

2024 CBA COMPLIANCE CHECKLIST

Item	✓	Page No. ¹
School employer and exclusive representative identified		
Bargaining unit description matches the IEERB Order in effect at time of ratification		
Beginning and ending date of CBA (must end on or before June 30, 2025)		
Ratification date (must be on or after September 15 and at least 72 hours after TA meeting)		
Signed by School Board President, Secretary, or Vice President and Exclusive Representative		
General definitions (definitions that apply to the whole CBA)		
Grievance procedure (if arbitration used, must indicate if advisory or binding)		
Contract interpretation provisions (e.g., severability, supremacy, savings clauses)		
Salary for new teachers (amount, schedule, or method of calculation)		
Wages/compensation for ancillary duties		
Wages/compensation for extracurricular duties		
Compensation for extended contracts		
Public hearing and public meeting attestations (include electronic participation information)		
Compensation Plan		
If there are no salary increases, CBA includes a statement to that effect		
Statement of annual salary range for returning full-time teachers (don't include current year increases, ISTRF contributions, or salaries of newly hired teachers)		
Full-time classroom teacher (instructs students at least 50% of the workday) salaries are at least \$40,000, or I.C. 20-28-9-26 report attached to CBA		
Salary increases		
Statement that teachers rated ineffective/improvement necessary are not eligible		
Based on at least two of the five statutory factors		
Definitions of factors (e.g., experience, academic needs, instructional leadership)		
How much each factor contributes to increase (by points, percentage, amount, etc.)		
Amount of increase (flat amount, % amount) or method for calculating amount		
The combination of education and experience (excluding increases to reduce the gap and teacher retention catch-up increases) does not exceed 50% of the maximum available salary increase		
If using a salary increase to reduce the gap, it must: (1) be clearly identified and (2) actually reduce the gap		
If using a teacher retention catch-up salary increase it must: (1) be clearly identified, (2) attributed to a factor, (3) describe the teachers to whom the catch-up increase applies, (4) describe the increase amount or method of calculating, and (5) describe how the increase amount represents a comparison to the starting salary of new teachers		
Redistribution provision or a statement explaining why redistribution is not necessary		

Reminders:

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

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