

2020 CBA COMPLIANCE CHECKLIST

ITEM	Page No.
School employer and exclusive representative identified	1
Bargaining unit description matches the IEERB Order in effect at time of ratification	4
Beginning and ending date of CBA (must end on or before June 30, 2021)	19
Ratification date (must be on or after September 15)	19
General definitions (definitions that apply to the whole CBA)	4
Grievance procedure (if arbitration used, must indicate if advisory or binding)	11-14
Contract interpretation provisions (e.g., severability, supremacy, savings clauses)	4
Salary for newly hired teacher (amount, schedule, or method of calculation)	15
Wages/compensation for ancillary duties	28
Wages/compensation for extracurricular duties	23-27
Compensation for extended contracts	27
Compensation plan	20 - 22
If there are no salary increases, CBA includes a statement to that effect	N/A
Statement of annual salary range for returning full-time teachers (don't include current year increases, ISTRF contributions, or salaries of newly hired teachers)	21
Salary increases	
<ul style="list-style-type: none"> <li>• Statement that teachers rated ineffective/improvement necessary are not eligible</li> </ul>	21
<ul style="list-style-type: none"> <li>• Based on at least two of the five statutory factors</li> </ul>	21
<ul style="list-style-type: none"> <li>• Definitions of factors (e.g. experience, academic needs, instructional leadership)</li> </ul>	21
<ul style="list-style-type: none"> <li>• How much each factor contributes to increase (by points, percentage, amount, etc.)</li> </ul>	22
<ul style="list-style-type: none"> <li>• Amount of increase (flat amount, % amount) or method for calculating amount</li> </ul>	22
<ul style="list-style-type: none"> <li>• The combination of education and experience (excluding increases to reduce the gap and teacher retention catch-up increases) does not exceed 50% of the maximum available salary increase</li> </ul>	22
<ul style="list-style-type: none"> <li>• If using a salary increase to reduce the gap, it must: (1) be clearly identified and (2) actually reduce the gap.</li> </ul>	N/A
<ul style="list-style-type: none"> <li>• If using a teacher retention catch-up salary increase it must: (1) be clearly identified, (2) attributed to the academic needs factor, (3) describe the teachers to whom the catch-up increase applies, (4) describe the increase amount or method of calculating, and (5) describe how the increase amount represents a comparison to the starting salary of new teachers.</li> </ul>	N/A
Redistribution provision or a statement explaining why redistribution not necessary	22

Reminders:

1. Clearly identify the Compensation Plan and make sure all salary increases are included and described in the compensation plan.
2. If you include non-bargainable items for informational purposes only (e.g. number of ECA positions, number of extended contract days, etc.), be sure to include a statement to that effect.

**2020-2021  
CONTRACT  
BETWEEN  
BOARD OF SCHOOL TRUSTEES  
OF  
BROWN COUNTY SCHOOLS  
AND  
THE BROWN COUNTY EDUCATORS' ASSOCIATION**

**THIS CONTRACT ENTERED INTO BY AND BETWEEN THE BOARD OF SCHOOL TRUSTEES OF BROWN COUNTY SCHOOLS, HEREINAFTER CALLED THE "BOARD" AND THE BROWN COUNTY EDUCATORS' ASSOCIATION, HEREINAFTER CALLED THE "ASSOCIATION".**

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**ARTICLE I**

**RECOGNITION**

A. The Board of School Trustees of the Brown County Schools hereby recognizes the Brown County Educators' Association as the exclusive representative of all certificated employees, hereafter called teachers, in the school corporation.

B. Definitions

The term "teacher" when used in this Contract shall refer to all certificated employees, as defined in Indiana Law, in the Brown County Schools, except for Superintendent, Assistant Superintendent, All Principals, Assistant Principals, the Department Chairpersons, the Attendance Officer, and all other supervisory positions subsequently created by the school employer, as the term "supervisory" is defined by Indiana Law, plus all part-time employees of the school employer.

C. The term "School Corporation", when used in this Contract, shall refer to the Brown County Schools of the County of Brown of the State of Indiana.

D. The term "Board" shall mean the Board of School Trustees of the Brown County Schools and shall include authorized officers, representatives and agents. The term "Association" shall mean the Brown County Educators' Association and shall include authorized officers, representatives, and agents.

E. The term "days" shall mean school day, except when such term is expressly defined as "calendar days."

**ARTICLE II**

**SEVERABILITY**

If any provision of this Contract is held to be contrary to law, then such provision shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions shall continue in full force and effect.

**ARTICLE III**

**RETIREMENT/SEVERANCE**

The 401(a) plan established for teachers, and the Plan administrator will be determined by the Board after receiving a recommendation from a joint committee of the School Administration and the Association.

A. **401(a) Plan**

1. The Board will contribute \$625.00 per contract year to a 401(a) account for each teacher who elects Plan A on or before September 1st. The plan will vest upon completion of the 5th year of service to the Brown County School Corporation.

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2. For every dollar contributed to a 403(b) plan by teachers, the Board will contribute matching dollars, up to \$450.00 per year to a 401(a) defined contribution. The teacher contribution to the match program shall vest immediately. The Board contribution to the match will vest after 5 years of service to the Brown County School Corporation.
  3. The Board shall contribute to a 401(a) defined contribution plan \$100 per day of unused sick leave up to a maximum of ten (10) days per year for any teacher electing to cash out sick leave days in excess of 90 pursuant to this provision. The Board contribution under this provision shall be immediately vested and portable.

146 **B. Medicare Bridge Benefit Program**

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148 A teacher may participate in a Medicare Bridge Benefit Program, (hereinafter called the  
149 "Program"), in this School Corporation. All teachers meeting the eligibility requirements  
150 set forth below shall qualify for this program.

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1. To be eligible a teacher must meet all the following requirements and provisions:
    - a. Be at least 55 years of age during the school year for which the teacher applies to begin participation in the Program; and
    - b. Have not less than twenty (20) years teaching experience in this School Corporation; and
    - c. Have made a non-binding application to the Superintendent, in writing, for participation in the Program by July 1st of the year preceding retirement and have sent a binding letter of intent to retire to the Superintendent by April 1st of the year of retirement. In the event of an unforeseen retirement, the Board, at its discretion, may waive said July 1st notification date; and
    - d. Provide written evidence of permanent retirement from teaching.
  2. A Program stipend shall be paid at the rate of Five Thousand Dollars (\$5,000.00) per year for each subsequent year following the year of retirement starting with the first regular pay in September up to and including the year the said teacher first reaches the normal Medicare eligibility age, or 10 years, whichever is less (the age at which one can retire and still collect full medical benefits). If the teacher qualifies for Part A of the Medicare Act before the September 1st payment is to be made, he/she will not receive the payment for that year or any subsequent years. Payment will be made monthly to the teacher's VEBA account. Such payment for an individual participating teacher shall remain fixed at the stated amount contained herein for the entire duration of such teacher's participation and shall not be changed for such teacher due to revision of the amount in a successor Contract.
  3. The teacher who participates in the Program will not receive the salary, fringe benefits, or any other paid or unpaid benefits provided elsewhere in this Contract, except that such teacher may continue to be enrolled in the School Corporation's medical insurance plan for the duration of participation in the Program, and may apply said VEBA account toward the cost of the medical insurance plan, but such teacher will be responsible to pay the balance of the insurance premium applicable to

