SCOTT COUNTY SCHOOL DISTRICT 2

# MASTER AGREEMENT

**Between the**

## Board of Trustees of the Scott County School District 2

**And the**

## Scott County School District 2 Classroom Teachers Association

## 2025-2027

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THIS MASTER CONTRACT ENTERED INTO BY AND BETWEEN THE BOARD OF TRUSTEES OF THE SCOTT COUNTY SCHOOL DISTRICT 2, HEREINAFTER CALLED THE BOARD AND THE SCOTT COUNTY SCHOOL DISTRICT 2 CLASSROOM TEACHERS ASSOCIATION.

## ARTICLE I

## DEFINITIONS

A. The term "Association," when used in this agreement shall refer to the Scott County School District 2 Classroom Teachers Association, including authorized officers, representatives, and agents.

B. The term "School Corporation," when used in this Contract, shall refer to the Scott County School District 2 of the County of Scott of the State of Indiana. It shall be synonymous with "employer," "board," "school board," and "Corporation."

C. The term "Parties," when used in this agreement shall refer to the School Corporation and the Association.

D. The term "certificated employee" when used in this agreement shall refer to all employees who are required to be licensed by the Department of Education for the position in which they are employed. Secondary school program vocational instructors are considered a teacher for purposes of collective bargaining.

E. The Bargaining Unit shall be defined as all certificated personnel employed by the Board except superintendent, assistant superintendents, business manager/treasurers, principals, assistant principals, athletic director, Federal Projects Director, Administrative Assistant, special services director, transportation directors, dean of students, technology directors, food services directors, student health directors, Director of e-Learning, and employees serving under a temporary teacher's contract.

F. The term "teacher," when used in this Contract shall refer to all members of the bargaining unit.

## ARTICLE II

## RECOGNITION

The Board hereby recognizes the Scott County School District 2 Classroom Teachers Association, an affiliate of the Indiana State Teachers Association and National Education Association (herein referred to as the "Association"), as the exclusive representative of all teachers in the School Corporation.

## ARTICLE III

## TEACHERS' RIGHTS

A. The Board hereby agrees that every teacher shall have the right freely to organize, join and support the Association for the purpose of engaging in bargaining for mutual aid and protection. The Board further agrees that it shall not directly or indirectly discourage, deprive or coerce any teacher in the enjoyment of any rights conferred by this Contract, laws of Indiana, or Constitution of Indiana and the United States; that it shall not discriminate against any teacher with respect to hours, wages, or terms and conditions of employment by reason of his membership in the Association, his participation in any activities of the Association or collective bargaining with the Board, or his institution of any grievance, complaint or proceeding under this Contract.

B. Any individual contract between the Board and an individual teacher shall be consistent with the terms and conditions of this Contract.

C. The Board agrees to deduct from the salaries of those teachers who voluntarily and individually authorize the following: qualified annuities; health insurance premiums in excess of the School Corporation's share; income

protection premiums; Credit Union deductions; and others. Teachers may change the amount of their credit union deduction at any time.

Deductions for qualified annuities may be changed during open enrollment for the Section 125 Plan.

## ARTICLE IV

## ASSOCIATION RIGHTS

A. Upon written request a teacher shall be granted an unpaid leave of absence for a period of up to one year to hold office in or be employed by the local, state, or national Association of Teachers.

1. The leave may be renewed for the term of the office or the duration of employment at the discretion of the Board.

2. The Board is not required to grant this leave to more than one teacher at a time.

## ARTICLE V

## LEAVES OF ABSENCE

A. Sick Leave Days

1. Each teacher shall be entitled to be absent a total of nine (9) days the first year of employment and eight (8) days each year thereafter without the loss of compensation for the following:

a. Personal illness of the teacher.

b. Medical or dental appointments of the teacher or immediate family that cannot be scheduled outside of the school day.

c. Serious illness in the immediate family. For the purposes of Sick Leave, the term "immediate family" shall be defined as father, mother, step-parent, husband, wife, father-in-law, mother-in-law, child, step-child, foster child, brother, sister, grandparents, grandchildren, or any person regularly domiciled in the teacher's home as a member of the teacher's family.

2. Sick leave days granted but unused by the end of the school year shall accumulate the next school year as "accumulated sick leave days" up to the maximum of two hundred ten (210) days. Any accumulated sick leave days over 210 at the end of any school year will be paid at $75.00 per day to the teacher's 401(a).

3. A physician's statement in case of illness may be required at the discretion of the Superintendent, or Board of School Trustees.

4. Teachers hired from other Indiana school districts may transfer accumulated sick days as per statute.

B. Personal Leave Days

1. Each teacher shall earn a total of three (3) paid Personal Leave Days each year.

2. Personal Leave Days may be taken for the following reasons:

a. Events of personal crisis;

b. Personal business which cannot be scheduled outside the regular school day; and

c. Personal illness of the teacher.

3. Unused Personal Leave Days may accumulate up to a maximum of five (5) days with any excess days accumulating as "accumulated sick leave days" up to the maximum set forth in Article V(A)(2) above. If a teacher has any banked Personal Leave Days, then the maximum number of Personal Leave Days that may be used in one school year is five (5) days.

4. If a teacher intends to use personal leave days on the day before or after the School Corporation's Fall Break or Spring Break, then the teacher must give at least three (3) calendar weeks' advance notice to his/her Principal and a substitute teacher must be able to be secured to cover the teacher's absence. If such advance notice is not given or if a substitute teacher cannot be secured, then the teacher shall have a deduction of two (2) personal leave days for each one (1) personal leave day used. If an emergency occurs and the teacher can show written proof of the emergency, then the teacher may request to the Superintendent or his/her designee that the three (3) week advance notice requirement be waived. If the waiver request is granted by the Superintendent or his/her designee, then the teacher will only be charged one (1) personal leave day instead of two (2).

C. Sick Leave Days and Personal Leave Days will be charged in full day units except when a teacher is absent from his building three or fewer hours at either the beginning or end of the teacher day, and in such cases the Leave will be charged in a half day unit.

D. The contractual allotment of annual "Sick Leave Days" provided in Article V(A) and "Personal Leave Days" provided in Article V(B) shall constitute compliance with the School Corporation's statutory obligation to provide a certain number of days for sick leave and personal leave. This provision is included for informational purposes only and has not been bargained.

