

NORTH PUTNAM COMMUNITY SCHOOL CORPORATION

PROFESSIONAL AGREEMENT

FOR THE SCHOOL YEAR

2019 – 2020

**PROFESSIONAL AGREEMENT BETWEEN
THE BOARD OF SCHOOL TRUSTEES OF THE
NORTH PUTNAM COMMUNITY SCHOOL CORPORATION
AND THE NORTH PUTNAM TEACHERS ASSOCIATION**

This Professional Agreement is entered into this **tenth day of October 2019**, by and between the **Board of School Trustees of the North Putnam Community School Corporation** (“the School Board” or “the Board”) and the **North Putnam Teachers’ Association** (“the Association”), an affiliate of the Indiana State Teachers Association and the National Education Association, is to witness that:

Whereas the School Board and the Association recognize and declare that providing quality education for the children of the North Putnam Community School Corporation is their mutual aim; and

Whereas the School Board and its designated representatives have met with the Association’s representatives and entered into extended deliberate negotiations concerning wages and other mandatory subjects of bargaining pursuant to IC 20-29; and

Whereas, the parties have reached agreement, the terms of which are contained herein.

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ARTICLE 1
TERM OF AGREEMENT

This agreement shall be effective as of **October 10, 2019** and shall continue in effect through **June 30, 2020**. This agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

ARTICLE 2
RECOGNITION

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

All certified personnel employed by the School Board except the Superintendent, Principals, Assistant Principals, the Director of Operations, Dean, and the Athletic Director.

ARTICLE 3
DEFINITIONS

The following terms shall have the meaning set forth throughout this agreement, unless specified otherwise.

- A. "Teacher", means all certified personnel employed by the School Board except the Superintendent, Principals, and Assistant Principals.
- B. "School Corporation" or "Corporation" means the North Putnam Community School Corporation, of Putnam County, Indiana.
- C. All references to the School Corporation, the School Board, and the Association include their authorized officers, representatives, and agents.
- D. "Emergency" means a condition or situation which could not have been anticipated under normal circumstances.
- E. "Day" means school days as per the adopted school calendar during the school year and refers to a weekday when school is in session.

ARTICLE 4
EFFECT OF AGREEMENT

- A. This agreement supersedes and cancels all previous agreements, whether verbal or written, between the parties and any alleged past practice of the Corporation, and it constitutes the entire agreement between the parties. This agreement also supersedes any rules, regulations, policies, or practice of the Board which are contradictory or inconsistent with this agreement's terms.

- B. The Association's rights and privileges, as the teachers' representative, as set forth in this Agreement, shall be granted only to the Association for this Agreement's term.
- C. The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to the negotiable items and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered by this Agreement and with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject may not have been within the knowledge or contemplation of either or both parties at the time they signed this Agreement. The parties may, by mutual consent, open the Agreement to renegotiate any of its provision(s) or to add to the Agreement.

ARTICLE 5
TIME OFF FOR OTHER WORK

- A. Association Work. The Association's Co-Presidents shall be granted a total of two paid (2) days in the year of the legislature's short session and three (3) paid days in the year of the legislature's long session to conduct Association business. Advance written notification shall be made three (3) days before using these days except when arrangements are made with the Superintendent. The Association shall reimburse the Corporation for the usual and customary daily pay for the cost of the substitute(s).
- B. IEP Release Time. Each special education teacher shall be provided unassigned release time to complete the IEPs and annual case reviews as follows: 1-10 students: ½ day; 11-20 students: 1 day; 21-30 students: 1 ½ days; and so on. Categories over ½ day may be used in one-half (½) day increments. The Corporation will comply with all lawful requirements relating to who shall be required to attend Case Conference Reviews. The duty is ancillary.
- C. Lunch Period. Teachers shall have thirty (30) continuous minutes for the duty-free lunch period each school day. This term is included for information only. This term was not bargained for by the parties.

ARTICLE 6
SICK LEAVE

- A. Sick Leave, to be used for personal illness, shall be credited annually to each teacher on the first (1st) day of his employment as follows:
 - 1. Ten (10) days each school year.

2. Sick leave days not used during the school year shall be allowed to accumulate to a maximum of ninety (90) days. Unused sick days above 90 days shall be paid into the individual teacher's 401(A) plan at the end of each school year at the rate of forty dollars (\$40) per day.
 3. Sick leave days shall be transferable from the immediately previous school corporation after the first (1st) year of employment at the rate of three (3) days leave per year until accumulation is exhausted.
 4. Part-time teachers' sick days shall be prorated according to the number of hours per day worked.
 5. Subject to notification made two (2) days before such leave (except in cases of emergency), teachers may use one-half ($\frac{1}{2}$) day per school year of sick leave in multiples of one (1) hour. The one-half ($\frac{1}{2}$) day shall entitle a teacher to four (4) such one (1) hour leaves. If a teacher uses one (1) of the one (1) hour leaves, one-half ($\frac{1}{2}$) day of sick leave shall be charged against the teacher immediately. The remaining one (1) hour multiples may be used during the school year, but will not carry over to the next school year nor will they accumulate as partial days of sick leave.
- B. Sick leave days accumulated by a teacher before a leave of absence, and not used during the leave, shall be credited to the teacher upon his return.
- C. The accumulated sick leave balance shall be included on the teacher's pay stub.
- D. Teachers employed on Supplemental Agreements for regular summer school or ISTEP Remediation classes shall be granted sick days as follows:
If employed to teach up to four weeks: one (1) day;
If employed to teach four (4) weeks or more: two (2) days.
- Unused sick days granted under this section shall not be accumulated or transferred to any other account.
- The teachers specified above are eligible to use up to five (5) days of accumulated sick leave, as follows: Less than three (3) hours of summer school contracted service shall be considered as "one-half day". Three (3) hours or more shall be considered as a "day". Any sick time used, over and above the days granted shall be deducted from available sick leave accumulation.
- E. All of the Corporation's professional personnel shall be allowed up to five (5) days leave per year, not accumulative, and not deducted from Sick Leave or Personal Leave, in case of illness of an immediate family member. If all five (5) family illness days have been used, the teacher may use up to five (5) days of his accumulated sick leave days for purposes of additional family illness. At the Superintendent's sole discretion, additional days of accumulated sick leave may be allowed for this purpose.

"Immediate family member", in this instance, means spouse/significant other, parent, sibling, child(ren), step-child(ren), grandparent, great-grandparent, grandchild, father, mother, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, step-parent, step-sibling, or any other person domiciled in the teacher's home.

The Administration ~~may request documentation of the reason for the leave~~ will require the family member's relationship and reason on the leave form.

ARTICLE 7 **SICK LEAVE BANK**

A. Purpose

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

B. Structure

1. The Sick Leave Bank shall have a maximum of sixty (60) days.
2. Days in the Sick Leave Bank shall be contributed in the following two (2) ways:
 - a. The Board initially contributed twenty-seven (27) days.
 - b. The Teachers shall have the opportunity to contribute, on a voluntary basis, not more than one (1) day each, until the maximum of sixty (60) days is reached. An enrollment period for teachers to contribute shall be held during September and must be completed by September 30.
3. When days are used from the Sick Leave Bank, $\frac{1}{2}$ of the days used will be charged to the Board and $\frac{1}{2}$ of the days will be charged to the Teachers.
4. Restored days, given by Teachers, will be matched by the Board until the maximum sixty (60) is reached.
5. The Association shall receive an accounting of the number of days in the Sick Leave Bank at the beginning of each school year and after each request has been approved.
6. At the beginning of the school year, each teacher shall be provided a form to indicate whether he is willing to donate one (1) day as needed.

C. Administration

Supervision of the Sick Leave Bank shall be administered by the following:

1. A committee composed of the following members:
 - a. Four (4) teachers, none being from the building of the individual concerned, appointed by the Association's Co-Presidents.
 - b. Two (2) management representatives of the Corporation, none being from the building of the individual concerned, appointed by the Board or its authorized representative.
2. The entire membership of the Committee shall select one (1) of their members to act as chairperson, one (1) of their members to act as vice-chairperson and one (1) to act as secretary for the duration of the year. The chairperson and vice-chairperson should be from

different buildings so that the chairperson could excuse himself should the applicant for Sick Leave Bank days be from the chairperson's building.

