

2025-2027
COLLECTIVE BARGAINING CONTRACT
BY AND BETWEEN
THE
NORTH NEWTON SCHOOL CORPORATION
AND THE
NORTH NEWTON EDUCATION ASSOCIATION

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ARTICLE I

RECOGNITION

- A. **RECOGNITION STATEMENT.** The Board hereby recognizes the North Newton Education Association as the exclusive representative of all teachers in the School Corporation.
- B. **DEFINITIONS:**
1. The term "teacher", when used in this agreement, shall refer to all certificated personnel employed by the Board except the Superintendent, Administrative Assistant, Principals, Assistant Principals, Athletic/Student Activity Director, Head Varsity Basketball Coach, Head Varsity Football Coach, Director of Student Services, and Speech and Hearing teachers.
 2. The term "School Corporation," when used in this Agreement shall mean North Newton School Corporation of the County of Newton, State of Indiana.
 3. The term "Association" when used in this Agreement shall mean North Newton Education Association, Inc. of the County of Newton, State of Indiana.

ARTICLE II

EFFECT OF AGREEMENT

- A. **ENTIRE AGREEMENT CLAUSE.** This Agreement supersedes and cancels all previous agreements, whether verbal or written, between the School Corporation and the Association, as well as any alleged past practice of the School Corporation. This contract constitutes the full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in an amendment hereto.
- B. **SUPREMACY PROVISION.** The parties agree that this Agreement shall supersede any rules, regulations, policies or practices of the Board which would be contradictory or inconsistent with the terms of this Agreement. Any individual contracts between the Board and an individual member of the bargaining unit shall be made subject to this Agreement.
- C. **SUPREMACY OVER INDIVIDUAL CONTRACTS.** If any such individual agreement made during the term of this Agreement contains any language inconsistent with this Agreement, this Agreement shall prevail.
- D. **AMENDMENT.** Any amendment or agreement adding to, subtracting from, or supplemental to this Agreement shall not be binding upon either party unless it is in writing and signed by each party.

- E. SEVERABILITY CLAUSE. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provisions or applications 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 clause is found to be contrary to law, a mutually agreed date to bargain new language will be set by both parties.

ARTICLE III

ASSOCIATION AND BOARD RIGHTS

A. PAY DEDUCTIONS

1. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for I-PACE, annuities, credit union or insurance. The North Newton School Corporation will place the deduction in the mail to the credit union and/or annuity company on or before the fifth (5th) weekday following the pay day the credit union and/or annuity deduction is withheld from the teacher's paycheck. A teacher may change once per quarter the amount of their previously authorized annuity deduction by submitting a written copy of their annuity deduction form or contract to the Superintendent's Office. Upon written notice by the teacher to the Superintendent's Office, the School Corporation will change the credit union deduction and annuity amount as instructed in the written notice. Any changes made pursuant to this subsection will take effect for the pay check immediately following the ten (10) calendar day period commencing with receipt by the Superintendent's Office of the written notice. The teacher, as in the case with any pay deduction, may cease such deductions at any time by written revocation to the School Corporation.

B. ASSOCIATION PRESIDENT LEAVE

The Association President or his/her designee shall be entitled to ten (10) days of absence each school year with pay for the purpose of conducting Association business. If the Association has co-presidents, they will share the ten (10) day leave allotment. However, no more than two (2) days of absence will be used in any one building on the same work day, nor will there be more than five (5) teachers using such leave on any one day. By written mutual agreement between the Superintendent and the Association (Co) President(s), the total number may be increased and/or the daily limit may be modified.

ARTICLE IV

PERSONAL AND PROFESSIONAL LEAVE

A. PERSONAL LEAVE

Each full-time teacher employed under regular contract shall be entitled to four days of absence per school year without loss of pay for the transaction of personal business and/or the conduct of personal or civic affairs. If in any one school year the teacher shall be absent for reasons covered in this provision for fewer than four days, the remaining days shall be allowed to accumulate as sick leave days. A written statement shall be submitted to the office of the principal prior to the occurrence of such leave. The only reason that needs to be given is personal business except when personal business is requested on an emergency basis.

Use of personal business leave days preceding or following any school vacation, vacation days defined as the following: (a) Fall Break; (b) Winter Break; (c) Spring Break; (d) Thanksgiving weekend and; (e) Easter weekend when Good Friday has been designated as a school holiday, including the first and last day of the school year is only allowed when (1) a written request is submitted to the Office of the Superintendent; (2) along with documentation that the teacher will be or has been actually engaged in personal business that cannot be conducted at another time. Personal leaves before/following vacation days are not be used for the purpose of extending school vacations or holidays or for the last days of school.

B. FAMILY BEREAVEMENT LEAVE

In the case of death in the immediate family of a regularly employed teacher, the teacher shall be entitled to be absent without loss of compensation for a period extending not more than five (5) consecutive school days, the first day being the day of death if the teacher is absent from school on such day, otherwise the first day shall be the day following the day of death. If the funeral or memorial service is not held within this five (5) day consecutive period, two (2) of the bereavement leave days may be utilized to attend the funeral or memorial service. Such absence shall be for the purpose of attending the last burial rites and attending to other personal matters of the immediate family member. "Immediate family" is interpreted as including only parent, child, spouse, brother, sister, mother-in-law, father-in-law, grandchild, legal dependent and any other member of the teacher's family who at the time of death was living as a member of the teacher's household, including miscarriage.

In the case of death of a spouse or child, an additional five (5) consecutive school days shall be granted.

However, a teacher who uses less than the aforementioned bereavement leave days for the teacher's immediate family may within one (1) year of the death use up to two (2) of any unused days to attend to business and legal matters arising from the death.

In the case of death of a grandmother, grandfather, brother-in-law, sister-in-law, uncle, aunt, niece, nephew, cousin, or any other person not a member of the teacher's family who at the time of death was living as a member of the teacher's household, the employed teacher will be entitled to be absent without loss of pay for two (2) consecutive school days. Days shall include the day of burial and the day immediately before or following, unless written permission given by superintendent.

In cases of significant travel needed to attend the funeral or memorial service that cannot be accomplished in the two-day period, the teacher may utilize up to two of any sick leave days which the teacher has accrued.

C. FUNERAL LEAVE

A teacher asked to serve as a pallbearer or participate in the services for a funeral will be excused without loss of compensation and such absence shall not be charged against sick leave.

D. JURY DUTY

A teacher called for grand or petit jury duty shall, during the required period of absence from duty assigned by the Board, be paid full regular salary; provided, the teacher transfers to the School Corporation the per diem amount earned by such teacher for jury duty.

E. EMERGENCY DAYS

The Superintendent may grant additional emergency days for valid reason subject to Board approval.

F. COURT LEAVE

A teacher subpoenaed to appear as a defendant in court resulting from activities relating to the teacher's employment with the School Corporation during the required period of absence from assigned duty, shall receive his/her full salary.

G. PROFESSIONAL LEAVE

In the belief that attendance at conferences, workshops, conventions and visitations to other systems or schools is desirable to maintain and improve professional competence and proficiency, and enhance the educational program of the school district, teachers may be allowed to participate in such meetings. Teachers should request permission to attend the aforementioned functions as early as possible. Authorization to attend will be recommended to the Superintendent by the principal. A teacher shall receive authorization for a leave day when the teacher is taking the Praxis or other licensing examination. If such a request is allowed the Board shall pay the teacher's regular salary and hire an appropriate substitute. Additionally, the Board, at its discretion, may reimburse teachers for appropriate expenses such as meals, lodging and registration fees. Teachers who are requested by the Board to attend conferences outside the

School Corporation shall be reimbursed for appropriate expenses such as meals, lodging and registration fees.

H. 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. The School Corporation may require a teacher to verify and/or certify any information which an employer may require under the FMLA and it may further elect any option available to it under that Act for any leave or benefit for which a teacher qualifies for under the FMLA but for which the teacher is not entitled under the specific language of this Contract. A teacher (1) who uses any paid leave other than the sick leave bank or unpaid leave available under this Collective Bargaining Agreement and (2) who also qualifies for FMLA leave will have such leave deducted concurrently from the leave to which they are entitled under the FMLA unless the teacher specifically requests in writing that the leaves not run concurrently. The teacher may elect to have the FMLA leave run separately commencing before the paid/unpaid leave begins, after the exhaustion of the paid/unpaid leave, or at any point in-between. For the purposes of FMLA, a year shall be defined as a rolling year.

ARTICLE V

ILLNESS AND DISABILITY LEAVE

A. PAID LEAVE

1. SICK AND FAMILY ILLNESS LEAVE - Each full time teacher employed under regular contract shall be entitled to be absent from work due to personal illness, quarantine or serious illness of a member of the immediate family for a total of twelve (12) days the first year of employment and nine (9) days in each succeeding year without loss of compensation. If in any one school year the teacher shall be absent for such illness or quarantine less than the prescribed number of days, the remaining days shall be accumulative to a total of One Hundred Eighty (180) days. A teacher in any school year will be entitled to utilize their annual entitlement of Sick and Personal Leave in addition to any accumulated Sick Leave days from previous year(s). At the end of the school year, the annual entitlement will be added to the accumulation up to the maximum limit of One Hundred Eighty (180) days for either transfer to another school corporation or use in the school corporation the next year. Immediate family for purposes of this paragraph shall mean only parent, child, spouse, or any other relative living at the time of illness as a member of the teacher's household. In the event a teacher who is employed in the Corporation has one (1) or more days of sick leave accumulated from a previous school employer in this state, the teacher shall be entitled to transfer five (5) days of accumulated sick leave after the first year of employment and five (5) days at the end of each succeeding year

of employment until the accumulated days to which the teacher was entitled in the last place of employment is exhausted. A teacher who was previously employed by the Corporation shall have all accumulated sick leave not transferred to a different school employer reinstated immediately upon their return to employment for the Corporation. For the term of the contract, by June 15th of each school year, a teacher who has accumulated more than ninety (90) Sick Leave days may elect to sell back to the School Corporation up to five (5) days at eighty dollars (\$80.00) per day which shall be deposited into the teacher's 401(a) account. The deposit shall be made not later than July 15th.