E. Bereavement

Teachers will be allowed to be absent from work without loss of compensation for a period not exceeding ten (10) school days commencing at the teacher's option on the day of death or the day after death, in case of death of the teacher's spouse or teacher's child. For purposes of this benefit, a teacher's "child" includes a child that is miscarried or is born still-born. Teachers will be allowed to be absent from work without loss of compensation for a period not exceeding five (5) school days commencing at the teacher's option on the day of death or the day after death, in case of death in the immediate family. The immediate family consists of father, mother, step-parent, father-in-law, mother-in-law, step-child, foster child, brother, sister, grandparents, grandchildren, legal next of kin or any person regularly domiciled in the teacher's home as a member of the teacher's family. Two of these days may be used within one calendar year of the day of death for the purposes of business connected to the death, such as but not limited to the Execution of the Will. These days are not accumulative.

a. Teachers may be allowed two (2) days leave in each instance to attend the funeral of any aunt, uncle, niece, nephew, cousin or any in-laws. Teachers may be allowed three (3) days leave if the funeral is held 200 miles or more away from Scottsburg, Indiana.

F. Summer School Leave

1. During summer school employment, a teacher may only utilize bereavement leave and jury duty leave and will otherwise be expected to be present during the summer school employment unless the teacher secures another Scott 2 teacher to cover his/her absence. In the event another teacher is secured to cover the absence, then the teacher performing the work will receive the pay for that day and the regular summer school teacher will not receive pay for that day of absence.

G. Maternity/Paternity/Adoption Leave

1. 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:

a. Any teacher who is pregnant is entitled to a leave of absence any time between the commencement of her pregnancy and one (I) year following the birth of the child, if, except in a medical emergency, she notifies the Superintendent of the School Corporation in which she teaches at least thirty (30) days before the date on which she desires to start her leave. She shall also notify the Superintendent of the expected length of this leave, including with this notice either a physician's statement certifying her pregnancy or a copy of the birth certificate of the newborn, whichever is 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 certification of the emergency from an attending physician.

b. All or any portion of maternity leave may be charged, at her discretion, to her available annual leave or accumulated sick leave. After her available sick leave has been used, the teacher may be absent without pay, subject to subsection a of this section. This leave may be taken without jeopardy to employment, retirement and salary benefits.

2. Teachers will be allowed to use their accumulated sick leave for adoption or paternity leave. Teachers utilizing this leave shall notify the Superintendent of the specific length of this leave. Such notice shall be given at least thirty (30) days in advance, if possible.

The teacher shall provide documentation of the adoption or the birth certificate of the minor child, whichever is applicable, as soon as such documentation is available. Teachers will be allowed a maximum leave of one (1) year with or without pay for adoption or paternity leave.

H. Court Leave

Court leave shall be granted with pay to teachers for the time necessary to make appearance(s) in any court proceeding resulting from charges being brought against the teacher, and/or school board, relative to the teacher's performance of his professional responsibility provided, however, this section shall not apply to any situation in which a teacher, or any school employee organization, has filed a lawsuit against the School Corporation.

I. Jury Duty Leave

In case any teacher is called for jury duty, the Board shall continue the full pay of the teacher provided that the teacher reimburse to the Board any salary paid by the court for jury duty.

J. Professional Enhancement Leave

1. The School Corporation may grant a leave of absence for a period not exceeding one (1) year to a teacher for a professional enhancement leave. This time shall be credited towards the teacher's retirement.

2. The School Corporation may grant partial compensation for a leave of absence in an amount determined by the School Corporation. However, should the teacher, during a professional enhancement leave, serve any employer that agrees to reimburse the School Corporation the amount of the teacher's regular salary, the School Corporation may grant full compensation.

3. A contract is required for a leave granted under this section.

a. The School Corporation may grant a professional enhancement leave to a teacher, upon written request, for improvement of professional skills through advanced study, work experience, teacher exchange programs, or approved educational travel. A teacher who does not intend to return to work the next school year shall notify the School Corporation on or before the last day of the school year during which the teacher is on leave.

K. Absence Due to Assault

Absence due to injury and/or disability as a result of an assault by students or non-students when the teacher is on school business or resulting from school activities shall not be charged against the teacher's sick leave days, and the Board shall continue his salary and fringe benefits for up to one calendar year. A teacher's return should coincide with the start of a grade period unless otherwise approved by the Superintendent. In the event that workmen's compensation provides salary compensation, the Board will pay the difference between such payments and the regular teacher's salary for up to one calendar year.

L. Association Leave

The Association President and/or a teacher(s) designated by the Association President may have up to seven (7) days leave with full compensation for the purpose of lobbying the Indiana General Assembly in Indianapolis, Indiana, or Association business. Those days are not to be used, however, in a way to interfere with the educational process. The leave days provided herein are in the aggregate and are not provided on a per teacher basis. An Association leave day may be used in a half day or full day increments.

The School Corporation will provide a substitute to assume the assignments of a person taking leave under this section. The Association shall reimburse the School Corporation for the amount of the salary paid to the substitute(s) which was assigned as a result of the requirements of this section.

M. Family and Medical Leave Act

Provisions Implementing the Family and Medical Leave Act. Teachers shall have the right to both the appropriate family and medical leave and the appropriate designated benefits provided by the Family & Medical Leave Act ("FMLA"). Any provision of this Contract which restricts any mandatory leave and/or mandatory benefit(s) of the FMLA will not have any effect for any teacher who has a right to a leave and/or benefit under the Act. For any leave or benefit for which a teacher qualifies for under the FMLA but not this Contract, the School Corporation may:

1. Require a teacher to verify and/or certify any information which an employer may require under the FMLA; or
2. Elect any option available to it under the FMLA;

Provided, however, the School Corporation agrees not to seek reimbursement from teachers who fail to return to work after a FMLA leave even though that is an employer option under the FMLA.

N. Other Leaves

Permission may be granted by the Board for absences for the purpose of educational meetings, program improvements, assisting students in advancement of their educational goals, or any other reason that the Board determines is in the best interest of the School Corporation. The Board of School Trustees may approve such leaves with or without compensation for a period not to exceed one (1) year.

O. When a teacher returns to work after completing any leave provided for by this Article, the teacher will be returned to the same position the teacher held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

## ARTICLE VI

## SICK LEAVE BANK

A. A voluntary sick leave bank shall be established whereby certificated employees, who are absent from assigned duty due to illness and who have utilized all available sick leave, personal leave, and all other paid leave benefits of whatever nature, may petition a committee, as established herein, for sick leave days from the bank under the provisions of this Section.

