

MASTER CONTRACT
BETWEEN
THE BOARD OF SCHOOL TRUSTEES OF
FLAT ROCK-HAWCREEK SCHOOL
CORPORATION
AND
THE FLAT ROCK-HAWCREEK TEACHERS'
ASSOCIATION
FOR
2019-20
2020-21
SCHOOL YEARS

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ARTICLE I RECOGNITION

The Board and the Association recognize and declare that providing quality education for the children of the Flat Rock-Hawcreek School Corporation is their mutual aim and the Board and its designated representatives have met with representatives of the Association and entered in to extended deliberate negotiations concerning wages and other terms and conditions of employment as enumerated in this Master Contract between the parties.

- A. The Board of School Trustees of the Flat Rock-Hawcreek School Corporation hereinafter referred to as the "School Corporation" or "Board," hereby recognizes the Flat Rock-Hawcreek Teachers' Association, hereinafter referred to as the "Association" as the exclusive bargaining representative for all full-time and part-time teachers employed in the School Corporation except the Superintendent, Principals, Assistant Principals, Deans, Coordinator of E-Learning and Library Media, Directors of Guidance, Director of Technology, and Athletic Director.
- B. "Teacher" means any certificated school employee under teaching contract with the Corporation for the 2019-20 and 2020-21 School Years who is a member of the Association's bargaining unit.

ARTICLE II - PROFESSIONAL WAGES/SALARY

A. WAGES/SALARY COMPENSATION

1. All current teacher salaries prior to ratification of this contract range between **\$ 34,000 and 64,800** . **Once ratified, salaries range between \$34,000 and \$68,050.**
2. The total amount available to fund salary and benefit increases for this CBA is \$202,016 .
 - i. 2019-20 \$159,786 for salary schedule increase and \$42,230 for HSA and Insurance contributions
 - ii. 2020-2021 – No increases
3. Any funds forfeited by teachers not eligible for an increase due to factors cited in appendix A section 2 will be divided equally among those teachers that qualify for an increase and paid as a one-time stipend.

B. EXTRA-CURRICULAR ACTIVITY PAY SCHEDULE

1. The extra-curricular activity pay schedule for the term of this agreement is listed in Appendix C.

ARTICLE III – WAGE/SALARY-RELATED FRINGE BENEFITS

A. PAID LEAVE.

1. **SICK LEAVE.** A teacher shall have ten (10) sick leave days for each school year in the Corporation. Unused sick leave days shall accumulate to two-hundred (200). A teacher may use accumulated sick leave days to care for ill or injured immediate family members. Immediate family shall mean spouse, children, parents, or persons domiciled in the home of the teacher.
2. **PERSONAL LEAVE.** A teacher shall have three (3) personal leave days per school year. Any unused personal leave days shall be accumulated as personal leave days at the end of the school year to a maximum of five (5). Any personal days above five (5) shall accumulate as sick leave days at the end of the school year. The number of teachers allowed to use personal leave days prior to Thanksgiving, Christmas, and Spring Vacation shall be restricted as follows:
 - a. Written requests for personal leave will be honored prior to the noted vacations and Teacher's In-service Days - on a first come first serve basis.
 - b. A School Corporation maximum of twelve (12) personal leave requests - at those appointed times - will be honored simultaneously.
 - c. Personal Leave Awarded in Exchange for Conducting Parent-Teacher Conferences and School Open Houses
 - i. Teachers shall conduct parent-teacher conferences and school open houses scheduled by the administration outside the contractual day and, in exchange, shall receive one additional personal business day.
 - ii. The additional personal business day must be used by the teacher during the same school year in which the parent-teacher conferences and open houses are conducted. If the additional personal business day is not used during the same school year in which the parent-teacher conferences and open houses are conducted, it will not be added to the teacher's total personal leave day accumulation for the next year and the teacher will lose the additional personal business leave day.
3. **BEREAVEMENT LEAVE.** The School Board will provide the following days off without loss in compensation due to death of family members:
 - a. Seven (7) school days for father, mother, mother-in-law, father-in-law, husband, wife, child or person domiciled in the home of the teacher or persons of similar relationship as established by marriage.
 - b. Five (5) school days for brother, sister, grandparents, grandchild, or persons of similar relationship as established by marriage.
 - c. Four (4) school days for aunt, uncle, niece, nephew or cousin or persons of similar relationship as established by marriage
 - d. One (1) school day for friend. (Employee must give up a sick day.)