3. Vacancies on the Committee shall be filled before the next meeting in the following manner: teacher vacancies will be filled by appointments by the Association Co-Presidents; management vacancies will be filled by appointment by the Board or its authorized representative.
4. The Committee will meet during the school year as needed. Special meetings may be called by the chairman at the request of any Committee member.
5. A majority of the Committee members are required for official action. All votes shall be by secret ballot.
6. The Committee may grant, deny, or suspend grants of sick days from the Bank. In case of a tie vote on a teacher request for use of the Sick Leave Bank, the request will be deemed denied. The Committee's judgment or decision shall be final. Any grants shall be retroactive, except in hospitalization, nursing home, or similar confinement. The Committee may then grant days in advance when supported by appropriate medical evidence. Each applicant automatically consents to submit to medical examination and/or review of his medical history if the Committee deems necessary.

D. Usage

Application for days to be used from the Sick Leave Bank will be as follows:

1. All sick leave and personal leave days previously accumulate by the individual must be exhausted.
2. Applications shall be made in writing to the Sick Leave Bank Committee's chairperson and shall be accompanied by a physician's statement describing the nature of the disability, treatment being rendered, and prognosis for a return to work.
3. Application for grant may be made by the personal representative in cases where the individual staff member is unable to do so.
4. Application must be made within thirty (30) days of the individual's exhausted sick leave accumulation.
5. Days awarded shall begin immediately upon the exhaustion of all individual sick and personal leave days.

ARTICLE 8
LEAVES OF ABSENCE

A. PERSONAL LEAVE

Teachers shall be granted four (4) days of Personal Leave with pay each school year.

1. This leave is to be used for personal business which cannot be scheduled outside of regular school hours.

2. Notification of Personal Leave should be made two (2) days before such leave, except in cases of emergency.
3. The applicant's stated reason for taking Personal Leave shall be that he is taking it under the provisions of this Agreement.
4. Unused Personal Leave shall be transferred to the teacher's accumulated Sick Leave, subject to the maximum day accumulation provisions contained in Article 7(B)(2).
5. Subject to the conditions described in this section, teachers may use one-half (½) day per school year of personal leave in multiples of one (1) hour. The one-half (½) day shall entitle a teacher to four (4) such one (1) hour leaves. If a teacher uses one (1) of the one (1) hour leaves, one-half (½) day of personal leave shall be charged against the teacher immediately. The remaining one (1) hour multiples may be used during the school year, but will not carry over to the next school year nor will they accumulate as partial days of personal leave.
6. Personal leave may not be used the day preceding or following a school holiday. A school holiday is defined as a day when students are not in session. The exception to this would be on the first or last day of school to move a child or stepchild to/from college OR attend military graduation services for a family member as defined in Article VI Item E. If a teacher chooses to use a personal day for purposes other than defined, within, the teacher will be charged two (2) personal days for every one (1) day used.

B. BEREAVEMENT LEAVE

1. In the event of the death of a teacher's immediate family member, the teacher may be absent from work, with pay, for a period extending not more than five (5) consecutive calendar days in a seven (7) day period. In no case shall the leave extend beyond fourteen (14) work days from the beginning of the leave. Bereavement days shall apply only during periods that the employee is scheduled to work.
 - a. ~~"Immediate family" for this purpose means~~ Five (5) days: Spouse/significant other, parent, sibling, child(ren), step-child(ren), ~~grandparent, great-grandparent, grandchild, father, mother, brother, sister, mother in law, father in law, brother in law, sister in law, daughter in law, son in law, step-parent, step-sibling,~~ or any other person domiciled in the teacher's home.
 - b. Three (3) days: Grandparent, grandchild, mother/father-in-law, brother/sister-in-law, daughter/son-in-law, ~~step-parent, step-child(ren), step-sibling, or any other person domiciled in the employee's home.~~ If additional bereavement days are needed, the teacher may petition the superintendent in writing for an additional two days.
 - c. One (1) day of absence, with pay, will be allowed in each case to attend the funeral of any other relative.

C. MATERNITY LEAVE

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 sickness and by the following:

1. Any teacher who is pregnant is entitled to a leave of absence any time between the commencement of her pregnancy until release by her physician following the child's birth if, except in a medical emergency, she notifies the Superintendent at least thirty (30) days before the date she desires to start her leave. She shall also notify the Superintendent of the leave's expected length and include with this notice either a physician's statement certifying her pregnancy or a copy of the newborn's birth certificate, as applicable. 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 an attending physician's certification of the emergency.
2. All or any portion of leave taken by a teacher because of temporary disability caused by pregnancy may be charged, at her discretion, to her available Sick Leave. The teacher is entitled to take accumulated sick leave days when her physician certifies that she is incapable of performing her regular teaching duties. After her available sick leave has been used, the teacher may be absent without pay, subject to Subsection (1) of this Section. This leave may be taken without jeopardy to re-employment, retirement, or salary benefits.

D. PATERNITY LEAVE

When a child is born to the wife of a male teacher, he shall be granted up to two (2) consecutive workdays for Paternity Leave charged, at his discretion, to his available Sick Leave beginning any time within a two (2) week period beginning with the date of birth. In case of extenuating circumstances, the Superintendent may allow a change in the specified time period stated above. In no case shall the leave extend beyond four (4) work days.

E. ADOPTION LEAVE

1. An adoptive leave of up to one (1) year, without pay, shall be granted a teacher who adopts a child. Notice of intent to take adoptive leave should be given to the Superintendent at the time the teacher makes initial application. The leave shall commence when the teacher takes physical custody of the child, or earlier if necessary to meet the requirements of the adoptive agency.
2. A teacher who is on adoptive leave shall give notice of intent to return to employment thirty (30) days before the date on which the leave terminates.
3. Credit for teaching experience or toward tenure shall not be earned during the period of this leave.
4. The Superintendent shall grant up to two (2) days for personal appointments and necessary arrangements at the time of the adoption.
5. A teacher on adoptive leave shall not accept employment outside the Corporation unless

approved by the Superintendent. If the teacher accepts employment without approval, the Superintendent may immediately terminate the adoptive leave and require the teacher to return to work, and the teacher's failure comply shall constitute resignation from the Corporation.

F. PROFESSIONAL GROWTH LEAVE

With prior approval of the Superintendent and the Board, teachers may be allowed school time and be reimbursed an approved amount for travel and lodging expenses to attend professional meetings pertaining to their department.

G. COURT LEAVE

Court Leave with pay shall be granted to teachers who are defendants for the time necessary to make appearances in any Court resulting from any civil suit arising out of the performance of the teacher's assigned duties. Paid court leave shall also be granted to teachers who are subpoenaed as witnesses in a criminal court proceeding. Teachers subpoenaed as witnesses in civil court proceedings shall receive pay if (1) the teacher is a witness as a result of his position as a teacher, e.g. he is the teacher of a child whose parents are being divorced, and (2) the teacher has cooperated with the school in every way to ensure the least disruption in the education process.

H. JURY DUTY LEAVE

The salary of a teacher on jury duty will be the difference between the individual's regular salary and the remuneration received for jury duty.

I. POLITICAL LEAVE

If a teacher is elected to a public office and the work of the public office would interfere with the task of teaching, the teacher shall be granted a leave of absence, without pay, for a period of time to enable the teacher to serve one (1) full term in the office to which he was elected.

J. SABBATICAL LEAVE

The Corporation may grant a leave of absence for a period not exceeding one (1) year to a teacher for Sabbatical Leave. This time shall be credited toward the teacher's retirement. The Corporation may grant partial compensation for a leave of absence in an amount determined by the Corporation. However, should the teacher, during a Sabbatical Leave, serve any employer that agrees to reimburse the Corporation the amount of the teacher's regular salary, the Corporation may grant full compensation. A contract is required for a leave granted under this section. The Corporation may grant a Sabbatical Leave to a teacher, upon written request, for improving professional skills through advanced study, work experience, teacher exchange programs, or approved educational travel. If the Board grants the teacher any compensation during the leave, the teacher will provide a promissory note in the amount of the Board's financial grant, with such promissory note to be paid in full by the teacher within ninety (90) calendar days of resignation or retirement.

K. DISABILITY LEAVE

With or without a written request, the School Corporation may place a teacher on leave of absence for a period not exceeding one (1) year because of disability or sickness. However, a teacher, not having made a written request, shall have the right to a hearing on such action in accordance with I.C. 20-28-10-4 and I.C. 20-28-10-5.

L. MILITARY LEAVE

A leave of absence for active military service shall be granted, as per I.C. 20-28-10-6 thru -11.

M. FAMILY MILITARY LEAVE

Upon written request to the Superintendent, a teacher may apply for three (3) days of Military Leave relating to an immediate family member's military services. (i.e., graduation, return from duty, or deployment). Sick days may not be used in conjunction with Family Military Leave.

N. OTHER LEAVE

Upon written request to the Superintendent, a teacher may apply for other leave, which shall be unpaid, not to exceed one (1) school year. Sick days or personal days may not be used in conjunction with Other Leave.

