2025 CBA COMPLIANCE CHECKLIST

Item		Page No.
School employer and exclusive representative identified		1
Bargaining unit description matches the IEERB Order in effect at time of ratification		3
Beginning and ending date of CBA (must end on or before June 30, 2025)		16
Ratification date (must be on or after September 15 and at least 72 hours after TA meeting)		17
Signed by School Board President, Secretary, or Vice President and exclusive representative		17
General definitions (definitions that apply to the whole CBA)		N/A
Grievance procedure (if arbitration used, must indicate if advisory or binding)		3-4
Contract interpretation provisions (e.g., severability, supremacy, savings clauses)		16
Salary for new teachers (amount, schedule, or method of calculation)		6, 18
Wages/compensation for ancillary duties		N/A
Wages/compensation for extracurricular duties		19-22
Compensation for extended contracts		7, 23
Public hearing and public meeting attestations (include electronic participation information)		16
Compensation Plan		
If there are no salary increases, CBA includes a statement to that effect		N/A
Statement of annual salary range for returning full-time teachers (don't include current year increases, ISTRF contributions, or salaries of newly hired teachers)		5
Full-time classroom teacher (instructs students at least 50% of the workday) salaries are at least $45,000		18
Salary increases		
If using optional eligibility criteria, the criteria are described and separate from factors		N/A
Based on at least two of the five statutory factors (must use academic needs factor)		5-6
Definitions of factors (e.g., experience, academic needs, instructional leadership)		5-6
How much each factor contributes to increase (by points, percentage, amount, etc.)		6
Amount of increase (flat amount, % amount) or method for calculating amount		6
Differentiated base salary increase for literacy endorsement		6
Academic needs is at least 10% of maximum possible salary increase calculation		6
The combination of education and experience (excluding increases to reduce the gap and teacher retention catch-up increases) does not exceed 50% of the maximum available salary increase		N/A
If using a salary increase to reduce the gap, it must: (1) be clearly identified and (2) actually reduce the gap		N/A
If using a teacher retention catch-up salary increase it must: (1) be clearly identified, (2) attributed to a factor, (3) describe the teachers to whom the catch-up increase applies, (4) describe the increase amount or method of calculating, and (5) describe how the increase amount represents a comparison to the starting salary of new teachers		N/A

Reminders:

1. Make sure all salary increases are included and described in the compensation plan.

2. If you include non-bargainable items for informational purposes only (e.g., number of ECA positions, number of extended contract days, etc.), be sure to include a statement to that effect.

3. Ensure all date references in the CBA reflect the current contract period.

4. Ensure that the CBA is uploaded to Indiana Gateway by November 15th to avoid a declaration of impasse.

5. Ensure that the electronic participation information in CBA matches information in Indiana Gateway.

1 IEERB encourages parties to number the pages of their CBA. If there are no page numbers, parties should identify the Article or Section number of the particular item (e.g., Art. I Sec B; Sec IV #2, etc.).