4. **PROFESSIONAL LEAVE.** The Superintendent may grant one (1) or more professional leave days per year to each teacher requesting such leave without loss of compensation. Any one (1) *extended* professional leave request that requires a cumulative of more than nine (9) days will be approved by the school board. Professional leave days are provided for the following purposes:
 - a. Attending and/or participating in professional meetings relating to education or extracurricular workshops, seminars, or conferences sponsored by industry, professional associations, colleges, universities, or governmental agencies concerned with public school matters.
 - b. Visitation to other school corporations or educational institutions for the purpose of observing instructional techniques or other instructionally-oriented programs.

5. **JURY DUTY.** Teachers called for jury duty shall receive full compensation less any amount paid by the court for said duty.

6. **LEGAL LEAVE.** Teachers subpoenaed to appear in any court proceeding as a result of the teacher's activities in carrying out his regular employment by the Board will be granted a leave with pay for such court proceeding. This provision shall not apply if the court appearance is for the purpose of bringing legal action against the Board or the Corporation nor shall this provision apply if the teacher's court appearance is for the purpose of the teacher defending him/herself in legal action against the Board or the Corporation.

7. **PREGNANCY LEAVE.** A teacher may use her accumulated sick leave days to cover all or any portion of her pregnancy leave. Should she exhaust her accumulated sick leave days before the end of her FMLA leave, the remainder of the leave could be taken without pay or the teacher could make application to the sick leave bank.

8. **ADOPTIVE AND FOSTER CARE LEAVE.** A teacher may use up to five (5) sick leave days from his or her accumulated sick leave during any foster care leave or may use up to five (5) sick leave days from his or her accumulated sick leave during any adoptive care leave under the FMLA.

9. **ASSOCIATION LEAVE.** The Association President, or his/her designee, shall be entitled to five (5) days each year for Association business without loss of compensation. Any unused association leave days may accumulate to a maximum of seven (7) days, all of which seven days may be taken in the same school year. This accumulation shall include the association days provided for the current school year by the Master Contract.

B. SICK LEAVE BANK

1. The purpose of the sick leave bank is to relieve teachers from the undue financial burdens as a result of an absence from work due to illness, injury, or incapacitation sufficiently severe that would make their presence in school inadvisable.
2. Any certified personnel in the bargaining unit as defined in Article I, Paragraph A, shall be eligible to become a member of the sick leave bank.
3. All donated days lose their identity and become property of the sick leave bank.
4. Once a member, a teacher will remain a member of the bank as long as he/she has met the necessary donations.
5. If the bank falls below 75 days, then each member shall be assessed up to two (2) days per year.
6. The bank will be open for teachers to become members for thirty (30) working days following the opening of school each year.
 - a. New teachers may become members and if so, they will contribute two (2) days for the first time. The donation must be made within thirty (30) working days following the date of employment.

Teachers who have been in the School Corporation may become members by paying all back assessments that should have been paid had the teacher joined the bank when that teacher first had the opportunity to join.
7. The sick leave bank committee shall consist of the President of the Association, two (2) other representatives appointed by the Association, the Superintendent, and a second representative of the Board appointed by the Superintendent. The Superintendent shall be the chairperson of the committee.

The procedure to obtain use of the sick leave bank is as follows:

- a. Written application by the teacher or members of the teacher's family accompanied by a physician's certificate stating the nature, length of the disability, and prognosis of the teacher's condition, shall be submitted to the chairperson of the sick leave bank committee; Form is included in Appendix C.
- b. The applicant must be a member of the sick leave bank.
- c. The bank may be used only by the individual contributor for his/her personal illness.
- d. Days from the bank may be used only for those working days that the individual contributor is contracted during the regular school year.
- e. The applicant must use all available sick and personal leave days before

application for use of the sick leave bank will be approved by the sick leave committee. However, the sick leave bank committee may grant days retroactively. Application shall be acted upon by the entire committee, and any positive decision must be by a majority vote of the committee. The chairperson must inform the applicant, or where advisable a member of the family, of the decision of the committee. The decision of the sick leave bank committee shall be final.

