

**Agreement between the
Board of School Trustees
of Smith-Green Community Schools**

and the

**Smith-Green
Classroom Teachers Association**

2018-2019

Table of Contents

	Page
Procedure.....	2
Term of Agreement, Signature Page	3
Article I, Recognition & Definitions.....	4
Article II, Grievance Procedure	5
Article III, Short Term Leaves	10
Article IV, Salary and Compensation.....	14
Article V, Fringe Benefits.....	19
Appendix A – Extra-Curricular.....	21
Appendix B – Sick Leave Bank.....	23

Procedure

The parties agree that this Agreement shall supersede any rules, regulations, policies, or practices of the Board which could be contradictory or inconsistent with the terms of the Agreement, that this agreement cancels all previous agreements whether verbal or written between the School Corporation and the Association as well as any alleged past practices of the School Corporation, and that this Agreement constitutes the entire Agreement between the parties. Any individual Agreement between the Board and an individual teacher shall be consistent with the terms and conditions of the Agreement.

Any amendment or agreement adding to, subtracting from, or supplemental to, this Agreement shall not be binding upon either party unless it is executed in writing by each of the parties.


If any provisions of the Agreement or any application of this Agreement to any employee or group of employees is held to be contradictory to the law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

Term of Agreement

The terms of this contract shall begin July 1, 2018 and shall continue in full force and effect through June 30, 2019.




President, School Board



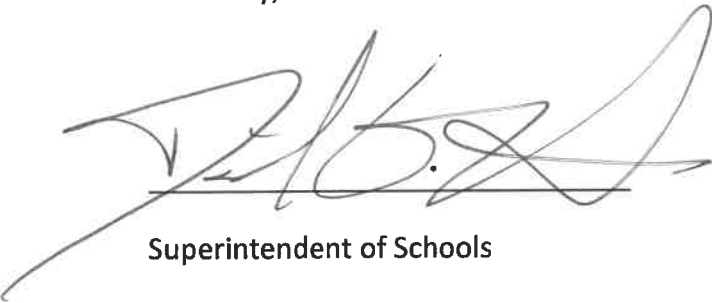
Co-President, Smith-Green Classroom Teachers Association



Secretary, School Board



Co-President, Smith-Green Classroom Teachers Association



Superintendent of Schools



Spokesperson, Smith-Green Classroom Teachers Association

October 15, 2018

Date of Adoption by School Board

October 10, 2018

Date of Ratification by SGCTA

Article I

Recognition and Definitions

1. The Board recognizes the Smith-Green Classroom Teachers Association as the exclusive bargaining representative.
2. Definitions
 - a. The term '**teacher**' when used in this agreement shall refer to all certified personnel in the bargaining unit except: the Superintendent, Principals, Assistant Principals, and Athletic Director.
 - b. The term '**board**' shall mean the Smith-Green Community Schools Board of Trustees.
 - c. The term '**school corporation**' when used in this agreement shall refer to the Smith-Green Community School Corporation of the State of Indiana.
 - d. The term '**immediate family**' when used in this agreement shall refer to spouse; natural, adopted, foster, or step-child; parent or parent-in-law; sibling; grandchild; or any person living in the teacher's home.
 - e. The term '**CTA**' when used in this agreement shall be an abbreviated form meaning the Smith-Green Classroom Teachers Association.
 - f. The term '**emergency**' when used in this agreement shall refer to a situation or condition that could not have been anticipated under normal circumstances.
 - g. The term '**day**' when used in this agreement shall mean teacher days. During the summer recess, the term day shall mean weekdays with the exception of the July 4 holiday.

Article II
Grievance Procedure

A. DEFINITIONS

A 'grievance' is an alleged violation or claimed misinterpretation of a specific article or section of this Agreement.

The grievance procedure is valid in all situations as it pertains to the Agreement, but not when it comes to issues pertaining to teacher evaluation and dismissal which are not contained in this Agreement.

The terms 'teacher' and 'grievant' include any individual or group of individuals in the bargaining unit or the Smith-Green Classroom Teachers Association.

B. GRIEVANT & REPRESENTATION

An aggrieved individual teacher or an aggrieved group of teachers may present a grievance and may do so through the exclusive representative. The exclusive representative may thus be given an opportunity to be present at all stages of the grievance process. The adjustment of all grievances shall not be inconsistent with the terms of this agreement.

C. PROCEDURE

Step One – A grievance may be initiated in one (1) of the following ways:

1. The teacher may approach the building principal concerned and discuss the matter in his/her own behalf.
2. Upon request of the grievant, a meeting to discuss the concern shall occur within five (5) days of said request.
3. The teacher may request that a representative of the Association accompany the teacher. 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.
4. At the teacher's option, the teacher may request one or two (1 or 2) Association representative(s) to meet with the building principal(s) to discuss the matter on his/her behalf. In this case, the teacher shall sign and submit a letter to the principal authorizing an Association's representative(s) to schedule a meeting with the principal(s) on his/her behalf and stating the concern to be addressed.