ARTICLE 9
COMPENSATION AND EXPENSES

A. The 2018-2019 salary schedules for teachers are set forth in Appendix "A".

1. Regulations governing the administration of the Salary Schedule:

- a. The teacher shall be paid in twenty-six (26) yearly installments.
- b. All checks will direct deposited.
- c. After five (5) days of school, teachers new to the School Corporation shall, upon request, receive an advance on their first scheduled paycheck. The amount of this advance shall not exceed four hundred dollars (\$400.00).
- d. Each year of active military service, up to a maximum of four (4) years, shall be recognized as one (1) year experience on the salary schedule.

2. For each teacher who is eligible under Indiana State Teachers' Retirement Fund, the Board shall pay to the Fund the teacher's portion of the Indiana State Teachers' Retirement Fund contribution, not to exceed 3% of the covered income. This payment shall be shown on a schedule to be attached to the salary schedule and may reflect the total salary paid to the teacher including the ISTRF contribution.

- B. For the purpose of experience on the salary schedule, working no less than sixty (60) and no more the one hundred nineteen (119) paid days in any one school year shall be deemed to constitute a half-year taught for the purpose of salary placement. Two such half-years shall be combined to count as a full year of experience on the salary schedule.

One hundred twenty (120) paid days or more in any one school year shall be deemed to constitute a full year for the purpose of salary schedule placement.

ARTICLE 10 **COMPENSATION PLAN**

- A. **Salary Range:** The salary range for the ~~2018-19~~ 2019-20 school year, prior to increases to the base, is ~~\$32,789.00~~ \$33,789.00 to ~~\$59,820.00~~ \$60,820.00. This range does not include any increases or ISTRF contributions for the ~~2018-19-2019-20~~ contract year. After increases to the base, exclusive of ISTRF contributions, the range will be ~~\$33,789.00~~ \$34,139.00 to ~~\$60,820.00~~ \$61,170.00 for the ~~2018-19~~ 2019-20 school year.
- B. **Base Salary Increases:** For the ~~2018-19~~ 2019-20 school year, all teachers receiving an evaluation rating of either effective or highly effective during the ~~2017-18~~ 2018-19 school year and employed by the School Corporation for at least 120 days during the ~~2017-18~~ 2018-19 school year will receive an increase in base salary in the amount of ~~One thousand dollars (\$1,000.00)~~ three hundred fifty dollars (\$350.00). The increase is effective on ~~November 30, 2019~~ and will be pro-rated over the remaining pay periods for the ~~2018-19~~ 2019-20 school year. This increase will result in salary levels shown in Appendix A. This base salary increase is attributable as follows:
2. Eighty percent (80%) is attributable to the teacher receiving an evaluation of either effective or highly effective during the ~~2017-18~~ 2018-19 school year; and
 3. Twenty percent (20%) is attributable to experience. Teachers employed by the Corporation for at least 120 days during the ~~2017-18~~ 2018-19 school year or earning one year of experience according to INPRS are eligible for this increase.
- C. **Stipend:** All teachers employed by the School Corporation on October 1, 2019 or after will receive a stipend in the amount of five hundred dollars (\$500.00). This stipend will be paid on or before February 1, 2020.
- D. **Eligibility:** In order to be eligible for the base salary increase and stipend, a teacher must receive an evaluation rating of either effective or highly effective in the ~~2017-18~~ 2018-19 school year and must have been employed by the School Corporation for at least 120 days during the ~~2017-18~~ 2018-19 school year. Teachers rated ineffective or improvement necessary in the ~~2017-18~~ 2018-19 school year are not eligible for the base salary increase or the stipend, and these teachers remain at their ~~2017-18~~ 2018-19 base salary, are not placed in the ~~2018-19~~ 2019-20 salary schedule, and do not advance on the current salary schedule, as provided for in Indiana Code 20-28-9-1.5(c) and (d).

- E. **Redistribution:** Based upon anticipated evaluation results, the parties believe that all funds will be distributed and that no redistribution will be necessary. However, in the event that there are funds that were otherwise allocated for teachers rated ineffective or improvement necessary, those funds will be distributed no later than **June 30, 2020** to all eligible teachers in the form of a stipend.
- F. **Newly Hired Teachers:** For newly hired teachers, compensation will be as follows:
1. Teachers without prior experience will earn a base salary in the amount of **\$33,789.00** **\$34,139;**
 2. Teachers with experience will receive the same base salary as other teachers in the Corporation with the same experience (according to the Indiana Public Retirement System) and degree;
 3. At the discretion of the Superintendent, teachers with experience who are hired by the Corporation to fill a particular academic need may receive a one-time, non-recurring signing bonus of up to Two-thousand, five hundred dollars (\$2,500.00).
- G. **The following payroll deductions shall be available to teachers:**
1. Teachers' Retirement
 2. Association-endorsed insurance programs
 3. Tax-sheltered annuities
 - a. Payroll deductions will be taken on gross amount and this will be shown on the W-2 form at the end of the year.
 - b. All insurance companies involved will be paid the same day of the month, which would be the tenth (10th) day of the following month or first (1st) business day thereafter.
 - c. The maximum number of insurance companies to be dealt with shall be eight (8). All eight (8) of the companies must adhere to and participate in all federal and state required monitoring regulations.
 - d. Payroll deductions for tax-sheltered annuities under this section shall be transferred to the annuity every two (2) weeks as soon as possible after the deduction has been made.
- H. The Board shall provide liability insurance protection for teachers required to supervise students in Board-approved and sponsored class and activities.

ARTICLE 11 **ANCILLIARY DUTIES**

- A. Teachers doing staff development opportunities or curriculum meetings approved and directed by the Central Office **outside the normal teacher work day (184 days) from the first to last student day and held outside the contract** shall be compensated at the rate of \$25.00 per hour.

- B. Summer professional development, which is voluntary and approved by the district, will be paid a per diem of \$75 plus mileage.
- C. Additional training for certification in a Vocational Area will be paid at the teacher's hourly rate of pay.
- D. Any teacher who volunteers to substitute for another teacher during their planning time shall be compensated \$15.00 per class period; above his/her normal pay. This duty is ancillary.

ARTICLE 12 **RETIREMENT PAY**

- A. Upon retirement and after serving a minimum of ten (10) years in this School Corporation, a teacher shall receive forty dollars (\$40.00) for each day of accumulated sick leave, up to a maximum of ninety (90) days in one of the ways below. ~~following ways in writing.~~ The teacher shall notify Central Office of their intention in writing.
 - 1. Deposited to 401a by January 31 of the school year following retirement.
 - 2. The added compensation of retirement pay (Section A) shall be paid ~~in one of the following ways at the teacher's option~~ the following way:
 - a. The teacher will receive a lump sum payment at the end of the school year. The teacher may choose to defer all or part of the lump sum until January 1 of the year following his retirement.
 - 3. In order to participate in this Retirement Leave pay, a teacher must submit a signed intent letter terminating employment with the Corporation by July 1 of the year PRIOR TO the last teaching year. Teachers failing to notify the Corporation ~~make timely notice~~ of retirement by July 1 shall receive the retirement pay after a one (1) year delay so it can be budgeted by the school system, provided that the teacher meets all other requirements for the retirement pay.
 - 4. The Teacher must have applied for **retirement** from Indiana Public Retirement System (INPRS).
 - 5. If all provisions of the Retirement Leave Pay have been met by the teacher, any remaining benefit due the teacher at the end of the last agreement year shall be paid before July 1 of that year.
 - 6. A retiring teacher, as per this section, who has a serious illness in his last year with the Corporation shall not have days of sick leave used as a result of this illness counted against his retirement calculation. A teacher who has not notified the Corporation by July 1, as per this Article, may apply to the Board for an exception in special circumstances. The Board shall act on the application on a case-by-case basis, and no practice or precedent shall be inferred by the Board's actions.