B. The following provision will govern membership in the sick leave bank:

1. Membership in the sick leave bank will be open to all certificated employees of the School Corporation.

2. Membership will be on a school year basis. New members or members seeking to re-join must complete the proper forms to join by August 15th.

3. Sick Leave Bank membership will be on a continuing basis so that if a member has previously elected to be a member of the sick leave bank, he will remain a member, if otherwise eligible, until he provides written notice of withdrawal of the sick leave bank prior to October 1 of any respective school year.

4. Each participant in the sick leave bank shall contribute one (1) day the first year of his membership and one (1) day in the first year of re-enrollment, if the employee withdraws and thereafter chooses to re-enroll.

5. Any time the number of the bank's accumulated days drops below the minimum of fifty (50) days, each member shall donate an additional day. If an employee does not have sufficient days to meet the assessment in any given year, he will be allowed to pay the assessment from his allotment for the next year, however, in the event that the teacher's employment terminates at the end of the school year that assessment will be considered as one day's work without pay deducted from the last check.

C. The member may be granted days from the bank under the following conditions:

1. The member, or in the event of extreme illness, the member's designee must apply, in writing, to the sick leave bank committee no later than ten (10) school days after exhaustion of said paid leave benefits;

2. The certificated employee must have chosen to participate at the beginning of the school year by contributing one (1) sick leave day to the bank and have met any assessments of sick leave days during the year, and those day(s) contributed shall be non-returnable to the teacher. Employees hired after the start of the school year have until October 1 or ten (10) days after their first day of employment, whichever date is later, to join the sick leave bank;

3. The member must have utilized and exhausted all paid leave benefits of whatever nature, including his own accumulated sick leave and personal leave. The days allotted by the Committee to a certificated employee shall be available for use beginning with the first day of absence after such exhaustion;

4. If requested by the Committee, the member must provide written certification from his physician substantiating his illness and certifying that his absence will continue during a period of at least ten (10) consecutive assigned duty days following the utilization and exhaustion of all said paid leave benefits as provided herein;

5. If the School Corporation requests a second physician's certification, from a physician of the School Corporation's choice, the member must cooperate with that physician if the School Corporation pays for that second physician; and

6. The sick leave bank has not exceeded its maximum for the school year.

D. Any days granted by the committee shall terminate effective the earliest day as hereinafter provided:

1. The day after the day of the term of employment for the school year, or

2. The day after the last day of allotted number of days granted by the Committee, or

3. The first day of return to employment subsequent to the granting of days by the Committee, or

4. The first day the employee becomes eligible under the policy provisions to receive Long Term Disability Benefits under this contract.

E. The Sick Leave Bank Committee will be composed of three (3) members appointed by the Association and one ex-officio member appointed by the Superintendent. The Sick Leave Bank Committee may establish guidelines which are not in direct conflict with the provisions of this contract.

If the Committee receives any written request from a member, the Committee shall make its decision based upon the guidelines set forth within this contract and the Committee's guidelines in effect at the time of the request. The Committee shall not grant, in the aggregate, more than one hundred eighty-five (185) days in any one school year.

F. Upon request, the President of the Association shall annually receive, on or before October 15, from the administration an accounting indicating the number of days in the sick leave bank as of that time and the members participating for that school year. The school administration will also notify the Association of any time, according to its calculations, that the number of days in the sick leave bank falls below seventy-five (75) days. All actions of the Sick Leave Bank Committee will be undertaken in the presence of the ex-officio member, or, if the ex-officio member waives his presence at a meeting, written notification will be provided to the ex-officio member as to the Committee's actions.

## ARTICLE VII

## TEACHER RETIREMENT AND SEVERANCE PAY

The Board and Association agree that the benefits and provisions included in this Article shall apply to all teachers employed by Scott County School District 2.

A. Severance Pay. Severance pay shall be granted to any teacher who is leaving employment with the School Corporation and is at least 55 years of age and has completed fifteen (15) years of service in the School Corporation.

1. The amount of severance shall be computed at the rate of Seventy-Five Dollars ($75.00) per year of service in the system and Fifty Dollars ($50.00) a day of accumulative leave days. The total shall not exceed Twelve Thousand Two Hundred Fifty Dollars ($12,250.00).

2. In the event of the death of a teacher the severance will be paid to the estate of the deceased.

3. The added compensation of severance pay shall be paid by June 30 following the last day of the teacher’s employment provided notice of intent to retire is received by the Office of the Superintendent by April 1 of that same year. The Superintendent or his/her designee may approve exceptions for reasons of health or other emergencies.

## ARTICLE VIII

## RETIREMENT SAVINGS PLAN

A. APPLICABILITY OF THIS ARTICLE

Any and all Retirement, Bridge, and Severance Benefits granted by previous Collectively Bargained Agreements are hereby eliminated and replaced by the provisions included in this Article.

B. DEFINITIONS

(1) For the purposes of this Article, "total contract amount" means a teacher's total contract amount as determined pursuant to Appendix A to this Agreement exclusive of the Board’s payment of the

teacher's Indiana State Teachers' Retirement Fund ("ISTRF") contribution, and any Board contribution to a 401(a) Plan.

(2) "Certificated employee" and "certificated employment" as used in this Article means employment in a position requiring a license from the Indiana Professional Standards Board

C. CREATION OF PLANS.

The parties agree that the Board shall establish and maintain:

(1) a 401(a) Plan for the benefit of teachers.

D. PLAN VENDOR.

VALIC shall be the 401(a) Plan vendor.

E. 401(a) PLAN

The Board shall establish a 401(a) Plan. All teachers to whom this Article is applicable shall receive the benefits of the Board's contribution to the 401(a) plan described in Section F of this Article.

In the event an error is made in the Board's initial contribution to the 401(a) Plan or any subsequent contributions, the Board reserves the right to withdraw any amount deposited to a teacher's 401(a) Plan account in excess of that which the teacher was entitled to receive pursuant to the terms and conditions of this Article. Any such withdrawal shall be adjusted for earnings and losses as reasonably determined by the Board. Any funds withdrawn from a teacher's 401(a) Plan account shall be returned to the Board and may be used by the Board to meet future obligations under the 401(a) Plan.

If a teacher discovers an error in the Board's initial contribution to the 401(a) Plan or any subsequent contributions, the teacher shall have the right to petition the Board and receive any additional amount due pursuant to the terms and conditions of this Article upon presentation of adequate and reasonable evidence that such additional amount is due.