186 the insurance coverage. It will be the responsibility of the teacher to pay such  
187 insurance premiums due in the manner designated by the Superintendent.  
188

- 189 4. The teacher shall cease to be a participant in the Program, and no further payments as  
190 provided hereinabove in Paragraph B-2 will be due or payable to the teacher, (1)  
191 when the teacher has completed the school year (July 1 to June 30) in which the  
192 teacher first reaches normal Medicare eligibility age (the age at which one can retire  
193 and still collect full Medicare benefits), or (2) the teacher has received the maximum  
194 number of annual payments for which the teacher qualifies (not to exceed ten (10)  
195 annual payments), or (3) when the teacher has died before completion of the Program,  
196 provided, however, that the payment shall be prorated for the year of the teacher's  
197 death.  
198
- 199 5. Should the Board subsequently determine to rehire a teacher who elected to retire  
200 under this option, no Medicare bridge stipend as provided hereinabove in B-2 will be  
201 due or payable to the teacher, and further, no Medicare bridge stipend as provided  
202 herein in this Program will be paid upon retirement a second (2nd) time.  
203

204 **C. Retirement Benefits**  
205

206 A teacher who retires from teaching while employed in this School Corporation  
207 (including early retirement) may continue to participate in this School Corporation's (1)  
208 group medical and (2) dental and vision insurance plan, for the duration of participation  
209 in the Program, provided said teacher meets any applicable age or years of service  
210 requirements specified by applicable state law, and:  
211

- 212 1. Provides written evidence of permanent retirement from teaching;  
213  
214 2. Was enrolled in the plan he or she wishes to continue in the school year immediately  
215 preceding retirement; and  
216  
217 3. Pays the entire (total) insurance premium applicable to the insurance plan desired and  
218 remits such payment to this School Corporation's business office prior to the due date  
219 each month, or pays such IRS allowable insurance costs from the teacher's VEBA  
220 account.  
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222 **ARTICLE IV**  
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224 **DEDUCTIONS**  
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226 Upon written authorization from the teacher, the Board agrees to make appropriate salary  
227 deductions and remit such deductions to mutually agreed upon Banking Institutions,  
228 Insurance Companies, and Annuity Plan(s). Banking Institutions' deductions will be  
229 taken from each of the twenty-four (24) scheduled pay periods. Deductions for annuity  
230 plans will be taken from each of twenty-four (24) pay periods and health insurance  
231 premiums will be taken over twenty-four (24) pay periods. All deductions will be  
232 transferred electronically to the appropriate institution within forty-eight (48) hours of the  
233 payroll date. Written authorization for deductions of any program must be submitted to  
234 the payroll office fourteen (14) days prior to the first deduction. In the event a teacher  
235 wishes to terminate any scheduled deduction plan, written authorization must be  
236 submitted to the payroll office at least fourteen (14) days prior to the desired cancellation

237 date. If any notification of cancellation is required by a company or companies, such  
238 responsibility of notification is borne solely by the individual member.  
239

## 240 ARTICLE V

### 241 242 TRANSPORTATION

- 243  
244 A. For all personnel for whom the Board authorizes payment, reimbursement for use of  
245 privately owned automobiles used for school business shall be paid per mile at the IRS  
246 rate in effect on the date the mileage was incurred.  
247

## 248 249 ARTICLE VI

### 250 251 LEAVE OF ABSENCE

252 A. Sick Leave  
253

254 For absences caused by illness of the teacher or for illness in the immediate family, each  
255 teacher, shall be allowed six (6) days with compensation each year accumulative to  
256 ninety (90) days. (The parties intend for the number of sick leave days granted herein  
257 and the number of personal leave days granted in Article VI, Paragraph C below to  
258 satisfy the requirements set forth in IC 20-28-9-9.) For this paragraph, immediate family  
259 is defined as illness to spouse, children, or other person living in the teacher's home.  
260

- 261 1. Teachers on summer teaching employment shall be eligible to use sick leave on the  
262 same basis as is used during the regular school year.  
263  
264 2. Sick leave days accumulated by a teacher prior to a leave of absence shall be credited  
265 to the teacher upon return.  
266  
267 3. Individual teachers shall be given a written accounting of accumulated sick leave by  
268 October 1st of each school year, including those days above the current maximum  
269 number of sick days.  
270  
271 4. Sick leave day accumulation shall be limited to 90 days-  
272  
273 5. Due to COVID-19, the parties have agreed to suspend the attendance incentive  
274 language contained herein for the 2020-2021 school year. If a teacher uses zero (0)  
275 days of sick/personal leave days during the school year, the corporation shall provide  
276 the teacher a stipend of \$500 prior to the beginning of the following school year. If a  
277 teacher uses only one (1) day of sick/personal leave during the school year, the  
278 corporation shall provide the teacher a stipend of \$400 prior to the beginning of the  
279 following school year. If a teacher uses only two (2) days of sick/personal leave  
280 during the school year, the corporation shall provide the teacher a stipend of \$300  
281 prior to the beginning of the following school year.  
282  
283 6. Teachers may use sick days in partial increments in order to supplement partial paid  
284 day leaves under pandemic relief laws so that the combination of the partial paid day  
285 through pandemic relief and partial sick days equal a full day of pay for pandemic relief  
286 qualified leaves.  
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B. Sick Leave Bank

The School Corporation shall, within ten (10) days after the beginning of the school year of initial participation, upon receipt of a properly completed and signed Sick Leave Bank Authorization Form deduct one (1) day's sick leave from the authorizing employee's earned sick leave allotment. This Sick Leave Bank shall be for the use of all certified bargaining unit members and shall be used only for those who have exhausted their own personal accumulation.

Should the number of sick leave days in the bank fall below 300 (as recorded on August 15<sup>th</sup> of each year), then members who wish to continue to participate for the remainder of that year shall be required to contribute one (1) additional day by August 30<sup>th</sup> of the school year in order to maintain membership, but no further requests for contributions from current members shall be made during that school year even if the sick leave bank becomes totally exhausted. This donation to the sick leave bank shall not be counted as a day used by the teacher per Article VI (A) (5) nor as a day used per the evaluation plan. Donations to the sick bank other than those described for initial membership shall be required only when the sick bank becomes exhausted during the school year. In such event, each member of record for the current school year or the immediate past school year, as appropriate, shall donate an additional day in order to remain a member in good standing.

Membership in the Sick Leave Bank shall be continuing from year to year. Each teacher shall be notified in writing with the first or second paycheck of each school year of their ongoing participation in the Sick Leave Bank. Individual participation shall be voluntary. Individuals employed after the beginning of the applicable school year shall be given the opportunity to become a member of the Sick Leave Bank provided they complete and submit the appropriate membership forms within ten (10) days after the date of employment and donate one (1) day to the sick bank.

