

**2023-2025**  
***MASTER CONTRACT***

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**ARTICLE I**  
**RECOGNITION**

- A. The Board hereby recognizes the Association as the exclusive representative of all teachers in the Corporation.
- B. Definitions:
1. The term “teacher” when used in this Contract shall refer to all full-time and part-time classroom teachers, department heads, coordinators, librarians, counselors, deans and At-Risk personnel only; and excluding all non-certificated employees, supervisory personnel, and confidential employees, as may be defined or construed by Indiana Code 20-29. Compensation and eligible benefits for part-time teachers shall be pro-rated.
  2. The terms “Board” and “Association” shall include authorized officers, representatives, and agents.
  3. The term “Corporation,” when used in this Contract, shall be the Logansport Community School Corporation of the County of Cass, of the State of Indiana.

**ARTICLE II**  
**FAIR PRACTICE**

- A. The agreement in this Contract shall supersede all rules, regulations, or practices of the Board which are contrary to, or inconsistent with, the terms recorded herein.
- B. If any provisions of this Contract, or any application of this Contract to any teacher or group of teachers, is held to be contrary to law, then such provision or application shall be deemed not valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. The parties mutually agree that the terms and conditions set forth in this Contract represent the full and complete understanding and commitment between the parties of this Contract. Any alterations, changes, or amendments to this Contract may be made only through the mutual consent of the parties and such change or modification from the express language of this Contract shall not be binding upon either party unless it is in writing and signed by each of the parties to this Contract through a properly executed MOU.
- D. Release Time for the Association President:

The Board shall release the Association President or designee twenty (20) days per school year. The release time shall be taken in one-half (1/2) day increments. Such release time shall be taken at the Association President’s discretion, provided that the Superintendent’s Office is notified two (2) days in advance, except in case of emergency, to conduct Association business. The Association shall pay the cost of the substitute teacher who replaces the Association President or designee when he/she is on released time.

### **ARTICLE III**

### **COMPENSATION AND EXPENSES**

- A. The Compensation Model in the Master Contract does not include the Board's contribution of the three percent to the Indiana State Teacher Retirement Fund. Individual teacher contracts shall be based on a salary schedule that does not include the contribution to the retirement fund. Subsequent salary schedules will be based upon a school calendar year. LCSC pays the three percent to the Indiana State Teacher Retirement Fund on top of the listed salary amount.
- B. The Association recognizes that any increased costs for group insurance benefits shall be considered a part of any salary fringe benefit packages negotiated in the future and the Association shall explain to its members that in such future negotiated packages that a part of the increase was in the increased cost to the Board of maintaining the Board's insurance contribution. This sentence was not bargained and is for informational purposes only.
- C. A Teachers per diem rate shall consist of that Teacher's salary divided by the number of days in a standard contract year. A Teacher's hourly rate shall consist of the that Teacher's per diem rate divided by the number of hours in a standard contract day. Teachers working extended contracts shall be compensated at their per diem rate for each day beyond a standard contract year.
  - 1. Compensation at a teacher's per diem or hourly rate shall be calculated on the basis of a 185 day school year and a 7-hour day. This sentence was not bargained and is for informational purposes only.
  - 2. Teachers sponsoring the Future Farmers of America (FFA) program will receive an extended contract reflecting a 209 day school year. This sentence was not bargained and is for informational purposes only.
  - 3. Teachers serving in the role of Lead Counselor will receive an extended contract reflecting a 188 day school year. This sentence was not bargained and is for informational purposes only.
- D. Teachers shall report any change in degree and/or certification to the Superintendent by August 1st of each year. The equivalent PGP accumulation will additionally be credited at a rate of 1 credited hour for every 30 Professional Growth Points.
- E. A general education teacher of a self-contained elementary class consisting of more than one grade (i.e. split grade classroom) will be paid the sum of Five Hundred Dollars (\$500.00) in addition to their basic contract. A general education teacher in middle or high school who is teaching more than one course in a given class period will be paid the sum of \$125.00/year (\$62.50/semester) in addition to their basic contract. These duties are considered to be ancillary duties.
- F. Teachers shall receive their salary payments as follows:
  - 1. Teachers shall be paid on a twenty-six (26) pay schedule.
  - 2. Teachers may receive the balance of the payments by June 30, provided the individual requests such payment in writing by March 15 of the school year, unless mechanical or other difficulties with data processing equipment would delay the processing of the payroll.
- G. Extra-curricular pay for those extra-curricular positions that qualify appear on the schedule in Appendix "C." If a new program is started, range factors for that program are negotiable, noting that the parties must follow the required timeline for bargaining.
- H. Teachers will be asked to volunteer for athletic related extra-curricular work assignments. (This sentence was not bargained and is for informational purposes only.) If an event is canceled, the teacher will be notified by the administrator in charge of the event. Failure to notify the teacher of the cancellation prior to working

at the event will entitle the teacher to half of the compensation for the event. Teachers will be compensated for their services as follows:

- a. Elementary School: \$10.00 per session  
(approximately 1 1/2 hours)
- b. Middle School: \$20.00 per session  
(approximately 3 hours)

The funds to pay the supervisor shall be paid from Athletic Funds.

- I. A teacher providing homebound instruction requiring instruction by a certificated teacher shall be issued a supplemental service contract. The teacher will be paid his or her hourly or per diem rate depending upon the duties performed by the teacher.
- J. The Board shall pay the cost of any 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.
- K. The Board shall pay \$850 stipend per section of Dual Credit or Advanced Placement course taught. To qualify for the Dual Credit stipend, the course must require a Master's or greater level of education. Beginning July 1, 2024 the Board shall pay \$500 per section of Dual Credit or Advanced Placement course taught. The teacher must be approved to teach by the institution awarding the dual credit.
- L. The Board shall pay \$425 stipend for a current teacher to mentor a new teacher. A mentor will have no more than two new teachers. (This sentence was not bargained and is for informational purposes only.)
- M. The parties agree that a teacher who teaches a class during his/her prep time will have their prep bought out at the teacher's hourly rate calculated at 1/7<sup>th</sup> of the teacher's daily base rate times the number of days the teacher is working their prep time.

## **ARTICLE IV**

### **LEAVES**

- A. Each teacher shall be entitled to be absent from school without loss of compensation on account of illness or quarantine for a total of ten (10) days during the first year of employment. The Board shall grant each teacher nine (9) personal illness days after the first year of employment. If in any year a teacher shall be absent for illness or quarantine less than the allotted days, the remaining days shall be accumulated to a maximum total of one hundred eighty (180) days in the school year during the term of the contract. For 2020-2021, teachers will receive one (1) additional illness day. Additional days may be granted at the discretion of the Board, or as required by law. The Board may request verification of a teacher's illness. Instructional personnel shall notify their school principal when it is necessary for them to be absent from school and the expected time of their return. The Board will require verification of a teacher's absence or illness prior to and immediately following a school calendar vacation.
  1. If a teacher is exposed to COVID, or other applicable disease, at work and is required to quarantine, they will first use any days/hours provided through Federal or State relief, such as the Emergency Paid Sick Leave Act. Once those days are exhausted, the teacher will have the right to use available administrative leave for the duration of the quarantine, if s/he is not able to telework.
  2. To be able to telework, a teacher must be able to complete his/her job duties remotely and must have administrative approval.
  3. Teachers are discouraged from taking sick days for routine appointments (regular dentist visits, regular yearly check ups, etc...) on the days adjacent to Spring Break.
- B. All teacher employees in the summer school program shall be granted one (1) day of accumulated sick leave per school year. Unused days will be applied toward the 180 day maximum.

