



## INDIANA EDUCATION EMPLOYMENT RELATIONS BOARD

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<http://www.in.gov/ieerb>

### IEERB 2020 Collective Bargaining Report Users Guide

**IMPORTANT: Many people are looking at your data! Be sure it is accurate. Some answers are easily found in the teachers collective bargaining agreement. The Gateway Report Builder ([link here](#)) has all of the contracts for the 2019-2020 school year. Please do not guess at these answers.**

#### **Definitions:**

Contract Days – the total number of days listed on the Regular Teacher Contract (excluding extended contract days).

Contract Hours – the number of hours a teacher is expected to work on a typical school day (this number is listed on the Regular Teacher Contract).

District Level Administrators – employees working at the overall, corporation level who hold any administrative license issued by the IDOE.

Teacher – a certificated employee on a Regular Teacher Contract who is not also on a regular administrator contract. This should include all certificated employees whose primary responsibility is the instruction of students as referenced in IC 20-18-2-22.

1.0 Full Time Equivalent (FTE) – a teacher working on a 1.0 full time contract.

Salary – the dollar amount listed on the Regular Teacher Contract for performing teaching duties only (excluding all extracurricular pay, etc.).

Federal Grants – money from the federal government used to support local programming.

Property Tax Referendum – a public question placed on a ballot by a local unit asking voters to increase property taxes to pay for specific school functions.

Total Compensation – total compensation includes all salary, wages, and benefits paid to and on behalf of the employee (benefit examples include life insurance, health insurance, disability insurance, retirement benefits, and pension benefits).

Base Salary Increase or Increment – an increase or increment applied to the teachers' base salaries through the compensation plan and not a one-time stipend.



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Stipend – a fixed sum paid as a salary through the compensation plan (this excludes stipends for extracurricular activities, ancillary duties, attendance awards, teacher appreciation grants, etc.).

2% TRF pension pay down – In a public board meeting, local school boards were required to state how this money will be used.

Report Output – After logging into Gateway and clicking the Collective Bargaining Reporting, you will see a Report Output link on the Collective Bargaining Reporting main menu. By clicking that link you will be presented with a PDF that contains the questions in this report.

### **The 2020 Collective Bargaining Report is based on the 2019-2020 school year teachers contract.**

#### **Part I**

The questions refer to 1.0 FTE teachers. Do not include teachers with less than a 1.0 FTE. For example, a .5 or .67 teacher should not be included.

The total number of years of experience includes all teaching experience combined, not just the current school corporation.

Salary costs should only include what is on the regular teachers contract. This should not include other compensation like extended contracts, extracurricular, etc.

Minimum and maximum salaries are the lowest and highest paid salary in the corporation on a regular teachers contract. Do not include extended contract amounts or any other compensation amount.

An average teacher salary was determined by aggregating all corporation total salary and total 1.0 FTE teacher count from the previous year's collective bargaining report. This average is stated in the above and below teacher average salary question. For the current school year, you will need to state how many 1.0 FTE teachers are below and above that average. Do not include decimals in your answer – this is for 1.0 FTE teachers only.

Total compensation includes all salary, wages, and benefits paid to teachers. Other wages may include extracurricular, summer school, ancillary duty pay, teacher appreciation grant, etc. It may also include the corporation's portion of the health care or insurance benefits (see definition of Total Compensation).

An example of a career ladder program is TAP. The definition of such program is found in IC 20-20-43-4.

Do not include Teacher Appreciation Grants in the supplemental payments section. However, they should be included in the total compensation.



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Salaries by experience includes salaries for all teachers with the exact number of years of experience listed for that sub-question. At no time should teachers with years of experience 2-4, 6-9, 11-14, 16-19, 21-24, 26-29 be included in the Salaries by Experience section.

The average teacher base salary increase and average teacher stipend questions were removed. Gateway will run those calculations and display them in the individual and state-wide reports.

### Part II

The retirement buyout section refers to the overall cost to the corporation of the buyout.

### Part III

If the corporation does not put a cap on the maximum number of paid time off days a teacher can accrue while employed at the corporation then use the number associated with the teacher who has the highest accrued days.

### Part IV, V, VI

Please be aware that the second answer column asks for the cost per teacher **paid by the corporation**. The last answer column wants to know the per teacher cost **paid by the teacher** portion of the plan.

### Part VII

This section refers to corporation/district level, not teaching administrators excluding the superintendent. Include only those corporation level employees who hold an administrator license from the IDOE.

### Part VIII

This section refers to the corporation superintendent only. List the base salary separately. The total compensation should include salary and the amounts of all benefits paid to the superintendent (see the definition of Total Compensation).

### FAQs

- I've filled in all of the boxes but it will not save and continue, why? Be sure not to include commas in any box. Re-enter the numbers – do not use the numbers that appear in the drop down. Questions that ask for 1.0 FTE will not accept decimal places.
- One question asks for the total number of years of experience for all FT teachers, does that include experience from other corporations? Yes, it includes all teaching experience.
- What is the definition of Full Time Teachers? A certificated employee on a regular teachers contract who is not also on a regular administrators contract. This should



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include all certificated employees whose primary responsibility is the instruction of students as referenced in IC 20-18-2-22.

- Are Full Time teachers on a .50 or .83 contract included? No, only include 1.0 FTE.
- The number of teachers we employ varies throughout the school year. What should I do? Use the number of 1.0 FTE teachers at of the end of the **calendar year** during that contract period.
- What teacher salaries should I use? Use the salaries listed on the regular teachers contract.
- What if the contract isn't fully paid until August or September? Use the amount listed on the regular teachers contract for that contract period.
- What if we have a teacher go on maternity leave during her contract? Use her total contract amount if that position will be filled by someone else but do not include the other employees salary in this calculation.
- Our minimum and maximum salaries are different than what is listed on our CBA because some of our teachers are eligible for extended contracts, do I include those amounts for our maximum salary? No, use only the maximum salary listed on the regular teachers contract. Do not include extended contract amounts, extracurricular amounts, etc.
- Can you give me an example of a Career Ladder program (as defined by IC 20-20-43-4)? An example of a Career Ladder program is TAP.
- Do you include Teacher Appreciation Grants (TAG) in the supplemental payments section?
  - No, only include supplemental payments in accordance with IC 20-28-9-1.5 9 (a).
- You ask for years of experience and corresponding salaries for years 1, 5, 10, 15, 20, 25, 30+. Is that at the beginning or end of the year and what about the years in between?
  - Use years of experience at the conclusion of the current school year.
  - Only include salaries and number of teachers for the benchmark years of 1, 5, 10, 15, 20, and 25 but use all teachers with 30, 31, 32, 33, etc. years of experience in the 30+ category.

**The accuracy of your data is extremely important. Please review before submitting.**  
If you have questions email them to [gateway@ieerb.in.gov](mailto:gateway@ieerb.in.gov).