SUPPLEMENTAL INFORMATION

Agreement between the

Sheridan Education Association,
an Affiliate of Indiana State Teachers
Association and National Education Association

and the

Board of School Trustees
of the
Sheridan Community Schools

July 1, 2025 – June 30, 2027

TABLE OF CONTENTS

Salary Calculation Sample

2025-2026

Total Allotted	$2,600					
Experience	50%				Academic Needs	50%
Total	$1,300				Total	$1,300
YOE	Masters	Longevity 11-15	Longevity 16 +		Academic Needs or Evaluation	Lit Degree.
30%	40%	15%	30%		90%	10%
$390	$520	$195	$390		$1,170	$130

2026-2027

Total Allotted	$2,000					
Experience	50%				Academic Needs	50%
Total	$1,000				Total	$1,000
YOE	Masters	Longevity 11-15	Longevity 16 +		Academic Needs or Evaluation	Lit Degree.
30%	40%	15%	30%		90%	10%
$300	$400	$150	$300		$900	$100

Masters Attainment

Adjustment to a higher salary due to a teacher receiving an advanced degree may be presented to the Board twice a year, at the beginning of the school year and at the beginning of the second semester. In order to receive the salary adjustment at the beginning of the second semester, the teacher must have filed with the Superintendent prior to July 1 of the preceding year a letter stating the probability of the adjustment taking place. Within thirty days following the beginning of the second semester the teacher shall file with the Superintendent the proper certification forms showing the advanced degree had been completed by the beginning of the second semester. If the advanced degree had in fact been completed by the beginning of the second semester, the pay adjustment shall be retroactive to the beginning of that semester.

PART-TIME CONTRACTS

ALTERNATIVE CONTRACTS

1. Part-time and Reduced Contracts

Part-time Teacher salary increases from the approved and ratified Master Contract will be prorated based on the following description of part-time employment.

Teachers may be employed on a part-time/reduced contract pursuant to the following conditions:

a. A teacher shall be entitled to all rights of full-time bargaining unit employees, except that all pay, including fringe benefits, and all paid leave days shall be prorated in accordance with the following:

b. At the secondary level:
   - A teacher who is assigned one (1) class and has no supervision or preparation period shall be paid 20.0% of his or her full-time salary.
   - A teacher who is assigned one (1) class and one (1) supervision with no preparation period shall be paid 30.0% of his or her fulltime salary.
   - A teacher who is assigned two (2) classes and has no supervision or preparation period shall be paid 40.0% of his or her full-time salary.
   - A teacher who is assigned two (2) classes and has one (1) supervision and one (1) preparation period shall be paid 50.0% of his or her full-time salary.
   - A teacher who is assigned three (3) consecutive classes and has no supervision or preparation period shall be paid 50.0% of his or her full-time salary.
   - A teacher who is assigned three (3) classes and has one (1) preparation period or one supervision period shall be paid 55.0% of his or her full-time salary.
   - A teacher who is assigned three (3) classes and has one (1) supervision and one (1) preparation period shall be paid 60.0% of his or her full-time salary.
   - A teacher who is assigned four (4) classes and has no supervision or preparation period shall be paid 70.0% of his or her full-time salary.
   - A teacher who is assigned four (4) classes and has one (1) supervision or (1) preparation period shall be paid 75.0% of his or her full-time salary.
   - A teacher who is assigned four (4) classes and has one (1) supervision and one (1) preparation period shall be paid 80.0% of his or her full-time salary.

c. At the elementary level:
    - A teacher's reduced contract will be written to reflect the percentage of a teacher's regular work year contract that the teacher will hold, taking into consideration the teaching assignment, preparation time and lunch time, and travel time, if applicable.
    - Lunchtime will be applicable on days where the teaching assignment and prep time exceeds 3.5 hours.
    - Travel time will be applicable on days the teacher is assigned to travel between schools.

d. Teaching assignments that equate to more than 80% of a full-time contract will be made full-time and the teacher will be given a full-time assignment and a 100% contract. Teaching assignments that result in a teacher being paid less than 80% of their full-time salary shall result in the reduction in fringe benefits equal to the % of their contract.

SICK LEAVE BANK

The Sheridan Community Schools Sick Leave Bank will operate by the Rules and Regulations established by the Sick Leave Bank Committee hereafter referred to as "the Committee." The Rules and Regulations are attached in this document and are subject to change only by the Committee. The Committee shall not grant sick leave bank days to any teacher who is not disabled to the extent that the teacher cannot perform the teacher's duties for the Corporation.

APPEAL BOARD: An Appeal Board will be established composed of the following six (6) persons:

1. The Superintendent of Schools or his/her designee.
2. The Sheridan Education Association President or his/her designee.
3. Four (4) members will be appointed - two (2) each by the Superintendent and the Sheridan Education Association President.
4. No appointed member of the Committee or the appellant may at the same time be a member of the Appeal Board.
5. The Sheridan Education Association President or his/her designee will act as chair of the Appeal Board.