- f. The chairperson shall report any positive committee decision to the business office.
- g. The maximum number of days that may be granted per teacher shall be twenty (20) working days per school year.
- h. Part-time teachers who donate to the bank on a pro rata basis receive prorated benefits.
- i. A person who has used days from the Bank will be required to repay these days to the Bank at a rate of three (3) days per year until all the days have been paid back. If an employee:
 - i. Leaves the employment of the school corporation before the total number of days is paid back, then the remaining days owed will be deducted from the employee's total accumulated personal illness leave days left at that time. However, at no time will the equivalent of the remaining days be deducted from the teacher's salary.
 - ii. Retires or dies before all days owed are paid back, the employee will not be required to pay back the balance owed.
 - iii. Remains an employee of the Flat Rock-Hawcreek Schools and decides to withdraw from the Bank, any days donated remain the property of the Bank and any days owed to the bank shall be deducted the same as if the person were continuing to be an active member.
 - iv. Owes the Bank, repayment will begin with the school year immediately following withdrawal of days from the Bank.
- j. Any retiring teacher may donate up to 20 of their remaining sick days to the sick leave bank upon retirement. Donated days can accumulate until the balance of sick leave days in the bank reach 250 days.

C. INSURANCE

1. **MEDICAL INSURANCE.** The Board agrees to provide a total of one thousand dollars (\$1000) per month for a group family plan or four hundred dollars (\$400) per month for a single plan. Said medical insurance shall be placed with a carrier that is mutually agreed upon by both parties. For the 2019-20 school year, no later than the first pay period of 2020, \$1000 will be deposited in the HSA accounts of participants in the FRHC family plan, and \$500 will be deposited in the HSA accounts of participants in the FRHC single plan. All participants must have established an HSA prior to the ratification of this contract. Deductions for the teacher's share of medical insurance premiums shall be made over twenty-four (24) pays.
2. **VISION AND DENTAL INSURANCE.** The Board agrees to offer vision and dental insurance. The cost of said insurance shall be borne entirely by the employee. The vision and dental insurance carrier(s) shall be selected by mutual agreement of both parties.
3. **LIFE INSURANCE.** The School Board hereby agrees to pay all but one dollar (\$1.00) of the premium cost of a \$50,000 term life insurance policy with double indemnity from a mutually agreeable company for each teacher upon the teacher's application and authorization of a \$ 1.00 deduction from salary. Each teacher shall have the right to purchase additional amounts of life insurance at his/her own expense.
4. **LONG TERM DISABILITY INSURANCE.** The Board hereby agrees to pay all but one dollar (\$1.00) of the premium cost of a Long-Term Disability Plan for each teacher upon the teacher's application and authorization of a \$ 1.00 deduction from salary. Such insurance would provide for a minimum benefit of two-thirds (2/3) of the employee's salary, up to age sixty-five (65).
5. **SECTION 125** A flexible benefits plan under the provision of Section 125 is available for each teacher through salary reduction agreements. The plan shall be placed with a provider which is mutually agreeable to both parties. The plan will provide the following benefits: dental and vision medical care reimbursement accounts and dependent care reimbursement accounts.

D. RETIREMENT BENEFITS

1. Employer fully pays the mandatory 3% of gross wages to fund the Annuity Savings Account for each teacher's Teacher Retirement Fund administered by the Indiana Public Retirement System (INPRS).
2. All retirement benefits are spelled out in the Memorandum of Agreement between the Board of School Trustees of the Flat Rock-Hawcreek School Corporation and the Flat Rock-Hawcreek Teachers Association as established on August 19, 2003, in accordance with SEA 199. The provisions shall be as follows:

Buy Out of Contractual Retirement Benefits

A. Entitlement to Retirement Benefits and Vesting Requirements

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

1. Be at least 55 years of age at the beginning of the school year (no later than September 1) in which he/she applies for participation in the program.
2. Have no less than twenty (20) years teaching experience for which credit has been granted by the Board of School Trustees. This shall include the year in which the application is made. The teacher must have at least fifteen (15) years of teaching experience for the Flat Rock-Hawcreek School Corporation.
3. Application to participate in the Retirement Bridge program shall be made in writing to the Superintendent of Schools prior to June 1 of the school year proceeding the retirement year. A teacher who submits a letter of intent to retire has until the following January 1 to rescind the letter. In the event of unforeseen extenuating conditions for the retirement, the Superintendent may waive the June 1 notification requirement.
 - a. Example: A teacher retiring after the 2002-2003 school year must submit a letter of retirement to the Superintendent of Schools prior to June 1, 2002. The teacher may rescind the intent to retire on or before January 1, 2003.
4. Show evidence of permanent retirement from the teaching profession by filing an application for retirement benefits with the Indiana Teachers Retirement Fund.
5. Should the retiree die before receiving all benefits payable under this section, remaining benefits shall be paid to the retiree's beneficiary or estate.
6. This plan is supplemental to the State Plan.

