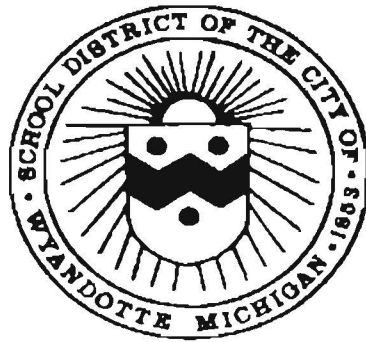


# MASTER AGREEMENT

between



THE SCHOOL DISTRICT  
of the  
CITY OF WYANDOTTE

and

WYANDOTTE EDUCATION  
ADMINISTRATIVE ASSISTANTS  
ASSOCIATION/MICHIGAN EDUCATION  
ASSOCIATION (WEAAA/MEA)

July 1, 2017 – June 30, 2020

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Agreement entered into and effective this 26<sup>th</sup> day of September, 2017, by and between the Board of Education of the School District of the City of Wyandotte, Michigan, hereinafter called the "Board", and the Wyandotte Education Administrative Assistants Association, hereinafter called the "Association".

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## **ARTICLE I – PREAMBLE**

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The Board and the Association hereby affirm their mutual interest in the development of educational programs of the highest quality, consistent with community resources, for the benefit of the students and the community of Wyandotte.

This Agreement is entered into in furtherance of the mutual desire of the Association and the Board to develop and maintain an atmosphere of mutual respect and to provide effective channels of communication between the Board and the Association.

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## **ARTICLE II – RECOGNITION**

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**Section 1.** The Board recognizes Wyandotte Education Administrative Assistant Association as the exclusive bargaining agent, for the purpose of collective bargaining with respect to wages, hours of employment and other conditions of employment, for all full-time and regular part-time office and clerical employees employed by the Board of Education of the School District of the City of Wyandotte: excluding the Secretary to the Superintendent, the Bookkeeper-Records Analyst, all teaching, professional, and supervisory employees, and all other employees.

**Section 2.** During the term of this Agreement, the Board agrees that it will not enter into negotiations with any organization other than the Association concerning wages, hours of employment and other conditions of employment for those persons covered by this Agreement.

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## **ARTICLE III – HOURS OF WORK**

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**Section 1.** The normal work week shall be forty (40) hours, Monday through Friday. The normal work day shall be eight (8) hours.

**Regular office hours are as follows:**

**Administration Building:**

- School Calendar Year - 8 a.m. - 5 p.m. OR 7:30 a.m. - 4:30 p.m., with one (1) unpaid lunch hour or one half (1/2) hour unpaid lunch.\*
- Summer (non-school days) - 8 a.m. - 4 p.m. OR 7:30 a.m. - 3:30 p.m., with one (1) hour paid lunch.



### **Middle School - High School:**

- School Calendar Year - 7:15a.m. - 4:15 p.m. OR 7:30 a.m. - 4:30 p.m., as determined by the building principal, with one (1) hour unpaid lunch or one half (1/2) hour unpaid lunch.\*
- Non-School Days - 8 a.m. - 4:00 p.m. OR 7:30 a.m. - 3:30 p.m., with one (1) hour paid lunch.

### **Elementary/Special Education Buildings:**

- School Calendar Year - 8 a.m. - 4:30 p.m. OR 7:30 a.m. - 4:00 p.m., as determined by the building principal, with one half (1/2) hour unpaid lunch.\*
- Non-School Days - 8 a.m. - 4 p.m. or 7:30 a.m. - 3:30 p.m., with one (1) hour paid lunch.
- \*Lunch periods of one half (1/2) hour or one (1) hour will be permitted (as opposed to their regular scheduled lunch period) with the knowledge and approval of the supervisor.

**Section 2.** When a decision is made to close the entire School District because of inclement weather and/or other unforeseen emergencies notification will be provided. When such a closing takes place and students are not required to report to class on a system-wide basis, employees covered by this Agreement shall not be required to report for work, with pay for the day. If due to inclement weather and/or other unforeseen emergencies, the number of closed district days exceeds three (3) days, employees covered by this agreement will report to work or use paid leave days for any additional days.

**Section 3.** Hours in excess of forty (40) hours per week shall be compensated at one and one half (1.5) times the overage. It shall be the individual employee's choice to receive monetary compensation time or time off in lieu of pay, when overtime is worked. An employee shall be allowed to use any accumulated compensatory time within the same pay cycle or any time thereafter. Any accumulated compensatory time not used by the end of the current school year shall be paid to the employee at the current rate of pay.

**Section 4.** Ten (10) and eleven (11) month employees shall have the opportunity to work up to four (4) more days with prior knowledge and mutual agreement of an administrator. The days elected to work does not have to be the same each year.

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## **ARTICLE IV – ABSENCE**

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Notification of absence shall be given to the immediate supervisor at least one (1) hour before the employee normally reports to work. Willful or repeated failure to observe this clause will result in loss of one-half (1/2) day's salary.

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## **ARTICLE V – LEAVES OF ABSENCE**

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**Section 1.** An employee shall be allowed leave for sickness, physical or mental disabilities at the rate of one (1) day a month, cumulative to ten (10), eleven (11), or twelve (12) days within a given year depending on the service year of the employee. Up to five (5) days of total personal illness time may be used in one (1) year for care of a dependent child, spouse, or parent.

**Section 2.** Written and unwritten employment policies and practices involving matters such as the commencement and duration of leave, the availability of extension, the accrual of seniority and other benefits and privileges, reinstatement and payment under this Article, shall be applied to such disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other physical and mental disabilities. For purposes of the implementation of this Article, the period and commencement of disability shall be determined by certification of the employee's attending physician.

**Section 3.** During the first year of employment, an employee shall have available for use only earned sick leave. For example, after one (1) calendar month's employment, the employee shall have one (1) day available; after two (2) calendar month's employment, two (2) days, etc.

If the employee is absent in excess of earned accumulated sick leave, deductions shall be made from the employee's salary. At the end of the school year, however, the employee shall be reimbursed for such deductions if there is earned sick leave to her/his credit at that time.

**Section 4.** After her/his first year of employment, an employee will be immediately eligible for sick leave amounting to her/his allotment for the current year plus any days accumulated from previous years.

**Section 5.** (a) In the event an employee works less than her/his regular service year, her/his sick leave shall be pro-rated for that year.

(b) In the event an employee terminates her/his employment, she/he shall reimburse the Board for any overpayment of sick leave which may have been made or the Board may deduct such overpayment from the final salary check or retirement benefit.

**Section 6.** Credit shall be given to an employee at the end of her/his service year for the unused portion of her/his sick leave allowance.

Leave for illness may be accumulated to an aggregate total of one hundred thirty-eight (138) days for ten (10) month employees, one hundred forty-eight (148) days for eleven (11) month employees, and one hundred fifty-eight (158) days for twelve (12) month employees.

The base date from which all such service accumulations shall begin is July 1<sup>st</sup> of each year.

To this may be added annually any unused Personal Business Days up to an aggregate total of thirty (30) days so that the maximum total days which may be accumulated and used for illness shall be one hundred sixty-eight (168) days for ten (10) month employees, one hundred seventy-eight (178) days for eleven (11) month employees, and one hundred eighty-eight (188) days for twelve (12) month employees.

**Section 7.** Every employee who has been in the Wyandotte School System five (5) consecutive years shall receive five (5) additional sick leave days one time only, except that the maximum accumulation shall not exceed that stated in Section 6 immediately above.

