice to or by either party.
2. The salary and fringe benefit items in this Contract shall be effective as established in the Section governing such salary or fringe benefit.

Ratified this 11th day of November, 2019, by:

New Albany-Floyd County
Consolidated School Corporation



Dr. Bradley J. Snyder,
Superintendent

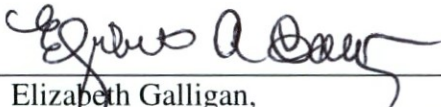
New Albany-Floyd County Education
Association



Joy Lohmeyer, Association President



Bill Briscoe,
Board Chief Spokesperson



Elizabeth Galligan,
President of the Board of School Trustees

APPENDIX I, ITEM A

Compensation Model and Salary Range

Teachers receiving an evaluation rating the past year of Improvement Necessary or Ineffective are not eligible to earn any additional merit level or pay increase.

A teacher must complete a year of experience with the New Albany-Floyd County Consolidated School Corporation to earn any additional merit levels under the compensation model. A year of experience is defined by the Indiana Public Retirement System.

Teachers may earn a maximum of three (3) merit levels per year.

Teachers will earn one (1) merit level through an Effective or Highly Effective *evaluation*- for the prior year.

Teachers will earn one (1) additional merit level through *education*- completing a content area Master's degree, not otherwise required for employment or thirty (30) approved content area hours above a Master's degree within the past year. Eligible content areas are any area (as defined by IDOE) in which the teacher currently teaches, or any other content area approved by the Superintendent or designee.

Teachers will earn one (1) additional merit level through *meeting academic needs of students*- earning a National Board Certification within the past year.

Teachers will not be eligible to move beyond ten (10) merit levels unless they possess a content area Master's degree. Teachers will not be eligible to move beyond twenty-four (24) merit levels unless they have completed thirty (30) approved hours above their Master's degree or obtained National Board Certification based on the procedure established in Article IV, Section A.

Career and Technical Compensation Model

Teachers receiving an evaluation rating this past year of Improvement Necessary or Ineffective are not eligible to earn any additional merit level or pay increase.

A teacher must complete a year of experience with the New Albany-Floyd County Consolidated School Corporation to earn any additional merit levels under this compensation model. A year of experience is defined by the Indiana Public Retirement System.

Teachers may earn a maximum of three (3) merit levels per year.

Teachers will earn one (1) merit level through an Effective or Highly Effective *evaluation*- for the prior year.

Teachers will earn one (1) additional merit level through *education*- completing thirty (30) approved hours toward a content area Associate, Bachelor's, or Master's degree, not otherwise required for employment within the past year. Eligible content areas are any area (as defined by IDOE) in which the teacher currently teaches, or any other content area approved by the Superintendent or designee.

Teachers will earn one (1) additional merit level through *meeting academic needs of students*-earning a National Board Certification within the past year.

Teachers without a degree will not be eligible to move beyond ten (10) merit levels unless they have completed thirty (30) approved hours toward a content-area degree. Teachers, who are hired without a degree, will not be eligible to move beyond twenty-four (24) merit levels unless they have completed a content area degree. Teachers, who are hired with a degree, will not be eligible to move beyond twenty-four (24) merit levels unless they have completed a content area Master's degree.

Teachers hired before January 1, 2011, who provide documentation to the Personnel Office of approved "plus 30 hours" attainment, shall be eligible to move beyond twenty-four (24) merit levels.

SALARY RANGE 2019-2021

Merit Level	2019-2020 Salary	2020-2021 Salary	2019-2020 Stipend	2020 -2021 Stipend
0	41,055	41,466	0	0
1	42,180	42,602	0	0
2	43,305	43,738	0	0
3	44,430	44,874	0	0
4	45,554	46,010	0	0
5	46,679	47,146	0	0
6	47,804	48,282	0	0
7	48,929	49,418	0	0
8	50,053	50,554	0	0
9	51,179	51,691	0	0
10	52,304	52,827	0	0
11	54,553	55,099	0	0
12	55,678	56,235	0	0
13	56,803	57,371	0	0
14	57,928	58,507	0	0
15	59,052	59,643	0	0
16	60,177	60,779	0	0
17	61,302	61,915	0	0
18	62,427	63,051	0	0
19	63,551	64,187	0	0
20	64,676	65,323	0	0
21	65,801	66,459	0	0
22	66,926	67,595	0	0
23	68,050	68,731	0	0
24	69,175	69,867	225	225
25	71,426	72,140	0	0
26	72,550	73,276	0	0
27	73,675	74,412	0	0
28	74,800	75,548	300	300

All Stipends listed are one-time, non-recurring payments.

