



# **MASTER CONTRACT 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, 2023 – June 30, 2025**

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This agreement is made and entered into at Sheridan, Indiana this 16<sup>th</sup> day of November, 2023, by and between the Board of School Trustees of the Sheridan Community Schools of Hamilton County, State of Indiana, hereinafter referred to as the “Board” and the Sheridan Education Association, an affiliate of the Indiana State Teachers Association, hereinafter referred to as the “Association”.

## **ARTICLE I: RECOGNITION**

The Sheridan Community Schools Board of School Trustees (the “Board”) recognizes the Sheridan Education Association (the “Association”), an affiliate of the Indiana State Teachers Association and the National Education Association as the exclusive bargaining representative for all “certificated employees” of the Sheridan Community Schools of Sheridan, Indiana excepting specifically there from, the Superintendent, Assistant Superintendent, Administrative Assistant, Principals, Assistant Principals, Full Time Guidance Director, Vocational Director, and Athletic Director.

No organization other than the Association shall be recognized by the Board as a representative for Sheridan Community Schools teachers for the duration of this Agreement.

# ARTICLE II: PART-TIME CONTRACTS

## ALTERNATIVE CONTRACTS

### 1. Part-time and Reduced Contracts

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.

## **ARTICLE III: LEAVES**

### **UNPAID LEAVE**

If unpaid leave is granted, the administration must be notified by July 1 of the upcoming school year of the intent to return. If no notification is made, it is assumed by the administration that the employee is not returning.

### **EXTENDED FAMILY ILLNESS LEAVE**

A leave of absence without pay of up to one (1) calendar year shall be granted for the purpose of caring for a sick member of the teacher's immediate family. This leave shall be granted provided a written statement from the attending physician is furnished to the Board attesting that the illness of the family member necessitates the leave. Immediate family is defined as spouse, child, mother or father.

1. A teacher electing to use extended family illness leave as provided by the Family and Medical Leave Act of 1993 (effective August 5, 1993) shall not have his or her seniority interrupted by such leave.
2. The Sheridan Community Schools will comply with all conditions and requirements as set forth in the Family and Medical Leave Act of 1993. (29 U.S.C. 2601 et seq.)

### **STUDY LEAVE**

1. A leave of absence without pay of up to one (1) year shall be granted to any permanent teacher, upon application in writing to the Superintendent by no later than May 15 in the year prior to the year of the leave, for the purpose of engaging in study at an accredited college or university, or to engage in a professionally related experience having a major focus on enhancement of the teacher's teaching responsibilities. A teacher on study leave shall be considered to be in the employ of the Sheridan Community Schools and shall have a contract.
2. The Board shall not be required to grant more than one (1) such leaves in any one school year.
3. Full insurance contributions as set forth elsewhere in this Agreement shall be provided teachers on study leave if they are enrolled in the insurance programs immediately prior to the leave.
4. In the event a teacher chooses not to return to the Corporation's employment for a period of one (1) year after the leave, the teacher, upon termination of employment, will pay back all of the Board's insurance contributions paid for the teacher during the year of study leave.

## **ADOPTIVE LEAVE**

An unpaid leave of absence for a period of up to one (1) calendar year shall be granted for the purpose of adoption. Upon initial application for the adoption, the teacher shall notify the Superintendent of his or her intent. The period of leave shall commence when the child is physically turned over to the teacher-parent.

## **MATERNITY LEAVE FOR PREGNANT TEACHERS**

Any teacher who is pregnant may continue in active employment as late into pregnancy as she desires, if she is able to fulfill the requirements of her position. Temporary disabilities caused by pregnancy shall be governed by the same provisions governing other disabilities:

1. Any teacher who is pregnant is entitled to a leave of absence any time between the commencement of her pregnancy and one (1) year following the birth of the child, if, except in a medical emergency, she notifies the Superintendent of the Sheridan Community Schools at least thirty (30) days before the date on which she desires to start her leave. She shall also notify the Superintendent of the expected length of this leave, including with this notice either a physician's statement certifying the pregnancy or a copy of the birth certificate of the newborn, whichever is applicable. The teacher shall notify the Superintendent of her intention to return the following school year by no later than June 1 or in the event of a baby born after May 1, 30 days following the birth of the child, whichever comes later except that the teacher is to notify the Superintendent at least 30 days prior to the next school year starting. In cases where the teacher believes there are mitigating circumstances that would warrant a waiver of the applicable notification deadline, the teacher may request such a waiver from the Superintendent. Such a request will be made in writing and will include a description of the mitigating circumstances. The Superintendent's decision to grant or deny such a request shall be final. In case of a medical emergency caused by pregnancy, the teacher shall be granted a leave as otherwise provided in this section, immediately upon her request and certification of the emergency from an attending physician.
2. All or any portion of leave taken by a teacher because of a temporary disability caused by pregnancy may be charged at her discretion, to her available sick leave. After her available sick leave has been used the teacher may be absent without pay, subject to subsection "A". This leave may be taken without jeopardy to re-employment, retirement and salary benefits, tenure and seniority rights.

## **SPECIAL LEAVE**

A teacher may be granted a leave of absence of up to one (1) school year without pay when justifiable and verifiable reason(s) exist. The request for leave must be submitted in writing to the building principal and corporation superintendent for approval prior to May 15 of the year requested, unless extenuating circumstances make this impossible.