**Section 8.** When an employee's sick leave allowance is computed at the beginning of any year, the excess over her/his maximum shall be permanently discarded and shall not be restored to her/his accumulation of unused days.

**Section 9.** No payment shall be made for any unused leave of illness accumulated by any employee at the time of her/his resignation, dismissal, leave of absence, retirement or death.

**Section 10.** No sick leave shall be charged against an employee's allowance except for absence which occurs on a day when employees would normally be expected to be on duty.

**Section 11.** An employee who is absent three (3) or more consecutive days, due to sickness or disability, must present a satisfactory report from a physician and in addition, may be required to submit to an examination by a physician designated by the Human Resources Director.

**Section 12.** Whenever an employee returns to duty from an injury or illness, she/he must follow policy procedures as determined by the Board.

**Section 13.** Necessary calls to the doctor's office, dentist's office, or out-patient hospital services, shall be deducted from accumulated sick leave.

**Section 14.** Leave without pay or salary increment may be granted for not more than one (1) year for care of a sick member of the immediate family. Sufficient proof that such leave is necessary such as certification by the attending physician must be submitted to the Superintendent of Schools before such leave will be granted.

**Section 15.** Parental Care Leave. An employee who desires a child care leave must make written application to the employer who may grant such leave. Such leave must be applied for the period dating from the birth/adoption of the child for a period of up to one (1) year. The employee may return to the same position if she/he returns within one (1) year.

An additional year of leave may be requested by the employee. The specific job is not guaranteed upon the return of the employee.

**Section 16.** Unpaid personal leave may be authorized by the Superintendent for a period of one (1) semester or six (6) months.

**Section 17.** Family Medical Leave Act (FMLA) leaves will be permitted as required by law for serious illness of employee, care of a seriously ill parent, spouse, child, or child care leave for up to twelve (12) weeks per year, after completing one (1) full year of employment.

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## ARTICLE VI – PERSONAL BUSINESS

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**Section 1.** For the transaction of personal business there shall be an annual allotment not to exceed three (3) days with pay which, if not used, may be added to the accumulated sick leave days in accordance with Article V, Section 6.

When a Personal Business absence will immediately precede or immediately follow a vacation, holiday or a day of school dismissed by the Board, the employee shall not be entitled to personal business pay allotment unless prior permission has been obtained from the Superintendent.

Any other personal business leave must be authorized in advance by the employee's immediate supervisor.

**Section 2.** Personal Business shall be defined as a serious emergency, catastrophe or an unusually important occurrence necessitating an absence from work. Marriage or graduation of employee or member of immediate family, hospitalization of member of immediate family, required appearance in court, and funerals (excluding immediate family) are examples of "important occurrences".

The immediate family shall consist of:

Husband	Mother	Uncle	Mother-in-Law
Wife	Sister	Aunt	Son-in-Law
Son	Brother	Nephew	Daughter-in-Law
Daughter	Grandparent	Niece	Brother-in-Law
Father	Grandchild	Father-in-Law	Sister-in-Law

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## ARTICLE VII – DEATH IN THE IMMEDIATE FAMILY

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The Bereavement and Funeral Leave form will be completed by the employee and given to the building administrator for approval. If the employer suspects abuse, employees may be required to provide a letter to verify attendance and relationship.

**Section 1.** Employees shall be allowed five (5) days off with pay for the death of a Spouse, Child (Natural, Step, Foster, Adopted), Mother, Father, Brother, Sister, and Legal Dependent residing in the employee's household.

**Section 2.** Employees shall be allowed three (3) days off with pay for the death of a Grandparent, Grandchild, Legal Guardian, Step-Parent, Mother-in-Law, Father-in-Law, Brother-in-Law, Sister-in-Law, Son-in-Law, and Daughter-in-Law.

**Section 3.** Employees shall be allowed one (1) day off with pay for the death of an Aunt, Uncle, Niece and Nephew.

**Section 4.** An employee who travels a minimum of one hundred (100) miles shall be allowed one (1) additional day with pay in addition to those delineated in Sections 1, 2, and 3.

**Section 5.** An employee who travels two hundred (200) miles or more shall be allowed two (2) additional days with pay in addition to those days delineated in Sections 1, 2, and 3.

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#### ARTICLE VIII – VACATION

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**Section 1.** All full-time twelve (12) month employees who have completed at least twelve (12) months of employment as of July 1<sup>st</sup>, and who have worked twelve (12) months since the preceding July 1<sup>st</sup> shall be entitled to receive an annual vacation of ten (10) work days (i.e. Monday through Friday). Such employees who have completed five (5) years or more employment as of July 1<sup>st</sup>, and who have worked twelve (12) months since the preceding July 1<sup>st</sup>, shall be entitled to receive the following annual vacation:

<u>Length of Employment</u>	<u>Vacation</u>
5 years	11 work days
6 years	12 work days
7 years	13 work days
8 years	15 work days
15 years	18 work days
20 years	20 work days
21 years	21 work days
22 years	22 work days
23 years	23 work days
24 years	24 work days
25 years	25 work days

**Section 2.** All full-time employees who are employed for a service year of ten (10) months or more, but less than twelve (12) months, who have completed ten (10) or more months of employment as of July 1<sup>st</sup>, and who have worked ten (10) or more months since the preceding July 1<sup>st</sup>, shall be entitled to receive an annual vacation of eight (8) work days (i.e. Monday through Friday). Such employees, who have worked ten (10) months or more since the preceding July 1<sup>st</sup>, shall be entitled to receive the following annual vacation.

<u>Length of Employment</u>	<u>Vacation</u>
5 years	9 work days
6 years	10 work days
7 years	11 work days
8 years	13 work days
15 years	16 work days
20 years	18 work days
23 years	19 work days
25 years	20 work days

It is understood that employees covered by Section 2 above shall be paid for earned vacation.

**Section 3.** All full-time employees referred to in Section 1 above who have worked less than their full service year since the preceding July 1<sup>st</sup>, but who have worked six (6) months or more during such period shall be entitled to receive a pro-rata annual vacation. For example, an employee who has worked six (6) months shall receive one-half (1/2) of the annual vacation specified in Section 1.

**Section 4.** All full-time employees referred to in Section 2 above who have worked less than their full service year since the preceding July 1<sup>st</sup>, but who have worked five (5) months or more during such period shall be entitled to receive a pro-rata annual vacation. For example, an employee who has worked for five (5) months shall receive one-half (1/2) of the annual vacation specified in Section 2.

**Section 5.** An employee who voluntarily terminates employment or retires shall be entitled to receive her/his earned vacation to the time of such termination or retirement.

**Section 6.** The employee's birthday shall be considered as an additional vacation day.

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#### ARTICLE IX – HOLIDAYS

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**Section 1.** The following days will be recognized and observed as paid holidays except when classes may be scheduled, to be paid for ten (10), eleven (11), twelve (12) month employees:

Friday before Labor Day	New Year's Day
Labor Day	*Friday of Winter Break
Thanksgiving Day	*Monday of Winter Break (President's Day)
Day after Thanksgiving	Good Friday
Christmas Eve	Spring Break Monday
Christmas Day	Spring Break Tuesday
Day after Christmas (December 26)	Memorial Day

**Section 2.** In addition to the above, all twelve (12) month employees shall receive pay for July 4<sup>th</sup>, December 31<sup>st</sup> (New Year's Eve), and July 3<sup>rd</sup> or 5<sup>th</sup> only when July 4<sup>th</sup> occurs on a Tuesday or Thursday to create a four (4) day weekend.