B. A teacher who elects to retire and who meets all of the requirements specified below shall be eligible to have one hundred eighty-seven dollars and fifty cents (\$187.50) per month (\$2,250.00 per year) of his health insurance premium paid by the Corporation. The teacher has the obligation to pay the balance of the premium in accordance with the requirements established by the Corporation's business office. The requirements are:

1. The teacher must have at least fifteen (15) years of teaching experience in the Corporation.
2. The teacher must qualify for full INPRS eligibility under the Rule of 85.
3. The teacher must have applied for benefits from Indiana Public Retirement System (INPRS).
4. The teacher must have attained his fifty-fifth (55th) birthday.
5. The teacher must meet the **Medicare** eligibility requirements established by the Corporation's medical plan and by applicable law. For a teacher meeting such requirements, benefits under this section shall be paid on a monthly basis **until the individual reaches Medicare eligibility requirements. attains the age of sixty-five (65).** The insurance benefit is limited to a maximum of the one hundred twenty (120) months.
6. The teacher must have participated in the Corporation's medical insurance plan for at least five (5) years, unless a qualifying event brought him into the Corporation's plan. In any case, the retiree must have been on the Corporation's medical plan for at least one (1) year at the time of retirement.
7. If the insurance provider agrees, the Board shall continue to insure the participating teacher through the Corporation's life insurance plan during the period in which the teacher is receiving the benefit provided in this section. Such insurance shall be at the Board's expense, with the teacher paying one dollar (\$1.00) per year. Such insurance shall cease upon payment of the last benefit provided in this section. In case of the retiree's death before receiving all benefits provided in this section, the named beneficiary shall receive the benefits provided by the life insurance policy. Further, all such premium payments by the Corporation shall cease immediately, and the Corporation shall have no further obligations under this section j.
8. ~~The added compensation of retirement pay (Section A) shall be paid in one of the following ways at the teacher's option the following way:~~
 - a. ~~The teacher will receive a lump sum payment at the end of the school year. The teacher may choose to defer all or part of the lump sum until January 1 of the year following his retirement.~~

C. **401(a) and 403(b) Plans:**

The Board will establish and maintain a qualified 401(a) Annuity Plan for all certified employees covered under this agreement. The 401(a) Plan shall be available for all certified

employees. The Board shall also maintain a 403(b) Plan for all certified employees covered under this agreement. The 403(b) Plan will include provisions for pre-tax salary reduction contributions which will be matched by equal Board contributions to the 401(a) Plan. The 401(a)/ 403(b) Plan contributions will commence with the 1998-1999 agreement year and continue each agreement year thereafter. The maximum contribution that will be made to the 401(a) Plan by the Board will be as follows: the Board shall contribute an amount equal to up to 5% 2014-2015 school year and thereafter.

ARTICLE 13
FRINGE BENEFITS: INSURANCE

A. The Board will make available to teachers a group medical program that provides hospitalization, surgical, and major medical benefits.

1. Coverage for insurance programs shall be effective at the beginning of the month following:
 - a. Enrollment by the employee in each plan the employee wishes to participate in; and
 - b. The deduction of the employee's share of the applicable premiums.
2. Beginning with the first pay period after the effective date of this agreement, the Board shall pay amounts toward the premium for each member enrolled in the corporation's applicable medical plan as follows:
 - a. Family Medical Plan

A maximum amount per month toward the premium for each member enrolled in the Corporation's family medical plan. However, in no case shall the Corporation's contribution amount to more than ninety percent (90%) of the premium of the plan carried by the employee.

The Board contribution for the Family Medical Plans shall be as follows:

3350 HDHP/HSA Total \$1,744.00. Board Contribution: \$853.50 per month. Employee contribution: \$890.50 per month.

6000 HDHP/HSA Total \$1,414.00. Board contribution: \$843.00 per month. Employee contribution: \$571.00 per month.

In addition, for 3350 HDHP/HSA and 6000 HDHP/HAS, the Corporation will contribute \$1,400 (One-thousand four hundred dollars) to the HSA (\$700 to be paid by February 1, 2020 and additional \$700 to be paid by June 1, 2020).

- b. Single Medical Plan

A maximum amount per month toward the premium for each member enrolled in the Corporation's single medical plan. However, in no case shall the Corporation's contribution amount to more than ninety percent (90%) of the premium of the plan carried by the employee.

The Board Contribution for the Single Medical Plans shall be as follows:

3350 HDHP/HSA Total \$765.00. Board contribution: \$373.50 per month. Employee contribution: \$391.50 per month.

There will be 2 options for the 6000 HDHP Single Plan:

Option #1: 6000 HDHP/HSA. Total \$662.00. Board contribution: \$370.00 per month. Employee contribution: \$292.00 per month.

Option #2: 6000 HDHP/No HSA. Total \$662.00. Board Contribution - \$504.00 per month. Employee contribution \$158.00 per month.

In addition, for the 3350 HDHP/HSA and the 6000 HDH/HSA the Corporation will contribute \$750.00 (seven hundred and fifty dollars) to the HSA (\$400.00 to be paid by February 1, 2020 and the additional \$350.00 to be paid by June 1, 2020) unless the teacher picked Option #2 for the 6000.

3. Any part-time teacher on a regular Agreement wishing to participate in the health insurance policy may do so, but the Board will pro-rate the amount of its contribution for that teacher according to the percent of time that the teacher is employed.
 4. It is agreed that, in accordance with the Rules & Regulations of the Insurance Trust, one or both of the Association's Co-Presidents, or their designees, shall serve as members of the Trusts' Board of Trustees, and/or Executive Committee. That individual shall be released, without loss of pay, to attend the Trustees' quarterly meeting and/or specially called meeting(s).
 5. Withdrawal from the Trust shall be by mutual agreement between the Corporation and Association.
- B. The School Board will provide an Income Protection Insurance Plan (Long-Term Disability) for all teachers. Teachers will pay the full cost of the plan's premium. The Board shall provide payroll deduction for the cost of the plan. Eligibility requirements, enrollment requirements, and benefits shall be governed by the express terms and provisions of the Long-Term Disability Insurance Policy. No other payroll deductions will be made for any other LTD policies of the employee.
- C. The Board shall provide a \$50,000 group term life insurance protection plan for each member, provided that for teachers age 65 and over the benefit shall be reduced as provided in the Corporation's master policy. Teachers shall have the right to purchase additional life insurance up to the maximum of an additional fifty thousand dollars (\$50,000.00). Such additional insurance coverage is contingent upon the carrier's agreement and at a rate set by the carrier.
- D. The benefits provided to employees by Section 125 of the Revenue Act of 1978 shall be made available to all teachers. The Corporation will grant participation in the following three

components: Insurance premiums, Dependent care expenses, and medical/dental expenses. The maximum benefit dollars purchased each year shall not exceed \$5,000.00.

ARTICLE 14
FRINGE BENEFITS: NON-INSURANCE

- A. Benefits of Worker's Compensation are available when employee accidents occur while on the job.
- B. In case of absence due to injury and/or any accident when the teacher is on school- assigned duty or business, the teacher's wages shall continue in full for eight (8) days without reduction in accumulated sick leave until Worker's compensation payment begins. Thereinafter, the Board shall pay to the teacher the difference between the compensation payment and the teacher's contractual salary without reduction of accumulated sick leave, up to and not exceeding five hundred (500) weeks or up to and not exceeding forty-five thousand dollars (\$45,000.00). Notwithstanding any other term or provisions of this Article, benefits hereunder are conditioned upon the teacher having qualified for and received worker's compensation payments pursuant to state statute.
- C. The Board shall pay all necessary legal expenses incurred in defending any teacher from any civil suit arising out of the performance of his assigned duties. Payments hereunder are conditioned upon the Corporation's liability carriers approving of and paying such expenses.
- D. Upon any teacher's demise during any contract school year, a death benefit in the amount of forty dollars (\$40.00) for each day of accumulated sick leave, up to a maximum of ninety (90) days shall be paid to said teacher's designated beneficiary (as shown on that teacher's Corporation provided Term Life Insurance Plan).
- E. In the event of the death of any teacher or retiree, the spouse and/or dependent shall have the option of staying on the group health plan at the group rate. After the exhaustion of any benefits of the employee, the survivors shall be responsible for the premiums. This provision is subject to the insurance carrier's approval/acceptance pursuant to WVWCI Trust Language.

ARTICLE 15
GRIEVANCE PROCEDURE

- A. Definitions. For purposes of this Article, the following terms have the definitions stated.
 - 1. A "grievance" is a claim by one (1) or more teachers or the Association of a violation, misapplication, or misinterpretation of this Agreement.
 - 2. The term "teacher" includes any individual or group of individuals within the bargaining unit.
 - 3. The term "day", when used in this Article, shall be school teaching day. During the summer recess, the term shall mean weekday.

