

### **2023-2024 Collective Bargaining Agreement FAQ**

**1. When will I receive my raise?**

- You will receive a lump sum with your **December 15** pay that will represent the retroactive amount and the new semi-monthly amount.

**2. How will I know what my new salary amount should be?**

- Please refer to Returning Teachers table at the end of this document.

**3. How do I know that my retroactive pay amount is correct?**

- The calculation is the difference in your previous salary and your new salary, multiplied by the number of pays for the 23-24 contract year that were retroactive. The first pay for 23-24 was August 31, 2023, which means there are seven (7) pay periods within the retroactive calculation.
- **Example for Retroactive Payment Calculation:**
  - 2022-2023 Salary \$60,000
  - 2023-2024 Salary \$64,000
    - Difference = \$4,000
  - \$4,000/24 (number of pays)
  - =\$166.67 per pay
  - \$166.67 x 7 retroactive pay periods
  - = \$1,166.69 total retroactive lump sum payment

**4. Can teachers elect their 403b annuity match not be taken out of this payment?**

- No. The annuity match is based on the base contract pay. The retroactive pay is part of the base contract pay and, therefore, cannot be opted out of.

**5. How do I know that my new semi-monthly pay amount is correct?**

- Example for New Semi-Monthly Pay Amount
  - 2023-2024 Salary Amount as listed in the professional agreement
  - Divided by 24 (number of semi-monthly pays)
  - Equals new semi-monthly pay amount for the 2023-2024 Contract Year

**6. I have my master's degree but I am currently paid on the bachelor scale. How do I correct this?**

- **PLEASE NOTE** – This only applies to teachers hired with a bachelor’s degree, who have obtained a master’s degree while still continuously employed at HSE.
- Before you attempt to gather this information, please check your Employee Self-Serve. Go to the payroll tab on self-serve, the salary compensation link. This will show your salary and corresponding step.
  - If this is reflective of a B+36 graduate credits and/or Master’s Degree – you do NOT need to send us any additional information.
- **If you sent this information to HR prior to the issuance of this guidance, please do not resend. The district will utilize what you have sent.**
- By **12/5/2023**, you must email your official graduate transcripts with conferment date to **humanresources@hse.k12.in.us**
  - If you do not notify within this timeline, the district will not be able to ensure your pay will be changed by 12/15/23 pay date.
  - If you are having difficulty obtaining the required information, please send an email communication to **humanresources@hse.k12.in.us**
    - Please note: An emergency situation is not making the request for official transcripts on 12/5/2023, the date that the information is due to the district.
  - If you do not notify the district within this timeline, we will not provide retroactive compensation for the late submission.
- Master’s Degree must have been obtained by the first teacher workday of the 2023-2024 school year to be eligible.
- Degrees obtained after the first teacher workday of the 2023-2024 school year are not eligible to move to the master’s schedule due to restrictions in Indiana Code related to compensation for advanced degrees for existing staff members.

**7. I’m currently working on my master’s degree, but won’t graduate until next year. Do I get to move onto the master’s scale once I graduate?**

- Due to restrictions within Indiana Code that governs bargaining, we cannot legally move staff to an advanced degree schedule outside of a “reset” that is negotiated.
- The Superintendent, CFO, and the Executive Director of Staff & Student Services are aware that this is a gap for teachers currently working towards, or considering, an advanced degree.
- The district plans to work collaboratively with the association on a way we can bridge this gap in a way that is compliant with the legal parameters we must operate within.

**8. I have two (2) bachelor’s degrees, why don’t I get to move onto the new salary column?**

- B+36 must be credits towards a graduate degree.

**9. The ECA multiplier increased to from \$390 to \$400. When will I receive the increase and retroactive pay?**

- This increase will be processed for the **November 30, 2023, pay date**. This will include a lump sum for retroactive pay and a new semi-monthly amount reflective of the increase.