**Section 3.** Whenever Christmas Eve, Christmas, New Year's Day or Memorial Day fall on Saturday, twelve (12) month employees shall celebrate on Friday; ten (10) and eleven (11) month employees will receive an additional vacation day pay in lieu of holiday pay. When December

31<sup>st</sup> or July 4<sup>th</sup> falls on a Saturday, twelve (12) month employees shall celebrate on the Friday before.

Whenever Christmas Eve, Christmas, New Year's Day or Memorial Day fall on Sunday, twelve (12) month employees shall celebrate on the Monday following the holiday; ten (10) and eleven (11) month employees will receive an additional vacation day's pay in lieu of holiday pay. When December 31<sup>st</sup> or July 4<sup>th</sup> fall on a Sunday, twelve (12) month employees shall celebrate the holiday on the Monday following the holiday in lieu of holiday pay.

**Section 4.** \*In the event that Winter Break is eliminated from the school calendar, all twelve (12) month employees will receive two (2) floating holidays. Less than twelve (12) month employees shall be paid for those two (2) days.

**Section 5.** All employees will have one (1) floating holiday. In lieu of taking this day, an employee may elect to receive compensation at their current daily rate at the end of the school year. If receiving compensation, the payroll office must be notified in writing no later than the first (1<sup>st</sup>) pay period in May.

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#### **ARTICLE X – PERSONAL ILLNESS**

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**Section 1.** Upon the recommendation of the Superintendent, the Board may grant a leave of absence to an employee who is unable to perform her/his regular duties for an extended period of time because of personal illness, provided written certification of illness is received from a physician. Such leave of absence shall be without increment and without salary unless otherwise provided by the cumulative sick leave policy.

**Section 2.** Extended health leave due to physical or mental causes not falling within the cumulative sick leave policy may be granted without pay to an employee upon the recommendation of the Superintendent and upon the approval of the Board. The attending physician shall send separately to the Superintendent a written diagnosis. Such health leave may be considered for renewal annually upon the written stipulations given in the preceding statement. No salary increment shall be recognized for such leave.

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#### **ARTICLE XI – NOTICE UPON TERMINATION OF EMPLOYMENT**

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**Section 1.** Any secretarial-clerical employee who leaves the employment of the Board shall give at least two (2) weeks' notice in writing to the Superintendent and to her/his immediate supervisor.

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#### **ARTICLE XII – GRIEVANCE PROCEDURE**

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**Section 1.** A "grievance" is hereby defined as a complaint by an employee or a group of employees based upon an alleged violation of the provisions of this Agreement, or a difference as to the interpretation or application of this Agreement.



**Section 2.** It is recognized that grievances should be processed as rapidly as possible, and the number of days indicated at each step of the grievance procedure shall be the maximum time allowed for presenting a grievance. The time limits specified may, however, be extended by mutual agreement in writing.

**Section 3.** All grievances shall be presented in accordance with the following procedure:

**STEP ONE:** Within a five (5) working-day period of a grievance, or knowledge of a grievance, employees may present a grievance personally, or through their Union representative, to their immediate supervisor. The immediate supervisor shall attempt to adjust the matter as soon as possible and in any event within three (3) working days.

**STEP TWO:** If the grievance is not resolved at Step One, it may be presented in writing within five (5) working days to the Human Resources Director. He/she shall respond to this grievance within five (5) working days.

**STEP THREE:** If the response at Step Two is not satisfactory, the grievance may be presented to the Superintendent of Schools or designee within five (5) working days. The Superintendent or designee shall answer such a grievance within seven (7) working days.

**STEP FOUR:** If the grievance is not resolved at the previous step, the grievance may be submitted to arbitration by submitting a request, therefore, to the other party within thirty (30) days after the completion of the previous step:

- i. The arbitrator shall be selected in accordance with the rules of the American Arbitration Association.
- ii. Fees and Expenses of Arbitration:
  - A. The Association will pay the filing fees and expenses of the arbitration, i.e. those specifically listed on the selected arbitrator's expense/cost/fee schedule.
  - B. All other expenses/costs/fees, including, but not limited to, witnesses and attorneys, shall be borne by the party incurring such expense.
  - C. If it is necessary to cancel an arbitration hearing, the party requesting cancellation shall be responsible for any expenses/costs/fees of doing so unless a written agreement to the contrary is agreed upon between the parties.
- iii. The arbitrator shall have no power to: (a) add to, subtract from, alter, or in any way modify the terms of this agreement; (b) establish or modify any wage rate.
- iv. The arbitrator shall render a decision as soon as possible following the hearing. Decisions of the arbitrator shall be final and binding on the Union, its members, the employee or employees involved and on the employer.



**Section 4.** The failure of an employee or the Union to proceed to the next step of the grievance procedure within the time limits herein set forth shall be deemed to be an acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance. The failure of a supervisor or administrator to communicate his/her decision to the employee or the Union at any step within the time limits specified shall permit the employee or the Union to proceed to the next step.

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#### **ARTICLE XIII – RETIREMENT**

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**Section 1.** To the extent permitted by law, retirement may be required by the Board if in its judgment an employee can no longer satisfactorily perform her/his essential job functions. Similarly, to the extent permitted by law, the Board may require a physical or mental examination of any employee and may suspend, discharge or retire any employee refusing to take the same.

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#### **ARTICLE XIV – HEALTH EXAMINATIONS**

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**Section 1.** A new employee must successfully pass a physical examination as a condition of her/his employment after a job offer has been made. This shall be administered at no cost to the employee and before the employee assumes her/his duties.

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#### **ARTICLE XV – JOB POSTINGS**

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**Section 1.** Any vacant position within the bargaining unit as defined in Article II shall be posted on the District website and emailed to staff within ten (10) business days.

When a position is to be filled, it shall be filled within a reasonable amount of time.

**Section 2.** The Board specifically reserves the right to determine the necessary qualifications for each position and to appoint any person, either from within the system or outside the system, to any vacancy.

Bargaining unit applicants are guaranteed an interview. If the position is filled from outside the bargaining unit, the Union will be informed of the reasons why.

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#### **ARTICLE XVI – SENIORITY**

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**Section 1.** Seniority is the length of employment in a position in the School District of the City of Wyandotte which is now part of the bargaining unit. (See Article II, Recognition).

If the employer deems it necessary to reduce the number of positions held by bargaining unit members, the person(s) laid off because of said reduction shall be the person(s) with the least seniority, provided that there is/are qualified bargaining unit member(s) to fill the position(s) of the person(s) with the least seniority.

A bargaining unit member reassigned under this Article shall have a thirty (30) day trial period in which to prove her/his qualifications. Recall shall be in inverse order of layoff.

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#### **ARTICLE XVII – NEGOTIATIONS**

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**Section 1.** Negotiations in good faith for a successor agreement shall begin no later than three (3) calendar months prior to the expiration of this Agreement.

**Section 2.** Finalized copy of contract shall be given to negotiating committee five (5) working days before group ratification.

**Section 3.** Any agreement so negotiated shall be in writing and shall apply to all members of the bargaining unit. Said signed approved agreement shall be posted on the District website as soon as possible and preferably no later than three (3) months after date of ratification.

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#### **ARTICLE XVIII – SALARIES**

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**Section 1.** The hourly wage rates for employees in this bargaining unit for the term of this agreement are found in Appendix A.

**Section 2.** For an employee whose scheduled service year is less than a full calendar year, the annual salary (excluding vacation pay) shall be divided into equal paychecks correlating to the number of two (2) week pay periods which fall in her/his service year, or they may be divided into twenty-six (26) pay periods, as per the employee's option.