The 401(a) Plan's terms and conditions for the administration of the Plan will be determined by the Board except that the following shall apply:

(1) Separate Accounts.

The amount calculated for each teacher will be invested in a separate account. There will be no commingling of accounts and each teacher may determine how his/her account shall be invested among the investment options made available by the selected investment vendor for the 401(a) Plan.

(2) Vesting

Until such time that a teacher has satisfied the eligibility requirements for vesting as set forth in Section G of this Article, the teacher shall have no access to the assets held in his/her separate 401(a) Plan account.

(3) Forfeiture
Any forfeited amount shall be returned to the Board and may be used by the Board to meet future obligations under the 401(a) Plan.

(4) Distributions
Following Retirement and the satisfaction of the Notice and Vesting requirements set forth in Section G of this Article, a retired teacher may elect to commence distributions from his/her 401(a) Plan account. If a teacher is deceased after having satisfied the vesting requirements of Section G of this Article, the

deceased teacher's 401(a) Plan account shall be distributable to the decedent's designated beneficiary or to his/her estate if no beneficiary designation has been made.

At no time may a teacher borrow from his/her account or pledge or assign his/her account as security or collateral for any debt.

F. 401(a) PLAN CONTRIBUTIONS

For the 2025 – 2026 and 2026 – 2027 contract years, the Board shall contribute three (3%) of the teacher's total earnings of the contract amount (reference teacher's signed "regular teacher contract" for amount). The Board contributions shall be deposited monthly into the 401(a) Plan and reflected in the teacher's paystub every pay period.

The Board and the Association shall agree upon plan documents that meet all legal requirements as may be amended.

G. VESTING REQUIREMENTS

Any contributions made by the Board to the 401(a) Plan on behalf of teachers shall be subject to a vesting schedule. A teacher shall be fully vested in the retirement benefits described in this Article if the teacher has satisfied the following requirements:

(1) The teacher shall be vested in accordance with the following vesting schedule:

| Years of Service | Vested |
|---|---|
| 1 year | 20% |
| 2 years | 40% |
| 3 years | 60% |
| 4 years | 80% |
| 5 years | 100% |

However, (a) a teacher shall be one hundred percent (100%) vested immediately upon the teacher's death, and (b) a teacher shall also be one hundred percent (100%) vested immediately if the teacher is completely disabled and has been approved for social security disability benefits.

(2) For purposes of this Section G, the years of service must be continuous years of service. "Continuous completed years of service" means the number of consecutive years of employment as a certificated employee in the Scott County School District 2. Approved leaves of absences shall not be considered to be a break in continuous employment for the purpose of determining "continuous completed years of service" but this time will not be credited as "years of service" towards vesting.

(3) A teacher who is not fully vested in the Board's 401(a) Plan contributions pursuant to this Section G and this Article and who voluntarily resigns or is terminated for any reason shall not retain any prior partial vesting rights if ever rehired by the Board.

If a teacher has not fully satisfied the vesting requirements upon his/her termination of employment for any reason, the 401(a) Plan account funds of the terminated teacher shall be forfeited. If the terminated teacher is rehired, the forfeited account funds shall not be reinstated.

However, if a teacher is terminated due to a reduction in force prior to satisfying the vesting requirements and the teacher is subsequently rehired during the period in which the teacher retains recall rights pursuant to the Board Policy of Reduction in Staff, the forfeited account funds in the teacher's account shall be reinstated at the same value of the account as of the

date the teacher was terminated due to the reduction in force.

H. PORTABILITY

401(a) Plan contributions shall become portable upon full satisfaction of the vesting requirements described in Section G of this Article. However, no distributions may be made prior to employment termination.

Receipt of 401(a) Plan funds by the teacher shall be subject to the Entitlement to Retirement Benefits requirements described in Section I of this Article.

I. BOARD CONTRIBUTIONS

The Board and the Association agree that all contributions made by the Board pursuant to this Article shall be counted against the new money available to fund teacher salary and benefit increases each year as part of agreement negotiations for teachers.

## ARTICLE IX

## FRINGE BENEFITS

A. Group Life Insurance.

The Board shall provide for teachers a group life insurance protection plan which shall pay teacher's designated beneficiary the sum of Fifty Thousand Dollars ($50,000.00) in the event of death; and, in the event of accidental death, a sum of not less than two (2) times that amount shall be paid. The Board shall pay all premiums except for One Dollar ($1.00) per year which shall be paid by the teacher. Additionally, a teacher shall be allowed to purchase, at his own expense, additional group life insurance in an amount equal to that provided by the Board, subject to approval and any rules of the insurance carrier.

B. Group Health Insurance.

Each teacher is entitled to participate in the group health insurance program provided herein.

1. The program shall provide for twelve (12) month coverage and shall include full-service medical and hospitalization, surgical and major medical provisions. The major medical maximum shall be Five Million Dollars ($5,000,000.00).

2. The Board contribution for a single health plan shall be $5,166.00.

3. The Board contribution for a family health plan shall be $9,877.00.

4. Should both a husband and wife be entitled to participate in this group health insurance program, such persons may, as group insurance participants, elect either to:

    (a) enroll in separate single plans,

    (b) enroll in one family membership, or

    (c) combine their entitlements under this section for separate single plans toward the payment of one family plan.

4. Insurance Rebate. At such time as the Corporation is notified that participants have qualified for an insurance rebate of premiums, such rebate shall be refunded to the School Corporation and the employees using the same ratio as the contribution towards health insurance.

5. Increase in premiums. School Corporation and teachers will each pay their own increase (example: if the increase is 3%, both parties pick up 3% on their own contribution).

C. Income Protection Plan

1. The Board shall provide an Income Protection Insurance Plan (Long Term Disability Plan) in which each teacher may participate.

2. The plan shall be one with the income protection benefit payment of at least sixty-six and two-thirds percent (66-2/3%) of the teacher's salary. The qualification period shall be ninety (90) calendar days.

3. The Board shall contribute the total premium minus One Dollar ($1.00) per teacher on the premium for Income Protection with no limit on the number of teachers enrolled.

D. Insurance Coverage During Maternity/Paternity/Adoption/Disability Leaves and Unpaid Status

1. Any teacher taking maternity leave or disability leave under this contract, or otherwise on unpaid status, may maintain coverage in the group hospitalization and the group term life insurance plans held by the School Corporation, subject to:

   a. paying to the Corporation, so as to be at all times at least one month in advance of the Corporation's due date, the total premium of the group hospitalization and the group term life insurance, including the corporation's share thereof; and

   b. any applicable rules of the insurance carriers.

