

CONTRACT

between the

**BOARD OF SCHOOL TRUSTEES
OF THE
NORTHEAST DUBOIS COUNTY
SCHOOL CORPORATION**

and the

**NORTHEAST DUBOIS CLASSROOM
TEACHERS ASSOCIATION**

2021-2023

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** This Table of Contents is included as an item of information only and shall not be construed in any aspect or manner as a part of this Contract, nor was this Table of Contents bargained between the Board and the Association.*

CONTRACT
BETWEEN THE
BOARD OF SCHOOL TRUSTEES
OF THE
NORTHEAST DUBOIS COUNTY
SCHOOL CORPORATION
AND THE
NORTHEAST DUBOIS CLASSROOM
TEACHERS ASSOCIATION

THIS CONTRACT ENTERED INTO THIS 9th DAY OF AUGUST 2021, BY AND BETWEEN THE BOARD OF SCHOOL TRUSTEES OF THE NORTHEAST DUBOIS COUNTY SCHOOL CORPORATION, HEREINAFTER CALLED THE "BOARD", AND THE NORTHEAST DUBOIS CLASSROOM TEACHERS ASSOCIATION, HEREINAFTER CALLED THE "ASSOCIATION".

ARTICLE I

RECOGNITION

The Board recognizes the Northeast Dubois Classroom Teachers Association as the exclusive representative of Certificated School Employees in the following bargaining unit.

All fulland part-time Certificated Employees, as defined in Indiana Code 20-29, in the Northeast Dubois County School Corporation, except for the following:

Superintendent, Administrative Assistant, Principals, Athletic Director,
Employees holding positions not requiring certification.

A Certificated Employee regularly employed less than a full school day or less than a full school week shall be deemed to be a Certificated Employee but shall be entitled to only a pro rata share of benefits accruing under this agreement.

ARTICLE II

DEFINITIONS

As used in this Contract:

1. The term "Board" and "Association" shall include authorized officers and representatives.
2. The terms "School Corporation" or "School Employer" means the Northeast Dubois County School Corporation of the County of Dubois of the State of Indiana.
3. When references are made to male Certificated Employees it also includes female Teachers.

ARTICLE III

GRIEVANCE PROCEDURE

This Grievance Procedure, hereinafter referred to as "Procedure", stipulates the conditions under and the procedures by which grievances alleged by certain Certificated School Employees as defined in this Contract shall be processed. If any such grievances arise, there shall be no stoppage or suspension of work because of such grievances; but such grievances shall be submitted to the following grievance procedures.

1. DEFINITIONS.

As used in this Procedure:

- (a) "Grievance" means, and shall be limited to, an alleged violation of a specific Article or section of this written Contract.
- (b) The term "Certificated Employee" includes any individual or group of individuals in the bargaining unit.
- (c) "Superintendent" means the chief administrative officer of the School Corporation, or any person(s) designated by him to act in his behalf in dealing with Certificated School Employees.
- (d) The term "day" when used in this Article. The term "day" shall mean weekdays (Monday through Friday).
- (e) "Grievant" means the Certificated School Employee directly affected by the alleged violation making the claim. A grievance involving more than one such Employee may be initiated and processed by the Association; provided at least one certificated school employee is identified as a grievant at the time the grievance is filed.

2. STRUCTURE.

- (a) Nothing herein contained shall be construed as limiting the right of any Certificated School Employee having a grievance to proceed independently of this Procedure.
- (b) The Grievant may be represented by any person of his own choosing at all formal levels of the Procedure.

3. PROCEDURE.

LEVEL ONE

A grievance may be initiated within ten (10) days of the time the Grievant first knew or should have known of the act or condition upon which said grievance is based in one (1) of the following ways:

- (a) The Certificated Employee may approach the building Principal concerned and discuss the matter in his own behalf.
- (b) The Certificated Employee may request that a representative of the Association accompany the Certificated Employee and in such case the building supervisor shall not initiate any consultation with the Grievant prior to any scheduled meeting at which the representative is to be present.

LEVEL TWO

In the event the grievance is not resolved in Step One, the Grievant may file a formal grievance in writing with the building Principal on the appropriate form.

(a) The grievance form shall be filed in quadruplicate with one (1) copy for the Association, the Grievant, the building Principal and the school Central Office.

(b) The grievance shall (1) name the Certificated Employee(s) involved, (2) state the facts giving rise to the grievance, (3) identify the specific provisions of this Contract alleged to have been violated (4) state the contention of the Grievant with respect to the grievance, (5) indicate the specific relief requested, and (6) be signed by the Employee(s).

(c) The written grievance should be filed as soon as possible, but any grievance not presented in writing in Level Two within ten (10) days of the time the Grievant knew, or should have known, of the act or condition upon which said grievance is based shall be deemed waived and shall not be processed.

(d) The Certificated Employee may request a meeting with the building Principal and the Association Representative may accompany the Grievant. The building Principal shall communicate his answer in writing to the Grievant and the Association Representative within five (5) days of receiving the grievance, if no meeting is held, or not later than five (5) days after meeting with the Principal, if the meeting is held.

LEVEL THREE

(a) If the grievance is not resolved in Level Two, the Certificated Employee may, within ten (10) days of receipt of the building Principal's answer, appeal to the Superintendent, or his designee, by filing the grievance and the Principal's answer, along with a written response of the Certificated Employee, if desired, with the Office of the Superintendent. Any such response by the Grievant shall be attached to the grievance.

(b) The Certificated Employee may request a meeting with the Superintendent, or his designated representative, and the Association Representative may accompany the Grievant. The Superintendent, or his designated representative, shall, after meeting with the Certificated Employee and his Representative, if requested, give the Certificated Employee an answer in writing no later than seven (7) days after said meeting. Such answer shall be attached to the grievance.

LEVEL FOUR

If the grievance is not settled at Level Three, it may be appealed within ten (10) days of the written answer or required date thereof, whichever is earlier, to the Board by filing a written notice with the Superintendent, stating the grounds for the appeal. A meeting with the Board or its designated representative(s) shall be held within ten (10) days following the receipt of such notice and the

Superintendent shall promptly notify the Grievant and the Association of the date, the time, and the place where such appeal shall be heard, The Board's written decision shall be transmitted to the Grievant and the Association within ten (10) days after the hearing and shall be final.

4. OTHER PROVISIONS RELATING TO THE GRIEVANCE PROCEDURE.

(a) No reprisal of any kind shall be taken by or against any participant in the grievance procedure by reason of such participation in said grievance proceedings.

(b) All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participant and are not valid basis for evaluations except as to matters otherwise normally considered in the due course of evaluations.

(c) Time limits herein may be extended only by mutual written agreement, signed by the parties.

(d) Time limits herein apply to Certificated Employee on leave of absence, as if such Certificated Employee were present and working, except that said time limits shall be extended for a period equal to that time taken for sick or bereavement leave.

