

TEACHERS CONTRACT AGREEMENT

2023-2025

BY AND BETWEEN

THE BOARD OF SCHOOL TRUSTEES

OF THE

NORTH WHITE SCHOOL CORPORATION

AND

THE NORTH WHITE CLASSROOM TEACHERS ASSOCIATION

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CONTRACT BETWEEN
THE BOARD OF SCHOOL TRUSTEES
OF THE
NORTH WHITE SCHOOL CORPORATION
AND THE
NORTH WHITE CLASSROOM TEACHERS ASSOCIATION

This contract entered into this (insert date) day of (insert month), 2023 by and between the Board of School Trustees of the North White School Corporation, hereinafter called the “Board”, and the North White Classroom Teachers Association, hereinafter called the “Association”.

ARTICLE 1 Recognition

Section 1. Recognition

The bargaining unit of the North White Classroom Teachers Association exclusive representative and the North White School Corporation, school employer is the following:

All certified school employees, except the: Superintendent; Corporation Business Manager; Corporation Maintenance and Transportation Director; Principals; Assistant Principals; Dean of Students; Administrative Assistants; Athletic Director; Substitute Teachers.

The North White Board of Trustees hereby recognizes the North White Classroom Teachers Association as the exclusive representative for all certified school employees in the North White School Corporation bargaining unit.

Section 2. Definitions

- a. The Term “teacher” when used in this Contract, shall refer to all certified school employees, employed by the Board, in the bargaining unit as defined in Article I, Section 1 of this Contract.
- b. The Term “Board” when used in this Contract shall refer to the North White School Corporation Board of Trustees.
- c. The Term “Association” shall refer to the North White Classroom Teachers Association, an affiliate of the Indiana State Teachers Association and the National Education Association.

- d. The term “Superintendent” shall refer to the North White School Corporation Superintendent.
- e. The Terms “Board” and “Association” shall include all authorized officers, representatives, and/or agents.
- f. “Master Contract” shall refer to the collective bargaining contract that has been ratified by the Board and Association.
- g. “Per Diem” shall be defined as a teacher’s annual salary divided by the number of teacher contracted days.
- h. “Hourly Wage” shall be defined as a teacher’s per diem divided by seven (7).

ARTICLE II Contract Provisions

The Board and Association agree that this contract shall supersede any past agreements, which are inconsistent with this contract, and any individual contracts will be subject to this Agreement. If any provision of this contract is held to be contrary to law, then such provision or application of such provision 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.

ARTICLE III Leaves

Section 1. Sick Leave.

A. Annual Sick Leave.

Sick leave shall be credited to each teacher on the first (1st) day of his/her employment as follows:

- a. Ten (10) days for teachers during their first year of employment.
- b. Seven (7) days for teachers each year thereafter,

B. Transfer of Sick Leave.

Five (5) days per year transferred in from a teacher’s previous school corporation until the accumulated days are used up from the previous school corporation. Upon completion of a teacher’s fifth year of employment by the Board, the teacher may transfer fifty percent (50%) of the balance of the teacher’s sick days from any previous school corporation(s).

Section 2. Accumulated Sick Leave.

The total unused portion of the annual sick leave allowance shall be permitted to accumulate up to one hundred eighty (180) days.

Section 2.1 Accumulated Sick Leave Limits.

If a teacher completes the contract year with more accumulated sick leave than the maximum (180 days) allowed by this Agreement, the teacher will be reimbursed at the rate of twenty-five dollars (\$25.00) per day for each day in excess of the 180 days. Such benefit will be deposited annually into the teacher's Active Employee VEBA, on or before July 1.

Section 3. Accumulated Sick Leave Upon Return from a Leave of Absence.

Sick leave days accumulated by a teacher prior to a leave of absence shall be credited to the teacher upon return.

Section 4. Uses of Sick Leave.

Annual and accumulated sick days may be used for personal illness, injury, or incapacitation of the teacher or for medical appointments.

Section 5. Bereavement Leave.

Each teacher shall be entitled to be absent from work on account of miscarriage, stillbirth, or death in the immediate family for a period extending no more than five (5) school days beyond such death without loss of compensation. The teacher may, upon submitting the appropriate bereavement leave request to his/her immediate supervisor prior to taking the leave, will be allowed to use one (1) of the five bereavement days within twelve (12) months from the date of death for the transaction of business related to the death. Immediate family is father, step-father, mother, step-mother, brother, sister, step brother or sister, child, step child or spouse, and any other relative who at the time of his/her death is living as a member of the employee's household. In case of father or mother-in-law, grandparent or grandchild the employee is entitled to be absent (3) days without loss of compensation. When the death is that of an aunt, uncle, first cousin, nephew or niece, the employee is entitled to be absent one day without loss of compensation, presumably the day of the funeral. Two days shall be granted if the funeral is more than two hundred (200) miles away (round trip). If more than one death in the immediate family should occur, up to seven (7) calendar days shall be granted.

Section 6. Sick Leave Bank

A. Purpose

The purpose of the Sick Leave Bank is to relieve its members from undue financial burdens due to absence from work on a long-term basis due to illness, injury, quarantine or incapacitation sufficiently severe that it would make their presence in school inadvisable.

B. Administration

A committee of five members shall administer the Sick Leave Bank. The president of the Association will appoint two members. The Superintendent appoints two members. The president of the Association and the Superintendent select one member jointly, who shall chair the committee and be a voting member. A majority vote of this committee is required to approve any such requests for sick leave days from the sick leave bank.

1. Each committee member shall be appointed for one (1) year and may be reappointed to each succeeding year.
2. Vacancies on the committee shall be filled before the next meeting.
3. The committee shall meet during the school year as needed. Meetings may be held in person or by means of electronic communication. Special meetings may be called by the chairperson or at the request of the committee members. All members will be required to be present in person or by means of electronic communication for any official action of the committee.
4. The corporation secretary shall prepare an annual report of days contributed by each teacher, days used, and days accumulated in the bank. She/he will give copies of this report to the Chairman of the Sick Bank, the NWCTA President and the Superintendent.
5. A teacher who has unused accumulated sick leave days at the time of retirement may donate up to fifty (50) accumulated sick leave days to the Sick Leave Bank. The Board will contribute twenty-five dollars (\$25) up to the maximum of one hundred eighty (180) days into the retiring teacher's Section 401(a) account on the last teacher contract day of the school year in which the teacher retires.

Criteria for Use of the Bank

1. All of the teacher's current sick leave and personal leave must be exhausted, and all but 5 of the teacher's accumulated sick days must also be used.
2. Days granted by the Sick Bank will begin the day following the day that the provisions in paragraph one (1) above have been met.

The applicant must be a current participant in the bank or a life member in the bank.

