

## 2024 Recommended CBA Format

### Article I – Introduction

- A. Parties
- B. Recognition Clause / Composition of Bargaining Unit
- C. Definitions
- D. Contract Interpretation Provisions (optional)
- E. Permissible Provisions (optional)

### Article II – Salary / Wages

- A. Salary Range (before increases)
- B. Base Salary Increases (Compensation Plan)
  - 1. Eligibility Statement (or Statement of No Increase or Increment, if applicable)
  - 2. Factors and Definitions
  - 3. Distribution
  - 4. Redistribution Plan
  - 5. Other Permissible Salary Items (optional)
- C. Stipends
- D. New Hire Salaries
- E. Wages
  - 1. Ancillary Duty Pay (optional)
  - 2. Extracurricular or Co-Curricular Activity Pay Schedule

### Article III – Wage / Salary-Related Fringe Benefits

- A. Leaves
- B. Insurance
- C. Retirement Benefits
- D. Other Permissible Wage / Salary-Related Fringe Benefits

### Article IV – Grievance Procedure (optional)

### Article V – CBA Ratification

- A. Contract Term
- B. Public Hearing and Meeting Attestations
  - 1. Public Hearing Date and Electronic Participation Statement
  - 2. Tentative Agreement Meeting Date and Electronic Participation Statement
- C. Dated<sup>1</sup> Party Signatures

---

<sup>1</sup> Ratification date must be at least 72 hours after TA meeting.