

Office Personnel Agreement

between

The Board of School Trustees
of the
South Bend Community School Corporation



and

Chauffeurs, Teamsters and Helpers
Local 364

August 1, 2021 – July 31, 2022

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SCOPE OF AGREEMENT20
SCHEDULE A21

**PROPOSED ARTICLES OF AGREEMENT
SOUTH BEND COMMUNITY SCHOOL CORPORATION
OFFICE PERSONNEL**

THIS AGREEMENT, is made and entered into by and between South Bend Community School Corporation, located at South Bend, Indiana, party of the first part and hereinafter termed the Employer, and Teamsters Local Union No. 364, affiliated with the International Brotherhood of Teamsters of America, located at South Bend, Indiana, party of the second part, hereinafter called the Union.

The general purpose of this Agreement is to promote the mutual interests of the Employer and its employees, to provide orderly collective bargaining relations between the Employer and the Union, to maintain fair wages, to prevent strikes and walkouts, to eliminate interruptions of work and interference with the efficient and safe operation of the school system, and to promote good relations between the Employer and its employees for their mutual benefit.

ARTICLE I RECOGNITION

Section 1: The Employer recognizes Local #364, affiliated with the International Brotherhood of Teamsters of America, as the sole and exclusive bargaining representative for office personnel employees as defined in Section 2 in matters concerning salary, wages, and salary and wage-related fringe benefits (including accident, sickness, health, dental, vision, life, disability, retirement benefits, and paid time off).

Section 2: Definition includes the following positions as appropriate bargaining unit personnel:

All secretarial and clerical classifications and all library paraprofessionals, except the following who are excluded from the negotiating unit:

Secretary to Superintendent

Short-term secretarial and clerical positions that are offered during summer months are not subject to the terms of this Agreement.

Section 3: "Employee" as used in this contract refers to a unit position.

Section 4: "Employer" refers to the South Bend Community School Corporation.

Section 5: Probationary Period. The term "Probationary Period" is defined in the work rules.

ARTICLE II
LOCAL 364 AND EMPLOYEE RIGHTS

Section 1: Dues Check Off

- A. The Employer agrees to deduct current Union membership dues and initiation fees each month from the pay of each employee who has executed an Authorization for Check Off of Dues form. Delinquent dues will be deducted by the Employer at the time of the next month's deductions following notification of the delinquency.
- B. Deductions will be made only in accordance with the provisions of said Authorization for Check Off of Dues, together with the provisions of this Article.
- C. A properly executed Authorization for Check Off of Dues form for each employee for whom dues are to be deducted shall be delivered to the Employer before any payroll deductions are made. The Employer shall have the right to keep and retain such forms. When a properly executed Authorization for Check Off of Dues form for an employee has been received and is in effect, dues shall be deducted from the employee's check. All deductions will be made from the pay due for the first pay check in the month. Employees having sufficient net earnings after all authorized and required deductions have been made to cover the amount of this deduction, shall have a deduction made.
- D. Deductions for any calendar month shall be remitted to the Union not later than the end of the month in which such deductions are made.
- E. In cases where a deduction is made which duplicated a payment already made to the Union, refunds to the employee will be made by the Union. The Union shall notify the Employer, in writing, of changes in the amount of dues to be deducted for any individual. It is understood that such changes shall require the Union to update the current dues deduction listing. Such changes may include discontinuance of membership.
- F. The Employer shall not be liable to the Union by reasons of the requirements of this Article for the remittance of payment of any sum other than that constituting actual deductions made from employees wages earned.
- G. The Union shall indemnify the Employer and hold it harmless against any loss, demands, costs and expenses, including but not limited to attorney's fees and the cost of defense, or claims by the Union or employees for damages resulting from the payment to the Union of any sums deducted under this Article and in the event of any action or claim being commenced to recover from the Employer any sums deducted by it under this Article, the Union shall intervene and defend such claim.

Section 2: Representation Fee

- A. The Employer recognizes the Union's claim that all members of the bargaining unit have an obligation to pay a fair value for services rendered on behalf of the Union for their proportionate part of the costs of collective bargaining, contract administration, grievance adjustment and other duties and services related to being the bargaining representative.
- B. The Union shall provide the Employer with a list of bargaining unit members who are not also Union members. The Employer will furnish each new employee with a dues authorization form.
- C. The Employer shall then deduct the representation fee in equal installments from the payroll of each person who submits an authorization. The Employer shall inform the Union of all members of the bargaining unit who were sent payroll deduction forms, who refuse to sign an authorization form or who revoke an executed form.
- D. The Union, on its own and not on behalf of the Employer, may take such action as it deems appropriate to collect its representation fee from those persons who refuse to authorize payroll deductions for or who otherwise refuse to pay the representation fee.