3. Teachers on leave due to pregnancy shall be eligible to use Sick Leave Bank days for the period of temporary disability caused by pregnancy. However, the teacher is not entitled to take Sick Leave Bank days when the teacher's physician certifies that the teacher is capable of performing the teacher's regular teaching duties.
4. The applicant shall submit a request for use of the Sick Leave Bank in writing, specifying the number of days requested. The doctor shall also submit in writing the name of illness, injury, quarantine or incapacitation sufficiently severe that it and the expected period of temporary disability for which the teacher is unable to work in school.
5. The applicant may reapply in the same manner as above if additional days are needed. The committee will not grant open-ended days of sick leave.

Eligibility for Use of the Bank

1. Any member of the bargaining unit is eligible to participate in the Sick Leave Bank.
2. A minimum of one day per year must be donated to participate in the Sick Leave Bank.
3. Any teacher who contributes or has contributed ten or more days to the Sick Leave Bank will be a life member.

The Superintendent's designee shall issue donation forms to members of the bargaining unit within the first fifteen (15) school days of the school year. For a teacher not employed on the first day of the school year, the Superintendent's designee shall issue a donation form within the first fifteen (15) school days of employment.

4. Donation forms must be returned within five (5) days. No late donations will be accepted, and no exceptions will be made.
5. A teacher collecting disability insurance payments is ineligible for use of the sick leave bank.

Composition of the Bank

1. The number of days contributed will continue to accumulate.
2. Days contributed are considered permanent and will not transfer to another school corporation.
3. Any participating member, who finds it necessary to use Sick Leave Bank days and does not return to active employment with the North White School Corporation upon recovery, shall repay the North White School Corporation in cash for Sick Leave Bank days used. This amount shall be equal to the amount paid to the substitute who replaced said member, but never more than the teacher would have earned. The teacher will pay the Corporation the agreed upon amount over a five-

year period. Any balance is due at the end of the fifth year the member is terminated, this requirement is waived.

4. No member may be granted more than twenty (20) days per application and one hundred eighty (180) days in any three-year period. A member can re-apply after reaching the twenty (20) day maximum for the same illness, injury, quarantine, or incapacitation. A past application being approved does not guarantee future applications will be approved.
5. The committee may request additional days be donated from members by a majority vote.

Miscellaneous Provisions

1. The granting of days is subject to the number of days in the Sick Leave Bank, but never less than one's individual contributions.
2. Any cost beyond administrative cost will be borne by the NWCTA (These costs are limited to physicians costs only).
3. If a member is too ill or injured to request Sick Leave Bank days personally, a family member or personal representative may do so on the member's behalf.
4. The number of days contributed by a member will not be a determining factor in granting use of the Sick Leave Bank.

Section 7. Family Illness.

A teacher shall be granted two (2) non-accumulating leave days per year to be used in case of illness, major surgery, or serious accident involving a member of the teacher's immediate family. A teacher shall also be permitted to use up to five (5) days of their sick leave in addition to the non-accumulating days.

Section 8. Personal Leave.

Teachers shall be granted three (3) days of personal leave with pay per school year. Unused personal leave shall accumulate up to a total of (5) days. Any days above five (5) shall accumulate with the sick leave. Except in case of emergency, a teacher may be permitted to use a personal leave day the day before or after a school vacation, provided she/he files a written request at least thirty (30) days prior to the vacation period, and the request is approved by the Superintendent or his/her designee. A teacher shall not be permitted to take a personal day the day before or the day after a school vacation period solely to extend a school vacation.

Section 9. Professional Leave.

The Board agrees that professional leave days with pay may be granted for the following reasons:

- A. Attending and/or participation in professional meetings relating to education workshops, seminars, or conferences sponsored by industry, professional associations, colleges, universities, or governmental agencies concerned with public school matters.
- B. Visitation to other school corporations or educational institutions for the purpose or observing instructionally oriented programs.
- C. The Board may also agree to pay expenses incurred by the aforementioned professional leaves.

Section 10. Parental Leave.

A teacher whose spouse (or partner) gives birth to a child or who adopts a child shall be entitled to up to two (2) days of his or her accumulated sick leave provided said leave is taken within two (2) weeks of the date of the birth (or adoption) of the teacher's child.

Section 11. Court Leave.

Any teacher requested to serve on a jury or subpoenaed to appear in court shall be given such time off necessary to perform aforementioned duties.

Section 12. Association Leave Days.

The Association shall be granted a total of three (3) days annually without loss of compensation or benefits for use of the Association President and/or the President's designee(s) to perform the work of the Association, including attending the Indiana General Assembly to lobby on matters of educational concern.

Section 14. Insurance Trust

The trustee appointed by the Association shall receive professional leave to attend any Insurance Trust meetings.

Section 15. Pre-Planned Extended Leaves of Absence.

A. Anticipated disability.

Where disability can reasonably be anticipated, as in the case of a scheduled operation, childbirth, etc. the following rules apply:

B. Period of leave.

Teachers shall be entitled to such leave for a period not to exceed one (1) year. Whenever possible, the leave shall commence at the beginning of a grading period and return from the leave shall not fall in the last half of a grading period. This is to ensure the continuity of the educational program. However, a teacher may return from leave during the last half of a grading period as long as his or her return occurs on or after the expiration of the original approved leave period and provided his or her return is approved by the Superintendent.

C. Use of leave.

The teacher shall be entitled to use any accumulated sick leave days so long as the disability exists. Any sick leave days accumulated prior to the leave and not used during the leave shall be credited to the teacher upon return.

D. Transitional Training Preceding an Extended Leave.

When a teacher requests a leave of absence that will last three (3) or more weeks, the Board will require the teacher to provide transitional training to an identified substitute during two (2) regular teacher workdays that precede the commencement of the leave. The teacher shall be entitled to receive no additional compensation over and above the teacher's regular per diem rate for performing this ancillary duty. These two (2) days will be used to review classroom procedures and student information.

Section 16. Notification.

The teacher requesting the leave shall notify the Office of the Superintendent as soon as reasonably possible, or in the event of pregnancy, at least thirty (30) days prior to the start of the grading period in which the leave will occur. If possible, the anticipated date of return to teaching duties shall be indicated when applying for the leave. In any case, notice of the desire to return shall be given in writing to the Office of the Superintendent either upon application for the leave, or thirty (30) days prior to the date of the anticipated return. However, in the case of leaves which extend beyond May 1st teachers shall make their intentions known to the Superintendent by April 25th.

Section 17. Child Care Leave.

Upon request a teacher shall receive child care leave without pay for a period not to exceed one (1) year under the same conditions as an anticipated disability leave (Sec. 1). However, the notification requirements in the case of adoption may be waived by the Superintendent, and there shall be no right to take sick leave during such period. In accordance with Indiana statutes, a teacher who is pregnant shall be granted leave any time between the commencement of the teacher's pregnancy and one year following the

birth of the child. A pregnant teacher may use paid accumulated sick leave for the period of temporary disability caused by the pregnancy and/or while on FMLA Leave.