If a request for use of sick leave days is denied by the Committee, the applicant may appeal the Committee's decision to the Appeal Board within ten (10) working days after the denial. All decisions of the Appeal Board must be a majority vote. If there is not a majority, the appeal will be denied. All decisions of the Appeal Board are final and binding. The Appeal Board will rule on any appeal within ten (10) working days after receiving the appeal in writing.

APPENDIX C -- SICK LEAVE BANK

Rules and Regulations

I. General Rules and Regulations Governing the Sheridan Schools Sick Leave Bank.

A. Participation in the Sheridan Schools Sick Leave Bank shall be on a voluntary basis. It will be the responsibility of the Sick Leave Bank Committee hereafter referred to as the Committee to contact new certified employees concerning membership.
B. All contributions of sick leave days will be from the certified employees.
C. To be considered a Sick Leave Bank participating member, a certified employee must contribute at least one (1) sick day each year or gain continuous membership in the Bank.
D. To earn continuous sick leave bank membership, a member must contribute a minimum of five (5) days. Credit will be given to past contributors.
E. A committee of five (5) teachers will be designated by the Association each September to administer the Sick Leave Bank.
F. All requests for utilization of the Bank will be directed to the Committee for approval or denial.
G. The Rules and Regulations Governing the Sheridan Schools Sick Leave Bank shall be available to all certified staff via the Master Agreement.
H. Upon reasonable notice, all records concerning the Sick Leave Bank shall be made available to the Association Executive Committee and the Committee. All records as to the number of days within the Sick Leave Bank, contributed to the Bank, and authorized use from the Bank shall be maintained by the Office of Superintendent and the Committee.
I. The total number of days within the Sick Leave Bank will be unlimited.
J. The Committee chair-person shall be responsible for calling all meetings when notified of a request by the Superintendent's Office.
K. If the accumulated days fall below 200 days by December 31, members will be assessed one (1) day payable in January.
L. Any unused Sick Leave Bank days at the conclusion of the school year shall be carried over to the next school year as days still available for use.
M. Any unused granted days should be returned to the Bank.
N. Amendments to these Rules and Regulations may be made by the Committee if a majority of the Committee requests that a meeting be called by the Chair-person of the Committee to consider amendments.

II. Method of Contribution

A. Any certified staff member of the Sheridan School Corporation may contribute three (3) times in a school year to the Sheridan Schools Sick Leave Bank. The three (3) months that contributions can be made shall be September, January and May.
B. All contributions shall be made on the Sick Leave Bank Contribution Form which is affixed to these Rules and Regulations.
C. The Sick Leave Bank Contribution Form shall be available to all certified staff in the Office of the Principal in each building, in the Office of the Superintendent, or from the Committee Chair-person.

D. Upon completion of the Sick Leave Bank Contribution Form, the certified staff member shall return said Form to the Committee Chair-person who shall be responsible for delivering said form to the Office of the Superintendent for proper recording. If errors appear on the Sick Leave Bank Contribution Form, the contributing teacher shall be notified by the Office of the Superintendent, so that proper corrections may be made.
E. The participating certified staff member may contribute as many or as few of his/her accumulated sick leave days as he/she so desires with the explicit understanding that any days contributed shall be deducted first from the ten (10) days granted for each current school year and that he may not contribute more days than he has accumulated in the Sheridan School Corporation.

III. Request for use of Sick Leave Bank Days

A. All requests for Sick Leave Bank days shall be made on the Sick Leave Bank Request Form which is affixed to these Rules and Regulations.
B. The Sick Leave Bank Request Form shall be available in the Office of the Principal, Office of the Superintendent, and from the Committee Chair-person.
C. Upon completion of the Sick Leave Bank Form, it must be submitted to the Committee in triplicate. Upon receipt of the said request, the Committee Chair-person shall notify the Office of the Superintendent of such request. After the Committee has ruled on the Request, the disposition of the Committee shall be mailed to the requesting party and to the Office of the Superintendent.
D. In cases of serious illness, making it impossible for the requesting party to complete the Request Form, it will be understood that the next-of-kin may make the application.
E. A certified employee applying to the Sick Leave Bank must furnish a doctor's certification that the employee is unable to return to work due to health reasons. Each application must be accompanied with said certificate of illness.