2. It is understood by the parties that for any time a teacher is on paid leave under this section, the Board will continue to make its contribution to premium cost.

E. Insurance Coverage During Retirement

Any teacher who has (1) reached the age of fifty-five (55), (2) is enrolled in the group hospitalization at the time of retirement, and (3) retires from the School Corporation, may maintain coverage in the group hospitalization program held by the School Corporation until the retiree becomes Medicare eligible, subject to:

1. paying to the School Corporation, so as to be at all times at least one month in advance of the Corporation's due date, the total premium of the group hospitalization including the corporation's share thereof; and

2. any applicable rules of the insurance carriers.

F. Section 125 - Salary Diversion, Flexible Fringe Benefit Plan.

1. The School Corporation will offer a Section 125, Flexible Fringe Benefit Plan. That flexible benefit plan will include the following options:

   a. Health insurance premium;
   b. Cash;
   c. Dependent Care;
   d. Other qualifying reimbursement; or
   e. A combination of any of the above.

G. The insurance carriers of any of the insurance plans provided in this Article shall not be changed without the mutual agreement of the parties.

H. The Board shall maintain liability insurance to protect teachers who are involved in transporting students in their personal automobiles. This includes emergency situations caused by illness or accident of a student, as well as, organized school activities.

## ARTICLE X

## COMPENSATION AND EXPENSES

A. The parties have negotiated a compensation model, which is located in Appendix A-1 through Appendix A-2.

B. The parties have negotiated an extra-curricular schedule, which is located in Appendix B.

C. During the 2025-2026 and 2026-2027 contract years, regular salary payments will be made in twenty-four (24) equal installments.

D. If a teacher is requested by the Administration and is authorized by the Superintendent to tutor or provide instruction to a student(s) before or after school or for homebound instruction, then the teacher will be paid for the tutoring or student instruction at the teacher's hourly rate.

The Corporation will pay teachers $30 per hour for other activities requested by the Administration and authorized by the Superintendent outside of normal school hours.

E. Summer School: Teachers of summer school classes shall be paid for each hour of instruction at an hourly rate equal to the regular teacher's contract salary divided by one thousand two hundred ninety-five (1,295 = 7 hours x 185 days).

F. Dual Credit: Teachers teaching dual credit will receive a $1,500 stipend (this stipend is per teacher and not based on the number of courses/semesters/preps).

## ARTICLE XI

## GRIEVANCE PROCEDURE

A. Definition

A grievance is an alleged violation or claimed misinterpretation of a specific article or section of this agreement. The Board's policy on Reduction in Staff is subject to this grievance procedure. (This last sentence was not bargained but is included for informational purposes.)

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 the provisions of this agreement. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure.

C. Procedure

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

1. Step One

Within fifteen (15) school days of the time the grievant becomes aware of the grievance, the grievant may present the grievance to the administrator directly involved during non-teacher hours. Within three (3) working days the administrator shall orally answer the grievant.

2. Step Two

a. Within five (5) working days of the oral answer, if the grievance is not resolved, it shall be stated in writing, signed by the grievant and submitted to the building principal.

b. Within five (5) working days after receiving the written grievance, the administrator shall have a meeting with the grievant. An answer shall be made in writing and given the grievant within two (2) days.

3. Step Three

a. If the grievance is not resolved in Step Two, the grievant may, within five (5) working days of receipt of the written answer of the administrator, appeal to the Superintendent by filing the grievance and the principal's answer along with any written response of the grievant to the answer of the administrator, with the Office of the Superintendent.

b. The Superintendent, or his designated representative, shall give the grievant an answer in writing no later than five (5) working days after receipt of any written grievance filed with the Superintendent's office.

4. Step Four

Within ten (10) working days after receiving the decision of the Superintendent, an appeal from the decision may be made to the Board. The Board shall hold a hearing on the grievance within fourteen (14) days of the filing of the appeal. Those who may be present at this hearing shall be the grievant, representative(s) of the Association, the building principal(s) directly involved, the Superintendent of Schools, witnesses for the grievant and the School Corporation and school board counsel(s). The Board shall render its decision in writing within five (5) days after the hearing.

5. Step Five—Advisory Arbitration

Within thirty (30) calendar days after receiving the decision of the School Board, the Association may submit the grievance to advisory arbitration. The Association shall notify the Board of its intention to submit the matter to advisory arbitration in this thirty (30) calendar day period. After notification that the matter shall be submitted to advisory arbitration, the following procedure shall be followed:

a. The two parties shall attempt to select an arbitrator by mutual agreement. If they cannot within five (5) days, the arbitrator shall be selected by the American Arbitrator Association, in accord with its rules which shall likewise govern the arbitration hearings. The arbitrator shall set forth his findings and conclusions on the issues submitted. The findings and conclusions of the arbitrator shall be advisory only and neither party shall be bound by the arbitrator’s findings and conclusions.

b. The Board and the Association agree that neither party shall be permitted to assert in such advisory arbitration proceedings any ground or to rely on any evidence not previously disclosed to the other party.

c. The costs of the arbitrator shall be shared equally by the Board and the Association.

D. General Provisions

1. A grievant may be a teacher, a group of similarly affected teachers, or the Association.

2. Time limits may be extended but only by written agreement of the parties. In the event the grievant fails to comply with the time limits with respect to each step, the grievance shall be settled in accordance with the School Corporation's answer at the previous step. If there is a failure at any time by the School Corporation to communicate its response within the specific time limit, the grievant, or in

the case of Step 4, the Association shall have the right to advance the grievance to the next step of the grievance procedure.

3. A representative of the Association shall have the opportunity to be present at all grievance meetings and hearings past Step 1.

4. The Association may withdraw any grievance at its sole discretion at any time prior to the beginning of the hearing before the arbitrator.

5. No reprisal or punitive action of any kind shall be taken by the employer against any employee who has been a grievant or participated in any way in any grievance proceeding.

## ARTICLE XII

## ZIPPER CLAUSE - CONDITION OF CONTRACT CLAUSES

A. This agreement supersedes and cancels all previously written agreements concerning salary, wages and salary related fringe benefits between the Board and the Association and constitutes the entire agreement between the parties. This agreement also supersedes any Board policy, rule or regulation or any individual contract with which it may conflict now or in the future.

B. If any provisions of this Contract or any application of this Contract to any employee or group of employees are held to be contrary to law, then such provisions or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. If any provision of this contract is held to be contrary to law, then the parties are obligated to agree upon a date to commence negotiations on contractual language modifications which could remove the invalidity.