(e) All steps of the grievance procedure shall be conducted during nonassigned work hours.

(f) Any grievance not advanced from one step to the next within the time limits, shall be deemed resolved by the answer at the previous step and not be the subject of further grievance proceedings.

(g) Any grievance which arose prior to the effective date of this Contract shall not be processed.

ARTICLE IV

LEAVES OF ABSENCE

A. PERSONAL LEAVE.

1. Each Certificated Employee employed under Contract shall be entitled to (3) personal leave days a year. Days are taken upon written request submitted at least forty-eight (48) hours prior to the absence if at all possible. Personal leave days are for family emergency or for the transaction of personal business and/or to conduct personal or civic affairs without loss of pay. If in any one (1) school year the Certificated Employee shall be absent for reasons covered in this provision for fewer than three (3) days, the remaining days shall be allowed to accumulate as personal leave days.

2. A Certificated Employee employed under Contract for only a portion of the school year shall be entitled to only a proportionate number of personal leave days.

3. Personal leave may be taken on a one-half (½) day basis.
4. Certificated Employees on summer employment shall be eligible to use personal leave on the same basis as is used during the regular school year.
5. Days used for personal leave during summer or evening school shall be deducted at the rate of one-half (½) day for each day of absence.
6. Personal leave days may be taken any time a Certificated Employee so desires including but not limited to, days before and after a vacation or a school holiday, provided that except in cases of emergency, one (1) weeks' notice shall be given the building Principal prior to use of a leave the day before or after a vacation or holiday.

No more than seven (7) Certificated Employee Corporation-wide may use personal leave the day before and/or after a vacation or a school holiday (Saturday and Sundays do not count as vacation or school holidays). The first seven (7) Certificated Employees to request said personal leave in writing shall be granted personal leave, but the Administration shall be allowed to grant additional Certificated Employees personal leave before and/or after vacations or school holidays.

B. BEREAVEMENT LEAVE.

In the case of each death of a Certificated Employee's spouse, child and step-child, a Certificated Employee regularly employed under a valid Certificated Employee's Contract, shall be entitled to be absent without loss of compensation during the six (6) non-consecutive school days period beginning, at the option of the Certificated Employee, on the date of death or on the days following date of death within a nine (9) month period. In the case of each death of a mother, father, step-mother, step-father, brother, sister, mother-in-law, father-in-law, legal guardian or foster parent or foster child [eligible only where foster parent/child relationship was of at least one (1) year duration] or any other relative who at time of death was living as a member of the Certificated Employee household, a Certificated Employee regularly employed under a valid Certificated Employee Contract shall be entitled to be absent without loss of compensation during the six (6) non-consecutive calendar day period beginning, at the option of the Certificated Employee, on the date of death or on the days following date of death within a nine (9) month period.

In the case of each death of a grandparent or grandchild, not living in the household of the Certificated Employee, the Certificated Employee shall be entitled to be absent without loss of compensation for three (3) consecutive calendar days, one (1) such day being the date of burial rites.

A Certificated Employee may use up to two (2) days of bereavement leave up to seven (7) months following the death of a relative for estate work.

In the case of each death of a son-in-law, daughter-in-law, brother-in-law, or sister-in-law, not living in the household of the Certificated Teacher, the Certificated Teacher shall be entitled to be absent without loss of compensation for two (2) consecutive calendar days, one (1) such day being the date of burial rites.

In the case of each death of an uncle, aunt, a legal guardian, niece or nephew not living in the household of the Certificated Employees, the Certificated Employee shall be entitled to be absent without loss of compensation for one (1) day; provided however, that if the location of the funeral for said decedent is more than two hundred fifty (250) miles from the Certificated Employee's residence, then the Certificated Employee shall be entitled to be absent without loss of compensation for two (2) days.

In the case of the death of a Certificated Employee, other Certificated Employee teaching in the same building where the decedent taught shall be entitled to be absent without loss of compensation for one-half ($\frac{1}{2}$) to one (1) school day in order to attend the funeral. In addition, in the case of the death of a Student who is currently in the class of a Certificated Employee, said Certificated Employee shall be entitled to be absent without loss of compensation for one-half ($\frac{1}{2}$) school day in order to attend the funeral.

In all events of bereavement leave, said Certificated Teacher must during said absence attend in person the last burial rites of the stated family member; said burial rites must occur while said Certificated Employee is performing duties as assigned by the School Employer; and said burial rites shall not occur during the time when said Certificated Employee is absent from assigned duties due to vacation, holiday, or leaves of absence, or sick leave, which may have been previously granted or approved by the School Employer.

C. PERSONAL ILLNESS LEAVE.

1. Each Certificated Employee shall be entitled to be absent from work on account of illness or quarantine for a total of sixteen (16) days each school year without loss of compensation. Unused sick leave days and unused personal leave days which may be transferred to sick leave accumulation in accordance with the provisions of ARTICLE VI, paragraph G. shall be accumulative up to one hundred sixty (160) days. Where reasonable justification exists and after the use of the second (2nd) consecutive day of personal illness leave, the Board shall be provided, upon request, with a verification of illness issued by a licensed physician. Personal illness leave may be taken on a one-half ($\frac{1}{2}$) day basis.

2. In addition, a Certificated Employee may have the option to use up to twelve (12) of the personal illness leave days mentioned above per school year, without loss of compensation, in case of illness, surgery, or accident involving a member of the immediate family. The term "immediate family" in this instance shall mean spouse, children, step-children, parents, mother-in-law, father-in-law, and grandparents. Additional days over and above the twelve (12) days mentioned in this section may be taken by the Certificated Employee without compensation, for illness of a spouse, child, step-child, parents, mother-in-law, father-in-law, and, grandparents additionally for any person living in the home of the Teacher.

3. In the event any Certificated Employee shall have accumulated one (1) or more days of sick leave in another School Corporation and shall thereupon become employed in the Northeast Dubois County School Corporation, then there shall be added for the first year and each succeeding year of such employment, up to three (3) days of sick leave until the number of accumulated days

to which said Certificated Employee was entitled in his last place of employment shall be exhausted.

4. Sick leave days accumulated by a Certificated Employee prior to an authorized leave of absence, less any sick leave taken during a leave in which a Certificated Employee is entitled to use sick leave days according to this Contract, shall be credited to the Certificated Employee on his return.

5. Certificated Employees, upon request, shall be given a written accounting of accumulated personal illness leave by October 1 of each school year.

6. Each Certificated Employee shall be allowed to use annual and accumulated personal illness leave days for his/her medical or dental appointments. Appointments which do not warrant a full day absence may be taken in half day increments. A half day is defined as 3-1/2 hours. If an appointment is less than a half day, the time away from school for multiple appointments can be accumulated to equal a half day. Staff need to sign in and out at the office of their respective school for accounting purposes. The date of the absence will be recorded on the date of the appointment that surpasses the 3-1/2 time. In the case that multiple appointments do not accumulate the 3-1/2 hours, the appointment times can be carried over until the next contract year.