- E. It is the intent of this section that any member of the bargaining unit who has authorized representation fees to be deducted from their paycheck shall have all outstanding dues deducted from their final paycheck. If the final paycheck is less than the amount authorized for deductions, the Union shall receive only those funds available.
- F. The Union recognizes that no member of the bargaining unit should be forced to contribute financial support to political or ideological activities of the Union unrelated to collective bargaining, contract administration and grievance adjustment, or unrelated to its duties as exclusive bargaining representative.
- G. If an error is discovered with respect to deductions under this provision, the Employer shall correct said error by appropriate adjustments in the next paycheck of the employee or the next submission of funds to the Union. Additionally, if excessive monies have been collected by the Employer and submitted to the Union, the Union (not the Employer) shall be obligated to refund such monies to the appropriate persons.
- H. The Union hereby agrees to indemnify the Employer and hold it harmless against any and all claims, demands, suits or other forms of liability that should arise out of or by reason of this section.

Section 3: Payroll Deduction

- A. Unauthorized absence
- B. State gross income tax
- C. Federal income tax
- D. Federal Social Security
- E. Hospitalization, dental, & vision plans
- F. Tax deferred compensation plans
- G. Union dues and/or representation fees
- H. United Fund contribution
- I. Life insurance contribution
- J. Teachers Credit Union
- K. U.S. Savings Bonds
- L. South Bend Community School Corporation Education Foundation
- M. Voluntary purchase of alternative insurance coverage through SBCSC-approved vendors (i.e., STD, cancer, additional life)

Section 4: Direct Deposit - The Employer will provide direct deposit services through the ACH system. Should there be a time when all employees of the SBCSC are mandated to participate in the direct deposit program, each employee shall select a financial institution which is capable of receiving direct deposits for their direct deposit by submitting written authorization to the Payroll Department.

Section 5: No Strike--No Lockout

- A. The Union agrees that during the term of this Agreement there shall be no strikes, sympathy or otherwise, unscheduled work stoppages, picketing or picket lines, slow downs or any other interruptions of production or suspensions of work by the officers or representatives of the Union or by any employees covered by this Agreement, said items being individually and collectively referred to as an "interruption of work." The Employer agrees that during the term of this Agreement there shall be no lockout.
- B. Any individual employee or group of employees who violates or disregards the provisions of this No Strike--No Lockout clause may be summarily disciplined or discharged by the Employer without liability on the part of the Employer and the decision of the Employer in such cases shall be final.
- C. The Union, in the event of a violation of this No Strike--No Lockout clause shall notify, without delay, the employees in the bargaining unit who are involved in said activities to cease immediately said activities and to return to work or suffer possible disciplinary action as provided for in this Article. The Union further agrees to act promptly through its officers, stewards and representatives and to use all efforts at its command and within its power to terminate promptly any such interruption of work.

- D. In the event the provisions of Section 6, A, of this Article are violated, the parties hereby agree that neither party shall negotiate upon the merits of the dispute until such time as the illegal action is terminated.

ARTICLE III ABSENCES AND LEAVES

Section 1: Bereavement

- A. All salary not exceeding five (5) school days will be allowed any employee for absence due to the death of a father, mother, step-father, step-mother, brother, sister, spouse, child, stepchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents, grandchild, or others residing in the same household of the absent employee. Such absence shall be at the time of death, when memorial services are held, or for settlement of the estate and need not be taken on consecutive days.
- B. Two (2) day's salary will be allowed for absence due to the death of any other blood relative, such as: first cousin, aunt, uncle, niece, nephew, or grandparents in-law. Such absence shall be at the time of death, when memorial services are held, or for settlement of the estate and need not be taken on consecutive days.
- C. Employees may use up to three (3) days of accumulated sick leave to attend funerals or other memorial services for others not covered by sections A or B when paid time off has been exhausted and there is no evidence of abuse.
- D. The Employer may require verification of the relationship between the deceased and the employee. Failure to provide verification upon request shall result in disciplinary action.

