MASTER CONTRACT AGREEMENT BETWEEN THE BOARD OF SCHOOL TRUSTEES OF THE SOUTHWEST PARKE COMMUNITY SCHOOL CORPORATION

AND

THE SOUTHWEST PARKE EDUCATION ASSOCIATION

2026-2027

ARTICLE I
DECLARATION

1. The Southwest Parke Community School Corporation, hereinafter called the "Board", and the Southwest Parke Education Association, hereinafter called the "Association", recognize, declare, and subscribe the following mutually agreed upon covenant.

2. The following definitions shall apply consistently throughout this document. These words shall be used interchangeably without loss in connotation or denotation regarding the application, tenor, tone, or spirit of this instrument.

   A. "AGREEMENT: Harmony of opinion, action, or character: an arrangement as to a course of action:...a contract duly executed and legally binding: the language or instrument embodying such a contract."

   B. "CONTRACT: a binding agreement between two or more persons or parties:...a writing made by the parties to evidence the terms and conditions of a contract..."

   C. "COVENANT: a usually formal, solemn, and binding agreement: a written agreement or promise usually under seal between two or more parties especially for the performance of some action..."

   D. "DOCUMENT: an original or official paper relied upon as the basis, proof, or support of something."

   E. "INSTRUMENT: a means whereby something is achieved, performed, or furthered, a formal legal document

   NOTE: WEBSTER'S SEVENTH NEW COLLEGIATE DICTIONARY, G. & C. MERRIAM COMPANY, Publishers, 1971.

ARTICLE II
RECOGNITION

The Board hereby recognizes the Association as the exclusive bargaining representative for all certificated personnel employed by the Board with respect to terms and conditions of employment. Such representation shall cover all certificated personnel as set forth in Public Law 217 and all other pertinent and enacted laws of the State of Indiana and the Congress of the United States, except: the Superintendent, Principals, Assistant Principals, Administrative Assistants, Technology Coordinator and Athletic Director. In this covenant, the term "teacher" shall refer to all certificated personnel represented by the Association.

ARTICLE III
CONDITIONS

The Board agrees that is shall not discriminate among the teachers with respect to hours, wages, term or terms and conditions of employment by reason of membership in the Association, or the institution of any grievance proceeding.

ARTICLE IV
GRIEVANCE PROCEDURE

1. DEFINITIONS

   A. The grievance procedure may be used to remedy disputes between the Association and the Corporation, or between a teacher or group of teachers and the Corporation, pertaining to matters within the scope of bargaining.

   B. The term teacher includes any individual or group of individuals within the bargaining unit.

   C. The term day shall mean the normal school working/teaching day unless during the summer recess when is shall mean a regular weekday.

2. OBJECTIVES

   A. The purpose of this grievance procedure is to settle equitably and efficiently issues which may arise from time to time with respect to specific claims of employment related disputes. Both the Board and the Association agree that these proceedings shall be kept confidential.

   B. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted, if the adjustment is not inconsistent with the terms of this contract and the Association has been given the opportunity to be present at such hearings.

   C. The number of days indicated at each level should be considered as maximum; and every effort should be made to expedite the process. The time limits may be extended by mutual consent in writing by authorized representatives of each party.

   D. There shall be no record of or reference to any grievance placed in any teacher personnel file.

3. PROCEDURE LEVEL ONE

   A. A grievance may be filed using the form provided in the appendices. This form shall be filed in quadruplicate with one copy going to each of the

following: the grievant, the Association, the building principal (where applicable) and the Superintendent. A grievance shall be filed with the building principal within twenty (20) days after disclosure of the facts giving rise to the grievance. If the relief sought cannot be granted by the principal, the grievance may be filed with the Superintendent.

B. The Principal shall answer the grievance in writing within five (5) days. Within five (5) days of the Principal's answer the grievance may be submitted to the Superintendent. The Superintendent shall answer the grievance in writing within five (5) days of its submission.