The Board and the Association agree to the following rules for administration of the Sick Leave Bank:

1. The Board shall not be obligated for any additional days in the Sick Leave Bank over a maximum of 300 days per school year or current number in the bank during the school year unless otherwise agreed to by the Board and the Association.
2. The maximum number of days to be offered to any one (1) member shall be sixty (60) days per year.
3. Any participating member who has exhausted his/her accumulated sick leave will be eligible to apply to the Sick Leave Bank.
4. Requests to withdraw Sick Leave Bank days require:
  - a. Doctor's statement indicating the nature of the illness/disability.
  - b. Verification from the central office that the teacher's personal sick leave days have been exhausted and he/she is not receiving any public funds or benefits

338 derived from public funds as partial or full compensation for the illness or  
339 disability causing the absence.  
340

- 341 5. A Sick Leave Bank Review Committee shall be formed comprised of three (3)  
342 teachers appointed by the president of the Association and two (2) administrators  
343 appointed by the Superintendent. This committee shall have the full responsibility in  
344 granting, denying or suspending grants of sick days from the Sick Leave Bank,  
345 provided however; the above rules are adhered to.  
346
- 347 6. Days contributed shall not be transferable to another school corporation or used  
348 outside of sick bank provision.  
349
- 350 7. Persons who shall have failed to join the Sick Leave Bank in the year in which they  
351 first had the opportunity to join shall become members only by donating one (1) day  
352 for each year that they were eligible but failed to join in addition to any additional  
353 days of donation required of bank members during that period.  
354
- 355 8. Once a member of the sick leave bank has drawn days from the sick leave bank and  
356 has returned to active employment with the corporation, the member shall repay one  
357 (1) day for every five (5) days borrowed from the sick leave bank. These days shall  
358 be repaid at the rate of one (1) day per school year, deducted at the beginning of each  
359 school year.  
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361 C. Personal Leave  
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363 Teachers shall be granted seven (7) days of personal leave each school year. Unused  
364 personal leave shall transfer to the teacher's accumulated sick leave.  
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366 D. Court Appearances  
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- 368 1. The Board will compensate teachers subpoenaed to:  
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- 370 a. serve jury duty.
  - 371
  - 372 b. testify in court as a witness in a case in which he is not personally involved, or  
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  - 374 c. testify in court in any suit arising out of the performance of the duties for, or  
375 employment with, the School Corporation.  
376

377 The compensation shall be for the number of days mandated to perform such obligation.  
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- 379 2. A teacher shall receive no pay if subpoenaed as a witness in a suit:  
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- 381 a. in which the teacher is a party to the lawsuit, or  
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  - 383 b. brought against the Board by any teacher or the Association.  
384 This specific exception shall not apply if the teacher is subpoenaed as a witness  
385 by the Board in such suit.  
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- 387 3. The teacher shall give any checks earned for such service to the school employer and  
388 receive their regular contractual salary from the school employer.

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E. Professional Leave

The Board, after appropriate administrative recommendation, may grant leave with pay to teachers to attend and/or participate in professional meetings, including but not limited to, educational workshops, seminars, conferences, legislative activities, and/or visitations in other schools. Other expenses incurred under this provision may be paid upon administrative recommendation and Board approval.

F. Bereavement Leave

1. Teachers shall be granted up to seven (7) consecutive calendar days (with pay for contract days) leave for the death of a family member of their immediate family. The immediate family shall be defined as including father, mother, brothers, sisters, spouse, children, father-in-law, mother-in-law, grandchild, grandparent, or a person living in the home. Should the teacher not use all five (5) contract days at the time of the bereavement, one (1) day remaining of the five (5) contract days shall be available during the same school year for the teacher to settle estate matters.
2. Teachers shall be granted three (3) consecutive days leave for death of any other relative not defined as immediate family.
3. Bereavement leave shall begin on either the day of the death of the relative or the day following the day of death. When the funeral or memorial service is scheduled to be outside this time period, the teacher may appeal to the Superintendent or his/her designee to begin the bereavement leave at a time other than the day of death or the day after the death in order to accommodate attendance at the funeral.

G. Maternity Leave

Maternity leave may be taken consistent with Indiana statute. A teacher who is pregnant may continue in active employment as late into pregnancy as she wishes, if she can fulfill the requirements of her position. Temporary disability caused by pregnancy shall be governed by the following:

1. All or part of a leave taken by a teacher because of a temporary disability caused by pregnancy may be charged, at her discretion, to her available sick days. However, the teacher is not entitled to take accumulated sick leave days when the teacher's physician certifies that the teacher is capable of performing the teacher's regular teaching duties. The teacher is entitled to complete the remaining leave without pay.
2. During any unpaid portion of the leave the teacher may maintain coverage in any group insurance program by paying the total premium including the School Corporation's share attributable to the leave period.

H. Adoption Leave

A teacher adopting a child may use up to fifteen (15) days with pay for this purpose.

439 I. Absences/Job Related Injury

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**ARTICLE VII**

**GRIEVANCE PROCEDURE**

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

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A. Definitions

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As used in this Procedure:

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1. A grievance shall be defined as an alleged violation, misinterpretation or misapplication of: any state or administrative rule or regulation, policy of the Board, specific Article or Section of this written Contract which directly affects the teacher or teachers.

2. "Superintendent" means the chief administrative officer of the school Corporation, or any person(s) designated by him/her to act in his/her behalf in dealing with certificated school employees.

3. "Grievant" means the certificated school employee(s) directly affected by the alleged violation making the claim.

4. "Days" means calendar days.

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B. Structure

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1. Nothing herein contained shall be construed as limiting the right of any certificated school employee having a grievance to proceed independently of this Procedure.

2. The grievant may be represented by any person(s) of his own choosing at all formal levels of the Procedure, limited however to a total of three (3) representatives.

3. There shall be no additional evidence, material, allegation or remedy submitted by the grievant or his representative during the grievance process, once a formal grievance has been filed at Formal Level One, provided, however, that the Superintendent shall waive the restrictions on additional evidence or material stipulated herein upon request of the grievant provided that said additional evidence or material was either

490 not known or not available to the grievant at the time said grievance was filed at  
491 Formal Level One.