Section 18. Accidental disability.

A teacher who is absent from work because of a non-fatal injury received on the job will receive regular pay during the first five (5) days. The Board shall pay to such teacher the difference between his/her salary and the benefits received under the Indiana Worker's Compensation Act after the first five (5) days for the duration of the absence. To be eligible for this compensation the Principal or his/her Office must be notified at the time of the accidental injury.

Section 19. Other Extended Leaves.

The Board may grant 10 teachers a leave of absence for up to one (1) year for any other reason that they deem beneficial to both the teacher and the Corporation. The teacher on a board-approved leave shall receive any raises the teacher earned under the collective bargaining agreement at the time the leave commenced and shall receive all rights that generally accrue to any teacher upon return from such leave.

Section 20. Effect of leave.

If the leave is for a period of sixty (60) calendar days or less, the teacher shall be entitled to return to the job previously held. Upon return from any longer leave, the teacher shall be assigned the same position if available or to an equivalent position if not.

Section 21. Benefits While on Leave.

During the term of the leave the teacher shall be entitled to all benefits normally associated with regular employment in the corporation. These benefits shall include, but are not limited to, health and life insurance benefits. If the leave is unpaid and in excess of eighty-eight (88) school days (student days), the teacher shall be responsible for payment of the full cost of insurance premiums during the leave, unless otherwise provided by law.

ARTICLE IV Insurance Benefits

Section 1. Life Insurance.

The Board agrees to pay the premium for a \$50,000 life insurance policy for all certified staff members less four (4) dollars to be paid by the participating staff member.

Section 2. Medical Insurance.

Each teacher may participate in the medical insurance program. The Board agrees to pay ninety percent (90%) toward a single members' portion of M.A.S.E. Insurance Trust. In the event the M.A.S.E. Insurance Trust offers an HDHP Plan and the premium is less than the Board's contribution toward the single premium, the Board will deposit any difference between the premium and the Board's single contribution into the HSA account. The Board agrees to pay the cost of a single PPO plan plus \$5,500 towards the family portion of the M.A.S.E. Insurance Trust for the plan year. When two teachers are married and are on a family medical insurance plan, the Board will pay an amount towards the premium equal to one single contribution plus one family contribution. In the event the Insurance Trust offers an HDHP Plan and the premium is less than the Board's contribution toward the family premium, the Board will deposit any difference between the premium and the Board's family contribution into the HSA account.

Section 3. Payroll Deductions.

The School Corporation will provide payroll deductions for any credit union, savings bond, insurance or annuity program, etc., sponsored by the local Association or its state affiliate, so long as ten (10) people in the bargaining unit sign statements requesting such deduction.

Section 4. Teachers Not on Health Insurance.

Teachers not covered by the Corporation provided health plan shall receive a benefit of \$1,500. Such benefit shall be deposited into the teacher's Retirement Employee VEBA. Deposits shall be made annually no later than July 1st.

Section 5. Vision Insurance.

The Board agrees to pay the single premium, less \$1.00 toward a single vision insurance plan for each employee. The Board agrees to pay the single premium toward a family vision insurance plan for each employee.

Section 6. Timeline for Insurance Coverage.

- A. All coverages will be effective the first of the month following eligibility date (first contractual day or other qualifying event) as long as the application for enrollment is submitted no more than thirty-one (31) days following the eligibility date.
- B. When a teacher separates employment prior to the completion of the school year, coverage will be terminated on the last day of the month following separation of employment.

- C. The employer shall pay its contribution to insurance benefits on behalf of a teacher who separated employment upon or after the completion of the school year through August 31.

Section 7. Dental Insurance.

The Board shall do a request for proposals for group dental insurance and the parties shall choose the vendor prior to open enrollment for the 2024-2025 school year. Beginning with the 2024-2025 school year, the Board shall offer dental insurance and the premium shall be at the teacher's expense.

Section 8. Long-Term Disability Insurance

The Board shall provide a long-term disability insurance plan with a 90-calendar-day elimination period at no cost to each teacher.

Section 10. Benefits for Employees Working Less Than Full Time

For a teacher working less than full time but more than or equal to a half time, the Board's obligation to make a contribution towards insurance premiums shall be as listed elsewhere in this article. For a teacher working less than half time, the Board's contribution towards medical, vision, and dental insurance premiums shall be made on a pro rata basis equivalent to the fraction of the day or contractual year in which they work.

ARTICLE V Compensation and Expenses

Section 1. Salary Grid.

The salary grid as agreed to appears in Appendix A.

Section 2. Unpaid Leave Deductions.

If a teacher has exhausted all sick days and takes unpaid leave for the remaining days of his/her sickness, that pay shall be deducted in even installments from all of the following checks.

Section 3. Extra Curricular Stipends.

The extra-curricular salary schedule as agreed to appears in Appendix B.

Section 4. Outside of Contract Hours.

For informational purposes only, any jobs to be performed outside of the regular school day which carry some form of compensation, the administration agrees to circulate a list to discover teacher interest and make the list available to the administrator concerned and to the Association President no later than the last day of school. Any duties not carrying compensation shall be offered on a strictly voluntary basis to teachers within the school building.

For outside-of-contract duties, a teacher will be paid twenty-five dollars (\$25.00) per hour and hours are required and/or be approved by the immediate supervisor prior to submission.

Section 5. Mileage Reimbursement.

Upon prior approval by the Board, a teacher shall receive the I.R.S. rate of reimbursement per mile for authorized travel. Any teacher serving on an administration appointed committee (report card, teacher evaluation, etc.) shall receive said compensation for all travel associated with serving on said committee.

Section 6. Class Coverage.

A teacher who performs the ancillary duty of covering a class period for another teacher shall receive the sum of seventy-five dollars (\$75.00) for every seven (7) class periods so covered by the teacher. The teacher shall be responsible for documenting each class period covered and providing such documentation to the principal at the end of each semester. A teacher shall receive a prorated payment calculated by dividing seventy-five dollars (\$75.00) by seven (7) if she/he has accumulated less than seven (7) periods by the end of a semester.

Section 7. Extended Contract.

A teacher who is assigned an extended contract shall be paid at his/her per diem for each additional day.

Section 8. Athletic Passes.

Each teacher plus a guest will be given admittance to athletic events at no charge. The staff member must present his/her identification badge and sign-in at athletic events.