LEVEL TWO

A. If the grievance is not settled at LEVEL ONE, the Superintendent's answer may be appealed to the Board within thirty (30) days of receiving Superintendent's response by filing a written notice with the President of the Board stating the grounds for the appeal along with any written response to the Superintendent's answer. A hearing with the Board shall be held within ten (10) days following the receipt of such notice; and the president of the Board shall promptly notify the grievant and the Association of the date, the time, and the place where such appeal shall be heard. The Board's written decision shall be transmitted to the grievant and the Association within five (5) days after the hearing.

LEVEL THREE

A. If the grievance is not settled at LEVEL TWO, it may be submitted to arbitration; and the Association shall notify the Board of its intention to submit the matter to arbitration within ten (10) days of receipt of the LEVEL TWO decision.

B. After notification to submit to arbitration is made, the Board and the Association shall attempt to select an arbitrator by mutual agreement. If the two parties are unable to agree on an arbitrator within five (5) days after notification, the arbitrators shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration hearing. The arbitrator shall set forth findings and conclusions on the issues submitted. The costs of arbitration shall be divided equally between the Board and the Association. The arbitrator's ruling, however, shall be advisory and shall not prevent any party from seeking relief in another venue.

4. CONCLUSION:

No reprisal of any kind shall be taken by or against any participant in the grievance procedure by reason of such participation. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the

personnel files, are not valid bases for evaluations, and may not be transmitted, orally or in writing, outside the confines of this school district.

ARTICLE V
TEACHER LEAVE

1. PERSONAL: Three (3) personal leave days shall be granted each year upon request. Such request shall be in writing whenever circumstances permit using the form provided in the appendices and submitted to the Superintendent without loss of compensation for such absence(s). No reason must be given other than personal business. All unused personal days shall be added to the teacher's accumulated sick and emergency leave days account.

2. BEREAVEMENT: Leave for death shall function as provided by Indiana law. The five (5) consecutive school days after such death in the immediate family shall apply to father, mother, husband, wife, son, daughter, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, stepmother, stepfather, grandparents, step-children, aunt, uncle or other dependents where custody or guardianship has been assigned by the courts shall be granted without loss of compensation. Additional leave for the death of close relatives shall be at the discretion of the Superintendent in conference with the teacher.

3. PROFESSIONAL: Professional leave days with pay may be granted upon request in writing on the form provided in the appendices to the Superintendent for the following purposes:

   A. Attending and/or participating in professional meetings relating to educational 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.

   C. The Board may provide funds to pay reasonable and necessary expenses incurred by the professional leave(s). Teachers shall be expected to give adequate notification on the proper form provided in the appendices.

4. JURY DUTY: When called for jury duty, a teacher shall not suffer loss of compensation from the corporation. Any compensation received from the court by the teacher through duty shall be forwarded to the corporation.

5. PERSONAL ILLNESS: Sick and emergency leave shall be credited annually to each teacher on the first day of the teacher's employment year as follows:

A. Twelve (12) days per year

B. Unused sick and emergency leave days after July 1 of each year shall be credited to the teacher's Sick and Emergency Leave Account. For any sick and emergency leave days accumulated beyond 180 days on June 30, the excess days will be paid into the teachers 401(a) or 403(b) as an employer contribution at a rate of $25 per day. Payment will be made no later than August 31 of each year. In no event will a teacher have more than 180 sick and emergency leave days available for use in any contract year.

C. Teachers shall be given a written account of accumulated sick, emergency and retirement leave on each pay stub.

NOTE: Such reporting is one (1) week behind the current pay date.

6. OCCUPATIONAL ILLNESS OR INJURY:

A. Absence due to injury incurred in the course of the teacher's employment will be charged against the teacher's sick and emergency leave days after twenty-one (21) days but not to exceed thirteen (13) days of sick and emergency leave accumulation. The Board shall pay to such teacher the difference between the teacher's regular salary and benefits received under the Indiana Worker's Compensation Act for the duration of such absence or until the teacher becomes eligible for long term disability benefits, provided that:

1. The injury results in disability preventing such teacher from performing the normal duties required of said teacher;

2. The teacher shall qualify for, request, and receive worker's compensation benefits.

B. The Board may require the teacher to submit to a physical examination conducted by a physician chosen by the Board, at the Board's expense any time after seven (7) days of the occurrence of the injury and to receive a complete verified report of such examination. The Board shall then determine the teacher's eligibility for this leave based upon the results of such examination in accordance with applicable statutes.

