

**MASTER CONTRACT**  
**BETWEEN**  
**THE BOARD OF SCHOOL TRUSTEES**  
**OF THE**  
**CLAY COMMUNITY SCHOOLS**  
**AND**  
**CLAY COMMUNITY CLASSROOM**  
**TEACHERS ASSOCIATION**  
**EFFECTIVE**  
**JULY 1, 2017 THROUGH JUNE 30, 2018**

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MASTER CONTRACT  
BETWEEN  
THE BOARD OF SCHOOL TRUSTEES  
OF THE  
CLAY COMMUNITY SCHOOLS  
AND  
CLAY COMMUNITY CLASSROOM TEACHERS ASSOCIATION

THIS MASTER CONTRACT entered into this 9<sup>TH</sup> day of November, 2017, by and between the Board of School Trustees of Clay Community Schools, hereinafter called the "Board", and the Clay Community Classroom Teachers Association, hereinafter sometimes called the "Local Association", an affiliate of the Indiana State Teachers Association and the National Education Association, hereinafter called the "Association".

WITNESSETH:

ARTICLE I  
Recognition

Section 1. The Board hereby recognizes the Clay Community Classroom Teachers Association as the exclusive representative of all teachers in the School Corporation.

Section 2. Definitions

- A. The term "teacher", when used in this Contract shall refer to all certificated personnel employed by the Board except as follows: Superintendent, Assistant Superintendent, Curriculum Coordinator, Director of Special Services, Director of Technology, Director of Human Resources, Principals, Assistant Principals, Deans, Administrative Assistants who assist in evaluation of teachers, Secondary Guidance Directors, and Certified Employees appointed by the school employer by Board resolution to an "acting" capacity in any of the above excluded positions, for the duration of such "acting" appointment.
- B. The terms "Board" and "Association" shall include authorized officers, representatives, and agents.
- C. The term "School Corporation", when used in this Contract, shall refer to the Clay Community Schools comprised of Clay County (excluding Lewis Township) and Jackson Township in Parke County.
- D. The term "emergency", when used in this Contract, shall refer to a condition or situation which could not have been anticipated under normal circumstances.

- E. When references are made to male teachers in this Contract, it also includes female teachers.

ARTICLE II  
Ancillary Duty Compensation

Section 1. Department Heads. All Department chairpersons will receive compensation in the amount of 1% of Step 1 of the current salary schedule. In addition, each department chairperson will be granted, if requested, excused days with pay to perform departmental responsibilities, based on the number of sections taught within that department as per the following schedule:

Section	Excused Day
5-15	1.0
16-30	2.0
31-45	3.0
46 +	4.0

Section 2. Mentor Teachers. Any teacher who agrees to be a mentor teacher and who registers with the State as a mentor teacher, meets State requirements and serves as a mentor teacher shall be paid a stipend of Three Hundred Dollars (\$300.00) in one lump sum in the last pay of the contract year.

Section 3. Lunch Periods. Teachers shall be provided at least thirty (30) minutes duty free lunch time between the hours of 10:00 A.M. and 2:00 P.M. each day during which the teacher shall have no assigned duty. In the event the teacher is assigned duties on any given day, and does not receive the thirty (30) minute period, the teacher shall be allowed one-half (1/2) hour of compensatory time after notification to the building principal.

Section 4. Compensation for Teachers Teaching an Extra Class Period. If a teacher teaches 7 periods in lieu of a preparation period, then the teacher will receive 7.5% extra pay for each extra class taught in lieu of his/her preparation period.

Section 5. Extra-Duty Pay.

- A. Curricular Committees approved by the Superintendent or his/her designee will be paid at the rate of \$29.00 per hour with the chair receiving \$39.00 per hour.
- B. All Extra-Duty Pay will be prorated over 26 pays.

Section 6. Adult Education (GED) Rate. Adult education (GED) courses approved by the Superintendent or his/her designee will be paid at the rate of \$29.00 per hour.

ARTICLE III  
Leaves

Section 1. Sick Leave

The Board reserves the right to ask for and be given evidence satisfactory to it of the authenticity of the reasons given for any absence for which sick leave is requested. All absences shall be in one half day or full day increments. A leave of absence may be granted for a period not exceeding one (1) year to a teacher for sick leave.

- A. Each teacher shall be entitled to be absent from work on account of illness or quarantine for a total of ten (10) days for the first year of employment and eight (8) days in each succeeding year without loss of compensation.
- B. If in any one (1) school year the teacher shall be absent for such illness or quarantine less than the prescribed number of days, the remaining days shall be accumulative.
- C. Sick leave accumulation shall increase each year with the equivalent of unused personal and unused sick leave days. For teachers first hired before November 4, 2004, at the end of any school year in which that teacher's sick leave accumulation has exceeded one hundred twenty (120) days, that excess, not to exceed eleven (11) days shall be paid to the teacher at an amount of \$55.00 per day no later than the four weeks after the end of the school year. For teachers first hired on or after November 4, 2004, at the end of any school year in which that teacher's sick leave accumulation has exceeded ninety (90) days, that excess, not to exceed eleven (11) days shall be paid to the teacher at an amount of \$55.00 per day no later than the four weeks after the end of the school year.
- D. In the event any teacher shall have accumulated one (1) or more days of sick leave and shall thereupon become employed in this School Corporation, there shall be added for the second 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 teacher was entitled in the last place of employment shall be exhausted.
- E. Work Related Injury. In the event a teacher is assaulted and incurs physical injury as a result of the faithful and responsible performance of the teacher's duty, the teacher can receive up to 30 sick leave days for documented physical injuries without those days being charged against the teacher's sick leave day accumulation. The Board shall have the right to ask for medical verification of the requested leave days.

Section 2. Bereavement Leave.

- A. Up to five (5) working days of bereavement leave within ten (10) calendar days will be granted to teachers for a death in the immediate family beginning on the day the death occurs. Immediate family is defined as teacher's spouse, parent, child, grandchild, sister, brother (including step-parent, step-child, step-grandchild, step-sister, step-brother) or parent-in-law, daughter-in-law, son-in-law, grandparent (including step-parent-in-law, step-daughter-in-law, step-son-in-law, step-grandparent) or others living in the home as a member of the unit. One (1) estate day may be taken when needed for the employee to perform required legal obligations as the result of the death for which the above leave is granted.
  
- B. If requested by the teacher, one day of funeral leave will be granted for the death of the teacher's first cousin, brother-in-law, sister-in-law, grandparent-in-law, niece, nephew, aunt or uncle, great aunt, great uncle, great grandparents or such relationship created by marriage. One (1) additional day may be taken when needed for the employee to perform required legal obligations and/or travel (a 300 mile or greater round trip) as the result of the death for which the above leave is granted.