- C. Sick leave days accumulated by a teacher prior to a leave of absence shall be credited to the teacher upon return.
- D. A teacher must work at least one hundred twenty (120) days during a school year to qualify for one year of credit in the Indiana Teachers' Retirement Fund and to qualify for advancement of one year on the salary schedule.
- E. Annual and accumulated leave days may be used either for personal illness or emergencies as defined below:
  - 1. Personal illness of the teacher.
  - 2. Serious illness in the immediate family: "Immediate Family" shall mean teacher's spouse, children, siblings, parents, parents-in-law, son- or daughter-in-law, grandparents, grandchildren, stepparents, stepparents-in-law, stepchildren, or any member of the family unit living in the teacher's household.
  - 3. Sick Leave Bank:

**PURPOSE:**

The purpose of the sick leave bank is to relieve its members from undue financial burdens due to absence from work on a long-term basis due to personal illness, injury, or incapacitation sufficiently severe that it would make their presence in school inadvisable. The extended sick leave policy is not designed to give unlimited sick leave to all teachers. Its primary purpose is to give a teacher substantial income protection in the event of a medical catastrophe. It is also designed to provide a maximum benefit to teachers who have utilized the regular sick leave days and personal days in a professional manner.

**ADMINISTRATION:**

The Sick Leave Bank shall be administered by a Committee of nine (9) members. Two members of the Committee shall be members of the Logansport Community School Corporation administration. Seven (7), one (1) per building, members of the Committee shall be appointed by the LEA/Building Representation.

- a. Three (3) of the building level Committee members shall serve one (1) year, the initial year, of the Sick Leave Bank. Four (4) members shall serve for a period of two (2) years. Thereafter all terms of service will be two (2) years. Length of service for the members of the administration shall be determined by the Logansport Community School Corporation administration.
- b. Vacancies on the Committee shall be filled before the next meeting.
- c. The entire membership of the Committee shall select one of their members to act as chairperson for the duration of the year.
- d. The Committee shall meet during the school year as needed. Special meetings may be called by the chairperson at the request of the Committee members.
- e. In each case, a minimum of six (6) favorable votes by the Sick Leave Bank Committee is required to grant the use of days from the Sick Leave Bank.
- f. The Committee shall prepare an annual report in conjunction with the Corporation Treasurer of days contributed by each teacher, days used, and days accumulated in the Sick Leave Bank, and distribute this report to the Superintendent, President of the LEA and the Sick Leave Bank Committee.
- g. Requests for use of the Sick Leave Bank shall be made in writing to the Committee, not to exceed 45 days. Once 45 days is exhausted individuals need to reapply in writing to the Committee. The total number of sick leave bank days granted to a teacher shall not exceed ninety (90) days. Special circumstances will be considered by the committee on a case by case basis.
- h. Requests to donate days shall be made on the official forms provided by the Committee.
- i. The decision of the Sick Leave Bank Committee shall be final and may not be grieved.

**CRITERIA FOR USE OF THE BANK:**

The Committee shall use only the following criteria for granting use of the Sick Leave Bank.

- a. The applicant must be employed by LCSC and a current participant in the Sick Leave Bank.
- b. All except three (3) sick leave and personal leave days previously accumulated by the individual

must be exhausted before submitting an application to the Sick Leave Bank Committee. All sick leave and personal leave days previously accumulated by the individual must be exhausted before using Sick Leave Bank days.

- c. The applicant shall submit a certified review of his/her medical history and prognosis for returning to work by the appointed or attending physician.
- d. Illness cannot be previously (pre-existing) prior to joining the sick bank.
- e. Illness must be of a serious nature; seriousness will be determined by the Committee with the recommendation of the appointed or attending physician.

#### ELIGIBILITY FOR USE OF THE BANK:

- a. Any LCSC teacher or administrator who has contributed days is eligible to participate in the Sick Leave Bank.
- b. An eligible teacher, or if necessary and on their behalf, a member of said teacher's immediate family, or said teacher's authorized designee if said teacher has no immediate family, shall make written application to the Committee for leave under this provision. Said application shall be accompanied by a physician's certificate stating the nature, possible length of absence, and prognosis of the teacher's condition.
- c. Upon return to work, the teacher shall repay the Sick Leave Bank for days owed (number of days borrowed minus number of days contributed) at the rate of three (3) days per year. If a teacher/administrator leaves employment of LCSC, any accumulated leave will go to repay any outstanding balance owed to the Sick Leave Bank. If the member has no sick day balance, the debt shall be waived.

#### COMPOSITION OF THE SICK LEAVE BANK:

- a. The maximum number of days that may be accumulated in the Sick Leave Bank will be two hundred seventy (270) days.
- b. The annual enrollment period for accepting voluntary membership in the Sick Leave Bank shall be the first thirty (30) days of the school year.
- c. A participant employed by LCSC after the annual enrollment period has passed shall have ten (10) days from the date of employment in which to enroll in the Sick Leave Bank.
- d. The Sick Leave Bank was initially formed through voluntary participation and by voluntary donations, with written authorization of two (2) full days by participating members. After the first year of membership in the Sick Leave Bank, a teacher need only contribute one (1) personal illness day (if contributions are required) to remain a participating member in the Bank. If a teacher desires to return to the status of a participating member after withdrawing from membership in the Sick Leave Bank, that teacher shall contribute two (2) days in the first year after returning to membership.
- e. Sick leave days donated to the Bank by a teacher are considered a permanent contribution to the Bank and may not be withdrawn or transferred to another school corporation.
- f. If, at the start of the school year, there are approximately two hundred (200) days in the Sick Leave Bank, there shall be no contribution except for the repayment of days, contributions by teachers returning to membership, and contributions by new members.
- g. If, at any time, a member of the Sick Leave Bank desires to withdraw from the Bank, he/she shall write a letter to the President of the LEA requesting such withdrawal. Upon receipt of the letter, the President shall immediately notify the Superintendent's office of the withdrawal, which will then become effective immediately. The enrollment period at the beginning of the next school year would be the next opportunity for this teacher to rejoin the Bank.
- h. In the event that the total number of days in the Sick Leave Bank should drop below thirty (30) days, each member of the Bank shall be assessed an additional sick leave day in order to rebuild the Bank. If at that time a member has no remaining sick leave days, he/she shall be exempt from this assessment.
- i. Up to ten (10) sick leave days may be donated to the Sick Leave Bank by a retiring teacher/administrator. The teacher/administrator need not be a participant of the Sick Leave Bank to donate days upon retirement.

AMENDMENTS:

These rules shall be amended only by mutual consent of the Board of Trustees and the LEA.

F. Bereavement Leave:

1. In case of death within the immediate family, the teacher shall be granted a leave not to exceed five (5) consecutive work days including the day of the funeral. (Exceptions due to extenuating circumstances may be granted by the superintendent.) "Immediate Family" shall mean teacher's spouse, children, unborn child, siblings, parents, parents-in-law, son- or daughter-in-law, grandparents, grandchildren, grandparents-in-law, step-parents, stepparents-in-law, step-children, step grandchildren, step grandparents, brother-in-law, sister-in-law, or any member of the family unit living in the teacher's household.
2. Other than immediate family: In case of death in the family, other than immediate family, a teacher shall be entitled to be absent without loss of compensation on the day of the funeral. Other than immediate family shall mean teacher's uncle, aunt, niece, nephew, uncle- or aunt-in-law, and niece- or nephew-in-law.
3. A teacher may use three sick days annually for bereavement leave.

