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How to Ensure Compliance When Moving to a New Salary Schedule

- **Describe how teachers will be placed on the new schedule:** When placement on a new salary schedule results in a salary increase, the compensation plan must identify and define the factors a teacher must satisfy to be placed on the new salary schedule. It must also describe how the teacher's actual placement (the column and row) will be determined.
- **Identify whether and how teachers move within the schedule:** If, in addition to being placed on the new schedule, teachers will also move/advance within the schedule, the plan must identify and define the factors for movement, as well as the row and column movement associated with the factors.
- **Evaluate differentials for compliance for increases resulting from placement onto, and movement within, a schedule:** The amount of increase may be differentiated only if based on one or more of the factors or sub-factors. The parties may find that use of the academic needs factor provides them with the greatest flexibility for salary increase differentials. The 50% cap applies unless the increase for one of the factors is specifically identified as an increase to reduce-the-gap or to implement a teacher retention catch up.
- **Use caution when there are multiple factors for movement:** Requiring that a teacher satisfy more than one factor for a specific row or column movement may result in unintended salary increase differential or a factor being differentiated based on education and/or experience and, therefore, included in calculating the 50% cap.

Example: To advance a row, a teacher must satisfy the evaluation factor. To advance a column, a teacher must have also obtained a content area Master's degree and completed 6 Academic Needs activities.

- A teacher who obtains the degree but completes only 4 activities does not advance a column. The result is an impermissible salary increase differential for the master's degree because the teacher obtained the degree but did not get a salary increase.
- A teacher who completed 6 Academic Needs activities but did not obtain the required degree gets no increase for the academic needs factor. Because that factor is differentiated based on educational attainment, the corresponding increase is included in the 50% cap calculation.
- **Include an eligibility statement:** The plan must provide that teachers rated ineffective or improvement necessary in the prior school year are not eligible to be placed on or advance within the new schedule and remain at their prior year salary (unless the exemption for new

teachers applies). **Note:** If teachers are not eligible to be placed on the salary schedule due to their evaluation rating, the subsequent CBA should describe how these teachers will be placed onto the schedule when the teacher becomes eligible.

- **Describe new teacher salaries:** If you are placing newly hired teachers on the new salary schedule, the CBA must describe how their placement on the new schedule will be determined. If newly hired teachers will not be placed on the salary schedule until after their first year of employment, the CBA must describe how their starting salary is determined. The next compensation plan should describe how these teachers will be placed on the salary schedule.
- **Include a redistribution provision:** The compensation plan must include a redistribution provision unless the parties provide a compliant explanation for why a redistribution provision is not required.