B. Actuarial Determination of Value of the Current Retirement Bridge and Severance Benefits

The Educational Services, Inc. has been selected to determine the present value of the unfounded severance benefits and retirement bridge benefits described in the prior agreement. In making this present value determination, the Educational Services, Inc. shall use the following assumptions:

1. The assumed interest rate for the purpose of determining the present value is four percent (4%) for the first two (2) years and seven and one-half percent (7.5%) thereafter. For post-retirement cash flow purposes, a four percent (4%) interest rate shall be used.
2. It is assumed that an employee terminates employment at the end of the school year in which the employee

attains age fifty-nine (59), or at the end of the current year if the individual is already age fifty-nine (59) or older. If an employee continues employment after the attainment of age fifty-nine (59), the employee does continue to receive all ongoing board contributions to the 401 (a), and the employee does continue to share in any future forfeitures.

3. The anticipated amount of the retirement bridge shall be determined using the amount of annual benefit described in Articles X and XI of the prior agreement. However, it is assumed that individuals do not retire until the later of: (a) the attainment of age fifty-nine (59), or (b) satisfaction of the eligibility requirements listed above (1 through 6).
4. Using the method of calculation described in Article X of the prior agreement, the severance benefit for each employee will be determined, subject to the following adjustments:
 - (a) For purposes of the calculations, projections of future sick leave accumulation shall be extrapolated based upon each individual's sick leave accumulation as of March 31, 2003 and assume an additional three (3) sick leave days per year until age fifty-nine (59).
5. The present value of the future severance benefits and retirement bridge payments will be reduced by the Social Security and Medicare taxes (FICA) that would have been payable if the severance benefits and retirement bridge had been paid directly to the employee.
6. Amounts forfeited upon termination of employment because of the failure to meet the applicable vesting requirements shall not be reinstated or re-credited if an individual is subsequently rehired or re-employed by the school corporation. However, if the Board approves a leave of absence for an employee, such period of leave shall not result in forfeiture, provided the employee shall promptly return to employment following the expiration of the period of leave.
7. The present value of the severance benefits and retirement bridge under the prior agreement shall be calculated, effective as of March 31, 2003.
8. To confirm the accuracy of the underlying information to be used in the present value calculations, each teacher shall be provided with his or her basic data that will be used in the calculations, including, but not limited to, the following information as of March 31, 2003: base salary, age, years of service, and accumulated sick leave. Educational Services, Inc. shall assist in the preparation of this verification sheet for each teacher. However, the Board will have the responsibility to forward the verification sheets to the respective teachers. Any corrections must be returned to the Board within thirty (30) days from the date the school corporation distributes the information and the contributions hereinafter described will be commenced after such date. Corrections not returned to Board within thirty (30) days shall be disregarded.

C. Buy Out Contributions

1. 401(a) Plan. The school corporation shall establish a qualified retirement plan as described in section 401(a) of the Code. The total sum of the amount calculated by Educational Services Inc. as the present value for the retirement pay and severance benefits shall be contributed by the school corporation to the 401(a) plan within five (5) business days following receipt of the bond proceeds. The single investment vendor for the 401(a) plan shall be mutually selected by the Board and the Association. The 401(a) plan shall be as follows:
 - (a) The amount calculated for each employee will be invested in a separate account. There will be no commingling of accounts and each employee may determine how his or her account shall be invested among the investment options made available by the investment vendor for the 401(a) Plan.
 - (b) Until such time that an employee has retired and satisfied the eligibility requirements in this Article, the employee shall have no access to the assets held in his or her separate 401(a) plan account.