G. Bereavement leave shall apply to all summer school program employees.

H. Each teacher shall be entitled to at least three (3) days of personal business leave for the transaction of personal business and/or conduct of personal or civic affairs during each year of such employment. A written statement shall be submitted (use form prescribed, Appendix "D") to the Superintendent, setting forth the intention to take a personal leave.

1. In the event that personal business days shall not be used by the teacher, they shall accumulate to a maximum of six (6) days. Any days beyond six shall be added to accumulated personal illness days, however, these days shall not increase the maximum total accumulated days as prescribed in Section A above.
2. Personal business days used directly adjacent to Spring Break will be charged 2 days for each day absent.

I. Pregnancy and Temporary Disability Caused by Pregnancy:

Any teacher may use their negotiated sick leave benefits for physical disability due to pregnancy. Teachers must notify the Superintendent in writing of their intent to return to work by May 1st.

J. A teacher must work at least 120 days during a school year to qualify for one year of credit in the Indiana Teachers' Retirement Fund.

K. Jury Duty Leave:

When a teacher is directed to appear for jury duty, the Board shall pay that teacher's full salary, and that teacher shall pay the Board any daily remuneration granted by the court; reimbursement for incurred expenses (i.e., mileage) shall not be considered as daily remuneration; provided, however, the teacher will join with the Corporation in requesting to be excused from jury duty when, in the opinion of the Corporation, the teacher's absence would create a hardship on the educational program.

L. Witness Leave:

In the event a teacher is subpoenaed to appear as a witness in a court during any school day, such teacher shall submit any check received for such services, excluding payment for meals and transportation, and then the teacher will receive full pay for that day. This section shall not apply to a legal proceeding filed by a teacher against the Corporation, the Association or any agent thereof, or any proceeding arising out of Indiana Code 20-29.

M. Adoptive Leave:



Upon initial application for the adoption of a child, the teacher shall notify the Superintendent of his/her intent to file for an Adoption Leave. The period of the Leave shall commence when the child is turned over to the teacher/parent and shall not extend beyond one calendar year.

In the case where both parents are teachers, only one teacher/parent would qualify for this Leave. A teacher may use accrued paid leave as permitted by law.

N. Leave for Assault and Battery

Time lost by a teacher in connection with a school related incident of assault and battery when a teacher was properly discharging his/her duties shall be handled as follows:

1. Time for an official appearance in court shall result in no loss of compensation or benefits and no reduction in accumulated leave.
2. The Teacher's compensation and benefits shall continue in full to a maximum of ninety (90) days without reduction in accumulated leave for time and/or days missed for recuperation, therapy, and/or medical appointments. Additional days may be granted at the discretion of the Superintendent.
3. Time needed to recuperate, when in doubt, shall be determined by the School Corporation's physician.

O. Military Leave

1. Military leave shall be granted to any employee who is activated in any branch of the Armed Forces of the United States. Upon return from such leave, an employee shall be placed on the salary schedule at the level he/she would have achieved had he/she remained actively employed in the School Corporation during the period of his/her absence. The employee shall have up to thirty (30) days after the release from active duty to notify the Board of his/her intention to return to the Corporation. If National Guard or Reserve encampment, or a period of active training due to an emergency situation should occur during the school year, the employee required to participate shall be granted a temporary leave of absence.

P. Parental Leave

A teacher will be granted a leave of absence without pay not to exceed one (1) year. If the necessity for leave is foreseeable based on the expected birth or placement, the teacher shall provide the Superintendent with not less than thirty (30) days' notice before the date of the leave is to begin, except if the date of birth or placement requires the leave to begin in less than thirty (30) days, the teacher shall provide such notice as is practicable.

Q. Prep Time and Subbing (Class Coverage)

1. Individually Arranged Coverage: A teacher may arrange classroom coverage from another person who **and** for a reason which is approved by the principal not to exceed two (2) classes or two (2) hours in one (1) day without penalty of loss of pay, illness leave or personal leave. Any such arrangement will not involve remuneration or credit of any kind for the covering person.
2. Administratively Arranged Coverage: In the event that a teacher is asked by a building administrator to act as a substitute teacher for another teacher, the teacher acting as a substitute may receive the following:
  - a. For every six (6) periods of substitute time, the teacher may accrue one (1) personal day, up to a maximum of two (2) personal days in a school **year**.
  - b. After a teacher has accrued two (2) personal days in a school year, the teacher will be paid an ancillary rate of \$32.43 per hour for school year 2023-24 and an ancillary rate of \$32.62 per hour for school year 2024-2025.

3. Teachers shall not normally be asked to cover more than one classroom at a time (unless in an extreme emergency). This preceding sentence was not bargained and is for informational purposes only.

R. Loss of Pay

1. Loss of pay is discouraged and requires supervisor / director approval prior to absence. All paid leave time shall be utilized prior to use of loss of pay.

## **ARTICLE V** **RETIREMENT**

A. Regular Retirement:

1. Following retirement or other termination of employment, an eligible teacher shall be entitled to receive an amount equal to the product of:
  - a. One (1) day of pay, as calculated based upon the retired teacher's base salary, including extracurricular pay, in the teacher's last school year of employment with the Corporation times b.
  - b. Each year of teaching experience completed with the Corporation, but only if the retiring teacher has otherwise satisfied the following requirements:
2. The teacher must have gained permanent status with the Corporation; and
3. If the teacher is otherwise eligible to receive the Social Security Bridge Benefit described in Section B below, the retiring teacher must provide a written, irrevocable election to the Superintendent no later than thirty (30) days after the teacher's date of retirement requesting payment of the regular retirement pay, rather than the Social Security Bridge Benefit.
4. A retired teacher shall be entitled to payment for unused sick leave days that have been accumulated as of the end of the school year in which retirement occurs equal to the product of the total number of the retiring teacher's accumulated, unused sick leave days not to exceed one hundred eighty (180) days times Fifty dollars (\$50.00) per day.

This regular retirement pay shall be included on the teacher's last contract and shall be paid to an eligible teacher, less applicable withholdings, with the teacher's final paycheck or within a reasonable period of time thereafter.

B. Social Security Bridge Benefits (Early Retirement Pay):

1. Eligibility. Teachers who satisfy the following requirements as of retirement or other termination of employment with the Corporation shall be entitled to a Social Security Bridge Benefit (Early Retirement Pay), as hereinafter described in this Section B:
  - a. The teacher must have at least fifteen (15) years of teaching experience in the Corporation. (A year of teaching experience for purposes of Article VI shall be equivalent to a year of creditable service for purposes of the Indiana State Teachers Retirement Fund, but only if completed with the Corporation.)
  - b. If the teacher is also eligible to receive the regular retirement pay described in the immediately preceding Section A, the teacher must not have elected to receive the regular retirement pay. (No teacher shall be paid both the regular retirement pay and Early Retirement Pay. Accordingly, if a retiring teacher does not provide a written, irrevocable election to the Superintendent within 30 days of their retirement date requesting payment of the regular retirement pay, the retiring teacher shall be conclusively presumed to have elected to receive the Early Retirement Pay, rather than regular retirement pay.)
  - c. The retiring teacher must have attained at least age fifty-five (55).

- d. All retirements must commence with the beginning of the school year.
- e. The retiring teacher must have been in continuous employment with the Corporation since the beginning of the 1998-1999 school year. Accordingly, any teacher hired after the first day of the 1998-1999 school year will not be eligible for the Early Retirement Pay.
- f. The retiring teacher must have completed the entire year of the teacher's last contract unless the teacher is unable to complete the last teaching year due to illness or disability, as substantiated by the statement of a licensed physician.
- g. A retiring teacher must submit a written unconditional and irrevocable letter of retirement to the Superintendent's office no later than April 1st of the year retirement will begin. However, in the event a retiring teacher is unable to give the required notice because of an accident, ill health, or for another unforeseen reason, the teacher may petition the Board to waive this requirement, which the Board may or may not waive in its sole discretion.