Step 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 form on page 9.

1. 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.
2. The grievance shall:
 - a. Name the other employees involved. (if any)
 - b. State the facts giving rise to the grievance.
 - c. Identify the specific provisions of this Agreement alleged to have been violated/misinterpreted.
 - d. State the contention of the grievant with respect to the grievance.
 - e. Indicate the specific relief requested.
 - f. Be signed by the grievant.
3. The form of grievance should be filed as soon as possible. Any grievance not presented in writing in step two within fifteen (15) days of the time the grievant knew, or reasonably should have known, of the grievance shall be deemed waived and shall not be processed.
4. The teacher may request a meeting within five (5) days of filing of the formal written grievance with the building principal, and the Association representative may accompany the grievant. In any event, within five (5) days after receiving the grievance, the building principal shall communicate his answer in writing to the grievant and the Association representative, and the said answer shall be attached to the grievance.

Step Three – If the grievance is not resolved in Step Two, the teacher may, within five (5) days of receipt of the building principal’s answer, appeal to the Board by filing the grievance, the principal’s answer, and 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.

1. Prior to the meeting of the Board or its designated member(s), the superintendent may, but need not, respond in writing to the grievance. Such response, if any, shall be attached to the grievance.
2. The Board, or its designated member(s), shall schedule a meeting with all parties involved and their representatives within fifteen (15) days of filing of the appeal to the Board with the Office of Superintendent. Such answer shall be attached to the grievance.

Step Four – Within twenty (20) days after receipt of the decision in Step Three, the Association or the School Board, upon written notice to the other, may submit the grievance to arbitration under and in accordance with the rules of the American Arbitration Association, pursuant to the following procedure:

The two (2) parties, the School Board and the Association, shall attempt to select an arbitrator by mutual agreement or a method of selecting an arbitrator by mutual agreement. If the two (2) parties cannot agree on the arbitrator or a method of selecting an arbitrator within ten (10) days after notification is given, the arbitrator shall be selected in accordance with the rules of the American Arbitration Association.

D. POWERS OF THE ARBITRATOR

The arbitrator shall have no power:

1. To add to, subtract from, disregard, alter, or modify any of the terms of this Agreement,
2. To change any practice, policy, or rule of the Board, unless such practice, policy, or rule shall be in conflict with this Agreement. Whether or not a practice, policy, or rule of the Board is in conflict with this Agreement shall be handled by the grievance procedure, including binding arbitration.

In all grievances brought to arbitration:

1. The arbitrator shall first rule on the arbitrability of the grievance.
2. If the grievance is found to be not arbitral, it shall be referred back to the parties without decision or recommendation on its merits.
3. If the arbitrator finds the grievance to be arbitral, he or she shall rule on the grievance.
4. If after the arbitrator has ruled on the grievance) either party disputes the ruling of the arbitrator as to the arbitrability of a case, that party may, within ten (10) days, submit the matter to a court of competent jurisdiction for a review of arbitrability.
5. If no such submission takes place, the ruling of the arbitrator stands.
6. If the grievance is found to be arbitral by the court or successive appeals, the ruling of the arbitrator will stand.
7. If the grievance is found not arbitral by the court or successive appeals, the ruling of the arbitrator will be invalid.

The decision of the arbitrator shall be final and binding on the Association, its members, the teachers, the employee or employees involved, the Board and the School Corporation.

The fees and expenses of the arbitrator shall be shared equally by the Board and the Association. All other expenses shall be borne by the party incurring them.

E. OTHER PROVISIONS RELATING TO THE GRIEVANCE PROCEDURE

1. No reprisal of any kind shall be taken by or against any participant in the grievance procedure for any reason of such participation.
2. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participant(s) and are not valid basis for evaluations.
3. Time limits herein may be extended only by mutual agreement, signed by the parties.
4. Time limits herein apply to teachers on leave of absence, other than leave, as if such teachers were present and working.
5. All steps of the grievance procedure shall be conducted during non-regular work hours, unless mutually agreed to otherwise.

6. If there is a failure at any step to communicate the decision on the grievance within the specified time limit, the grievance shall automatically proceed to the next step of the procedure.
7. Any grievance which arose prior to the effective date of this agreement or after the termination date of this agreement shall not be processed.
8. No teacher shall use the grievance procedure to appeal any decision of the Board or Administration if such decision is pursuant to any order of or compliance agreement with any State or Federal Regulatory Commission or Agency.