Section 3. Personal Leave. Each teacher shall be entitled to three (3) days for the transaction of personal business and/or the conduct of personal or civic affairs during each year of such employment. Unused personal days may accumulate to five (5). Unused personal days beyond five (5) will be added to the accumulated sick days. A written request shall be submitted to the principal two days in advance and forwarded to the Superintendent of Schools setting forth the date of such absence. Emergency situations will be taken into consideration. Teachers are encouraged not to use personal leave days for the sole and exclusive purpose of extending holiday or vacation periods. Teachers may not take more than three (3) personal leave days consecutively or take more than three (3) personal leave days within one work week unless approved by the Superintendent or the Superintendent's designee.

Section 4. Sick Leave Bank. The Sick Leave Bank is a continuous year to year entity. Said bank of days shall be for the use of teachers who, after having first used all their annual and accumulated leave days may apply to the Superintendent for additional days leave with pay, to be deducted from the bank of days, in case of serious illness, major surgery or serious accident involving a teacher. The Bank may be used only by the individual contributor for his/her own illness/disability. The teacher must apply in writing to the Superintendent to qualify for these days and all medical documentation must be in place for these days to be granted. A teacher must be employed by Clay Community Schools for at least 12 months to be eligible to use the sick bank.

- A. Each member teacher of the Sick Leave Bank must contribute one sick leave day to the Bank at the beginning of the 2015-2016 school year. The Sick Leave Bank shall be sustained thereafter by voluntary participation and voluntary

donations of one (1) sick leave day by teachers who then become members of the Sick Leave Bank. If the balance of days remaining in the Sick Leave Bank account is below 250 days during the first 30 days at the beginning of a school year, an obligatory assessment of one (1) sick leave day shall be made upon all current members of the Bank. Any and all donated days lose their identity and become the property of the Sick Leave Bank. Any teacher who is leaving the teaching profession or leaving the state may contribute any number of his/her accumulated days to the sick leave bank.

- B. Any teacher in the bargaining unit as defined in the Recognition Clause of this Contract who has been employed by Clay Community Schools for at least 12 months shall be eligible to become a member of the Sick Leave Bank provided he/she complies with all rules of the Sick Leave Bank. The Bank shall be open for teachers to become members for thirty (30) working days following the opening of school each year. During the enrollment period teachers who have been employed by the School Corporation may become members by paying all back assessments due had the teacher joined the Bank when that teacher first had the opportunity.
- C. The Sick Leave Bank Committee will consist of three teachers appointed by the Association and the Human Resources Director for the Clay Community Schools. The three teachers on the Committee will have voting rights on the Committee. The Human Resources Director will be an ex-officio member of the Committee and will have no voting rights.
- D. A teacher must make application to the Sick Leave Bank Committee to qualify for the receipt of said days. Each application to the Sick Leave Bank must be acted upon by the entire Committee, and any decision to grant sick leave days must be decided by a majority vote of the Committee. It shall be the responsibility of the Sick Leave Bank Committee to notify the teacher within five (5) working days as to whether his/her request is granted or denied. The decision of the Sick Leave Bank Committee shall be final. Article III, Section 4 (Sick Leave Bank) is not subject to the Grievance Procedure.
- E. Use of the sick leave bank days must be supported by a written request for its use from the employee or by his designated representative. A physician's statement shall be provided as to the nature of the illness and a prognosis report for returning to work. The use of sick leave bank shall not be retroactive. The medical statements must be on file before a grant of sick leave bank days can be authorized.
- F. A teacher may begin to use the sick leave bank on the sixth consecutive day following the expiration of all sick and personal leave days. In addition, teachers receiving monetary benefits under a disability policy shall be ineligible to receive sick leave bank days. All other contractual leave days shall be waived while drawing from the sick leave bank.

- G. Use of sick leave bank shall typically be limited to twenty-five (25) school days per teacher per school year and shall not extend beyond the contractual year. If a teacher uses the first twenty-five (25) sick leave bank days granted to him/her and desires to request additional sick leave bank days, then the teacher may make a request for additional days up to a maximum of twenty-five (25) additional days. The Sick Leave Bank will only grant additional days beyond the initial twenty-five (25) day limit in extraordinary circumstances. Under no circumstances will a teacher be granted more than fifty (50) school days of sick bank leave in a single school year.
- H. Sick leave bank days shall not be used during summer school employment.
- I. Provided a teacher has not reached the fifty (50) day limit in paragraph G above, a teacher may request in writing from the Sick Leave Bank Committee additional sick leave bank days, not to exceed the fifty (50) day limit, in full or half-day increments to cover periodic therapies needed as a result of serious illness, major surgery or serious accident. Such request must be supported by medical documentation including a stated number of therapeutic treatments anticipated.

Section 5. Maternity and Adoption Leave. A teacher shall be entitled to request a maternity or adoption leave of absence for up to a period of one (1) year. This leave shall begin at such time as is determined by the teacher and the attending physician. Said teacher shall notify the Superintendent in writing of the intention to take such leave and, except in case of emergency, shall give notice, at least sixty (60) days prior to the date on which the leave is to begin. The teacher shall notify the Administration Office so that necessary arrangements may be made for any special problem. A teacher may elect to return as soon as released by her doctor. If a teacher chooses to continue on maternity leave beyond her disability time, she must provide to her Principal at least ten (10) school days' notice prior to her return from leave. For purposes of this notice requirement, the parties agree that "school days" shall mean days in which students are in session and excludes weekends, holidays and school breaks.

Section 6. Court and Jury Duty Leave. Teachers who are called for jury duty or who are subpoenaed for witnesses in a trial in which they are not a party or in which the School Corporation or any member of the Board is not a party, will be paid their regular salary less the amount they are paid for the service they are called to render.

Section 7. Peace Corps Leave. Leave of absence of up to one (1) year (without reimbursement) may be granted to any tenured teacher who joins the Peace Corps, and who is a full-time participant in such program.

Section 8. Public Office Leave. Leaves of absence may be granted to serve in public office. The Board will grant a temporary leave of absence to a teacher (without reimbursement) who has been elected to the General Assembly of the State of Indiana. Such leave shall be for the length of time the General Assembly is in session.