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493 C. Procedure

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495 1. The number of days indicated at each level should be considered as maximum. The  
496 time limits specified may, however, be extended by mutual agreement in writing of  
497 the grievant and the Board.  
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- 499 2. Informal Grievance: within ten (10) days of the time the grievant first knew or  
500 should have known of the act or condition upon which it is based, the grievant must  
501 present the grievance to his principal or immediate supervisor or his designee by  
502 meeting with him individually and privately, in an informal manner during non-  
503 teaching hours. Failure of the grievant to so meet and discuss said alleged grievance  
504 as provided herein shall prevent the grievant from filing said alleged grievance at any  
505 formal grievance level(s). Within seven (7) days after presentation of the grievance,  
506 the principal or immediate supervisor or his designee shall give his answer orally to  
507 the grievant.  
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- 509 3. Formal Grievance
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- 511 a. Level One (filing of grievance) - Within ten (10) days of the oral answer, if the  
512 grievance is not resolved, it must be filed by the grievant with the principal or  
513 immediate supervisor on the appropriate grievance form. The grievance form  
514 shall provide the following information:  
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- 516 i. name of certificated school employee involved;
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  - 518 ii. statement of facts giving rise to the grievance;
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  - 520 iii. identify by specific reference all rules, regulations, policies of the Board or  
521 specific Article(s) or Sections(s) of this written Contract alleged to be  
522 violated;
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  - 524 iv. state the contention of the grievant with respect to the provision(s) of said  
525 Article or Sections;
  - 526
  - 527 v. indicate the specific relief requested.
  - 528
  - 529 vi. The formal grievance must be filed with the principal or immediate  
530 supervisor by registered mail, return receipt requested, or in person provided  
531 the grievant gets an initialed copy of the grievance as a receipt. A copy of  
532 the grievance will be forwarded to the Association president by the grievant.  
533 All postal fees for filing the grievance will be borne by the grievant. Within  
534 ten (10) days from the receipt of the grievance, the principal shall:  
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- 536 a) meet with the grievant and/or his representative(s);
  - 537
  - 538 b) forward a written decision on the appeal to the grievant and Association  
539 president;
  - 540

541 c) the decision shall be forwarded by registered mail, return receipt  
542 requested. Postal fees for forwarding the written decision will be borne by  
543 the administration.  
544

545 b. Level Two (appeal of Level One decision with Superintendent) - In the event that  
546 the grievance is not resolved at Level One, the grievant may appeal the decision  
547 to Level Two provided said appeal is filed with the Superintendent within  
548 seventeen (17) days after the administrator receives the written grievance. Such  
549 appeal shall include all material and evidence previously submitted at Level One.  
550 Appeals must be filed with the Superintendent by registered mail, return receipt  
551 requested, or in person provided the grievant gets an initialed copy of the  
552 grievance as a receipt, with a copy of all pertinent data forwarded to the principal  
553 and Association president. Postal fees for filing an appeal will be paid by the  
554 grievant.  
555

556 Within ten (10) days from the receipt of the appeal, the receipt of the appeal, the  
557 Superintendent shall:  
558

- 559 i. meet with the grievant and/or his representatives(s);  
560  
561 ii. forward a written decision on the appeal to the grievant, principal and  
562 Association president;  
563  
564 iii. the decision shall be forwarded by registered mail, return receipt requested.  
565 Postal fees for forwarding the written decision will be borne by the  
566 administration.  
567

568 In the event that additional time is necessary for investigation of all pertinent  
569 facts, such additional time shall be allowed by mutual agreement.  
570

571 c. Level Three (appeal to Board) - In the event the grievance is not resolved at Level  
572 Two, the grievant may file an appeal with the Board within seventeen (17) days  
573 after the Superintendent has received the appeal. Such appeal shall include all  
574 material and evidence previously submitted at Levels One and Two. A copy of  
575 all material and evidence of subject appeal must be forwarded by registered mail,  
576 return receipt requested, to the President of the Board, the Superintendent,  
577 Principal and the Association President. Postal fees for forwarding subject appeal  
578 shall be borne by the grievant.  
579

580 Within twenty-one (21) days after receipt of the appeal, the Board shall hold a  
581 formal hearing and render a decision on the grievance. The Board shall meet with  
582 aggrieved and his/her representative and explore all pertinent material and  
583 evidence submitted with the appeal.  
584

585 A written decision will be forwarded by registered mail, by the Board President or  
586 designee, return receipt requested, to the aggrieved, principal and Association  
587 president. Postal fees charged for the forwarding of the formal decision will be  
588 borne by the administration.  
589  
590

591 D. Miscellaneous

- 592
- 593 1. Decisions rendered at all formal levels of this procedure shall be transmitted by
- 594 registered mail, return receipt requested, or in person. (See Appendix J).
- 595
- 596 2. All documents, communications and records dealing with the processing of a
- 597 grievance shall be filed separate from the personnel files of the grievant.
- 598
- 599 3. All necessary forms for grievance procedures set forth in this Procedure shall be
- 600 provided by the Superintendent.
- 601
- 602 4. Failure at any level of this Procedure to render the decision on a grievance within the
- 603 specified time limits shall permit the grievant to proceed to the next level, unless said
- 604 time limits be extended by mutual consent of both parties. However, the grievance
- 605 must be appealed by the grievant to the next level within the specified time limit for
- 606 that level or said grievance shall be deemed resolved by the Board's answer at the
- 607 previous level and abandoned.
- 608
- 609 5. Any hearing at the Informal Level and at Formal Level One, Level Two, and Level
- 610 Three shall be held during non-teaching hours unless otherwise directed by the Board.
- 611
- 612 6. No certificated school employee shall use this Procedure to appeal any decision by the
- 613 Board or administration if such decision is applicable to a State or Federal Regulatory
- 614 Commission or Agency.
- 615
- 616 7. Certificated school employees shall follow all written and verbal directives, even if
- 617 such directives are allegedly in conflict with this Contract. Compliance with such
- 618 directives will not in any way prejudice the certificated school employee's right to
- 619 file a grievance within the time limits herein, nor shall compliance affect the ultimate
- 620 resolution of the grievance.
- 621
- 622 8. No reprisal of any kind shall be taken by or against any participant in the grievance
- 623 procedure by reasons of such participation.
- 624
- 625 9. Any grievance which arose prior to the effective date of this Contract shall not be
- 626 processed.
- 627
- 628 10. This Procedure supersedes and cancels all previous grievance policies or procedures,
- 629 verbal or written or based on alleged past practices or procedures, and constitutes the
- 630 entire procedure for the processing of grievances.
- 631

632 **ARTICLE VIII**

633 **SALARY**

- 634
- 635
- 636 A. Salary payments to be paid under the Contract shall be made in twenty-four (24) pays, as
- 637 reflected in Appendix K. All salary payments shall be made by Direct Deposit.
- 638
- 639 B. A calendar of pay dates shall be made a part of this agreement and shall be presented in
- 640 Appendix K.
- 641

- 642 C. The salary schedule for the applicable school year shall be as shown in Appendix A-1.  
643 The Compensation Plan shall be shown in Appendix A-2.  
644
- 645 D. Any teacher newly employed with the Brown County School Corporation will be placed  
646 on the salary schedule according to recognized teaching experience mirroring the salary  
647 and placement of current employees with the same degree and number of years of  
648 experience. Teachers with more than 5 years of experience may be hired with a 5-year  
649 cap and would then be placed on the salary schedule mirroring current employees with  
650 the same degree and five years of experience. Teachers with less than 5 years of  
651 experience being hired in an area of academic need may be hired with up to 5 years of  
652 experience, mirroring placement on the schedule with current employees with the same  
653 degree and five years of experience. No teacher will be placed beyond level B as  
654 described in this paragraph without the superintendent's notification to the BCEA  
655 president that program needs cannot otherwise be met. A prospective teacher in an area  
656 of limited supply may be accorded up to a mirrored level M at the discretion of the  
657 Board.  
658
- 659 E. The amounts contained in (1) the salary schedule in Appendix A, (2) the extra duty  
660 schedule in Appendix B, (3) the graduate semester hours payment herein contained in  
661 Article VIII, Section E, include three percent (3.00%) of said amounts to be paid directly  
662 to the Indiana State Retirement Fund by the school employer on behalf of each affected  
663 teacher for payment of the teacher's share of such retirement contribution. Thus, the  
664 individual teacher's contract for each affected teacher shall be written for the amount of  
665 compensation payable which is less the said three percent (3.00%).  
666
- 667 F. Any base salary increase earned by a teacher under this contract will be paid through a  
668 retroactive amount once evaluation ratings are calculated with the remaining amount to  
669 be distributed equally over the remaining pays of 2020-2021.  
670