2. SUMMER EMPLOYMENT SICK LEAVE - Teachers on summer employment as teachers with the School Corporation shall be eligible to use accumulated sick leave on the same basis as is used during the regular school year and shall be eligible to use any personal leave day(s) or family illness day(s) not used during the previous school year. Teachers who utilize sick leave for a summer school day that is scheduled for three or fewer hours, will have their sick leave charged by a half day unit.
3. WORKMEN'S COMPENSATION LEAVE - A teacher who is absent from work because of injury received on the job, which is covered by Workmen's Compensation, receives regular pay from his/her accumulated sick leave during the first five (5) days (chargeable against sick leave). When a teacher's injury is caused by an assault by a student, parent, or intruder, the first five (5) days of absence shall be paid and shall not be charged against sick leave. After the first five (5) days the teacher will be paid by the School Corporation the difference between Workmen's Compensation and his/her regular pay and shall not be charged against accumulated sick leave.
4. CHILDHOOD COMMUNICABLE DISEASE LEAVE - A teacher absent from work due to complications resulting from a childhood disease contracted in the course of the teacher's employment may request additional sick leave days. The Superintendent may, but shall not be required, to grant each request in part or in its entirety so that the teacher should not suffer a diminution of compensation before receiving Sick Leave Bank benefits.

B. SICK LEAVE BANK

1. ADMINISTRATION

During the term of the current agreement, a sub-committee made up of the parties respective bargaining teams will meet to address the current provisions of the sick leave and consider issues and concerns brought forward by either party for the purpose of revising the current program or implementing new language to improve the use and/or administration of the sick leave bank. The recommendation(s) of the sub-committee will be brought to the respective full bargaining teams for final approval and agreement, and if appropriate, implementation via a Memorandum of Agreement.

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 illness, injury or incapacitation sufficiently severe that it would make their presence in school inadvisable.

Employees seeking to utilize the Sick Leave Bank must fill out a Sick Leave Bank Form (Appendix E).

The Sick Leave Bank shall be Administered by a Committee of four (4) members, two of which will be appointed by the President of the Association, and two by the Superintendent.

- a. Each committee member shall be appointed for one (1) year and may be reappointed to each succeeding year.
- 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 by October 1st and during the school year as needed. Special meetings may be called by the chairperson or at the request of the Committee members. A majority will be required to be present for any official action of the Committee.
- e. The Committee shall prepare, in conjunction with the Corporation Treasurer, an annual report of days contributed by each teacher, days used, and days accumulated in the Bank, and distribute this report to the President of the Association and the Superintendent. All records and information concerning the Sick Leave Bank must be kept at the central office.

2. CRITERIA FOR USE OF THE BANK

The Committee shall use only the following criteria for granting use of the Bank:

- a. All sick leave previously accumulated by the individual must be exhausted.
- b. The applicant must be a current participant in the Bank.
- c. Upon request, the applicant shall submit a certified review of his/her medical history and prognosis for return to work by the appointed or attending physician.
- d. Illness must be of serious nature. Seriousness will be determined by the Committee with the recommendation of the appointed or attending physician.
- e. Only one (1) request per teacher shall be granted during each contract year, unless approved by the Sick Bank Committee. The Sick Bank Committee

may extend approved leave requests with additional documents as required under Art. V, Sec. B(2)(c). All requests submitted for use of Sick Bank and for donations of days to the Sick Bank must be on official forms. (Forms will be in the Central Office.)

- f. Days drawn from the Sick Bank must be used within 365 days from the day of incapacitation.

3. ELIGIBILITY FOR USE OF THE BANK

- a. Any full time, certified employee is eligible to participate in the Bank.
- b. Any teacher who is receiving any public funds or benefits derived from public funds as partial or full compensation for the illness or disability causing the absence, shall not be eligible for Sick Leave Bank credits.
- c. Any teacher who otherwise becomes eligible to receive Long-Term Disability Benefits shall not be eligible to use Sick Leave Bank days.

4. COMPOSITION OF THE BANK

- a. At the beginning of each school year, the Superintendent's office shall distribute a form on which donations of any number of days to the Bank can be made by certified employees. A minimum of one (1) day contributed is required to participate in the Bank.

A participating member of the Sick Bank, at any time, may contribute days to the Bank by obtaining an official form from the Central Office.

- b. Sick leave days donated to the Bank by a teacher are considered a permanent contribution to the Bank and are not transferable to another school corporation should the teacher leave the North Newton School Corporation.
- c. Any participating teacher finding it necessary to borrow Sick Leave days and subsequently electing not to return to active employment (should his/her health permit, eligibility to be determined by appointed or approved physician) with the North Newton School Corporation, or electing to accept employment elsewhere immediately following illness, shall repay the North Newton School Corporation in cash for the Sick Leave Bank days borrowed in an amount equal to that paid his/her respective substitute during the time the teacher borrowed from said Bank, but in no case more than the teacher would have earned. In the event the teacher elects not to return to active employment (should his/her health permit), he/she shall repay this cash amount per year for five (5) years immediately following his/her eligibility to return to active employment. All unpaid balance shall be due at the end of the fifth (5th) year.

This requirement may be waived if the individual is terminated.

- d. The Committee may grant up to the number of days requested provided this request does not exceed ninety (90) days.
 - i. At no time may an individual member of the Bank be granted more than a total of one hundred eighty (180) days in any given three (3) year period.
 - ii. At no time may the Committee grant more days than currently available.
 - iii. If at any time the Bank falls below one hundred fifty (150) days, the Committee shall request contributions to the Bank. Every participating member must donate a day to remain a member. In the event that any member of the Sick Bank who has no sick days left when a contribution call is made, he/she will be allowed to finish that year as a member of the Sick Bank but "must" donate a day at the beginning of the next school year to remain a member.

5. MISCELLANEOUS PROVISIONS

- a. The granting of days is subject to availability but never shall be less than one's current contribution.
- b. In cases of emergency by mutual consent of the Board and the Association, any provision of this Agreement may be waived. The Committee shall determine the nature of the emergency.
- c. If appeal of any Committee decision becomes necessary, the final appeal will be to the membership of the Bank.
- d. Any cost other than administrative cost shall be borne by the participants. (These costs are limited to appointed physician's costs only.)
- e. Application for the granting of Sick Bank days may be made by the personal representative in cases where the individual employee is unable to do so.
- f. The total number of days contributed by any individual shall be a determining factor in granting use of the Bank.

C. LEAVES WHICH ARE A SALARY AND WAGE BENEFIT

- 1. **SERIOUS FAMILY ILLNESS** - A leave of absence without pay or increment of up to one (1) year may be granted for the purpose of caring for a sick member of the teacher's immediate family.
- 2. **TEACHING IN A FOREIGN COUNTRY** - Teachers may be granted a leave of absence to teach in a foreign country for up to one (1) year. Following the term of leave, the teacher's salary shall be the same as when the teacher began the

leave plus any raises and/or stipends under any compensation plan that was in place during the period of the leave for which the teacher was eligible and met the requirements. The leave may be extended for one (1) additional year by the Board of Education.

3. **ADOPTIVE LEAVE** - A teacher, who legally adopts a child or where such a leave is required for a teacher to be eligible for adoption, may request and will receive adoption leave, without pay, for a period not to exceed one (1) school year. The period of leave shall commence when the child is entrusted to the teacher or when the adoption is finalized. Back-to-back adoption leaves will not be granted. Both spouses may not receive adoption leave for the same child. Back-to-back adoptive leaves for the same child will not be granted and only one adoption leave will be granted a teacher in the event of adoption by the teacher of the spouse's children.
4. **ASSOCIATION LEAVE** - A leave of absence of up to four (4) years may be granted to any teacher upon application for the purpose of serving as an officer or staff member of the Association (local, state, and/or national). Following the term of leave the teacher may return to the Corporation and be restored to salary placement on the salary grid if the evaluation/experience factors were met prior to the leave.
5. **UNPAID LEAVE - OTHER** - The School Board may, in its discretion, approve an unpaid leave up to one school year. Approval will be on a case by case basis. Application for such leave shall be submitted to the Superintendent.

D. **DISABILITY LEAVE**

The following shall apply to leave in all cases where a teacher is unable to teach because of a disability substantial in nature or duration. Such physical disability shall include, among other items, disability arising from major surgery, physical illness, mental illness or severe emotional disturbance, causing a disability for more than three (3) weeks.