C. The Association agrees to indemnify and to hold the Board harmless against any liability not covered by any contracted insurance which may arise by reason of any action taken by the Board in complying with this Contract, provided that:

(1) The Board gives the Association timely notice, in writing, of any claim, demand, suit, or any other form of liability; and

(2) The Board and the Board's counsel will cooperate fully with the Association in defense of such claims.

## ARTICLE XIII

## TERMS OF AGREEMENT

This Contract shall be effective as of July 1, 2025, and shall continue in effect through June 30, 2027; provided, however that this contract may be reopened by the School Corporation or Association during formal bargaining in 2026 with respect to insurance. It also may be reopened for base salary if the Fall 2026 ADM count is less than 2,440 students.

Whenever any notice is required to be given either of the parties to this Contract to the other party, either shall do so by registered letter at the following addresses:

If by the Association to the Board, at 375 E. McClain, Scottsburg, Indiana 47170.

If by the Board to President of the Association, at Scott County School District 2, Classroom Teachers Association, 969 W. McClain, Scottsburg, Indiana.

This Contract is made and entered into at Scottsburg, Indiana by and between the Board of School Trustees of the Scott County School District 2, County of Scott, State of Indiana, party of the first part, heretofore referred to as the "Board" and the Scott County School District 2 Classroom Teachers Association, an affiliate of the Indiana State Teachers Association and the National Education Association, party of the second part, heretofore referred to as the "Association".

The undersigned also attest to the following:

A public hearing (Pre-formal Bargaining Hearing) was held in compliance with Indiana law on September 10, 2025. Electronic participation was not available.

A public Board meeting in compliance with Indiana law was held on October 30, 2025 to discuss the tentative agreement with the Board and electronic participation was not available.

A public Board meeting in compliance with Indiana law was held on November 5, 2025 for Board ratification of the tentative agreement. Electronic participation was not available.

[SIGNATURE PAGES TO FOLLOW ON NEXT PAGE]

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

Board of School Trustees of the
Scott County School District 2

_____
Superintendent of Schools

_____
Board President

_____
Board Member

_____
Board Member

_____
Board Member

_____
Board Member

Ratification Date: November 5, 2025

Scott County School District 2
Classroom Teachers Association

_____
CTA President

_____
CTA Representative

Ratification date: October 24, 2025

## APPENDIX A-1 – COMPENSATION MODEL

The compensation model bargained between the Scott County School District 2 and the Scott County School District 2 Classroom Teachers Association will be the B.A.R.I.C. (Bargaining, Analyzing, Researching Information for Compensation) Program. The parties have bargained that for the 2025-2026 and 2026-2027 school years, base salary increases will be granted in accordance with this compensation model as is described below, subject to the reopener clause in this contract.

There will be no column movement under the contract for the contract term, 2025-2027.

### I. 2025-2026 School Year

#### A. Factors and Definitions for the 2025-2026 School Year

This model maintains a salary schedule using the following factors for the 2025-2026 school year:

1. Instructional Leadership: Teachers attaining a literacy endorsement. Documentation showing that the literacy test was passed must be provided to the School Corporation by October 31, 2025.
2. Academic Needs: The importance of retaining all teachers in the Corporation to provide educational continuity for students.

#### B. Salary Distribution Description for the 2025-2026 School Year

**1.** INSTRUCTIONAL LEADERSHIP: $250

2. ACADEMIC NEEDS: $900

The maximum total possible increase a teacher could receive is $1,150, of which $0 is attributed to the education factor. No more than 50% of this total possible base salary increase is attributable to the teacher earning a content area degree or content area credit hours beyond the requirements for employment.

### II. 2026-2027 School Year

#### A. Factors and Definitions for the 2026-2027 School Year

This model maintains a salary schedule using the following factors for the 2026-2027 school year:

1. Academic Needs: The importance of retaining all eligible teachers in the Corporation to provide educational continuity for students.
2. Instructional Leadership: Teachers attaining a literacy endorsement. Documentation showing that the literacy test was passed must be provided to the School Corporation by the beginning of the school year.

#### B. Salary Distribution Description for the 2026-2027 School Year

**1.** ACADEMIC NEEDS: Movement down one (1) row = $1,500

2. INSTRUCTIONAL LEADERSHIP: Literacy Endorsement: $250

The maximum total possible increase a teacher could receive is $1,750, of which $0 is attributed to the education factor. No more than 50% of this total possible base salary increase is attributable to the teacher earning a content area degree or content area credit hours beyond the requirements for employment.

### III. New Hire Salary Placement

Using the Salary Schedules in Appendix A-2, for the initial placement purposes only of a new teacher hired by the School Corporation, a row represents a year of teaching service. A teacher's initial placement on the salary schedule

will typically be in the correct degree column and in the row which is equal to the years of service the new teacher has accrued. If the Superintendent has a need to place a teacher outside of the typical placement, then he/she may do so with the consent of the Association President.

New hires in the 2025-2026 school year who were hired prior to the ratification of this contract will have their starting salary adjusted upward to get onto the appropriate placement in Appendix A-2.

**IV. Salary Caps**

In 2025-2026, bachelor teachers will be capped at $61,500 (or $61,750 with a literacy endorsement) and masters teachers will be capped at $75,500 (or $75,750 with a literacy endorsement).

In 2026-2027, bachelor teachers will be capped at $61,500 (or $61,750 with a literacy endorsement) and masters teachers will be capped at $75,500 (or $75,750 with a literacy endorsement). Teachers at the cap shall receive a stipend of $1,500.

**V. Salary Range**

In the 2025-2026 school year, the salary range is $41,000 to $74,600 prior to increases being applied. In the 2025-2026 school year, the salary range is $45,000 to $75,750- after increases are applied.

In the 2026-2027 school year, the salary range will be $46,500 to $75,750 before increases are applied. In the 2026-2027 school year, the salary range will be $45,000 to $75,750 after increases are applied.

**VI. Stipends for 2025-2026**

Teachers who, because of changes to the School's contribution to the 401(a) plan in Article VII, paragraph F, page 13, will see a decrease in their overall compensation from the 2024-2025 school year will receive a stipend to ensure that their overall compensation increases by at least $1,000.