All employees will receive their pay through direct deposit.

Vacation pay for an employee whose service work year is less than a full calendar year and chooses not to use twenty-six (26) pay periods, shall be paid with the last regular paycheck for her/his service year.

**Section 3.** The following Administrative Assistant positions are Classification I:

- Assistant Bookkeeper and Payroll
- Accounts Payable
- Payroll/Benefit
- Administrative Assistants to:
  - High School Principal
  - Middle School Principal
  - Director of Special Education & Child Accounting
  - Human Resources Director
  - Business Manager
  - Director of Operations
  - Elementary Principals
  - Special Education Building Administrators
  - Assistant Principal for Athletics & Activities.

The following Administrative Assistant positions are Classification II.

- Switchboard
- Counseling
- Substitute Calling/Attendance
- Attendance
- Vocational Education
- Media Department
- Second Secretary/Wilson Middle School
- Second Secretary/Jo Brighton Skills Center
- Second Secretary/Special Education Program

**Section 4.** Any bargaining unit employee who is certified as a Certified Professional Secretary by the Professional Secretaries International shall receive an additional salary increment of six hundred dollars (\$600) annually or, any bargaining unit employee who has earned an Associate's Degree shall receive an additional salary increment of six hundred dollars (\$600) annually or, any bargaining unit employee who has earned a Bachelor's Degree shall receive an additional salary increment of twelve hundred (\$1,200) annually.

**Section 5.** To initially qualify for the award, documentation for the CPS rating must be submitted to the Human Resources Office by October 15<sup>th</sup>. The Board will reimburse the cost of the CPS examination upon successful passing of the examination. Professional release time will be granted to take the examination.

**Section 6.** For those who have completed college credits of less than an Associate's Degree, and have not earned the CPS, ten dollars (\$10) per credit earned and approved will be paid on an annual basis up to a maximum of fifty (50) credits or five hundred dollars (\$500).

For those who have completed college credits of less than an Associate's Degree, and have earned the CPS, ten dollars (\$10) per credit earned and approved after CPS attainment will be paid on an annual basis, in addition to the three hundred dollars (\$300) for the CPS, up to a maximum of twenty (20) credits or two hundred dollars (\$200), up to a maximum total annual payment of five hundred dollars (\$500) for CPS and credits.

**Section 7.** The college coursework award will be paid if it is approved prior to completion. Initial documentation of satisfactory completion must be provided prior to October 15<sup>th</sup> to the Human Resources Office.

**Section 8.** The parties agree to form a committee consisting of administrative and bargaining unit employees to review and establish additional training opportunities. An Association Member who is approved to seek and then achieves and maintains an appropriate certification will be entitled to additional hourly compensation. Such appropriate certification(s) will be compensated in \$.25 increments with a maximum for any employee of \$1.00 per hour. A Committee of two (2) Association members and two (2) Administrators will develop and mutually agree upon the list of appropriate certifications.

**Section 9.** Every employee who has been in the Wyandotte School District five (5) consecutive years shall receive a one-time only \$150 longevity payment. Every employee who has been in the Wyandotte School system fifteen (15) consecutive years shall receive a one-time only \$150 longevity payment. Every employee who has been in the Wyandotte School District twenty-five (25) consecutive years shall receive a one-time only \$150 longevity payment.

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## ARTICLE XIX – INSURANCE AND RETIREMENT BENEFITS

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**Section 1.** The Board shall provide each employee the option to elect a District provided health insurance plan. The Board may choose to self-insure this benefit through a plan administered by Blue Cross/Blue Shield or health insurance coverage may change after negotiations and upon mutual agreement between the WEAAA and the Board. It is agreed and acknowledged by the parties that the Board may not provide health insurance benefits or payments to its employees electing health insurance greater than those levels prescribed under Michigan Public Act 152 of 2011.

Or

The Board shall pay the employee twelve hundred dollars (\$1,200) in monthly payments of one hundred dollars (\$100) each.

The Board and Association agree to the health, dental, vision and LTD insurance listed in Appendix B.

**Section 2.** The Board will provide the opportunity for members of the Association to voluntarily make contributions to a Flexible Spending Account (FSA) for the purposes of health care costs and/or child/dependent care expenses. The Board will be responsible for planning

and scheduling meetings to allow the members to make an informed decision on participation in the FSA program, effective July 1, 1992.

**Section 3.** Any member of this bargaining unit who has been employed by the Wyandotte School District for twenty (20) years or more and retires because of age or medical reasons shall receive a longevity payment of ten percent (10%) of the current base salary (the beginning salary for an inexperienced employee for her/his classification as prorated) provided she/he is eligible to receive and has made application to receive monthly pension payments from the Michigan Public School Employees' Retirement System (MPERS). The foregoing payment shall not be made in the event of the death of an employee.

Any member of this bargaining unit who has been employed by the Wyandotte School District for twenty (20) years or more and notifies the employer three (3) months in advance of her/his intention to retire, except in an emergency retirement situation, because of age or medical reasons shall receive a longevity payment of ten percent (10%) of her/his current salary provided she/he is eligible to receive and has made application to receive monthly pension payments from the Michigan Public School Employees' Retirement System (MPERS). The foregoing payment shall not be made in the event of the death of an employee.

Any employee who retires and receives the benefit provided in this Section and is subsequently re-employed in the Wyandotte School District shall not be eligible to again receive such benefit upon her/his later retirement.

**Section 4.** The following death benefit shall be paid for the term of this contract \$25,000. This benefit shall be proportionately reduced for persons whose work year is for a shorter period of time.

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#### ARTICLE XX – GENERAL

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**Section 1.** The Association shall not cause, engage in or sanction any strike or refusal to perform the duties of employment by any employee, and no employee shall cause or participate in any strike or refusal to perform the duties of her/his employment. Further, the Association shall not cause, engage in or sanction any sit-ins, or other such demonstrations, and no employee shall participate in any sit-ins or similar activities.

**Section 2.** The Board shall have the right to transfer, promote, demote or discharge any employees. Any transfer, demotion, discipline or discharge shall be for just cause. An employee may appeal a violation consistent with the Grievance Procedure (ARTICLE XII).

**Section 3.** Any employee who is transferred, demoted, discharged or aggrieved may appeal to the Superintendent within ten (10) working days from the date of such transfer, demotion, discharge or aggrievement. The Superintendent shall review the matter with the employee and a representative of the Association shall be present if requested by the employee.

**Section 4.** The Board shall have the right to establish reasonable rules and regulations consistent with this contract with consultation.

**Section 5.** The Board shall have the right to medically investigate any employee's absence which is reported as being for medical reasons.

**Section 6.** The Board reserves all rights and powers conferred upon it by the Constitution and Laws of the State of Michigan and of the United States, except as expressly limited by this Agreement.

**Section 7.** Subject to the express provisions of this Agreement, the Board and the Superintendent of Schools reserve and retain full rights, authority and discretion, in the proper discharge of their duties and responsibilities, to control, supervise and manage the School District and its secretarial-clerical staff under governing law, ordinances, rules and regulations -- Municipal, State and Federal. In all matters under this Agreement calling for the exercise of judgment or discretion on the part of the Board (including, by way of illustration and not limitation, the assignment, transfer or promotion of employees) the decision of the Board shall be final and binding if made in good faith (i.e., not arbitrarily, capriciously or without rational basis in fact) except where some other standard of grievability may be set forth in this Agreement.