2. Benefit Amount:

A retiring teacher that has satisfied the eligibility requirements of Subsection A1 above shall be entitled to an annual amount equal to Twelve thousand six hundred dollars (\$12,600.00).

Reduced by

- a. The quotient of—
  - i. The retiring teacher's matching account balance (employer matching contributions and earnings thereon) in the Retirement Savings Plan, described in Section D below, as of June 30 of the year of the teacher's retirement, but subject to adjustment as provided below, divided by
  - ii. The lesser of—
    - 1. Five (5) or
    - 2. the number of years between the teacher's date of retirement and the date when the retired teacher would be first eligible to apply for full Social Security benefits.
    - 3. (If the retiring teacher failed to make the minimum elective contribution to the tax-deferred annuity, Section 403(b) plan, which was necessary to obtain the full employer matching contribution, the additional amount of the employer matching contribution that would have been made after January 1, 1999 shall be added to the balance of the teacher's matching account balance for purposes of determining the reduction calculated under paragraph (a) above.)

The difference between the annual maximum calculated in paragraph (a) of Subsection B2 and the retiring teacher's matching contribution account balance reduction of paragraph (b) of Subsection B2 is the annual Social Security Bridge Benefit (Early Retirement Pay) of the retired teacher. Such amount shall be payable for no more than five (5) years or if less, only until the retired teacher would be first eligible to apply for full Social Security benefits.

- 3. Benefit Payment. A retired teacher's annual Early Retirement Pay shall be first used to pay any remaining cost/premium of the retired teacher's continuing participation in the group health plan maintained by the Corporation at and following the teacher's retirement, which is not otherwise paid by the Corporation under the terms and conditions of this Agreement. The excess, if any, will then be contributed to a post-separation 403(b) plan up to the maximum applicable limitations of the Internal Revenue Code (the "Code"), and then distributed to the retired teacher, less applicable withholdings, as necessary. Accordingly, if the Corporation's payment of premiums for the teacher's participation in the Corporation's group health plan equals the total premium costs or if the retired teacher is not participating in the Corporation's group health plan, the Early Retirement Pay will be contributed to the post-separation 403(b) plan up to applicable limits of the Code and then distributed to the retired teacher less withholdings.

Payments will be made as premiums are due for the Corporation's group health plan. Payments to the

post-separation 403(b) plan shall be made quarterly, but otherwise subject to prospective adjustment for changes in the liability for group health plan premiums and the Code's applicable limits on contributions.

4. Deceased Teacher. Should a retired teacher die before receiving the full amount of the Early Retirement Pay (Social Security Bridge Benefit), the remaining payments shall be made to the deceased teacher's designated beneficiary on a quarterly basis, less applicable withholdings, and otherwise reported as income to the beneficiary on appropriate governmental forms. These quarterly payments will be made to the estate of the deceased if no valid written beneficiary designation has been left by the teacher with the Corporation.

C. Accumulated Sick Leave Benefit:

A retired teacher who has otherwise satisfied the applicable vesting requirements described in Section A or Section B of this Article VI shall be entitled to payments and/or contributions for sick leave days that are unused and accumulated as of the end of the school year in which retirement occurs equal to the product of:

1. The lesser of:
  - a. total number of the retiring teacher's accumulated, unused sick leave days or one hundred eighty (180) times
  - b. Fifty dollars (\$50.00).

Up to two thousand dollars (\$2,000.00) of this accumulated sick leave benefit calculation [or such larger amount as may be subsequently allowed as additional compensation for purposes of the Indiana State Teachers Retirement Fund] shall be paid to the retiring teacher, less applicable withholdings, by the last day of June of the teacher's final year of teaching with the Corporation. The excess, if any, will then be contributed to a post-separation 403(b) plan up to the maximum applicable limitations of the Internal Revenue Code (the "Code"), and then distributed to the retired teacher, less applicable withholdings, as necessary.

D. Retirement Savings Plan: The Board shall establish and maintain a qualified Section 403b Plan. All 403b contributions will be in compliance with the Logansport Community School Corporation 403b Plan Document.

1. Each teacher shall have the option of investing in a Section 403(b) plan up to the maximum allowable under federal law. The Board shall match such teacher's elective employee contributions on a dollar for dollar basis up to a maximum of 2.5% of the teacher's base salary.
2. The Corporation's matching contribution shall be deposited on a monthly basis into an individual account for the teacher in a tax-deferred annuity program sponsored by a vendor mutually agreed upon by the Association and the Board. The Corporation's matching contributions and the earnings thereon shall be accounted for separately from any other contributions that might be made to the tax-deferred annuity program.
3. Teachers will have the option of continuing to invest their dollars in a tax-deferred annuity for which money is already being deducted or in an annuity program offered by the vendor mutually agreed upon by the Board and the Association. All contributions made at the election of the teacher to the Section 403(b) plan shall be 100% vested at all times.
4. Employer matching contributions made on behalf of teachers by the Board on or before the first teacher day of the 1998-1999 school year shall immediately vest in the teacher.
5. All new teachers hired or teachers previously employed by the Corporation and re-hired after the first teacher day of the 1998-1999 school year ("New Hires") are eligible only for the Section 403(b) benefits provided by this Section and the severance benefits provided in Article VI, Section A, and are not eligible for the Social Security Bridge Benefits provided by Article VI, Section B. A New Hire's non-

forfeitable percentage of accrued assets in individual accounts resulting from the Corporation's matching contributions is subject to the following vesting schedule:

- a. First school year of employment 0%
- b. Second school year of employment 20%
- c. Third school year of employment 40%
- d. Fourth school year of employment 60%
- e. Fifth school year of employment 80%
- f. Sixth school year of employment 100%

- 6. If the retiring employee has chosen not to participate in this retirement savings program, the benefits provided pursuant to Article IV, Section B, Social Security Bridge Benefits, shall be reduced by the amount the employer would have contributed after January 1, 1999, if the employee had chosen to participate.
- 7. In the event of the death of the employee, all benefits shall be paid to the designated beneficiary listed on the form completed at the time of retirement on file in the Corporation's employee personnel file.

E. Post-Separation 403(b) Plan:

In addition to the tax-deferred annuity, Section 403(b) plan, described in Section D of Article VI, the Corporation shall establish another retirement plan, which satisfies the requirements of Code section 403(b), but to which contributions will only be made following a teacher's retirement (the "post-separation 403(b) plan"). A committee of the Board and the Association shall select the single investment vendor for the post-separation 403(b) plan. The terms and conditions for the administration of the post-separation 403(b) plan will be determined by the Corporation, 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 or her account shall be invested among the investment options made available by the selected investment vendor for the post-separation 403(b) plan.
- 2. Vesting. At all times, a teacher shall be 100% vested in the teacher's post-separation 403(b) plan account.
- 3. Distributions. Subject to any applicable Code restrictions, a retired teacher may commence distributions from the teacher's post-separation 403(b) plan account at any time. A deceased teacher's post-separation 403(b) plan account shall be distributable to the decedent's designated beneficiary or to his/her estate if no beneficiary designation has been made.

## **ARTICLE VI**

### **FRINGE BENEFITS**

A. Life Insurance:

The Board will pay all but One Cent (\$.01) per month of the premium for a Fifty Thousand Dollar (\$50,000.00) term life insurance policy with a double indemnity clause. The insurance carrier for the Life Insurance Plan will be mutually selected by the Corporation and the Association.