APPENDIX A-2

SALARY SCHEDULE

2025-2027

2025-2026 New Teacher Salary Placement Only

| Level | Bachelor's | Master's |
|---|---|---|
| A | $45,000.00 | $47,000.00 |
| B | $46,500.00 | $48,500.00 |
| C | $48,000.00 | $50,000.00 |
| D | $49,500.00 | $51,500.00 |
| E | $51,000.00 | $53,000.00 |
| F | $52,500.00 | $54,500.00 |
| G | $54,000.00 | $56,000.00 |
| H | $55,500.00 | $57,500.00 |
| I | $57,000.00 | $59,000.00 |
| J | $58,500.00 | $60,500.00 |
| K | $60,000.00 | $62,000.00 |
| L | $61,500.00 | $63,500.00 |
| M | | $65,000.00 |
| N | | $66,500.00 |
| O | | $68,000.00 |
| P | | $69,500.00 |
| Q | | $71,000.00 |
| R | | $72,500.00 |
| S | | $74,000.00 |
| T | | $75,500.00 |

*The school district shall contribute the mandatory employee contribution of 3% to Indiana Teacher Retirement in addition to the salaries shown on this chart.*

Note: Teachers attaining a literacy endorsement will receive a one-time base salary increase of $250.

**APPENDIX B**

**EXTRA-CURRICULAR ACTIVITIES SCHEDULE**

**2025 - 2027**

## ECA: Non-Athletic

| | |
|---|---|
| Elem History Club Sponsor | $300 |
| Elem Student Council Sponsor | $500 |
| Elem Math Bowl Sponsor | $950 |
| Elem Spell Bowl Sponsor | $950 |
| Elem Just Say No/Empower Jr. Sponsor | $300 |
| Elem K-Kids Sponsor | $300 |
| Elem Robotics Coach | $750 |
| Elem Destination Imagination Coach | $1,000 |

| | |
|---|---|
| SMS Builders Club Sponsor | $300 |
| | |
| SMS FACS Club Sponsor | $300 |
| SMS Drama Sponsor | $1,200 |
| SMS Publications Sponsor | $500 |
| SMS Student Council Sponsor | $800 |
| SMS Art Club Sponsor | $300 |
| SMS Science Olympiad Coach | $1,000 |
| SMS Science Olympiad Coordinator | $500 |
| SMS Math Bowl Sponsor | $950 |
| SMS Spell Bowl Sponsor | $950 |
| SMS SADD Club Sponsor | $300 |
| SMS Robotics Coach | $750 |
| SMS Fall/Winter Guard Director | $1,400 |
| SMS Fall/Winter Asst Guard Director | $1,000 |
| SMS Destination Imagination Coach | $1,000 |
| SMS Academic Team Advisor | $1,000 |
| SMS Academic Teams Coordinator | $500 |

| | |
|---|---|
| SHS Senior Class Sponsor | $500 |
| SHS Junior Class Sponsor | $1,000 |
| SHS Sophomore Class Sponsor | $300 |
| SHS Freshman Class Sponsor | $300 |
| SHS/SMS Band Director | $6,500 |
| SHS/SMS Assistant Band Director | $5,000 |
| SHS/SMS Choir Director | $2,000 |
| SHS Publications Sponsor | $3,200 |
| SHS Drama Sponsor (Fall Production) | $2,000 |
| SHS Drama Sponsor (Spring Production) | $2,000 |
| SHS Drama Assistant Sponsor (Fall Production) | $1,200 |
| SHS Drama Assistant Sponsor (Spring Production) | $1,200 |
| SHS Drama Music Director* | $800 |
| SHS FCCLA Sponsor | $500 |
| SHS Innovation Sponsor | $2,000 |
| SHS Hi-Y Sponsor | $600 |
| SHS **Educators Rising** Sponsor | $300 |
| SHS French Club Sponsor | $500 |
| SHS Spanish Club Sponsor | $500 |
| SHS National Honor Society Sponsor | $600 |
| SHS Key Club Sponsor | $300 |
| SHS Student Council Sponsor | $800 |
| SHS Sunshine Sponsor | $600 |
| SHS Destination Imagination Coach | $1,000 |
| SHS Academic Team Advisor | $1,000 |
| SHS Academic Teams Coordinator | $500 |
| SHS Science Olympiad Coach | $1,000 |
| SHS Science Olympiad Coordinator | $500 |
| SHS SADD Club Sponsor | $300 |
| SHS eSports Coach (per season) | $750 |
| SHS eSports Director (per season) | $750 |
| SHS Fall/Winter Guard Director | $5,000 |
| SHS Fall/Winter Asst Guard Director | $3,400 |
| SHS/SMS Summer Band Director | $3,000 |

| | |
|---|---|
| SHS/SMS Summer Band Asst Dir | $3,000 |
| SHS FCA Sponsor | $600 |

*SHS Drama Music Director: Up to two productions each school year. If the Director would like to do a second production, then it will be subject to approval by the SHS Principal. The stipend paid will be $800 per production. Any non-wage provisions herein are for informational purposes only and were not bargained.

*The school district shall contribute the mandatory employee contribution of 3% to Indiana Teacher Retirement in addition to the salaries shown on this chart*

# ECA: Athletic

| | |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Elem Athletic Director | $7,500 |

| | |
|---|---|
| SMS Archery Coach | $1,500 |
| SMS Baseball Head Coach | $1,400 |
| SMS Baseball Asst/B-Team Coach | $1,000 |
| SMS Basketball 8th Gr Head Coach | $3,000 |
| SMS Basketball 7th Gr Head Coach | $3,000 |
| SMS Basketball 6th Gr Head Coach | $3,000 |
| SMS Basketball 8th Gr B-Team Coach | $1,000 |
| SMS Basketball 7th Gr B-Team Coach | $1,000 |
| SMS Basketball 6th Gr B-Team Coach | $1,000 |
| SMS Cheer Coach | $2,000 |
| SMS Cross Country Coach | $1,400 |
| SMS Football Head Coach | $3,000 |
| SMS Football Asst Coach | $1,000 |
| SMS Golf Coach | $1,400 |
| SMS Soccer Coach | $1,400 |
| SMS Softball Coach | $1,400 |
| SMS Softball Asst/B-Team Coach | $1,000 |
| SMS Swimming Coach | $1,400 |
| SMS Tennis Head Coach | $1,400 |
| | |
| SMS Track Head Coach | $1,400 |
| SMS Track Asst Coach | $1,000 |
| SMS Volleyball 8th Gr Coach | $1,400 |
| SMS Volleyball 7th Gr Coach | $1,400 |
| SMS Volleyball 6th Gr Coach | $1,400 |
| SMS Volleyball 6th Gr B-Team Coach | $1,000 |
| SMS Wrestling Head Coach | $1,400 |
| SMS Wrestling Asst Coach | $1,000 |
| SMS Athletic Director | $5,000 |