Section 9. College Coursework

- a. A teacher may be reimbursed for college courses at the rate of four hundred dollars (\$ 400) per credit hour. In order to receive reimbursement, the course(s) taken by the teacher must be approved in advance by the Superintendent, and the teacher

must produce proof of a passing grade in the course. Payment shall occur two (2) times per year at the regular December and May school board meetings. Requests for reimbursement must be turned in to the Superintendent's office by December 1 and May 1. Reimbursement for college credits shall be capped at fifteen thousand dollars (\$15,000) per school year. Approval for reimbursement for college course(s) shall be on a first come, first served basis until the fifteen thousand dollar (\$15,000) cap is reached. A teacher may not receive reimbursement for more than three (3) credits per year unless additional college credits are approved by the Superintendent.

- b. If the administration requires or requests that a teacher take additional coursework, the teacher shall receive full reimbursement for the coursework, and the cost of the course(s) taken by the teacher shall not count toward the \$15,000 cap established in Section 11(a) above.

Section 10. New Teacher Orientation.

A teacher who attends new teacher orientation shall be paid twenty-five dollars (\$25) per hour.

Section 11. Lactation.

A private space shall be made available in each building for the purpose of allowing a lactating teacher to express the teacher's milk. This space shall have a locking door and refrigerator and shall not be a restroom.

Section 12. Teachers Retirement Fund.

The Board shall pay directly to the Indiana Teacher Retirement Fund (TRF) each teacher's mandatory three percent (3%) annuity contribution.

Article VI Retirement

Section 1. Buy-Out Retirement Benefits

a. Elimination of Prior Agreement's Retirement Bridge and Severance Benefit

The Board and Association specifically reserved the authority to revise or terminate the retirement benefits contained in earlier agreements. Exercising this authority, the Board and Association confirm that Article VIII, Section 6, Option A, entitled "Regular Retirement" and Option B, entitled "Early Retirement", in the Prior Agreement are terminated and shall not apply to any teacher retiring or severing employment with the School Corporation on or after September 1, 2003.

Those teachers who retire or severed employment before September 1, 2003 shall only be entitled to the retirement benefits contained in the Prior Agreement as of the time of his or her retirement, but as may be otherwise revised from time to time.

b. Entitlement to Retirement Benefits. Vesting Requirements

Upon retirement from the North White School Corporation, a teacher shall be fully vested in the retirement benefits described in this Article if the retiring teacher has satisfied the following requirements:

1. A teacher must be at least 55 years of age and must have served at least 10 years with the North White School Corporation to use this option.
2. On or before June 30 of the year prior to retirement, notification in writing must be given to the Superintendent of the individual's intention to retire. The Superintendent may waive this notification rule if the situation merits.

c. Actuarial Determination of Value of Current Retirement Bridge and Severance Benefits

The ISTA Financial Services Corporation has been selected to determine the present value of the unfunded Severance Benefits and Retirement Bridge Benefits described in the Prior Agreement. In making the present value determination, FSC shall use the following assumptions:

1. **Interest Rate.** The assumed interest rate for purposes of determining the present value or the retirement severance benefits contained in the Prior Agreement is four percent (4%) for the 2003-04, 2004-05, and 2005-06 school years and seven percent (7%) per year hereafter.
2. **Retirement Age.** It is assumed that an employee terminates employment at the end of the school year in which the employee attains age fifty-eight (58) or at the end of the current year, if the individual is already fifty-eight (58) or older.
3. **Retirement Pay.** The anticipated amount of the Retirement Severance Benefits contained in the Prior Agreement shall be determined using the amount of annual benefit described in Article VIII, Section 6, and Option B of the Prior Agreement. However, it is assumed that individuals do not retire until the later of: (i) the attainment of age fifty-eight (58) or (ii) satisfaction of the eligibility requirements of Section 6(A) (2) of this new article.
4. **FICA.** The present value of the future Retirement Severance Benefits contained in the Prior Agreement will be reduced by the Social Security and Medicare taxes (FICA) that would have been payable if the Retirement Severance Benefits contained in the Prior Agreement had been paid directly to the employee.

5. **Exclusion of Employees.** Employees hired after September 1, 2003 shall not be entitled to any payment for the eliminated Retirement Severance Benefits contained in the Prior Agreement. In other words, no contribution shall be made for individuals hired or rehired on or after September 1, 2003.
 6. **Rehired Employees.** Amounts forfeited upon termination of employment because of the failure to meet the applicable vesting requirements shall not be reinstated or re-credited if an individual is subsequently rehired or reemployed by the School Corporation after September 1, 2003. However, if the Board shall have approved a leave of absence of not more than one (1) fiscal year for an employee, such period of leave shall not result in forfeiture provided the employee shall promptly return to employment following the expiration of the period of leave.
 7. **Calculation Date.** The present value of Retirement Severance Benefits contained in the Prior Agreement shall be calculated as of June 30, 2001.
- d. **401(a) Plan.** The School Corporation shall establish a qualified retirement plan as described in section 401(a) or the Code (the “401 (a) Plan”) for teachers employed by the North White School Corporation prior to September 1, 2003. The total sum of the amount calculated by FSC as the present value for the retirement severance benefits contained in the Prior Agreement shall then be contributed by the School Corporation to the 401(a) Plan. The investment vendor for the 401(a) Plan shall be Security Benefits unless a change of vendor is agreed upon by the parties. The 401(a) Plan’s terms and conditions for the administration of the plan shall be as follows:
1. **Separate Accounts.** The amount calculated for each employee will be invested in a separate account. There will be no commingling of accounts and each employee may determine how his or her account shall be invested among the investment options made available by the selected investment vendor for the 401(a) Plan.
 2. **Vesting.** Until such time that an employee has retired and satisfied the eligibility requirements set forth in Section A-2 of this Section, the employee shall have no access to the assets held in his or her separate 401(a) Plan account.
 3. **Forfeiture.** If an employee retires or otherwise terminates employment before satisfaction of the requirements set forth in Section A-2 above for any reason, the terminated employee’s 401(a) Plan account shall be forfeited. The forfeited amounts shall be returned to the School Corporation.
 4. **Distributions.** Following retirement and the satisfaction of the requirements set forth in Section A-2 above, a retired employee may elect to commence distribution from his 401(a) Plan account.

5. **Costs.** The School Corporation shall not be paid any compensation for its services performed on behalf of the 401(a) Plan. All costs incurred in the administration or the 401(a) Plan and investment fees shall be paid from the 401(a) Plan assets.
6. **Additional Plans.** The School Corporation may establish other qualified plans as described in section 401(a) or the Code, subject to such terms and conditions as the School Corporation shall determine, in its sole discretion, to be appropriate. Such additional plans may be maintained separate from the 401(a) Plan or for administrative convenience maintained as part of the 401(a) Plan.

Section 2. Section 401(a) and Section 403(b) Plan

a. North White School Corporation 403(b) Plan Document.