7. If a certificated employee will require more than 5 consecutive personal illness days due to surgery, illness, or injury Appendix C-1, Medical Leave Form, will need to be submitted as soon as they become aware of the need for days to the Superintendent's office. In case of a medical emergency, the employee shall be granted the leave and documentation can be submitted as soon as the employee is able.

D. LEGAL LEAVES.

Court leave with pay shall be granted to Certificated Employees for the time necessary to make an appearance or appearances in any court proceeding when requested to so appear by the School Corporation, State of Indiana, or any agency acting on the behalf of CASA. A Certified Employee called for jury duty shall, during the required period of absence from assigned duty by the School Employer, be paid his full Contract salary provided that such Certificated Employee agrees to return to the Board immediately upon receipt all pay, except mileage reimbursement, received for serving on jury duty.

E. NATIONAL GUARD OR RESERVE LEAVE.

All Certificated Employees, who are members of the Indiana National Guard or of the reserve components or the retired personnel of the naval, air or ground forces, shall be entitled to leave of absence from their respective duties, without loss of time or pay for such time as the members of the National Guard are in the military service on training duties of the State of Indiana under order of the Governor as commander-in-chief, or as members of any reserve component under order of the component authority thereof, for services not to exceed fifteen (15) days in any one (1) calendar year.

F. PERSONAL INJURY LEAVE.

Absence due to injury incurred in the course of the Certificated Employee's employment and eligibility for benefits under the Indiana Workers' Compensation Act in excess of five (5) days, shall not be charged against the Certificated Employee's sick leave days provided however if such absence continues for a period in excess of five (5) days, said Certificated Employee shall have no days of absence charged against that Certificated Employee's sick leave days. For a period not in excess of ninety (90) days, the Board shall pay to such Certificated Employee the difference between his salary and benefits received under the Indiana Workers' Compensation Act and/or other types of benefits received for the duration of such absence.

G. PREGNANCY LEAVE.

1. A Certificated Employee who is pregnant shall be granted a leave of absence and may continue in active employment as late into pregnancy as she wishes, if she can fulfill the requirements of her position. Temporary disability caused by pregnancy shall be governed by the following:

(a) Any Certificated Employee who is pregnant shall be granted a leave of absence any time between the commencement of her pregnancy and one (1) year following the birth of the child, if she notifies the Superintendent at least thirty (30) days before the date on which she wishes to start her leave. She shall notify the Superintendent by submitting Appendix C-1, Maternity Leave Form, a physician's statement certifying her pregnancy, or a copy of the birth certificate of the newborn, whichever is applicable. However, in the case of a medical emergency caused by pregnancy, the Certificated Employee shall be granted a leave, as otherwise provided in this section, immediately on her request and the certification of the emergency from an attending physician.

(b) All or part of a leave taken by a Certificated Employee because of a temporary disability caused by pregnancy may be charged, at her discretion, to her available sick days. However, the Certificated Employee is not entitled to take accumulated sick leave days when the Certificated Employee's physician certifies that the Certificated Employee is capable of performing the Certificated Employee's regular certificated employee duties. The Certificated Employee is entitled to complete the remaining leave without pay.

2. Except where a Contract is not required under IC 20-29 in any situation occurring before or after the commencement of leave, the Certificated Employee and the School Corporation shall execute a regular Certificated Employee's Contract for each school year in which any part of the Certificated Employee's leave is granted, and the Certificated Employee shall have the right to return to a certificated employee position for which the Certificated Employee is certified or otherwise qualified in accordance with the rules of Indiana Department of Education.

3. Rights existing at the time leave commences, which arise from a Certificated Employee:

- (a) Status as established Certificated Employee;
- (b) Accumulation of successive years of service;
- (c) Service performed under a Certificated Employee Contract pursuant to IC 20-29; or
- (d) Status or rights negotiated under; IC20-29 shall remain intact.

4. During leave the Certificated Employee may maintain coverage in any group insurance program by paying the total premium including the School Corporation's share, if any, attributable to the leave period.

5. During leave extending into a part of a school year, a Certificated Employee shall accumulate sick leave in accordance with the provisions of the master Contract in effect in the Northeast Dubois County School Corporation in the same proportion which the number of days the Certificated Employee is paid during such year of work or leave bears to the total number of days for which Certificated Employee are paid in the School Corporation.

H. BIRTH OR ADOPTION LEAVE.

Upon receipt of an adopted child and after delivery of written notice thereof and request for leave to the Superintendent, a Certificated Employee shall receive adoption leave without pay. It is understood a Certificated Employee may use available paid personal leave days and/or family illness days during an adoptive leave or birth leave.

I. HEALTH LEAVE.

Upon a request by a Certificated Employee for a health leave, the Board and the Association shall meet and mutually agree as to whether said leave is warranted and, if warranted, the terms and conditions of said health leave.

J. FAMILY CARE LEAVE.

The School Board may grant, upon request by a Certificated Employee, a family care leave without pay for a mutually determined period, not greater than one (1) year nor less than fourteen (14) calendar days for caring for a sick member of the Certificated Employee's immediate family. Immediate family in this instance shall mean spouse, parent or child. Such leave time shall not count toward tenure status, nor shall such leave result in advancement or cause loss of experience classification on the salary schedule. In no event may the Certificated Employee engage in other regular employment during weekdays during said period of leave.

K. STUDY LEAVE.

A leave of absence for up to one (1) year may, at the discretion of the Board, be granted to any Certificated Employee, upon application, for the purposes of engaging in study at an accredited college or university.

L. MILITARY LEAVE.

Military leave shall be granted to any Certificated Employee who is inducted in any branch of the Armed Forces of the United States. Upon return from such leave, and at the beginning of the next school year, a Certificated Employee shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the Corporation during the period of his absence; and, furthermore, he shall receive all rights and benefits which generally accrue to any Certificated Employee; provided, however that such Certificated Employee shall not be entitled to an advancement for tenure purposes over that level which he had attained at the date of induction. The Certificated Employee shall have up to sixty (60) days after release from active duty to notify the Board of his intention to return to the Corporation. If National Guard or Reserve encampment or a period of active training due to an emergency situation should occur during the school year, the Certificated Employee required to participate shall be granted a temporary leave of absence without compensation, with the Board being entitled to terminate other direct or indirect monetary benefits after twenty-one (21) consecutive calendar days.

M. ASSOCIATION LEAVE.

Each school year the Board shall provide up to two (2) days professional leave for Association leave with the Board paying for the substitute on the first day and the Association paying for the substitute on the second day. The Superintendent and the Association President shall meet and determine the need for any additional days to be granted with the Board paying the substitute costs for these additional days.