GRIEVANCE FORM
SMITH-GREEN COMMUNITY SCHOOLS

Name of Aggrieved Teacher Seeking Relief: _____

Date of Alleged Violation: _____

Name of Other Employee(s) Involved, If any: _____

Identification of Specific Provision of Agreement Violated or Misinterpreted: _____

Statement of Facts Giving Rise to the Grievance: _____

Specific Relief Requested: _____

Signature of Teacher Seeking Relief: _____

Received By: _____ Date: _____

Level of Process and Referral Date:

Principal Board Arbitrator

Receiving Date: _____ Received Date: _____ Received Date: _____

Decision Date: _____ Decision Date: _____ Decision Date: _____

By: _____ By: _____ By: _____

Article III

Short Term Leaves

1. Leave Days

- a. At the beginning of each school year, first year teachers will be given fifteen (15) leave days and each returning teacher will be given thirteen (13) leave days to use for personal business, personal illness, or for family illness. A teacher may accumulate no more than 90 leave days.
- b. At the end of a school year, if a teacher has more than 90 leave days, the corporation will buy any days over-90 back from the teacher at the current daily substitute rate.
- c. The Leave Day Benefit will be added to the second pay of July of the current school year.
- d. Upon retirement or leaving the district, the teacher will not be paid for any days remaining in their accumulated leave bank up to ninety (90) days. Up to 25 of their days may be donated to the sick bank (see guidelines in Sick Bank portion of this contract). Terminated teachers are not eligible for this benefit. Teachers who wish to donate days must submit their request in writing to the business office, including the number of days they wish to donate.
- e. If a teacher is employed for more than 184 contracted teacher work days, one (1) additional leave day is granted for each twenty (20) contracted teacher work days employed above 184 days. A teacher work day in an extended contract is defined as four or more hours.
- f. Any teacher that desires to use more than three consecutive leave days not related to illness must have the approval of the Superintendent prior to the start of the leave.
- g. In the event a teacher is granted a \$1 leave of absence, the teacher may continue the group medical and life insurance by paying the full premium.

2. Sick Leave Bank

- a. A voluntary sick leave bank to which a teacher may contribute unused sick days is available for teacher use. A contributing teacher may draw leave days when his/her accumulated leave days are exhausted. See Appendix C.

3. Bereavement Leave

- a. Five (5) school days bereavement leave shall be granted a teacher in case of death in the teacher's immediate family within one (1) year from the anniversary date of the death without loss of compensation.

- b. Three (3) school days bereavement leave shall be granted a teacher in case of other family members.
- c. One (1) day bereavement leave shall be allowed each teacher in case of death of a person not classified as immediate or other family, but because of the nature of the relationship, the teacher feels an obligation to be absent from his/her teaching duties.
- d. If additional bereavement leave is needed and the teacher does not have any leave days remaining, the teacher must make a written request to the superintendent stating the reason and the expected duration of the leave. The superintendent has the authority to approve or deny the request.

4. Pregnancy and Maternity Leave

- a. Any teacher who is pregnant may continue in active employment as late into pregnancy as she desires, if she is able to fulfill the requirements of her position. Temporary disability caused by pregnancy shall be governed by the same provisions and by the following:
 - i. Any teacher who is pregnant is entitled to a leave of absence any time between the commencement of her pregnancy and one (1) year following the birth of the child if, except in a medical emergency, she notifies the superintendent of schools at least thirty (30) days before the date on which she desires to start her leave. She shall also notify the superintendent of the expected length of this leave, including with notice either a physician's statement certifying her pregnancy or a copy of the birth certificate of the newborn whichever is applicable. In case of a medical emergency caused by the pregnancy, the teacher shall be granted a leave, as otherwise provided in this section immediately upon her request and certification of the emergency from an attending physician.
 - ii. All or any portion of a leave taken by a teacher because of a temporary disability caused by pregnancy may be charged, at her discretion, to her available leave days. After her available leave days have been used, the teacher may be absent without pay, until cleared by an attending physician. This leave may be taken without jeopardy to reemployment, retirement and salary benefits.
- b. The teacher is entitled to an extended, \$1 maternity leave, up to one (1) year after the birth of her child.

5. Paternity Leave

- a. A male teacher may be granted a paternal leave of absence of one (1) year or less if he notifies the superintendent at least thirty (30) days prior to the date on which he wishes to start such a leave. The paternal leave of absence shall not begin prior to the birth of the child, and shall not extend beyond the date on which the child is one year of age. In the case of a medical emergency caused by pregnancy, the teacher shall be granted a leave immediately upon his request and the certification of the emergency from an attending physician.
- b. After the requirements in Article III, Section 6a, have been met, all or any portion of a leave taken by a teacher may be taken from his available leave days at his discretion. After his available leave days have been used, the teacher may be absent without pay. This leave may be taken without jeopardy to reemployment, retirement and salary benefits.

- c. The teacher is entitled to an extended, \$1 paternity leave, up to one (1) year after the birth of the child.