Section 9. Sabbatical Leave. A leave of absence may be granted for a period not exceeding one (1) year for a sabbatical leave on the following conditions. A sabbatical leave may be granted a teacher, upon written request to the Superintendent, for improvement of professional skills through advanced study, work experience, teacher exchange programs, or approved educational travel. Such time on sabbatical leave, if granted, shall be credited toward the teacher's tenure and retirement. Partial compensation may be granted for a leave of absence for sabbatical leave in an amount determined by the School Corporation. However, should the teacher during a sabbatical leave serve any employer that agrees to reimburse the School Corporation the amount of the teacher's regular salary, the School Corporation may grant full compensation. A contract is required for a sabbatical leave granted under this Section. A teacher, after taking a sabbatical leave, shall return for a period of time equal to the length of time of the sabbatical leave granted.

Section 10. Involuntary Disability or Illness Leave. With or without a written request, the School Corporation may place a teacher on leave of absence for a period not exceeding one (1) year because of disability or illness. However, any such teacher placed on involuntary disability or illness leave shall have the right to a hearing on such action in accordance with the applicable statute.

Section 11. Professional Leave.

- A. Professional leave days with pay may be granted to teachers upon their request for the purpose of attending or participating in educational activities, including but not limited to workshops, seminars, academic or extra-curricular seminars, or conferences.
- B. Teachers may, if requested, be granted up to three (3) non-transferable days for any given school year.
- C. Teachers shall be reimbursed by the Board for each workshop, seminar, or conference a maximum of \$300.00 per day (subject to the limitations in paragraph B above) for documented registration fees and mileage. Meal costs, other travel arrangements, and room expenses shall be the responsibility of the teacher. All other requests will be handled on an individual basis.

Section 12. Inclusions. The Board may grant a leave of absence for sabbatical, sick, and other appropriate reasons as contained in this Article, but not limited to such references.

Section 13. Association Leave. With one day's notice to the principal, or principal's designee, the President of the Association and/or his/her designee, shall be allowed nine days leave, with pay, in one-half or full day increments, at his/her request for Association business.

ARTICLE IV  
Closing of School

Section 1. Closing of School. If during the term of the teacher’s contract, the school is closed by order of the school authorities, or health authorities, or through no fault of the teacher school cannot be held, the teacher shall receive regular payments during that time. However, whenever a canceled student instructional day (as defined by IC 20-30-2-2) is rescheduled to comply with IC 20-30-2 et seq. each teacher shall work on that rescheduled day without additional compensation.

ARTICLE V  
Compensation Model, Salary Range, Stipends and Expenses

Section 1. Salaries. The salaries for teachers for the school year are as follows where each 100 points represents \$1,150:

<u>Classification</u>	<u>Base Pay</u>	<u>Career Points</u>
Step 1 -	38,000	0
Step 2 -	40,300	200
Step 3 -	43,750	500
Step 4 -	47,200	800
Step 5 -	50,650	1,100
Step 6 -	55,250	1,500
Step 7 -	61,000	2,000

Section 2. Extra Pay Schedule. The stipends for extracurricular activities are listed in Appendix A. All extra-curricular stipends in Appendix A will be prorated over 26 pays.

Section 3. Career Points. Career points will be awarded at the end of the academic year as follows:

**Years of Experience/Degree**  
**(20 Point Annual Max)**

**Evaluation\***  
**(80 Point Annual Max)**

>=120 Days of Service during AY - 10 Points  
Meeting Academic Needs – 10 points

Rated Effective - 80 Points  
Rated Highly Effective - 80 Points

\*If a teacher is rated ineffective or needs improvement for the 2016-2017 school year, then the teacher is not permitted to earn any career points.

Academic Needs can be met in one of the following ways:

- Teaching a dual credit course
- Attaining an additional content area degree beyond the requirement for employment. Eligible content areas are those defined by the IDOE in which the teacher currently teaches or any content area approved by the superintendent.
- Teachers who were placed on a lane above the B.S. during the 2012-2013 school year.

(The academic needs factor is a maximum of 10% of the total point value, so the education component of the academic needs definition is compliant with the 33.33% limitation.)

A teacher cannot advance a step in the year following a rating of ineffective or improvement necessary even if the teacher has attained sufficient points to advance, except those who are eligible per IC 20-28-9-1.5(d).

For those not eligible for a raise, the teacher will remain at his/her 2016-2017 base salary.

Any amount that would otherwise have been allocated for the salary increase of teachers rated ineffective or improvement necessary shall be allocated for compensation to teachers rated effective or highly effective, in the form of a stipend.

The salary range is: \$38,000 to \$74,000 prior to any base increases for 2017-2018.

Section 4. Pay Periods. Teachers shall receive 26 payments over the 2017-2018 contract year, with the first pay period beginning August 25, 2017. See Appendix D.

Section 5. Longevity Stipend. If a teacher has earned 2,000 career points and submits his/her irrevocable notice of retirement that he/she intends to retire within 5 years, then the teacher will receive a \$10,000 longevity stipend. The Board will make available standardized forms to help facilitate this process. (This provision regarding the standardized form is included for informational purposes only.) Teachers must submit an unedited form by August 1 to be eligible to receive this Longevity Stipend.

Section 6. Service Appreciation Stipend. If a teacher has earned 2,000 career points and is in his/her final year of service with the Clay Community Schools, then he/she may receive one (but not both) of the Service Appreciation Stipends set forth below, provided that the teacher submits his/her retirement notice to the Superintendent (or his designee) by August 1 of the teacher's final year of service.

Option 1: The teacher may trade in 30 sick leave days and receive a \$12,500 stipend; or

Option 2: The teacher may trade in 60 sick leave days and receive a \$15,000 stipend.

Any teacher who receives a Service Appreciation Stipend in his/her final year of employment with Clay Community Schools will be ineligible to receive the Longevity Stipend set forth in Article V, Section 5 above.

Section 7. Compensation of Long Term Substitutes. An individual who holds a professional license or provisional license and serves as a substitute teacher in the same teaching position for more than fifteen (15) consecutive school days shall be compensated on the regular pay schedule for teachers as follows: (a) \$200.00 per day for individuals who have a bachelor's degree; and (b) \$240.00 per day for individuals who have a master's degree. To qualify for compensation under this provision, the long term substitute teacher must possess a current valid teaching license.

Section 8. Placement of New Teachers on Salary Schedule. New teachers hired by the School Corporation who possess a Bachelor's degree will be credited with 50 career points for each year of teaching experience they have up to 10 years, for a maximum of 500 possible career points. New teachers hired by the School Corporation who possess a Master's degree will be credited with 50 career points for each year of teaching experience they have up to 10 years, and then an additional 70 career points per year of teaching experience thereafter up to a maximum cap of possible career points of 1,100. The Superintendent shall have the flexibility, in his/her sole discretion, to award up to an additional 150 career points, never to exceed the maximum caps stated herein, to teachers hired to fill hard to fill positions, which are defined as teaching positions in the following areas: advance math; advance science; technology; vocational; foreign language; special education (EH and severe/moderate); and mid-year hires. For a new teacher to be credited with an additional year of experience, the teacher must have worked a minimum of 120 days during the school year under a regular teacher's contract or a temporary teacher's contract (and days worked as a substitute teacher do not count).