**10. I think the ECA schedule needs to be updated. When will this happen?**

- In preparation for the 2024-2025 collective bargaining process, the district and the association have committed to do a full evaluation of all Extra Curricular Activities and Extended Contracts to ensure we are addressing the needs of our students, staff, and district.

**11. I noticed new language on Career & Technical Education teachers and how their professional experience in their industry counting towards their years of experience. I served in a private sector hospital setting as a Speech Language Pathologist (or, School Psych, etc.). Does this impact me?**

- No. The district and the association entered into a Memorandum of Understanding to ensure that we could properly compensate our new CTE teachers as the district moved forward with our partnership with Pursuit Institute. This language was codified as part of bargaining, as required by law.
- This language only applies to CTE teachers.

**12. We now have 7 sick and 7 personal days. How will this work for the 2023-2024 school year since our days have already been provided/distributed? When will this be done?**

- This change will be made effective the **11/30/23 pay date**.
- The district will not be retroactively applying these allocations. Any absences prior to 11/9/2023 are not eligible to be adjusted. For example, if your pay has been docked due to not having any personal or sick days prior to ratification, you will not receive a retroactive adjustment to your pay.
- Your sick time allocation will be reduced by three (3) and your personal day allocation will be increased by three (3).
- **Please note: unused personal days will be “rolled” over into accrued sick time after the close of the school year.**
- Please note: with the increase in the total number of personal days, the ability to roll over one (1) personal day to the following school year has been negotiated out of the contract and will no longer be offered in the spring each year.

**13. I've used all my sick time. Will I still receive my 3 additional personal days?**

- These instances should be rare. However, if you have no sick days to deduct from then the personal days cannot be added. The net number of days provided is still 14. The district cannot provide more days than allocated by the professional agreement.

**14. How do I sign up for family coverage dental insurance now that orthodontia is available?**

- The district will conduct an open enrollment for our dental plan only. This will be done in the next two (2) weeks. The coverage will be effective for 1/1/2024.
- Please note that this plan addition does not cover adult orthodontia.

**15. What if one of my dependents already has braces, but is not finished with the process?**

- The district has posed this question to our dental insurance provider. We will have more information to share when open enrollment begins.

**16. Currently my steps do not match my years of experience. Will this be corrected?**

- No. Not for the 2023-2024 professional agreement. There were not enough funds available to increase compensation for both advanced degrees and years of experience. HSE and HSEA anticipate years of experience to be a topic of bargaining for the 2024-2025 school year.

**17. I was hired for the 2023-2024 school year, prior to the new contract being ratified. Why don't I get to advance based on my years of experience?**

- If you were hired prior to November 9, 2023, you are considered a returning teacher.
- You will not advance a step because you have not worked the required 120 days for eligibility.

**18. What changed with the high deductible insurance plan (Article III, Section 2)?**

- The district currently contributes \$250 to a health savings account for a single plan and \$500 to a health savings account for employee plus spouse/child(ren)/family coverage. This information was added to the contract to ensure consistency.
- This only applies to the high deductible and minimum value plans. This does not apply to the PPO (Plan 1).
- It is NOT mandatory to open a Health Savings Account. However, you cannot receive the contributions if you do not have one.
- This payment is normally made within the first quarter of the new calendar year.

**19. I'm currently on a leave of absence, when do I need to notify the district of my intent to return?**

- All intent to returns for emergency child care, spousal, and parent leaves; child care leaves; and sabbatical leaves must be made by March 1.
- Failure to do so could result in loss of position.

**20. What happened to the different emergency leaves available to certified staff?**

- The language for emergency child care, spousal, and parent leave in the prior contract was duplicative. These were combined into one single section for efficiency purposes.
- The emergency leaves are still available in Article IV, Section 8.

**21. What happened to the religious leave language that was in the prior year contract?**

- HSE and HSEA bargained a change in the allocation of the number of personal days from four (4) to seven (7). Personal time can be taken for religious leave if a staff member wishes to use them in this manner.