6. Adoption Leave

- a. A teacher who becomes a parent through adoption shall be granted an adoption leave of absence of up to one (1) year from the time the child is placed in the home. The teacher must notify the superintendent when they are placed on a waiting list for adoption. An adoption leave shall not begin prior to the adoption.
- b. A teacher may use their available leave days for an adoption leave.
- c. The teacher is entitled to an extended, \$1 adoption leave, up to one (1) year after the child is placed in the home.

7. President's Leave

- a. Upon written request to the Superintendent, up to three (3) days of leave shall be granted to the CTA president or designee for the purpose of conducting association business. The CTA president or designee will also be given two additional days for lobbying purposes. If additional days are deemed necessary, the CTA will pay the corporation at the current daily substitute rate.

8. Staff Development Leave

- a. Teachers excused to attend educational conferences or for a professional activity approved by the Board shall have substitutes provided for them at the expense of Smith-Green Community Schools with no loss in salary.

9. Extended Family Illness Leave Family Medical Leave Act (FMLA)

- a. A \$1 leave of absence of up to one year shall be granted for the purposes of caring for a sick member of the employee's immediate family.
- b. SGCS complies with all applicable Federal and State labor and employment laws. Under the FMLA Act of 1993, eligible employees are entitled to certain rights and privileges for family and medical reasons.

10. Personal Injury Leave

- a. The Board shall pay to a teacher the difference between his/her salary and the benefits received under the Indiana Worker's Compensation Act for up to ninety (90) days for absence due to injuries incurred while working, provided that those injuries are not incurred due to the injured party's negligence, horseplay, or intentional acts. The teacher must prove that physical injury was caused by a student or by negligence of the school district or its employees. Disability must be based on a physician's written report stating the injured party's inability to work. Such leave is not deducted from leave days and will begin at the time of injury.

11. Legal Leave

- a. When requested, a teacher may serve on jury duty or may serve as a witness in a court case. The teacher shall be paid the teacher salary, minus the jury duty pay, but not including

expenses. A teacher subpoenaed to serve during regular working hours as a witness, if related to their teaching duties, shall receive full compensation.

12. Teacher Witness Leave

- a. A teacher who is required to serve as a witness in a court case in which students in the school and/or the Corporation are involved will receive his regular school pay during such period, except in cases related to the Indiana collective bargaining law and procedures and also except in cases in which the teacher is the plaintiff in the lawsuit. The Board may make exceptions if the teacher is a plaintiff in a court case involving student conduct and discipline (expulsion and suspension). A teacher who serves as a witness in a case in which neither school students nor the Corporation has involvement will not be compensated for such time lost from school. He may, however, use leave days for this purpose if he has leave days available.

13. Jury Duty Leave

- a. Personnel who are called for jury duty will receive their regular pay and will reimburse the School Corporation for the daily amount received for duty, minus any court designated allowance for mileage. It is the responsibility of the employee to inform the Superintendent's office of said reimbursement.

Article IV

Salary and Compensation

1. **Salary Range**
 - a. \$33,945-\$63,840, not including current year increases or TRF contributions.
 - b. After the current year increases, the new salary range will be \$35,500-\$65,000.

2. **Base Salary Increases**
 - a. **General Eligibility:**
 - i. To be eligible for a salary increase, a teacher:
 1. Must not have been rated ineffective or improvement necessary in the prior year, AND
 2. Must have been employed as a teacher for at least 120 days in the prior year.
 - ii. **Factors and Definitions:**
 1. **Evaluation Rating:** the teacher did not receive an ineffective or needs improvement evaluation rating for the prior school year.
 2. **Year of Experience:** the teacher was employed in the corporation for at least 120 days in the prior school year.
 3. **Secondary:** as used in this agreement, secondary refers to grades 6-12.
 4. **Academic Need:** The importance of recruiting and retaining highly qualified teachers to provide instruction to students.
 - b. **Distribution – amounts to be added to a teacher’s base salary**
 - i. Teachers who satisfy both requirements below will be eligible for an increase to their base salary, based on the following two factors:
 1. Year of experience: \$250
 2. Evaluation: \$750

3. **Differential:**
 - a. Based on the academic needs of the school district to recruit and retain highly qualified teachers, a differential base salary increase will be given to all teachers at the levels listed below, including those who were newly hired for the 2018-19 school year. However, teachers who received a rating of ineffective or improvement necessary will not be eligible for this increase. Base salary refers to the 2017-18 base salary for returning teachers, or the salary that newly hired teachers were approved at for the 2018-19 school year:

Base Salary:	Differential Increase:
\$ 33,945.00	\$ 55.00
\$ 34,573.00	\$ 427.00
\$ 35,864.00	\$ 136.00
\$ 36,527.00	\$ 473.00
\$ 37,517.00	\$ 483.00