N. GENERAL PROVISIONS.

1. A Certificated Employee returning from leave shall be assigned in accordance with the Board assignment policies and applicable law governing reassignment as though the Certificated Employee had taken no leave. The School Employer shall discuss with the Certificated Employee but reserves the right to solely determine that Certificated Employee's subsequent position and duty assignment(s). The School Employer is under no obligation to assign the Certificated Employee after return from leave to the same school, teaching position, or other assignment(s) occupied or performed prior to taking said leave of absence.

2. A Certification Employee requesting leave shall state the anticipated length of said leave and should advise the School Employer in the event the length required need be extended. The Certificated Employee on leave shall notify the Superintendent, in writing, at least thirty (30) days prior to the date of return.

3. Established Teachers returning from leaves shall retain their established status upon return.

ARTICLE V

SICK LEAVE BANK

A. In addition to that sick leave absence to which full-time Certificated Employees employed under Contract shall be entitled under separate paragraph of this Contract, said Teachers may be entitled to be absent from work without loss of compensation on account of personal illness for up to ninety (90) days by use of sick leave days contributed to a sick leave bank. Such bank shall be entitled by the School Employer and administered as follows:

1. Each such Certificated Employee wishing to participate in such bank shall contribute at least one (1) day but not more than three (3) days of unused sick leave to such bank which days shall thereupon be deducted from the number of said Certificated Employee's then available sick leave days; provided, however, that for so long as the total number of accumulated days in the bank exceeds two hundred (200), participants shall not be required to contribute additional days. Regardless of the numbers of days contained in the bank, additional days shall be contributed by a new participant or by a participant in the year following use of banked days by that participant. In no event shall the Board contribute days to the bank.

2. Said sick leave bank shall be administered by a committee composed of three (3) individuals: Two (2) participating Certificated Employee selected by the exclusive representative, and one (1) person designated by the Superintendent. All requests for use of days from the bank shall be made, in writing, to the committee and should be ruled upon by the committee within five (5) days after receipt. The committee shall make the final decision as to distribution and allocation of days to participating applicants.

3. Participating Certificated Employee may be granted days from the bank if the following conditions have been met:

(a) The Certificated Employee has exhausted all sick leave days, including accumulated sick and personal leave days;

(b) The Certificated Employee shall furnish to the Board and committee such physician's statements of need or medical condition as may be required from time to time by either the Board or committee;

(c) The number of days allocated by the committee may be reviewed by the committee from time to time and the committee shall have the authority to decrease or increase the number of days previously granted by the committee; provided, however, that no individual may be granted more than a total of ninety (90) days.

4. The committee shall not grant nor shall a Certificated Employee be entitled to days during periods when such Certificated Employee has elected to receive worker's compensation.

5. Certificated Employees desiring to participate in the sick leave bank shall so notify the committee and Superintendent of such determination, and provide the necessary application forms and information on or before September 30 of each school year.

VI

PROFESSIONAL COMPENSATION

A. The Board and the Association of the Northeast Dubois County School Corporation agree to negotiate monies for the compensation model at the expiration of the contract. Eligibility, factors, definitions, and distribution are outlined in Appendix A-1. Base salaries are listed in Appendix A-2. Teachers meeting the evaluation and experience requirements will receive \$2,000 added to their base salary each year of the two-year agreement. Teachers with salaries less than \$45,000 after increase for evaluation and experience will receive an amount to increase salary to \$45,000 for academic need of teacher retention.

B. Basic salaries for Certificated Employees shall be paid in twenty-six (26) equal payments, every other Friday.

C. Each year of full time military service by a Certificated Employee up to a maximum of four (4) years shall be given credit as the equivalent of one (1) year of teaching experience. If full time service is less than one (1) year, a minimum of six (6) months military service is necessary to qualify for the equivalent of a year of service. The period of probationary successive years of service under a Certificated Employee's Contract, which is a condition precedent to becoming an established Teacher under IC 20-29, is considered uninterrupted for that Certificated Employee; however, this probationary period may not include the time spent in defense service. The above shall apply to all veterans who took the Oath of Allegiance, wore the uniform, served in either combat or non-combat units of a branch of the United States Armed Services and were honorably discharged. No credit previously given in this system for military service shall be reduced as a result of this Contract.

D. If a Certificated Employee leaves the school system at the end of a school year, said Certificated Employee shall receive, upon request made prior to May 1, all pay to which that Certificated Employee is entitled by a date not later than the first (1st) payday in July; provided, however, that if a Certificated Employee is terminated by the Board, such request is not required.

E. In the event of a death of a Certificated Employee during a school year, the Board shall pay to the surviving spouse or to the minor children of said Certificated Employee, the difference if any between the salary of said Certificated Employee and that salary paid by the Board to the replacement Certificated Employee.

F. Certificated Employees using zero (0) personal leave days during the school year shall have a choice of their three (3) unused days accumulating for use as personal leave or selling the three

days back to the Corporation for One Hundred Thirty-Five Dollars (\$135.00) in additional pay. The additional pay will be included in their pay prior to August 1 for that school year. Personal days will accumulate unless the teacher sends a written request for the One Hundred Thirty-Five Dollars (\$135.00) prior to June 30th of that school year.

G. Certificated Employees shall annually receive Fifteen Dollars (\$15.00) for all accumulated sick days above one hundred sixty (160) to be deposited into a 401(a) account for that Certificated Employees prior to July 1, for that school year. It is understood that sick leave days required to be donated by all participants to the sick leave bank do not cause a Certificated Employee to forfeit this sick leave incentive pay. In addition, Certificated Employees shall receive Fifteen Dollars (\$15.00) for all remaining one hundred sixty (160) days deposited into a 401(a) account upon retirement.

H. Certificated Employees who are employed part-time under a regular Certificated Employee's Contract shall be entitled to all benefits extended under this Contract, provided however, that the Board's contribution towards payment for such benefits shall be prorated based upon the proportion of time the Certificated Employee works as compared to a Certificated Employee working full time. Said Certificated Employee's salary shall be prorated in the same manner. Nothing herein, however, shall cause the reduction of any benefits now received by any Certificated Employee without a corresponding reduction in responsibilities under that Certificated Employee's individual Contract.

I. The Board will pay the cost for a Certificated Employee to have any and all expanded criminal history checks and expanded child protection index checks that are required by the School Corporation or per IC 20-26-5-10. New hires will have to pay for a background check to become an employee of Northeast Dubois.

ARTICLE VII

INSURANCE

A. MEDICAL/HOSPITALIZATION INSURANCE.

The Board shall provide for Certificated Employees a medical/hospitalization insurance plan for a twelve (12) month period of the same type presently in force. The Board shall pay toward the cost of the applicable premiums the amounts set forth, with each Teacher paying not less than One Dollar (\$1.00).