**Section 8.** Any employee who has left the employment of the Board for any reason shall forfeit all rights and privileges except as may specifically be provided for to the contrary in this contract.

**Section 9.** Tube feeding, catheterization, injections, and regularly scheduled nebulizers (breathing treatments) will be performed by secretaries on a strictly voluntary basis. Training, when necessary, shall be provided. Other medical and hygienic needs will be performed as currently practiced.

**Section 10.** An Emergency Financial Manager (EFM) appointed under the local government and school district fiscal accountability act may reject, modify, or terminate the collective bargaining agreement as provided in the local government and school district accountability act. Provisions required by this subsection are prohibited subjects of bargaining under the act.

**Section 11:** WEAAA/MEA and the School District agree that there will be no wage or benefit reopener for the 2018-19 contract year. (The School District and the WEAAA/MEA agree that if any bargaining unit contracts are reopened for wage and benefit discussions in 2018-19, the School District will extend the reopener provision to the WEAAA/MEA.)

**Section 12:** WEAAA/MEA and the School District agree that for the 2019-20 contract year, a wage and benefit reopener will occur if it is determined that the districts final audited unreserved fund balance for the year ending June 30, 2019 is in excess of thirteen percent (13%). Final audited fund balance information will be available in mid-November, 2019.

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## ARTICLE XXI – EVALUATION

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**Section 1.** A new employee or a person in a new position will be formally evaluated after the first thirty (30) days of employment in that position. A new employee or a person in a new position will be formally evaluated again, after the first complete school year or calendar year, whichever comes first, depending upon the job, in that position.

**Section 2.** All employees will be formally evaluated every year, thirty (30) days before the end of their work year.

**Section 3.** An evaluation system will be used that will allow the secretarial employee to self-evaluate prior to the actual evaluation. A pre-conference will be scheduled with the supervisor/evaluator to discuss the form and expectations during this formal evaluation period and process.

After the supervisor completes the evaluation, a post conference will be held to discuss the evaluation. If the secretarial/clerical employee does not agree with any or all of the evaluation, a response may be added to the evaluation.

**Section 4.** The purpose of the evaluation process is to improve performance and communication between the secretarial employee and the supervisor.

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## ARTICLE XXII – ASSOCIATION DAYS

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**Section 1.** The Board shall provide a total of six (6) days for the Association to be used for its members involved in Association business. Additional days may be requested, but are subject to approval.

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## ARTICLE XXIII – WORKER'S COMPENSATION

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**Section 1.** Any injury incurred in the cause of employment must be promptly reported to the employee's Building Administrator. A report of any injury shall be submitted in writing on a form to be provided by the Board.

**Section 2.** Employees injured in the course of employment will be treated by a physician or medical facility designated by the employer.

**Section 3.** Employees whose injury requires time lost from the job will be compensated by the employer, for all regular hours, during the first eight (8) days of injury with no charge to the employee's sick allowance.

**Section 4.** If the employee so wishes, an employee who is incapacitated by a personal injury arising out of and in the course of her/his employment will be paid the difference between the benefits received under the Michigan Worker's Compensation laws and one hundred percent (100%) of the employee's straight-time earning, exclusive of premiums and overtime. Such

difference will be deducted from the employee's accumulated sick leave credits and will be paid until the employee's sick leave credits have been depleted.



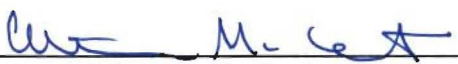
#### ARTICLE XXIV – DURATION OF AGREEMENT

**Section 1.** A three (3) year agreement covering the 2017-18SY, 2018-19SY and 2019-20SY.

**Section 2.** This Agreement shall be in effect from July 1, 2017 through June 30, 2020 and shall continue in effect from year to year thereafter unless written request to modify or terminate is delivered by either party to the other at least sixty (60) days, but not more than ninety (90) days prior.

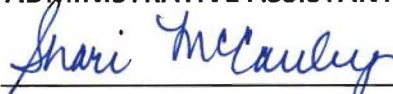
IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives.

**SCHOOL DISTRICT  
OF THE CITY OF WYANDOTTE**

  
Catherine M. Cost, Ed.D., Superintendent

  
Kenneth Laub, Business Manager

**WEAAA/MEA  
ADMINISTRATIVE ASSISTANTS ASSOCIATION**

  
Shari McCauley, President

  
Paige Sevcik, Vice President

## APPENDIX A SALARY SCHEDULE

**Section 1.** Step increases will be granted for all employees covering the 2017-18SY, 2018-19SY and 2019-20SY.

**Section 2.** Effective July 1, 2017, the current Class I and Class II wage schedule will be increased by one percent (1%).

**Section 3.** Effective July 1, 2018, the current Class I and Class II staff will receive a one time, off schedule payment of one percent (1%) of their current hourly rate times their annual hours worked.

<b>CLASS I</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Step 0	\$14.32	\$14.32	\$14.32
Step 1	\$15.45	\$15.45	\$15.45
Step 2	\$16.57	\$16.57	\$16.57
Step 3	\$17.70	\$17.70	\$17.70
Step 4	\$18.83	\$18.83	\$18.83
Step 5	\$22.55	\$22.55	\$22.55

<b>CLASS II</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Step 0	\$12.68	\$12.68	\$12.68
Step 1	\$13.80	\$13.80	\$13.80
Step 2	\$14.92	\$14.92	\$14.92
Step 3	\$16.05	\$16.05	\$16.05
Step 4	\$17.18	\$17.18	\$17.18
Step 5	\$20.93	\$20.93	\$20.93

## **APPENDIX B – BENEFIT PLANS**

**Attachment #1 – Administrative Assistant Employees Benefit Handbook (15 pages)**

**Attachment #2 – Vision Information (1 page)**

**Attachment #3 – Long Term & Life Insurance Information (7 pages)**



## Open Enrollment Period

**Begins:** November 14, 2016

**Ends:** December 5, 2016

# Wyandotte Public Schools



Administrative Assistant Employees



# WELCOME

Dear Employee,

Welcome to the Wyandotte Public Schools (WPS) 2017 Benefits Open Enrollment! The District continues to be committed to providing all eligible employees with a comprehensive and competitive benefit package. We continue to offer benefit plans and tools that can help you and your family improve your physical, financial and personal health. This total health approach to benefits provides you with many resources to help you in all aspects of life, and through all of life's stages.

Each year, many hours are spent reviewing the plans offered by WPS and determining how to minimize the impact of cost increases to employees as well as the District. Over the past few years, this challenge has become increasingly difficult due to State & Federal benefit mandates and additional fees and taxes that employers are required to pay pursuant to health care laws and regulations. This year we are pleased to announce that we will continue to offer the same plan options to you. There has been an increase in your employee cost share due to PA 152, please refer to page five for details. In addition to your medical plan election, you will have the option to participate in the saving account options as follows:

- ☒ Health Savings Account (HSA) - for those who enroll in the Simply Blue High Deductible BCBSM Health Plan
- ☒ Flexible Spending Account (FSA) - for those who enroll in one of the Community Blue PPO plans, or for those who opt out of our plan (cash in lieu participants)
- ☒ Dependent Care Account (available to all benefit eligible employees)

The annual benefits enrollment for the plan year that begins on January 1, 2017, will be held **November 14 through December 5, 2016.**

In addition to your core benefits, employees will be given an opportunity to enroll in voluntary benefits that provide coverage in key benefit areas and offer additional financial protection with premiums payable through the convenience of payroll deduction. The programs available are:

- Trustmark Accident Insurance – Accident Insurance helps pay for unexpected health care expenses due to accidents that occur every day.
- Trustmark Universal Life Insurance with Long Term Care – Provides permanent death protection for your family in addition to long term care benefits.
- Trustmark Critical Illness / Cancer Insurance – This plan provides a lump-sum cash benefit to you upon the first diagnosis of a covered critical illness, including cancer.