\$ 37,892.00	\$ 108.00
\$ 38,593.00	\$ 407.00
\$ 39,306.00	\$ 194.00
\$ 40,034.00	\$ 466.00
\$ 40,774.00	\$ 226.00
\$ 41,529.00	\$ 471.00
\$ 43,442.00	\$ 58.00
\$ 43,876.00	\$ 124.00
\$ 44,688.00	\$ 312.00
\$ 45,515.00	\$ 485.00
\$ 45,922.00	\$ 78.00
\$ 46,772.00	\$ 228.00
\$ 47,612.00	\$ 388.00
\$ 48,518.00	\$ 482.00
\$ 49,390.00	\$ 110.00
\$ 51,261.00	\$ 239.00
\$ 52,182.00	\$ 318.00
\$ 56,152.00	\$ 348.00
\$ 56,684.00	\$ 316.00
\$ 58,249.00	\$ 251.00
\$ 60,424.00	\$ 76.00
\$ 61,542.00	\$ 458.00
\$ 63,840.00	\$ 160.00

4. **New Teachers**

- a. New teachers who were newly hired in the 2018-19 school year at the previous minimum base salary of \$33,945 will have a one-time salary increase adjustment of \$1,555 in order to bring them up to the new minimum base salary of \$35,500. Individuals who are eligible for this increase will not receive the additional differential increase described in number 3.

5. **Decrease the Gap**

- a. Returning teacher range: \$33,945 - \$63,840
 - i. Average Salary: \$48,892.50
 - Salary Gap: \$14,947.50
- b. In order to address the academic need of the school district to retain highly qualified teachers, an increase will be given to teachers who meet the criteria below in order to reduce the gap.
- c. Returning teachers, whose salary in the 2017-18 school year fell between the range of \$33,945 and \$39,306, will receive a base pay increase of \$500 in order to reduce the gap.
- d. New salary range: \$34,445-\$63,840
 - i. New Average Salary: \$49,142.50

- ii. New Salary Gap: \$14,697.50
- iii. Amount Gap has been Reduced: \$300.00

6. Stipends

- a. To address the academic need of the district to recruit and retain highly qualified secondary science teachers grades 6-12, returning teachers who teach four or more secondary science classes will receive a \$500 stipend. In order to receive this stipend, teachers must not have earned a rating of ineffective or needs improvement in the previous school year, and also have been employed by SGCS for at least 120 days in the prior school year. Upon successful completion of the school year, this stipend shall be paid on the second pay of July of the current school year.
- b. A stipend of \$6,500 will be given to a teacher who fulfills the duties of talent development director in conjunction with the Whitley Works! Program. This stipend shall be paid in twenty-four (24) equal installments.

Salary Chart

Row:	Salary:	Row:	Salary:
1	35,500	31	50,500
2	36,000	32	51,000
3	36,500	33	51,500
4	37,000	34	52,000
5	37,500	35	52,500
6	38,000	36	53,000
7	38,500	37	53,500
8	39,000	38	54,000
9	39,500	39	54,500
10	40,000	40	55,000
11	40,500	41	55,500
12	41,000	42	56,000
13	41,500	43	56,500
14	42,000	44	57,000
15	42,500	45	57,500
16	43,000	46	58,000
17	43,500	47	58,500
18	44,000	48	59,000
19	44,500	49	59,500
20	45,000	50	60,000
21	45,500	51	60,500
22	46,000	52	61,000
23	46,500	53	61,500
24	47,000	54	62,000
25	47,500	55	62,500
26	48,000	56	63,000
27	48,500	57	63,500
28	49,000	58	64,000
29	49,500	59	64,500
30	50,000	60	65,000

1. The dollars allocated for teachers that do not receive a rating of highly effective or effective will be equally distributed among the effective and highly effective teachers in the form of a stipend to be distributed on the last pay of the current school year.
2. Per IC 20-43-10-3.5 (Teacher Appreciation Grant), for the 2018-2019 school year, in accordance with board policy, any teacher rated "Highly Effective" will receive a stipend of 25% more than any teacher rated "Effective".
3. All newly hired teachers shall be placed on the salary chart at a salary comparable to that of the teacher's previous place of accredited public school employment based on degree attained.
4. The Superintendent shall reserve the right to adjust the pay scale for the highly competitive, difficult to fill, certified teaching positions, within the established salary range.
 - a. The Superintendent may adjust the pay scale up to 4 rows higher on the salary chart than the applicant's prior teaching salary.
 - b. If the Superintendent feels it is necessary to consider an offer higher than 4 rows above their current salary, the Superintendent will meet with CTA representatives by going through the discussion process pursuant to IC 20-29-6-7 to determine an appropriate placement on the salary chart.
 - c. If an applicant has no prior teaching experience, but the Superintendent feels it is necessary to consider a starting salary higher than the established base salary, the Superintendent will meet with CTA representatives by going through the discussion process pursuant to IC 20-29-6-7 to determine an appropriate placement on the salary chart.
5. Each teacher will be paid an annual salary, per the regular teacher's contract, in twenty-four (24) equal installments on the 5th and 20th of each month. If a payday falls on a Saturday or Sunday, deposits will be distributed on the previous Friday. If a payday falls on a legal/bank holiday, deposits will be distributed prior to the holiday.
6. Beginning August 1, each certified teacher will be allowed and compensated at the current daily substitute rate for one (1) option day to work in and get their classroom ready before the first contracted teacher day for the current school year.
7. Every effort shall be made by the corporation to provide a substitute teacher when a teacher is absent. In the event a substitute is not available for a period of time, a teacher may be requested to supervise a class's instructional time during his/her preparation period. The teacher shall be compensated with one additional leave day for:
 - Each 6 periods in CJSHS
 - Each 5 hours in CESThe teacher shall be compensated with one-half of an additional leave day for:
 - Each 3 periods in CJSHS
 - Each 2.5 hours in CESTeachers are responsible for notifying the attendance secretary in CJSHS or the administrative assistant in CES for any instances of preparation period supervision.