During the special leave, the teacher maintains access to insurance benefits, but is responsible for the full cost of the premiums. Notification of returning from leave shall be submitted to the administration no later than July 1 of the year of return. Upon return from the leave, reasonable efforts will be made to place the teacher in the same or a comparable position to which the teacher held prior to the leave. When this is not possible in the Board's judgment, the returning teacher shall be offered another bargaining unit position. Refusal to accept the position offered shall constitute resignation.

## **PAID LEAVES**

### **A. FAMILY ILLNESS**

1. Teachers shall be entitled to five (5) days per school year in the event of an illness or accident involving a member of the teacher's immediate family. If the five (5) family illness days are not used, they transfer to sick leave at end of the school year.
2. In the event more days are needed for this purpose, a teacher may transfer two (2) personal illness days to cover family illness. These days may also be placed in the Sheridan Education Association Sick Leave Bank.
3. The term "immediate family" shall be construed to mean spouse, children, parents, grandparents, grandchildren, brothers, sisters, and other similar relationships established by marriage, and others living in the home of the teacher.

### **B. PROFESSIONAL LEAVE**

#### **Teacher Option**

The Board agrees that two (2) days may be granted to teachers with pay for professional growth. Teachers may attend workshops, conferences, seminars, or visitations of their choice. Teachers will pay registration, mileage, meals, and room charges. Proof of attendance will be required.

#### **Administrative Option**

The Board agrees that one (1) day shall be granted for attending and/or participating in professional meetings relating to education workshops, seminars or conferences sponsored by industry professional association, colleges, universities, or governmental agencies concerned with public school matters; and/or visitations to other school corporations or educational institutions for the purposes of observing instructional techniques or other instructionally-oriented programs.



1. Additional paid professional leave days may be provided at the discretion of the Superintendent.
2. The Board agrees to pay the registration cost involved plus mileage at the current IRS rate up to a total distance of 300 miles for the round trip from Sheridan and return. The employee is responsible for any remaining costs. If there are extenuating circumstances, consideration can be requested to the superintendent.

**C. JURY DUTY LEAVE OR MANDATORY COURT APPEARANCE**

Teachers called for jury duty or subpoenaed to appear in court shall be paid at their normal daily rate from the Sheridan Community Schools during the time they are required by the Court to be absent from the school. However, they shall turn in to the school corporation any remuneration they receive from the Court for such duty, minus mileage paid to the teacher. In the event a teacher is subpoenaed to testify against the School Corporation in litigation, the teacher shall not receive the normal daily rate but may use personal leave time.

**D. BEREAVEMENT LEAVE**

1. In case of a death or simultaneous deaths in the immediate family, the teacher shall be entitled to paid leave of a maximum of five (5) school days. With one exception, the five leave days are to be taken consecutively and each weekday school recess during this consecutive period shall reduce the maximum number of leave days one for one as if it was a leave day. The one exception shall be in the case of the teacher being designated the executor of the deceased family member's estate. In such a case, the teacher may forego using all five days consecutively, using one or two of these days at any later date or dates, within one calendar year of the death or deaths, the teacher deems necessary to carry out his/her duties as an executor. Immediate family shall mean spouse, children, parents, grandparents, grandchildren, brothers, sisters, and each similar relationship established by marriage or others living in the home of the teacher or those approved by the superintendent.
2. In case of the death of a teacher's uncle, aunt, niece, nephew or cousin, if the place of the funeral is more than 200 miles from Sheridan, two (2) bereavement days will be allowed for travel to the funeral; otherwise one day will be permitted.

**E. SICK LEAVE**

Sick leave days will be credited annually to each teacher on the first day of the school year as follows:

1. Teachers shall be granted eight (8) days of sick leave each year. Unused days will be added to the accumulated sick leave at the end of the school year.
2. Sick leave days may accumulate without limit.
3. Sick leave days may be taken in whole or half day units.

Procedure to be followed in the use of sick leave days:

1. A teacher shall notify the appropriate official as early as possible if he/she is unable to report for duty. No reason shall be required other than personal illness.
2. Whenever a teacher is absent due to illness for more than five (5) consecutive working days, the Superintendent or his/her designee may request a physician's statement as to the nature of the illness and the need to be absent from duty. Such physician's statement, if requested, shall be paid for by the Board.

The Sheridan Community Schools will comply with all conditions and requirements as set forth in the Family and Medical Leave Act of 1993. (29 U.S.C. 2601 et seq.)

#### **SICK LEAVE BUYOUT**

Annually by no later than June 30<sup>th</sup>, the Sheridan Community Schools will buy all unused sick leave days above one hundred eighty-four (184) days at the prevailing substitute teacher daily rate of pay, not to exceed 13 days in any given year.

1. This money shall be deposited into an unallocated or individual VEBA/HRA account which has been established by the school corporation for the given teacher as provided for in Article VI, Sections C and E, below.
2. This VEBA/HRA account shall be administered by parties' vendor of the IRS Section 401 (a).
3. Said VEBA/HRA account shall vest after ten (10) years of employment in the district with such years coming before and/or creation of this benefit.
4. These VEBA/HRA contributions and the amount generated by the agreed rate of return shall be used to discount dollar for dollar any benefits due a retiring teacher pursuant to Article VI, Section A and B, below.
5. Contributions to individual VEBA/HRA accounts shall be controlled by the applicable VEBA/HRA provisions found at article VI, below.