C. A teacher absent from work because of a childhood communicable disease, except the common cold, contracted in the course of the teacher's employment shall suffer no diminution of compensation and shall not be charged with sick leave.

7. ASSOCIATION PRESIDENT LEAVE

The President of the Association shall be granted three (3) days per year without loss

of pay to conduct Association business. Notification shall be made to the Office of the Superintendent forty-eight (48) hours in advance. The leave time granted shall be taken in one-half (1/2) or full day increments. Classes will not be interrupted by the President of the Association.

8. LEGISLATIVE LOBBYING LEAVE

A. The President of the Association shall be provided two (2) days of paid leave during the span of time that the Indiana General Assembly is in session. The usual leave request procedure will be followed and the Superintendent may ask for the absence to be rescheduled if local circumstances would make it prudent to do so.

B. Other Association members, not to exceed three (3), who are designated by the President of the Association shall be granted a total of three (3) days of paid leave collectively, with the same provisions and constraints mentioned in (A) above.

ARTICLE VI
OTHER LEAVES OF ABSENCE

1. STUDY: Upon written application on the form provided in the appendices, a leave of absence for up to one (1) year shall be granted to any semi-permanent or permanent teacher for the purpose of engaging in study at an accredited college or university. Such leave request must be submitted to the Superintendent by June 1. Teachers must notify the Board on or before April 1 of their intention to return for the following school year.

2. PUBLIC SERVICE: Leaves shall be granted to serve in public office in accordance with Indiana Code 20-6.1-6-14.

3. MATERNITY/ADOPTION: A maternity/adoption leave shall be granted upon written request to the Superintendent for up to one (1) year with the right to renew such request for an additional year if desired. The teacher must inform the Superintendent of the intention to return or renew following the initial leave on or before April1. If requested, a second extension of maternity leave shall be granted.

4. DISABILITY-REHABILITATION-HEALTH: Whenever it is in the best interest of the teacher or teacher's family's health in that an illness or disability within the teacher's immediate family should extend beyond the teacher's sick and emergency leave allowance, the teacher shall be granted an extended leave of absence for up to one (1) year. Such leave request shall be submitted to the Superintendent in writing on the form provided in the appendices. Providing notification to the Superintendent prior to April1 each year, such leave may be renewed for periods not to exceed one (1) year for the duration of the situation giving rise to the initial request for such leave.

5. SUMMARY LEAVE PROVISION: During any leave of absence, the teacher shall be considered among the employed of this corporation and shall have all rights and privileges provided in this contract protected. Upon return from any leave, a teacher shall be assigned to the same teaching position or its equivalent including special or extra curricular assignments.

ARTICLE VII
COMPENSATION ALLOWANCES

1. 2026-2027 Compensation Plan.
   A. Salary Range.

   The Salary Range for the 2026-2027 contract year is $46,000-$76,122, and there are no salary increases in this agreement.

2. Early Literacy Endorsement.
   Teachers who provide an updated license demonstrating an early literacy endorsement by January 1 or August 1 will receive a $150 base salary increase, adjusted pro-rata in half-year increments.

3. New Hire Salaries.
   New certified teachers will be placed on the following Starting Salary Grid:

Starting Salary Grid			
	Bachelors		Masters
	2026-2027		2026-2027
A	$ 46,000	A	$ 49,122
B	$ 47,000	B	$ 50,122
C	$ 48,000	C	$ 51,122
D	$ 49,000	D	$ 52,122
E	$ 50,000	E	$ 53,122
F	$ 51,000	F	$ 54,122

Teachers will not receive experience in excess of five (5) years or receive salaries that are higher than current teachers with the same teaching experience. For hard-to-fill positions, salaries may be set by agreement between the Superintendent and the Association President but shall not be outside the Salary Range.