B. Health and Hospitalization Insurance:

The Board agrees the cost for health insurance for individuals selecting the Preferred Provider option shall be at 70% for the Employer and 30% for the Employee. The Board agrees the cost for health insurance for individuals selecting the High Deductible health Plan option shall be at 80% for the Employer and 20% for

the Employee.

All such payroll deductions for group health insurance can be included in a Section 125 Plan. When appropriate, Medicare premiums will be paid.

C. Income Protection Plan:

The Board shall provide each teacher with long-term disability coverage. The Board shall pay all the premiums for the long-term disability insurance plan. The long-term disability plan shall provide the following specifications:

1. A ninety (90) calendar day elimination period.
2. Schedule amount: 66 2/3% of monthly pay subject to a maximum Schedule Amount of \$6,000 per month.
3. The Maximum Benefit Period for all periods of disability for mental illness is 24 months.
4. The plan shall not coordinate with retirement disability of the Indiana State Teachers Retirement Fund.
5. The plan shall include a cost of living adjustment provision. The insurance carrier for the Income Protection Plan will be mutually selected by the Corporation and the Association.

The insurance carrier for the Income Protection Plan will be mutually selected by the Corporation and the Association.

D. Continuation of Insurance Benefits:

Teachers on approved unpaid leaves of absence for more than one (1) month shall have the option to continue in health insurance and life insurance programs provided for in this Contract by notifying the business office of their intent and paying the premiums at their own expense in a manner directed by the Business Office. The Corporation shall continue its contribution(s) to the insurance program(s) for teachers during the first month of any approved unpaid leave of absence.

E. Health Insurance for Retired Teachers:

1. Eligibility.

A retiring teacher and spouse, if any, shall have the option of remaining in the Corporation's current group health plan, provided all of the following conditions are met as of the date of retirement and thereafter, per IC 5-10-8-2.6:

  - a. who will have reached fifty-five (55) years of age on or before the employee's retirement date but who will not be eligible on that date for Medicare coverage as prescribed by 42 U.S.C. 1395 et seq.;
  - b. who will have completed twenty (20) years of creditable (verified) employment with a local public employer (school corporation) on or before the employee's retirement date, ten (10) years of which must have been completed immediately preceding the retirement date; and
  - c. who will have completed at least fifteen (15) years of participation in the retirement plan of which the employee is a member on or before the employee's retirement date.
  - d. Retired teachers covered by the WV/WCI Trust holding health insurance will not be eligible to enroll in the LCSC health insurance program as an active employee;
  - e. While the retired teacher and spouse, if any, remain enrolled in the Corporation's group health plan, the retired teacher and spouse must pay that portion of the premium applicable to the insurance coverage, which is not otherwise paid by the Corporation under the terms and conditions of this Agreement, with such payments to be made monthly on or before the first day of each month for which group health coverage is to continue;

- f. Within ninety (90) days of the severance date, the teacher must provide a written notice to the Corporation requesting continuing group health coverage for the teacher and spouse, if any; and
- g. The teacher must comply with all applicable rules of the insurance carriers.

When a retired teacher first becomes eligible for Medicare, the teacher's eligibility to continue to participate in the Corporation's group health insurance plan shall terminate, if not earlier terminated according to applicable law. (A similar termination of eligibility shall also apply when a retired teacher's spouse first becomes eligible for Medicare.) It is acknowledged that the parties intend these provisions to comply with applicable federal and state laws that establish an eligible teacher's right to continue health insurance for the teacher and spouse, including if otherwise applicable, Indiana Code 5-10-8-2.6. Therefore, this right to extended coverage shall not override any rights to continuing health care coverage as required by COBRA or applicable state law.

- 2. Supplemental Payment. With respect to any teacher who otherwise satisfies all of the eligibility requirements for the Social Security Bridge Benefit described in this Section B of Article VI, the Corporation shall pay two hundred fifty dollars (\$250.00) per month towards the premiums due. Eligible, retired teachers may continue participation in the Corporation's group health plan until the earliest of the following occurs:
  - a. The teacher first becomes eligible to apply for Medicare coverage,
  - b. The teacher discontinues participation in the Corporation's group health plan at any time,
  - c. The death of the retired teacher, or
  - d. One hundred twenty (120) months after the teacher's date of retirement.

This monthly payment towards the payment of the premiums due for the retired teacher's continuing participation in the group health plan shall be made before any premium payments are otherwise made pursuant to Article VI of this Agreement. In addition, this monthly payment shall only be made with respect to the retired teacher, not his or her spouse.

#### F. Life Insurance for Retired Teachers:

Any teacher who:

- 1. has reached the age of fifty-five (55),
- 2. has at least fifteen (15) years of teaching experience,
- 3. is enrolled in the group life insurance plan at the time of retirement, and
- 4. retires from the Corporation may maintain coverage in the group life insurance plan held by the Board until such time as the teacher reaches the age of sixty-five (65). Such participation in the Board's group life insurance plan is subject to:
  - a. Paying to the Corporation the total annual premium of the group life insurance plan; and
  - b. Any applicable rules of the insurance carriers.

#### G. 403(b) Retirement Accounts

- 1. The Corporation will no longer match employee contributions when a LCSC retiree returns to work for LCSC.
- 2. Should a retiree return to LCSC they may still participate in the plan.

## **ARTICLE VII**

### **SUMMER SCHOOL**

- A. A teacher teaching summer school classes approved by the Department of Education and/or requiring instruction by a certificated teacher shall be issued a supplemental service contract. The teacher will be paid his or her hourly or per diem rate depending upon the duties performed by the teacher.
- B. All teachers employed in the summer school program shall be granted one (1) day of accumulative sick leave. Bereavement leave shall apply to all summer school program employees.
- C. Teachers who have planned personal absences will not be considered for summer school employment. This sentence was not bargained and is for informational purposes only.

## **ARTICLE VIII**

### **GRIEVANCE PROCEDURE**

A grievance is an alleged violation, misinterpretation, or misapplication of the terms of the Master Contract.

**A. Grievance Settlement:**

The Association and the Board recognize their responsibility for the prompt and orderly disposition of grievances. To this end, the parties agree that the provisions of the Article shall provide the means of settlement of all such grievances; provided, however, that nothing herein shall be construed as limiting the right of any employee to have a complaint adjusted without the intervention of the Association, so long as the adjustment is not inconsistent with the terms of this Contract.

**B. Procedural Steps:**

Any grievance that an employee or the Association has not been able to adjust informally with his/her immediate supervisor shall be presented in the following steps:

1. Step 1 - Between the grievant and his/her Association representative, and the immediate supervisor and/or designated representative.
2. Step 2 - Between the grievant and his/her Association representative, and the Superintendent and/or his/her designated representative(s).

**C. Grievance Presentation:**

1. Step 1 - All grievances shall be presented in writing on the grievance form attached as Appendix "E" within twenty (20) days of the date the grievant knew, or reasonably should have known, of the grievance. Grievances not filed within the above time period shall be deemed waived and shall not be processed.

The grievance shall:

- a. state the names of the other teacher(s) involved, if any,
- b. state the facts giving rise to the grievance,
- c. identify the specific provision of this Contract alleged to have been violated or misinterpreted,
- d. state the contention of the grievant with respect to the grievance,
- e. indicate the specific relief requested, and
- f. be signed by the grievant(s).

The grievance form shall be filed in quadruplicate with one (1) copy each for the Association, the Board, the grievant, and the building principal.