1. **ANTICIPATED DISABILITY** - Where disability can reasonably be anticipated, as in the case of a scheduled operation, the following rules shall apply. (a) The teacher requesting leave shall notify the Office of the Superintendent of the expected time of leave as soon as reasonably possible. (b) The leave of absence shall begin at the end of a grading period, whenever possible, and (c) where the teacher's condition raises any serious problem to the teacher's health in the period prior to the beginning of leave, the School Corporation may request a statement from a teacher's physician as to the teacher's ability to continue teaching, and base the time leave begins on that statement.
2. **TIME OF RETURN TO TEACHING DUTIES** - Subject to the notice and other requirements set out in subparagraph 3 of this paragraph D, the teacher may resume teaching duties at such time as in the opinion of the teacher and the

teacher's physician that the teacher is able to resume teaching. The School Corporation may, at its option, require the certificate of the physician to this effect.

3. NOTICE OF RETURN TO TEACHING DUTIES - As soon as reasonably determinable after the commencement of the disability leave, the teacher shall notify the Office of the Superintendent of the estimated time of return to teaching, or of the fact that the teacher does not intend to resume teaching duties, and shall, if intending to return to teaching, keep the School Corporation advised of any change in such estimated time. Teachers intending to resume teaching duties shall so notify the Office of the Superintendent as soon as they have recovered from their disability, and shall furnish the School Corporation proof of their continued disability at any time during such disability, if required by the Superintendent of Schools. Unless waived by the School Corporation, the teacher shall not be entitled to return to teaching duties unless at least thirty (30) days notice is given by the teacher of the intention to return to work.
4. LIMITATIONS - No leave under this policy may be granted for a period exceeding one (1) year. The School Corporation may grant consecutive leaves.
5. SICK LEAVE - Any teacher taking leave of absence under this policy may use any days of sick leave which the teacher has accumulated under I.C. 20-28-9-9 and 10 or under the School Corporation's sick leave policy, but shall be required, at the option of the School Corporation, to present a doctor's certificate of disability to justify such use of accumulated sick leave days.

E. PREGNANCY AND CHILDBIRTH LEAVE

1. MAXIMUM LEAVE - A teacher who is pregnant shall be entitled, upon request, to a leave of absence for a period commencing at the time of the physician's certification of pregnancy through one (1) year following birth of the child subject to this section.
2. MINIMUM LEAVE - The leave shall begin no later than the date the teacher and the teacher's attending physician determine that she is no longer able to fulfill the requirements of her position.
3. TIME AND NOTICE OF LEAVE - Teachers are encouraged to commence and terminate such leaves to coincide with the end of the grading period. A teacher should notify the Superintendent in writing of the intention to take such leave as soon as possible and shall give such notice at least thirty (30) days prior to the date on which the leave is to begin or on the date that the teacher believes the leave will begin except in case of medical emergency. A teacher who provides notice of his/her intent to take leave may provide notice of a specific date that the leave would begin or notice that the teacher desires to work as long as possible. If a teacher provides notice that the teacher will work as long as possible, the teacher will continually consult with her principal as to the date that the leave probably could commence. Such notification shall also state the time of the

intended return to teaching, or of the fact the teacher does not intend to resume teaching duties.

In case of the teacher desiring to extend her intended time of return to teaching, such intended time to return to teaching shall be extended providing the teacher makes her request to the Superintendent in writing and at least thirty (30) days prior to her intended time of return, unless a teacher is still disabled. In the event the request for an altered time to return is not made as designated herein the teacher may nevertheless make a request for an altered time to the Superintendent in writing, and such request may be granted at the Superintendent's discretion.

In the case of a teacher not intending to resume teaching duties, the notice shall set forth the effective date of the teacher's resignation.

4. **USE OF SICK LEAVE** - Any teacher taking leave of absence under this policy may use, by requesting in writing, any days of sick leave which the teacher has accumulated under the School Corporation's sick leave policy but shall be required, at the option of the School Corporation, to present a doctor's certificate of disability and/or personal physical inability to teach to justify such use of accumulated sick leave days. Such use of sick leave shall be listed to the teacher's personal disabilities directly related to her pregnancy and/or birth of the child. Even though a teacher is receiving sick leave benefits, the teacher shall be considered to be on unpaid leave.
5. **RENEWED LEAVE** - A teacher who is on leave pursuant to this paragraph, who becomes pregnant, may request an additional period of leave in accordance with the provisions of this paragraph.

F. **GENERAL PROVISIONS RELATING TO DISABILITY LEAVE AND PREGNANCY AND CHILDBIRTH LEAVE**

1. **BENEFITS** - Any teacher shall continue all insurance benefits while receiving pay from the School Corporation. In addition, the teacher shall have the option, if permitted by the applicable insurance carrier, to continue any insurance benefit at such teacher's own cost during any unpaid period of leave.
2. **RIGHTS OF TEACHERS** - Following the term of leave, the teacher's salary shall be the same as when the teacher began the leave plus any raises and/or stipends under any compensation plan that was in place during the period of the leave for which the teacher was eligible and met the requirements.
3. **POSITION TO WHICH TEACHER RETURNS** - Upon a teacher's return to work, the School Corporation shall assign the teacher to the same position held by such teacher when leave commenced or to a substantially similar position, except in the following instances: (a) where the position and such substantially similar position have been filled by a teacher pursuant to a temporary or regular teaching contract and in the case of a temporary contract, this exception applies only

during the term of the temporary contract; (b) where the return is within three (3) weeks of the end of the semester. In either such event, the teacher shall be assigned a teaching position in the following order of preference: to any available position for which the teacher is qualified, or to a position as a full-time substitute. Such alternate assignment shall extend solely to the end of any current semester if the disability began within such semester. In any case, the teacher, if otherwise entitled to a contract at the commencement of the next school year, shall be assigned in accordance with the policies and applicable law governing reassignment as though the teacher had taken no leave, subject, however, to dismissal for reduction of staff in accordance with the procedures under applicable law.

4. LACTATION - A private space shall be made available in each building for the purpose of allowing a lactating teacher to express the teacher's milk. The lactation space shall be capable of being secured by the teacher and private from entry by others. The lactation space shall not be a restroom.

G. MILITARY LEAVE

Military leave and protections for teachers who are absent due to military service shall be granted to any teacher consistent with federal and state law. This includes paid leave, unpaid leave, preservation of pay while on military leave, extension of benefits, and leave before returning to work, as dictated by law and for qualifying leave. Teachers must also properly notify the School Corporation as required by law.

H. PUBLIC HEALTH EMERGENCY LEAVE

When a public health emergency is declared by state and/or local official(s), the School Corporation will provide five (5) paid leave days to a teacher who is directed by the School Corporation to quarantine due to the public health emergency.

ARTICLE VI

FRINGE BENEFITS

A. HEALTH INSURANCE

1. Premiums

Any excess premium over the amount that the Board is to pay will be paid by the teacher. Any difference in premium shall be deducted from the teacher's salary twice a month in twenty-four (24) equal deductions. This deduction shall be withheld for the first two paychecks of each month.

Effective January 1, 2015 the School Corporation has become a member of the MASE Insurance Trust and the plans offered to teachers will be those benefit plans of the MASE Insurance Trust.

Effective with the January 1, 2025, premiums, the School Corporation will contribute the following annual amounts towards the premiums:

	Single	Family
Plan 1	\$8,718	\$19,814
Plan 2	\$7,584	\$17,165
Plan 3	\$6,696	\$15,055

Effective with the January 1, 2026, premiums, the School Corporation has agreed to cover any increases to health insurance costs. Any changes in health insurance costs effective January 1, 2027 will be discussed between the parties and determined during the 2026 bargaining season.

- (a) Effective upon the ratification of this agreement, any Teacher may add their spouse to the family plan.
 - (b) If employed the preceding year, coverage shall be continuous. Teachers are eligible for health insurance benefits effective the first day of the month following their first teacher day with the school corporation for which they receive a base contract payment. For a teacher who severs employment after the completion of the school year, the School Corporation shall continue its contribution to the health insurance premiums until August 31. For a teacher who severs employment during the school year, the School Corporation shall continue its contribution to health insurance premiums through the month following the month of separation.
 - (c) The Association shall appoint the teacher trustee to the board of the MASE insurance trust. The teacher appointed by the Association shall receive professional leave to attend any insurance trust meetings.
2. A Retiring Teacher's Right to Continue In the School Corporation's Group Health Insurance Plan

Immediately following retirement, the teacher and his/her spouse, if any, shall have the option of remaining in the Corporation's current hospital/major medical insurance program, hereinafter referred to as group health plan, if all of the following conditions are met as of the date of retirement and thereafter.

- A. While the retired teacher and spouse, if any, are enrolled in the group health plan, the retired teacher and spouse shall pay the entire insurance premium applicable to the insurance coverage, with the annual payment to be made on or before the September 1 for the succeeding year or make arrangements for monthly payment of the premium; and

- B. Within ninety (90) days of the retirement date, the teacher has provided a written request to the School Corporation for participation in the group health plan coverage for the teacher and spouse, if any.
- C. A teacher has ten years of service and is at least 55 years old.

When a retired teacher first becomes eligible for Medicare, the teacher's eligibility to continue to participate in the Corporation's group health plan shall terminate, if not earlier terminated according to applicable law. (The same 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.