## 671 672 ARTICLE IX

### 673 674 INSURANCE

#### 675 A. Life Insurance 676

677 The Board will pay toward the cost of a sixty thousand dollars (\$60,000) group term life  
678 with accidental death benefit insurance plan for each full-time teacher employed under  
679 regular contract and enrolled in the School Corporation's group life insurance plan. The  
680 amount specified below, not to exceed the cost of the applicable premium, will be paid to  
681 such insurance company or companies as is determined and selected solely by the Board:  
682

683 \$100.00 per year.  
684

685 An employee may purchase additional term life insurance in increments of \$10,000 up to  
686 a maximum of \$60,000 at the employee's expense.  
687

#### 688 B. Health and Hospitalization 689

690 The Board will pay toward the cost of hospital, surgical and medical care type insurance  
691 for each full-time teacher employed under regular contract and enrolled in the School  
692 Corporation's group medical insurance plan. Up to the amounts specified below, not to



693 exceed the cost of the applicable premium, will be paid to such insurance company or  
694 companies as is determined and selected solely by the Board.  
695

696 For 2020-2021:

697  
698 PPO Plan (\$2,000 deductible)  
699

- 700 1. Employee Single Coverage: up to \$7,339.83 per year  
701 2. Employee Child Coverage: up to \$12,811.98 per year  
702 3. Employee Spouse Coverage: up to \$14,495.84 per year  
703 4. Employee Family Coverage: up to \$21,650.36 per year  
704

705 HDHP Plan (\$3,000/\$6,000 deductible)

- 706 1. Employee Single Coverage: up to \$7,400.21 per year  
707 2. Employee Child Coverage: up to \$12,847.60 per year  
708 3. Employee Spouse Coverage: up to \$14,526.56 per year  
709 4. Employee Family Coverage: up to \$21,415.05 per year  
710

711 HDHP Plan (\$6,000/\$12,000 deductible)

- 712 1. Employee Single Coverage: up to \$7,408.46 per year  
713 2. Employee Child Coverage: up to \$12,833.74 per year  
714 3. Employee Spouse Coverage: up to \$14,483.17 per year  
715 4. Employee Family Coverage: up to \$21,548.70 per year

716 Current plan benefits will not be changed by the Board unless the Association has been  
717 given the opportunity to discuss and make recommendations concerning such change(s).  
718

719 C. Income Protection  
720

721 The Board will pay toward the cost of an income protection plan for each full-time  
722 teacher employed under regular contract and enrolled in the School Corporation's income  
723 protection plan. The Board will pay the amount specified below, not to exceed the cost  
724 of the applicable premium. The premium shall be averaged over the bargaining unit  
725 members. The average cost shall be the individual teacher premium for a plan which will  
726 provide for benefits of two-thirds (2/3) income to age sixty-five (65) for disabilities after  
727 a waiting period of ninety (90) days:  
728

729 Up to \$200.00 per year.  
730

731 D. Dental/Vision Insurance  
732

733 The Board will pay toward the cost of a group dental and vision insurance plan for each  
734 full-time teacher employed under regular contract and enrolled in the School  
735 Corporation's group dental plan. The amount specified below, not to exceed the cost of

The Board will pay toward the cost of a group dental and vision insurance plan for each full-time teacher employed under regular contract and enrolled in the School Corporation's group dental plan. The amount specified below, not to exceed the cost of

736 the applicable premium, will be paid to such insurance company or companies as is  
737 determined and selected solely by the Board.

738  
739 Dental:

- 740  
741 1. Employee Single Coverage: Up to \$231.84 per year;  
742  
743 2. Employee Family Coverage: Up to \$731.42 per year.  
744

745 Vision:

- 746  
747 1. Employee Single Coverage: Up to \$57.22 per year;  
748  
749 2. Employee Family Coverage: Up to \$137.28 per year.  
750

751 Plan benefits will not be changed by the Board unless the Association has been given the  
752 opportunity to discuss and make recommendations concerning such change(s).  
753

754 E. Insurance Committee  
755

756 The Board and the Association agree to the formation of an advisory insurance  
757 committee to assess the current insurance program(s), including coverage's, premiums,  
758 and carriers, and to investigate possible changes in coverage's, premiums, and carriers,  
759 and to make recommendations based on its findings to the Board and the Association.  
760

761 The committee shall be composed of five (5) persons appointed by the Association  
762 President and five (5) persons appointed by the Superintendent to include administrators,  
763 non-certified personnel and/or school board members. Each academic year the  
764 Association President or designee and the Superintendent or designee shall meet to  
765 formulate a meeting schedule for the committee with the view of completing its  
766 investigation and recommendations 60 days prior to the anniversary date. Committee  
767 recommendations shall be reached by simple majority of all ten (10) members.  
768 Committee meetings shall be open to all employees.  
769

770 **ARTICLE X**

771 **MISCELLANEOUS**  
772

- 773  
774 A. The Board agrees to exercise its right to defend teachers pursuant to its powers under the  
775 Indiana General School Powers Act of 1964, Chapter 301, Section 202, Paragraph 16,  
776 when the teacher's action did not violate published Board policy.  
777  
778 B. The Board agrees to pay the cost of any and all expanded criminal history checks and  
779 expanded child protection index checks that are required by the School Corporation or  
780 per I.C. 20-26-5-10. This provision shall only apply to current employees and is  
781 inapplicable to applicants for employment.  
782  
783 C. Early Retirement Incentive – If the Board would decide to offer an early retirement  
784 incentive to teachers during the 2020-2021 school year, then the Superintendent will  
785 notify eligible teachers of the terms of the early retirement incentive by no later than  
786 March 1, 2021. If an early retirement incentive would be offered by the Board during the

787  
788  
789  
790

2020-2021 school year and an eligible teacher would like to accept the incentive, then such eligible teacher must notify the Superintendent of his/her intention to accept the early retirement incentive by no later than May 1, 2021.