Section 9. Compensation for Part-Time Teachers. Teachers hired for the first time by Clay Community Schools on a part-time contract for the 2013-2014 school year based upon a 7 period day shall be compensated on a pro-rata basis as follows:

1 Period	15%
2 Periods	30%
3 Periods	45%
4 Periods	60%
5 Periods	75%
6 Periods	100%

Teachers who were employed by the Clay Community Schools during the 2012-2013 school year and continue to be continuously employed by the School Corporation on a

part-time contract thereafter will be compensated on a pro-rata basis based upon 1/7 + 5%. To illustrate, a teacher employed on a part-time contract for Clay Community Schools during the 2012-2013 school year who is re-employed each school year thereafter on a part-time contract to teach 1 period would be compensated on a pro-rata basis of 1/7 (15%) + 5%. This extra 5% provision applies only to part-time teachers who were hired during the 2012-2013 school year or before and meet the other criteria set forth herein.

Section 10. Early Payoff. Teachers may request an early payoff on a first-come first-serve basis in relation to a positive General Fund cash flow. The request must be in writing to the Business Office on or before May 1. In the event of an early payoff, all summer deductions will be taken from the final payoff check issued on the first pay in June.

Section 11. Mileage Reimbursement. Beginning December 1, 2008, mileage reimbursement for a teacher who is not provided with a car and who is authorized to use his/her own automobile in pursuance of assigned school duties, including serving on a committee, at the request of the Superintendent or Board of Trustees, shall be reimbursed at the rate set by the Board of School Trustees, but shall not be set at a rate less than forty-nine cents (\$.49) per mile.

Section 12. National Board Certification Stipend. A teacher shall receive an annual stipend of \$2,000 for each year that he/she maintains National Board Certification.

Section 13. Expanded Criminal History Background Check. The school corporation shall pay the cost for current employees of any and all expanded criminal history checks and expanded child protection index checks that are required by the school corporation of per I.C. 20-26-5-10.

## ARTICLE VI

### Fringe Benefits – Health Insurance

Section 1. Health Insurance. Starting on January 1, 2012, and for each calendar year thereafter, the board shall contribute a sum of \$1,550,000 towards the costs of health insurance for active employees for that calendar year. This contribution may be split between health insurance premiums and Health Savings Account contributions for eligible employees. This amount shall be reduced by \$6,000 for every Teacher who is receiving the Longevity Stipend under Article V or Service Appreciation Stipend under Article V, Section 6. Health Savings Account deposits will be made four times a year - in January, April, July and October - by the second payroll in each of these months.

Section 2. Contributions Above Amounts Listed in Section 1. After determining the annual Census in Section 4, the Health Insurance Committee shall calculate the total board cost of health insurance and HSA contributions of the enrolled individuals for the upcoming year.

1. If that amount exceeds the amount stated in Section 1, the board shall contribute an additional \$150,000 to the amount indicated in Section 1.
2. Any costs above this amount shall be split equally between the teachers and the board.

Section 3. Health Insurance Committee. A Health Insurance Committee shall be formed in order to maximize the best value of the contributions indicated in Section 1 and Section 2. This committee shall consist of 4 members appointed by the association and 3 members appointed by the board. This committee may set teacher contribution rates based on classification.

Section 4. Determination of Census. The Business Manager shall certify to the association and the board by no later than seven (7) days after open enrollment closes the number of active teaching employees enrolled in each type of health insurance (ex. Single or Family). This shall be the census used to calculate rates for the following year. This date may be changed by mutual agreement of both parties.

Section 5. Calculation of Board Costs. The Calculation for determining the board costs indicated in Section 2 shall be the following.

1. 90% of the Single Plan for Every active teacher enrolled in the Health Insurance Plan
2. 60% of the Family Plan for every active teacher enrolled in the Health Insurance Plan
3. A \$600.00 Board contribution into an individual's Health Savings Account for every teacher enrolled on the Single Plan.
4. A \$1,225 Board Contribution into an individual's Health Savings Account for every teacher enrolled on the Family Plan.
5. Reduced by \$6,000 for every Teacher who is receiving the Longevity Stipend under Article V or Service Appreciation Stipend under Article V, Section 6.

Section 6. Eligibility for Health Insurance. To be eligible for health insurance benefits through the School Corporation, a secondary teacher must teach 5 periods or more per school day and an elementary teacher must have at least a 75% contract. All teachers who were under a 75% contract during the 2012-2013 school year and were enrolled on the School Corporation's health insurance plan will be grandfathered under this contract and will continue to be permitted to remain enrolled on the School Corporation's health insurance plan provided these teachers continue to meet all other plan requirements.

Section 7. Health Insurance Committee. The parties agree that all decisions related to health insurance will be made by the Health Insurance Committee through guidelines developed by the Health Insurance Committee that are consistent with this Master Contract. This provision is included for informational purposes only.

Article VII  
Other Fringe Benefits

Section 1. Life Insurance. Teachers who are age 55 or older as of July 1, 2014 shall be grandfathered into the \$30,000 Life and Accidental Death and Dismemberment Insurance Plan that was in existence on July 1, 2013. The Board shall continue to pay all of the cost of this plan for the grandfathered teachers less one dollar per month until the grandfathered teacher's retirement.

For all other teachers who are not grandfathered as defined above, starting June 1, 2014 the Board shall pay all of the cost less one dollar per month of a Term Life and Accidental Death and Dismemberment Insurance policy, which term life policy will have a face value of \$50,000.

Section 2. Section 125 Provisions. The benefits provided to employees by Section 125 of the Revenue Act of 1978 shall be made available to any bargaining unit member. The benefits offered under this program shall include both Generation I and Generation II provisions. Members may enroll in insurance-related programs including, but not limited to medical, long-term disability and Section 79 life. Employees will have the option to enroll in any of the above mentioned insurance programs. Any addition made in the designated enrollments must be made in writing to the Central Office no later than September 30 of any year. Employees beginning employment the second semester may enroll between January 15 and January 30 of any year. The employees agree to pay the monthly fee for those teachers choosing to take part in this program.

Section 3. Dental Insurance. The Board agrees to pay six dollars and fifty cents (\$6.50) per month towards a dental program for all employees within this bargaining unit.