#### **F. PERSONAL LEAVE**

1. Teachers shall be granted five (5) days per year for the transaction of personal business.
2. Request for use of these days shall be submitted in writing at least two (2) days prior to the use of days.
3. In case of emergency, the two (2) days' notice requirement can be waived by the Superintendent.
4. Unused personal leave days will be transferred to accumulated sick leave at the end of the school year. The rate of transfer will be one (1) day of sick leave for each unused day of personal leave.

## **G. FAMILY LEAVE**

Sheridan Community Schools believes that pursuing a career and caring for one's family are complementary, not contradictory. As part of that commitment, parental leave shall be offered to teachers as follows.

A teacher who has been employed by Sheridan Community Schools for a minimum of six (6) consecutive months may request and receive up to four (4) weeks of paid leave upon one of the following events:

1. The birth of the teacher's child;
2. The placement of a child for adoption with the teacher.

Requests for parental leave should be requested from the administration. Parental leave runs concurrently with Family and Medical Leave Act and Maternity Leave described in 1E for any teacher eligible for such leave. Any parental leave not taken within the six (6) months after the birth or the placement for adoption or prior separation from employment is forfeited at the earlier of those two events.

## **H. MILITARY LEAVE**

Paid military leave shall be granted to any teacher who is inducted into any branch of the armed forces of the United States for two weeks (10 work days). Unpaid military leave shall also be granted to any teacher who is inducted into any branch of the armed forces of the United States. Upon return from such leave, a teacher shall be placed in the salary schedule at the level which he/she would have achieved had he/she remained actively employed in the corporation during the period of his/her absence up to a maximum of four (4) years. The teacher shall have up to sixty (60) days after being released from active duty to notify the Board of his/her intention to return to the corporation.

## **OTHER LEAVES**

### **A. 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 Appendix C 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.

#### **B. RETURN FROM LEAVE**

Upon return from any leave, a teacher shall be assigned to the same position held prior to the leave if it still exists. If the position no longer exists, the teacher will be assigned to an equivalent position that is in the best interest of the district.

However, this provision shall not prevent mutually agreeable reassignments or transfers, nor shall it grant rights to an individual returning from a leave which are not granted to any other teacher. During any approved paid or unpaid leave, a teacher's seniority, experience credit and experience credit pursuant to Article V and continuity of service for purposes of the teacher's tenure status shall be considered frozen but uninterrupted.

#### **C. PERSONAL INJURY LEAVE**

Absence of a teacher due to injury incurred in the course of the teacher's employment shall not be charged against the teacher's personal illness leave days. The board shall pay to such teacher the difference between his/her salary and the benefits received under the Indiana Workers Compensation Act for the duration of such absence.

## **ARTICLE IV: RETIREMENT BENEFITS**

### **A. SEVERANCE SAVINGS PLAN (SSP)**

1. All new employees hired or employees previously employed by Sheridan Community Schools and re-hired after June 1, 2000, are only eligible for Severance Savings Plan (SSP) provided in this section. A newly hired or re-hired employee's non-forfeitable percentage of accrued assets in individual accounts resulting from employer contributions is subject to the following vesting schedule.

a. First school year of employment	0%
b. Second school year of employment	20%
c. Third school year of employment	40%
d. Fourth school year of employment	60%
e. Fifth school year of employment	80%
f. Sixth school year of employment	100%
2. Effective with the 2005-2006 work year and thereafter, the employer's annual SSP contribution shall be 1.5% of the given employee's basic teacher's salary into the given employee's 401a account provided the employee has made a contribution of no less than \$475 into his/her 403 b account(s).
3. 401a- is defined as the employer contribution.
4. 403b- is defined as the employee contribution.
5. The Board will select the vendor who will administer the employer's contribution (401a). If a bargaining unit member is currently participating in a 403b plan, the employee may maintain that vendor.
6. In the event of the death of an employee, all benefits shall be paid to the beneficiary named with the Indiana State Teachers Retirement Fund.

### **B. CONTINUATION OF INSURANCE COVERAGE/VEBA**

1. Health Insurance: A teacher retiring from the Sheridan Community Schools who has served the Corporation not less than ten (10) years shall be eligible to continue participation in the health insurance program until eligible for Medicare provided the retired teacher pays in advance 100% of the monthly premium for such coverage.
2. Vision & Dental: A teacher retiring from the Sheridan Community Schools who has served the Corporation not less than ten (10) years shall be eligible to continue participation in the vision and/or dental insurance programs for so long as the retired teacher pays in advance 100% of the monthly premium(s) for such coverage.

### **C. VEBA/HRA**

1. The Board will maintain a VEBA/HRA plan for all qualifying employees with such plan subject to all applicable IRS rules and regulations.

By May 1 each year, SCS will fund each individually created VEBA/HRA account an annual amount equal to 0.75% of the teacher's annual salary (not including ECA amounts) for members of the bargaining unit.

1. Vestment occurs upon separation from service after ten (10) years of employment in the district with such years coming before and/or after creation of this benefit (March 31, 2007).
2. SCS will pay the vendor account fee for the first five years of employment. Beginning in the sixth year of employment, the teacher will be responsible for 100% of fees.
3. In no case shall the school district be forced to fund more than the yearly contribution as stipulated in Article VI, Section E.
4. The vendor for this program shall be the same vendor used for the school corporation's 401(a) program.
5. If a teacher leaves before vestment occurs, all SCS contributions plus or minus the investment return/loss to the teacher's account will be placed in a forfeiture fund. SCS may use funds in the forfeiture fund to pay fees incurred in Article VI, Section E (2).
6. Contributions from bought out sick leave days that are made after a teacher's individual VEBA/HRA account has been created shall be made directly into the teacher's account.