803  
804 **ARTICLE XI**  
805 **TERM OF AGREEMENT**  
806

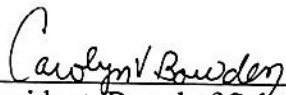
807 This Contract shall be effective as of July 1, 2020 and shall continue in effect through June 30,  
808 2021.  
809

810 Whenever any notice is required to be given by either of the parties to this Contract to the other  
811 party, either shall do so by registered letter at the following addresses:  
812

813 If by the Association to the Board, at P.O. Box 38  
814 Nashville, Indiana 47448  
815

816 If by the Board to the Association, at: 701 John Street  
817 Evansville, Indiana 47713  
818

819 This Contract is made and entered into at Nashville, Indiana by and between the Board of School  
820 Trustees of the Brown County Schools, State of Indiana, party of the first part, heretofore  
821 referred to as the "Board", and the Brown County Educators' Association, party of the second  
822 part, heretofore referred to as the "Association". This Contract is so attested to by parties whose  
823 signatures appear below:  
824

825  
826   
827 \_\_\_\_\_  
828 President, Board of School Trustees  
829

825  
826   
827 \_\_\_\_\_  
828 President, Brown County Educators'  
829 Association

830  
831   
832 \_\_\_\_\_  
833 Vice-President, Board of School Trustees  
834

835  
836    
837 \_\_\_\_\_  
838 Secretary, Board of School Trustees Secretary, Brown County Educators'  
839 Association

840 Ratification Date: November 5, 2020

841 Ratification Date: October 1, 2020  
842

APPENDIX A-1  
 2020-2021 COMPENSATION PLAN  
 THE BROWN COUNTY SCHOOLS  
 SALARY LEVELS

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Levels	<u>Bachelor (BS)</u> <u>Contract Amt.</u> <u>Payroll</u>	<u>Bachelors</u> <u>Plus 3% TRF</u>	<u>Masters (MS/AN)</u> <u>Contract Amt.</u> <u>Payroll</u>	<u>Masters</u> <u>Plus 3% TRF</u>
A	38,000	39,140	42,000	43,260
B	38,875	40,041	43,750	45,062
C	39,750	40,942	45,500	46,865
D	40,625	41,844	47,250	48,667
E	41,500	42,745	49,000	50,470
F	42,375	43,646	50,750	52,272
G	43,250	44,547	52,500	54,075
H	44,125	45,449	54,250	55,877
I	45,000	46,350	56,000	57,680
J	45,875	47,251	57,750	59,482
K	46,750	48,152	59,500	61,285
L	47,625	49,054	61,250	63,087
M	48,500	49,955	63,000	64,890
N			64,750	66,692
O			66,500	68,495

856 APPENDIX A-2

857 2020-2021

858 Brown County Schools Compensation Plan

859  
860 **Salary Range**

861  
862 The salary range is \$38,000 to \$66,500, not including TRF and prior to increases being applied  
863 for the current contract year.  
864

865 **COMPENSATION MODEL**

866 The compensation model described below will be the compensation model utilized by the  
867 parties.  
868

869 **General Eligibility Criteria:**

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

873 2. A teacher who is in the first two full school years of instructing students who receives  
874 an evaluation rating of improvement necessary is eligible for a salary increase.  
875

876 **Factors:**

877 The Brown County Schools Compensation Plan will be based upon performance using the  
878 following three factors:

879 Education

880 Evaluation

881 Meeting the Academic Needs of Students  
882

883 **Definition of Factors:**

884 1. Education – This factor is limited to a teacher completing a content area Master’s Degree  
885 (content area degree beyond the requirements for employment). Eligible content areas  
886 are those defined by the IDOE in which the teacher currently teaches.

887 2. Evaluation – The teacher must receive an evaluation rating of Effective or Highly  
888 Effective from the Brown County Schools for the prior school year.

889 3. Meeting Academic Needs of Students –The need to retain particular teachers identified  
890 by the parties who are deemed to be important to the School Corporation.

891 **Distribution Description**

892 EVALUATION = \$875

893 POSSESSION OF CONTENT AREA MASTER'S DEGREE = \$875 (The education factor  
894 does not exceed 50% of a teacher's total base salary increase)

895 ACADEMIC NEEDS = \$4,000 to \$12,750 as bargained by the parties for the identified  
896 particular teacher(s) meeting the academic needs definition.

897

898 **One-Time Stipends for Teachers at the Top of the Salary Schedule**

899 Each teacher in the Bachelors column who is at the top of the salary schedule (before step  
900 increases are applied) and will receive a one-time stipend in the amount of \$875.00.

901 Each teacher in the Masters column who is at the top of the salary schedule (before step  
902 increases are applied) will receive a one-time stipend in the amount of \$1,750.00.

903

904 **Redistribution**

905 The money that would otherwise have been allocated for the salary increase of a teacher rated  
906 Ineffective or Improvement Necessary shall be equally distributed to teachers rated Effective or  
907 Highly Effective, in the form of a stipend by the end of the school year.

908

909

910

911

2013-2014  
Effective  
Meeting Aca  
the parties

APPENDIX B-1

EXTRA DUTY SCHEDULE  
2020-2021

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\*The number of positions was not bargained and is listed for informational purposes only.\*

	<u>Contract Amount</u>	<u>Amount With 3% TRF</u>
<u>Group 1</u>	\$6,206	\$6,392
Basketball-Varsity Boys		
Basketball-Varsity Girls		
Football-Varsity		
<u>Group 2</u>	\$4,013	\$4,134
Volleyball-Varsity		
Baseball-Varsity		
Softball-Varsity		
Track-Varsity Boys		
Track-Varsity Girls		
Cross Country-Varsity		
Wrestling-Varsity		
Soccer – Varsity Boys		
Soccer – Varsity Girls		
Tennis – Varsity Boys		
Tennis – Varsity Girls		
Golf – Varsity Girls		
Golf – Varsity Boys		
<u>Group 3</u>	\$3,228	\$3,324
Basketball-Asst. Varsity Boys		
Basketball-Asst. Varsity Girls		
Football-Asst. Varsity (4)*		
Wrestling – Asst. Varsity		
Basketball – Junior Varsity Boys		
Basketball – Junior Varsity Girls		
<u>Group 4</u>	\$2,855	\$2,941
Band		
Cheerleading – HS		
Choral		
<u>Group 5</u>	\$2,606	\$2,684
Basketball-Freshman Boys		
Basketball-Freshman Girls		
<u>Group 6</u>	\$2,482	\$2,557