4. Stipends are paid as follows:

   A. Longevity Benefit. An annual, one-time stipend (subject to applicable

withholdings) no later than December 20 of each year payable in the amounts listed below will be paid to teachers (years equate to years of service with the School Corporation completed before being eligible for the stipend) who are employed on the date of distribution and who are not evaluated "ineffective" or "needs improvement" in the prior contract year:

3 through 5 years:	$500
6-10 years	$1,000
11-15 years	$1,500
16-20 years	$2,000
21-25years	$2,500
26+ years	$3,500

Any teacher who meets the distribution and evaluation requirements but does not meet the years of service for the Longevity Benefit stipend will receive a stipend of $250.

5. A teacher who is not provided with transportation but who must perform school duties outside the normal school work day, as assigned by a supervisor, shall be reimbursed at the rate of seventy cents ($0.70) per mile for the use of the teacher's own vehicle in pursuance of any such assigned school duty or duties, excluding athletic related events.

6. Certificated personnel health benefits will be as follows:

   A. For certificated personnel who elect coverage under the Board's single health insurance plan, the Board shall contribute $8,532.00 (75% of the total HDHP Plan 6 premium) towards the employee's health insurance premiums for each plan year.

   B. For certificated personnel who elect coverage under the Board's family health insurance plan, the Board shall contribute $19,476.00 (75% of the total HDHP Plan 6 premium) towards the employee's health insurance premiums for each plan year.

7. All certificated personnel will have the option of participating in a group life insurance program as determined by the Insurance Committee. The Board shall provide payment for individual protection of $50,000 term life insurance to be effective upon ratification of this contract and to continue in force each calendar year thereafter until improved through mutual agreement between the Association and the Board. Such insurance coverage shall apply to employees desiring to participate in the adopted insurance program. The Insurance Committee will be comprised of Association representatives and representatives of the School Board.

8. The Board agrees to deduct from the salaries of teachers who wish to participate in an annuity program such premiums or deductions as are appropriate and set by the insuring agency and desired voluntarily by individual teachers. Such deductions shall include Valic.

9. The Board will pay 1.25% into a 403(b) plan for all teaching staff members. The Board will select the carrier after consultation with and oversight of the Corporation Insurance Committee for the 403(b) plan in accordance with all applicable laws and regulations.

10. The Board will make available a Section 125 Flexible Spending Plan to all teaching staff who wish to participate. The Board will select the carrier after consultation with and oversight of the Corporation Insurance Committee for a Section 125 Flexible Spending Plan in accordance with all applicable laws and regulations.

11. The Board shall pay the cost of any and all expanded criminal history checks and expanded child protection index checks that are required by the School Corporation or per IC 20-26-5-10.

ARTICLE VIII
RETIREMENT

1. Teachers who have taught in the Southwest Parke Community School Corporation for at least ten (10) years and have completed his/her teaching in good standing, shall receive a retirement severance pay. Payment to the retiring teacher will be spread over two (2) years. Such pay shall be computed according to the following:

   A. The retiring teacher's accumulated sick and emergency leave days not to exceed 180 days shall be converted to pay at a rate of twenty-five dollars ($25.00) per day.

   B. The retiring teacher's accumulated days in their retirement account shall be converted to pay at a rate of twenty-five dollars and zero cents ($25.00) per retirement day. Effective August 4, 2014, teachers shall no longer accumulate any days in their retirement accounts.

      i. For teachers whose retirement days accounts exceeded sixty (60) days on August 4, 2014, each retirement day in excess of sixty (60) days will be reduced, not to exceed twenty-five retirement days per contract year, with a corresponding Board contribution to the teacher's 403(b) account in the amount of twenty-five dollars and zero cents ($25.00) per retirement day on June 30 of the contract year until (a) the teacher's accumulated days in their retirement account is reduced to sixty (60) days or (b) the teacher retires, upon which the teacher shall receive the August 4, 2014 accumulated retirement days amount less

any days purchased by the Board. Once a teacher's retirement days account is reduced to sixty (60) retirement days, the teacher's account shall remain at that level until retirement, upon which the teacher shall receive payment of sixty (60) retirement days at a rate of twenty-five dollars and zero cents ($25.00) per retirement day.

ii. For teachers who accumulated retirement days of sixty (60) or less on August 4, 2014, each teacher shall receive a payout of twenty-five dollars and zero cents ($25.00) per retirement day upon retirement.