Section 2: Paid Time Off (Sick Leave/Personal Leave)

- A. Employees shall receive fourteen (14) paid days of paid time off (PTO) every school year. During the first year of employment, the employee will be provided two (2) days of PTO on the first day of the first month after hire and will earn an additional two (2) days of PTO on the first day of every month thereafter until the employee has been provided a total of fourteen (14) days of PTO or until the school year ends.
- B. PTO shall not accumulate from year to year. However, unused hours of PTO shall be added to unused days of sick leave to an unlimited maximum, except for employees hired for or after the 2016-2017 school year whose maximum accumulation is 200 days.
- C. Employees will not be paid for unused PTO upon separation of employment.
- D. Employees may use PTO or unpaid leave on Election Day.

Section 3: Jury Duty - The Employer will pay an employee called for jury duty the difference between the employee's scheduled regular straight time rate of pay for the period of jury duty and the payment received for jury duty, upon presentation or proper evidence as to jury service, and the amount of compensation received therefrom; provided, however, that such employee shall report for work (to the extent reasonable and practical) during the hours of the employee's normal schedule upon being relieved from such jury duty to perform any available work that may be assigned to him/her.

Section 4: Appearance in Court

- A. Any employee not a party to the proceeding who is required by subpoena to appear and testify at any court proceeding or administrative hearing, shall be entitled to regular salary for up to, but not to exceed, five (5) days.

Section 5: Use of Accumulated Sick Leave

- A. For employees hired for or after the 2016-2017 school year, the maximum accumulation shall be two hundred (200) days.
- B. No employee shall lose his/her accumulated allowance of unused days of sick leave by reason of having been absent for a period without pay.

- C. A regular employee who leaves the employ of the Corporation, except on leave of absence or retirement, shall forfeit all of her/his unused days of sick leave.
- D. An employee's use of sick leave requires production of a statement from a licensed physician.
- E. If an employee is absent for illness before and after a paid holiday, the paid holiday shall not be considered part of the employee's sick leave.

Section 6: Sick Leave Bank

- A. Sick Leave Bank – A sick leave bank will be established to relieve Union secretaries from undue financial burdens as a result of an absence from work due to the employee's illness, injury, or incapacitation sufficiently severe to make the performance of their duties impossible. An employee member of the sick bank, who has exhausted his or her paid time off and sick leave days shall be eligible to apply for an extension of sick leave benefits. These benefits do not include payment of the employee's salary. They do include payment of the employee's portion of healthcare premiums, including medical, dental and vision. In the event sick leave bank benefits may be denied the Committee shall be convened to review requests. The Committee shall consist of two (2) administrators to be appointed by the Superintendent and two (2) secretaries to be appointed by the Union. Sick bank days shall not be granted beyond the period when an employee would or could be eligible to receive the benefits of the School Corporation's long-term disability program.

The Sick Leave Bank will be established and administered as follows:

1. Any secretary shall be eligible to become a member of the Sick Leave Bank.
2. The bank shall be established by a Board contribution of any days in the bank at the end of the 2007-2008 school year by a Board contribution of forty (40) days at the beginning of the 2008-2009 school year and the voluntary participation and voluntary donations of one (1) sick day by employees who then become members.
3. The Bank will have an enrollment period for current employees to become members for thirty (30) working days following the opening of the 2019-2020 school year. This shall be a one-time opportunity to establish membership.
4. New employees must become members and their first contribution of one (1) sick day will be made on the first pay day.
5. When the Sick Leave Bank account falls below fifty (50) days, an obligatory assessment of one (1) sick leave day shall be made upon all members of the Bank who have accumulated sick leave days. Members shall be notified prior to this assessment. Members who do not have accumulated sick leave days shall contribute one (1) day from their individual sick day allotment the following school year. Unused days in the sick leave bank shall be carried forward to the following year.
6. When the Sick Leave Bank account falls below fifty (50) days, the Board shall contribute forty (40) days to the Bank.

Section 7: Family Illness Leave - Each full-time employee shall be allowed to use up to three (3) days leave per year with pay (which shall be deducted from the employee's accumulated sick leave) in case of serious illness, major surgery, or serious accident involving a member of the immediate family. Immediate family in this instance shall mean: spouse, children, parents, grandparents, mother-in-law, father-in-law, brothers, sisters, and others living in the home with the employee. An employee who is eligible and who desires to exercise his or her right to leave under FMLA shall follow SBCSC policies and procedures concerning FMLA leave which permits the use of accrued paid leave time concurrent with the use of FMLA leave. FMLA leave also runs concurrent with leave time for Workers Compensation.