B. LIFE INSURANCE

The Board shall pay the full cost except One Dollar (\$1.00) (which will be paid by the teacher) of the Fifty Thousand Dollars (\$50,000) group term life insurance policy with a One Hundred Thousand Dollars (\$100,000) accidental death benefit for each teacher. The insurance carrier shall be selected by the Board. The benefit shall provide for "paid up life coverage" as set forth in the Memorandum of Agreement dated August 10, 1992 and shall be subject to the limitations outlined in the agreed to provider's master policy.

C. LONG TERM DISABILITY INSURANCE

The Board will pay all but One Dollar (\$1.00) (which shall be paid by the teacher) for a Long Term Disability Insurance Policy with a sixty-six and 2/3% of salary after a 90 day period of disability. Effective date of such insurance shall be January 1 of each year for teachers not employed in the School Corporation the preceding year. If employed the preceding year, coverage shall be continuous.

D. VISION INSURANCE

The Board will establish a group vision plan for all teachers who will be enrolled and participate in the vision plan. The teacher will have the option of either single or family coverage with a composite rate. The Board will pay all but one dollar of the composite rate for either the single or family plan, with the teacher paying the difference.

E. DENTAL INSURANCE

The board will establish a group dental insurance plan. The board will pay an amount respectively toward a single or family plan for each teacher who chooses to enroll equal to seventy-five percent (75%) of the dental insurance premium. The Board contribution to the single and family plan will be defined in terms of specific dollar amounts and that dollar amount will become the status quo between the parties.

F. LIABILITY INSURANCE

The Board shall continue in force through the term of this Agreement a liability policy with the dollar coverage for liability equal to or greater than the coverage for the 1986-87 school year.

1. Legal counsel is provided to advise the teacher of his/her rights and obligations with respect to assault or assault and battery and shall promptly render all necessary assistance to the teacher in connection with handling the incident by law enforcement and judicial authorities.

G. INSURANCE REFUNDS

In the event of any refunds by insurance companies of premiums paid by a teacher on a teacher related policy, such refund shall either be paid to the teacher who paid the premiums on a pro-rate basis or be applied to adjusted future premium payments on such insurance plan.

H. SOCIAL SECURITY/MEDICARE BRIDGE BENEFITS

1. Early Retirement Incentive Benefits Buy-out

Effective Date: The following amendments are made to the Contract Agreement between the North Newton Board of School Trustees and the North Newton Teachers Association, signed the 1st day of November, 2004. These amendments shall be effective with respect to any teacher retiring on or after the 1st day of November, 2004. Any teacher who has retired before the effective date will only be entitled to those benefits contained in the Contract Agreement as of the time of his or her retirement, but as may be otherwise revised from time to time.

2. Early retirement buy-out

An individual who was last employed during the 2003-2004 school year, did not retire prior to the start of the 2004-2005 school year, and is a bargaining unit member at the time of retirement from employment will be eligible for the following retirement benefits provided the teacher has otherwise satisfied the requirements and conditions described below.

3. Buy Out of Retirement Benefits Methods

- (a) Elimination of Prior Agreement's Retirement Benefit

The Board and the Association specifically reserved the authority to revise or terminate the retirement benefits contained in earlier agreements. Exercising this authority, the Board and the Association now confirm that SOCIAL SECURITY/MEDICARE BRIDGE BENEFITS in the Agreement

immediately before this amendment's effective date is terminated and shall not apply to any teacher retiring or severing employment with the school corporation on or after this amendment's effective date, except as otherwise specifically provided in Section I(1)(a) and (b) of this Article. Those teachers who retired or severed employment before the effective date shall only be entitled to the retirement benefits contained in the prior agreement as of the time of his or her retirement, but as may be otherwise revised from time to time.

(b) Entitlement to Retirement Benefits and Vesting Requirements

Upon retirement from the North Newton School Corporation, a teacher who was last employed prior to June 30, 2004, shall be fully vested in the retirement benefits described in this Article if the retiring teacher has satisfied the following requirements:

- i) The teacher was last employed and worked prior to June 30, 2004 and is still employed in the 2004-2005 school year.
- ii) The teacher has attained the age of fifty-five (55).
- iii) The teacher has been employed for at least fifteen (15) years at the North Newton School Corporation.
- iv) The retiring teacher must notify the superintendent in writing prior to March 1st of the year when retirement is to begin. However, in the event a teacher is unable to give the required notice because of an accident, ill health, or for another unforeseen reason, the Board shall accept the teacher's late letter of resignation.

(c) Actuarial Determination of Value of the Current Retirement Bridge and Benefits

The Educational Services Company, (ESC) has been selected to determine the present value of the unfunded benefits and retirement bridge benefits described in the prior agreement. In making this present value determination, ESC shall use the following assumptions:

- i) The assumed interest rate for the purpose of determining the present value is 4.0 percent (4.0%) for the first two years, 6.0 percent (6.0%) for the following two years, and 7.50 percent (7.5%) thereafter. However, for post-retirement cash flow purposes, a 4.00 percent (4.0%) interest rate shall be used.
- ii) It is assumed that an employee terminates employment at the end of the school year in which the employee attains age fifty-eight (58) or at the end of the current year if the individual is already age fifty-eight (58) or older. If an employee continues employment after the

attainment of age fifty-eight (58), the employee does continue to receive all ongoing board contributions to the 401 (a) and VEBA, to the extent that the teacher is otherwise eligible under any other ongoing contribution under this contract and the employee does continue to share in any future forfeitures.

- iii) The board's contribution to the annual post-retirement single or family health insurance premiums will be assumed to be Four Thousand Four Hundred Fifteen Dollars (\$4,415.00) and may grow at an assumed interest rate of 10% annually, not to exceed Seven Thousand One Hundred Twenty-Six Dollars (\$7,126.00). Irrespective of the teachers anticipated date of retirement, no further increase in this annual cost is to be assumed. Furthermore, payments will be deemed to terminate when the individual would otherwise be eligible for Medicare.
- iv) The anticipated amount of the retirement bridge shall be determined using the amount of annual benefit described in Section I. 6. of Article X of the 2003-2004 agreement in effect immediately prior to when this term was initially negotiated. However, it is assumed that individuals do not retire until the later of: (a) the attainment of age fifty-eight (58), or (b) satisfaction of the eligibility requirements of Section I (5)(b) of Article X of the agreement when this term was negotiated.
- v) Using the method of calculation described in Article X of the agreement in effect immediately prior to when this term was initially negotiated, the benefit for each employee will be determined, subject to the following adjustments:
 - a) The removal of FICA.
 - b) The employee's years of service will be increased by 1 year for each year prior to the attainment of the age of 58.
- vi) The present value of the future benefits payments will be reduced by the Social Security and Medicare taxes (FICA) that would have been payable if the benefits and retirement bridge had been paid directly to the employee.
- vii) The turnover rate assumption shall be 4.1 percent (4.1%).
- viii) Amounts forfeited upon termination of employment because of the failure to meet the applicable vesting requirements shall not be reinstated or re-credited if an individual is subsequently rehired or re-employed by the school corporation. However, if the Board approves a leave of absence for an employee, such period of leave

shall not result in forfeiture, provided the employee shall promptly return to employment following the expiration of the period of leave.

- ix) The present value of the benefits and early retirement under the prior agreement shall be calculated, effective as of June 30, 2004.
- x) To confirm the accuracy of the underlying information to be used in the present value calculations, each teacher shall be provided with his or her basic data that will be used in the calculations, including, but not limited to, the following information as of the June 30, 2004: base salary, age and years of service. The ESC shall assist in the preparation of this verification sheet for each teacher. However, the Board will have the responsibility to forward the verification sheets to the respective teachers. Any corrections must be returned to the Board within fourteen (14) calendar days as final calculations will be prepared and the contributions hereinafter described will be commenced after such date. Corrections not returned to the Board within fourteen (14) calendar days shall be disregarded.

Using the above assumptions and the other assumptions contained on the buy out spreadsheet, the ESC shall prepare the present value calculations for each teacher and the contributions described hereinafter will be made.

(d) Buy Out Contributions.

i) VEBA.

The school corporation shall contribute to a voluntary employees' beneficiary association ("VEBA") as described in section 501(c)(9) of the Code, that amount representing the present value of the group health insurance benefits as calculated for all employees under subsection c above. The organization administering the VEBA account shall be made by mutual agreement. The terms and conditions for the administration and operations of the VEBA shall be as follows:

- a.) The amount calculated for each employee will be invested in a separate VEBA account. There will be no commingling of accounts and each employee may determine how his or her account shall be invested among the investment options made available by the vendor for the VEBA.
- b.) The employee shall have access to the assets held in his or her separate VEBA account.
- c.) Following retirement and the satisfaction of the requirements set forth in Section 3 of this Article, a retired employee may use the amounts held in his/her separate VEBA account to pay health insurance premiums, and to be reimbursed for unreimbursed

medical expenses of the employee, spouse, and dependents. Furthermore, following the death of an employee who had otherwise satisfied the requirements of Section 3 of this Article, any amounts remaining in the deceased employee's VEBA account may continue to be used to pay these premiums and expenses of the employee's spouse and dependents. At no time may the VEBA make loans to an employee, his/her spouse, or his/her dependents.

d.) If an employee retires or otherwise terminates employment before satisfaction of the requirements set forth in Section I(4)(b) of this Article, the terminated employee's VEBA account shall be forfeited.

e.) The forfeited amounts shall be reallocated at the end of each plan year only among the then remaining separate VEBA accounts in a manner similar to that used in initially determining the present value calculations. Therefore, the VEBA accounts of the following employees will not share in the reallocation of a forfeiture of a VEBA account:

- (i) Employees who forfeited their VEBA accounts in the same year; or
- (ii) Employees who previously forfeited their VEBA accounts.