- B. The purpose of this Grievance Procedure is to settle equitably, at the lowest possible administrative level, issues which may arise from time to time with respect to specific claims of violation, misapplication, or misinterpretation of this Agreement's terms. The parties agree that grievance proceedings shall be kept as confidential as may be appropriate at each level of the procedure.
- C. Nothing contained herein shall be construed to prevent any teacher from presenting a grievance and having the grievance adjusted, if the adjustment is not inconsistent with this Agreement's terms and the Association is given an opportunity to be present at such hearings.
- D. Procedure
 - 1. Level One
 - a. A teacher with a grievance may initiate this procedure in one (1) of the following ways:
 - 1) Approach his principal and discuss the matter on his own behalf; or
 - 2) Request that an Association representative accompany him in approaching his principal. In such case, the principal shall not initiate any consultation with the grievant before any scheduled meeting at which the representative is to be present.
 - b. If Step (1) above is unsuccessful, the Association may file a formal written grievance. The formal grievance shall be filed in quadruplicate, with copies to the Association, the grievant, the Principal, and the Superintendent. A formal grievance shall be filed as soon as possible, but in no event more than twenty days after disclosure of the facts giving rise to the grievance. The form to be used in filing a formal grievance is found in Appendix "C".
 - c. Within five days after the filing of the written grievance, a meeting shall take place between the principal, the grievant, and the Association representative. Within two days after that meeting, the principal shall provide to the grievant a written response (answer) to the grievance.
 - 2. Level Two
 - a. The Association may, within five (5) days after receiving the principal's decision, appeal the decision to the Superintendent. This is initiated by filing with the Superintendent the grievance and the principal's decision, along with any written response of the Association to the principal's answer, which shall acknowledge receipt thereof. A meeting with the Superintendent shall be held within ten (10) days after the receipt of such appeal and the Superintendent shall promptly notify the Association of the date, time, and place where the meeting at which appeal shall be heard.
 - b. The Superintendent, or his designated representative, shall provide a written decision on the appeal, to the Association and the principal, no later than ten (10) days after the meeting.
 - 3. Level Three

An appeal of the Superintendent's decision may be made to the School Board within ten days after receiving the Superintendent's decision. [This is initiated by the filing with the Board a written notice of appeal, along with copies of the Superintendent's decision, the

original grievance, and any responses of the Association.] The Board, or its designated representatives, shall meet in executive session with the Association within ten days to review the grievance and shall, in public session held within ten days of the executive session, render a decision on the grievance.

4. Level Four

Within ten days after receiving the Board's decision at Level Three, the Association may submit the grievance to arbitration. The Association shall notify the Board of its intention to submit the matter to arbitration within this ten-day period. After such notification, the following procedure shall be followed:

- a. The Association shall make a written request for the grievance's arbitration by requesting the American Arbitration Association to submit to the parties the names of at least nine qualified arbitrators. The parties shall select the arbitrator according to the rules of the AAA.
- b. Each party shall provide the other with a copy of its arbitration demand.
- c. The arbitrator shall have no power to amend, subtract from, or add to this Agreement's terms. The parties' past practice in interpreting or applying this Agreement's terms may only be relevant if the Agreement's language is vague or ambiguous.
- d. If either party claims before the arbitrator that a particular grievance fails to meet the test of arbitrability, as set forth in this Grievance Procedure, the arbitrator shall first rule on such claim and, if sustained, shall not proceed further except to render the decision based upon sustaining the claim. The arbitrator's jurisdictional authority is defined as and limited to determining any grievance between the parties to the grievance which concerns compliance with any of this Agreement's terms, as provided in Section A(I) of this Article, and submitted to the arbitrator pursuant to this Agreement's terms. The arbitrator shall not have authority to render a decision on any issue not submitted under these grievance procedures. Unless the parties expressly agree otherwise in writing, the arbitrator is limited to hearing only one grievance upon its merits at any one hearing.
- e. Neither party shall be permitted to assert in an arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party. At least ten days before the arbitration hearing the parties shall disclose (and provide copies of if at all possible) all exhibits, and a list of witnesses to be called and the anticipated nature of their testimony.
- f. The arbitrator's decision on the grievance is binding and final.
- g. The cost of arbitration shall be divided equally between the Board and the Association.
- h. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the participant's personnel file.

E. Hearings

All meetings or "hearings" described in this Article shall be held at a time and place that affords

a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. They shall be conducted during non-school hours, unless deemed impossible by the deciding authority at any particular level.

F. Time Limits

1. The time limits herein may be extended only by the parties' written agreement.
2. Any grievance not presented in Level One within twenty days of the time the grievant knew or reasonably should have known of the grievance shall be deemed waived and shall not be processed.
3. Any grievance not advanced from one step to the next within the applicable time limit shall be deemed resolved by the decision at the previous step.
4. If there is a failure at any step to communicate the decision on a grievance within the specified time limit, the association shall then have the right to appeal to the next step of the procedure.
5. Any grievance filed must be processed under this agreement's terms in force at the time of the event underlying the grievance.

ARTICLE 16
MANAGEMENT RIGHTS

The Board reserves unto itself all rights provided by law. The express limitations on those rights imposed by this agreement's terms and applicable statutes shall constitute the only limitations on such rights to manage the school system.

ARTICLE 17
GENERAL TERMS

- A. This agreement constitutes the full, complete, and sole agreement between the parties. No verbal agreements are enforceable.
- B. This agreement shall be construed under Indiana law.
- C. This agreement is binding on the parties' heirs, successors, personal representatives, executors, and administrators.
- D. Whenever used in this agreement, a pronoun in the masculine gender shall be considered as including the feminine, and vice versa, unless the context clearly indicates otherwise.
- E. A determination by a court of competent jurisdiction or the Indiana Education Employment Relations Board (IEERB) that any provision of this agreement, or any application of the agreement to any employee or group of employees, is contrary to law or otherwise unenforceable shall not affect the agreement's remaining terms and provisions, which shall

remain in full force and effect.

F. Any required notices shall be delivered by Registered Mail to the following:

To the Association:

Kathy Sykes
Co-President, North Putnam Teachers' Association
6572 E CR 300 N
Fillmore, Indiana 46128

Chase Hiland
Co-President, North Putnam Teachers' Association
476 Mill Springs
Coatesville, Indiana 46121

To the School Board:

Ron Spencer
President, North Putnam Community School Corporation Board

Darrell Wiatt
Secretary, North Putnam Community School Corporation Board

Dr. Nicole L. Singer
Superintendent, North Putnam Community School Corporation

For the Board of School Trustees:

Ron Spencer, President

Date: _____

Darrell Wiatt, Secretary

Date: _____

Dustin Osborn, Vice President

Date: _____

Amber Greene, Member

Date: _____

Mark Hoke, Member

Date: _____

Travis Lambermont, Member

Date: _____

Joanie Knapp, Member

Date: _____

Dr. Nicole L. Singer, Superintendent

Date: _____

For the Association:

Chase Hiland, Co-President

Date: _____

Kathy Sykes, Co-President

Date: _____

APPENDIX A

**North Putnam Community School Corporation
2019-2020 Professional Contract**

2019-2020 SALARY SCHEDULE

\$34,139
\$34,639
\$35,936
\$37,157
\$38,277
\$39,924
\$40,108
\$41,024
\$41,736
\$43,568
\$44,890
\$46,111
\$47,129
\$48,655
\$49,673
\$50,690
\$51,708
\$52,725
\$53,743
\$55,265
\$56,592
\$58,118
\$60,356
\$61,170

APPENDIX B

**North Putnam Community School Corporation
2019-2020 Professional Contract**

2019-2020 EXTRA CURRICULAR SALARY SCHEDULE

Current

Type	Position	2018 AMT	2019 AMT	Base Index (0-2)	Actual Salary	Recommended Changes Note	Index Years 3-7	Actual Salary	Index Years 8+	Actual Salary
Athletic										
MS/HS Concession Manager	MS Athletic Director	\$4,846	\$4,039	.1183	\$3,997	Rename/Change	.1203		0.1243	
Summer S&C Coordinator	Strength and Conditioning Coordinator	\$1,102	\$1,113	.0326	\$1,102		.0346	\$1,181	.0386	\$1,317
Asst. Summer S&C Coordinator	Asst. Strength and Conditioning	\$743	\$751	.022	\$743		.024	\$819	.028	\$955
	Asst. Strength and Conditioning	\$743				Remove		\$0		\$0
Athletics - Boys										
	Basketball							\$0		\$0
	HS Head Coach	\$5,624	\$5,684	.1665	\$5,626		.1685	\$5,752	.1725	\$5,887
	HS 1st Assistant	\$2,767	\$2,796	.0819	\$2,767		.0839	\$2,864	.0879	\$3,000
	HS Assistant	\$2,186	\$2,209	.0647	\$2,186		.0667	\$2,277	.0707	\$2,413
	HS Assistant		\$1,656	.0485	\$1,639	New Position	.0505	\$1,724	.0545	\$1,860
								\$0		\$0
	MS 8th Grade Head Coach	\$1,639	\$1,656	.0485	\$1,639		.0505	\$1,724	.0545	\$1,860
	MS 8th Grade Assistant Coach	\$826	\$836	.0245	\$828		.0265	\$905	.0305	\$1,041
	MS 7th Grade Head Coach	\$1,639	\$1,656	.0485	\$1,639		.0505	\$1,724	.0545	\$1,860
	MS 7th Grade Assistant Coach	\$826	\$836	.0245	\$828		.0265	\$905	.0305	\$1,041
	6th Grade	\$388	\$393	.0115	\$389		.0135	\$461	.0175	\$597
	6th Grade	\$388	\$393	.0115	\$389		.0135	\$461	.0175	\$597
	6th Grade	\$388	\$393	.0115	\$389		.0135	\$461	.0175	\$597
								\$0	.004	\$137
	Baseball							\$0	.004	\$137
	HS Head Coach	\$2,459	\$2,888	.0846	\$2,859	Increase	.0866	\$2,956	.0906	\$3,092