2. Compensation shall be requested in writing. Written notice of the intent to retire shall be given on or before June 1 of the year the retirement will become effective.

3. A teacher who was unable to comply with the provisions in Section 2 of this Article and is eligible for retirement, and must retire due to a catastrophic illness or injury, shall receive pay as computed under Section 1 of this Article. A catastrophic illness or injury is defined as: incurable cancer, heart attack, stroke, or any other incapacitating illness and injury that prevents the individual from performing their duties as a classroom teacher.

4. Any teacher who has been in the corporation for at least ten (10) years and gives the corporation notice of intent to retire in accordance with Section 2 of this Article, and who retires on the date as indicated shall receive an additional $100.00 per year for each year of teaching experience in the Southwest Parke Community School Corporation.

5. Any teacher who does not comply with the provisions of notification under this article shall have benefits delayed one (1) year.

ARTICLE IX
SICK LEAVE BANK

1. There is hereby created an emergency sick leave bank with the maximum not to exceed one hundred eighty (180) days each year. Teachers who wish to participate in the sick leave bank must provide written notification to the Superintendent's office. Upon such notice one (1) sick leave day will be deducted from the teacher's sick leave and credited to the sick leave bank unless the sick leave bank is at the 180-day maximum in which case the teacher's one (1) sick leave day will be deducted from the teacher's sick leave but no credit to the sick leave bank will be permitted. The maximum aggregate days permitted through the sick leave bank for all teachers will not exceed 180 days in any contract year.

2. An eligible employee may request days from the bank by submitting a written request to the President of the Association. Such request shall include a statement of the reasons giving rise to the request for days from the bank and an estimate of how many days the employee will be unable to work.

3. Authorization for the use of days from the bank shall be approved by the Association's Executive Committee and the Superintendent with the decision being a majority vote.

4. Employees shall not be eligible to make use of the emergency sick leave bank until all sick leave and personal leave has been used.

5. Days donated to the bank by teachers shall be reported to the Superintendent or agent twice each school year, the first week of November and the last week of May.

6. There will be a maximum of one hundred eighty (180) days in the Sick Leave Bank. Replenishing the sick leave bank shall be through teacher contributions of sick leave days as provided in Section 1.

ARTICLE X
EFFECT OF AGREEMENT

1. The Association and the Board agree that the terms and conditions set forth in this covenant represent the full and complete understanding and commitment between the two parties.
2. Should any provision of this covenant be declared illegal by a court competent jurisdiction, such provision shall be automatically deleted from this covenant to the extent that it violates the law; but all other provisions shall continue in full force and effect for the duration of this contract.

ARTICLE XI
TERM OF AGREEMENT

1. This agreement shall become effective July 1, 2026, and shall continue until June 30, 2027.

2. The undersigned attest to the following:
   - A public hearing was held in compliance with I.C. § 20-29-6-1(b) on August 12, 2026, and electronic participation from the parties and public was not permitted.
   - A public meeting in compliance with I.C. § 20–29–6–19 was held on October 21, 2026, to discuss the tentative agreement and electronic participation from the governing body and/or public was not permitted.

3. This agreement shall supersede any rules, regulations, or practice of the Board which shall be contrary to or inconsistent with terms contained in this contract.

4. This contract is made and entered into at Montezuma, Indiana on this 27th day of October, 2026, by and between the Southwest Parke Community School Corporation of Parke County, Indiana, heretofore referred to as the "Board", and the Southwest Parke Education Association, heretofore referred to as the "Association". This

contract is so attested to and subscribed by the bargaining spokespersons and other appropriate officers of the respective parties.