Furthermore VEBA accounts of employees who have attained the age of fifty-nine (59) or older but have not terminated employment may share in the reallocated forfeiture, but on a reduced basis.

f.) All costs incurred in the administration of the VEBA and investment fees shall be paid from the VEBA assets.

ii) 401(a) Plan.

The school corporation shall establish a qualified retirement plan as described in section 401(a) of the Code. The total sum of the amount calculated by ESC as the present value for the retirement pay and benefits shall be contributed by the school corporation to the 401(a) plan will be within thirty (30) days of the receipt of the Bond proceeds and establishment of the 401 (a) plan. The organization administering the 401 (a) account shall be made by mutual agreement. The 401(a) plan's terms and conditions for the administration of the 401(a) plan shall be as follows:

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

- b.) Until such time that an employee has retired and satisfied the eligibility requirements set forth in Section 3 of this Article, the employee shall have no access to the assets held in his or her separate 401(a) plan account.
- c.) If an employee retires or otherwise terminates employment before satisfaction of the requirements set forth in Section I(4)(b) of this Article, the terminated employee's 401(a) plan account shall be forfeited.
- d.) The forfeited amounts shall be reallocated at the end of each plan year only among the then remaining separate 401(a) plan accounts in a manner similar to that used in initially determining the present value calculations. Therefore, the 401(a) plan accounts of the following employees will not share in the reallocation of a forfeiture of a 401(a) plan account:
 - (i) Employees who forfeited their 401(a) plan accounts in the same year; or
 - (ii) Employees who previously forfeited their 401(a) plan accounts.

Furthermore, 401(a) plan accounts of employees who have attained the age of fifty-nine (59) or older, but have not terminated employment may share in the reallocated forfeiture, but on a reduced basis.

- e.) Following retirement and the satisfaction of the requirements set forth in Section 3 of this Article, a retired employee may elect to commence distributions from his 401(a) plan account. If an employee dies after having satisfied the requirements of Section I(4)(b) of this Article, the deceased employee'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 participant borrow from his 401(a) plan account.
- f.) All costs incurred in the administration of the 401(a) plan and investment fees shall be paid from the 401(a) plan assets.

(e) Future Adjustments

The parties agree that this Article or any other provision of this Agreement, does not constitute an expectation of receiving the enumerated retirement benefits by any current employee, future employee, prospective employee or applicant beyond the expiration of this Agreement. Therefore, except as otherwise limited by applicable law, it is understood that the Board and Association may in the future bargain modifications of any kind to this provision, provided however, that the future revision of this Article shall not

affect the retirement benefits of teachers already receiving benefits pursuant to this Article.

I. NORTH NEWTON REPLACEMENT RETIREMENT SAVINGS PLANS

1. Board Contribution

Teachers whose first day of work for the North Newton School Corporation was after June 30, 2004, THAT ARE NOT PART OF THE BUY-OUT GROUP will receive an on-going contribution of 1.25% of their base salary in equal monthly payments by the first of each month commencing October 1st. The NNEA and the Administration agree the 1.25% contributions will be apportioned with .50% deposited into the VEBA and .75% deposited into the 401(a).

2. Vesting

Teachers receiving contributions under this section shall be fully vested in the program after five (5) years of experience in North Newton. Teachers who leave employment prior to being vested will have the value of their accounts forfeited. Any forfeiture amounts will be transferred from the teacher's individual account but will remain in the respective plan(s) to be used on an offset for the school corporation's future annual contribution(s) to that plan.

J. SECTION 125 FLEXIBLE FRINGE BENEFIT PLAN

At the time of the execution of this current contract, the School Corporation is providing for teachers a Section 125 Flexible Fringe Benefit Plan of which the legal maximum amount of the regular teacher salary will be diverted into the Flexible Fringe Benefit Plan. The Flexible Fringe Benefit Plan will contain a second generation program with the individual teacher paying the administrative cost and the School Board paying the annual fee which is less than Three Hundred Dollars (\$300.00) per year for the Flexible Fringe Benefit Plan. The School Corporation will amend its Section 125 Plan to include retired teachers who receive terminal leave or Social Security/Medicare Bridge Benefits payments.

K. TEACHER'S CONTRIBUTION TO THE TEACHERS RETIREMENT FUND

The Board shall pay the teacher's contribution of an amount equal to three percent (3%) of the teacher's salary to the Indiana State Teachers Retirement Fund ("ISTRF"), and in addition to the amounts usually considered teacher's salary, the first \$2,000 of any benefit which accrues to a teacher under either the Terminal Leave provision or Social Security/Medicare Bridge Benefits provision of this Agreement.

L. SERVING AS A SUBSTITUTE TEACHER DURING RETIREMENT

A teacher who retires from the North Newton School Corporation may work as a substitute teacher at North Newton without affecting any of their retirement benefits under this or former Collective Bargaining Agreements.

M. TEACHER LONGEVITY/LOYALTY INCENTIVE

The Board shall provide a teacher longevity/loyalty incentive for continuous employment as a teacher in the district. For teachers who reach the 5th year of continuous full time employment in the district, during or after the 2019-2020 school year, the teacher will receive a \$500 contribution to the teacher's 401(a) account in the following year. Upon completion of each additional 5 years of continuous full time employment with NNSC, teacher will receive an additional \$500. For example, in the 6th year for the first 401(a) payment of the school year, the teacher will receive \$500 401(a) contribution, in the 11th year the teacher will receive \$500 401(a) contribution, etc. This contribution is subject to 401(a) vesting rules and all other 401(a) rules. The contribution shall be made not later than July 15 annually. The School Corporation shall notify the teacher when this contribution is made and shall annually notify the Association of who received the contribution. Not later than March 15, 2026, the School Corporation shall audit its records from 2021 to present and shall provide the contribution to any teacher who should have received the contribution but did not.

ARTICLE VII

COMPENSATION AND EXPENSES

A. SALARY

1. Compensation

- a) Eligibility –A teacher will be eligible for a raise when the teacher's most recent evaluation result is sufficient for the teacher to retain employment with the School Corporation and the teacher was employed by the School Corporation for 90 days in the previous school year.
- b) Factors for a Raise
 - i) Evaluation – For the 2025-2026 school year, a teacher whose most recent evaluation is sufficient for the teacher to retain employment with the School Corporation, shall remain in the same level and column of the 2025-2026 salary schedule. For the 2026-2027 school year, a teacher whose most recent evaluation is sufficient for the teacher to retain employment with the School Corporation shall remain in the same level and column of the 2026-2027 salary schedule.
 - ii) Education – A teacher who possesses a content area masters degree or content area credit hours beyond the requirements for employment shall advance to the appropriate column on the Salary Scale. Content area means any content area as defined by the Indiana Department of Education. A teacher may submit documentation of changes to educational possession by the first teacher work day each year. For 2025-2026 only, the School Corporation shall notify each teacher of

the educational possession it has on record for that teacher. A teacher shall have thirty days to provide documentation to correct any incorrect records of educational possession.

iii) Academic Needs:

- a) Early literacy – When a teacher completes an Early Literacy Endorsement and provides documentation to the School Corporation not later than August 1, the teacher shall advance one column on the Salary Scale. For 2025-2026 only, a teacher shall submit documentation of completion of an Early Literacy Endorsement not later than 30 days following ratification.

For 25-26 school year, total available increase to base is \$7300 (\$4100 to evaluation, \$1600 to education, \$1600 for academic needs). Education is not more than 50% of the increase (22%) and academic needs exceeds 10% of the increase (22%).

For 26-27 school year, total available increase to base is \$5200 (\$2000 to evaluation, \$1600 to education, \$1600 for academic needs). Education is not more than 50% of the increase (31%) and academic needs exceeds 10% of the increase (31%).

Base salary will take effect within thirty (30) days of ratification. Any increase to the salary base for teachers will be retroactive to the start of the current school year. Any retroactive pay due to teachers shall be paid in a lump sum within 30 days of ratification.

- c) Salary Range: For the 2025-2026 school year, the salary range is \$40,900 to \$75,000, not including current year raises or TRF contributions. For the 2026-2027 school year, the salary range is \$45,000 - \$81,000, not including increases or TRF contributions.

2. Starting Salary. For the 2025-2026 school year, teachers with a bachelor's degree, new to teaching and North Newton employment will be paid \$45,000. For the 2026-2027 school year, teachers with a bachelor's degree, new to teaching and North Newton employment will be paid \$45,400. A new teacher will be placed on the Salary Scale in the column that corresponds to the teacher's educational attainment. A teacher with no experience shall be placed at level D for the 2025-2026 school year and B for the 2026-2027 school year. The Superintendent shall have the authority to place a teacher on the Salary Scale (Appendix A) at no more than three levels above or below his/her salary at his/her previous school employer.
3. The first payday shall be the second Friday of the school year. Teachers shall receive their checks at their regular building on regular school days every two weeks during the regular school term. Teachers' contracted salary shall be divided into 26 payments.