# **ARTICLE V: PROFESSIONAL COMPENSATION**

## **A. SALARY RANGE**

The salary range for the 2023-2024 school year is \$40,003 to \$85,280, and is listed in Appendix A.1. The salary range for the 2024-2025 school year is \$42,028 - \$85,280 and is listed in Appendix A.2.

## **B. SALARY MOVEMENT WITHIN THE TABLE**

### **1. Eligibility**

- a. A teacher receiving an ineffective or improvement necessary rating is not eligible for a salary increase. However, teachers in their first two full years of instructing students are exempt from the evaluation rating eligibility requirement and are eligible for a salary increase regardless of their evaluation rating in the prior school year.
- b. A teacher must have been under contract at least one hundred twenty (120) days for the district as defined by the Indiana Public Retirement System.

### **2. Factors**

- a. Evaluation: The teacher received an effective or highly effective evaluation rating for the prior school year.
- b. Education: The teacher possesses a content area Master's degree as defined by the Indiana Department of Education. (see F. pg 15)

### **3. Movement**

- a. Teachers will remain on the row corresponding to their TRF years of experience with no increase or increment in salary, wages or benefits until a new contract is executed.

## **C. PLACEMENT OF NEW TEACHERS**

New teachers with no previous experience shall enter the schedule and be placed in row 0 and their appropriate degree column.

Teachers being hired with previous experience shall be placed in the appropriate column that matches their current degree/education.

- a. Credit will be granted toward salary as computed on the salary schedule in Appendix A to this Agreement and retirement pay as provided for in Article IV of this Agreement as follows:
  - 1) A year of experience shall be defined as it is by Indiana TRF (Non-public or non-Indiana school experience shall be measured against Indiana TRF definition of a year as though they had been employed in an Indiana public school).

2) Each verified full year of public, private, or parochial school teaching experience in an approved accredited elementary or secondary school in the United States, its territories, or official overseas divisions shall be credited as one year for the purposes of salary placement

3) Notwithstanding the above subparagraphs 1 and 2, a teacher who teaches one or more semesters at Sheridan Community Schools on a temporary teacher contract may be credited a full year for that experience for the purposes of salary placement on a regular teacher's contract the following year.

- b. Credit on the salary schedule in Appendix A shall be given for each year of active military service up to a maximum of four years. A minimum of six months military service in a school year period is necessary to qualify for a year of service.

**D.** The Board agrees to grant additional experience credit on the salary schedule as mandated by the Indiana Department of Education, state law, or Federal law. (The Sheridan Community Schools Board of School Trustees agrees to pay any and all legal fees that might be required to defend this provision.) (ARTICLE V).

**E.** A teacher shall not be hired pursuant to an agreement with the teacher and/or the Association that the teacher receives more or less than the full credit for service the teacher is entitled to under this Article.

**F.** 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.

**G.** All teachers shall receive credit on the salary schedule for outside teaching experience as per Article V of this agreement. No teacher shall be employed for more or less credit than authorized by this Article V.

- 1. Teachers shall receive equal payment installments in accordance with the calendar of pay dates presented in Appendix F.



2. A teacher who severs employment during the school year (i.e. due to resignation, death, etc.) will receive their remaining pay in a final paycheck on the next regularly scheduled payday.
  3. A teacher who severs employment at the end of the school year will continue to receive their remaining pay in accordance with the calendar of pay dates presented in Appendix F.
- H.** The basic salaries of teachers covered by this agreement are set forth in Appendix A.1 attached hereto and incorporated herein.
- I.** Portions of this provision unrelated to wages are the school's policy, were not bargained, and are included for informational purposes only: All extra-duty assignments as set forth in Appendix B of this agreement shall be voluntary and shall be compensated in accordance with the provisions of this agreement without deviation.
- J.** Portions of this provision unrelated to wages are the school's policy, were not bargained, and are included for informational purposes only: The Corporation is allowed to offer to Teachers, who are certified, the opportunity to teach a class during the Teacher's preparation period. It is understood that each Teacher(s) who accept(s) such a responsibility will be compensated in the amount of an 1/7 their base salary above their base salary. There is no obligation of the Corporation to offer a Teacher this opportunity, and there is no obligation of the Teacher to accept the offer.
- K.** Portions of this provision unrelated to wages are the school's policy, were not bargained, and are included for informational purposes only: The Corporation is allowed to offer to Teacher(s), the opportunity to provide coverage during their prep period on a daily basis. It is understood that each Teacher(s) who accept(s) such a responsibility will be compensated in the amount of \$15/period. There is no obligation of the Corporation to offer a Teacher this opportunity, and there is no obligation of the Teacher to accept the offer.

## **ARTICLE VI: GROUP INSURANCE**

- A.** Board agrees to contribute toward the following premiums annually for the 2023-2024 school year of the present medical/dental insurance policy available in the Sheridan School Corporation:

Plan 6 Single; Seven thousand seven hundred and ninety-six (\$7796)

Plan 6 Family; Twelve thousand four hundred and eight-eight (\$12,488)

Plan 7 Single; Seven thousand seven hundred and thirty-six (\$7,736)

Plan 7 Family; Twelve thousand three hundred and twenty (\$12,320)

Plan 8 Single; Six thousand six hundred and eighty (\$6,680)

Plan 8 Family; Seven thousand two hundred and eighty (\$7,280)

The corresponding plans maximum contribution by the Board for a teacher with a teacher spouse in Sheridan is 2x the single contribution annually. Regardless of the dollar amounts specified above, the maximum board contribution during any given school year for any coverage the teacher uses shall be one hundred percent (100%) of the premium for the given coverage less one dollar (\$1.00). Where teacher contribution in excess of one dollar (\$1.00) is required, those deductions shall be made in equal installments from the employee's regular pay in the calendar year for the period of said year that the teacher is covered by the plan. In regard to any teacher who opts out on using the Board provided medical insurance coverage, the Board shall pay one hundred percent (100%) of the premium for dental insurance coverage, single or family, as the teacher desires, less one dollar (\$1.00).