Section 8: Child Birth Leave – When a child is born to an employee, or the spouse of an employee, he/she shall be granted three (3) days leave with pay at the time of birth.

Section 9: Absence Due to Assault - In the event an employee is absent due to an injury sustained on the school premises or while in the performance of his/her employment responsibilities as a result of assault by a student or outsider which is determined to be compensable under Worker's Compensation laws, the employee will receive:

- A. Full salary for the first seven (7) school days of absence.
- B. The difference between the daily rate paid through Worker's Compensation and the employee's daily salary for a period of fifty-three (53) additional school days of absence.
- C. Absence for the sixty (60) school days described above will not be charged against the employee's sick leave.
- D. Continued benefits of Worker's Compensation will be available to the employee after the sixty (60) day period.
- E. The need for absence during any of the first seven (7) school days must be validated by the employer's physician. In the event that Worker's Compensation is to be used, it shall be the responsibility of the employee to follow all of the established procedures for applying for Worker's Compensation.
- F. With prior approval, time for filing a restraining order or time for appearance before a judicial body or legal authority as a result of assault by a student or outsider will not result in loss of wages or in reduction of accumulated sick leave of the employee.
- G. In the case of an unprovoked student assault, the employer will consider replacement of the damaged employee personal property. The employer agrees to develop a verification procedure for replacement.

**ARTICLE IV
COMPENSATION AND RELATED BENEFITS**

Section 1: Wages - Effective August 1, 2021, Employees will receive a \$.75 increase to their current hourly rate of pay. . These rates of pay shall remain in effect during the term of this Agreement, except as adjusted by other Articles in this Agreement.

Section 2: Overtime

- A. One and one-half (1-1/2) times the basic hourly rate of the employee shall be paid for all hours worked in excess of forty (40) hours in one (1) work week.
- B. Two (2) times the basic hourly rate of the employee for all hours worked on Sunday or on a day recognized as a holiday in addition to holiday pay, if the employee is otherwise eligible for such payment.

Section 3: Rest Periods - All full-time benefits eligible employees shall be given a fifteen (15) minute rest period during the first half of their work day and a fifteen (15) minute rest period during the second half of their work day.

Section 4: Holidays

- A. Full time employees who have completed their probationary period at the time of recognized holidays, as defined below, shall receive pay for their regularly scheduled work hours at their straight time rate for the following recognized holidays regardless of the day of the week on which they fall, provided that such employees work the regularly scheduled hours on the last scheduled work day immediately prior to the holiday and the regularly scheduled hours on the first scheduled work day immediately after the holiday. Employees will be considered to have met these requirements in the following situations:
1. Employees who have worked any hours of the week on which the holiday falls and who are laid off during said week shall be entitled to receive holiday pay.
 2. Employees who have worked any hours during the week in which the holiday falls, but who are unable to fulfill the requirements listed above as the result of an occupational accident of the type covered by Worker's Compensation, shall be considered to have met the limitations set forth above.
 3. Employees who are unable to work the regularly scheduled hours on the last scheduled work day prior to the holiday and on the first scheduled workday after the holiday, shall be entitled to receive holiday pay if the reason for failure to work the required hours results from an emergency situation or excused absence and the employee produces a written excuse from a doctor.
 4. The recognized holidays are as follows:

12 Month Employees

1--New Year's Day
 1--Martin Luther King Day
 1--President's Day
 1--Spring Holiday/Good Friday
 1--Memorial Day
 1--Independence Day
 1--Labor Day
 1--Thanksgiving Day
 1--Day After Thanksgiving
 1--Christmas Eve Day
 1--Christmas Day
 1--New Year's Eve Day

10/10.5/11 Month Employees

1--New Year's Day
 1--Martin Luther King Day
 1--President's Day
 1--Spring Holiday/Good Friday
 1--Memorial Day
 1--Labor Day
 1--Thanksgiving Day
 1--Day After Thanksgiving
 1--Christmas Eve Day
 1--Christmas Day
 1--New Year's Eve Day