The Section 403(b) Plan shall include provisions for pre-tax salary reduction contributions by the employee which be matched by the Board in Section 401(a) Plan on a dollar for dollar basis up to one and one half percent (1.5%) of the employee's base salary thereafter.

b. Vendor.

The Board shall deposit employer contributions for each employee into the Section 401(a) Plan administered by Met Life and maintained by the Board.

c. Teacher Contributions.

Eligible certified employees will have the option of continuing to invest their dollars in tax-deferred annuities for which money is already being deducted from the employee's salary or the tax-deferred annuity offered by a selected vendor. Such contributions shall be counted by the Board for purposes of the certified employee's required matching contribution.

d. Vesting.

Any contributions made by the Board to the Section 401(a) Plan on behalf of certified employees shall be subject to a vesting schedule. Employees with at least five (5) continuous completed years of service with the North White School Corporation as of September 1, 2003, shall be one hundred percent (100%) vested in any contributions made by the Board into a Section 401(a) account on the employee's behalf. Any employee hired after September 1, 2021, will be fifty percent (50%) vested in the employer's contribution after his/her second year of continuous completed years of service and one hundred percent (100%) vested in the employer's contribution after five (5) continuous completed years of service. For purposes of this section, "continuous completed years of service" refers to and is calculated by the number of consecutive regular or temporary teacher's contracts (no more than one contract per school year) executed by the employee, Authorized leaves of absence shall not be

considered to be a break in continuous employment. However, a teacher on an authorized leave of absence for one school year or more will not receive “completed years of service” credit for vesting purposes under this section for the time the teacher is on the approved leave of absence. A teacher hired after September 1, 2003, who is not fully vested in this program and who voluntarily resigns or is terminated prior to becoming fully vested shall not retain any prior partial vesting rights if ever rehired by the Board.

ARTICLE VIII Grievance Procedure

Section 1. Definitions.

- A. A “grievance” is an alleged violation or claim by one or more teachers of a violation, a misapplication, or a misinterpretation of this contract. Grievances must have the approval of the Association Executive Committee in order to be taken to the arbitration level.
- B. The term “day” as used in this article shall mean school days except during the summer recess the term shall mean weekdays.

Section 2. Confidentiality.

- A. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the proceedings.
- B. No reprisal of any kind shall be taken by or against any participant who is properly following the grievance procedure by reason of such participation.
- C. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participant with the exception of the final determination, if sustained, and shall not be a valid basis for evaluations.

Section 3. Adjustments.

- A. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having it adjusted, if the adjustment is not inconsistent with the terms of this contract, and the exclusive representative has been given an opportunity to be present at all such hearings above Step One (Sec. 4, Step 1).

Section 4. Procedure.

Step One: A grievance shall be initiated in one (1) of the following ways within fifteen (15) days of the date the grievant knew or should have known of the alleged violation:

1. The grievant may approach his/her Building Principal to present the grievance on his/her own behalf.
2. The grievant may request a representative of the Association accompany him/her to present the grievance to the Building Principal. In such case, the Building Principal shall not initiate any conversation with the grievant prior to a meeting at which the Association representative is scheduled to be present.

Step Two: In the event the grievance is not resolved at the Step One level, the grievant may file a formal grievance in writing, with the Building Principal.

1. The formal written grievance shall be filed within six (6) days of the oral discussion held at Step One.
2. The signed grievance form shall be filed in quadruplicate with one (1) copy for each of the following:
 - A. Association
 - B. Grievant
 - C. Building Principal
 - D. Superintendent
3. The written grievance shall include the following information:
 - A. The date the alleged contract violation occurred.
 - B. The contract section(s) alleged to have been violated.
 - C. The facts/reasons for filing the grievance.
 - D. The specific relief requested by the grievant.
 - E. Any other information deemed important by the grievant.
4. The Teacher or Building Principal may request that a meeting be held in an effort to seek a resolution of the grievance. The Association representative may accompany the grievant to the meeting.
5. The Building Principal shall communicate his/her response in writing to the grievant and the Association representative within six (6) days of receiving the formal written grievance or within six (6) days of the meeting, if such meeting is requested. The Principal's response shall be attached to a copy of the written formal grievance.

Step Three: If the grievance is not resolved at the Step Two Level, the teacher may, within five (5) days of receipt of the Building Principal's written response, appeal to the Superintendent or his/her designee. The appeal shall contain the formal written grievance and the Principal's response.

1. The grievant may include a written response to the Principal's "Step Two Level" response.
2. The grievant or Superintendent may request a meeting in an effort to resolve the grievance. An Association representative may accompany the grievant to such meeting. The Superintendent may request the presence of the Building Principal at the meeting.
3. The Superintendent or his/her designee shall give the grievant a written response no later than five (5) days after receipt of the written appeal or within five (5) days of the meeting, if such meeting is requested.

Step Four: Appeals to the Board

1. If the grievance is still unresolved, it may be appealed to the Board by filing the written grievance and the written answer no later than ten (10) days after receipt of the Superintendent's reply. A meeting of the grievant, Association representative, and the Board, or its designated representative(s), shall be held within twenty (20) days following receipt of such notice. The Superintendent shall promptly notify the grievant and the Association's representative of the date, time, and place where such appeal shall be heard.
2. The Board's written decision shall be transmitted to the grievant and the Association's representative within five (5) days after the meeting.

Step Five: Within ten (10) days of receipt of the decision at the Step Four Level, the Association may submit written notice to the Superintendent of its intention to submit the grievance to arbitration.

1. The Association's representative and the Board shall attempt to select an arbitrator by mutual agreement. If they cannot agree on an arbitrator within five (5) days after notification, the arbitrator shall be selected according to the procedures of the American Arbitration Association. The decision of the arbitrator shall be advisory.
2. The Board and the Association shall share the fees and expenses of the arbitrator equally.
3. Meetings shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons to attend, including witnesses entitled to be present. Meetings shall be conducted during non-school hours unless there is a mutual agreement for other arrangements.
4. The arbitrator shall have no power:
 - a. To add to, subtract from, disregard, alter, or modify any of the terms of this contract agreement.

- b. To change any practice, policy, or rule of the Board or to substitute his/her judgement for that of the Board as to the reasonableness of any such practice, policy, rule, or any action taken by the Board, unless such practice, policy, or rule shall be in direct conflict with the contract agreement.
- 5. If the board does not agree with the arbitrator's decision, it must notify the Association, in writing, within ten (10) days of the receipt of the decision, giving specific details of its disagreement.

Section 5. Time Limits.