For the 2024-2025 school year, the Board agrees to contribute up to a 4% increase. If the increase by our insurance trust is higher than 4%, the remaining amount will be paid by the employee.

- B.** The Board agrees to contribute all except one dollar (\$1.00) per year per participating teacher towards the premium cost of a Long-term Disability Insurance Policy that for a benefit of 60% of the teacher's annual salary up to a maximum monthly indemnity of \$5,000 per month after a 90 consecutive day waiting period.
- C.** The Board agrees to contribute all except one dollar (\$1.00) per year per participating teacher towards a fifty thousand-dollar \$50,000 Term Life Insurance Policy for each teacher covered by this Agreement.

- D.** The Board agrees to provide Vision Coverage and pay the lesser of 100% or \$90 for single coverage and the lesser of 100% or \$175 for family coverage per year toward the cost of the premium.
- E.** In all of the above cases that require employee contribution of one dollar (\$1.00), deductions shall be made from the employee's first paycheck in January of each year.
- F.** An Insurance Committee shall remain in effect. It shall be composed of five (5) members; three (3) to be selected by the Association, one (1) by the Board and one (1) by the non-certificated employees. This Committee shall study all the insurance coverage for the school corporation and recommend to the Board the coverage and carriers in each insurance area. No change in the carrier or benefit design will be made without the mutual agreement and consent of the Association.
- G.** The benefits provided to employees by IRS Section 125 of shall be made available to any bargaining unit member so requesting.
- H.** Open enrollment is a thirty (30) day window that allows employees who work in a position eligible for health insurance to enroll themselves (or add eligible family members to their plan for an October 1<sup>st</sup> effective date. There are three (3) times that an employee may enroll themselves or eligible family members on our plan:
  - 1. New Hires may enroll within thirty-one (31) days of their eligibility date.
  - 2. Employees with a HIPAA qualifying event may enroll within thirty-one (31) days of the HIPAA event.
  - 3. During open enrollment, which is 8/15 to 9/15 with a 10/1 effective date.
  - 4. Enrollment is contingent on the employee submitting all required paperwork during their thirty-one (31) day window.

## **ARTICLE VII: 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 29–34 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.
1. 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.
2. 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.
9. The term "school days" shall mean work days (exclusive of Saturdays, Sundays, and Corporation holidays) and shall not include Christmas, Spring and Summer vacations.

## **ARTICLE VIII: OTHER WORK / SUMMER SCHOOL**

- A.** Extra Work, such as curriculum work that is required to be completed during school break periods including summer will be paid at an hourly rate equivalent to the teacher's hourly rate based on their contract at 7.5 hours per day. This provision also includes attendance at required professional development or training sessions outside the work day or during break periods including summer but excludes activities that have traditionally occurred during meetings such as faculty, PLC, grade level, etc that occur as extension of the school day.
- B.** A teacher assigned to teach a summer school class shall be paid for each hour of student instruction on an hourly rate basis. The teacher's regular hourly rate will be computed by dividing the teacher's per diem under the teacher's regular contract by six (6). However, in those circumstances where the summer school class teacher's salary is being paid through a grant, the Superintendent shall have the discretion to compute the teacher's per diem under the teacher's regular contract by seven and one-half (7.5) if necessary in order to adequately staff the grant supported class.
- C.** Portions of this provision unrelated to wages are the school's policy, were not bargained, and are included for informational purposes only: With prior notice to the Superintendent's office, a summer school teacher may use leave as provided in this Agreement during the summer school day. Leave time will be deducted in one-half day increments if the class is 3 hours or less. When possible, a teacher shall give at least 24 hours' notice of such leave in order to qualify for use of leave under this provision. Substitutes will be provided on the same basis as during the regular school year.

## **ARTICLE IX: MISCELLANEOUS**

- A.** The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in an amendment hereto.
  
- B.** Should any Article, Section, or Clause of this Agreement be declared illegal by a court of competent jurisdiction, said Article, Section, or Clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violates the law, but the remaining Articles, Sections, and Clauses shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted Article, Section, or Clause.
  
- C.** Conditions for re-opening this two-year contract include the following:
  - 1. If there is an increase of 40 students or more in the fall ADM count.
  - 2. If there is a decrease of 30 students or more in the fall ADM count.



# ARTICLE X: ATTESTATION & TERM OF AGREEMENT

On the day of 13 November 2023 at 4:00pm, a public hearing was held as described in IC 20-29-6-1 (b) was held at Sheridan Middle School, Central Office, and electronic participation from the parties and/or public was permitted.

On the day of 16 November 2023 at 5:00pm, a public meeting was held in compliance with IC 20-29-6-1(b) at Sheridan Middle School, Central Office, and electronic participation from the parties and/or public was permitted.

