

2022 CBA COMPLIANCE CHECKLIST

| Item | ✓ | Page No. ¹ |
|---|---|-----------------------|
| School employer and exclusive representative identified | | |
| Bargaining unit description matches the IEERB Order in effect at time of ratification | | |
| Beginning and ending date of CBA (must end on or before June 30, 2023) | | |
| Ratification date (must be on or after September 15) | | |
| Signed by School Board President, Secretary, or Vice President | | |
| General definitions (definitions that apply to the whole CBA) | | |
| Grievance procedure (if arbitration used, must indicate if advisory or binding) | | |
| Contract interpretation provisions (e.g., severability, supremacy, savings clauses) | | |
| Salary for new teachers (amount, schedule, or method of calculation) | | |
| Wages/compensation for ancillary duties | | |
| Wages/compensation for extracurricular duties | | |
| Compensation for extended contracts | | |
| Public hearing and public meeting attestations (include electronic participation information) | | |
| Compensation Plan | | |
| If there are no salary increases, CBA includes a statement to that effect | | |
| Statement of annual salary range for returning full-time teachers (don't include current year increases, ISTRF contributions, or salaries of newly hired teachers) | | |
| Full-time classroom teacher (instructs students at least 50% of the workday) salaries are at least \$40,000 or I.C. 20-28-9-26 report attached to CBA | | |
| Salary increases | | |
| Statement that teachers rated ineffective/improvement necessary are not eligible | | |
| Based on at least two of the five statutory factors | | |
| Definitions of factors (e.g., experience, academic needs, instructional leadership) | | |
| How much each factor contributes to increase (by points, percentage, amount, etc.) | | |
| Amount of increase (flat amount, % amount) or method for calculating amount | | |
| The combination of education and experience (excluding increases to reduce the gap and teacher retention catch-up increases) does not exceed 50% of the maximum available salary increase | | |
| If using a salary increase to reduce the gap, it must: (1) be clearly identified and (2) actually reduce the gap | | |
| If using a teacher retention catch-up salary increase it must: (1) be clearly identified, (2) attributed to a factor, (3) describe the teachers to whom the catch-up increase applies, (4) describe the increase amount or method of calculating, and (5) describe how the increase amount represents a comparison to the starting salary of new teachers | | |
| Redistribution provision or a statement explaining why redistribution is not necessary | | |

Reminders:

1. Clearly identify the Compensation Plan and make sure all salary increases are included and described in the compensation plan.
2. If you include non-bargainable items for informational purposes only (e.g., number of ECA positions, number of extended contract days, etc.), be sure to include a statement to that effect.
3. Ensure all date references in the CBA reflect the current contract period.
4. Ensure that the CBA is uploaded to [Indiana Gateway](#) by November 15th to avoid a declaration of impasse.
5. **Ensure that the electronic participation information in CBA matches information in Indiana Gateway.**

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