Enrollment for the voluntary plans will be telephonic for 2017 and will be held between **December 5 and December 9, 2016.** You can set up an appointment via [www.myenrollmentschedule.com/wyandotte](http://www.myenrollmentschedule.com/wyandotte) or by calling 1-866-998-2915.

We take great pride in the benefit programs that we have been able to offer to our employees through the years. Please carefully review this benefits guide for important and valuable information regarding our benefits program.

Wyandotte Public Schools

# MEDICAL/PRESCRIPTION PLANS

The following pages provides you with a side by side comparison of your benefit options to assist you in making your decision . It is intended as an easy-to-read summary and provides a general overview of your benefits. The below is not a contract, additional limitations and exclusions may apply. Payment amounts are based on BCBSM's approved amount, less any applicable deductible and/or copay. **PLEASE REFER TO YOUR BCBSM BENEFIT SUMMARY FOR ADDITIONAL INFORMATION INCLUDING OUT-OF-NETWORK BENEFITS.**

	Community Blue PPO BCBS 100/80% with No deductible	Community Blue PPO BCBS 100/80% with \$1,000/\$2,000 deductible	Simply Blue PPO HSA \$1,300/\$2,600 Plan
	In-Network	In-Network	In-Network
<b>Deductible per calendar year</b>			
Individual	None	\$1,000	\$1,300
Family (two or more)	None	\$2,000	\$2,600*
<b>Copays</b>			
Copays	\$10 copay for office visits and office consultations \$50 copay for emergency room visits	\$10 copay for office visits and office consultations \$50 copay for emergency room visits	All services are subject to the deductible. See "Prescription Drugs" section for Rx copays
<b>Dollar Maximum (per HCR)</b>			
Annual out-of-pocket maximums— applies to deductible, copays and coinsurance amounts for all covered services—including prescription drug copays and coinsurance amounts, if applicable.	\$600 for one member, \$1,200 for two or more members each calendar year	\$3,500 for one member \$7,000 for two or more members each calendar year	\$2,250 for one person contract or \$4,500 for two or more members each calendar year

\*The full family deductible must be met under a two-person or family contract before benefits are paid for any person on the contract.





# MEDICAL/PRESCRIPTION PLANS (CONTINUED)



	Community Blue PPO BCBS 100/80% with No deductible	Community Blue PPO BCBS 100/80% with \$1,000/\$2,000 deductible	Simply Blue PPO HSA \$1,300/\$2,600 Plan
	In-Network	In-Network	In-Network
<b>PREVENTIVE CARE</b> (age and maximum number of services may apply) - please refer to the BCBSM website for additional information on these services as well as a listing of all of the covered preventive services.			
Health Maintenance Exam	Covered 100%	Covered 100%	Covered 100%
Annual Gynecological Exam	Covered 100%	Covered 100%	Covered 100%
Pap Smear Screening laboratory & pathology services	Covered 100%	Covered 100%	Covered 100%
Mammography Screening	Covered 100%	Covered 100%	Covered 100%
Well-baby and Child Care	Covered 100%	Covered 100%	Covered 100%
Immunizations	Covered 100%	Covered 100%	Covered 100%
<b>PHYSICIAN OFFICE SERVICES</b>			
Office Visit (Illness/Injury Related) including consultations	\$10 copay	\$10 copay	100% after in network deductible
<b>EMERGENCY MEDICAL CARE</b>			
Ambulance Services (medically necessary)	100% after in network deductible	100% after in network deductible	100% after in network deductible
Hospital Emergency room	\$50 copay (Waived if admitted or for an accidental injury)	\$50 copay (Waived if admitted or for an accidental injury)	100% after in network deductible
Urgent Care Center	\$10 copay	\$10 copay	100% after in network deductible
<b>DIAGNOSTIC SERVICES</b>			
Laboratory and Pathology Services	100% after in network deductible	100% after in network deductible	100% after in network deductible
Diagnostic Tests and X-rays	100% after in network deductible	100% after in network deductible	100% after in network deductible
Therapeutic Radiology	100% after in network deductible	100% after in network deductible	100% after in network deductible
<b>MATERNITY SERVICES PROVIDED BY A PHYSICIAN OR CERTIFIED NURSE MIDWIFE</b>			
Pre-Natal and Post-Natal Care	Covered at 100%	Covered at 100%	Covered at 100%
Delivery and Nursery Care	100% after in network deductible	100% after in network deductible	100% after in network deductible
<b>HOSPITAL CARE</b>			
Semi-Private Room, Inpatient Physician Care, General Nursing Care, Hospital Services & Supplies	100% after in network deductible	100% after in network deductible	100% after in network deductible

# MEDICAL/PRESCRIPTION PLANS (CONTINUED)

	Community Blue PPO BCBS 100/80% with No deductible	Community Blue PPO BCBS 100/80% with \$1,000/\$2,000 deductible	Simply Blue PPO HSA \$1,300/\$2,600 Plan
	In-Network	In-Network	In-Network
<b>ALTERNATIVES TO HOSPITAL CARE</b>			
Skilled Nursing Care	Covered at 100% after deductible up to 120 days per calendar year	Covered at 100% after deductible up to 120 days per calendar year	Covered at 100% after deductible, limited to 90 day maximum
Hospice Care	Covered at 100% (visit limits apply)	Covered at 100% (visit limits apply)	Covered at 100% after deductible (visit limits apply)
Home Health Care	100% after in network deductible	100% after in network deductible	100% after in network deductible
<b>SURGICAL SERVICES</b>			
Surgery—includes all related surgical services	100% after in network deductible	100% after in network deductible	100% after in network deductible
Voluntary Sterilization for Males	100% after in network deductible	100% after in network deductible	100% after in network deductible
<b>HUMAN ORGAN TRANSPLANTS</b>			
Specified Organ Transplants—designated facilities only	Covered at 100%	Covered at 100%	100% after in network deductible
Bone Marrow—specific criteria applies	100% after in network deductible	100% after in network deductible	100% after in network deductible
Kidney, Cornea and Skin	100% after in network deductible	100% after in network deductible	100% after in network deductible
<b>MENTAL HEALTH CARE AND SUBSTANCE ABUSE TREATMENT</b>			
Inpatient Mental Health Care & Substance Abuse Treatment	100% after in network deductible	100% after in network deductible	100% after in network deductible
Outpatient Mental Health Care	100% after in network deductible	100% after in network deductible	100% after in network deductible
Outpatient Substance Abuse Treatment	100% after in network deductible	100% after in network deductible	100% after in network deductible
<b>OTHER SERVICES</b>			
Allergy Testing	Covered at 100%	100% after in network deductible	100% after in network deductible
Chiropractic Spinal Manipulation (visit limitations may apply)	Covered at 100% 24 visits max	\$10 copay per visit 24 visit max	Covered at 100% after deductible, up to combined 12 visits
Outpatient Physical, Speech and Occupational Therapy (visit limitations may apply)	100% after deductible, up to 60 visits per cal. yr.	100% after deductible, up to 60 visits per cal. yr.	Covered at 100% after deductible, up to 30 visits per cal. yr.
Durable Medical Equipment	100% after in network deductible	100% after in network deductible	100% after in network deductible
Prosthetic and Orthotic Appliance	100% after in network deductible	100% after in network deductible	100% after in network deductible
<b>PRESCRIPTION DRUGS* NOTE: THE SIMPLY BLUE PLAN REQUIRE THAT YOU MEET YOUR FULL CALENDAR YEAR DEDUCTIBLE BEFORE THE RX COPAYS APPLY. THIS MEANS THAT YOU WILL BE RESPONSIBLE TO PAY THE FULL COST OF ALL MEDICATIONS UNTIL YOU SATISFY YOUR DEDUCTIBLE.</b>			
Retail Generic	\$5 Covered through CVS/Caremark	\$10	After deductible \$5 copay up to \$1,000/\$2,000 copay max.
Retail Brand	\$10 Covered through CVS/Caremark	\$40	After deductible \$25 formulary brand and \$50 non-formulary brand up to \$1,000/\$2,000 copay max.