Maximum Board payment per year per Certificated Employee and effective date:

	2021-2023
Single Coverage	\$6,175
Family Coverage	\$7,000
Employee & Spouse	\$7,000
Employee & Children	\$7,000
Husband & Wife In System	\$14,000**

***It is understood that when a husband and wife both teach in the system, this amount will be double the amount contributed toward the Employee family coverage.*

The Association agrees to participate in the Patoka Valley Network provided by Dunn and Associates. All Northeast Dubois Certified Employees and dependents on the health plan will have all claims paid at Eighty Percent (80%) or higher. It is understood that the out of network Seventy Percent (70%) paid does not apply to these people.

B. The Board shall provide for each Certificated Employee a group term life insurance policy for a twelve (12) month period in the amount of One Hundred Thousand Dollars (\$100,000.00) and group accidental death and dismemberment insurance. The Board shall pay for all premiums of said insurance.

C. The Board shall provide for each Certificated Employee a vision insurance plan of the same coverage presently in force. The Board shall pay all premiums for the single or family plan.

D. The Board shall provide for each Certificated Employee a dental insurance plan. The Board shall pay all the premiums for the single or family plan. Said insurance shall contain a minimum lifetime orthodontic benefit of Five Hundred Dollars (\$500.00). Said plan will also pay at least Seventy-Five Percent (75%) of the dental bills up to a maximum of Seven Hundred Fifty Dollars (\$750.00) per person per year.

E. The Board shall provide for each Certificated Employee a long-term disability insurance plan, fully paid for by the Board, which will provide for a minimum benefit of Sixty Percent (60%) of salary to age sixty-five (65). The plan shall have a one hundred eighty (180) consecutive calendar day elimination period.

F. Certificated Employees on paid leave shall continue to have Board contributions made according to the level which existed at the time of starting on leave. Certificated Employees on non-paid leave for one (1) month or longer shall have the right to continue any or all of the Board paid programs by paying the premiums themselves to the Board by the date on which the Board is required to make premium payments.

G. When refunds by insurance companies in excess of One Dollar (\$1.00) per Certificated Employee are made on insurance policies on which Certificated Employees have paid a portion of required premiums, such refunds shall be kept separate from other school funds and shall be

returned to the Certificated Employees who paid the premiums in ratio to the contribution made. The Administration shall notify the Association when such refunds are forthcoming.

H. It is understood and agreed to that required changes in coverage/carriers to comply with HB 1260 will be made by the written agreement of the Board and Association. The Board and Association will mutually agree to make changes to carriers and/or plans for health, vision, and dental insurance. The Board can change the carriers of long-term disability insurance and life insurance if the coverage for Certificated Employees is equal to or better than the current coverage. The change in carriers will be discussed with the Association before the change is made.

I. It is understood and agreed to that the Board has the right to change the health insurance carrier and/or plan as long as all major areas such as the current eighty (80)/twenty (20) co-insurance, stop-loss, maximum policy benefit, initial One Hundred Dollar (\$100.00) individual/Two Hundred Dollar (\$200.00) family deductible and percent paid of covered charges etc. are equal to or better than the current coverage. It is recognized that certain minor areas may be changed.

J. Insurance coverage for Certificated Employees leaving the Corporation shall continue through August of the school year that said Certificated Employee leaves the Corporation.

K. Five hundred dollars (\$500) will be provided by the employer for non-health insurance members. The Northeast Dubois County School Corporation will reimburse these individuals by a check issued no later than June 30th.

ARTICLE VIII

EARLY RETIREMENT INCENTIVE

Retirement Supplement

A. ELIGIBILITY.

This section applies only to Certificated Employees employed in the 2003-2004 school year.

B. BUY-OUT OF SALARY BENEFIT.

The present value of June 30, 2004, the salary benefit shall be determined based on the following:

- One-half ($\frac{1}{2}$) of the difference between the base salary of the retiree and the base salary of a beginning Certificated Employee (B.S. - 0), based upon the adopted certified informational salary schedule in effect on the last day of employment of the retiree;

- Assumed Four Percent (4%) for first two (2) years, Six Percent (6%) for next two (2) years, and Seven Percent (7%) ultimate discount rate;
- Assumed monthly installment payments;
- Assumed retirement age of fifty-seven (57);
- Three Percent (3%) salary inflation from 2003-2004 salary schedule;
- Assume these payments were made monthly until month eligible for full Social Security benefit;
- Payment of Fifty Dollars (\$50.00) per day of sick leave accumulated to a maximum ten (10) days;
- Reduction for a FICA discount of Seven and Sixty-Five Hundredths Percent (7.65%).

C. FUNDING VEHICLE.

For a Certificated Employee not eligible for benefits under ARTICLE XIII as of June 30, 2004, the positive difference (if any) between the present value calculated under B. above and the present value calculated under ARTICLE X, section B. shall be deposited into a separate 401(a) Plan account on behalf of each eligible Certificated Employee upon receipt of the bond proceeds in 2004.

For a Certificated Employee eligible for benefits under ARTICLE VII as of June 30, 2004, the present value calculated under B. above shall be deposited into a separate 401(a) Plan account upon receipt of the bond proceeds in 2004.

D. VESTING.

This account shall be vested at attainment of fifty-five (55) years of age and completion of at least twenty (20) school years of service, with the last ten (10) school years of service being in the Northeast Dubois County School Corporation. It is understood that military service and public school teaching experience count toward these years but that private school credit does not count.

E. PROTECTION FOR ELIGIBLE CERTIFICATED EMPLOYEE RETIRING ON OR BEFORE JUNE 30, 2014.

This subsection applies only to Certificated Employees who are employed in the 2003-2004 school year and who actually retire:

1. After having met the vesting requirements in D. above;
2. But before attainment of age fifty-seven (57); and

3. On or before June 30, 2014.

In such a case, the Northeast Dubois County School Corporation shall make an additional deposit at the time of retirement to that Certificated Employee's 401(a) vested plan account equal to:

1. One-half ($\frac{1}{2}$) of the difference between the base salary of the retiree and the base salary of a beginning Certificated Employee (B.S. - 0) based upon the adjusted certified informational salary schedule in effect on the last day of employment of the retiree, times

2. A factor equal to the difference between the Certificated Employee's actual retirement age and fifty-seven (57) [the difference to be calculated to the nearest month]. For example, if the eligible Certificated Employee is age fifty-six and one-half ($56\frac{1}{2}$) at retirement, the factor in this subsection 2. will be .5. If the eligible Certificated Employee is age fifty-five (55) and one (1) month at retirement, the factor in this subsection 2. will be 1.83.

3. Amount determined under 1. and 2. less a reduction for a FICA discount of Seven and Sixty-Five Hundredths Percent (7.65%).