- B. Holidays shall be recognized in accordance with the official school calendar and may vary from one (1) year to the next.
- C. Should a holiday fall within an employee's approved vacation period, the employee shall be paid the employee's regular straight time rate for such holiday. (The holiday will not be charged to the employee's vacation time.)
- D. Employees who work on any days celebrated on one of the above-listed holidays, due to a change in the school calendar, shall be paid straight time rate for hours worked on that day.
- E. Unexpected school closure on the last scheduled workday prior to a holiday or the first scheduled workday immediately following a holiday will not affect an Employee's eligibility for holiday pay, provided that the Employee had planned to work the day school was unexpectedly closed. In other words, if school is closed on the day prior to or immediately following a holiday, the day that school is closed will be considered a day worked for the purpose of determining eligibility for holiday pay.

Section 5: Vacations

- A. Vacation with pay will be given to all employees who have been actively and continuously employed with the Employer in accordance with classification requirements. Eligibility for an amount of vacation time will be based upon the employee's continuous active length of service with the Employer computed as specified in "B" below.
- B. All employees who have been actively and continuously employed in accordance with classification requirements will be eligible for vacation time and pay during the following year as follows:
 1. Twelve (12) month office personnel employees starting on or before August 1 shall be eligible for ten (10) working days vacation with pay. Employees employed after August 1 and/or before February 1 of the next year shall receive five (5) working days vacation with pay. No vacation for the current year shall be allowed for employment beginning after February 1.
 2. Twelve (12) month office personnel employees shall receive a vacation of fifteen (15) working days when eligible at eighth (8th) year of employment, and twenty (20) working days when eligible at fifteenth (15th) year of employment.
 3. Effective with the school year, eleven (11) month, ten (10) and ten and one-half (10 ½) month office personnel employees, will receive one (1) day of vacation for every year of service up to ten (10) days after the first year. This vacation time is to be taken in accordance with the provisions of this article and with the approval of the immediate supervisor. There will be no scheduled work days over the winter and spring recesses. Employees may use up to four (4) vacation days while students are in attendance. The remainder of the employee's vacation days must be used on days in which students are not in attendance.
- C. Vacations shall be given to the individual employees in accordance with their written requests of each year wherever possible, except in cases where in the opinion of the immediate supervisor, operations would suffer because of too many requests for vacations within the same period of time. In that case, preference will be given to employee requests in line with seniority. The employees with less seniority would be expected to reschedule their vacations at a different time agreeable to the Employer.
- D. Vacation time cannot be carried over or accumulated from one year to the next year. There shall be no vacation pay issued for vacation time not actually taken.

Section 6: Emergency School Closing and ELearning Days

- A. When, due to inclement weather or other emergency, a school is closed by the Employer, the school office will be open and office personnel will be expected to report to work in person (unless

remote work is authorized by the Superintendent/SBEZ Chief or respective designee) and will be compensated at their regular straight time rate.

- B. When all schools are closed due to weather or other emergency, the Corporation offices shall remain open unless announced closed by the Superintendent/SBEZ Chief or respective designee.
- C. On scheduled ELearning days, employees will be expected to report to work in person (unless remote work is authorized by the Superintendent/SBEZ Chief or respective designee).
- D. Employees may elect to use PTO if they choose not to report to work due to hazardous weather conditions or other circumstances.

Section 7: Comprehensive Major Medical Insurance

- A. The Employer will provide any employee with a comprehensive major medical plan which contains the following cost containment provisions
 - (a) Out-patient surgery
 - (b) Mandatory Pre-admissions Testing
 - (c) Mandatory Second Opinion Surgery
 - (d) Ambulatory Surgery
 - (e) Inpatient Concurrent Review
 - (f) A prescription card
- B. Coverage for the comprehensive major medical insurance program will contain the benefit provisions set forth. It will also include a full cost spousal surcharge for employees whose spouses are eligible for health coverage through their own employers. Additional information regarding this surcharge is set forth in the Employee Benefits Guide. Employee who are hired on or after November 20, 2017 are eligible to enroll in Core Plan and Essential Plan only.