\*Mail order prescription drugs are covered at 2X the applicable copays noted above.



# EMPLOYEE CONTRIBUTIONS

## Premium Conversion

To help minimize your employee contribution for your medical plan, WPS will continue to offer an IRC (Internal Revenue Code) Section 125 Premium Conversion Plan. This allows you to pay for your employee contribution for the medical coverage on a pre-tax (before tax) basis. As a result, your net take home pay will be higher than if contributions were deducted on a post-tax (after tax) basis. Contributions taken on a pre-tax basis are not subject to federal or state income taxes or FICA taxes. The amount of savings depends on your individual contribution and tax bracket.

## Healthcare Premiums - January 1, 2017 to December 31, 2017

The following chart provides employees with the contributions for the plans offered this year. Figures listed are subject to change if there is a change to the cost of insurance. Amounts paid by WPS are limited by PA 152; employees are responsible for any amounts above limits set by PA 152. Employee contribution rates effective January 1, 2017 are:

Tiers	Administrative Assistant Plan Options	Monthly Cost
Single	CB PPO 100/80% with No deductible	\$189.08
2 Person	CB PPO 100/80% with No deductible	\$616.71
Family	CB PPO 100/80% with No deductible	\$711.01
Single	CB PPO 100/80% with \$1,000/\$2,000 deductible	\$36.35
2 Person	CB PPO 100/80% with \$1,000/\$2,000 deductible	\$250.46
Family	CB PPO 100/80% with \$1,000/\$2,000 deductible	\$253.25
Single	Simply Blue PPO HSA \$1,300/\$2,600 Plan	\$0.00
2 Person	Simply Blue PPO HSA \$1,300/\$2,600 Plan	\$0.00
Family	Simply Blue PPO HSA \$1,300/\$2,600 Plan	\$0.00



## Opt-Out (cash in lieu)

Employees who opt out of medical may be eligible for a cash in lieu benefit. Please refer to your collective bargaining agreement for details.

## Other District Benefits

Please note, there is no change to your life and disability benefits provided by the District. For additional information on these benefits, please contact Diane Fisher, Benefits Coordinator, at FisherD@wy.k12.mi.us or at 734-759-6006.

# BCBSM ONLINE ACCESS

## Managing your health plan online has never been easier.

With the new member site, you now have access to:

### One site. One stop.

- **Personal snapshot of your plan:** Check out easy-to-understand graphics that provide a quick snapshot of your deductibles, coinsurance and claims.
- **Single user ID for life:** Once registered, your personal ID stays with you, even if you switch plans, change jobs or retire.

### The power to compare.

- **Powerful search capabilities:** We've added more search and filtering functionality, so you can find the doctors and hospitals that you prefer.
- **Extensive cost and quality comparisons:** Evaluate up to six doctors or hospitals side-by-side, comparing quality and costs for hundreds of services across the country.  
  
*Cost information for PPO members only*
- **Helpful patient reviews:** You can read reviews about specific doctors from other patients and even leave one of your own.

### On the go. Good to go.

- **24/7 access:** With your mobile device, you have another way to access important plan information when you need it most, 24 hours a day, seven days a week.
- **On-the-spot doctor and hospital search:** Make decisions on where to go, when you're on the go.
- **Virtual ID card:** If you forgot to bring your ID card to your doctor appointment, there's no need to worry. You can now access your virtual ID card right from your mobile device.

### Register Now – we've made it easy for you:

- Visit [bcbsm.com](http://bcbsm.com)
- Click on **LOGIN** in the upper right corner
- In the **LOGIN** box, click on **Register Now**

You'll need your Blues ID card and just a couple minutes.





# HEALTH SAVINGS ACCOUNT OVERVIEW

A Health Savings Account (HSA) is a cross between a flexible spending account (FSA), an IRA, and a 401(k)/403(b). Only those who enroll in the BCBSM Simply



Blue plan have the option to participate in the HSA, if eligible.

You can access your HSA to pay for eligible expenses. In addition, your account has the ability to grow, year-to-year, tax deferred. HealthEquity will be the HSA third party trustee. The HSA account is your property and responsibility. Like a 401(k)/403(b), it is your money and stays with you.

## Eligibility

You must meet certain other requirements in order to participate in the HSA Contribution feature. To be eligible, you must:

- (a) Be covered by the Simply Blue High Deductible Health Plans;
- (b) Not be claimed as another person's tax dependent;
- (c) Not be covered by Medicare; and
- (d) Not have any health coverage other than coverage under a High Deductible Health Plan. Other coverage that will disqualify you from being eligible for the HSA Contribution Feature includes, but not limited to, coverage under your spouse's health plan if his/hers is not considered a HDHP plan under IRS guidelines. Coverage under your spouse's medical expense reimbursement plan or flexible spending account, and coverage under a health reimbursement arrangement, including your spouse's health reimbursement arrangement.

## HSA Employer Funding

For the 2017 plan year, WPS will partially fund each employee's HSA account. Please note that this applies to benefit eligible employees only. Below is an overview of funding.

WPS 2017 Total HSA Funding	HSA Funding Date
\$650 Single \$1,300 Couple or Family	First week of January of 2017

## HSA Employee Funding (Optional)

In addition to the Health Savings Account (HSA) funding you may receive from WPS, you will have the option to fund your account with pre-tax dollars.

The Statutory Maximum HSA Contribution for 2017 calendar year is \$3,400 for a single and \$6,750 for a family. These limits included both your and WPS's contributions. If you are age 55 or older, you can make an additional catch-up contribution amount of \$1,000 in 2017. The HSA cannot receive contributions after you have enrolled in Medicare.

You have the ability to adjust your HSA pre-tax election monthly.

## Using Your HSA

Money in your HSA can be used to pay for a variety of healthcare-related expenses for you and your IRS eligible dependents (any out of pocket medical, dental and vision coverage after the insurance plan pays or processes the claim) ranging from routine physicals to prescription drugs. A full listing of eligible expenses can be found at: <http://www.irs.gov/pub/irs-pdf/p969.pdf>. To pay for expenses, you simply present your HSA debit card to your provider, and money will be deducted directly from your HSA.

Keeping track of your account balance is easy. You can review your account information 24/7 by logging onto the [www.BCBSM.com](http://www.BCBSM.com) website or by calling HealthEquity at 877-284-9840.

Your HSA money is tax-free as long as it is used to pay for qualified medical expenses. If you use the money for any other reason, you will be required to pay income tax and a 20% tax penalty on that amount (you will not pay a penalty if you are disabled or age 65 or older).