- A. The limits stated herein may be extended only by mutual written agreement, which has been signed by both parties.
- B. Time limits in the grievance procedure apply to a grievant on a leave of absence as if the grievant is present and working.
- C. If there is a failure at any step to communicate the decision on a grievance within the specified time limit, the grievant shall have the right to appeal at the next step of the procedure, except that only the Association shall be permitted to submit the grievance to arbitration.
- D. If a grievance, for which a grievant has made a written request to be taken to the next step, is not advanced to the next step within the time limits, it shall be deemed resolved by the answer given at the previous step and the right to further processing shall be waived.
- E. Only grievances arising during the term of this contract shall be processed under this article.

Section 6. State and Federal Law.

Nothing contained herein shall deny an employee or the employer his/her rights under state or federal constitutions and laws.

ARTICLE IX Terms of Agreement

The term of this agreement shall begin on July 1, 2023 and shall continue in full force and effective until June 30, 2025, or until such later date as the two parties may hereinafter agree to be the extended ending date. Any such extended date shall be evidenced by an amendment to this agreement, to which both parties shall signify their approval by affixing their signatures thereto.

The undersigned attest to the following:

A public hearing was held in compliance with Indiana Code 20-29-6-1(b) on September 13, 2023, and electronic participation from the parties and/or public [was / was not] permitted; and

A public meeting in compliance with Indiana Code 20-29-6-19 was held on (insert date), 2023, to discuss the tentative agreement and electronic participation from the parties and/or public [was / was not] permitted.

This agreement is entered into this (insert day) day of (insert month), 2023 by:

Board of School Trustees
North White School Corporation

North White Classroom
Teachers Association

Superintendent

Association President

Board President

Association Vice-President

ATTEST:

Board Secretary

APPENDIX A COMPENSATION MODEL

Salary Schedule 2023-2025			
Level	BS	BS+15	MS
0	\$46,600	\$47,600	\$48,600
1	\$47,600	\$48,600	\$49,600
2	\$48,600	\$49,600	\$50,600
3	\$49,600	\$50,600	\$51,600
4	\$50,600	\$51,600	\$52,600
5	\$51,600	\$52,600	\$53,600
6	\$52,600	\$53,600	\$54,600
7	\$53,600	\$54,600	\$55,600
8	\$54,600	\$55,600	\$56,600
9	\$55,600	\$56,600	\$57,600
10	\$56,600	\$57,600	\$58,600
11	\$57,600	\$58,600	\$59,600
12	\$58,600	\$59,600	\$60,600
13	\$59,600	\$60,600	\$61,600
14	\$60,600	\$61,600	\$62,600
15	\$61,600	\$62,600	\$63,600
16	\$62,600	\$63,600	\$64,600
17	\$63,600	\$64,600	\$65,600
18	\$64,600	\$65,600	\$66,600
19	\$65,600	\$66,600	\$67,600
20	\$66,600	\$67,600	\$68,600
21	\$67,600	\$68,600	\$69,600
22	\$68,600	\$69,600	\$70,600
23	\$69,600	\$70,600	\$71,600
24		\$71,600	\$72,600
25		\$72,600	\$73,600
26		\$73,600	\$74,600
27		\$74,600	\$75,600
28			\$76,600
29			\$77,600
30			\$78,600
31			\$79,600

A. Salary Schedule

The salary grid above will be included in the contract for the 2023-2025 school years.

B. Initial Placement

1. Teachers newly hired for the current school year will be placed on the current salary grid at a salary commensurate with the teacher's education and experience. A teacher who was newly hired for the 2023-2024 school year before this agreement was ratified shall have the teacher's salary adjusted to reflect the salary listed on the same row, after re-numbering has occurred.

2. Workplace Specialist License

A teacher with no previous experience at the time of hire who has or plans to obtain a Workplace Specialist License shall provide the Superintendent with proof of professional experience in the area in which s/he will be teaching. The teacher shall be placed on the salary grid given credit of 75% of the professional experience, which will be rounded up if necessary.

3. New hires will receive a year of experience for placement purposes on the salary grid for any school year the teacher worked 120 days or more in an accredited pre-K or K-12 public or accredited private school. The teacher shall provide written verification of those years of experience to the Superintendent on or before the teacher's first contracted day. In addition, a teacher who worked 120 days or more in a non-accredited public or private, in state or out of state, school that becomes accredited during the teacher's employment with the North White School Corporation will receive credit for his/her experience at the non-accredited school at that time, provided the teacher provides proof of the accreditation to the superintendent.

C. General Eligibility

1. A teacher who receives an evaluation rating of ineffective or improvement necessary for the prior school year shall not be eligible for any salary increase in the current school year and shall remain at his/her prior school year salary.

2. A teacher who is in the first two full school years of instructing students who receives an evaluation rating of improvement necessary is eligible for a salary increase per IC 20-28-9-1.5 (g).

3. A teacher must have been employed by the North White School Corporation one hundred twenty (120) contractual days the previous school year to be eligible for a base salary increase.

D. Factors and Definitions

1. Evaluation rating – A teacher who received a highly effective or effective evaluation for the prior year or a teacher who is in the first two full school years of instructing students and who receives an evaluation rating of improvement necessary shall:
 - a. move from their current row on the 2021-2023 salary schedule to the next row on the 2023-2025 salary schedule in 2023-2024;
 - b. move to the next row on the 2023-2025 salary schedule in 2024-2025.
 2. Education –After the movement for evaluation, a teacher who increases educational possession in a content area approved by the Indiana Department of Education will move over one column.
- F. Salary Caps
Teachers at the Bachelor’s and Master’s Salary Caps – A teacher who satisfies the requirement for the evaluation factor and has reached the cap for the Bachelor’s Degree or Master’s Degree will not receive an increase to their base salary, but will receive a stipend in an amount equal to the base salary increase for the evaluation factor received by other teachers.
- G. Redistribution
Any funds otherwise allocated for teachers who received evaluation ratings of ineffective or improvement necessary will be equally distributed among teachers who receive an evaluation rating of effective or highly effective for the same evaluation period as a stipend.
- H. Time of Payment
The Board will pay the base salary increase and redistribution stipends described herein not later than 60 days after ratification of this agreement by the Board for the first year of this agreement. In the second year of this agreement, salary increases shall be applied with the first paycheck. Base salary increases will be applied retroactively to the start of the current school year.
- I. Lack of Funding
If sufficient funding is not available in any future year to fund complete movement on the salary schedule for all teachers who would otherwise meet the requirements to move on the schedule, then the parties will negotiate an alternative compensation arrangement that is compliant with Indiana law and comports with the funding available (if any) at that time.
- J. Retired Teacher Salaries
Rehired retired teachers with a Bachelor’s Degree will be paid \$ 50,600, and rehired retired teachers with a Master’s Degree will be paid \$ 61,600. These teachers shall be eligible for base salary increases and stipends.
- K. Salary Range
The salary range for returning teachers for the 2023-2024 school year, excluding teacher retirement and current school year base salary increases, is \$41,000 to \$73,500. T

L. Hard to Fill Mean

The Superintendent, after consulting with the association president, has the authority to pay a new teacher a one-time additional stipend of up to \$5000 if necessary based upon the needs of the district. One-half of the stipend will be paid at the time the new teacher completes the first year of his/her employment. The remaining one-half will be paid at the time the new teacher completes the second year of his/her employment.