F. DEATH BENEFIT.

Upon the demise of any Employee who at the time of death:

1. Has been working at Northeast Dubois County School Corporation at least the last ten (10) school years;

2. Is at least age fifty-five (55); and

3. Has completed at least (20) school years of service (as defined in D. above), the Certificated Employee's 401(a) account shall be vested and paid directly in a lump sum to the surviving spouse of the deceased, or to the dependent children, or other such dependent persons as may have been designated by the deceased in writing to Northeast Dubois County School Corporation. When no designation has been submitted (and in the absence of surviving spouse, dependent children, or other dependents), payment will be made to the estate of the deceased.

Retirement Insurance

A. ELIGIBILITY.

This section applies only to Certificated Employees employed in the 2003-2004 school year. To be eligible for benefits under this section, the retiree shall be at least fifty-five (55) years of age and shall have a total of at least twenty (20) school years of service, with the last ten (10) school years of service being in the Northeast Dubois County School Corporation. It is understood that military service and public school teaching experience count toward these years but that private school credit does not count.

B. INSURANCE DURING RETIREMENT.

The Board will provide up to Three Thousand Dollars (\$3,000.00) for health insurance provided through the Corporation (single or family plan) each year during retirement until eligibility for Medicare. If the Certificated Employee retires before age fifty-five (55), and not earlier than age fifty-three (53), the Certificated Employee shall be allowed to remain in the insurance programs at his/her own expense with the School Corporation beginning to pay its share of the insurance costs beginning the month following the 55th birthday of the school year when the retiree reaches age fifty-five (55). The retiree shall not be required to substitute teach in order to receive this amount toward insurance. It is understood and agreed to that in the event of the death of the retiree, said retiree's spouse and dependent children at the time of the death of the retiree shall be allowed to remain in the School Corporation insurance plans until said spouse reaches the age of eligibility for Medicare, with the spouse paying One Hundred Percent (100%) of the premium cost.

C. FUNDING VEHICLE.

This benefit shall be funded by a deposit of approximately Five Hundred Twenty-Four Thousand Two Hundred Eight Dollars (\$524,208.00) to a pooled Voluntary Employee Beneficiary Association ("VEBA").

ARTICLE VIII A shall be added to read as follows:

ARTICLE VIII A

SUPPLEMENT FOR OTHER EMPLOYEES

1. ELIGIBILITY.

This section applies only to Certificated Employees not employed in the 2003-2004 school year.

2. A Certificated Employee who is eligible under this section shall be paid the following:

- One-Half Percent (.5%) of base salary schedule amount for that school year to a 401(a) account for that Certificated Employee;
- Up to One-Half Percent (.5%) of base salary schedule amount for that school year to a 401(a) account for that Certificated Employee as a matching contribution to what that Teacher has contributed to a 403(b) arrangement for that school year;
- Four Hundred Dollars (\$400.00) to a VEBA account for every Certificated Employee.

3. Each account shall be vested at the completion of four (4) school years of service with Northeast Dubois County School Corporation.

ARTICLE IX

EFFECT OF AGREEMENT

A. The parties mutually agree that the terms and conditions set forth in this Contract represent the full and complete understanding and commitment hereto and supersedes and cancels all previous agreements and past practices between the parties which may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in an amendment hereto. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

B. Should any Article, section, or clause of this Contract be declared illegal by a court of competent jurisdiction, said Article, section, or clause, as the case may be, shall be automatically deleted from this Contract to the extent that it violates the law, but the remaining Articles, sections, and clauses shall remain in full force and effect for the duration of the Contract, if not affected by the deleted Article, section, or clause.

C. The parties have negotiated concerning all bargainable issues during the bargaining leading to this Contract, and no additional bargaining on said issues will be conducted on any item, whether contained herein or not, during the life of this Contract, unless the parties, by supplemental written agreement hereto, agree to conduct additional bargaining on said issues.

D. A regular Certificated Employee's Contract entered into between the Board and a member of the bargaining unit shall contain no provisions contrary to the terms of this Contract.

ARTICLE X

TERM OF CONTRACT

A. This Contract shall be effective as of August 9, 2021 and shall continue in effect through June 30, 2023.

B. This Contract is made and entered into at Dubois, Indiana, on this 9th day of August 2021, by and between the Board of School Trustees of the Northeast Dubois County School Corporation, County of Dubois, State of Indiana, party of the first part heretofore referred to as the "Board", and the Northeast Dubois Classroom Teachers Association, party of the second part, heretofore referred to as the "Association".

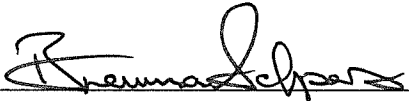
C. This Contract is so attested to by the parties whose presidents' and secretaries' signatures appear below.

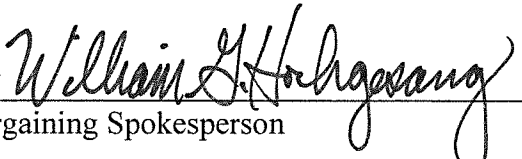
D. The Undersigned attest to the following: 1. A public meeting was held in compliance with I.C. 20-29-6-1(b) on August 7, 2021, and electronic participation from the parties and/or public was not permitted. 2. A public meeting in compliance with I.C. 20-29-6-19 was held on October 26, 2021, to discuss the tentative agreement and electronic participation from the governing body and/or public was not permitted.

BOARD OF SCHOOL TRUSTEES OF
THE NORTHEAST DUBOIS COUNTY
SCHOOL CORPORATION

Ratified by the Board on October 26, 2021


BY 
President

BY 
Secretary

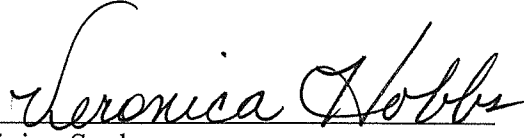
BY 
Bargaining Spokesperson

NORTHEAST DUBOIS CLASSROOM
TEACHERS ASSOCIATION

Ratified by the CTA on September 15, 2021

BY 
President

BY 
Secretary

BY 
Bargaining Spokesperson

APPENDIX A-1

I. SALARY RANGE

The salary range for the 2021-2022 school years is \$37,000 to \$69,500. This range does not include the 3% ISTRF contribution or the increase for the 2021-2022 school year.

II. BASE SALARY INCREASES

A. General Eligibility

1. Except as provided in #2 below, a teacher who received an evaluation rating of ineffective or improvement necessary in the prior school year is not eligible for any salary increase and remains at the prior year salary.

2. A teacher who is in the first two full years of instructing students who receives an evaluation rating of improvement necessary is eligible for a salary increase.

B. Factors and Definitions

1. Evaluation rating – The teacher received a highly effective or effective evaluation rating for the prior year. \$1500

2. Year of Experience – Teacher meets 120 TRF day requirement \$500

3. Academic Need (Teacher Retention) – Experienced teachers with salary less than \$45,000 after increase for evaluation and experience will receive an amount necessary to make salaries equal \$45,000.