The plan will pay one hundred percent (100%) of all claims in excess of the annual deductible and coinsurance amount.
- C. The comprehensive major medical insurance program coverage and exceptions shall be set forth in a brochure and made available to all participants.
- D. Upon the death of an active or retired employee, the spouse shall be provided such access to health insurance as required by law.
- E. The plan will be administered by Anthem. A change in the third-party administration may occur at any time upon mutual agreement of the parties.
- F. The Board and the Union agree that SBCSC will not exceed limits imposed by I.C. 20-26-17.
- G. The Board and the Union agree that an open enrollment period will be offered annually and will provide an opportunity to change between plans offered.
- H. Within 14 days after open enrollment ends, the Corporation will provide to the Insurance Committee the expected cost for group health care, the Corporation's contribution and the employee premium for each applicable plan and level of coverage. The Insurance Committee shall meet quarterly to review the premiums and to ensure there are no material errors in methodology and to monitor the services of Anthem.
- I. The parties agree that the group health insurance plan will be changed to avoid the "Cadillac Tax" under the Affordable Care Act. The Board and the Association shall bargain such changes and will execute a Memorandum of Understanding prior to August 1, 2017 that is limited to this issue and does not re-open contract negotiations.

Section 8: Vision Insurance

- A. The Employer will provide Employee a vision insurance plan which provides the insured with new frames, lenses, and examinations every twelve (12) months. The Board will pay eighty percent (80%) of the premium for either the single or family coverage, and the participating employee shall pay twenty percent (20%).
- B. The Employer and the Union agree to designate major medical insurance savings to fund vision insurance.
- C. A change in the insurance carrier may occur at any time upon mutual agreement of the parties.

Section 9: Dental Insurance

- A. The Employer will provide a dental insurance plan that will provide the following coverage:
A plan with a two-thousand dollar (\$2,000.00) maximum annual benefit. Coverage to be as follows:
Insurance pays:
100% Diagnostic, preventative.....no deductible
90% Oral surgery, endodontia, periodontia - \$50 deductible (fifty dollars)
60% Crowns, fixed bridges, dentures \$50 deductible (fifty dollars)
50% Orthodontia to a lifetime maximum of \$1,000 (one thousand dollars). (Life maximum to age 19.)
- B. The Employer will provide Employee with a dental insurance plan. The Employer will pay eighty percent (80%) of the premium for either the single or family membership and the participating employee shall pay twenty percent (20%). The amount of the employee co-pay each year shall not increase by more than ten percent (10%) per year. The Employer will pay eighty percent (80%) of the premium for either the single or family membership, and the participating employee shall pay twenty percent (20%). The amount of the teacher co-pay each year shall not increase by more than ten percent (10%) per year.
- C. A change in the insurance carrier may occur at any time upon mutual agreement of the parties.

Section 10: Life Insurance. - The Employer will provide a fully paid term life insurance policy in the amount of twenty-thousand dollars (\$20,000.00) (forty thousand dollars (\$40,000) accidental death) for each employee employed by the School Corporation. The carrier for said insurance shall be selected by mutual agreement between the Union and the Employer.

Upon the demise of any employee who was eligible to retire pursuant to the requirements of the Public Employees Retirement Fund, the employee's severance pay shall be paid directly in a lump sum to the heirs or personal representative of the deceased.

As of July 1, 1983, the Employer will pay the cost of a two thousand five hundred dollar (\$2,500.00) life insurance policy for retired employees. The Employer will pay the cost of a two thousand seven hundred fifty dollar (\$2,750.00) life insurance policy for all employees who retire effective July 1, 1985. Employees retiring effective January 1, 1986, will receive a three thousand dollar (\$3,000.00) life insurance policy.

Section 11: Long Term Disability – The Employer will assume the cost of a salary continuance program for employee long-term disability which will provide, subject to the terms of the non-duplication offset provision of the policy (social security, early retirement, etc.) fifty percent (50%) of pay to age sixty-five (65) after a six (6) month waiting period (see policy).

Section 12: Severance Pay, Retirement, and Pension

- A. The Employer is enrolled in the Indiana Public Employee's Retirement Fund and all employees on permanent status covered by this agreement shall be enrolled in the retirement plan on their date of hire. Effective January 1, 1992, the Employer shall contribute three percent (3%) to each individual employee's Public Employees Retirement Fund account.