Section 4. Effective August 1, 2000, any teacher who is eligible for retirement under the ISTRF Rule of 85, and who has served as a teacher in Clay Community Schools for 20 years, may elect to receive the Corporation's health insurance plan until the age of Medicare eligibility at the same premium rate as paid by the teacher on a single plan; provided, however, that this coverage shall not be available to Group A or Group B teachers (as defined below) who retire after November 4, 2004. Coverage of the employee's spouse may be received at the retiree's expense.

Teachers who retired prior to August 1, 1997, and teachers who will retire prior to August 2, 2000, and who are age fifty (50) or older may elect to receive the Corporation's Health and Accident Insurance with the premium for the employee only paid by the Board until age 65. Coverage for spouse may be received at the retiree's expense.

The Corporation's obligation to contribute toward the cost of retiree health insurance coverage described in the first two paragraphs of this Section 4 shall be eliminated for Group A and Group B teachers who retire on or after November 4, 2004, and shall be

replaced by contributions to a Voluntary Employees' Beneficiary Association ("VEBA"), as described in section 501(c) (9) of the Internal Revenue Code, established by the Corporation and to which the Corporation shall make the contributions described in Subsection A below. For this purpose, a Group A teacher is any teacher employed by the Corporation on or before November 3, 2004. A Group B teacher is any teacher who is first employed by the Corporation on or after November 4, 2004.

A teacher who, as of November 4, 2004, is less than two (2) years from satisfying the eligibility requirements set forth in the first sentence of this (Section 4) may opt out of being treated as a Group A teacher by notifying the Corporation of his or her decision to opt out no later than December 31, 2004.

Any teacher who elects to opt out as a Group A teacher may elect to receive the Corporation's health insurance plan until they qualify for Medicare benefits at the same premium rate as paid by the teacher on the single plan. Coverage of the employee's spouse may be received at the retiree's expense until the teacher qualifies for Medicare benefits.

The terms and conditions of the VEBA shall be as follows:

- A. The amount contributed for each Group A or Group B teacher will be invested in a separate account. There will be no commingling of accounts, and each Group A or Group B teacher may determine how his or her account shall be invested among the investment options made available by the vendor for the VEBA.
- B. Effective August 1, 2010, each Group A and Group B teacher shall vest in his/her individual VEBA account immediately provided the VEBA vendor permits immediate vesting. Each Group A and Group B teacher understands that he/she shall have no access to the assets held in his/her individual VEBA account until the teacher has either retired or otherwise become eligible to access the assets in his/her individual account under IRS rules and regulations.
- C. Following retirement, a retired teacher may use the amounts held in his/her separate VEBA account to pay all amounts permitted by the IRS and the VEBA vendor including but not limited to health insurance premiums, term life insurance premiums, and to be reimbursed for unreimbursed medical expenses of the teacher, spouse, and dependents. Furthermore, following the death of an employee who had otherwise satisfied the requirements of Subsection C of this Article, any amounts remaining in the deceased teacher's VEBA account may continue to be used to pay these premiums and expenses of the teacher's spouse and dependents. Should any money remain in the account following the death of the teacher and his/her dependents, the remainder shall pass on as a



taxable death benefit to the named beneficiary. At no time may the VEBA make loans to a teacher, his/her spouse, or his/her dependents.

ARTICLE VIII  
Terminal Leave Pay

Section 1. Any teacher who retires between July 1, 2011 and September 1, 2016 will receive upon retirement a one-time severance deposit into his/her 401(a) account, which deposit amount will be in accordance with the step on the severance schedule applicable to the teacher. When the terminal leave pay provisions expire on September 1, 2016, any teacher who was age 50 or older on September 1, 2011 and is not retired from the Clay Community School Corporation on September 1, 2016 will receive a one-time deposit into his/her 401(a) account, which deposit amount will be in accordance with the step on the severance schedule applicable to the teacher if the teacher had retired on September 1, 2016.

Section 2. In addition, each retiring teacher shall receive an additional amount of \$55.00 for each unused sick leave day – maximum 120 days.

Section 3. Any teacher retiring shall give a letter of resignation effective at the end of the final teaching contract. Said resignation shall be presented to the Superintendent of Schools by April 1 of the final year to be eligible for the severance benefit. Any teacher who is not eligible to retire at the end of the final teaching contract (June 30) but would be eligible to retire before the start of the next school year, may also give a letter of intent to retire by April 1 and said teacher would be allowed to retire with all severance benefits for which they are eligible. Any teacher retiring effective at the end of the first semester must give notice by October 1 of the final semester to be eligible for the severance benefit. Base severance pay will then be added to the teacher's final contract and final payment is to be made before June 30 following completion of the school year.

If there are unforeseen events that preclude a teacher from meeting the above guidelines, the Superintendent may waive the notice requirement upon request.

Section 4. Upon the demise of any employee eligible for severance pay, said severance pay such employee would have been entitled to receive, had he/she survived, shall be paid directly, in a lump sum, to the employee's estate.

Section 5. For purposes of this Article VIII (Terminal Leave Pay), retirement is defined as full retirement without reduced benefits from the Indiana Public Retirement System (INPRS) under the Teacher's Retirement Fund. This includes the Rule of 85 (Ages 55 to 59 when age added to years of service totals at least 85), Age 65+ with 10+ years of service, and Age 60+ with 15+ years of service.

ARTICLE IX  
Transition Retirement Savings Plan

Section 1. Transition Retirement Savings Plan. The Board shall establish and maintain a retirement Annuity Plan (hereinafter referred to as Retirement Annuity (RA)) for each employee. Implementation of such RA shall be according to provisions set forth in the Internal Revenue Code Sections 401A and 403B.

- A. Employees may continue to invest in any other qualified 403(b) plan.
- B. Once contributions are credited to the plan, all assets of the account become the property of the employee and, in the event of death, his/her estate.

Section 2. The parties agree that this article of the contract will not be re-opened for negotiations, unless mutually agreed to by both parties, until the 2016-2017 contract year.

ARTICLE X  
Grievance Procedure

Section 1. Definitions.

- A. A "grievance" is an alleged violation or claimed misinterpretation of a specific article or section of this Agreement.
- B. The term "teacher" includes any individual or group of individuals in the bargaining unit.
- C. The term "day" when used in this Article shall mean teacher days (as that term is used in the school calendar or 180 days). During the summer recess, the term shall mean week days (Monday through Friday).

Section 2. Grievant and Representation. An individual employee, or group of employees, may present a grievance and may do so through the exclusive representative, and the exclusive representative may thus be given an opportunity to be present at all stages of the grievance machinery. The adjustment of all grievances shall not be inconsistent with the terms of this Contract.