The terms and conditions of this agreement shall become effective on **July 1, 2023**, and shall continue in effect through **June 30, 2025** with all issues having been considered and agreed upon.

Therefore, this agreement is made and entered into this 16th day of November, 2023 by and between the Board and the Association, as defined herein, and is attested to by the representatives whose signatures appear below. The Board ratified the CBA on **November 16, 2023** and the Association ratified the CBA on **November 15, 2023**, and is attested to by the respective representatives whose signatures appear below.

Article X is attested to by the Board and Association representatives whose signatures appear below.

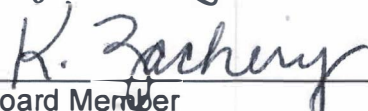
Attested on this the **16th day of November, 2023**.

## SHERIDAN BOARD OF SCHOOL TRUSTEES

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Board Member

  
\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

  
\_\_\_\_\_  
Superintendent

Date Ratified: November 16, 2023

## SHERIDAN EDUCATION ASSOCIATION

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Bargaining Team Member

  
\_\_\_\_\_  
Bargaining Team Member

  
\_\_\_\_\_  
Bargaining Team Member

  
\_\_\_\_\_  
Bargaining Team Member

Date Ratified: November 15, 2023

**Appendix A.1**  
**2023-2024**

0	40,003	42,715
1	41,003	43,783
2	42,028	44,877
3	43,079	46,000
4	44,156	47,150
5	45,260	48,328
6	46,391	49,537
7	47,551	50,775
8	48,740	52,044
9	49,958	53,345
10	51,207	54,679
11	52,487	56,046
12	53,799	57,447
13	55,144	58,883
14	56,523	60,356
15	57,936	61,864
16	59,385	63,411
17	60,869	64,997
18	62,391	66,622
19	63,950	68,287
20	65,550	69,993
21	67,188	71,743
22	68,868	73,537
23	70,589	75,375
24	72,354	77,259
25	74,163	79,191
26	76,017	81,171
27	77,917	83,200
28	79,865	85,280

**Appendix A.2**  
**2024-25**

0	42,028	44,877
1	43,079	46,000
2	44,156	47,150
3	45,260	48,328
4	46,391	49,537
5	47,551	50,775
6	48,740	52,044
7	49,958	53,345
8	51,207	54,679
9	52,487	56,046
10	53,799	57,447
11	55,144	58,883
12	56,523	60,356
13	57,936	61,864
14	59,385	63,411
15	60,869	64,997
16	62,391	66,622
17	63,950	68,287
18	65,550	69,993
19	67,188	71,743
20	68,868	73,537
21	70,589	75,375
22	72,354	77,259
23	74,163	79,191
24	76,017	81,171
25	77,917	83,200
26	79,865	85,280

## APPENDIX B ECA SCHEDULE

Base Salary Amount \$40,003

Index\* 2023-2024

<b>Athletic ECA's</b>		
<b>Fall</b>		
<b>Athletic ECA's Payment Schedule; 1/2- August 17, 2023; 1/2- September 28, 2023</b>		
<b>Cheerleading Fall</b>		
Varsity Cheerleading Coach (Fall)	0.03906	\$1,563
Jr Varsity Cheerleading Coach (Fall)	0.02856	\$1,142
Freshman Cheerleading Coach (Fall)	0.015	\$600
8th Grade Cheerleading Coach (Fall)	0.01575	\$630
7th Grade Cheerleading Coach (Fall)	0.015	\$600
6th Grade Cheerleading Coach (Fall)	0.014255	\$570
<b>Golf</b>		
Varsity Girls Golf	0.0827	\$3,308
<b>Cross Country</b>		
Varsity Cross Country	0.0827	\$3,308
Varsity Assistant Cross Country (approved for 24-25)	0.06	\$2,400
Middle School Cross Country	0.0483	\$1,932
<b>Football</b>		
Varsity Football	0.2624	\$10,497
Assistant Football	0.1594	\$6,376
Assistant Football	0.0827	\$3,308
Assistant Football	0.0756	\$3,024
Freshman Football	0.0694	\$2,776
Assistant Freshman Football	0.0453	\$1,812
8th Grade Football	0.0515	\$2,060
8th Grade Football Assistant	0.0312	\$1,248
7th Grade Football	0.0485	\$1,940
7th Grade Football Assistant	0.0312	\$1,248
<b>Volleyball</b>		
Varsity Volleyball	0.1022	\$4,088
Assistant Varsity Volleyball	0.06	\$2,400
JV Volleyball	0.06	\$2,400
JV Assistant Volleyball (approved for 24-25)	0.06	\$2,400
8th Grade Volleyball	0.0507	\$2,028
7th Grade Volleyball	0.0431	\$1,724
<b>Soccer</b>		
Varsity Boys Soccer	0.1022	\$4,088
Varsity Boys Soccer Assistant	0.0575	\$2,300
JV Boys Soccer (approved for 24-25)	0.0575	\$2,300
Varsity Girls Soccer	0.1022	\$4,088
Varsity Girls Soccer Assistant	0.0575	\$2,300
JV Girls Soccer Coach (Approved for 24-25)	0.0575	\$2,300
<b>Winter</b>		
<b>Athletic ECA's Payment Schedule; 1/2- October 26, 2023; 1/2- January 18, 2024</b>		
<b>Cheerleading Winter</b>		
Varsity Cheerleading Coach (Winter)	0.03906	\$1,563
Jr Varsity Cheerleading Coach (Winter)	0.02856	\$1,142
Freshman Cheerleading Coach (Winter)	0.015	\$600
8th Grade Cheerleading Coach (Winter)	0.01575	\$630
7th Grade Cheerleading Coach (Winter)	0.015	\$600
6th Grade Cheerleading Coach (Winter)	0.014255	\$570
<b>Wrestling</b>		
Varsity Wrestling	0.13	\$5,200
Varsity Girls Wrestling	0.13	\$5,200
Assistant Wrestling	0.0642	\$2,568
Assistant Girls Wrestling	0.0642	\$2,568
Middle School Wrestling	0.0453	\$1,812
Assistant Middle School Wrestling	0.022585	\$903
<b>Boys Basketball</b>		
Varsity Boys Basketball	0.2624	\$10,497