- B. Severance Vesting Requirements – An Employee seeking benefits under this Agreement, shall be fully vested in the benefits described in this paragraph if the retiring Employee has satisfied the following requirements: (i) Ten (10) years of service credit as a Teamster employee with South Bend Community School Corporation plus sixty-five (65) years of age; or (ii) fifteen (15) years of service credit as a Teamster employee with South Bend Community School Corporation plus sixty (60) years of age; or (iii) the Rule of 85 as a Teamster employee with the South Bend Community School Corporation (i.e. Employee's age is ≥ 55 years of age and the sum of the Employee's age plus the Employee's service credit as a Teamster employee with South Bend Community School Corporation is ≥ 85). In accordance with this provision, a retiring Employee shall receive severance pay equaling one (1) day pay for each year of service in the Employer and, two dollars and fifty cents (\$2.50) per hour for each hour of unused accumulated sick leave.
- C. Upon the demise of any employee who was eligible to retire pursuant to the requirements of the Public Employees Retirement Fund, the employee's severance pay shall be paid directly in a lump sum to the heirs or personal representative of the deceased.
- D. Employees who are eligible and accept retirement under the provisions established by PERF may continue to participate in the Employer's hospitalization and medical insurance programs until age sixty five (65). The full cost of the program for this period shall be borne by the employee.
- E. The Employer will pay the cost of a three thousand dollar (\$3,000) life insurance policy for those employees who retire on or after the effective date of this agreement.

Section 13: Section 125 - The benefits provided by Section 125 of the Revenue Act shall be made available to any bargaining unit member so requesting. The employee will assume all costs of the program. The Employer agrees to provide the payroll deduction upon receipt of the prescribed authorization form. The company selected to administer this program shall be by mutual agreement of the Union and the Board.

Section 14: Travel Allowance - The Employer shall reimburse a mileage rate, in accordance with Board policy, to those employees who are required to use their personal vehicles for completion of required job duties. Mileage claims must be submitted at the end of each month in accordance with Board policy.

Section 15: Bond, Physical Examinations and Identification Fees - Should the Employer require bond, physical examination and/or identification card for the employee, such requirements shall be complied with by the employees. The cost of such items shall be borne by the Employer. Should the Employer require any employee to give bond, cash bond shall not be compulsory, and any premium involved shall be paid by the Employer. The primary obligation to procure the bond shall be on the Employer. If the Employer cannot arrange for a bond within thirty (30) days, she/he must so notify the employee in writing. Failure to so notify shall relieve the employee of the bonding requirements. If proper notice is given, the employee shall be allowed thirty (30) days from the date of such notice to make his/her own bonding arrangements, subject to the Employer's approval of bonding company, standard premiums only on said bond to be paid by the Employer.

Section 16: Stipend for Morning Supervisors – Noncertified employees serving as Morning Supervisors shall be paid the same rate that certified employees are paid to serve as Morning Supervisors.

Section 17: Stipends for Additional Work-Related Training and Responsibilities -- Employees who voluntarily complete ten (10) hours of approved in-service training during a school year (July 1 - June 30) will receive a seventy-five dollar (\$75) stipend. Each employee is entitled to two (2) stipends per year. Documentation of the completion of the approved in-service training and the accompanying claim may be submitted for payment at any time during the school year. Payment shall be made within thirty (30) days of receipt of the claim except that no payments will be processed by the payroll department during the period from Memorial Day to September 15.

Employees meeting the following two conditions will receive a one-time Five Hundred Dollar (\$500) stipend: (a) the employee worked in a South Bend school during the 2020-2021 school year; and (b) the employee is employed in a South Bend school at the time the stipend is paid, which will be no sooner than August 1, 2021. An employee who meets the first criteria, but retired at the end of the 2020-2021 school year will also receive the one-time stipend.

Employees working in buildings designated by SBCSC Board for Turnaround (e.g., Marquette/Muessel) who complete additional in-service, cross-training, professional development and learning opportunities that support academic gaps due to student loss (e.g., PBIS training, diversity/inclusion training), help with additional wrap-around support, and assist in addressing ongoing COVID-19 related needs during the 2021-2022 school year will receive a one-time Two Thousand Dollar (\$2000) stipend during the 2021-2022 school year.

Employees working in Non-Turnaround, Non-SBEZ buildings, who complete additional in-service, cross-training, professional development and learning opportunities that support academic gaps due to student loss (e.g., PBIS training, diversity/inclusion training), help with additional wrap-around support, and assist in addressing ongoing COVID-19 related needs during the 2021-2022 school year will receive a one-time One Thousand Dollar (\$1000) stipend during the 2021-2022 school year.