Section 3. Procedure.

Step One

1. A grievance may be initiated in one (1) of the following ways:

- A. A teacher shall approach the building principal concerned and discuss the matter on his/her own behalf.
- B. The grievance may be filed at an appropriate level above the principal if the grievance does not involve a violation individually at the building level.
- C. The grievance may be filed by the Association President at an appropriate level on behalf of teachers, if the contractual violation involves three or more teachers.

2. The teacher shall have a representative of the Association accompany him or her, and in such case the building principal shall not initiate any consultation with the grievant prior to any scheduled meeting at which the representative is to be present.

3. The informal step of the grievance procedure shall be initiated within twenty (20) working days of the time the teacher knew or should have known of the contractual violation.

4. Within five (5) working days after presentation of the grievance at the informal step, the principal shall give his written answer to the teacher.

### Step Two

In the event the grievance is not resolved in Step One, the grievant within five (5) working days of receipt of this answer, may file a formal grievance in writing with the appropriate administrator. Any grievance not so presented in writing in Step Two shall be deemed waived and shall not be processed.

1. The grievance form shall be filed in quadruplicate with one (1) copy for the Association, the grievant, the building principal if appropriate, and the School Central Office.

2. The grievance shall (1) name the employee(s) involved, (2) state the facts giving rise to the grievance, (3) identify the specific provisions of this Agreement alleged to have been violated or misinterpreted, (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).

3. The teacher may request a meeting with the appropriate administrator, and the Association representative may accompany the grievant. In any event, within five (5) days of receipt of the answer, the teacher may appeal to the Superintendent, or his/her designee, by filing the grievance and the answer, along with a written response of the teacher, if desired, with the Office of the Superintendent. Any such response by the grievant shall be attached to the grievance. This section is waived if the grievance was filed initially with the Superintendent.

Step Three

1. If the grievance is not resolved in Step Two, the teacher may, within five (5) days of receipt of the answer, appeal to the Superintendent, or his/her designee, by filing the grievance and the answer, along with a written response of the teacher, if desired, with the Office of the Superintendent. Such answer shall be attached to the grievance.
2. The teacher shall request a meeting with the Superintendent or his/her designated representative, and the Association representative shall accompany the grievant. The Superintendent or his/her designated representative, shall give the teacher an answer in writing no later than five (5) days after receipt of the written grievance properly filed with the Office of the Superintendent. Such answer shall be attached to the grievance.

Section 4. Time limits herein may be extended only by mutual agreement, signed by the parties.

ARTICLE XI  
Summer Teaching Employment

Section 1. Compensation. Compensation for summer school programs shall be paid at Step 2 on the adopted salary schedule set forth in Article V, Section 1. The hourly rate shall be calculated based upon a 6.5 hour day. The parties acknowledge that this rate was negotiated with the Superintendent.

Section 2. Sick Leave. Summer school teachers will be allowed to use a maximum of one (1) sick leave day from their annual accumulation on the basis that one (1) summer school day absence equals one half day from the annual accumulation. (Teacher can miss two (2) summer school days and be deducted one (1) sick leave day). No additional accumulation of leave days is earned during summer school.

ARTICLE XII  
Employer/Employee Savings Plan

Section 1. Contribution Amounts. Teachers who contribute at least 1% of their base salary into a 403(b) account will receive a percentage of their base salary contributed into a 401(a) account. The percentage shall be based on classification listed below.

<u>Classification</u>	<u>Matching Amount</u>
Step 1	0.00%
Step 2	0.25%
Step 3	0.50%

Step 4	0.50%
Step 5	0.75%
Step 6	1.00%
Step 7	1.25%
Step 8	0.00%
Step 9A/B	0.00%

The deferred salary plus interest fully vests in the 401(a) when a teacher reaches seven years of service in Clay Community Schools.

Section 2. Employee Contributions. Employees shall be allowed to enroll and/or make vendor and contribution changes in April, August and December with respective effective months of May, September and January.

Data on the number of enrollments and/or changes for September, January and May shall be maintained through 2011. After 2011 the number of times employees will be allowed to enroll and/or make vendor and contribution changes shall be reduced to twice a year (August and December with respective effective months of September and January) unless the parties agree to keep it three times a year.

The Board shall deposit employee payroll deductions into the employee specified account within 15 business days following the last payroll of the month. The Board does not warrant that the monies deposited will be credited by the vendor to the employees' individual accounts by this deadline. There shall be no minimum annual or paycheck contribution unless required by the investment management firm.

Section 3. Permissive Service Credit Transfers. If an eligible employee is also a participant in a tax-qualified defined benefit governmental plan (as defined in Section 414(d) of the Internal Revenue Code) that provides for the acceptance of plan-to-plan transfers with respect to the employee, then the employee may elect to have any portion of the employee's account balance transferred to the defined benefit governmental plan provided the transferor vendor permits such transfers. A transfer under this (Section 3) may be made before the employee has severed employment with Clay Community School Corporation.

A transfer may be made under this (Section 3) only if the transfer is either for the purchase of permissive service credit (as defined in Section 415(n)(3)(A) of the Internal Revenue Code) under the receiving defined benefit governmental plan or a repayment to which Section 415 of the Internal Revenue Code does not apply by reason of Section 415(k)(3) of the Internal Revenue Code.

Section 4. Catch-up Contributions. Employees may make catch-up contributions to their deferred compensation plan to the extent allowed by the IRS, which currently include age 50 catch-up contributions and catch up contributions for employees with fifteen (15) years of service.

Section 5. Roth Contributions. Contributions into a Roth 403(b) shall be allowed provided that the individual investment management firm's contract allows it.

Section 6. Hardship Withdrawals. Hardship withdrawals shall not be allowed.

Section 7. Loans, In-service Withdrawals, and Transfers. Except as otherwise permitted in Section 3 of this Article, loans, in-service withdrawals, and in-service transfers shall not be allowed under the Corporation's 403(b) plan for the duration of the contract. Prior to the end of any contract, should the Association submit a letter by June 1 indicating their desire to add one or more of these features, a third party administrator (TPA) shall be hired if the Board in its sole discretion deems it necessary to hire a TPA.

Transfers out of the plan shall be permitted when an employee severs employment with the Corporation.

Section 8. Rollovers and Exchanges. Rollovers or Exchanges shall be allowed.

Section 9. Optional Addition to Annuity. The Corporation shall deposit into each teacher's annuity account an amount equal to fifty percent (50%) of any compensation received by teachers in accordance with Article III, Section 1C.