- In order to receive a stipend, a teacher must have received an effective or highly effective evaluation, have worked one hundred twenty (120) days during the contract year in which the stipend occurred, and be an employee as of the applicable payout date (June 5, 2020 or June 4, 2021).

APPENDIX I, ITEM B

INDIANA STATE TEACHERS' RETIREMENT FUND OBLIGATION

The Board will pay the mandatory three percent (3%) employee share plus any applicable employer share of gross salary to the Indiana State Teachers Retirement Fund when such payments are due.

APPENDIX II, ITEM A**Extra-Duty Salaries/Ancillary Duties**

Number of positions are included for information purposes only and was not bargained.

POSITION	STIPEND
Academic Competition Sponsor – per High School/Prosser	\$3,000
Academic Competition Sponsor – per Middle School	\$1,500
Cadet Teaching Coordinator (2)	\$866
Color Guard	\$800
Curriculum Chairs, ELA/Math – (4)	\$1,305
Department Chairs, High School/Prosser (21)	\$750
Director of Evening Activities/Events	\$65
Dyslexia Coordinator (1)	\$1,500
Elementary Theatre (9)	\$453
Elementary Math Leaders (9)	\$750
Intramurals, Middle and High School (5)	\$1,409
Lead Teacher- Elementary (10)	\$1,003
Media Clerk Coordinator, Elementary (1)	\$1,200
Mentor Mii Facilitator (9)	\$1,000
Middle ELA and Math Chairs – (12)	\$750
Newspaper, High School (2)	\$692
Newspaper, Middle School (3)	\$453
Nursing Coordinator (1)	\$3,000
Response to Intervention, Elementary (9)	\$574
Robotics – Hazelwood, Highland Hills, Mt Tabor, Scribner, and SEJ	\$453
Student Council-High, Middle, FKE, Georgetown, Grant Line, Mt. Tabor, SEJ, and Slate Run	\$453
System Operator, secondary (6)	\$1,000
System Operator, elementary (9)	\$750
Web Communication Coordinator per Building (16)	\$606
Yearbook, High School (2)	\$1,301
Yearbook, Middle (3)	\$669

APPENDIX II, ITEM B**Sports Groups**

Number of positions are included for information and was not bargained

Sport	Salary	Sport	Salary
Baseball, Varsity (2)	6,700	Soccer, Varsity (4)	6,700
Baseball, Asst. (4)	2,500	Soccer, Asst. (4)	2,500
Baseball, 9 (2)	2,000	Soccer, Middle (10)	2,000
Basketball, Varsity (4)	14,000	Softball, Varsity (2)	6,700
Basketball, Asst. (8)	4,000	Softball, Asst. (4)	2,500
Basketball 7/8/9 (18)	3,000	Strength Coach (2)	4,000
Basketball, 5/6 (10)	2,000	Swimming, Varsity (4)	6,700
Business Manager (2)	5,500	Swimming, Asst. (4)	2,500
Cheerleading, Varsity (2)	5,000	Swimming, Middle (3)	2,000
Cheerleading, Middle (3)	1,500	Tennis, Varsity (4)	6,700
Cross Country, Varsity (4)	6,700	Tennis, Asst. (4)	2,500
Cross Country, Asst. (4)	2,500	Tennis, Middle (6)	2,000
Cross Country, Middle (4)	2,000	Track, Varsity (4)	6,700
Dance, High School (3)	5,000	Track, Asst. (8)	2,500
Football, Varsity (2)	14,000	Track, 9 (2)	2,000
Football, Asst. (10)	4,000	Track, Middle (6)	2,000
Football, 9 (2)	3,000	Track, Middle Asst. (1)	1,500
Football, 9 Asst. (4)	2,000	Track, Unified Varsity (2)	750
Football, 8 (3)	2,000	Track, Unified Asst. (2)	500
Football, 7 (3)	2,000	Volleyball Varsity (2)	6,700
Football, 7/8 Asst. (8)	1,500	Volleyball Asst. (4)	2,500
Football, Unified Varsity (2)	750	Volleyball 9 (2)	2,000
Football, Unified Asst. (2)	500	Volleyball, Middle (9)	2,000
Golf, Varsity (4)	6,700	Volleyball, Middle Asst. (2)	1,500
Golf, Middle (6)	2,000	Wrestling, Varsity (2)	6,700
NJROTC, Varsity (2)	3,000	Wrestling, Asst. (4)	2,500
NJROTC, Asst. (2)	2,500	Wrestling, Middle (3)	2,000