8. Extra-Curricular Salary Schedule

- a. The extra-curricular salary schedule is set forth in Appendix B for reference purposes.

Article V

Fringe Benefits

1. Required Extended Criminal History Background Checks

- a. The school corporation shall pay the cost of 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.

2. Insurance

- a. The board agrees to pay the amount listed in Appendix E towards health and dental insurance for teachers. The Board will pay 50% of any increase in insurance costs for both network and high deductible health insurance plans and dental insurance for the duration of the contract.
- b. Term Life Insurance – The Corporation will pay all annual premiums except one dollar (\$1.00). The policy shall be a fifty thousand dollar (\$50,000) term life insurance policy until such time as the contract with the subject carrier reduces such benefit amount according to the contract's age reduction formula.
- c. Teachers have the option to purchase additional insurance in the amount of twenty five thousand dollars (\$25,000) at the rate paid by the corporation. However, teachers may have to prove insurability if they increase coverage once their initial policy is activated.
- d. Long-Term Disability – The Corporation will pay the annual premium costs for income protection insurance. The income protection insurance shall provide for 66 2/3% of a salary benefit coverage to age sixty-five (65) for accident for illness with a ninety (90) day waiting period.
- e. Vision insurance is available to all staff. All vision insurance premiums will be paid by the employee.

3. In the event a teacher is granted a \$1 leave of absence, the teacher may continue the group medical and life insurance by paying the full premium.

4. Upon termination or resignation of a teacher who completes the school year contract with the Board, the teacher may continue group medical and life insurance through September of that year, or the date on which medical coverage begins at another place of employment, whichever comes first.

5. A teacher who retires and who is at least fifty-five (55) years of age and has been employed by Smith-Green Community Schools for a minimum of ten (10) years shall be eligible to participate in the Board sponsored group life and health insurance program for teachers until such teacher is eligible to apply for health coverage under Part A of the Medicare Act, provided that said teacher pays the full amount of the insurance premium prior to the date said premiums are due and payable. This is subject to the current agreement between Smith-Green Community Schools and its insurance provider, which is currently the School Employee Benefit Trust. A teacher who wishes

to take advantage of this benefit must consult the current agreement between SGCS and the SEBT to confirm their eligibility, and ensure that the proper process is followed.

6. Section 125 Tax Reduction – The Corporation will establish a section 125 Flexible Spending Benefit Plan to be funded solely by salary reductions from employees of the Corporation who wish to participate on a voluntary basis. The Corporation shall recognize and process salary reduction forms submitted by employees who wish to participate and remit salary reduction amounts.
7. Retirement Benefits
 - a. The Corporation shall pay three percent (3%) of each teacher’s salary to the Indiana Public Retirement System. This section shall not apply in the case of rehired retirees who are not eligible for additional INPRS contributions.
 - b. The corporation will establish a matching section 401(a) retirement plan for teachers. The plan will provide for vesting after five (5) years of service.
 - i. 3% of teachers annual base salary – buyout group (those hired before July 1, 2001)
 - ii. 2% of teachers annual base salary – Non-buyout group (those hired on/after July 1, 2001)
 - c. The corporation will establish and maintain a 403 (b) Plan for all certified employees.
 - d. Any teacher planning to retire at the close of the current school year shall notify the Superintendent no later than March 1 of that current school year. An exception may be granted in emergency circumstances.
 - e. For guidance on how severance was calculated and paid for teachers hired before July 1, 2001, please see the Collective Bargaining Agreement from 2010-2013. A copy of how the buy-out occurred shall be given to each teacher involved in the original buy-out and another copy shall be placed in the teacher’s personnel file.