SOUTHWEST PARKE EDUCATION ASSOCIATION

By: _____

Its: PRESIDENT

Date: 10/27/26

THE BOARD OF SCHOOL TRUSTEES OF THE SOUTHWEST PARKE COMMUNITY SCHOOL CORPORATION

_____

Kevin Allen, President

_____

D.J. Harkrider, Secretary

Date: 10/27/26

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APPENDIX A
EXTRA-PAY SCHEDULE

The extra-pay schedule includes the following athletic programs, non-athletic programs, and extra duty assignments. **When numbers of positions or days are stated they are for informational purposes only and were not bargained.**

1.	**Football**	
	a. Varsity Head Coach	6,253.00
	b. Varsity Assistant	2,366.00
	c. Assistant Coaches (2 x $1,306 ea.)	2,612.00
	d. Junior High Football (2 x $874 ea.)	1,748.00
2.	**Volleyball**	
	a. Varsity Head Coach	2,537.00
	b. Varsity Assistant	1,469.00
	c. Freshman Varsity Assistant	1,141.00
	d. 8th Grade	936.00
	e. 7th Grade	936.00
3.	**Cross Country**	
	a. Varsity Head Coach	1,522.00
	b. Varsity Assistant/Jr H1gh	616.00
4.	**Basketball Boys**	
	a. Varsity Head Coach	6,253.00
	b. Junior Varsity	2,417.00
	c. Freshman/varsity Assistant	1,839.00
	d. 8th Grade	1,347.00
	e. 7th Grade	1,347.00
	f. 6th Grade (2 x $654 ea.)	1,308.00
5.	**Basketball Girls**	
	a. Varsity Head Coach	6,253.00
	b. Junior Varsity	2,417.00
	c. Freshman/varsity Assistant	1,839.00
	d. 8th Grade	1,347.00
	e. 7th Grade	1,347.00
	f. 6th Grade (2 x $654 ea.)	1,308.00
6.	**Track**	
	a. Varsity Head Coach	2,537.00
	b. Varsity Assistant/Jr. High	1,469.00
	c. Jr. High Head Coach	1,237.00

7. Softball Girls	
a. Varsity Head Coach	2,537.00
b. Junior Varsity/Varsity Ass.	1,776.00
c. Junior High	616.00
8. Baseball	
a. Varsity Head Coach	2,537.00
b. Junior Varsity/Varsity Ass.	1,776.00
c. Junior High	616.00
9. Band	
a. Academic Yr/Marching Pep/Concert	1,903.00
b. Summer Band (min. 20 days)	900.00
c. Jazz Band	1,903.00
10. Choral Director	1,649.00
11. H.S. Student Council	888.00
a. Jr. High	493.00
b. Elementary (2 x $437 ea.)	874.00
12. Cheerleading	
a. High School	1,141.00
b. Junior High	919.00
c. Elementary (2 x $540 ea.)	1,080.00
13. Yearbook Publications	888.00
14. Class Sponsors	
a. Senior Class	826.00
b. Junior Class	826.00
c. Sophomore Class	381.00
d. Freshman Class	381.00
15. National Honor Society	
a. High School	888.00
b. Jr. High	507.00
16. Spell Bowl	
a. High School	826.00
b. Jr. High	826.00

17. Academic Team Coordinators

a. High School	762.00
b. Jr. High	432.00
c. Elementary (2 x $339 ea.)	678.00

18. Academic Coaches

a. High School (5 x $762 ea.)	3,810.00
b. Jr. High (4 x $762 ea.)	3,048.00
c. Elementary (4 x $705 ea.)	2,820.00

19. Drama 540.00

20. Principal Designee
(1 each elementary $1,713 ea.) 3,426.00

21. High School Public Relations 822.00

22. Elementary Public Relations
(2 x $470 ea.) 940.00

23. Vocational Ag Instructor
(2 x $6,304 ea.) 12,608.00

24. Summer Weights (2 x $739 ea.) 1,478.00

25. Interact Club 250.00

26. Robotics Club (9 x $648 ea.) 5,832.00

27. Dual Credit (per course per semester) 250.00

28. Wellness Coordinator (3 x $250 ea.) 750.00

29. Wrestling

a. Varsity Boys/Girls Coach	(2)	3,000.00
b. Boys/Girls Assistant Coach	(2)	1,700.00
c. JH Wresting	(2)	1,200.00