M. Loyalty Stipend

A teacher shall receive a stipend in the amount of one thousand five hundred dollars (\$1500) following his/her fifth (5th) consecutive year of employment and each succeeding year of employment with the North White School Corporation that is a multiple of 5. This stipend shall be paid in the last paycheck in June.

APPENDIX B Extra Curricular Activities
NORTH WHITE SCHOOL CORPORATION

Calculation of ECA Stipends

Stipend amounts in dollars are calculated by multiplying each index times the salary of a teacher with a Bachelors degree and no years of experience, rounded to the nearest whole dollar.

ECA Position	Sub-category	Index	Stipend 2023-2025
Academic Superbowl Coach	Coordinator HS	0.0079	\$369
Academic Superbowl Coach	Coordinator JH	0.0079	\$369
Academic Superbowl Coach	HS-English	0.0158	\$737
Academic Superbowl Coach	HS-Fine Arts	0.0158	\$737
Academic Superbowl Coach	HS-Math	0.0158	\$737
Academic Superbowl Coach	HS-Science	0.0158	\$737
Academic Superbowl Coach	HS-Social Studies	0.0158	\$737
Academic Superbowl Coach	MS-English	0.0119	\$554
Academic Superbowl Coach	MS –Math	0.0119	\$554
Academic Superbowl Coach	MS –Science	0.0119	\$554
Academic Superbowl Coach	MS -Social Studies	0.0119	\$554
Academic Quiz Bowl		0.0316	\$1,473
Academic Quiz Bowl Asst.		0.0119	\$554
Academic Coach	HS Spell Bowl	0.0079	\$369
Academic Coach	MS Spell Bowl	0.0079	\$369
Academic Coach	I-IS-Speech & Debate	0.0316	\$1,473
Academics	AP/Dual Credit Teacher	0.0128	\$597
Auditorium Director		0.0474	\$2,208
Baseball	Varsity	0.0949	\$4,420
Baseball	Varsity Asst.	0.0395	\$1,842
Baseball	JV	0.0474	\$2,210
Basketball-Boys	Varsity	0.1739	\$8,103
Basketball-Boys	Varsity Asst.	0.0790	\$3,684
Basketball-Boys	JV	0.0869	\$4,051
Basketball-Boys	8th Grade	0.0553	\$2,578
Basketball-Boys	7th Grade	0.0553	\$2,578

Basketball-Boys	6th Grade	0.0316	\$1,473
Basketball-Girls	Varsity	0.1739	\$8,103
Basketball-Girls	Varsity Asst.	0.0790	\$3,684
Basketball-Girls	JV	0.0869	\$4,051
Basketball-Girls	8th Grade	0.0553	\$2,578
Basketball-Girls	7th Grade	0.0553	\$2,578
Basketball-Girls	6th Grade	0.0316	\$1,473
Cheerleading	Varsity	0.0593	\$2,762
Cheerleading	MS	0.0256	\$1,193
Class Sponsor	12th	0.0244	\$1,137
Class Sponsor	12th	0.0244	\$1,137
Class Sponsor	11th	0.0244	\$1,137
Class Sponsor	11th	0.0244	\$1,137
Class Sponsor	10th	0.0049	\$227
Class Sponsor	10th	0.0049	\$227
Class Sponsor	9th	0.0049	\$227
Class Sponsor	9th	0.0049	\$227
Class Sponsor	8th	0.0049	\$227
Class Sponsor	8th	0.0049	\$227
Class Sponsor	7th	0.0049	\$227
Class Sponsor	7th	0.0049	\$227
Class Sponsor	6th	0.0049	\$227
Club Sponsor- MS-HS	Battle of the Books	0.0079	\$369
Club Sponsor- MS-HS	Battle of the Books 6th	0.0079	\$369
Club Sponsor- MS-HS	Robotics HS	0.0159	\$739
Club Sponsor- MS-HS	Robotics HS	0.0159	\$739
Club Sponsor- MS-HS	Robotics MS	0.0159	\$739
Club Sponsor- MS-HS	Spanish Club	0.0079	\$369
Club Sponsor- MS-HS	Fellowship of Christian Athletes HS	0.0079	\$369
Club Sponsor- MS-HS	Fellowship of Christian Athletes MS	0.0079	\$369
Club Sponsor- MS-HS	Gaming Club	0.0079	\$369
Club Sponsor- MS-HS	Latino Culture Club	0.0079	\$369

Club Sponsor- MS-HS	Student Advocate Club	0.0079	\$369
Club Sponsor- MS-HS		0.0079	\$369
Club Sponsor- MS-HS		0.0079	\$369
Club Sponsor- MS-HS		0.0079	\$369
Club Sponsor- MS-HS		0.0079	\$369
Club Sponsor- Elementary	Math Bowl	0.0079	\$369
Club Sponsor- Elementary	Science Bowl	0.0079	\$369
Club Sponsor- Elementary	Spell Bowl	0.0079	\$369
Club Sponsor- Elementary	Vex Robotics	0.0079	\$369
Club Sponsor- Elementary	Lego Robotics	0.0079	\$369
Club Sponsor- Elementary	Battle of the Books	0.0079	\$369
Club Sponsor- Elementary	Battle of the Books	0.0079	\$369
Club Sponsor- Elementary	Battle of the Books Coordinator	0.0079	\$369
Club Sponsor- Elementary	Chess Club	0.0079	\$369
Club Sponsor- Elementary	Viking Drama Club	0.0079	\$369
Club Sponsor- Elementary	Fine Arts Club	0.0079	\$369
Club Sponsor- Elementary	Viking Club	0.0079	\$369
Cross Country	HS	0.0717	\$3,342
Cross Country	MS	0.0474	\$2,208
Dance Team	HS	0.0563	\$2,626
Dance Team	MS	0.0256	\$1,193
Department Heads MS-HS	Fine Arts	0.0158	\$737
Department Heads MS-HS	Health/PE	0.0158	\$737
Department Heads MS-HS	Language Arts	0.0158	\$737
Department Heads MS-HS	Math	0.0158	\$737
Department Heads MS-HS	Practical Arts	0.0158	\$737
Department Heads MS-HS	Science	0.0158	\$737
Department Heads MS-HS	Social Studies	0.0158	\$737
Department Heads MS-HS	Special Ed.	0.0158	\$737
Drama Club		0.0610	\$2,841
Drama Club Asst.		0.0220	\$1,023
ECA Supervision			\$20/hr

