



STATE OF INDIANA

MICHAEL R. PENCE, Governor

INDIANA EDUCATION EMPLOYMENT RELATIONS BOARD

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Indiana Education Employment Relations Board Release of Information Policy

IEERB strives to provide notice and transparency of its actions within a workable framework. This Policy provides guidance to media, stakeholders, and the public regarding how the staff of the Indiana Education Employment Relations Board (“the Board” or “IEERB”) will publicly release information related to IEERB.

I. Application and Scope

This Policy rescinds and replaces any former guidance or policy regarding the public release of information related to IEERB.

Any notice or release of information provided by this Policy beyond what is required by the teacher collective bargaining law and rules, Indiana Code 20-29 and 560 IAC 2, the Open Door Law, Indiana Code 5-14-1.5, or any other applicable law or rule should be considered **voluntary** only. This Policy does not create any additional obligations or liability on the part of IEERB. IEERB’s failure to follow this Policy shall not be the basis for declaring any policy, decision, or final action void. Additionally, IEERB may provide additional notice than what is provided below. Such additional notice does not create an obligation to provide such notice in the future.

This Policy does not apply to notice required to be given to parties in a case. Nor does it cover or in any way limit requests made pursuant to the Access to Public Records Act, Indiana Code 5-14-3.

II. Definitions

For the purposes of this Policy, the following apply:

1. **Bulletin** – Communications delivered via email to subscribers. Anyone may subscribe by visiting IEERB’s website, www.in.gov/ieerb, or by contacting IEERB.
2. **Posted online** – Posted on IEERB’s website, www.in.gov/ieerb.
3. **Posted at IEERB** – Posting a copy at IEERB’s office, which at the time of adoption of this Policy was 143 West Market Street, Suite 100, Indianapolis, Indiana 46204. Check IEERB’s website, www.in.gov/ieerb for current address information.
4. **News media** – All mass news media, including traditional print media, broadcast media, and online media. Unless otherwise specifically requested

in writing, notices to news media shall be made via email, generally via the Bulletin.

5. **Open Door Media Requests** – All news media that deliver to IEERB an annual written request for notices not later than December 31 for the next succeeding calendar year pursuant to Indiana Code § 5-14-1.5-5. Unless the news media requests otherwise in writing, such notices shall be made via email, generally via the Bulletin.
6. **IEERB Search** – Online research service provided at no cost by IEERB to the media, stakeholders, and the public. IEERB Search is searchable by various parameters, and contains contracts and IEERB orders, among other documents.
7. **Gateway** – Online portal of information publicly available at no cost. Gateway contains collective bargaining agreements starting in 2013 as well as collective bargaining reports starting in 2013 (report can be viewed by accessing https://gateway.ifionline.org/report_builder/Default2.aspx?rptType=collBar gain&rptVer=a).

III. Release by Type

- A. **Board Meetings** – IEERB will provide notice required by the Open Door Law, Indiana Code 5-14-1.5, and through the Bulletin.
- B. **Final Board Orders** – Within a reasonable time of issuance, IEERB Final Orders will be posted on IEERB Search. Additionally, the Chairperson may send Orders through the Bulletin or post Orders online for a time period determined by the Chairperson but no fewer than 30 days.
- C. **Fact Finding Hearings** - Notices of fact finding hearings will be posted online within one business day of notice to IEERB staff by the fact finder. However, if this results in less than 24 hours' notice to the public, notice will be posted as soon as practicable.
- D. **Unfair Practice Hearings** – IEERB will post notice of unfair practice hearings online within the same timeframe required for Board meetings.
- E. **Fact Finding Reports** – IEERB will release fact finding reports to open door media requests and post online within 10 days after delivery to the Board.
- F. **Last, Best Offer (LBO) Requirements** – IEERB will follow all requirements regarding LBOs pursuant to 560 IAC 2-4-3.1. Additionally, LBO Requirements will be sent through the Bulletin.

- G. Rule Changes** – IEERB will follow all requirements regarding rule adoptions or readoptions pursuant to Indiana Code §§ 4-22-2, 2.5. Additionally, all final IEERB rule adoptions will be sent through the Bulletin.
- H. Collective Bargaining Agreements** - IEERB will make collective bargaining agreements available through Gateway and IEERB Search.
- I. Collective Bargaining Reports** – IEERB will make collective bargaining reports available through Gateway.
- J. Other IEERB Events/Information** – Unless otherwise required by law or rules, or an order of the Board, the Chairperson will determine the parameters of publishing other IEERB events or information on a case by case basis.

IV. Effect

This Policy was adopted by the Board at a public meeting on November 14, 2014, and shall take effect immediately.