- (c) If an employee retires or otherwise terminates employment before satisfaction of the requirements in this Agreement the terminated employee's 401(a) plan account shall be forfeited. The forfeited amounts shall be reallocated at the end of each plan year among the remaining separate 401(a) plan accounts in a manner similar to that used in initially determining the present value calculations.
- (d) Following retirement and the satisfaction of the eligibility requirements set forth in this Article, a retired employee may elect to commence distributions from his/her 401(a) plan account. If an employee dies after having satisfied the eligibility requirements, the deceased employee's 401(a) plan account shall be distributable to the decedent's designated beneficiary or to his/her estate if no beneficiary designation has been made. At no time may a participant borrow from his/her 401(a) plan account.
- (e) The school corporation shall not be paid any compensation for its services performed on behalf of the 401(a) plan. All costs incurred in the administration of the 401(a) plan and investment fees shall be paid from the 401(a) plan assets.

D. Future Adjustments

It is understood that the Board and Association may in the future bargain modifications of any kind to this provision, provided however, that the future revision of this Article shall not affect the retirement benefits of teachers already receiving benefits pursuant to this Article.

Retirement Savings 401 (a) Annuity Plan

- A. The school corporation shall establish a qualified retirement plan as described in section 401(a) of the Code to be implemented in the 2004-2005 school year.
- B. Each bargaining unit member is immediately vested upon the signing of the sixth (6th) consecutive regular teacher's contract with the school corporation.

ARTICLE IV GRIEVANCE PROCEDURE

- A. A claim by a teacher or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this contract; or any rule, order, or regulation of the Board; the individual teacher contract; or the supplemental teacher contract may be processed as a grievance as hereinafter provided.
- B. In the event that a teacher believes there is a basis for a grievance, he/she shall within sixty (60) calendar days report the alleged grievance to his/her building principal and/or immediate supervisor, either through an informal verbal discussion or through formally filing the Grievance Report Form (Appendix C) with the principal and/or immediate supervisor. If an informal report is initially made and, after discussion, a grievance still exists, the teacher shall file a Grievance Report Form with the principal. The form shall be available from the Association representative in each building. If the grievance involves more than one (1) school building, it may be filed with the Superintendent or his/her appointed designee.
- C. Within five (5) working days of the receipt of the grievance, the principal shall meet with the Association's representative in an effort to resolve the grievance. The principal shall indicate his/her disposition of the grievance in writing within five (5) working days of such

meeting and shall furnish a copy thereof to the Association's representative.

- D. If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) working days of such meeting or ten (10) working days from the date of filing, whichever shall be later, the grievance shall be transmitted to the Superintendent. Within seven (7) working days, the Superintendent or his/her designee shall meet with the Association's representative on the grievance and shall indicate his/her disposition of the grievance in writing within five (5) working days of such meeting and shall furnish a copy thereof to the Association's representative.
- E. If the Association is not satisfied with the disposition of the grievance or if no disposition has been made, the grievance shall be carried to the School Board's next meeting. Unless otherwise requested, the grievance hearing before the Board shall be heard in executive session. A written statement will be issued to the Association by the School Board stating the final decision on the grieved matter. When the written statement is received, the grievance procedure is ended.

LENGTH OF AGREEMENT

This Agreement shall be effective as of July 1, 2019 and shall continue in effect through June 30, 2021.


RATIFICATION

This Agreement is so attested to by the parties whose signatures appear below:

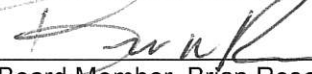
Board of School Trustees
Flat Rock-Hawcreek School Corporation

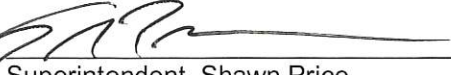

Board President, Dr. John Harker Date

 11-14-19
Board Vice President, Patrick Walters Date

 11-14-19
Board Secretary, Chad Miller Date

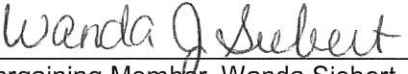
 11/14/19
Board Member, Steven Wilson Date

 11/15/19
Board Member, Brian Rose Date


 OCT. 29, 2019
Superintendent, Shawn Price Date

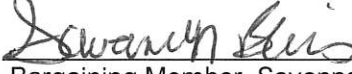
Flat Rock-Hawcreek Teachers' Association