	HS Assistant	\$1,366	\$1,383	.0405	\$1,368		.0425	\$1,451	.0465	\$1,587
	HS Assistant	\$1,366	\$1,383	.0405	\$1,368		.0425	\$1,451	.0465	\$1,587
	MS Baseball	\$1,366	\$1,383	.0405	\$1,368		.0425	\$1,451	.0465	\$1,587
								\$0	.004	\$137
								\$0	.004	\$137
	Football							\$0	.004	\$137
	HS Head Coach	\$5,624	\$5,684	.1665	\$5,626		.1685	\$5,752	.1725	\$5,887
	HS 1st Assistant	\$2,767	\$2,796	.0819	\$2,767		.0839	\$2,864	.0879	\$3,000
	HS Assistant	\$2,416	\$2,441	.0715	\$2,416		.0735	\$2,509	.0775	\$2,645
	HS Assistant	\$2,186	\$2,209	.0647	\$2,186		.0667	\$2,277	.0707	\$2,413
	HS Assistant	\$2,186	\$2,209	.0647	\$2,186		.0667	\$2,277	.0707	\$2,413
	MS Head Coach	\$1,763	\$1,782	.0522	\$1,764		.0542	\$1,850	.0582	\$1,986
	MS 1st Assistant	\$1,639	\$1,656	.0485	\$1,639		.0505	\$1,724	.0545	\$1,860
	MS Assistant	\$826	\$836	.0245	\$828		.0265	\$905	.0305	\$1,041
	MS Assistant	\$826	\$836	.0245	\$828		.0265	\$905	.0305	\$1,041
								\$0	.004	\$137
	Track							\$0	.004	\$137
	HS Head Coach	\$2,459	\$2,888	.0846	\$2,859	Increase	.0866	\$2,956	.0906	\$3,092
	HS Assistant	\$1,366	\$1,383	.0405	\$1,368		.0425	\$1,451	.0465	\$1,587
	MS Coach	\$1,366	\$1,383	.0405	\$1,368		.0425	\$1,451	.0465	\$1,587
	MS Assistant	\$644	\$652	.0191	\$645		.0211	\$720	.0251	\$857
								\$0	.004	\$137
	Wrestling							\$0	.004	\$137
	HS Head Coach	\$2,859	\$2,888	.0846	\$2,859		.0866	\$2,956	.0906	\$3,092
	HS Assistant	\$1,366	\$1,383	.0405	\$1,368		.0425	\$1,451	.0465	\$1,587
	MS Head Coach	\$1,052	\$1,065	.0312	\$1,054		.0332	\$1,133	.0372	\$1,270
	MS Assistant	\$644	\$652	.0191	\$645		.0211	\$720	.0251	\$857
	MS Assistant	\$644	\$652	.0191	\$645		.0211	\$720	.0251	\$857
								\$0	.004	\$137
	Swimming							\$0	.004	\$137
HS Head Coach (B & G)	HS Head Coach	\$3,107	\$3,141	.092	\$3,109	Rename	.094	\$3,209	.098	\$3,345

HS Assistant (B & G)	HS Assistant	\$1,366	\$1,383	.0405	\$1,368	Rename	.0425	\$1,451	.0465	\$1,587
MS Head Coach (B & G)	MS Head Coach	\$1,052	\$1,065	.0312	\$1,054	Rename	.0332	\$1,133	.0372	\$1,270
MS Assistant (B & G)	MS Assistant	\$644	\$652	.0191	\$645	Rename	.0211	\$720	.0251	\$857
								\$0	.004	\$137
	Cross Country							\$0	.004	\$137
	HS Head Coach (B & G)	\$2,859	\$2,888	.0846	\$2,859		.0866	\$2,956	.0906	\$3,092
	HS Assistant (B & G)	\$1,366	\$1,383	.0405	\$1,368		.0425	\$1,451	.0465	\$1,587
	MS Coach (B & G)	\$1,052	\$1,065	.0312	\$1,054		.0332	\$1,133	.0372	\$1,270
	MS Assistant (B & G)	\$644	\$652	.0191	\$645		.0211	\$720	.0251	\$857
								\$0	.004	\$137
	Golf							\$0	.004	\$137
	HS Head Coach	\$2,459	\$2,485	.0728	\$2,460		.0748	\$2,554	.0788	\$2,689
	MS Head Coach	\$1,052	\$1,065	.0312	\$1,054		.0332	\$1,133	.0372	\$1,270
	MS Assistant Coach	\$644	\$652	.0191	\$645		.0211	\$720	.0251	\$857
								\$0	.004	\$137
	Soccer							\$0	.004	\$137
	HS Head Coach	\$2,859	\$2,888	.0846	\$2,859		.0866	\$2,956	.0906	\$3,092
	HS Assistant Coach	\$1,366	\$1,383	.0405	\$1,368		.0425	\$1,451	.0465	\$1,587
	MS Soccer Coach		\$1,383	.0405	\$1,368	New Position	.0425	\$1,451	.0465	\$1,587
Athletics - Girls								\$0	.004	\$137
	Basketball							\$0	.004	\$137
	HS Head Coach	\$5,624	\$5,684	.1665	\$5,626		.1685	\$5,752	.1725	\$5,887
	HS 1st Assistant	\$2,767	\$2,796	.0819	\$2,767		.0839	\$2,864	.0879	\$3,000
	HS Assistant	\$2,186	\$2,209	.0647	\$2,186		.0667	\$2,277	.0707	\$2,413
	HS Assistant		\$1,656	.0485	\$1,639	New Position		\$0	.004	\$137
								\$0	.004	\$137
	MS 8th Grade Head Coach	\$1,639	\$1,656	.0485	\$1,639		.0505	\$1,724	.0545	\$1,860
	MS 8th Grade Assistant Coach	\$826	\$836	.0245	\$828		.0265	\$905	.0305	\$1,041
	MS 7th Grade Head Coach	\$1,639	\$1,656	.0485	\$1,639		.0505	\$1,724	.0545	\$1,860
	MS 7th Grade Assistant Coach	\$826	\$836	.0245	\$828		.0265	\$905	.0305	\$1,041
	6th Grade	\$388	\$393	.0115	\$389		.0135	\$461	.0175	\$597

	6th Grade	\$388	\$393	.0115	\$389		.0135	\$461	.0175	\$597
	6th Grade	\$388	\$393	.0115	\$389		.0135	\$461	.0175	\$597
								\$0	.004	\$137
	Volleyball							\$0	.004	\$137
	HS Head Coach	\$2,859	\$2,888	.0846	\$2,859		.0866	\$2,956	.0906	\$3,092
	HS 1st Assistant	\$1,366	\$1,379	.0404	\$1,365		.0424	\$1,447	.0464	\$1,584
	MS 8th Grade Head Coach	\$1,052	\$1,065	.0312	\$1,054		.0332	\$1,133	.0372	\$1,270
	MS 8th Grade Assistant	\$826	\$836	.0245	\$828		.0265	\$905	.0305	\$1,041
	MS 7th Grade Head Coach	\$1,052	\$1,065	.0312	\$1,054		.0332	\$1,133	.0372	\$1,270
	MS 7th Grade Assistant	\$826	\$836	.0245	\$828		.0265	\$905	.0305	\$1,041
	6th Grade	\$454	\$461	.0135	\$456		.0155	\$529	.0195	\$666
	6th Grade	\$454	\$461	.0135	\$456		.0155	\$529	.0195	\$666
	5th Grade (Bainbridge)	\$325	\$331	.0097	\$328		.0117	\$399	.0157	\$536
	5th Grade (Roachdale)	\$325	\$331	.0097	\$328		.0117	\$399	.0157	\$536
								\$0	.004	\$137
	Track							\$0	.004	\$137
	HS Head Coach	\$2,459	\$2,888	.0846	\$2,859	Increase	.0866	\$2,956	.0906	\$3,092
	HS Assistant	\$1,366	\$1,383	.0405	\$1,368		.0425	\$1,451	.0465	\$1,587
	MS Coach	\$1,366	\$1,383	.0405	\$1,368		.0425	\$1,451	.0465	\$1,587
	MS Assistant	\$644	\$652	.0191	\$645		.0211	\$720	.0251	\$857
	5th Grade (B & G) (Bainbridge)	\$325	\$331	.0097	\$328		.0117	\$399	.0157	\$536
	5th Grade (B & G) (Roachdale)	\$325	\$331	.0097	\$328		.0117	\$399	.0157	\$536
								\$0	.004	\$137
	Soccer							\$0	.004	\$137
	HS Head Coach	\$2,859	\$2,888	.0846	\$2,859		.0866	\$2,956	.0906	\$3,092
	HS Assistant Coach	\$1,366	\$1,383	.0405	\$1,368		.0425	\$1,451	.0465	\$1,587
	MS Girls Coach		\$1,383	.0405	\$1,368	New Position	.0425	\$1,451	.0465	\$1,587
								\$0	.004	\$137
	Cheerleader/Pep Club							\$0	.004	\$137
	HS Head	\$2,859	\$2,888	.0846	\$2,859		.0866	\$2,956	.0906	\$3,092