963	<u>Group 7</u>	\$2,234	\$2,302
964	Basketball-JH Boys (2)*		
965	Basketball-JH Girls (2)*		
966	Football – 7 <sup>th</sup> Grade		
967	Football – 8 <sup>th</sup> Grade		
968	Track – BCIS (2)*		
969	Track-JH Boys		
970	Track-JH Girls		
971	Cheerleading-JH		
972	Baseball-Asst. Varsity		
973	Softball – Asst. Varsity		
974	Volleyball-Asst. Varsity		
975			
976	<u>Group 8</u>	\$1,750	\$1,802.50
977	Summer Band		
978	HS Spring Musical Director		
979	HS Fall Play Director		
980	Asst. Choral		
981	BCHS Show Choir		
982			
983			
984	<u>Group 9</u>	\$1,552	\$1,598
985	Volleyball-JH (2)*		
986	Volleyball – 7 <sup>th</sup> Grade		
987	Volleyball – 8 <sup>th</sup> Grade		
988	Wrestling-JH		
989	Volleyball-Freshman		
990			
991	<u>Group 10</u>	\$1,490	\$1,535
992	Baseball-JV		
993	Softball-JV		
994	Track-Asst. Varsity Girls (2)*		
995	Track – Asst. Varsity Boys (2)*		
996	Soccer-Asst. Varsity Boys		
997	Soccer – Asst. Varsity Girls		
998	Soccer – JV Boys		
999	Cross Country-Asst. Varsity		
1000	HS Spring Musical – Pit Director		
1001	HS Spring Musical – Choir Director		
1002			
1003	<u>Group 11</u>	\$1,303	\$1,342
1004	Cross Country-JH		
1005	Wrestling-Asst. JH/HS		
1006	Yearbook-HS		
1007	Boys Tennis-JH		
1008	Girls Tennis – JH		
1009	BCJHS Show Choir		
1010			
1011			
1012	<u>Group 12</u>	\$1,241	\$1,278
1013	Student Council-HS		

1014	Yearbook/Newspaper-JH		
1015	Cheerleading-Asst. HS		
1016	Football-Asst. JH (2)*		
1017	Track-Asst. JH-Girls'		
1018	Track – Asst. JH Boys		
1019	Track – Asst.- BCIS		
1020	Cross Country Asst. - JH		
1021			
1022	<u>Group 13</u>	\$1,180	\$1,216
1023	Junior Class Sponsor (2)*		
1024	Science Olympiad		
1025			
1026	<u>Group 14</u>	\$993	\$1,023
1027	Dance Team HS		
1028	Basketball-6 <sup>th</sup> Grade Boys		
1029	Basketball-6 <sup>th</sup> Grade Girls		
1030	Basketball – 5 <sup>th</sup> Grade Boys		
1031	Basketball – 5 <sup>th</sup> Grade Girls		
1032	Volleyball – 5 <sup>th</sup> Grade		
1033	Volleyball – 6 <sup>th</sup> Grade		
1034			
1035	<u>Group 15</u>	\$930	\$959
1036	Senior Class Sponsor		
1037	Student Council-JH		
1038	Student Council - BCIS		
1039			
1040	<u>Group 16</u>	\$868	\$895
1041	History Day – HES		
1042	History Day – SES		
1043	History Day – VBS		
1044	History Day – BCIS		
1045	History Day – JH		
1046	History Day – HS		
1047	We the People – JH		
1048	We the People – HS		
1049	French Honor Society		
1050	Spanish Honor Society		
1051	Science Honor Society		
1052	Thespian Honor Society		
1053	National Honor Society-HS		
1054	Science Fair Coordinator – HES		
1055	Science Fair Coordinator – SES		
1056	Science Fair Coordinator – VBS		
1057	Science Fair Coordinator – BCIS		
1058	Science Fair Coordinator – JH		
1059	Science Fair Coordinator HS		
1060	History Club – BCHS		
1061	BCHS Bring Change to Mind Club		
1062			
1063			

Group 16

1064	<u>Group 17</u>	\$807	\$832
1065	Newspaper-HS		
1066			
1067	<u>Group 17.5</u>	\$750	\$772.50
1068	HS Flag Coach -- Summer		
1069	HS Flag Coach -- Fall		
1070	HS Flag Coach - Winter		
1071			
1072	<u>Group 18</u>	\$684	\$705
1073	Academic -- HS -- Social Studies		
1074	Academic -- HS -- English		
1075	Academic -- HS -- Fine Arts		
1076	Academic -- HS -- Science		
1077	Academic -- HS -- Math		
1078	Academic -- HS -- Spell Bowl		
1079	Academic -- HS - Interdisciplinary		
1080	Brain Game Sponsor		
1081	Robotics - JH		
1082	Robotics -- HS		
1083	Robotics -- BCIS		
1084	Asst. Science Olympiad		
1085			
1086	<u>Group 19</u>	\$622	\$641
1087	Academic -- JH -- Social Studies		
1088	Academic -- JH -- English		
1089	Academic -- JH -- Math		
1090	Academic -- JH - Science		
1091	Aquila (Art)		
1092	Spell Bowl-JH		
1093			
1094	<u>Group 20</u>	\$559	\$576
1095	Intramural-HS		
1096	National Honor Society -- JH		
1097	Math Bowl -- HES		
1098	Math Bowl -- SES		
1099	Math Bowl -- VBS		
1100	Math Bowl -- BCIS		
1101	Spell Bowl -- HES		
1102	Spell Bowl -- SES		
1103	Spell Bowl -- VBS		
1104	Spell Bowl -- BCIS		
1105	Science Bowl -- HES		
1106	Science Bowl -- SES		
1107	Science Bowl -- VBS		
1108	Science Bowl -- BCIS		
1109			
1110	<u>Group 20 continued</u>		
1111	JH Band		
1112	JH Choir		
1113	JH Drama		
1114	BCIS Choir		

1115	BCIS Band		
1116			
1117	<u>Group 21</u>	\$436	\$449
1118	Intramural JH		
1119	Intramural HS		
1120			
1121			
1122	<u>Group 22</u>	\$300	\$309
1123	BCIS/JH Summer Band Asst.		
1124			
1125	<u>Group 23- Aggregate Amount</u>	\$5,905	\$6,082
1126	Summer Conditioning per/hr.		
1127	Open Gym Assignments		
1128			
1129	<u>Instructional Tech Coaches (6)</u>	\$2,226	\$2,293
1130	BCJH – 1		
1131	BCHS – 1		
1132	HES – 1		
1133	SES – 1		
1134	VBS – 1		
1135	BCIS – 1		
1136			
1137	<u>Instructional Team Leaders (10)</u>	\$2,226	\$2,293
1138	BCJHS – 1		
1139	BCHS – 5		
1140	HES – 1		
1141	SES – 1		
1142	VBS – 1		
1143	BCIS - 1		
1144			
1145	<u>High Ability Coach (6)</u>	\$2,226	\$2,293
1146			
1147	<u>Equity and Inclusion Coach</u>	\$2,226	\$2,293
1148			
1149	<u>High Ability Coordinator (1)</u>	\$2,783	\$2,866
1150			
1151	<u>Regional Science Fair Coordinator (1)</u>	\$2,308	\$2,377
1152			
1153	Teachers will be compensated through the TAP evaluation model in accordance with the terms		
1154	of the TAP grant		
1155			
1156	Extended Contracts shall be paid at the teacher's daily rate with a maximum of three hundred		
1157	dollars (\$300) per day.		
1158			