 11/13/19
FHTA President, Stacy Kirk Date

 11/13/19
Bargaining Member, Wanda Siebert Date

 11/13/19
Bargaining Member, Julia Swegman Date

 11/13/19
Bargaining Member, Eric McGath Date

 11/13/19
Bargaining Member, Savannah Blevins Date

1. APPENDIX A: TEACHER COMPENSATION PLAN

	<i>For informational/placement purposes only</i>		2019-2021
LVL	<i>Career Path 1</i>		<i>Career Path 2</i>
A	\$ 37,250		\$ 42,850
B	\$ 38,450		\$ 44,050
C	\$ 39,650		\$ 45,250
D	\$ 40,850		\$ 46,450
E	\$ 42,050		\$ 47,650
F	\$ 43,250		\$ 48,850
G	\$ 44,450		\$ 50,050
H	\$ 45,650		\$ 51,250
I	\$ 46,850		\$ 52,450
J	\$ 48,050		\$ 53,650
K	\$ 49,250		\$ 54,850
L			\$ 56,050
M			\$ 57,250
N			\$ 58,450
O			\$ 59,650
P			\$ 60,850
Q			\$ 62,050
R			\$ 63,250
S			\$ 64,450
T			\$ 65,650
U			\$ 66,850
V			\$ 68,050
	Career Path 1 = Teachers that currently hold a Bachelor's Degree		Career Path 2 = Teachers that currently hold a Master's Degree

2. GENERAL ELIGIBILITY

- a. Only teachers who have at least one (1) year of FRHC teaching service are eligible for increases
- b. Only teachers who have been present at least 120 days in order to have a completed evaluation are eligible for increases.
- c. Levels do not represent years of experience.
- d. Any teacher/s who receive an ineffective or improvement necessary evaluation rating are not eligible for any salary increase.

I. Factors Defined

- a. Evaluation Rating – Teacher receives a rating of Effective or Highly Effective in the prior year
- b. Academic Needs of Students- In an effort to retain teachers that provide ongoing support to students through any of the following:
 - Earning 8 or more district professional development points during the school year.
 - Teaching a dual credit course
 - Providing volunteer tutoring or after school hours of assistance to students at least 10 hrs. per semester
 - Serving as a trainer for pre-approved professional development

II.. Distribution

- a. Evaluation =68% (\$2200)
- b. .Academic Needs of Students=32% (\$1050)

III. Redistribution

Any funds forfeited by teachers not eligible for an increase as cited in appendix A section 2 will be divided equally among those teachers that qualify for an increase and paid as a one-time stipend.

IV.. Stipends will be awarded according to section 2 of Appendix B. (below).

3. NEW HIRE PLACEMENT

Upon ratification of this Agreement between the parties, the placement of new hires shall be determined by the superintendent based upon the needs of the school corporation. The placement of a new hire shall not exceed the level on the salary schedule that reflects the educational experience of any current teacher with the same qualifications and experience who has had no Ineffective or Improvement Necessary ratings. The placement shall be not be more than two levels lower than any current teacher with equivalent education and experience, unless there is mutual agreement between the superintendent, association president, and the potential hiree. When this mutual agreement provision is used it is important to note that those details are not a subject of bargaining but rather a topic of discussion.

APPENDIX B.

4. ANCILLARY DUTY PAY

i. Additional duty pay will be paid at a rate of \$150 per day or \$75 per half day.

The following examples are included for reference purposes only and have not been bargained. Additional duty activities are defined as voluntary activities that are pre-approved and authorized by the school principal/s. Examples of qualified activities include but are not limited to the following:

- A. Participating in voluntary professional development outside of the school day or outside of early release day activities
- B. Participating in voluntary summer curriculum development
- C. Providing program support after school hours such as Friday School
- D. Other voluntary activities as approved and authorized by the school principal.
- E. Covering class periods for other certified staff members at the request of the administration.

ii. An attendance stipend in the amount of \$ 350 will be paid to a full time teacher who is present at work for 181 days of the teacher's contract. This excludes **bereavement leave** and professional leave granted for school business activities. An attendance stipend is intended as a reward for the teacher's contribution to the educational advancement of the students in the teacher's classes. The attendance stipend is based on the premise that in order to attain the highest improvement in student learning, there is no substitute for the consistent, daily presence of the classroom teacher to deliver instruction.

a. The attendance stipend will be paid no later than June 30th 2020 for the 2019-20 school year and June 30th 2021 for the 2020-21 school year.

iii. A stipend of \$750 per course will be paid to any teacher that teaches a full-year dual credit or AP course. Those teachers that teach a single semester dual credit or AP course will receive a stipend of \$375 per course.