Varsity Boys Assistant Basketball	0.1211	\$4,844
JV Boys Basketball	0.1211	\$4,844
JV Assistant Boys Basketball	0.0694	\$2,776
Freshman Boys Basketball	0.0694	\$2,776
8th Grade Boys Basketball	0.0642	\$2,568
7th Grade Boys Basketball	0.0535	\$2,140
6th Grade Boys Basketball	0.0229	\$916
<b>Girls Basketball</b>		
Varsity Girls Basketball	0.2624	\$10,497
Varsity Girls Asst. Basketball	0.1211	\$4,844
JV Girls Basketball	0.1211	\$4,844
JV Assistant Girls Basketball	0.0694	\$2,776
Freshman Girls Basketball	0.0694	\$2,776
8th Grade Girls Basketball	0.0642	\$2,568
7th Grade Girls Basketball	0.0535	\$2,140
6th Grade Girls Basketball	0.0229	\$916
<b>Spring</b>		
<b>Athletic ECA's Payment Schedule; 1/2- March 28, 2024; 1/2- May 23, 2024</b>		
<b>Golf</b>		
Varsity Boys Golf	0.0827	\$3,308
Varsity Girls Golf	0.0827	\$3,308
Middle School Golf	0.04215	\$1,686
<b>Baseball</b>		
Varsity Baseball	0.1276	\$5,104
Assistant Baseball	0.0756	\$3,024
JV Baseball	0.0756	\$3,024
JV Assistant Baseball	0.0756	\$3,024
<b>Softball</b>		
Varsity Girls Softball	0.1276	\$5,104
Asst. Varsity Girls Softball	0.0756	\$3,024
JV Softball	0.0756	\$3,024
JV Assistant Softball	0.0756	\$3,024
<b>Coed Track</b>		
Varsity Girls Track	0.0805	\$3,220
Assistant Varsity Girls Track	0.06	\$2,400
Varsity Boys Track	0.0805	\$3,220
Assistant Varsity Boys Track	0.06	\$2,400
Middle School Track	0.05311	\$2,125
Middle School Track	0.05311	\$2,125
<b>Non-Athletic ECA's</b>		
<b>Non-Athletic ECA's over \$750 Payment Schedule; 1/2- December 7, 2023; 1/2- May 9, 2024</b>		
Band and Pep Band (School Year)	0.1725	\$6,901
Assistant Band and Pep Band (School Year)	0.07	\$2,800
Summer Marching Band (Certified)	0.0805	\$3,000
Summer Marching Band Assistant (Certified)	0.06	\$2,000
Summer Color Guard Instructor	0.02856	\$1,142
Summer Marching Band Assistant	0.02856	\$1,142
Summer Marching Band Assistant	0.02856	\$1,142
Junior Class Co-Sponsors	0.025	\$1,000
Junior Class Co-Sponsor	0.025	\$1,000
SCS Drama	0.0416	\$1,200
SCS Drama	0.0416	\$1,200
SCS Drama	0.0416	\$1,200
SCS Drama	0.0416	\$1,200
FCCLA	0.0208	\$832
High School Student Council Sponsor	0.025	\$1,000
High School Student Council Sponsor	0.025	\$1,000
Sunshine Society Sponsor	0.0208	\$832
SCS Choir Director	0.0208	\$832
Syllabus	0.05	\$2,000
SMS Yearbook	0.02409	\$964
SMS Student Council	0.023	\$920
Chemical Control Officer	0.05	\$2,000
Auditorium Director	0.04818	\$1,927