30. Golf

a. Boys/Girls Head Coach	(2)	1,522.00
b. Boys/Girls Assistant Coach	(2)	616.00

APPENDIX B
REQUEST FOR LEAVE OF ABSENCE FORM

SOUTHWEST PARKE COMMUNITY SCHOOL CORPORATION
REQUEST FOR LEAVE OF ABSENCE FORM

1. All requests for a leave of absence must be submitted in writing and require the approval of the immediate supervisor and the appropriate Central office Administrator.

2. Unpaid leave of absence require approval prior to the start of leave and are granted in accordance with Board Policies and the Master Contract.

3. Paid leaves of absence are granted in accordance with Board Policy and the Master Contract.

Please check the appropriate space.

€ Bereavement Leave (give name, address, & relationship of deceased to employee)

€ Jury Duty Leave

€ Personal Business Leave

€ Corporation Business Leave

€ Other (Specify)_____

Date(s) requested_____€Half Day €AM €PM € Full Day_____

Reason or explanation of request: _____

_____

_____

_____ _____
Employee Signature Date

_____ _____ Recommend:
Immediate Supervisor Signature Date

€ Approval

€ Denial

_____ _____ Recommend:

Central Office Administrator Signature	Date	€ Approval € Denial

APPENDIX C-1
GRIEVANCE REPORT FORM
SOUTHWEST PARKE COMMUNITY SCHOOL CORPORATION

Grievance ID# _____Distribution of Form:
_____grievant, Principal, _____, Superintendent
_____,Association

ALL COPIES OF THIS FORM, EXCEPTING THE GRIEVANT'S OR THE ASSOCIATION'S, SHALL BE FILED IN THE OFFICE OF THE SUPERINTENDENT. NO OTHER COPY IN ANY FORM MAY BE HELD IN ANY OTHER PLACE WITHOUT THE EXPRESS PERMISSION, IN WRITING, OF THE GRIEVANT, PROVIDED THAT ALL PARTIES CONCERNED SHALL BE GRANTED ACCESS TO A COPY OF THE FINAL DISPOSITION.

GRIEVANT: _____DATE FILED _____ LEVEL ONE
DATE OF DISCLOSURE OF FACTS:_____

STATEMENT OF GRIEVANCE: _____

_____

_____

RELIEF SOUGHT: _____

_____

_____

PROCEDURE ATTEMPTED TO RESOLVE THE PROBLEM (S):

_____

_____

_____

DATE RECEIVED BY SUPERINTENDENT: _____

HEARING DATE: _____

Superintendent's Signature Grievant's Signature

APPENDIX C-2
GRIEVANCE REPORT FORM
SOUTHWEST PARKE COMMUNITY SCHOOL CORPORATION

Grievance ID# _____Distribution of Form:
_____grievant, Principal, _____, Superintendent
_____,Association

ALL COPIES OF THIS FORM, EXCEPTING THE GRIEVANT'S OR THE ASSOCIATION'S, SHALL BE FILED IN THE OFFICE OF THE SUPERINTENDENT. NO OTHER COPY IN ANY FORM MAY BE HELD IN ANY OTHER PLACE WITHOUT THE EXPRESS PERMISSION, IN WRITING, OF THE GRIEVANT, PROVIDED THAT ALL PARTIES CONCERNED SHALL BE GRANTED ACCESS TO A COPY OF THE FINAL DISPOSITION.

GRIEVANT: _____DATE FILED _____
LEVEL ONE
DATE OF DISCLOSURE OF FACTS:_____

GRIEVANT'S POSITION: _____

_____

_____

ASSOCIATION'S POSITION:_____

_____

_____

BOARD'S POSITION/DISPOSITION:

_____

_____

_____

DATE RECEIVED BY PRESIDENT OF THE BOARD OR HIS OR HER AGENT: _____

Superintendent's Signature Grievant's Signature