

2020 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, 2021)		
Ratification date (must be on or after September 15)		
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 newly hired teacher (amount, schedule, or method of calculation)		
Wages/compensation for ancillary duties		
Wages/compensation for extracurricular duties		
Compensation for extended contracts		
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)		
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 the academic needs 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 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.

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.).