### ARTICLE XIII Retired Teachers

Retired teachers will be hired under the following terms and conditions:

Section 1. Retired teachers from Clay Community Schools or other school corporations who are hired will be placed on the salary schedule in accordance with Article V, Section 7 ("Placement of New Teachers on Salary Schedule").

Section 2. Retired teachers from Clay Community Schools or other school corporations who are hired back will be permitted to participate in the Corporation's health and dental insurance plans and will receive their regular Corporation contributions toward those insurance plans provided they teach at least 5 periods each school day.

Section 3. Retired teachers from Clay Community Schools who are hired back shall not be eligible to receive 403(b) contributions.

Section 4. Retired teachers from Clay Community Schools or other school corporations will receive leave days. Leave days earned each school year but not used will be lost at the end of the school year. Retired teachers from Clay Community Schools or other


school corporations will receive leave days that are able to be accumulated to a maximum of ninety (90) days. These accumulated days will not be subject to any severance or other payment upon severance/retirement from the school corporation.

Section 5. Retired teachers returning to service at CCS will be excluded under the sick bank provision under Article III, Section 4.

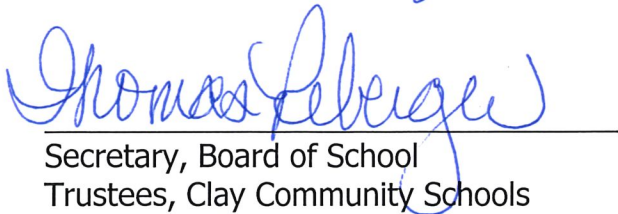
ARTICLE XIV  
Term of Agreement

The Contract shall be effective as of July 1, 2017 and shall continue in effect through June 30, 2018.

Agreed this 9<sup>th</sup> day of November, 2017, by and between the Board of School Trustees of the Clay Community Schools and the Clay Community Classroom Teachers Association.

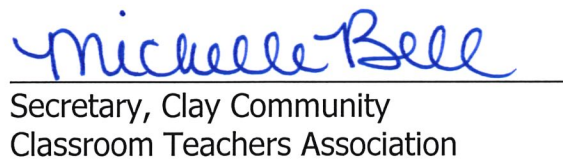
  
\_\_\_\_\_  
President, Board of School  
Trustees, Clay Community Schools

  
\_\_\_\_\_  
Co-President, Clay Community  
Classroom Teachers Association

  
\_\_\_\_\_  
Secretary, Board of School  
Trustees, Clay Community Schools

  
\_\_\_\_\_  
Co-President, Clay Community  
Classroom Teachers Association

  
\_\_\_\_\_  
Superintendent, Board of School  
Trustees, Clay Community Schools

  
\_\_\_\_\_  
Secretary, Clay Community  
Classroom Teachers Association

Ratification Date: 11/09/2017

Ratification Date: 11/02/2017



# APPENDICES

## APPENDIX A

### EXTRA-CURRICULAR SCHEDULE

- A. In the event that a teacher as defined in this Agreement is performing the duties assigned to any position contained on this Extra-Curricular Salary Schedule, such teacher shall be paid the amount specified in the Extra-Curricular Salary Schedule. No teacher will be expected to perform the duties of a position contained on this Extra-Curricular Salary Schedule without being paid as described in the preceding sentence.
- B. During the school year should a teacher be completely unable to fulfill his/her extra-curricular contract assignment due to illness and/or other personal reasons and should this action result in a replacement teacher/lay person taking over the extra-curricular assignment, the individual shall forfeit his/his extra-curricular payment.

Should a teacher be unable to fulfill his/her extra-curricular contract assignment due to illness and/or other personal reasons and this occurs at the beginning of the extra-curricular contract assignment or after the activity has begun, the stipend will be pro-rated after the individual has missed more than 25% of the days of the season. The number of days in a season shall be in accordance with the number of days in the season per the IHSAA rules and guidelines. After an individual has missed more than 25% of days during an ECA season, the principal and central office administration will determine that the ECA assignment has not been fulfilled. The person will be "docked" for any days over the 25% threshold that are missed. That compensation may be offered to a replacement coach on a per day rated basis. The following schedule sets forth the number of days for each sport that may be missed before pro-rating shall begin:

Sport	Number of days in season per IHSAA rules and guidelines	¼ of season in days	If number of days missed in the season exceeds the number of days noted in this column, then the stipend shall be pro-rated
Girls Golf	45	11.25 Days	11 Days
Boys Tennis	56	14 Days	14 Days
Boys Cross Country	62	15.5 Days	16 Days
Girls Cross Country	62	15.5 Days	16 Days
Boys Soccer	60	15 Days	15 Days
Girls Soccer	66	16.5 Days	17 Days
Volleyball	72	18 Days	18 Days
Football	83	20.75 Days	21 Days

Wrestling	70	17.5 Days	18 Days
Girls Basketball	96	24 Days	24 Days
Boys Basketball	102	25.5 Days	26 Days
Boys Track	82	20.5 Days	21 Days
Girls Track	80	20 Days	20 Days
Girls Tennis	60	15 Days	15 Days
Softball	72	18 Days	18 Days
Boys Golf	73	18.25 Days	18 Days
Baseball	72	18 Days	18 Days

ALL EXTRA-CURRICULAR SALARIES WILL BE PRORATED OVER 26 PAYS.

APPENDIX A  
EXTRA CURRICULAR SCHEDULE  
2017-2018

**HIGH SCHOOL**

**Drama Theater**

Director of Music*	\$1,175
Director of Musical Performance**	\$1,700
Asst. Director of a Musical Performance	\$500
Drama – 1 Play	\$1,175
Play Assistant	\$500

\* Entails the singing and choreography aspects of the musical performance and not just changing a CD or playing the piano.

\*\* The individual who is overall in charge of the musical, including but not limited to directing the acting, choreography and vocals.