MS Activities Director	0.1034	\$4,136
<b>Non-Athletic ECA's</b>		
<b>Non-Athletic ECA's less than \$750 Payment Schedule; 1 payment- May 9, 2024</b>		
ESports Club	0.0125	\$500
Senior Class Co-Sponsors	0.0125	\$500
Senior Class Co-Sponsor	0.0125	\$500
Sophomore Class Co-Sponsors	0.0083	\$332
Sophomore Class Co-Sponsor	0.0083	\$332
Freshman Class Co-Sponsors	0.0083	\$332
Freshman Class Co-Sponsor	0.0083	\$332
HS Dept Head -Math	0.0166	\$664
HS Dept Head -Social Studies	0.0166	\$664
HS Dept Head -English/Language	0.0166	\$664
HS Dept Head -Fine Arts	0.0166	\$664
HS Dept Head -Science	0.0166	\$664
HS Dept Head -Health/PE	0.0166	\$664
HS Dept Head -Guidance/Special Services	0.0166	\$664
HS Dept Head -Vocational/Practical Services	0.0166	\$664
HS Dept Head -World Languages	0.0166	\$664
HS Dept Head -Special Ed	0.0166	\$664
MS Dept Head -Social Studies	0.0166	\$664
MS Dept Head -Science	0.0166	\$664
MS Dept Head -English/Language Arts	0.0166	\$664
MS Dept Head -Math	0.0166	\$664
MS Dept Head -Special Ed	0.0166	\$664
SES Team Leader K	0.0166	\$664
SES Team Leader 1	0.0166	\$664
SES Team Leader 2	0.0166	\$664
SES Team Leader 3	0.0166	\$664
SES Team Leader 4	0.0166	\$664
SES Team Leader 5	0.0166	\$664
SES Team Leader Specials	0.0166	\$664
SES Team Leader Special Ed	0.0166	\$664
HH/MS Activities -Mock Trial	0.0083	\$332
HS/MS Activities -Speech	0.0083	\$332
HS/MS Activities -Debate	0.0083	\$332
HH/MS Activities -Health/Wellness	0.0083	\$332
HS/MS Activities -Graphic Novel	0.0083	\$332
HS/MS Activities -FFA Soil	0.0083	\$332
HS/MS Activities -OMOC	0.0083	\$332
HS/MS Activities -Transistion Svc	0.0083	\$332
HS/MS Activities -Transistion Svc	0.0083	\$332
HS/MS Activities -Robotics	0.0083	\$332
HS/MS Activities -FFA #1	0.0083	\$332
HS/MS Activities -FFA #2	0.0083	\$332
HS/MS Activities -Creative Writing	0.0083	\$332
HS/MS Activities -Nerd Herd	0.0083	\$332
HS/MS Activities -SADD	0.0083	\$332
HS/MS Activities -Kwianis	0.0083	\$332
HS/MS Activities -FFA	0.0083	\$332
HS/MS Activities -Video / Awarnesss	0.0083	\$332
HS/MS Activities -Genius / Quiz Bowl	0.0083	\$332
HS/MS Activities -Girls Book Club	0.0083	\$332
HS/MS Activities -GEMS Club	0.0083	\$332
Senior Honor Society Sponsor	0.0083	\$332
Junior Honor Society Sponsor	0.0083	\$332
SES Yearbook	0.01204	\$482
Art Fair Director	0.0083	\$332
Art Fair Director	0.0083	\$332
Spanish Club Sponsor	0.0083	\$332
Spanish Club	0.0083	\$332
Elementary Clubs Sponsor K-Kids	0.0083	\$332
Elementary Clubs Sponsor Govt	0.0083	\$332
Elementary Clubs Sponsor Math	0.0083	\$332

Elementary Clubs Sponsor STEM -Other	0.0083	\$332
Elementary Clubs Sponson STEM -Robotics	0.0083	\$332
HS Academic Quiz Bowl -English	0.00511	\$204
HS Academic Quiz Bowl -Fine Arts	0.00511	\$204
HS Academic Quiz Bowl -Social Studies	0.00511	\$204
HS Academic Quiz Bowl -Math	0.00511	\$204
HS Academic Quiz Bowl -Science	0.00511	\$204
MS Academic Quiz Bowl	0.00511	\$204
MS Academic Quiz Bowl SuperBowl	0.00511	\$204
MS Academic Quiz Bowl SuperBowl	0.00511	\$204
MS Academic Quiz Bowl SuperBowl	0.00511	\$204
HS Academic Bowl Future Problem Solving	0.00511	\$204
MS Academic Bowl Future Problem Solving	0.00511	\$204
HS Academic Spell Bowl	0.0102	\$408
MS Academic Spell Bowl	0.0102	\$408
HS Foreign Lang. Quiz Bowl	0.01009	\$404
HS Foreign Lang. Quiz Bowl	0.01009	\$404
SADD Club Sponsor	0.00903	\$361
<b>Not connected to INDEX</b>		
Prom		\$560
Prom		\$560
Media Liaison		\$12,000
\$1000 per month		
Weight Coach		\$9,000
\$20 hr. (450 hr Max)		
Mentor Teacher (Varies based on need)	approx	\$4,800
\$800 per teacher - 1 year		

# 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 # \_\_\_\_\_

# APPENDIX D – PERSONNEL FILE REVIEW

## Acknowledgment of Opportunity To Review Document to be Place in Teacher’s Personnel File

Teacher Name: \_\_\_\_\_ Total Number of Pages: \_\_\_\_\_

Description of Document(s) and Attachments:

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

I agree that I have been provided the opportunity to review the document(s) described above as provided for in Article IV, paragraph 5D of the collectively bargained agreement between Sheridan Board of School Trustees and the Sheridan Education Association. By my signature below, I acknowledge that I have had this opportunity and I do not indicate that I either agree or disagree with the content of the document(s) described.

Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Teacher Printed: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Witnessed by: \_\_\_\_\_



**SHERIDAN EDUCATION ASSOCIATION & SHERIDAN SCHOOLS CORPORATION**

**GRIEVANCE FORM – STEP II -- FORMAL**

A. Statement of Grievance:

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

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C. Relief sought:

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\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

D. Disposition by Principal:

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\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

E. Position of Grievant and/or Association:

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\_\_\_\_\_  
Grievant's Signature

\_\_\_\_\_  
Date

**SHERIDAN EDUCATION ASSOCIATION & SHERIDAN SCHOOLS CORPORATION**

**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 of Board of Education Date

B. Reason for appeal:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

C. Date of Board Hearing: \_\_\_\_\_

D. Disposition of the Board:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date Response to Grievant: \_\_\_\_\_  
Date

E. Position of Grievant and/or Association:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