Appendix A

2018-19 Athletic Extra-Curricular Salary Schedule

BOYS ATHLETICS		GIRLS ATHLETICS	
Category	Salary	Category	Salary
Basketball – Head	6,526	Basketball - Head	6,526
Basketball - Jr High and Sr High Staff	10,040	Basketball - Jr High and Sr High Staff	10,040
Track – Head	3,299	Track - Head	3,299
Track – Sr High Staff	2813	Track – Sr High Staff	2813
JH Track -- Head	1125	JH Track – Head	1125
JH Track – Jr High Staff	837	JH Track – Jr High Staff	837
Tennis Head Coach	1,538	Tennis Head Coach	1,538
Tennis – Staff	837	Tennis – Staff	837
Golf - Head	1,538	Golf – Head	1,538
Golf – Staff	837	Golf – Staff	837
Baseball – Head	3,299	Softball – Head	3,299
Baseball - Staff	5,625	Softball – Staff	5,625
Cross Country	1,538	Cross Country	1,538
JH Cross Country-Boys/Girls	1,125	Volleyball - Head	3,299
Wrestling – Head	3,299	Volleyball - Jr High and Sr High Staff	6,289
Wrestling - Jr High and Sr High Staff	6,181	Cheerleaders - HS (Fall)	1,111
Football – Head	6,526	Cheerleaders - JH (Fall)	346
Football – Jr High and Sr High Staff	16,043	Cheerleaders - HS (Winter)	1,111
		Cheerleaders - JH (Winter)	346
		Assoc. Athletic Director	5,020

Head coaches will determine the number of staff members and salaries for their staff.

All coaching positions held by staff members will be paid via payroll. All other coaching positions will be paid via claim form at the conclusion of the assignment.

NOTE: ILEARN, grant-funded tutoring, summer school, restricted study, homebound, and ESY paid at \$24.76 per hour, which is the hourly rate calculated at 35,500 for a 7.75 hour day.

2017-18 Academic Extra-Curricular Salary Schedule

JR/SR HIGH SCHOOL			
CATEGORY	SALARY	CATEGORY	SALARY
MUSICAL		ACADEMIC TEAM SPONSORS	
HS Musical Director	1,183	HS Super Bowl	3,460
HS Musical Assistants	2,539	JH Super Bowl	2,768
Business Manager	404	Team Organizer (SB)	808
DRAMA		Media Services (SB)	491
HS Drama Director	692	DEPARTMENT HEADS	
HS Drama Assistants	779	JR/SR Department Heads	3,200
Business Manager	404	CLASS SPONSORS	
BAND		9 th	634
Band Performances (8)	956	10 th	634
Pep Band	855	11 th	866
CHORAL—NEW ERA AND NEW GENERATION		12 th	1,731
New Era (Winter)	2,741	CLUBS	
New Era (Fall)	779	FFA	1,183
New Era Choreography	1,731	HS National Honor Society	317
New Era Concerts (6)	522	National Jr Honor Society	317
New Era Band (If needed)	689	Thespians	317
New Generation	779	Art	317
New Generation Band	348	Spanish	317
CHORAL—NOT NEW ERA		HS Student Council	1,328
Choral Contests (2)	174	JH Student Council	634
Performance Accompanist (4)	348	Key Club	317
YEARBOOK		S.A.D.D.	317
HS Yearbook	2,366	Character Counts	317
JR High Yearbook	1,788	Business Professionals of America	317
		Additional Clubs (as needed)	317
ELEMENTARY			
TEAM LEADERS		CLUBS	
Elementary Grade Level Heads	3,200	Jump Rope Club—Head	664
COORDINATORS		Jump Rope Club—Staff	520
Science Fair Coordinator	183	Courtyard Club	183
Study a Country Coordinator	183	Archery	317
Field Day Coordinator	260	Additional Clubs (as needed)	317
EXTRA-CURRICULARS		CHORAL	
Student Council	634	Choral Performance (6)	522
Yearbook	317	Choral Assistant	173
Intramurals	317		
Spelling Bee (Host)	100		
Destination Imagination	1,716		

All extra-curricular academic positions will be paid via claim form at the conclusion of the assignment.

APPENDIX B

Sick Leave Bank

1. The purpose of the Sick Leave Bank is to relieve teachers from undue financial burden due to absence from work on a long-term basis as a result of a severe illness, injury or incapacitation.
2. The Sick Leave Bank will be administered by a team of four (4) teachers and the Superintendent. The Superintendent may cause an additional administrator to be present in an advisory capacity. The teachers will be selected as follows:
 1. Two (2) from Churubusco Elementary School
 2. Two (2) from Churubusco Jr-Sr High School

The teacher team members shall be designated by the CTA Officers.

1. Any teacher joining must donate one (1) day to the Sick Leave Bank within twenty (20) days after the first regular contract day each school year. Those whose employment starts at a time other than the first regular contract day will be eligible to join the Sick Leave Bank within twenty days of their employment date. The maximum number of days to be held in the bank shall be four hundred (400). The team shall have the right to assess one additional day from participants when the number of days in the bank falls below fifty (50). The records of eligible employees will be kept by the central office and available to the Sick Leave Bank Team Chairperson upon request. The team shall have the right to a copy of all completed authorization forms.