	HS Assistant	\$1,366	\$1,383	.0405	\$1,368		.0425	\$1,451	.0465	\$1,587
	MS	\$644	\$652	.0191	\$645		.0211	\$720	.0251	\$857
	MS	\$644	\$652	.0191	\$645		.0211	\$720	.0251	\$857
								\$0	.004	\$137
	Softball							\$0	.004	\$137
	HS Head Coach	\$2,459	\$2,888	.0846	\$2,859	Increase	.0866	\$2,956	.0906	\$3,092
	HS Assistant	\$1,366	\$1,383	.0405	\$1,368		.0425	\$1,451	.0465	\$1,587
	HS Assistant	\$1,366	\$1,383	.0405	\$1,368		.0425	\$1,451	.0465	\$1,587
	MS Softball	\$1,366	\$1,383	.0405	\$1,368		.0425	\$1,451	.0465	\$1,587
								\$0	.004	\$137
	Golf							\$0	.004	\$137
	HS Head Coach	\$2,459	\$2,485	.0728	\$2,460		.0748	\$2,554	.0788	\$2,689
	Athletic Total	\$135,214	\$142,803		\$141,339			\$143,049	.004	
Academic Coaches									.004	
Elementary Schools - Bainbridge/ Roachdale (one each)									.004	
	Science Club (BB)	\$181	\$205	.006	\$203		.008	\$273	.012	\$410
	Spell Bowl (BB)	\$350	\$355	.0104	\$351		.0124	\$423	.0164	\$560
	Elementary Math (BB)	\$350	\$355	.0104	\$351		.0124	\$423	.0164	\$560
	Science Club (RD)	\$181	\$205	.006	\$203		.008	\$273	.012	\$410
	Spell Bowl (RD)	\$350	\$355	.0104	\$351		.0124	\$423	.0164	\$560
	Elementary Math (RD)	\$350	\$355	.0104	\$351		.0124	\$423	.0164	\$560
								\$0	.004	\$137
Middle School								\$0	.004	\$137
	6th Grade Outdoor Experience	\$181	\$205	.006	\$203	Increase	.008	\$273	.012	\$410
	6th Grade Outdoor Experience	\$181	\$205	.006	\$203	Increase	.008	\$273	.012	\$410
	6th Grade Outdoor Experience	\$181	\$205	.006	\$203	Increase	.008	\$273	.012	\$410
	6th Grade Outdoor Experience	\$181	\$205	.006	\$203	Increase	.008	\$273	.012	\$410
	6th Grade Outdoor Experience	\$181	\$205	.006	\$203	Increase	.008	\$273	.012	\$410

	6th Grade Outdoor Experience	\$181	\$205	.006	\$203	Increase	.008	\$273	.012	\$410
	6th Grade Outdoor Experience	\$181	\$205	.006	\$203	Increase	.008	\$273	.012	\$410
	6th Grade Outdoor Experience	\$181	\$205	.006	\$203	Increase	.008	\$273	.012	\$410
	Spell Bowl	\$350	\$355	.0104	\$351		.0124	\$423	.0164	\$560
	Science Bowl	\$350	\$355	.0104	\$351	Addition	.0124	\$423	.0164	\$560
Academic Coaches - MS								\$0	.004	\$137
	Math	\$350	\$355	.0104	\$351		.0124	\$423	.0164	\$560
	Social Studies	\$350	\$355	.0104	\$351		.0124	\$423	.0164	\$560
	Science	\$350	\$355	.0104	\$351		.0124	\$423	.0164	\$560
	Language Arts	\$350	\$355	.0104	\$351		.0124	\$423	.0164	\$560
	Academic Coordinator Competition (above coaching)	\$150	\$154	.0045	\$152		.0065	\$222	.0105	\$358
								\$0	.004	\$137
High School								\$0	.004	\$137
	Spell Bowl	\$350	\$355	.0104	\$351		.0124	\$423	.0164	\$560
	Speech Team Coach	\$1,608				Remove		\$0	.004	\$137
								\$0	.004	\$137
Academic Coaches - HS								\$0	.004	\$137
	Math	\$350	\$355	.0104	\$351		.0124	\$423	.0164	\$560
	Social Studies	\$350	\$355	.0104	\$351		.0124	\$423	.0164	\$560
	Science	\$350	\$355	.0104	\$351		.0124	\$423	.0164	\$560
	Language Arts	\$350	\$355	.0104	\$351		.0124	\$423	.0164	\$560
	Fine Arts	\$350	\$355	.0104	\$351		.0124	\$423	.0164	\$560
Middle School Team Leaders								\$0	.004	\$137
	6th Grade	\$299	\$355	.0104	\$351	Increase	.0124	\$423	.0164	\$560
	7th Grade	\$299	\$355	.0104	\$351	Increase	.0124	\$423	.0164	\$560
	8th Grade	\$299	\$355	.0104	\$351	Increase	.0124	\$423	.0164	\$560
								\$0	.004	\$137

Department Heads - HS								\$0	.004	\$137
	LA/Foreign Language	\$299	\$355	.0104	\$351	Increase	.0124	\$423	.0164	\$560
	Math	\$299	\$355	.0104	\$351	Increase	.0124	\$423	.0164	\$560
	Science/PE/Health	\$299	\$355	.0104	\$351	Increase	.0124	\$423	.0164	\$560
	Fine Arts	\$299	\$355	.0104	\$351	Increase	.0124	\$423	.0164	\$560
	Technology/Practical Arts	\$299	\$355	.0104	\$351	Increase	.0124	\$423	.0164	\$560
	Special Education	\$299	\$355	.0104	\$351	Increase	.0124	\$423	.0164	\$560
	Social Studies	\$299	\$355	.0104	\$351	Increase	.0124	\$423	.0164	\$560
	Guidance	\$299	\$355	.0104	\$351	Increase	.0124	\$423	.0164	\$560
								\$0	.004	\$137
Plays								\$0	.004	\$137
HS Major Production								\$0	.004	\$137
	Director	\$826	\$836	.0245	\$828		.0265	\$905	.0305	\$1,041
	Assistant Director	\$331	\$335	.0098	\$331		.0118	\$403	.0158	\$539
	Technical Director	\$331	\$335	.0098	\$331		.0118	\$403	.0158	\$539
	Art Director	\$331	\$335	.0098	\$331		.0118	\$403	.0158	\$539
								\$0	.004	\$137
High School One Act Play								\$0	.004	\$137
								\$0	.004	\$137
	Director	\$220				Remove		\$0	.004	\$137
HS Musical								\$0	.004	\$137
	Director One	\$897	\$908	.0266	\$899		.0286	\$976	.0326	\$1,113
	Director Two	\$446				Remove		\$0	.004	\$137
	Director Three	\$446				Remove		\$0	.004	\$137
	Art Director	\$301	\$304	.0089	\$301		.0109	\$372	.0149	\$509
	Technical Director	\$301	\$304	.0089	\$301		.0109	\$372	.0149	\$509
	Orchestra Director	\$331	\$335	.0098	\$331		.0118	\$403	.0158	\$539
	One Vocal Director	\$446	\$451	.0132	\$446		.0152	\$519	.0192	\$655
	Sound Technician	\$220	\$222	.0065	\$220		.0085	\$290	.0125	\$427