Except as otherwise specifically provided in this section, but otherwise in accordance with section 409A of the Internal Revenue Code and the Treasury Regulations thereto ("409A"), the time or schedule of any payment of salary will not be accelerated.

Teachers retiring pursuant to Indiana State Teacher Retirement Fund at the end of the school year will receive their remaining pay before the end of June. Teachers resigning at the school year but not retiring pursuant to Indiana State Teacher Retirement Fund will receive their pay on either the 26 paycheck schedule or if the teacher qualifies for early payout pursuant to subsection 3 below, payment before June 15th.

A teacher who dies or who resigns from employment during the school year will receive their remaining pay in the pay check for the pay period immediately following the pay period in which the teacher died or had their last paid day.

It is intended that the foregoing provisions will comply with the provisions of 409A, so as to prevent the inclusion in gross income of any benefit accrued hereunder in a taxable year that is prior to the taxable year in which such amount would otherwise be actually distributed or made available to the teacher. The foregoing provisions of this section shall be construed and administered in a manner to comply with 409A and shall not be amended or terminated in a manner that would cause a teacher's salary to be subject to early inclusion in income as provided in 409A.

4. Summer checks shall be mailed to the address designated by the teacher or picked up by the teacher at the central office.
5. Up to thirty teachers may have an option of receiving summer payments in a lump sum payment. The lump-sum payment will be paid on or before June 15. Teachers who have opted for the lump sum payment for the 1999-2000 school year will be grandfathered as long as the teacher does not elect to discontinue receiving their lump sum payment by providing written notice on or before July 1 that the teacher no longer desires to continue receiving their lump sum payment for that coming school year. Teachers who are not grandfathered have an option for such lump sum payment by notifying in writing to the School Corporation on or before July 1 of the school year for which the actual lump sum payment is desired or one week after hiring, whichever is later. Should there be more than thirty teachers who are (1) grandfathered and receiving such lump sum payment and (2) request a lump sum payment for that school year, the thirty teacher limit will be applied as follows:
 - a. First, all grandfathered teachers who receive a lump sum payment the prior year will be eligible for the lump sum payment;
 - b. Second, teachers who are not grandfathered and provide written irrevocable notice to the School Corporation by July 1 for the coming school year that the teacher desires to opt for such a payment will be eligible if the total (including requesting and grandfathered teachers) does not exceed thirty teachers. Notices are irrevocable for that particular school year and are subject to the payout provisions for death and employment termination in mid-contract as provided in subsection 1 above. Should in any year the total of (1) the grandfathered teachers and (2) those electing to have a lump sum payment for that year exceed

the maximum of thirty teachers, the number of those non-grandfathered teachers eligible will be the difference between the number of grandfathered teachers and the maximum limit of thirty. In such a case, the eligible non-grandfathered teachers will be determined by the most senior based on their contractually defined seniority.

6. All teachers will be paid by direct deposit.
7. Per diem shall be defined as annual salary divided by one hundred eighty three (183). A teacher on an extended contract shall be paid the teacher's per diem for each additional day worked.
8. Only public school teacher experience under a regular teacher contract will be recognized for initial placement on the salary grid.

B. NEGOTIATED EXTRACURRICULAR PAID ACTIVITIES

The pay for certain negotiated extracurricular activities during the term of this Agreement shall be as set forth in Appendix "B" attached hereto. The parties understand that the provisions of this paragraph in no way limit the payment for and the establishment of other extracurricular activities not designated in Appendix "B". The parties further understand that the Board retains its sole authority to hire, promote, assign, transfer, retain or remove any person from any or to any position for which additional compensation is paid.

C. PAYMENT FOR EXTRACURRICULAR DUTIES

Payment for extracurricular duties shall be paid in a lump sum to the teacher performing such duties at the completion of such duties in accordance with the following schedule:

2 nd paycheck in November	Cross Country Football Girls Volleyball Girls Golf Academic Competitions, if completed
2 nd paycheck in March	Wrestling Boys and Girls Swimming Boys Basketball Girls Basketball Cheerleading Sponsor Cheerblock Sponsor Junior High Cheerleading Sponsor Spartanette Sponsor Academic Competitions, if completed
1 st paycheck in June	Boys and Girls Track Baseball Boys Golf

	Junior High Swimming
1 st paycheck in August	Summer Band

The payment for Play Sponsor will be made within thirty (30) days of the written notification by the Sponsor of the completion of his/her duties attendant to the approved play.

For payment of all other extra-curricular activities, each teacher shall elect to be paid by one of the following methods:

1. Half of the salary the last paycheck of December and half of the salary the first paycheck of June, or
2. One lump sum the first paycheck of June

This payment will be made to teachers in the same check as their regular payroll check for their regular teaching salary, with the summary indicating the amount for extracurricular pay and the regular teaching salary pay separately.

D. CAR ALLOWANCE

A teacher who is not provided with a car by the School Corporation and who is authorized by a designee of the Board in writing to use his/her own automobile in pursuance of assigned school duties, shall be reimbursed at the Internal Revenue Service reimbursement rate.

E. CREDIT FOR MILITARY SERVICE

Credit on the Salary Schedule for military experience shall be calculated as follows:

1. Eight (8) months of either military service or military service combined with teaching experience shall be equivalent to one year teaching experience, provided such service shall occur within the school year beginning July 1 and ending June 30.
2. Military experience substituted shall not exceed four years.
3. The provisions of this section shall apply to all veterans who took the oath of allegiance, wore the uniform, served in either combat or non-combat units, and were discharged under honorable conditions.

Teachers who have been granted salary schedule experience for military experience prior to the 1987-88 school year on a basis which is more favorable than the above calculation will maintain that salary experience granted by other calculation methods.

Following the term of leave the teacher may return to the Corporation and be restored to salary placement on the salary grid if the evaluation/experience factors were met prior to the leave.

F. SALARY REOPENER

Should the terms of this negotiated collective bargaining agreement, due to funding reductions, decreased enrollment, benefit cost increases and/or other increased expenditures on the school corporation, create the possibility to deficit finance as that term is defined by IC 20-29-6-3, the parties will at the earliest opportunity meet to bargain for the purpose of avoiding the deficit and reducing and/or altering other controllable expenditures.

G. CRIMINAL BACKGROUND CHECK

The School Corporation shall pay the cost of any and 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.

H. NEW TEACHER ORIENTATION

A teacher required to attend new teacher orientation shall be paid the teacher's hourly wage.

I. ATHLETIC SPORTS PASS

All teachers will be provided one (1) single athletic sports pass to attend North Newton home games. Athletic passes are not good for sectional play and/or conference tournaments.

J. OWNERSHIP OF WORK PRODUCTS

As a wage-related benefit, a teacher shall retain ownership of the teacher's self-created work products.

ARTICLE VIII

GRIEVANCE PROCEDURE

SECTION 1. DEFINITIONS

1. A grievance is an alleged violation or claimed misinterpretation of a specific article or section of this Agreement.
2. The terms "teacher" and "grievant" include any individual or group of individuals in the bargaining unit.
3. The term "day" when used in this Article shall mean teacher days (as that term is used in the school calendar). During the summer recess, the term shall mean weekdays (Monday through Friday).

SECTION 2. GRIEVANT AND REPRESENTATION

An individual teacher, or group of teachers, may present a grievance and may do so through the exclusive representative, and the exclusive representative may thus be given an opportunity to be present at all stages of the grievance machinery. The adjustment of all grievances shall not be inconsistent with the terms of this contract.

SECTION 3. PROCEDURE

Step One

A grievance may be initiated in one (1) of the following ways:

1. The teacher may approach the building principal concerned and discuss the matter in his/her own behalf.
2. The teacher may request that a representative of the Association accompany the teacher and in such case the building supervisor shall not initiate any consultation with the grievant prior to any scheduled meeting at which the representative is to be present.

Step Two

In the event the grievance is not resolved in Step One, the grievant may file a formal grievance in writing with the building principal on the form shown in Appendix "C".

1. The grievance form shall be filed in quadruplicate with one (1) copy for the Association, the grievant, the building principal, and the school central offices.
2. The grievance shall (1) name the other individual(s) involved, if any, (2) state the facts giving rise to the grievance, (3) identify the specific provisions of this Agreement alleged to have been violated or misinterpreted, (4) state the contention of the grievant with respect to the grievance, (5) indicate the specific relief requested, and (6) be signed by the grievant(s).
3. The form of grievance should be filed as soon as possible, but any grievance not presented in writing in Step Two within twenty (20) days of the time the grievant knew, or reasonably should have known, of the grievance shall be deemed waived and shall not be processed.
4. The teacher may request a meeting with the building principal and the Association representative may accompany the grievant. In any event, within five (5) days after receiving the written grievance, the building principal shall communicate his/her answer in writing to the grievant and the Association representative, and said answer shall be attached to the grievance.

Step Three

1. If the grievance is not resolved in Step Two, the teacher may, within five (5) 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 response of the teacher, if desired, with the Office of the Superintendent, which shall receipt therefore. Any such response by the grievant shall be attached to the grievance.
2. The teacher may request a meeting with the Superintendent, or his/her designated representative, and the Association representative may accompany the grievant. The Superintendent, or his/her designated representative, shall give the teacher an answer in writing no later than ten (10) days after receipt of the written grievance properly filed in the Office of the Superintendent. Such answer shall be attached to the grievance.