The teacher may request a meeting with the building principal and a representative of the Association may accompany the grievant. In any event, within ten (10) days after receiving the written grievance, the building principal shall communicate his/her answer in writing to the grievant, and said answer shall be attached to the grievance.



2. Step 2 - If the grievance is not resolved in Step 1, the teacher may, within ten (10) days of receipt of the building principal's answer, appeal to the Superintendent or his/her designee by filing the grievance and the principal's answer along with a written request of the teacher. Within ten (10) days after receiving the written grievance, the Superintendent or his/her designee shall meet with the grievant to discuss the grievant's position. Within five (5) days of that discussion, the Superintendent or his/her designee shall communicate his/her decision in writing to the grievant, and said answer shall be attached to the grievance.
3. Step 3 - Within twenty (20) days after receipt of the decision in Step 2, the Association, upon written notice to the Board, may submit the grievance to arbitration under and in accordance with the rules of the American Arbitration Association.

The decision of the arbitrator shall be final and binding.

D. Powers of Arbitrator:

The arbitrator shall have no power to add to, subtract from, disregard, alter, modify any of the terms of this Contract, or to consider an alleged violation, misinterpretation, or misapplication of the term of the Master Contract outside the scope of the grievance and its attachment.

E. Arbitrator Expenses:

The Association and the Board shall bear its own expenses in these arbitration proceedings, except that they shall share equally the fee and other expenses of the arbitrator in connection with the grievance submitted to him/her.

F. Class Action:

If a teacher or a group of teachers claim a violation, misinterpretation or misapplication of this Contract which affects more than one teacher, the Association may submit such grievance directly to the Superintendent. The processing of such a grievance shall begin at Step 2.

G. Time Limits:

The term "day" when used in this Article shall mean work day. During the summer recess, the term shall mean week days (Monday through Friday).

Time limits herein may be extended only by mutual agreement in writing, signed by the parties.

Any grievance not advanced from one step to the next within the time limits shall be deemed resolved by the answer at the previous step.

If there is a failure in any step to communicate the decision on a grievance within the specified time limit, the Association may appeal the grievance to the next level.

H. Released Time:

All proceedings connected with implementing this Article shall be held outside the regular teacher's day.

I. Other Provisions:

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 file of the participant(s) and are not valid bases for evaluation.

**ARTICLE IX**  
**TERM OF AGREEMENT**

This Contract shall be effective as of July 1, 2023, and shall continue in effect through June 30, 2025. This Contract shall not be extended orally and it is expressly understood that it shall expire on the date indicated. The parties may reopen the contract for 2024-2025 if the ADM increases or decreases by 25 or more students from the certified average ADM between the Fall of 2023 and the Spring of 2024.

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

If by the Association,  
address to the Board  
at: Logansport Community School Corporation  
2829 George Street  
Logansport, IN 46947

If by the Board to the  
Association, address to: President  
Logansport Education Association  
2829 George Street  
Logansport, IN 46947

This Contract is made and entered into at Logansport, Indiana, by and between the Board of School Trustees of the Logansport Community School Corporation, County of Cass, State of Indiana, party of the first part, heretofore referred to as the "Board," and the Logansport Education Association, party of the second part, heretofore referred to as the "Association."

The undersigned attest to the following:

1. A public hearing was held in compliance with I.C. 20-29-6-1(b) on September 11, 2023, and electronic participation from the parties and/or public was not permitted; and
2. A public meeting in compliance with I.C. 20-29-6-19 was held on September 25, 2023 to discuss the tentative agreement and electronic participation from the governing body and/or public was not permitted.

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

BOARD OF SCHOOL TRUSTEES

LOGANSPORT EDUCATION ASSOCIATION

\_\_\_\_\_  
SUPERINTENDENT

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
October 2, 2023  
Date of Board Ratification

\_\_\_\_\_  
September 20, 2023  
Date of Association Ratification



## **APPENDIX A**

### **COMPENSATION MODEL SPECIFICATIONS**

1. Placement of New Teachers on the Salary Schedule.
  - a. New teachers who are hired with no previous experience for the 2023-2024 school years will be placed at \$42,000. New teachers who are hired with previous teaching experience and educational attainment will be placed at the salary indicated by the salary schedule presented in Appendix B.
2. Salary Increases
  - a. Eligibility
    - (1) In order to be eligible for salary increases under this compensation plan, a teacher must not have received an evaluation rating of needs improvement or ineffective during the preceding school year, unless that teacher is eligible per IC 20-28-9-1.5(f)
  - b. Distribution
    - (1) For 2023-2024 eligible teachers will receive an increase to their base salary according to the following factors.
      - (a) Evaluation – Teachers who did not receive an evaluation rating of needs improvement or ineffective in the previous year will receive an increase of \$500.
      - (b) Academic Needs – The salary increase for academic needs is a teacher retention catchup, as defined in Indiana Code § 20-28-9-1.5(d)(2). For those teachers whose salary after any increase from the evaluation factor is below the salary placement of a newly hired teacher with equivalent experience and educational attainment, that teacher will receive an increase in the amount of the difference between their salary and such a placement.
    - (2) For 2024-2025 eligible teachers will advance one row on the salary schedule, resulting in an increase of \$1,250 to their base salary, up to a maximum of \$72,250. This increase is attributable to the following factors:
      - (a) Evaluation – Teachers who did not receive an evaluation rating of needs improvement or ineffective in the previous year will receive an increase of \$750.
      - (b) Experience – Those teachers who completed 120 days of service to the Corporation will receive an increase of \$500.
3. Range
  - a. The salary range for returning teachers in 2023 was \$40,000 - \$70,723. The salary range after increases for 2023-2024 will be \$42,000-\$72,000. The salary range after increases for 2024-2025 will be \$42,250-\$72,250.
4. Redistribution
  - a. Any raise that would have been distributed to a teacher rated ineffective/needs improvement shall be redistributed to the qualifying teachers as a one-time stipend with the payroll where the TAG is distributed.
5. A committee of LCSC and LEA will convene beginning in November 2024 and meet regularly until the 2025 bargaining season to study, build, and cost out a salary schedule the parties believe is needed for Logansport Community School Corporation. This will enable all to have a plan moving forward on how to budget and logistically implement this in future bargaining. This paragraph is agreed to by the parties but was not bargained.

## APPENDIX B

A newly hired teacher will be placed at the salary of the row corresponding to their experience. If the teacher has educational attainment indicated on the table below, they will be placed a corresponding number of rows higher.