**Music Department**

District Music Director	\$5,000
Band Director	\$7,500
Assistant Band Director – NV	\$4,000
Assistant Marching Band Director – NV (July – October)	\$2,700
Assistant Marching Band Director – CC (July – October)	\$2,700
Drill Team Director – NV	\$1,500
Drill Team Director – CC (July 1 – November 1)	\$1,100
Marching Band – Percussion (July – October)	\$1,350
Asst. Drill Team – NV	\$900
Winter Guard – NV	\$2,000
Winter Guard – CC	\$1,000
Vocal	\$3,350

**Academic Clubs**

Academic Decathlon and J.E.T.S.	\$350
BPA / DECA	\$675
Builders Club	\$350
Business Club	\$250
Excaliburs	\$250

Foreign Language Club	\$250
FFA	\$675
FCCLA	\$675
History/Science Club	\$250
Honor Society	\$250
Computer Art Drama/DECA Clubs	\$250
Class Sponsor – Freshman	\$500
Class Sponsor – Sophomore	\$500
Class Sponsor – Junior	\$1,000
Class Sponsor – Senior	\$700
Key Club	\$675
Science Olympiad	\$350
Spell Bowl	\$350
Super Bowl	\$350
Student Council	\$1,350
Thespian/Varsity/SADD Clubs	\$250
Yearbook	\$1,350
Robotics	\$700
Chess Club	\$300

### **Interscholastic Activities**

Athletic Director (Northview)	\$6,300
Football JV Head Coach	\$3,350
Football Varsity Head Coach	\$6,290
Football Varsity Assistant Coach	\$2,250
Football – 9 <sup>th</sup> Head Coach	\$2,350
Football – 9 <sup>th</sup> Assistant Coach	\$1,350
Basketball Head Coach	\$7,030
Basketball Varsity Assistant	\$2,350
Basketball Junior Varsity Head Coach	\$3,350
Basketball – 9 <sup>th</sup> Grade Head Coach	\$2,350
Baseball Head Coach	\$5,000
Baseball – B Team	\$2,700
Baseball – C Team	\$2,700
Cheerleader Head Coach	\$2,000
Cheerleader Assistant Coach	\$1,000
Cross Country Head Coach	\$2,350
Cross County Assistant Coach	\$1,000
Golf Head Coach	\$2,350
Soccer Varsity Head Coach	\$2,500
Soccer Jr. Varsity Head Coach	\$1,250

Softball Varsity Head Coach	\$5,000
Softball – B Team	\$2,700
Softball – C Team	\$2,700
Tennis Head Coach	\$2,250
Tennis Assistant Coach	\$1,000
Track Head Coach	\$4,000
Track Assistant Coach	\$2,000
Volleyball Head Coach	\$5,000
Volleyball Assistant Coach	\$2,650
Volleyball – 9 <sup>th</sup> Grade Head Coach	\$2,350
Wrestling Head Coach	\$3,350
Wrestling Assistant Coach	\$1,750

### **MIDDLE/JR HIGH SCHOOL**

Band	\$2,750
Drill Team	\$1,000
Clubs (4 possible)	\$175
8 <sup>th</sup> Grade Sponsor	\$100
7 <sup>th</sup> Grade Sponsor	\$100
FCCLA	\$350
Student Council – NC	\$1,000
Vocal	\$1,700
Yearbook	\$250
Ambassadors	\$250

### **Interscholastic Athletics**

Athletic Director (North Clay)	\$2,000
Basketball – 8 <sup>th</sup>	\$2,000
Basketball – 7 <sup>th</sup>	\$1,675
Basketball – 6 <sup>th</sup>	\$1,675
Cheerleader – Head	\$1,000
Cross Country – Head	\$1,000
Football – 8 <sup>th</sup> Head	\$2,000
Football – 8 <sup>th</sup> Asst.	\$1,350
Football – 7 <sup>th</sup> Head	\$2,000
Football – 7 <sup>th</sup> Asst.	\$1,350
Track – Head	\$2,000
Track – Asst.	\$1,000
Volleyball – 8 <sup>th</sup>	\$2,000
Volleyball – 7 <sup>th</sup>	\$2,000
Volleyball – 6 <sup>th</sup>	\$1,000
Wrestling – Head	\$1,350

Wrestling – Assistant	\$1,000
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**ELEMENTARY**

Book Fair	\$100
Choir	\$575
Clubs	\$175
Media Fair – Chair	\$175
Newspaper/Media	\$500
Science Fair – Building	\$250
Science Fair – Corp.	\$475
Sports	\$500
Student Council	\$575

Traveling Teachers. Teachers who do not receive a preparation period due to required travel between buildings will be compensated as follows:

- A. Teachers traveling between Clay City and Brazil. Teachers who are required as a part of their daily teaching assignment to travel between Clay City and Brazil will receive a stipend payment of \$375.00 per month during the academic year.
- B. Teachers traveling between Cumberland Academy, North Clay and Northview. Teachers who are required as a part of their daily teaching assignment to travel between Cumberland Academy, North Clay and Northview will receive a stipend payment of \$65.00 per month during the academic year.
- C. Teachers traveling from Cumberland Academy, North Clay or Northview to Another School Building(s) in Brazil. Teachers who are required as a part of their daily teaching assignment to travel from Cumberland Academy, North Clay or Northview to another school building(s) in Brazil will receive a stipend payment of \$125.00 per month during the academic year.
- D. In addition, each school nurse and elementary counselor will receive a stipend of \$300 per year for the use of their automobile.

APPENDIX B  
EXTENDED CONTRACTS  
2017-2018 SCHOOL YEAR  
Index based on the individual teacher's base salary.

<u>Position</u>	<u>Index</u>
Boys' Athletic Director (NV)	.04
Girls' Athletic Director (NV)	.04
Guidance Counselor	.025
Media Specialist	.005 - .025
Building Trades	.05 - .20
Marketing Education	.025 - .05
Agriculture	.005 - .10
Psychologist	.025 - .075

Each additional day worked beyond the minimum listed here shall be paid at a daily rate of .005 within the ranges specified above.

The positions set forth above are included for informational purposes only and have not been bargained.



APPENDIX C

GRIEVANCE FORM

\_\_\_\_\_ Date

NAME OF TEACHER(S) SEEKING RELIEF: \_\_\_\_\_

NAME OF OTHER EMPLOYEE(S) INVOLVED, IF ANY: \_\_\_\_\_

IDENTIFICATION OF SPECIFIC PROVISIONS OF AGREEMENT VIOLATED  
MISINTERPRETED: \_\_\_\_\_

STATEMENT OF FACTS GIVING RISE TO THE GRIEVANCE AND CONTENTION OF THE GRIEVANT WITH  
RESPECT TO THE GRIEVANCE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPECIFIC RELIEF REQUESTED: \_\_\_\_\_

SIGNATURE OF TEACHER(S) SEEKING RELIEF: \_\_\_\_\_

APPENDIX D  
SCHEDULE OF PAY DATES  
2017-2018

August 25, 2017	February 23, 2018
September 8, 2017	March 9, 2018
September 22, 2017	March 23, 2018
October 6, 2017	April 6, 2018
October 20, 2017	April 20, 2018
November 3, 2017	May 4, 2018
November 17, 2017	May 18, 2018
December 1, 2017	June 1, 2018
December 15, 2017	June 15, 2018
December 29, 2017	June 29, 2018
January 12, 2018	July 13, 2018
January 26, 2018	July 27, 2018
February 9, 2018	August 10, 2018