C. 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.

III. New Hires

New hires with no years of experience will be placed at \$40,000. No new hire will be placed on the compensation model above a teacher at Northeast Dubois with the same years of service and degree/certification without discussion with the President and/or UniServ Director of the Association.

APPENDIX A-2

**NORTHEAST DUBOIS COUNTY SCHOOL CORPORATION
2021-2023 SALARY SCHEDULE**

LEVEL	SALARY	LEVEL	SALARY
A	\$40,000	EE	\$55,000
B	\$40,500	FF	\$55,500
C	\$41,000	GG	\$56,000
D	\$41,500	HH	\$56,500
E	\$42,000	II	\$57,000
F	\$42,500	JJ	\$57,500
G	\$43,000	KK	\$58,000
H	\$43,500	LL	\$58,500
I	\$44,000	MM	\$59,500
J	\$44,500	NN	\$60,000
K	\$45,000	OO	\$60,500
L	\$45,500	PP	\$61,000
M	\$46,000	QQ	\$61,500
N	\$46,500	RR	\$62,000
O	\$47,000	SS	\$62,500
P	\$47,500	TT	\$63,000
Q	\$48,000	UU	\$63,500
R	\$48,500	VV	\$64,000
S	\$49,000	WW	\$64,500
T	\$49,500	XX	\$65,000
U	\$50,000	YY	\$65,500
V	\$50,500	ZZ	\$66,250
W	\$51,000	AAA	\$68,000
X	\$51,500	BBB	\$69,500
Y	\$52,000	CCC	\$70,000
Z	\$52,500	DDD	\$70,500
AA	\$53,000	EEE	\$71,000
BB	\$53,500	FFF	\$71,500
CC	\$54,000	GGG	\$72,000
DD	\$54,500	HHH	\$72,500

APPENDIX B-1

2021-2023

**NORTHEAST DUBOIS COUNTY SCHOOL CORPORATION
ADDITIONAL PAY FOR EXTRA DUTIES AND RESPONSIBILITIES**

The number of positions was not bargained, but is for informational purposes only.

COACHING	2021-2023 SALARY
BOYS BASKETBALL	
Head Coach**	\$7,744
Varsity Assistant	\$3,306
Assistant**	\$3,306
8 th Grade	\$2,021
7 th Grade	\$1,867
6 th Grade	\$1,554
5 th Grade	\$1,554
BASEBALL	
Head Coach	\$4,283
Assistant	\$2,760
2 nd Assistant	\$1,624
SOFTBALL	
Head Coach	\$4,283
Assistant	\$2,760
2 nd Assistant	\$1,624
TRACK	
Head Coach	\$3,463
Assistant	\$2,133
Middle School	\$936
Middle School Assistant	\$530
CROSS COUNTRY	
Head Coach	\$2,243
Assistant	\$1,468
Junior High Head Coach	\$936
Junior High Assistant	\$420

COACHING	2021-2023 SALARY
GIRLS VOLLEYBALL	
Head Coach	\$3,851
Assistant	\$2,179
8 th Grade	\$1,245
7 th Grade	\$1,245
6 th Grade	\$420
GIRLS BASKETBALL	
Head Coach	\$7,744
Assistant	\$3,306
2 nd Assistant	\$3,306
8 th Grade	\$2,021
7 th Grade	\$1,867
6 th Grade	\$1,554
5 th Grade	\$1,554
GIRLS TRACK	
Head Coach	\$3,463
Assistant	\$2,133
Junior High	\$936
Junior High Assistant	\$530
BOYS GOLF	\$1,867
Boys Assistant Golf	\$546
BOYS TENNIS	\$1,867
Boys Assistant Tennis	\$1,281
Boys Junior High Tennis	\$773
GIRLS TENNIS	\$1,867
Girls Assistant Tennis	\$1,281
Girls Junior High Tennis	\$773
SWIMMING, VARSITY	\$2,053
SWIMMING, VARSITY	\$2,053
Middle School Swimming	\$1,030
JUNIOR HIGH ATHLETIC DIRECTOR	\$1,708
BOYS SOCCER	\$1,867
Boys Assistant/J.V. Soccer	\$1,280
GIRLS SOCCER	\$1,867
Girls Assistant Soccer	\$1,236
CHEERLEADING	
High School Cheerleader/Pep Club	\$2,084
High School Cheerleader Assistant	\$700
Junior High Cheerleader	\$713
6 th Grade Cheerleaders	\$253
5 th Grade Cheerleaders	\$238

ACTIVITIES	2021-2023 SALARY
PL 221 Stipend (2 Per Building)	\$217
High School Yearbook	\$1,245
Special Needs Teacher	\$124
High School Spell Bowl*	\$822
Academic Bowl Coordinator*	\$507
English Coach	\$207
Math Coach	\$207
Science Coach	\$207
Social Studies Coach	\$207
Art Coach	\$207
Music Coach	\$207
Interdisciplinary	\$135
High School Detention Monitor	\$746
Queen Crowning	\$779
Sound and Light	\$504
Summer Band	\$6,222
Band Director	\$2,179
Percussion Director Assistant	\$2,068
First Musical	\$1,245
First Musical Assistant	\$937
Second Musical	\$676
Second Musical Assistant	\$449
Flag and Rifle	\$2,068
High School Student Council	\$970
Business Club	\$534
French Club	\$534
Spanish Club	\$534
Girls FCA	\$534
Boys FCA	\$534
FCCLA	\$534
FFA	\$534
High School Beta Club	\$1068
Art Club	\$534
Boys Intramural	\$937

ACTIVITIES	2021-2023 SALARY
High School Newspaper	\$855
Drama Club 1 st Production	\$1,090
Dual Credit or AP Stipend	\$515
Senior Class Sponsor (2)	\$937
Junior Class Sponsor (2)	\$937
Sophomore Class Sponsor (1)	\$325
Freshman Class Sponsor (1)	\$325
Travel Abroad Stipend	\$665
Spirit Club	\$600
Special Needs Teacher	\$124
Junior High Spell Bowl 5 th –8 th Grade	\$700
Junior High Spelling Bee	\$379
Junior High Academic Bowl	\$1904
Junior High Junior Beta	\$534
Junior High Student Council	\$534
Junior High Yearbook	\$534
Junior High Newspaper	\$534
Middle School Lego/Robotics	\$534
Archery	\$534
Natural Helpers	\$534
Elementary Yearbook (2)	\$325
Elementary Spell Bowl	\$516
Elementary Spell Bee	\$379
Elementary Music/Drama	\$325
Professional Development *	\$100.00 per day

***This amount is doubled when Northeast Dubois hosts the conference competition.*

** Professional Development Stipend requires prior approval from an administrator and does not apply to contracted days.*

NOTE: ECA positions and pay may be shared by two (2) or more individuals as long as there is agreement to do so between the individuals and the administration.