| | |
|---|---|
| SHS Archery Coach | $1,500 |
| SHS Bowling Coach | $1,000 |
| SHS Baseball Head Coach | $3,750 |
| SHS Baseball Asst Coach | $2,000 |
| SHS Basketball Head Coach | $8,000 |
| SHS Basketball Asst Var Coach | $3,200 |
| SHS Basketball Junior Var Coach | $3,200 |
| SHS Basketball C-Team Coach | $3,000 |
| SHS Cheer Varsity Coach | $3,000 |
| SHS Cheer JV Coach | $1,500 |
| SHS Pep Club Sponsor | $600 |
| SHS Cross Country Coach | $3, 750 |
| SHS Football Head Coach | $8,000 |
| SHS Football Asst Varsity Coach | $3,200 |
| SHS Football JV Coach | $3,200 |
| SHS Golf Coach | $3, 750 |
| SHS Soccer Head Coach | $3, 750 |
| SHS Soccer Asst Coach | $2,000 |
| SHS Softball Head Coach | $3, 750 |
| SHS Softball Asst Coach | $2,000 |
| SHS Swimming Coach | $3, 750 |
| SHS Tennis Coach | $3, 750 |
| SHS Tennis Asst Coach | $2,000 |
| SHS Track Head Coach | $3, 750 |
| SHS Track Asst Coach | $2,000 |
| SHS Volleyball Head Coach | $3, 750 |
| SHS Volleyball Asst Coach | $2,000 |
| SHS Wrestling Head Coach | $3, 750 |
| SHS Women's Wrestling Head Coach | $3,750 |
| SHS Wrestling Asst Coach | $2,000 |
| SHS Ultimate Frisbee Coach | $800 |
| SHS Bass Fishing Coach | $1,200 |
| SHS Athletics Ticket Sales Aide | $1,400 |
| Off Season Basketball Head Coach | $3,000 |
| Off Season Baseball Head Coach | $1,000 |
| Off Season Softball Head Coach | $1,000 |
| Off Season Volleyball Head Coach | $1,000 |
| Off Season Football Head Coach | $3,000 |
| Off Season Cheer Head Coach | $1,000 |

| | |
|---|---|
| Off Season Football Asst Coach | $1,000 |
| Off Season Golf Head Coach | $1,000 |
| Off Season Basketball Asst Coach | $1,000 |
| Off Season Tennis Head Coach | $1,000 |
| Off Season Cross Country Head Coach | $1,000 |
| Off Season Soccer Head Coach | $1,000 |
| Off Season Wrestling Head Coach | $1,000 |

*The school district shall contribute the mandatory employee contribution of 3% to Indiana Teacher Retirement in addition to the salaries shown on this chart*

## ANCILLARY

| | | | |
|---|---|---|---|
| | | SHS Leadership Council | $800 |
| Elem Head Teacher | $1,500 | SHS PBIS Coor | $1,000 |
| Elem Webpage Coor | $400 | SHS Webpage Coor | $400 |
| Elem PBIS Coor | $1,000 | SHS Guidance Counselor | 5 – 10 Days*** |
| Elem Guidance Counselor | 5 Days*** | SHS Guidance Director | 20 Days*** |
| | | SHS Vocational Coor | 10 Days*** |
| SMS Department Chairperson | $600 | SHS Librarian | 10 Days*** |
| SMS Team Leader | $600 | SHS Vocational Agriculture | 55 Days*** |
| SMS Bus Supervisor | $1,000 | Student Daily (AM/PM) Supervision* | $1,000 |
| SMS PBIS Coor | $1,000 | Extra-Curricular Certified Supervision** | $20 per hr |
| SMS Webpage Coor | $400 | District Testing Coordinator | $2,500 |
| SMS Guidance Counselor | 5 Days*** | | |
| | | | |
| | | District Webpage Coordinator | $700 |

*The school district shall contribute the mandatory employee contribution of 3% to Indiana Teacher Retirement in addition to the salaries shown on this chart*

*The Student Daily (AM/PM) Supervision stipend will be applicable at all grade levels – elementary, middle and high. To receive the full stipend of $1,000, the teacher must be supervising students in both the morning and afternoon. If a teacher only works the morning or afternoon but not both, then the stipend will be pro-rated by 50% (i.e., to $500). It is anticipated there will be approximately 2 to 3 positions at the elementary, approximately 6 positions at the middle school, and approximately two as needed at the high school. Any information in this paragraph beyond wages is for informational purposes only and was not bargained.

**Every effort will be made to pay this ancillary duty pay from ECA funds. This sentence is included for informational purposes only and was not bargained.

***The number of extended contract days is solely for informational purposes and was not bargained.

# APPENDIX C
## SCOTT COUNTY SCHOOL DISTRICT 2
## GRIEVANCE REPORT FORM

BUILDING ASSIGNMENT_____
NAME OF GRIEVANT_____
DATE FILED_____
**********

**STEP ONE - ADMINISTRATOR DIRECTLY INVOLVED:** Within fifteen (15) school days of the time the grievant becomes aware of the grievance, the grievant may present the grievance to the administrator directly involved during non teacher hours. Within three (3) working days the administrator shall orally answer the grievant.

**STEP TWO – BUILDING PRINCIPAL**

A. Date Grievance Filed with Building Principal_____

B. 1. Statement of Grievance_____

2. Relief Sought_____

Signature_____Date_____

**DISPOSITION BY BUILDING PRINCIPAL**

Signature_____Date_____

**POSITION OF GRIEVANT**

Signature_____Date_____

**STEP THREE – Superintendent of Schools**

A. Date Received by Superintendent of Schools_____

B. Disposition of the Superintendent of Schools_____

Signature_____Date_____

**POSITION OF GRIEVANT**

Signature_____Date_____

**STEP FOUR – Board of Trustees**

A. Date Received by Board of Trustees_____

B. Disposition of the Board of Trustees_____

Signature_____Date_____

**POSITION OF GRIEVANT**

Signature_____Date_____

**STEP FIVE – Advisory Arbitration**

A. Date Submitted to the Board of School Trustees_____

*(as required for advisory arbitration)*

B. Accepted for Advisory Arbitration:

Signature_____Date_____
President, Board of School Trustees