Employees working in SBEZ buildings who complete additional in-service, cross-training, professional development, focus group participation, and learning opportunities that support academic gaps due to student loss (e.g., PBIS training, diversity/inclusion training), help with additional wrap-around support, and assist in addressing ongoing COVID-19 related needs during the 2021-2022 school year will receive a Two Thousand Dollar (\$2000) stipend during the 2021-2022 school year, which will be payable in two equal installments at the end of each semester. In addition, employees working in SBEZ buildings with satisfactory performance will receive an additional stipend of Five Hundred Dollars (\$500) payable at the end of the 2021-2022 school year.

Section 18: Dependent Textbook Fee Waiver - The Board agrees that the textbook fees of an employee's dependents who are enrolled as students in the School Corporation will be waived. To be eligible for this fee waiver, an employee must submit a Textbook Tuition Assistance Application and Request for Textbook Fee Waiver for each student on or before September 1.

Section 19: All Sport Pass – An employee will be provided an annual All Sport Pass permitting him or her to attend most School Corporation athletic events free of charge.

ARTICLE V
PROCEDURE FOR WORKER'S COMPENSATION

- A. If an employee is injured on the job and cannot finish the regular work day, the employee shall be compensated as if the employee had finished the day, provided the Employer is provided with medical evidence acceptable to the Employer supporting such absence.

- B. The employee may elect to also collect sick leave pay and may collect full sick leave pay in an amount equal to his/her wage at the time the accident occurred or the first seven (7) days, since no Worker's Compensation benefits are payable for that period. Once Worker's Compensation benefits start, sick leave pay may be used to supplement Worker's Compensation benefits so that the total amount (the sum of Worker's Compensation benefits and sick leave pay) equals the employee's weekly wage at the time the accident occurred. In no case, will an employee be paid more than his/her average actual weekly wage at the time the accident occurred.

**ARTICLE VI
MANAGEMENT RIGHTS**

- A. The Union acknowledges that the Employer has certain exclusive statutory rights and responsibilities which they may not surrender and, except as expressly provided otherwise by this Agreement or by law, the Employer shall retain its rights whether or not such rights have been exercised in the past, to make, amend, or execute, decisions and policies that are necessary to operate and maintain the program of the school district and to otherwise carry out its lawful rights and responsibilities.
- B. Such rights of the school district include, but are not limited to: direct the work of the employees; hire, promote, demote, transfer, assign, or retain employees in positions within the public agency; suspend or discharge employees for proper cause; maintain the efficiency or governmental operations; relieve employees from duties because of a lack of work or for other legitimate reasons; take actions as may be necessary to carry out the mission of the school district in emergencies; and to determine the methods, means, and personnel by which operations are to be carried on, including subcontracting if such is deemed desirable.
- C. The Employer further specifically reserves the right to move, relocate, sell, close, liquidate, or consolidate any of its facilities or the operations performed in such facilities in whole or in part.

ARTICLE VII
SCOPE OF AGREEMENT

Section 1: The parties acknowledge and agree that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter within the scope of subjects to be bargained and that all the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. This Agreement expressly supersedes any practices, understandings and agreements not specifically provided for and incorporated in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, voluntarily and unqualifiedly waive the right to request or require further collective bargaining, and each agrees that the other shall not be obligated to bargain collectively with respect to any matter or subject not specifically referred to or covered in this Agreement, whether or not such matters have been discussed, and even though such subjects or matters may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement. This Agreement contains the entire understanding, undertaking and agreement of the parties hereto and finally determines and settles all matters of collective bargaining for and during its term, except as may be otherwise specifically provided herein. Changes in this Agreement, whether by additions, waivers, deletions, amendments or modifications must be mutually agreed upon in writing, signed by both parties.

Section 2: The waiver or forbearance of any breach or condition of this Agreement by either party shall not constitute a precedent in future enforcement of all terms and conditions herein.

Section 3: In the event any federal or state law, government regulation or court decision conflicts with any provision of this Agreement, the provision or provisions so affected shall no longer be operative or binding on the parties, but the remaining portion of the Agreement shall continue in full force and effect.

Section 4: The time spent by Union representatives in negotiations shall not be compensated for by the Employer.

SCHEDULE A**August 1, 2021 – July 31, 2022**

The starting wages for new hires are as follows:

Main Secretary:	\$14.75/hr	0-9 years experience
	\$16.50/hr	10+ years experience
Office Secretary	\$14.25/hr	0-9 years experience
	\$16.00/hr	10+ years experience