NOTE: The Board shall also pay the Indiana State Teachers Retirement Fund (ISTRF) an additional Three Percent (3%) of each Certificated Employee's ECA pay as that Certificated Employee's contribution to the ISTRF.

APPENDIX C-1

Northeast Dubois County School Corporation

Medical/Maternity Leave Form

To: Superintendent

From: _____

Subject: Notice of Intent to take Medical/Maternity Leave

Expected Length of Medical/Maternity leave: _____

Date Leave is Planned to Begin: _____

Expected Date of Return: _____

Signature: _____ Date: _____

Continued on page 29.
Both pages are required.

Required Documentation for a leave:

- Signed note from physician confirming the medical condition and expected length of leave, including start date
- FMLA Form(s)
- Signed note from physician confirming actual start date.
- Signed documentation from physician starting the actual dates of medical leave and the date you are medically cleared to return to work.

Article IV G.1. (b) states:

All or part of a leave taken by a Certificated Employee because of a temporary disability caused by pregnancy may be charged, at her discretion, to her available sick days. However, the Certificated Employee is not entitled to take accumulated sick leave days when the Certificated Employee's physician certifies that the Certificated Employee is capable of performing the Certificated Employee's regular certificated employee duties. The Certificated Employee is entitled to complete the remaining leave without pay.

Anticipated leave days:

_____ Sick leave days
(Paid Medical Leave)

_____ Personal leave
(Additional leave paid)

_____ Other leave days
(Additional leave without pay)

Actual leave days: (Office use only)

_____ Sick leave days
(Paid Medical Leave)

_____ Personal leave
(Additional leave paid)

_____ Other leave days
(Additional leave without pay)

***** Make three copies: one for the Principal, one for the Corporation Office, and one for your records.**

APPENDIX D-1
Northeast Dubois County School Corporation
Compensation for Attainment of Master's Degree
(Included for Informational Purposes Only-Not Bargained)

Further licensing or certification may be required and beneficial in certain content areas to the teacher and the school corporation. Indiana Code 20-28-9-1.5 permits school corporations to provide supplemental payment to a teacher in excess of the salary if a teacher earns a master's degree from an accredited post-secondary educational institution in a content area directly related to the subject matter of:

- a dual credit course; or
- another course;
taught by the teacher; or
- is an elementary school teacher who earns a master's degree in math, reading, or literacy

This supplemental payment (pursuant to Indiana Code 20-28-9-1.5 (a)) is not subject to collective bargaining, but a discussion of the supplement was held with the Association.

Northeast Dubois School Corporation seeks to encourage and compensate teachers to earn master's degrees as described above through additional compensation. Beginning in the 2017-2018 school year, teachers who wish to pursue and attain approved content area master's degrees will receive a one-time additional \$3,500 to be added to their current base salary.

In order to qualify, teachers **must receive approval** for the course pathway from the building level administrator and the superintendent by **completing a letter of assurance** (Page 31 of the Contract); as well as provide documentation in the form of an official transcript upon completion of the degree. Only course pathways that meet the legal requirements will be considered.

APPENDIX D-2

Northeast Dubois County School Corporation Letter of Assurance for Master's Degree

The parties represented by their agents whose signatures are affixed below, have reached the following understanding:

1. Further licensing or certification may be required and beneficial in certain content teaching areas.
2. Licensing and certification is beneficial to both the teacher and school corporation.
3. Degree programs will be approved by the building level administrator and superintendent.
4. The teacher must finish the agreed upon degree program in order to receive the increase.
5. The teacher must provide an official transcript from an accredited university verifying completion of the degree.
6. The additional \$3,500 will be placed on the base salary at the start of the new contract year following the completion of the degree.

Degree or Course Pathway _____

Expected Completion Date _____

(Teacher)

(Date)

(Principal)

(Date)

(Superintendent)

(Date)

APPENDIX E-1

Northeast Dubois County School Corporation

Request for Personal Leave Incentive Pay (Due No Later Than June 30th)

To: The Office of the Superintendent

From: _____

Date: _____

Certificated Employees using **zero (0)** personal leave days during the school year shall have a choice of their three (3) unused days accumulating for use as personal leave or selling the three days back to the Corporation for One Hundred Thirty-Five Dollars (\$135.00) in additional pay. The additional pay will be included in their pay prior to August 1 for that school year. Personal days will accumulate unless the teacher sends a written request for the One Hundred Thirty-Five Dollars (\$135.00) prior to June 30th of that school year.

_____ I am making a formal request to sell my three (3) personal days for additional pay of One Hundred Thirty-Five Dollars (\$135.00). I **do not** want my three (3) days to accumulate.

Make a copy for your records before turning it in at the Superintendent's Office.

APPENDIX E-2

Tuition Assistance

When the Northeast Dubois County School Board has been notified of a need, they may ask for teacher volunteers to become credentialed for dual credit, AP, or other areas which fall under academic needs of students. If necessary, an application process will be used. Northeast Dubois County School Corporation will provide payment for completion of the coursework. A passing grade and prior approval is needed from the superintendent for each class for the teachers to receive payment. The Northeast Dubois County School Board will require a 5-year commitment after obtaining certification in working with the district or the teacher will be responsible for repaying the Corporation any payment received under this provision. The Superintendent and Association President will discuss the amount of payment prior to disbursement.

Requirements of Teacher:

1. A passing grade (C or higher) and prior written approval is needed from the Superintendent for each class for the teacher to receive payment.
2. Teacher must complete all courses in a timely manner to ensure continued course offerings at Northeast Dubois County Schools.
3. Teachers must teach 5 years for Northeast Dubois County Schools after receiving credentialing/reimbursement or pay back the Corporation. (If the teacher leaves after the 1st year, they will reimburse the Corporation 80% of the tuition, 2nd year 60% of the tuition, 3rd year 40% of the tuition, and the 4th year will be a 20% tuition reimbursement.)

APPENDIX E-3

Northeast Dubois County School Corporation Tuition Assistance Contract

To receive tuition assistance from Northeast Dubois County School Corporation, I agree to the following guidelines. I understand that failing to meet the guidelines will result in classes not being reimbursed. I am also affixing my signature below to acknowledge that I have read and understand the repayment schedule should I leave the Northeast Dubois County School Corporation before fulfilling the five-year teaching requirement after I have received tuition assistance.

1. A passing grade (C or higher) and prior written approval is needed from the Superintendent for each class for the teacher to receive payment.
2. Teacher must complete all courses in a timely manner to ensure continued course offerings at Northeast Dubois County Schools.
3. Teachers must teach 5 years for Northeast Dubois County Schools after receiving credentialing/reimbursement or pay back the Corporation. (If the teacher leaves after the 1st year, they will reimburse the Corporation 80% of the tuition, 2nd year 60% of the tuition, 3rd year 40% of the tuition, and the 4th year will be a 20% tuition reimbursement.)

Teacher

Date

Superintendent

Date