FFA	MS-HS	0.0488	\$2,273
English Learner Teacher of Record	Number to be determined annually	0.0488	\$2,273
Football	Varsity	0.1739	\$8,103
Football	HS Asst.	0.0869	\$4,051
Football	HS Asst.	0.0869	\$4,051
Football	HS Asst.	0.0869	\$4,051
Football	MS	0.0553	\$2,578
Football	MS	0.0553	\$2,578
Football	Elementary Asst.	0.0237	\$1,106
Football	Elementary Asst.	0.0237	\$1,106
Music	Band Director HS	0.1264	\$5,892
Music	Band Director MS	0.0079	\$369
Music	Chorus HS	0.0079	\$369
Music	Chorus MS	0.0079	\$369
Music	Elementary	0.0237	\$1,106
Music	Musical Director	0.0119	\$554
Music	Music Program	0.0102	\$477
Music	Percussionist	0.0102	\$477
Music	Summer Band Program	0.0451	\$2,103
Music	Vocal Director	0.0237	\$1,106
National Honor Society	HS	0.0220	\$1,023
Junior Honor Society	MS	0.0146	\$682
Pep Club	HS	0.0158	\$737
Soccer	Varsity Boys	0.0717	\$3,342
Soccer	Junior Varsity	0.0285	\$1,326
Soccer	Varsity Girls	0.0717	\$3,342
Soccer	Junior Varsity Girls	0.0285	\$1,326
Soccer	MS Boys	0.0179	\$835
Soccer	MS Girls	0.0179	\$835
Softball-Varsity	Varsity	0.0949	\$4,420
Softball-Varsity Asst.	Varsity Asst.	0.0395	\$1,842
Softball-JV	JV	0.0474	\$2,210

Student Council	HS	0.0356	\$1,659
Student Council	HS	0.0356	\$1,659
Student Council	MS	0.0205	\$955
Student Council	MS	0.0205	\$955
Student Council	Elementary	0.0205	\$955
Student Council	Elementary	0.0205	\$955
Track, Boys	Varsity	0.0632	\$2,947
Track-Boys	Varsity Asst.	0.0316	\$1,473
Track-Boys	MS	0.0395	\$1,842
Track-Girls	Varsity	0.0632	\$2,947
Track-Girls	Varsity Asst.	0.0316	\$1,473
Track-Girls	MS	0.0395	\$1,842
Valhallas		0.0316	\$1,473
Volleyball	Varsity	0.1264	\$5,892
Volleyball	Varsity Asst.	0.0553	\$2,578
Volleyball	JV	0.0632	\$2,947
Volleyball	8th Grade	0.0474	\$2,210
Volleyball	7th Grade	0.0474	\$2,210
Volleyball	6th Grade	0.0271	\$1,263
Weight Room Sponsor		0.0321	\$1,500
Wrestling	Varsity	0.0949	\$4,420
Wrestling	Varsity Asst.	0.0474	\$2,210
Wrestling	MS	0.0395	\$1,842
Wrestling	MS Asst.	0.0316	\$1,473
Yearbook		0.0237	\$1,106

Split Positions

A teacher who requests for an ECA to be shared with another employee may submit their request to the Superintendent for consideration. Any granted request will be applicable for the school year in which it was granted. The employer shall maintain a list of shared positions for each school year. The stipend for all shared positions shall be divided equally.

Payment of ECA Stipends

Effective with the 2020-2021 school year, a teacher will receive payment of his or her ECA stipends in one lump sum payment. For ECA position that are full year positions, a teacher will have the option to receive one-half of the stipend in December and one-half of the stipend in May or as a lump sum.

APPENDIX C

North White School Corporation

Sick Leave Bank Application

Teacher's Name:

Home Address:

Personal Phone Number:

Position:

Department:

Circle: Original Request or Extension of Previous Request

Number of Days Requested (20 day maximum per application):

Anticipated Dates of Absences Covered by This Request:

I certify that the information is true, correct, and complete. I further certify that any false or misleading information or omission of factual information may result in the denial or revocation of sick leave bank days and automatic expulsion from the sick leave bank. If I do not use all days advanced to me by the Bank, the unused days will be returned to the bank.

Signature of Teacher _____ Date _____

For Superintendent's Office Use Only

Date of Receipt: _____ Received By: _____

- | | | |
|-------------------------------------------------------------------------------------------------|-----|----|
| • Is this person a member of the bargaining unit (certified staff)? | Yes | No |
| • Is this person a member of the Sick Leave Bank? | Yes | No |
| • Has this person been granted more than 180 days from the Sick Leave Bank in the past 3 years? | Yes | No |
| • Has this person used all of their personal days and current sick days? | Yes | No |
| • Has this person used all but 5 of their <u>accumulated</u> sick days prior to starting leave? | Yes | No |
| • Is this request approved by Committee Members of Sick Leave Bank? | Yes | No |

Number of Days Approved: _____

Effective Dates: From _____ to _____

Comments:

Signature of Chair of Sick Leave Bank Committee _____

Date _____

[This form is to be submitted to the Superintendent's Office.]

North White School Corporation Sick Leave Bank – Physician Statement

CONFIDENTIAL

This form completed, dated, signed, and
must accompany your application for Sick Leave Bank days.

Teacher's Name _____

I hereby authorize the designated physician to release the medical information necessary to
complete this application.

Signature of Applicant _____ Date _____

**This section is to be filled out by the teacher's physician. The responses must be detailed,
specific and legible.**

What is the teacher's medical diagnosis of illness, injury, incapacitation, or quarantine that
would make working at school temporarily inadvisable?

Is the patient capable of performing normal work-related duties while under treatment for the
present condition?

If not, what is the estimated date the teacher will no longer be ill, injured, incapacitated, or
quarantined to such an extent that it would make working at school inadvisable.?

I certify that the above statements are accurate to the best of my professional knowledge.

Printed Physician Name _____

Signature of Physician _____ Date _____

[This form is to be submitted to the Superintendent's Office]

Appendix D

North White Sick Leave Bank

Donation Form

To utilize the Sick Leave Bank, a teacher must:

1. Donate one day to the Sick Leave Bank per school year, or
2. Donate ten (10) or more days to the Sick Leave Bank during employment at North White School Corporation. This will make you a Life Member and no need to donate days for the duration of your employment at North White.

Teacher's PRINTED Name: _____

- ☐ NO, I do not wish to donate any of my days this year.
- ☐ YES, I wish to donate _____ day(s) to the Sick Leave Bank for the _____ school year.
- ☐ I am a Life Member of the Sick Leave Bank and do not wish to donate any days this year.

Teacher's Signature: _____

Today's Date: _____

**Please return this form to the Sick Leave Bank Chairperson no later than
5 days from the date in which you receive the donation form.**