Step Four

If the grievance is not satisfactorily resolved in Step Three, or if the Superintendent fails to answer the grievance as required, the grievant and/or Association may within ninety (90) working days of the date the decision should have been rendered, the grievance may be submitted to the American Arbitration Association (AAA) for binding arbitration. After notifying the Board that the matter shall be submitted to AAA, the following procedures shall be followed:

1. The parties shall attempt to select an arbitrator by mutual agreement. If they cannot agree on an arbitrator within ten (10) days after notification is given, the arbitrator shall be selected by the AAA in accordance with its rules, which shall likewise govern the arbitration hearing. The findings and recommendations of the arbitrator will be binding to the Board and to the Association.
2. The Board and the Association agree that neither party shall be permitted to assert in such arbitration proceeding any evidence not previously disclosed to the other party.
3. The cost of the arbitrator under this article shall be divided equally between the Board and the Association. Any other expense involved in conducting the arbitration hearing shall be borne by the side incurring such expense.

SECTION 4. OTHER PROVISIONS RELATING TO THE GRIEVANCE PROCEDURE

1. At his/her option, a teacher may bypass Step One of this procedure.
2. No reprisal of any kind shall be taken by or against any participant in the grievance procedure by reason of such participation.
3. 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 evaluations.

4. Time limits herein may be extended only by mutual agreement, signed by the parties.
5. Time limits herein apply to teachers on leave of absence, other than sick leave, as if such teachers were present and working.
6. All steps of the grievance procedure shall be conducted during a time that is mutually convenient to both parties.
7. If there is a failure at any step to communicate the decision on a grievance within the specified time limit, the grievant shall then have the right to appeal at the next step of the procedure.
8. 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.
9. The local Association may file a system wide grievance at Step 3 subject to the time limit designated in Step 2, paragraph 3.

ARTICLE IX

TERM OF AGREEMENT

This Agreement shall be effective as of July 1, 2025, and shall continue in effect through June 30, 2027, with the exception of those provisions which specifically go into effect or expire by their terms at such other date.

THE BOARD OF SCHOOL TRUSTEES OF
THE NORTH NEWTON SCHOOL
CORPORATION

Signed by:
By: Tyson Bridgeman
20760002700B014A0...
President
Signed by:
By: [Signature]
45A7100E63F0443...
Secretary
Signed by:
By: [Signature]
7CD0535E8C284F5...
Chief Negotiator

Date Ratified by the Board of School
Trustees
November 12, 2025

THE NORTH NEWTON EDUCATION
ASSOCIATION

By: Tiffany Sintkowski
President
By: Ronald Deff
Bargaining Team Member
By: [Signature]
Bargaining Team Member

Date Ratified by the North Newton Education
Association
November 3, 2025

ATTESTATIONS

The undersigned attest to the following:

1. A public hearing was held in compliance with I.C.20-29-6-1(b) on September 10, 2025, and electronic participation from the parties and/or public was not permitted; and
- 2.
3. A public meeting in compliance with I.C.20-29-6-19 was held on November 6, 2025, to discuss the tentative agreement an electronic participation from the governing body and/or public was not permitted.

THE BOARD OF SCHOOL TRUSTEES OF
THE NORTH NEWTON SCHOOL
CORPORATION

Signed by:
By: Tyson Bridgeman
2976CC278BD44A0...
President

Signed by:
By: [Signature]
7CD5535E8C284F5...
Chief Negotiator

THE NORTH NEWTON EDUCATION
ASSOCIATION

By: Tiffany Sintkowski
President

By: [Signature]
Bargaining Team Member

APPENDIX A – SALARY SCALE

2025-2026

Level	BS	BS15 OR BS with Early Literacy Endorsement	MS OR BS30 OR BS15 with Early Literacy Endorsement	MS15 OR BS45 OR MS with Early Literacy Endorsement OR BS30 with Early Literacy Endorsement	MS30 OR BS60 OR MS15 with Early Literacy Endorsement OR BS45 with Early Literacy Endorsement	MS30 with Early Literacy Endorsement OR BS60 with Early Literacy Endorsement
D	\$45,000	\$46,600	\$48,200	\$49,800	\$51,400	\$53,000
E	\$45,800	\$47,400	\$49,000	\$50,600	\$52,200	\$53,800
F	\$46,600	\$48,200	\$49,800	\$51,400	\$53,000	\$54,600
G	\$47,400	\$49,000	\$50,600	\$52,200	\$53,800	\$55,400
H	\$48,200	\$49,800	\$51,400	\$53,000	\$54,600	\$56,200
I	\$49,000	\$50,600	\$52,200	\$53,800	\$55,400	\$57,000
J	\$49,800	\$51,400	\$53,000	\$54,600	\$56,200	\$57,800
K	\$50,600	\$52,200	\$53,800	\$55,400	\$57,000	\$58,600
L	\$51,400	\$53,000	\$54,600	\$56,200	\$57,800	\$59,400
M	\$52,200	\$53,800	\$55,400	\$57,000	\$58,600	\$60,200
N	\$53,000	\$54,600	\$56,200	\$57,800	\$59,400	\$61,000
O	\$53,800	\$55,400	\$57,000	\$58,600	\$60,200	\$61,800
P	\$54,600	\$56,200	\$57,800	\$59,400	\$61,000	\$62,600
Q	\$55,400	\$57,000	\$58,600	\$60,200	\$61,800	\$63,400
R	\$56,200	\$57,800	\$59,400	\$61,000	\$62,600	\$64,200
S	\$57,000	\$58,600	\$60,200	\$61,800	\$63,400	\$65,000
T	\$57,800	\$59,400	\$61,000	\$62,600	\$64,200	\$65,800
U	\$58,600	\$60,200	\$61,800	\$63,400	\$65,000	\$66,600
V	\$59,400	\$61,000	\$62,600	\$64,200	\$65,800	\$67,400
W	\$60,200	\$61,800	\$63,400	\$65,000	\$66,600	\$68,200
X	\$61,000	\$62,600	\$64,200	\$65,800	\$67,400	\$69,000
Y	\$61,800	\$63,400	\$65,000	\$66,600	\$68,200	\$69,800
Z	\$62,600	\$64,200	\$65,800	\$67,400	\$69,000	\$70,600
AA	\$63,400	\$65,000	\$66,600	\$68,200	\$69,800	\$71,400
AB	\$64,200	\$65,800	\$67,400	\$69,000	\$70,600	\$72,200
AC	\$65,000	\$66,600	\$68,200	\$69,800	\$71,400	\$73,000
AD	\$65,800	\$67,400	\$69,000	\$70,600	\$72,200	\$73,800
AE	\$66,600	\$68,200	\$69,800	\$71,400	\$73,000	\$74,600
AF	\$67,400	\$69,000	\$70,600	\$72,200	\$73,800	\$75,400
AG	\$68,200	\$69,800	\$71,400	\$73,000	\$74,600	\$76,200
AH	\$69,000	\$70,600	\$72,200	\$73,800	\$75,400	\$77,000
AI	\$69,800	\$71,400	\$73,000	\$74,600	\$76,200	\$77,800
AJ	\$70,600	\$72,200	\$73,800	\$75,400	\$77,000	\$78,600
AK	\$71,400	\$73,000	\$74,600	\$76,200	\$77,800	\$79,400
AL	\$72,200	\$73,800	\$75,400	\$77,000	\$78,600	\$80,200
AM	\$73,000	\$74,600	\$76,200	\$77,800	\$79,400	\$81,000