IV. Authorization

A. The Office of the Superintendent shall make deductions from the Sick Leave Bank only upon authorization from the Sick Leave Bank Committee. Such authorization can only be made if the Authorization Form is signed by at least three (3) of the five (5) members of the Committee. The Committee may authorize as many days from the Bank as they see fit up to a maximum of sixty (60) per individual per contractual year; or to the point where Disability Insurance begins, whichever is lower. The Authorization Form is affixed to these Rules and Regulations.
B. The Committee shall only make authorization for use of Sick Leave Bank days if the applicant has used all of his/her accumulated Sick Leave days. Other criteria for authorization of Sick Leave Bank days shall be determined by the Committee according to each individual case. Decisions of the Committee are subject to appeal as per Article III, Section D, Sub Section 2, of this agreement.

SICK LEAVE BANK CONTRIBUTION FORM

1. NAME _____
2. SCHOOL _____
3. DATE _____
4. TOTAL NUMBER OF DAYS CONTRIBUTED TO SICK LEAVE BANK TO DATE _____
5. NUMBER OF DAYS CONTRIBUTED ON THIS DATE _____

Please note: To be considered a Sick leave Bank participating member, certified employees must contribute at least one (1) sick day each year or gain continuous membership in the Bank. Continuous membership means a member has contributed 5 days.

I understand that by affixing my signature below I have read and agree to abide by the Rules and Regulations contained in Appendix C and I authorize the deduction of the Specified Sick Leave Days from my current school year allowance (or from my accumulation if my current allowance has been used) of Sick Leave Days in this school corporation. I further understand that, if any of the above information is believed to be incorrect by the Office of the Superintendent, the contributing teacher shall be notified by the Superintendent's Office so that the proper corrections may be made. I also agree that if the total number of days accumulated in the Sick Leave Bank should fall below two hundred (200), that one (1) day will be deducted from my sick leave days at the next contributing period.

_____ _____

Signature Date

SICK LEAVE BANK REQUEST FORM

NAME _____

ADDRESS _____

SCHOOL _____

NUMBER OF SICK LEAVE BANK DAYS RETURNED _____

REASON NECESSITATING THIS REQUEST
(Be specific - include nature of illness. A doctor's form must accompany this request.)

_____

_____

_____

Requesting Teacher's Signature
COMPLETE FORM IN TRIPLICATE

A copy of the Request shall be returned to the requesting party with the disposition of the Sick Leave Bank Committee.

Number of days not used that were granted_____

SICK LEAVE BANK COMMITTEE DISPOSITION FORM

Disposition

1. NUMBER OF DAYS REQUESTED

_____

2. NUMBER OF DAYS GRANTED

_____

3. RATIONALE:

_____

_____

_____

_____ _____

Sick Leave Bank Committee Chair-person Date

Grievance #_____

GRIEVANCE PROCEDURE

A. **Definitions**

1. Sheridan Community Schools School Board is hereinafter referred to as "Board".

2. Sheridan Education Association is hereinafter referred to as "Association".

3. A grievance is defined as an alleged violation of a specific article or section of this agreement.

B. **Purpose**

The purpose of this grievance procedure is to secure, at the lowest possible administrative level, an equitable solution to grievances which may arise from time to time.

STEP 1

1. Within ten (10) school days of the time a grievance arises, the teacher either individually or accompanied by his/her Association Representative, will present the grievance to his/her principal during non-teaching hours. Form is provided on pages 18-19 of this document.
2. Within seven (7) school days after presentation of the grievance, the principal shall give his/her answer orally to the grievant.

STEP 2

1. Within seven (7) school days of the oral answer, if the grievance is not resolved, the grievance shall be stated in writing, signed by the grievant, and lodged with the principal on the grievance form.
2. The "Statement of Grievance" shall name the grievant involved, shall state the facts giving rise to the grievance, shall identify by appropriate reference all the provisions of this Agreement alleged to be violated, shall state the contention of the grievant with respect to alleged violation, and shall state the grievant' s requested action.
3. Within seven (7) school days after receiving the grievance, the principal shall communicate his/her answer in writing to the grievant.

STEP 3

1. If the grievance is not resolved at Step 2, the grievant may, within seven (7) school days of receipt of the principal's answer, submit to the Superintendent a written "Statement of Grievance" signed by the grievant. Copies of this document shall be given to the Principal and the Association.

2. The Superintendent or his/her designee shall reply to the grievance in writing no later than five (5) school days after receipt of the grievance.

STEP 4

1. Within seven (7) school days after receiving the decision of the Superintendent, an appeal of the decision may be made to the Board. The appeal shall be in writing and shall contain a copy of the Step 3 decision. The appeal shall be submitted to the secretary of the Board by certified mail.
2. No later than fifteen (15) school days after receipt of the appeal the Board shall hold a hearing on the grievance either at a regular session or a special session.
    a. Board hearing conducted for this purpose shall be in executive session.
    b. No material, allegation, or requested remedy that was not presented in Step 3 may be presented at the Board hearing.
3. Within ten (10) school days after the hearing the Board shall communicate the Board's decision in writing to the grievant and the Association.