For a teacher hired to lead a Career and Technical Education course, 1 year of experience will be credited for every 2 years of relevant experience in the industry being taught.

| Row | Years of Experience* | School Year |         |
|-----|----------------------|-------------|---------|
|     |                      | 2023-24     | 2024-25 |
| A   | 0                    | 42000       | 42250   |
| B   | 1                    | 43000       | 43250   |
| C   | 2                    | 44000       | 44250   |
| D   | 3                    | 45000       | 45250   |
| E   | 4                    | 46000       | 46250   |
| F   | 5                    | 47000       | 47250   |
| G   | 6                    | 48000       | 48250   |
| H   | 7                    | 49000       | 49250   |
| I   | 8                    | 50000       | 50250   |
| J   | 9                    | 51000       | 51250   |
| K   | 10                   | 52000       | 52250   |
| L   | 11                   | 53000       | 53250   |
| M   | 12                   | 54000       | 54250   |
| N   | 13                   | 55000       | 55250   |
| O   | 14                   | 56000       | 56250   |
| P   | 15                   | 57000       | 57250   |
| Q   | 16                   | 58000       | 58250   |
| R   | 17                   | 59000       | 59250   |
| S   | 18                   | 60000       | 60250   |
| T   | 19                   | 61000       | 61250   |
| U   | 20                   | 62000       | 62250   |
| V   | 21                   | 63000       | 63250   |
| X   | 22                   | 64000       | 64250   |
| Y   | 23                   | 65000       | 65250   |
| Z   | 24                   | 66000       | 66250   |
| AA  | 25                   | 67000       | 67250   |
| BB  | 26                   | 68000       | 68250   |
| CC  | 27                   | 69000       | 69250   |
| DD  | 28                   | 70000       | 70250   |
| EE  | 29                   | 71000       | 71250   |
| FF  | 30                   | 72000       | 72250   |

| Education                      | Additional Rows |
|--------------------------------|-----------------|
| BA/BS +15                      | 1               |
| BA/BS +30                      | 2               |
| BA/BS +45, MA/MS or equivalent | 3               |
| MA/MS or equivalent +15        | 4               |
| MA/MS or equivalent +30        | 5               |
| MA/MS or equivalent +45        | 6               |

\*Experience is a reference for the purpose of placement only.

## APPENDIX C

The Board agrees Appendix C Index Scale for Extra-Curricular Activities will be as attached. The number of positions is for informational purposes only and was not bargained.

### A. INDEX SCALE FOR EXTRA-CURRICULAR ACTIVITIES:

ELEMENTARY (programs w/20+ students; an additional position(s) may be considered/recommended by the Principal, in increments of 20. This item is for informational purposes only and was not bargained)

|                                |      |
|--------------------------------|------|
| Fall Sports-Volleyball         | 0.02 |
| Winter Sports-Boys Basketball  | 0.02 |
| Winter Sports-Girls Basketball | 0.02 |
| Cheerleader Sponsor            | 0.02 |
| Student Council                | 0.02 |
| Battle of Books                | 0.02 |
| Science Bowl                   | 0.02 |
| Spell Bowl                     | 0.02 |
| Math Bowl                      | 0.02 |
| Choir                          | 0.02 |
| Robotics                       | 0.02 |
| Girls on the Move              | 0.02 |

### INTERMEDIATE SCHOOL

|  |       |
|--|-------|
| 6th Grade Beginner's Band              | 0.085 |
| 5 <sup>th</sup> Grade Basketball-Boys  | 0.05  |
| 5 <sup>th</sup> Grade Basketball-Girls | 0.05  |
| 6th Grade Basketball-Boys              | 0.05  |
| 6th Grade Basketball-Girls             | 0.05  |
| 5 <sup>th</sup> Grade Volleyball       | 0.04  |
| 6 <sup>th</sup> Grade Volleyball       | 0.04  |
| 5 <sup>th</sup> Grade Cheer            | 0.02  |
| 6 <sup>th</sup> Grade Cheer            | 0.02  |
| 5/6 Soccer                             | 0.04  |
| 6 <sup>th</sup> Grade Robotics         | 0.02  |

### JUNIOR HIGH SCHOOL

|  |      |
|--|------|
| 7 <sup>th</sup> Grade Red Volleyball         | 0.04 |
| 8 <sup>th</sup> Grade Red Volleyball         | 0.04 |
| 7 <sup>th</sup> Grade Black Volleyball       | 0.04 |
| 8 <sup>th</sup> Grade Black Volleyball       | 0.04 |
| 7th and 8 <sup>th</sup> Grade Robotics       | 0.02 |
| Football                                     | 0.05 |
| Track-Boys                                   | 0.04 |
| Track-Girls                                  | 0.04 |
| Tennis                                       | 0.04 |
| 7 <sup>th</sup> Grade Red Cheer              | 0.02 |
| 8 <sup>th</sup> Grade Red Cheer              | 0.02 |
| 7 <sup>th</sup> Grade Cheer- Black           | 0.02 |
| 8 <sup>th</sup> Grade Cheer- Black           | 0.02 |
| 7 <sup>th</sup> Grade Red Basketball-Girls   | 0.05 |
| 8 <sup>th</sup> Grade Red Basketball-Girls   | 0.05 |
| 7 <sup>th</sup> Grade Black Basketball-Girls | 0.05 |
| 8 <sup>th</sup> Grade Black Basketball-Girls | 0.05 |

|   |       |
|---|-------|
| 7 <sup>th</sup> Grade Red Basketball- Boys  | 0.05  |
| 8 <sup>th</sup> Grade Red Basketball-Boys   | 0.05  |
| 7 <sup>th</sup> Grade Black Basketball-Boys | 0.05  |
| 8 <sup>th</sup> Grade Black Basketball-Boys | 0.05  |
| Cross Country                               | 0.04  |
| Wrestling                                   | 0.04  |
| Soccer                                      | 0.04  |
| Golf  | 0.04  |
| Baseball                                    | 0.04  |
| Softball                                    | 0.04  |
| Swimming                                    | 0.04  |
| Middle School Jazz Band                     | 0.085 |
| Student Council/Bookstore                   | 0.02  |
| Yearbook                                    | 0.04  |
| Academic Competition Coach                  | 0.02  |
| Middle School FFA                           | 0.04  |
| Middle School Future Problem Solvers        | 0.02  |
| Middle School Art Team                      | 0.02  |
| Speech                                      | 0.015 |
| Drama                                       | 0.02  |
| National Jr. Honor Society                  | 0.02  |
| Gymnastics                                  | 0.04  |

#### HIGH SCHOOL/CENTURY CAREER CENTER

|   |       |
|---|-------|
| Miscellaneous   |       |
| Department Chairman/Curriculum Leader   | 0.05  |
| Junior Class Sponsor-Prom   | 0.05  |
| Student Council (2)   | 0.05  |
| National Honor Society  | 0.05  |
| Berry Patch   | 0.04  |
| Felix's Pantry-(For informational purposes only, this position has a prep period dedicated to this work. This was not bargained.) | 0.10  |
| Alternative Night School (2)-per semester   | 0.03  |
| Key Club Sponsor  | 0.04  |
| Career and Tech Ed Student Organization Advisor   | 0.07  |
| Cheerleading  |       |
| Cheerblock Sponsor  | 0.04  |
| Varsity Cheerleader Sponsor   | 0.08  |
| JV Cheerleader Sponsor  | 0.08  |
| Pep Club  | 0.01  |
| Music   |       |
| Band Director   | 0.125 |
| Choir Director  | 0.125 |
| Assistant Band Director   | 0.105 |
| Fall Marching Instruction   | 0.04  |
| Dance Team Coach  | 0.08  |
| Color Guard   | 0.035 |
| Choir Accompaniment   | 0.105 |
| Percussion  | 0.105 |
| Music and Drama   |       |
| Musical Director  | 0.045 |
| Winter Fantasy  | 0.045 |