APPENDIX C. EXTRA CURRICULAR PAY SCHEDULE

EXTRA-CURRICULAR NON-ATHLETIC

	<u>0-2 Yrs</u>	<u>3-7 Yrs.</u>	<u>8-12 Yrs.</u>	<u>13+ Yrs.</u>
Band Director	2,378	3171	3964	4955
FFA Advisor (2)	1,565	2087	2609	3261
Academic Coach (2)	564	751	939	1173
Choral Director	1,565	2087	2609	3261
Senior Class Sponsor (2)	356	475	594	742
Junior Class Sponsor (1)	1,690	2253	2816	3520
Sophomore Class Sponsor (2)	356	475	594	742
Play Director	1,085	1447	1809	2261
Assistant Play Director	356	475	594	742
Varsity and JV Cheerleaders	1,211	1613	2016	2520
7th & 8th Grade Cheerleader Sponsors	667	891	1114	1392
9th Grade Cheerleader Sponsor	347	463	579	723
Elementary Cheerleader Sponsor (2)	605	807	1009	1261
Yearbook Sponsor, Production Manager	1,274	1699	2124	2655
Yearbook Sponsor, Production Manager	1,274	1699	2124	2655
Department Heads (4)	667	890	1113	1391
Little Hoosier Sponsors (2)	1,022	1363	1704	2130
Elementary Athletic Supervisor	1,800	1800	1800	1800
Hauser Historian Sponsor	1,022	1363	1704	2130
Key Club Sponsor	863	1151	1439	1798
German Club Sponsor	356	475	594	742
S.A.D.D. Sponsor	626	835	1044	1305
FCA	511	640	800	1000
Elementary Student Council	511	640	800	1000
National Honor Society (NHS)	356	475	594	742
Sunshine Society	356	475	594	742
Elementary Math Bowl	356	475	594	742
Elementary Science Bowl	356	475	594	742
Elementary Spell Bowl	356	475	594	742
Elementary Robotics	208	260	325	406
Spanish Club	356	475	594	742
Danger Zone	356	475	594	742
Hauser Student Council	356	475	594	742
Elementary Literacy	1,800	1800	1800	1800
Elementary Mathematics	1,800	1800	1800	1800
High Ability Contact Person (2) 1-HHS 1HES	1,600	1600	1600	1600
Robotics	356	475	594	742
Science Olympiad	356	475	594	742
Elementary Yearbook	356	475	594	742
Elementary Lead Teachers	356	475	594	742
GSA	356	475	594	742
Games Club	356	475	594	742
Elementary Running Club	356	475	594	742
Teacher Cadet	356	475	594	742

*Salaries are bargained, (#) of positions for reference only

EXTRA CURRICULAR ATHLETIC

<u>Boys</u>	0-2 Yrs. Exp.	3-7 Yrs. Exp.	8-12 Yrs. Exp.	13 + Yrs. Exp.
Varsity Basketball	4,299	5,731	7,164	8,955
Reserve Basketball	3,129	4,173	5,216	6,520
9 th Grade Basketball	2,086	2,782	3,478	4,347
8 th Grade Basketball	1,837	2,449	3,061	3,827
7 th Grade Basketball	1,837	2,449	3,061	3,827
6 th Grade Basketball	1,252	1,669	2,086	2,608
5 th Grade Basketball	1,252	1,669	2,086	2,608
Baseball	2,212	2,949	3,686	4,608
Reserve Baseball	1,669	2,224	2,780	3,475
Jr. High Baseball	1,230	1,639	2,049	2,561
Track	1,949	2,599	3,249	4,061
Jr. High Track	1,230	1,639	2,049	2,561
Varsity Soccer	1,586	2,224	2,780	3,475
Reserve/Asst. Soccer	1,190	1,586	1,983	2,478
Jr. High Soccer	1,230	1,639	2,049	2,561
Cross Country (Boys & Girls)	1,691	2,115	2,644	3,305
Jr. High Cross Country & (Boys & Girls)	886	1,182	1,478	1,847
Golf	1,586	2,115	2,644	3,305
Tennis	1,586	2,115	2,644	3,305
<u>Girls</u>				
Varsity Basketball	4,299	5,731	7,164	8,955
Reserve Basketball	3,129	4,173	5,216	6,520
8 th Grade Basketball	1,837	2,449	3,061	3,827
7 th Grade Basketball	1,837	2,449	3,061	3,827