A teacher whose 2018-2019 salary for an Appendix II, Item B position was higher than this rate will maintain their previous salary for the position, and the salary for such position will not be adjusted until the incumbent coach leaves the position.

APPENDIX II, ITEM C

Co-Curricular Salaries

Number of positions are included for informational purposes only and was not bargained.

Co-Curricular Position	Salary
Agriculture (1)	4,000
Band, High School (2)	6,700
Band, High School Assistant (2)	3,000
Band, Middle School (3)	2,500
Band, Middle Assistant (1)	1,250
Choir, High School (2)	4,000
Choir, Middle School (3)	2,500
Commercial Foods (3)	4,000
Orchestra, High School (2)	4,000
Orchestra, High School Assistant (2)	3,000
Orchestra, Middle School (3)	2,500
Orchestra, Middle Assistant (1)	1,250
Radio, High School (2)	4,000
Theatre, High School (2)	6,700
Theatre, High School Assistant (2)	3,000
Theatre, Middle School (3)	2,500
Theatre, Middle School Assistant (3)	800
Technical Theatre, High School (2)	4,000

APPENDIX II, ITEM D

EXTRA/ANCILLARY DUTY SALARY FOR DRIVER'S EDUCATION

Driver's Education instructors will be paid \$30.00 per hour. Instructors whose 2018-2019 hourly rate was higher than \$30.00 per hour will maintain their previous hourly rate for this position.

APPENDIX III, ITEM A

LEVEL I GRIEVANCE REPORT FORM

File within fourteen (14) days of occurrence or within fourteen (14) days after grievant reasonably should have known of occurrence (4.123).

Name of Grievant _____

Job and Building Assignment _____

Date of Occurrence Giving Rise to Grievance _____

Date Teacher Became Aware of Occurrence _____

Nature of Grievance (Include all provisions of the Contract relied upon):

Relief Sought _____

Grievant(s) Signature(s) _____ Date _____

Meeting within ten (10) days of filing

Decision within five (5) days of meeting

Decision of Immediate Supervisor _____

Signature of Immediate Supervisor _____

Date _____ Position _____

(Attach separate sheets as needed)

Grievant should make copies of this form and give to his/her immediate supervisor, Superintendent, and the President of the Association.

APPENDIX III, ITEM B

LEVEL II GRIEVANCE REPORT FORM

File Within Seven (7) Days after Disposition
Received from Immediate Supervisor

This form is to be used to appeal the disposition of the immediate supervisor or to grieve a Corporation wide issue as defined in the Master Contract.

Name of Grievant _____
Job and Building Assignment _____
Date of Occurrence Giving Rise to Grievance _____
Date Grievant Became Aware of Occurrence _____
Date of Filing at Level I _____
Date of Level I Meeting _____
Reasons for Appeal to Level II (be specific) _____

Grievant(s) Signature(s) _____ Date _____

Date Received by Superintendent _____ Date of Hearing _____

Hearing within ten (10) days of receipt
Decision within ten (10) days of hearing

Decision of Superintendent _____

Signature _____ Date _____
Superintendent or Designee

(Attach separate sheets as needed)

Grievant should make copies of this form and give to his/her immediate supervisor, superintendent, and the President of the Association.