Any contributing teacher is eligible to withdraw days from the bank if:

- a. That teacher has a sufficiently severe physical/mental illness or injury; and a written application by the employee accompanied by a physician's letter stating the nature of the illness or disability, anticipated length and prognosis of the person's condition is submitted to the Chairperson of the Sick Leave Bank Team.
- b. Plus being absent five (5) consecutive days after exhausting personal days and sick days or after exhausting all personal days and sick days under special circumstances to be approved by the Sick Leave Bank Team.
- c. The bank days requested shall apply to days prior to the date when teacher's long-term disability insurance could or would commence.
- d. A teacher may withdraw from the bank at any time but may not withdraw donated days.
- e. A maximum of forty-five (45) days will be allowed for a teacher during the contract year.
- f. If a teacher continues in active employment, the teacher shall repay the bank one-third of the days used at the rate of three (3) days per year at the start of each school year. Upon a teacher's retirement, resignation, or severance from the corporation, that teacher will relinquish all days towards his/her balance owed to the bank.
- g. If a teacher still owes days to the bank upon retirement, resignation, or severance from the corporation, after relinquishing all days, a reduction in pay at the substitute rate will be deducted from any remaining pay(s) until all days are paid back.
- h. Retirees, upon retirement, may donate up to twenty-five (25) days to the Sick Leave Bank.

A person may borrow days only until the end of the school year and not during the summer or school vacation. At the beginning of a new school year the teacher must have a contract to teach in the school system and reapply to the Sick Leave Bank if more days are needed.

1. In consideration of the benefits of participating in the Sick Leave Bank, each applicant for membership in the Bank shall, as a condition to such application, agree in writing substantially as follows:

“I especially acknowledge and agree that the granting of days from the Sick Leave Bank shall be at the sole discretion of the Sick Leave Bank Team or, in the event of an appeal, the Executive Board of the Smith-Green Classroom Teachers Association and that all decisions of the Sick Leave Bank Committee or the Executive Board of the Smith-Green Classroom Teachers Association will be final and binding and not subject to grievance. I further agree to abide by such decision and to indemnify and hold harmless the Smith-Green Classroom Teachers Association and the Smith-Green Community School Corporation, the Sick Leave Bank Team, and the Executive Board of the Smith-Green Classroom Teachers Association and all of their agents for any loss they may sustain as a result of any claim or legal proceedings I may bring against them with respect to a decision made by any of them concerning this application.”

2. An applying teacher may appeal the decision of a Sick Leave Bank Team to the Smith-Green Classroom Teachers Association Executive Board. The CTA Board will consider all appeals and the exceptional cases, which do not fit the above guidelines on an individual basis.
3. The Sick Leave Bank Team or Executive Board, if called upon, may grant, deny, or suspend grants of sick days from the bank. Their judgment or decision will be final.
4. The Sick Leave Bank authorization form shall be a part of the Agreement given to teachers upon employment in SGCS. The Sick Leave Bank Chairperson and/or team members will contract each new potential Sick Leave member to answer questions, further explain the purpose of the sick leave bank and to make certain that their membership form is complete.
5. Sick Leave days donated to the bank by an employee are considered a permanent contribution to the bank and are not transferable to another school corporation should an employee leave the Smith-Green Community Schools Corporation.

Smith-Green Community Schools

222 West Tulley Street

Churubusco, IN 46723

To Whom It May Concern:

I have been informed that I am eligible to join the Sick Leave Bank as provided for in the Agreement between the Smith-Green School Board and the Smith-Green Classroom Teachers Association (Please check one of the following.)

_____ I would like to join the Sick Leave Bank with the understanding that I will donate one day of Sick Leave this school year to the bank.

I hereby apply to participate in the Sick Leave Bank by:

Donating one (1) day of my sick leave to the Sick Leave Bank.

"I especially acknowledge and agree that the granting of days from the Sick Leave Bank shall be at the sole discretion of the Sick Leave Bank Team or, in the event of an appeal, the Executive Board of the Smith-Green Classroom Teachers Association and that all decisions of the Sick Leave Bank Committee or the Executive Board of the Smith-Green Classroom Teachers Association will be final and binding and not subject to grievance. I further agree to abide by such decision and to indemnify and hold harmless the Smith-Green Classroom Teachers Association and the Smith-Green Community School Corporation, the Sick Leave Bank Team, and the Executive Board of the Smith-Green Classroom Teachers Association and all of their agents for any loss they may sustain as a result of any claim or legal proceedings I may bring against them with respect to a decision made by any of them concerning this application."

_____ I agree to the above actions and conditions.

_____ I do not wish to join the Sick Leave Bank. I understand that this means I will not be able to join at any future time.

Signed: _____

Date: _____