1159 **APPENDIX B-2**

1160 **ANCILLARY DUTIES**

- 1161
- 1162
- 1163 Curriculum Rate \$25 per hour
- 1164 This rate is paid to a teacher for participating in professional development or participating on
- 1165 school committees.
- 1166
- 1167 Leading a Professional Development Activity \$35 per hour
- 1168
- 1169 Homebound Rate \$35 per hour
- 1170
- 1171 Summer School Rate \$35 per hour
- 1172
- 1173 Tutoring Rate \$35 per hour (Tutoring that is pre-approved by the building
- 1174 principal)
- 1175
- 1176 ESY Rate Teacher's daily rate based on a 6-hour day, as negotiated with the
- 1177 superintendent.
- 1178
- 1179 Working at School Sponsored ECA Events:
- 1180
- 1181 \$25 for less than 3 hours
- 1182 \$45 for 3+ hours
- 1183 \$65 for 6+ hours
- 1184
- 1185 December Teacher Work Day Exchange:
- 1186
- 1187 Teachers meeting the following requirements will be permitted to be off work with pay on the
- 1188 December Teacher Work Day in 2020:
- 1189
- 1190 • Elementary Teachers and BCIS Teachers who work 8 hours for Parent Teacher
  - 1191 Conferences
  - 1192 • JH/HS Teachers who work 8 hours of Parent Teacher Conferences, ECA Events or a
  - 1193 combination of both.
- 1194
- 1195
- 1196 Teachers at Helmsburg Elementary, Van Buren Elementary, and Sprunica Elementary will be
- 1197 paid at their daily rate for two days each school year in exchange for their reduced classroom
- 1198 preparation time due to their longer daily student contact time. The principal in each building is
- 1199 responsible for tracking the time worked under this provision. The ancillary duty payment
- 1200 provided herein will be paid in one stipend.
- 1201
- 1202 After School Detention Rate: \$35.00 per hour
- 1203
- 1204 Virtual Teaching Positions: \$35.00 per hour for hours worked outside of the teacher contracted
- 1205 work day.
- 1206
- 1207
- 1208
- 1209



APPENDIX D

THE BROWN COUNTY SCHOOLS  
SICK LEAVE BANK APPLICATION

(All information received will be kept confidential by all members of the sick leave bank committee.)

Name \_\_\_\_\_

Home Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ School \_\_\_\_\_

Years In Brown County School Corporation \_\_\_\_\_

I am applying for \_\_\_\_\_ days from the sick leave bank.

I hereby consent to the following rules and regulations:

1. All information given is sworn to be correct and accurate.
2. I will authorize my physician to forward all necessary information related to my disability for which this application is filed.
3. If additional days are needed, I will contact the sick leave bank committee and my physician.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please describe briefly the circumstances of your illness. (The more information the committee has the easier it will be for the committee to reach a decision.)

\_\_\_\_\_  
To be completed by Treasurer

Date of last sick leave day from applicant's reserve \_\_\_\_\_

Date of five uncompensated days \_\_\_\_\_

**APPENDIX E  
THE BROWN COUNTY SCHOOLS**

**RELEASE OF INFORMATION AND SICK LEAVE BANK PHYSICIAN'S REPORT**

(This section to be completed by the applicant and forwarded to the physician.)

I authorize the transmittal by the physician named below, of all necessary information related to my disability in connection with my application for a grant from the Brown County School Corporation sick leave bank.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Name Of Physician \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

This section to be completed by Physician

Name of patient \_\_\_\_\_  
Date of original consultation with patient \_\_\_\_\_  
When do you estimate the patient will be able to return to duty?  
\_\_\_\_\_

Describe briefly the nature and circumstances of the disability:

\_\_\_\_\_  
Physician's Signature  
\_\_\_\_\_  
Date

Return to: Brown County School Corporation  
Superintendent's Office  
P.O. Box 38  
Nashville, Indiana 47448



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**APPENDIX F**

**THE BROWN COUNTY SCHOOLS**

**GRIEVANCE PROCEDURE FORM**

NOTE: Informal Step -- Must be presented to principal or immediate supervisor within ten days from occurrence. Oral reply issued by principal within seven days.

---

1. Grievant: \_\_\_\_\_

Assignment/School: \_\_\_\_\_

Date \_\_\_\_\_

2. Grievance Facts: \_\_\_\_\_

\_\_\_\_\_

3. Rule, Regulation, Policy or Contract Section Violated: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Contention (A longer statement may be attached. Please include date problem occurred):

\_\_\_\_\_

\_\_\_\_\_

5. Relief Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

Principal's Office  
100 N. 1st St.  
Mishawaka, Indiana 47448

Brown  
County  
Superintendent  
P.O. Box 100  
Mishawaka, Indiana 47448

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**APPENDIX G**

**THE BROWN COUNTY SCHOOLS**

LEVEL ONE ---- To be filed within 10 days of oral answer with principal or immediate supervisor.

Date submitted to principal or immediate supervisor: \_\_\_\_\_

by registered mail: \_\_\_\_\_

witnessed in person: \_\_\_\_\_

(see form)

Disposition by principal and immediate supervisor: (Within 7 days by registered mail or witnessed in person verified by signature) to grievant and BCEA President.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

Position of Grievant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

APPENDIX H

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LEVEL TWO ---- To be filed with Superintendent within 17 days. To be answered within ten days of filing Level Two.

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Date received by Superintendent: \_\_\_\_\_

by registered mail: \_\_\_\_\_

witnessed in person: \_\_\_\_\_

Meeting with Aggrieved occurred: \_\_\_\_\_

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Disposition by superintendent: (Within 10 days) to grievant, principal or immediate supervisor, BCEA President, by registered mail or witnessed in person.

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Signature

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Position of Grievant: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**APPENDIX I**

LEVEL THREE ---- May be appealed to the Board within 17 days after Superintendent has received the appeal; as per Article VII, Section C, Item 3c. A written decision shall be made within 21 days.

Date received by the Board: \_\_\_\_\_

by registered mail: \_\_\_\_\_

witnessed in person: \_\_\_\_\_

Disposition by Board: (Time Limit for answer) \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

APPENDIX J

VERIFICATION OF TRANSACTION OF GRIEVANCE MATERIALS

1475  
1476  
1477  
1478  
1479

1480 Grievant Name \_\_\_\_\_

1481 Time and Date of Transaction \_\_\_\_\_

1482 Level of Transaction \_\_\_\_\_

1483 Verification of Transaction \_\_\_\_\_

1484 Grievant Signature \_\_\_\_\_

1485 BCEA Signature \_\_\_\_\_

1486

1487

1488 Administrators Signature \_\_\_\_\_

1489

1490 Witness of Signature by Staff Member \_\_\_\_\_

1491

**APPENDIX K**

**2020-2021**

**Schedule of Pay Dates**

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**August 28, 2020**  
**September 15, 2020**  
**September 30, 2020**

**October 15, 2020**  
**October 30, 2020**

**November 13, 2020**  
**November 30, 2020**

**December 15, 2020**  
**December 30, 2020**

**January 15, 2021**  
**January 29, 2021**

**February 12, 2021**  
**February 26, 2021**

**March 15, 2021**  
**March 30, 2021**

**April 15, 2021**  
**April 30, 2021**

**May 14, 2021**  
**May 28, 2021**

**June 15, 2021**  
**June 30, 2021**

**July 15, 2021**  
**July 30, 2021**

**August 13, 2021**