|                                      |       |
|--------------------------------------|-------|
| Winter Fantasy Instrumental Pit Band | 0.045 |
| Winter Fantasy Vocal                 | 0.035 |
| Straight Play                        | 0.045 |
| Jazz Band                            | 0.105 |
| Academic Competition                 |       |
| Director                             | 0.075 |
| Berry Botics (2)                     | 0.07  |
| Spell Bowl                           | 0.045 |
| Super Bowl                           | 0.045 |
| High School FFA                      | 0.07  |
| eSports (2)                          | 0.07  |
| Head Speech and Debate               | 0.12  |
| Assistant Speech and Debate          | 0.06  |
| Sports                               |       |
| Head Baseball                        | 0.145 |
| Assistant Baseball                   | 0.08  |
| Head Basketball-Boys                 | 0.325 |
| Summer Weight Program                |       |
| Assistant Basketball-Boys            | 0.115 |
| Freshman Basketball-Boys             | 0.08  |
| Head Basketball-Girls                | 0.325 |
| Assistant Basketball-Girls           | 0.115 |
| Freshmen Basketball-Girls            | 0.08  |
| Head Football                        | 0.325 |
| Summer Weight Program                |       |
| Assistant Football                   | 0.115 |
| Freshman Football                    | 0.08  |
| Golf-Boys                            | 0.115 |
| Golf-Girls                           | 0.115 |
| Assistant Golf-Boys                  | 0.05  |
| Assistant Golf-Girls                 | 0.05  |
| Head Swimming-Boys                   | 0.145 |
| Assistant Swimming-Boys              | 0.05  |
| Head Swimming-Girls                  | 0.145 |
| Assistant Swimming-Girls             | 0.05  |
| Head Tennis-Boys                     | 0.115 |
| Assistant Tennis-Boys                | 0.05  |
| Head Tennis-Girls                    | 0.115 |
| Assistant Tennis-Girls               | 0.05  |
| Cross Country-Boys                   | 0.115 |
| Assistant Cross Country-Boys         | 0.05  |
| Cross Country-Girls                  | 0.115 |
| Assistant Cross Country-Girls        | 0.05  |



|  |       |
|--|-------|
| Head Track-Boys                          | 0.109 |
| Assistant Track-Boys                     | 0.08  |
| Head Track-Girls                         | 0.109 |
| Assistant Track-Girls                    | 0.08  |
| Head Volleyball                          | 0.145 |
| Assistant Volleyball                     | 0.08  |
| Freshman Volleyball                      | 0.08  |
| Head Wrestling                           | 0.145 |
| Assistant Wrestling                      | 0.08  |
| Head Softball                            | 0.145 |
| Assistant Softball                       | 0.08  |
| Gymnastics                               | 0.115 |
| Assistant Gymnastics                     | 0.07  |
| Head Soccer                              | 0.115 |
| Assistant Soccer                         | 0.05  |
| Weightlifting                            | 0.08  |
| School Improvement Team (MS and HS ONLY) | 0.04  |
| More than one school                     | \$400 |
| Split Course-Middle/High                 | \$125 |

The stipend for each of the foregoing ECA positions will be calculated by multiplying the index by the base salary of \$42,000 in the 2023-24 school year and \$42,250 in the 2024-25 school year.

|  |        |
|--|--------|
| High School Dean of Students             | 0.08   |
| High School Guidance Director (LHS only) | 0.161  |
| Psychologists                            | 0.054  |
| Program Coordinators                     | 0.027  |
| High School Guidance                     | 0.027  |
| Co-op Coordinator                        | 0.027  |
| Elementary School Librarian              | 0.027  |
| Corporation Lead Counselor               | 0.0375 |

The stipend for each of the positions listed above will be calculated by multiplying the index by the teacher's base salary.

The teacher shall be paid this stipend upon the successful completion of the duties set forth in the Certified Staff Administrative Guidelines.

Use Black Ink Only



Employee Name (Print) \_\_\_\_\_

**ABSENCE FORM** <sup>1/20</sup>  
**(All Personnel)**

This is to certify that I was/will be absent from my duties a total of \_\_\_\_\_ day(s) on \_\_\_\_\_

I hereby request my absence be compensated and charged against my accumulative leave as provided in the Master Contract or Policy Manual.

| Please charge absence to:   |                                     |
|---|-------------------------------------|
| Bereavement Leave   | _____ (relationship) _____ required |
| Sick Leave used as a  | _____ (2 per year)                  |
| Bereavement Day   | _____                               |
| Personal Leave  | _____ (relationship)                |
| Sick Leave  | _____ required                      |
| <b>Written verification of absence prior to and immediately following a school calendar vacation must be attached</b> |                                     |
| Vacation  | _____ (12 mo employee only)         |
| Professional Leave  | _____                               |
| LEA Leave   | _____                               |
| Jury Duty   | _____                               |
| Loss of Pay   | _____                               |

Must check appropriate box

☐

Payroll # \_\_\_\_\_

Certified ☐

Classified ☐

Signature \_\_\_\_\_

Date \_\_\_\_\_

Employee information/forms are available at  
<https://www.employeebenefitswebsite.com/wwwci/index.php>

Principal/Supervisor:

Approved \_\_\_\_\_ Date \_\_\_\_\_

Denied \_\_\_\_\_ Date \_\_\_\_\_

\*If absence is due to a medical issue and is anticipated to be more than 10 work days, you are required to contact the Personnel Office 30 days prior to leave. If leave is unforeseeable, you or someone on your behalf shall provide notification as soon as possible and practical.

**APPENDIX D**

**Personal Leave Form**

**APPENDIX E**

Date Filed \_\_\_\_\_  
Number \_\_\_\_\_

**GRIEVANCE FORM**

**LOGANSPORT COMMUNITY SCHOOL CORPORATION**

Name of Teacher(s) seeking relief: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of other employee(s) involved, if any: \_\_\_\_\_  
\_\_\_\_\_

Statement of facts giving rise to the grievance and contention of the grievant with respect to the grievance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific relief requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of teacher(s) seeking relief:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STEP I

A. Date Received by Principal \_\_\_\_\_

B. Disposition by Principal \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

STEP II

A. Date Received by Superintendent or Designee: \_\_\_\_\_

B. Disposition by Superintendent or Designee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

C. Position of Grievant and/or Association \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

STEP III

A. Date Submitted to Arbitration \_\_\_\_\_

B. Disposition and Award of Arbitrator \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date of Decision

*NOTE:* If additional space is needed in reporting Sections B of Step I, II, or III, attach an additional sheet.

## APPENDIX F

LOGANSPOUT COMMUNITY SCHOOL CORPORATION  
2829 GEORGE STREET  
LOGANSPOUT, IN 46947

### PREP TIME AND SUBBING FORM

Teacher Name \_\_\_\_\_

Substituting for \_\_\_\_\_

Date \_\_\_\_\_

Time to the nearest one half (1/2) hour \_\_\_\_\_

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Teacher Signature

This form needs to be returned to the principal within five (5) days of the day the teacher acted as a substitute.

A teacher may accrue one (1) personal day for every six (6) periods of substitute time, up to a maximum of two (2) accrued personal days.

After a teacher has accrued two (2) personal days, they will be paid an ancillary rate of \$32.43 for school year 2023-2024, and an ancillary rate of \$32.62 for school year 2024-2025.

Please make a copy for your records.

## Appendix G

### **AUTHORIZATION TO PARTICIPATE CERTIFIED EMPLOYEE SICK LEAVE BANK (complete only if you are not currently enrolled)**

I wish to participate in the Certified Employee Sick Leave Bank. By signing this form, I am acknowledging that two days of my allocated sick leave will be permanently deducted and placed in the Sick Leave Bank.

Subsequently, I am also acknowledging if I continue participation in the Sick Leave Bank one additional day will be permanently deducted from my allotted sick leave annually if the Committee determines the number of available days needs to be increased or falls below 200 days. Prior to the deduction of additional days, I understand I will receive written notification that additional days are necessary to replenish the Sick Leave Bank.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Certified Employee Printed Name

\_\_\_\_\_  
Employee No.

\_\_\_\_\_  
(Certified Employee Signature)

Due Date:

This form must be returned no later than September 30<sup>th</sup> or 30 days after your start date for the school year.

**Enrollment will not be allowed beyond these dates.**