2026-2027

Level	BS	BS15 OR BS with Early Literacy Endorsement	MS OR BS30 OR BS15 with Early Literacy Endorsement	MS15 OR BS45 or MS with Early Literacy Endorsement OR BS30 with Early Literacy Endorsement	MS30 OR BS60 OR MS15 with Early Literacy Endorsement OR BS45 with Early Literacy Endorsement	MS30 with Early Literacy Endorsement OR BS60 with Early Literacy Endorsement
D	\$47,000	\$48,600	\$50,200	\$51,800	\$53,400	\$55,000
E	\$47,800	\$49,400	\$51,000	\$52,600	\$54,200	\$55,800
F	\$48,600	\$50,200	\$51,800	\$53,400	\$55,000	\$56,600
G	\$49,400	\$51,000	\$52,600	\$54,200	\$55,800	\$57,400
H	\$50,200	\$51,800	\$53,400	\$55,000	\$56,600	\$58,200
I	\$51,000	\$52,600	\$54,200	\$55,800	\$57,400	\$59,000
J	\$51,800	\$53,400	\$55,000	\$56,600	\$58,200	\$59,800
K	\$52,600	\$54,200	\$55,800	\$57,400	\$59,000	\$60,600
L	\$53,400	\$55,000	\$56,600	\$58,200	\$59,800	\$61,400
M	\$54,200	\$55,800	\$57,400	\$59,000	\$60,600	\$62,200
N	\$55,000	\$56,600	\$58,200	\$59,800	\$61,400	\$63,000
O	\$55,800	\$57,400	\$59,000	\$60,600	\$62,200	\$63,800
P	\$56,600	\$58,200	\$59,800	\$61,400	\$63,000	\$64,600
Q	\$57,400	\$59,000	\$60,600	\$62,200	\$63,800	\$65,400
R	\$58,200	\$59,800	\$61,400	\$63,000	\$64,600	\$66,200
S	\$59,000	\$60,600	\$62,200	\$63,800	\$65,400	\$67,000
T	\$59,800	\$61,400	\$63,000	\$64,600	\$66,200	\$67,800
U	\$60,600	\$62,200	\$63,800	\$65,400	\$67,000	\$68,600
V	\$61,400	\$63,000	\$64,600	\$66,200	\$67,800	\$69,400
W	\$62,200	\$63,800	\$65,400	\$67,000	\$68,600	\$70,200
X	\$63,000	\$64,600	\$66,200	\$67,800	\$69,400	\$71,000
Y	\$63,800	\$65,400	\$67,000	\$68,600	\$70,200	\$71,800
Z	\$64,600	\$66,200	\$67,800	\$69,400	\$71,000	\$72,600
AA	\$65,400	\$67,000	\$68,600	\$70,200	\$71,800	\$73,400
AB	\$66,200	\$67,800	\$69,400	\$71,000	\$72,600	\$74,200
AC	\$67,000	\$68,600	\$70,200	\$71,800	\$73,400	\$75,000
AD	\$67,800	\$69,400	\$71,000	\$72,600	\$74,200	\$75,800
AE	\$68,600	\$70,200	\$71,800	\$73,400	\$75,000	\$76,600
AF	\$69,400	\$71,000	\$72,600	\$74,200	\$75,800	\$77,400
AG	\$70,200	\$71,800	\$73,400	\$75,000	\$76,600	\$78,200
AH	\$71,000	\$72,600	\$74,200	\$75,800	\$77,400	\$79,000
AI	\$71,800	\$73,400	\$75,000	\$76,600	\$78,200	\$79,800
AJ	\$72,600	\$74,200	\$75,800	\$77,400	\$79,000	\$80,600
AK	\$73,400	\$75,000	\$76,600	\$78,200	\$79,800	\$81,400
AL	\$74,200	\$75,800	\$77,400	\$79,000	\$80,600	\$82,200
AM	\$75,000	\$76,600	\$78,200	\$79,800	\$81,400	\$83,000

APPENDIX B
NEGOTIATED EXTRACURRICULAR ACTIVITIES

Extracurricular Activities	
Mentor Stipend	1000
H.S. Academic Competition (Per Coach)	600
J. H. S. Academic Competition (Per Coach)	600
Elementary Academic Coach	600
National Honor Society	1,519
National Junior Honor Society	600
Senior Class Sponsor	759
Junior Class Sponsor	1,139
Sophomore Class Sponsor	456
Freshman Class Sponsor	456
Yearbook Sponsor: High School	1,822
Newspaper Sponsor	1,443
H.S. Varsity Cheerleader Sponsor	2,126
H.S. JV. Cheerleader Sponsor	1,367
Junior High Cheerleader Sponsor	1,215
Drama Club	1,367
Spanish Club	600
French Club	456
SADD Sponsor	516
Little Hoosier - Per School	516
ESports (high school)	1367
Elementary Robotics-one per school	600
Corporation Band Director	2,581
Summer Band Director	638
Environmental Team - Per Approved Contest	364
High School Choral Director	1,063
Elementary Choral Director	759
Math Contest Sponsor: Per Approved Contest	364
BPA	1,063
FFA (2 Positions – for information purposes only and not bargained)	2,581
High School FCCLA	2,581
Junior High FCCLA	1,777
Science Olympiad	600
Speech and Debate: Per Approved Contest - Limit 4	364

Student Council	2,581
Junior High Student Council	1,063
Elementary Student Council	850
Media/Web Specialist	800
DEPT. HEADS {see note at the end }	
Career and Technical Education (Ag, IT, FACS, Business)	574
Fine Arts (Choir, Band, Art, Physical Education)	574
Language Arts (English/Language Arts, Foreign Lang.)	574
Mathematics	574
Science	574
Special Education	574
Social Studies	574
Junior High School Team Leader	574
Spartanette Sponsor	1,063
New Club (For Each Approved Pilot Program	550
Varsity Football	
Head Varsity Assistant	3,644
Varsity Assistant	2,430
Varsity Assistant Fresh/Soph Football	1,746
Head Junior High	1,822
Assistant J.H./7th Grade	1,519
Conditioning (3 Positions - Fall, Spring, Summer-for informational purposes only and not bargained)	638
Cross Country (Co-Ed)	
High School	3,644
Junior High	1,746
Swimming (Co-Ed)	
Varsity Head Coach (Co-ed)	3,644
Varsity Assistant (Co-ed)	1,898
Junior High (Co-ed)	1,822
Basketball - Boys	
Junior Varsity/Varsity Assistant	3,644
Freshman/Varsity Assistant	2,581
8th Grade	2,171
7th Grade	2,171
Elementary Boys Intramural (Per Approved Position)	941
Basketball- Girls	

Varsity Head Coach	
Junior Varsity/Varsity Assistant	3,644
Freshman/Varsity Assistant	2,581
8th Grade	2,171
7th Grade	2,171
Elementary Per Approved	941
Softball - Girls	
Varsity Head Coach	3,644
Varsity Assistant	2,202
Junior Varsity/Varsity Assistant	1,974
Wrestling	
Varsity Head Coach	3,644
Junior Varsity/Varsity Assistant	2,202
Junior High	1,519
H.S. Track (Boys)	
Varsity	3,644
Varsity Assistant	2,430
H.S. Track (Girls)	
Varsity	3,644
Varsity Assistant	2,430
J.H. Track (Co-Ed)	
Junior High Head Boys & Girls Track	1,670
Junior High Assistant	1,139
Baseball	
Varsity	3,644
Assistant Varsity	2,202
Junior Varsity/Varsity Assistant	1,974
Golf Boys	2,126
Golf GIRLS	2,126
Volleyball	
Varsity	3,644
Junior Varsity/Varsity Assistant	2,202
Freshman/Varsity Assistant	1,215
8th Grade	1,746
7th Grade	1,746
Elementary Per Approved Position	941
Tennis	2,126
Summer Enrichment Program (\$15.00/HR./Person)	

ISTEP Summer School (Per Diem)	
Saturday School (Per Diem)	
Driver Education (\$25.00/HR.)	
** The salary for each department head position will increase to \$650 during the year assigned to textbook and curricular materials adoption for one year only	

APPENDIX C

Date Filed: _____
Number: _____

GRIEVANCE FORM

NORTH NEWTON SCHOOL CORPORATION

Name of Teacher(s) Seeking Relief:

Name of Other Employee(s) Involved, If Any:

Identification of Specific Provisions of Agreement Violated or Misinterpreted:

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:

APPENDIX D

Sick Leave Bank Request Form

The purpose of the *Sick Leave Bank* is to provide sick leave to contributors to the Bank in the event of an illness, injury, disability, or quarantine of the member and provided their available sick leave or any other applicable leave (vacation days and personal days) has been exhausted. All requests to draw from the bank must be accompanied by a physician's statement on the approved form confirming the cause of illness or injury and must be signed by the physician. A participant shall not receive any sick leave from the bank until after having exhausted all accumulated sick leave, vacation days, or personal leave.

Employee Name: _____
Home Address: _____
Home Phone Number: _____
Position: _____ School/Department: _____

Circle One: Original Request or Extension

Number of Days Requested : _____

I certify that the information is true, correct and complete. I further certify that any false or misleading information or omission of factual information may result in the denial or revocation of sick leave bank days and automatic expulsion from the sick leave bank. If I do not use all days advanced from the Bank, the unused days will be returned to the Bank.

Signature of Employee: _____ Date: _____

For Office Use ONLY

Date of Receipt: _____
Received by: _____

Approval

TO BE COMPLETED BY COMMITTEE OF TRUSTEES

Request Approved

Yes _____ No _____

Chairperson Signature: _____

Date: _____

Number of Days Approved _____

Effective Dates From: _____ To: _____

Comments:

***This form needs to be sent to the office of the Superintendent.**

Sick Leave Bank Physician's Statement
Employee must Submit Completed Forms Office of the Superintendent

PART A - TO BE COMPLETED BY EMPLOYEE

Employee's Name _____
Employee's Address _____
Employee's Phone Numbers _____

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize the undersigned physician to release any information acquired in the course of my examination or treatment.

Signature of Employee : _____
Printed Name of employee : _____
Date: _____

PART B - ATTENDING PHYSICIAN'S STATEMENT

Patient Name: _____

1. Diagnosis and Concurrent Conditions
2. Is condition due to illness, injury, disability, or quarantine arising out of patient employment? Yes ____ No ____
3. Has this condition caused illness, injury, disability, or quarantine of patient? Yes ____ No ____
4. Anticipated length of illness, injury, disability, or quarantine? _____
5. Date of disability: From _____ To _____
6. Is patient able to attend to any full-time work during illness, injury, disability, or quarantine? Yes ____ No ____
7. Is patient still under your care for this condition? Yes ____ No ____ If no, date last seen _____

Physician's Printed Name _____ Phone Number _____
Address _____

Physician's Signature _____ Date _____

For Office Use ONLY

Date of Receipt: _____ Received by: _____