

## CBA COMPLIANCE CHECKLIST

Submit with your ratified CBA on Gateway

Required Items	✓	Page No. <sup>1</sup>
School employer and exclusive representative identified		
Bargaining unit description (must be consistent with most recent IEERB Order)		
Beginning and ending date of CBA (must end on or before June 30, 2019)		
Ratification date (must be on or after September 15, 2017)		
Signature of at least one agent of both parties		
<b>Permitted Items</b>		
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)		
<b>Salaries and salary increases</b>		
Salary for newly hired teacher (amount, schedule, or method of calculation)		
<b>Compensation plan</b>		
If there are no salary increases, CBA includes a statement to that effect		
If it is a transition year, CBA includes statement to that effect		
Salary range for all teachers (don't include current year increases or ISTRF )		
<b>Salary increases</b>		
Statement that teachers rated ineffective/improvement necessary are not eligible (except, if applicable, teachers in their first two school years of instructing students)		
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 (points, percentage, amount, etc.)		
Amount of increase (flat amount, % amount) or method for calculating amount		
Redistribution provision or a statement explaining why redistribution not necessary		
<b>Stipends (if applicable) (make sure stipends are clearly labelled as such)</b>		
<b>Wages</b>		
Wages/compensation for ancillary duties (can only bargain compensation)		
Wages/compensation for extracurricular duties (cannot bargain numbers of positions)		
Compensation for extended contracts (cannot bargain number of days)		

<sup>1</sup> 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.).

## Compliance Checklist

### PROHIBITED ITEMS – TERMS THAT ARE NOT BARGAINABLE (this list is not exhaustive)

1. Number of extended contract days.
2. Number of or limit on the number of ECA positions.
3. Right of exclusive representative or any of its members to visit schools, access member mailboxes, use of school mail, etc. (The parties may bargain leave time and other salary/wage related fringe benefits.)
4. What constitutes an ancillary duty or the conditions under which an ancillary duty may be assigned.
5. The number of contract days.
6. Any component or process of the teacher evaluation plan.
7. Any limitations on the school's ability to rehire a retired teacher (The parties bargain the salary and benefits for a rehired retired teacher, but cannot limit the circumstances or place any conditions on the school's ability to hire the retired teacher).

### REMINDERS:

1. Clearly identify the Compensation Plan.
2. Make sure all (bargainable) salary increases are included in the compensation plan.
3. If using experience, academic needs, or instructional leadership factors, be sure they are clearly defined.
4. If an eligibility criterion is also a factor (e.g., experience), clearly label as such.
5. If using possession of an advanced degree or credit hours as a factor, be sure it is limited to **content area** degrees or credit hours.