**22. What changes were made to class coverage?**

- Pay is now the sole option for compensation for class coverage. There is no longer an option to convert class coverage units to sick days.
- Please note that secondary special education program teachers no longer fall under secondary. These staff members have been added to what used to be the Pre-k to 6 section.
- The rate of pay if a teacher in pre-k to 6 and pre-k to 12 special education classes IF an ENTIRE class is given to the teacher to supervise is tied to the permanent substitute rate of pay, which is currently \$100.
- Specific direction will be provided to the building-level staff responsible for this process.
- Please note, class coverage **MUST** be authorized by your building principal.

**23. My junior high has block schedule 4 days and a regular schedule one day, how is my class coverage calculated?**

- On the block days, block schedule language for class coverage applies. When it is a non-block day, then non-block schedule language for class coverage applies.

**24. My position was added to Appendix IIA, Extended Contracts. What is the process for utilization of these days?**

- Extended contract days were added for Department of Exceptional Learners Specialists and Special Education Resource & Program Teachers PK-12.
- These days will be authorized via the Department of Exceptional Learners Administrators (Executive Director and two Assistant Directors).
- The extended contracts are not optional.
- All extended contract days will be evaluated as part of the district wide ECA evaluation process for the 24-25 school year.

**25. When will I receive my teacher appreciation grant stipend?**

- The teacher appreciation grant is not bargainable.
- It will be taken to district discussion on November 28, 2023
- State law mandates that there be a 25% differential between effective and highly effective rated staff.
- These monies will be on the 12/13/2023 board agenda for action by the Board of School Trustees. The amounts will be posted on Board Docs.
- If approved, funds will be distributed on 12/15/23. This will be a separate deposit from your regular semi-monthly pay.

## **Finding Your Placement on the New Salary Schedule**

### ***Returning Teachers***

| Conversion for returning teachers |   |                   |   |               |                   |
|-----------------------------------|---|-------------------|---|---------------|-------------------|
| 22-23 BA Rate                     |   | 23-24 BA New Rate |   | 22-23 MA Rate | 23-24 MA New Rate |
| 44074                             | A | 48500             | F | 50846         | 50925             |
| 45353                             | B | 49713             | G | 52322         | 52529             |
| 46668                             | C | 50955             | H | 53839         | 54184             |
| 48022                             | D | 52229             | I | 55400         | 55891             |
| 49414                             | E | 53535             | J | 57006         | 57651             |
| 50846                             | F | 54873             | K | 58660         | 59467             |
| 52322                             | G | 56245             | L | 60361         | 61340             |
| 53839                             | H | 57651             | M | 62112         | 63273             |
| 55400                             | I | 59093             | N | 63913         | 65266             |
| 57006                             | J | 60570             | O | 65766         | 67322             |
| 58660                             | K | 62084             | P | 67673         | 69442             |
| 60361                             | L | 63636             | Q | 69636         | 71630             |
| 62112                             | M | 65227             | R | 71656         | 73886             |
| 63913                             | N | 66858             | S | 73734         | 76213             |
| 65766                             | O | 68529             | T | 75872         | 78614             |
| 67673                             | P | 70242             | U | 78072         | 81090             |
| 69636                             | Q | 71998             | V | 80336         | 83645             |
| 71656                             | R | 73798             | W | 82666         | 86280             |
| 73734                             | S | 75643             | X | 85063         | 88997             |
|                                   |   | 77535             | Y | 87530         | 91801             |
|                                   |   |                   |   |               | 91801             |

1. Find your 22-23 placement (on either bachelor's or master's column).
2. Slide to the right.
3. Move down one step.
4. This is your new salary! \*

\*If you have received your master's (or B+36 advanced degree credits) after your hire date, Central Office will be reaching out to verify your degree to be placed on the correct master's column step.

**Teachers hired in the 23-24 school year, prior to November 9, 2023 will NOT advance a step (i.e. Step 3 above will not apply, therefore, you will NOT move down one step).**

**Teachers employed in the 22-23 school year, must have worked 120 days and received an effective or highly effective evaluation to be eligible to advance a step.**