6 th Grade Basketball	1,252	1,669	2,086	2,608
5 th Grade Basketball	1,252	1,669	2,086	2,608
Varsity Softball	1,954	2,536	3,170	3,963
Reserve Softball	1,475	1,916	2,395	2,993
Jr. High Softball	1,230	1,639	2,049	2,561
Track	1,949	2,599	3,249	4,061
Jr. High Track	1,230	1,639	2,049	2,561
Varsity Volleyball	1,949	2,599	3,249	4,061
Reserve Volleyball	1,461	1,948	2,435	3,044
8 th Grade Volleyball	942	1,256	1,570	1,963
7 th Grade Volleyball	942	1,256	1,570	1,963
Tennis	1,586	2,115	2,644	3,305

- a. Credit for experience shall be granted in the following manner:
 1. In-incorporation experience - Experience gained in a specific sport at either junior high or senior high levels shall be granted for that same sport or assignment within our corporation at other levels;
 2. Out of corporation experience – previous experience out of the corporation must be verified in writing prior to placement in a coaching assignment and shall be subject to review and approval by the Superintendent; and
 3. Coaching experience - Experience for the varsity level of any sport must be gained at the varsity level in that sport either within or from outside the corporation. Experience in one varsity sport may not be transferred to another sport. Varsity level experience may be transferred from a boys sport to a girls sport and vice-versa.
- b. A head varsity coach and his/her assistant varsity coaches whose team progresses past the sectional tourney level into regional, semi-state and state tourney levels will be paid an additional stipend for each full week worked beyond the sectional tourney level. Such stipend shall be calculated by dividing the length of the season, including practice weeks during which a game or games are held, into the regular athletic stipend as provided above. For the purposes of this computation only, the commencement of the length of the season shall be fourteen (14) days prior to the first official game or meet. This provision shall only apply to sports where the team qualifies to compete for a team championship pursuant to the rules of the Indiana High School Athletic Association.

APPENDIX D

SICK LEAVE BANK REQUEST FORM

Employee Name: _____

Date: _____

Number of Days Requested: _____

Total Number of Bank Days Used to Date _____

Guidelines:

- _____ Written application submitted by employee.
- _____ Physicians statement stating nature, length of disability, prognosis.
- _____ FMLA form 4358 submitted if applicable.
- _____ Employee is qualified member of sick bank.
- _____ Use is for personal illness only.
- _____ All employee sick/personal leave days must be used before approval, or granted retroactively.
- _____ Majority vote of committee members constitutes decision.
- _____ Maximum number of days granted shall not exceed 20 working days per school year.
- _____ At least 75 days shall be left in the sick bank.
- _____ Part-time teachers who donate to the bank shall receive prorated benefits.
- _____ Days must be paid back at rate of 3 per year.

-
- _____ Request granted for _____ days.
 - _____ Sick Days will be retroactive after exhaustion of _____ sick days accumulated by employee.
 - _____ Request denied.

Association Signature

Superintendent Signature

President of

Member Signature

Board Member Signature

Committee

Committee Member Signature

APPENDIX E GRIEVANCE REPORT FORM

Grievance # _____

Flat Rock-Hawcreek School Corporation

- Distribution:
1. Superintendent
 2. Principal
 3. Association
 4. Teacher

Building	Assignment	Name of Grievant	Date Filed

STEP I

A. Date Cause of Grievance Occurred _____

B.

1. State of Grievance _____

2. Relief Sought _____

Signature

Date

C. Disposition by Principal _____

Signature

Date

Position of grievant and/or Association _____

Signature

Date

STEP II

A. Date Received by Superintendent or Designee _____

B. Disposition by Superintendent or Designee _____

Signature

Date

C. Position of Grievant and/or Association _____

Signature

Date

STEP III

A. Date of School Board Meeting _____

B. Disposition of School Board _____

Signature

Date