APPENDIX IV, ITEM A

CAREER & TECHNICAL EDUCATION INITIAL PLACEMENT INTO COMPENSATION MODEL

Initial Merit Placement for New Hires

** Work experience must be in a related field

	0-5 years	6-7 years	8-9 years	10-11 yrs.	12-13 yrs.	14-17 yrs.	18+ years
**Work experience without a degree	merit level 0	merit level 1	merit level 2	merit level 3	merit level 5	merit level 6	merit level 8
Work experience with an Associate degree	merit level 2	merit level 3	merit level 4	merit level 5	merit level 7	merit level 8	merit level 10
Work experience with Bachelors	merit level 4	merit level 5	merit level 6	merit level 7	merit level 9	merit level 10	merit level 12
Work experience with Masters	merit level 6	merit level 7	merit level 8	merit level 9	merit level 11	merit level 12	merit level 14

APPENDIX IV, ITEM B

SALARY FOR ADULT EDUCATION NON-CREDIT COURSES AT PROSSER (ANCILLARY DUTY PAY)

Instructors will receive \$30.00 per hour for administrative approved classes. This would not include any self-supporting summer school classes.

APPENDIX V

Table for 401(a) and 403(b)

BENEFIT	401(a) Employer Contribution	403(b) Employee Contribution
Retirement Contribution	1.5%	1.5%
Retiree Health	1.0%	1.0%
Total	2.5%	2.5%

APPENDIX VI

Wage Payment Agreement

Payroll for the 2019-2020 and 2020-2021 contract year shall occur according to the dates listed below. Some of the compensation earned during the academic year, will be deferred into the following summer. All teachers will be on a twenty-six (26) pay schedule.

Teachers who receive extra-duty pay for seasonal activities shall be paid in a separate lump sum at the conclusion of the season unless the sponsor chooses to have the stipend spread across the regular pay cycle. Extra-duty payments of less than two thousand five hundred dollars (\$2,500.00) shall be paid in a lump sum.

Payroll for the 2019-2020 Contract Year

1. August 30, 2019	2. September 13, 2019	3. September 27, 2019
4. October 11, 2019	5. October 25, 2019	6. November 8, 2019
7. November 22, 2019	8. December 6, 2019	9. December 20, 2019
10. January 3, 2020	11. January 17, 2020	12. January 31, 2020
13. February 14, 2020	14. February 28, 2020	15. March 13, 2020
16. March 27, 2020	17. April 10, 2020	18. April 24, 2020
19. May 8, 2020	20. May 22, 2020	21. June 5, 2020
22. June 19, 2020	23. July 3, 2020	24. July 17, 2020
Final pay for retired teachers		
25. July 31, 2020	26. August 14, 2020	

Payroll for the 2020-2021 contract year

1. August 28, 2020	2. September 11, 2020	3. September 25, 2020
4. October 9, 2020	5. October 23, 2020	6. November 6, 2020
7. November 20, 2020	8. December 4, 2020	9. December 18, 2020
10. January 4, 2021 (Monday)	11. January 15, 2021	12. January 29, 2021
13. February 12, 2021	14. February 26, 2021	15. March 12, 2021
16. March 26, 2021	17. April 9, 2021	18. April 23, 2021
19. May 7, 2021	20. May 21, 2021	21. June 4, 2021
22. June 18, 2021	23. July 2, 2021	24. July 16, 2021
Final pay for retired teachers		
25. July 30, 2021	26. August 13, 2021	

APPENDIX VII

CERTIFIED REQUEST FOR USE OF SICK LEAVE BANK

Employee ID: _____

First Name: _____ Middle Initial _____ Last Name _____

Anticipated Leave Start Date _____ Anticipated Return to Work Date _____

The sick leave bank committee may grant, deny, or suspend grants of sick days from the bank. Its judgement or decision will be final. Any grants will be retroactive to the time of written request except in cases of hospitalization, nursing home or similar confinement, in which case the committee may grant days in advance and without a request, when the need is supported by appropriate medical evidence. Each member who requests automatically consents to a medical examination and/or review of his/her medical history if it is deemed necessary by the sick leave bank committee. (Master Contract Article VIII, Section B, 3G)

By signing below you are requesting the use of your available sick leave bank allotment and understand the eligibility rules and guidelines that are outlined in the Master Contract.

EMPLOYEE SIGNATURE: _____

DATE: _____

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NOTE: This index is not a part of the negotiated contract. It is included solely as an information item for use in locating material within this Contract.

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