	Choreography	\$220	\$222	.0065	\$220		.0085	\$290	.0125	\$427
	Pianist	\$420	\$427	.0125	\$422		.0145	\$495	.0185	\$631
High School Music							.002	\$68	.006	\$205
	HS/MS Director	\$4,002	\$4,045	.1185	\$4,004		.1205	\$4,114	.1245	\$4,249
	HS/MS Assistant Band Director	\$2,491				Remove		\$0	.004	\$137
	Fall Guard	\$1,924	\$1,946	.057	\$1,926		.059	\$2,014	.063	\$2,150
	Winter Guard	\$1,524	\$1,540	.0451	\$1,524		.0471	\$1,608	.0511	\$1,744
	Drum Line Instructor	\$1,524				Remove		\$0	.004	\$137
	High School Dance Team	\$644				Remove		\$0	.004	\$137
	HS Choral Accompanist	\$1,000	\$1,011	.0296	\$1,000		.0316	\$1,079	.0356	\$1,215
	MS Cadet Guard	\$644	\$652	.0191	\$645		.0211	\$720	.0251	\$857
Journalism							.002	\$68	.006	\$205
	HS Newspaper	\$836				Remove		\$0	.004	\$137
	HS Yearbook	\$1,639	\$1,656	.0485	\$1,639		.0505	\$1,724	.0545	\$1,860
	MS Yearbook	\$500	\$505	.0148	\$500		.0168	\$574	.0208	\$710
	Elementary Yearbook (Bainbridge)	\$300	\$304	.0089	\$301		.0109	\$372	.0149	\$509
	Elementary Yearbook (Roachdale)	\$300	\$304	.0089	\$301		.0109	\$372	.0149	\$509
							.002	\$68	.006	\$205
Clubs Approved by the Board							.002	\$68	.006	\$205
							.002	\$68	.006	\$205
Class Sponsors							.002	\$68	.006	\$205
	Senior Class	\$519	\$526	.0154	\$520		.0174	\$594	.0214	\$730
	Junior Class	\$966	\$976	.0286	\$966		.0306	\$1,045	.0346	\$1,181
	Junior Class	\$966	\$976	.0286	\$966		.0306	\$1,045	.0346	\$1,181
	Sophomore Class	\$181	\$205	.006	\$203	Increase	.008	\$273	.012	\$410
	Freshman Class	\$181	\$205	.006	\$203	Increase	.008	\$273	.012	\$410
							.002	\$68	.006	\$205
Clubs							.002	\$68	.006	\$205

	FFA	\$2,203	\$2,226	.0652	\$2,203		.0672	\$2,294	.0712	\$2,430
	FFA		\$2,226	.0652	\$2,203	New Position	.0672	\$2,294	.0712	\$2,430
	BPA (DECA)	\$490	\$495	.0145	\$490		.0165	\$563	.0205	\$700
								\$0	.004	\$137
Student Council								\$0	.004	\$137
	Elementary School (One each building) each	\$266	\$270	.0079	\$267		.0099	\$338	.0139	\$474
	Elementary School (One each building) each	\$266	\$270	.0079	\$267		.0099	\$338	.0139	\$474
	Middle School (2 @ 266 or 1 @ 523) each	\$523	\$529	.0155	\$524		.0175	\$597	.0215	\$734
	High School	\$552	\$560	.0164	\$554		.0184	\$628	.0224	\$764
Others								\$0	.004	\$137
	Frosh Solutions	\$181	\$205	.006	\$203	Increase	.008	\$273	.012	\$410
	Pep Club	\$181	\$205	.006	\$203	Increase	.008	\$273	.012	\$410
	Spanish Club	\$181	\$205	.006	\$203	Increase	.008	\$273	.012	\$410
	Thespians	\$181	\$205	.006	\$203	Increase	.008	\$273	.012	\$410
	FCCLA	\$181	\$205	.006	\$203	Increase	.008	\$273	.012	\$410
	Key Club	\$181	\$205	.006	\$203	Increase	.008	\$273	.012	\$410
	National Honors Society (HS)	\$181	\$205	.006	\$203	Increase	.008	\$273	.012	\$410
	FCA	\$181				Remove		\$0	.004	\$137
	High School Gay Straight Alliance	\$181	\$205	.006	\$203	Increase	.008	\$273	.012	\$410
	Middle School Dance Team	\$181	\$205	.006	\$203	Increase	.008	\$273	.012	\$410
	Middle School Art Club	\$181	\$205	.006	\$203	Increase	.008	\$273	.012	\$410
	Aquatics Director	\$1,148				Remove		\$0	.004	\$137
	Corporation Outdoor Lab Coordinator	\$596	\$604	.0177	\$598		.0197	\$673	.0237	\$809
	High Ability Coordinator (BB)	\$2,000	\$2,021	.0592	\$2,000		.0612	\$2,089	.0652	\$2,225

	High Ability Coordinator (RD)	\$2,000	\$2,021	.0592	\$2,000		.0612	\$2,089	.0652	\$2,225
	High Ability Coordinator (MS)	\$2,000	\$2,021	.0592	\$2,000		.0612	\$2,089	.0652	\$2,225
	High Ability Coordinator (HS)	\$2,000	\$2,021	.0592	\$2,000		.0612	\$2,089	.0652	\$2,225
	Concession Stand Manager (3 @ \$500)	\$1,500				Remove	.002	\$68	.006	\$205
	Robotics (BB)	\$350	\$355	.0104	\$351		.0124	\$423	.0164	\$560
	Robotics (RD)	\$350	\$355	.0104	\$351		.0124	\$423	.0164	\$560

		\$192,114	\$192,475		\$190,502			\$199,344		\$233,005
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APPENDIX C

**North Putnam Community School Corporation
2019-2020 Professional Contract**

GRIEVANCE REPORT FORM

Grievance Report Form

Grievance #

Distribution of Form

GRIEVANCE REPORT

1: Superintendent

2: Principal

3: Association

Submit to Principal in Duplicate

4: Teacher

Building

Assignment

Name of Grievant

Date Filed

STEP I

A. Date of Cause of Grievance Occurred: _____

B. 1. Statement of Grievance:

2. Relief Sought:

Signature

Date

C. Disposition by Principal:

Signature

Date

D. Position of Grievant and/or Association:

Signature

Date

If additional space is needed in reporting sections B-1 & 2 of Step I, attach an additional sheet

STEP II

A. Date received by Superintendent or Designee: _____

B. Disposition of Superintendent or Designee:

Signature

Date

C. Position of Grievant and/or Association:

Signature

Date

STEP III

A. Date Received by Board of Education or Designee: _____

B. Disposition by Board:

Signature

Date

C. Position of Grievant and/or Association:

Signature

Date

STEP IV

A. Date Submitted to Arbitration: _____

B. Disposition & Award of Arbitrator:

Signature

Date

APPENDIX D

**North Putnam Community School Corporation
2019-2020 Professional Contract**

ADVANCE APPLICATION FOR USE OF SHORT-TERM LEAVE

ADVANCE APPLICATION FOR USE OF SHORT-TERM LEAVE

Prepare and Submit three (3) copies to the Superintendent's Office.

One copy to: () Superintendent

One copy to: () Bldg. Principal

One copy to: () Applicant

NAME _____

DATE _____

SCHOOL _____

Request absence from _____ to _____, inclusive.
Month/Day/Hour Month/Day/Hour

Reason:

Applicant: Please check leave applied for:

_____ Personal Leave

_____ Funeral Leave

_____ Illness in Family

_____ Paternity Leave

_____ Court Leave

_____ Jury Duty Leave

_____ Professional Growth Leave

1. State meeting requested to attend and nature of meeting:

2. State where meeting to be held:

3. State dollar amount of travel reimbursement requested (\$):

4. State dollar amount of lodging reimbursement requested (\$):

5. Other comments:

Signature of Applicant _____

Principal's Action: Recommend Approval Do Not Recommend Approval

Superintendent's Action: Approved Denied

APPENDIX E

**North Putnam Community School Corporation
2019-2020 Professional Contract**

2019-2020 REQUEST FOR USE OF LONG TERM LEAVE

REQUEST FOR USE OF LONG TERM LEAVE

Prepare and Submit three (3) copies to the Superintendent's Office.

One copy to: () Superintendent

One copy to: () Bldg. Principal

One copy to: () Applicant

NAME _____

DATE _____

SCHOOL _____

Request absence from _____ to _____, inclusive.
Month/Day/Hour Month/Day/Hour

Reason:

Applicant: Please check leave applied for:

_____ Maternity Leave (*attach doctor's statement certifying pregnancy or birth certificate*)

_____ Adoption Leave

_____ Disability Leave

_____ Political Leave

_____ Military Leave

_____ Sabbatical Leave

1. State purpose of leave:

2. Compensation requested:

3. Other comments:

Signature of Applicant _____

Principal's Action: **Recommend Approval** **Do Not Recommend Approval**

Superintendent's Action: **Approved** **Denied**

Board's Action: **Approved** **Denied**