STEP 5

Binding Arbitration

1. Within ten (10) school days of receipt of the decision of the Board, the grievance may be submitted to Binding Arbitration by the Association. The Association shall notify the Board in writing of its intention to submit the matter to Binding Arbitration within this ten (10) school day period. Written notice shall be submitted to the Board Secretary by certified mail.
2. The Association and the Board shall attempt to select an arbitrator by mutual agreement. If they cannot agree on an arbitrator by mutual agreement within five (5) school days of notification, the arbitrator shall be selected according to the procedure of the American Arbitration Association. The award of the arbitrator shall be final and binding on both parties.
3. The cost of arbitration under this article shall be divided equally between the parties to the Agreement.
    a. The arbitrator shall be limited to the provisions of the Agreement only.
    b. Only grievances arising during the term of this Agreement shall be processed under this Article.

Miscellaneous

1. All documents, communications, and records dealing with grievances shall be filed separately from personnel files.
2. Hearings conducted under this procedure shall be at a time and place which affords a fair and reasonable opportunity for all entitled persons to be present. Such hearing shall be conducted during non-school hours, unless other arrangements are reached by mutual agreement of the parties involved. In the event the Superintendent requires a teacher to participate in a hearing during school hours when the teacher is on duty, the teacher shall not suffer loss of compensation for such time; provided that nothing herein shall be construed to require the Board to hold any such hearings during school hours.
3. If the grievance arises from the action of authority higher than the principal of a school, the grievant may present such grievance initially at Step 3 of this procedure.
4. Time limits in this procedure may be extended by mutual written consent.
5. If a grievance is not advanced by the grievant from one step to the next within the time limits of that step, the grievant shall be bound by the decision of the last step completed.
6. A grievance may be withdrawn at any time by a written statement by the grievant to the Association, the building principal, and the Superintendent.
7. No reprisals shall be taken against a grievant because of his/her filing a grievance.
8. If a group of teachers is involved in a grievance, the Association shall process the grievance on behalf of the group. All other provisions of this Article shall apply.

The term "school days" shall mean work days (exclusive of Saturdays, Sundays, and Corporation holidays) and shall not include Christmas, Spring and Summer vacations.

APPENDIX E -- GRIEVANCE FORM

SHERIDAN EDUCATION ASSOCIATION & SHERIDAN SCHOOLS CORPORATION GRIEVANCE FORM –

STEP I -- INFORMAL

Building _____

Distribution of Form

Name of Grievant(s)_____
1) Superintendent
2) Principal
3) Association
4) Grievant

Date of Occurrence
_____

Date of Informal Discussion with Building Principal
_____

Date of Principal's Response (oral):

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

SHERIDAN EDUCATION ASSOCIATION & SHERIDAN SCHOOLS CORPORATION GRIEVANCE FORM –

STEP II -- FORMAL

A. Statement of Grievance:

_____

_____

_____

_____

_____

_____

B. Section and/or Subsection of the contract allegedly violated:

_____

_____

_____

C. Relief sought:

_____

_____

_____

_____ _____

Signature of Grievant

Date

D. Disposition by Principal:

_____

_____

_____

_____ _____

Principal's Signature

Date

E. Position of Grievant and/or Association:

_____

_____

_____

_____ _____

Grievant’s Signature Date

SEA and & SCS GRIEVANCE FORM – STEP III -- SUPERINTENDENT

A. Submitted by: _____ _____
Grievant's Signature Date

Received by: _____ _____
Superintendent or Designee Date

B. Disposition of Superintendent or Designee:

_____

_____

_____

_____

_____

_____

_____ _____

Signature Date

Response to Grievant _____ _____
Date

Response to Association _____ _____
Date

C. Position of Grievant and/or Association:

_____

_____

_____

_____

_____

_____

_____ _____

Signature Date

SHERIDAN EDUCATION ASSOCIATION & SHERIDAN SCHOOLS CORPORATION GRIEVANCE FORM –

STEP IV – BOARD OF SCHOOL TRUSTEES

A. Received by: Secretary/ SCS School Board Date

B. Reason for appeal:

_____

_____

_____

_____

_____

_____ _____

Signature Date

C. Date of Board Hearing: _____

_____

_____

_____

_____

_____

_____

D. Disposition of the Board:

_____ _____ Response to Grievant: _____

Signature Date Date

E. Position of Grievant and/or Association:

_____

_____

_____

_____

_____

_____ _____

Signature Date

SHERIDAN EDUCATION ASSOCIATION & SHERIDAN SCHOOLS CORPORATION

GRIEVANCE FORM – STEP IV -- ARBITRATION

A. Submission to Arbitration: _____
B. Date

Disposition and Award of Arbitrator:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____

Signature