Please note that you are not required to submit receipts for the purchases that you make with your HSA funds. It is your responsibility to keep the supporting records to show the Internal Revenue Service whether you used the funds to pay qualified medical expenses.

# HEALTH SAVINGS ACCOUNT (CONTINUED)

## Frequently Asked HSA Questions

### What is my HSA?

Your HSA is a health savings account (as defined under the Internal Revenue Code) established by you with a third party trustee/custodian (e.g., bank or insurance company) that is authorized to be the trustee of HSAs. Your Employer

does not establish or sponsor your HSA. Furthermore, your Employer does not own your HSA; it is owned by you.



You may invest the funds in your HSA as allowed by the trustee/custodian of the account. Your employer has no control of; or responsibility for the investment of your HSA.

### What are the limits on the amount of contributions?

The total contributions made by you and/or made on your behalf (i.e., contributions by your Employer) into HSAs owned by you are subject to a maximum contribution limit.

You are allowed to make or receive an additional—catch up contribution for the year in which you will attain age 55 before the end of the year and for any year thereafter while you remain eligible. The catch-up contribution is currently \$1,000 per year.

If you are eligible for contributions for only a portion for the year, your maximum contribution (including catch up contributions) is determined in accordance with the following “rules”:

**(a) Not Eligible on December 1st.** If you cease to be eligible for contributions prior to December 1st of a particular year, the contribution limit for that year

will be a fraction of the maximum contribution for the full year based upon the number of months in which you were eligible.

**For Example,** if you have single coverage under a qualifying High Deductible Health Plan, you are not eligible for catch up contributions, but are eligible only during January through June (i.e., six months of the year), your maximum contribution will be limited.

**(b) Eligible on December 1st.** If you become eligible for HSA contributions during a particular year and you are eligible as of December 1st of that year, your maximum contribution for that year is the full indexed amount.

However, if you become ineligible for HSA contributions during the twelve (12) month period beginning with December of that year, you will not be entitled to the full maximum contribution. Instead, your maximum contribution will be a fraction of the maximum contribution for the full year based upon the number of months in which you were eligible during that year. The excess contributions will be included in your gross income and an additional tax will be imposed on those contributions.

If you are married and both you and your spouse have coverage under a Qualifying High Deductible Health Plan and you both have health savings accounts, the limit is divided equally between you (unless you agree to a different allocation).

Rollover contributions may also be made to an HSA from another health savings account or from an Archer MSA.

Rollover contributions are not subject to the contribution limit described above, however, exclusions do apply.





# HEALTH SAVINGS ACCOUNT (CONTINUED)

## What happens if my contributions exceed the contribution limit?

If the contributions to your HSA exceed the applicable maximum contribution limit for a year, generally the excess contributions will be included in your income and an excise tax will be imposed upon them. However, you can avoid the excess tax if you take a distribution of the excess contributions (and the net income attributable to the excess contribution) before the last day (including extensions) for filing your federal income tax return. This distribution must be included as a taxable income when you file your taxes.

## What are the tax consequences of the HSA Contribution Feature?

The contributions made under this HSA Contribution Feature will not be included in your gross income, unless they exceed the applicable maximum contribution limit as discussed above.

## What are the rules regarding distributions from my HSA?

Your Employer has no control over or involvement with distributions made from your HSA. Your Employer does not substantiate expenses for which such distributions are made. Information regarding the procedure for obtaining distributions and the consequences of taking distributions is available from the trustee/custodian of your HSA.

## When does my participation end?

Participation in the HSA Contribution Feature ends upon the earlier of the date your participation in the Plan

ceases or the date you no longer satisfy the eligibility requirements of the plan. You need not be a participant in the HSA Contribution Feature (or be employed by the Employer) in order to obtain distributions from your HSA. In addition, you may make contributions to your HSA outside this Plan, provided you are eligible to do so under IRS rules, after you have left employment with the Employer or have ceased to be a participant in the Plan.

**NOTE:** This HSA Contribution Feature is **not** a group health plan for purposes of the Consolidated Omnibus Budget Reconciliation Act of 1985, as amended (COBRA), the Family and Medical Leave Act (FMLA), and the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). COBRA, FMLA, and USERRA do not apply to this HSA Contribution Feature. However, COBRA, FMLA, and USERRA may apply to the Qualifying High Deductible Health Plan.

## Can the contributions made to my HSA be forfeited?

No, once the contributions have been deposited in your HSA, you will have a nonforfeitable interest in the funds. You will be free to request a distribution of the funds or to move them to another provider of HSAs, to the extent allowed by law.

## What are the reporting requirements?

Your Employer is responsible for reporting contributions made to your HSA through this HSA Contribution Feature on your Form W-2. You are also responsible for reporting contributions to your HSA, and for reporting distributions from your HSA, on appropriate forms available from IRS.



*The intent of this analysis is to provide you with general information regarding the status of, and/or potential concerns related to, your current employee benefits environment. It does not necessarily fully address all of your specific issues. It should not be construed as, nor is it intended to provide, legal or tax advice.*

# ADN DENTAL COVERAGE



ADMINISTRATORS



PO Box 610  
Southfield, MI 48037  
248-901-3705

## WYANDOTTE PUBLIC SCHOOLS Dental Benefits Plan Administrators, Secretaries

Group # 10002

### The Plan-at-a-Glance

PPO Networks: ADN Dental Network, Michigan Dental Plan, DenteMax

#### Maximum Benefits Plan Year January 1st through December 31st

Annual Maximum	\$1200.00 per eligible individual for covered class I, II and III services.
Lifetime Ortho Maximum	\$ 500.00 per eligible individual for covered class IV services

#### Class I Preventive Services – 80%

Routine Oral Examinations	Twice per plan year
Prophylaxis (Cleaning)	Twice per plan year
Topical Application of Fluoride	Once per plan year to age 19
Bitewing X-Rays	Once per plan year
Full-Mouth Series or Panoramic X-Rays	Once per 60 months
Sealants	Once per tooth every 36 months to age 16
Space Maintainers	Once per area per lifetime, to age 16

#### Class II Restorative Services – 80%

Composite and Amalgam fillings**	Once per tooth surface per 24 months
Inlays, Onlays and Crowns**	Once per permanent tooth per 60 months
Root Canal Therapy	
Periodontal Root Planing	Once per quadrant per 24 months
Periodontal Surgery	Once per quadrant per 36 months
Periodontal Maintenance	Four times per plan year following treatment, includes prophylaxis
Occlusal Guard	By report, once per lifetime
Oral Surgery and Extractions	
General Anesthesia or IV Sedation	With covered Oral Surgery or Medically necessary
Denture Repair and Adjustment	
Denture Reline or Rebase	Once per 36 months, per arch

#### Class III Major Services – 80%

Complete and Partial Removable Dentures	Once per arch per 60 months
Fixed Partial Dentures (Bridges)	Once per area per 60 months

#### Class IV Orthodontic Services – 50%

Limited and Interceptive Treatment	Removable and Fixed Appliance Therapy, up to age 19
Comprehensive Treatment	Fixed Appliance Therapy, up to age 19

#### Not Covered

Implants and Related Restorations  
TMJ/TMD Treatment  
Cosmetic Treatment

Deductible – None  
Missing Tooth Clause – None  
12 Month Billing Limitation  
Waiting Periods – None  
COB – Standard

\*\*Composite, porcelain and ceramic not covered for posterior teeth, alternate benefit applies  
\*\*Prosthetics are considered on delivery date

**\*\*Note – Quotes of benefits do not constitute a guarantee of payment. Covered benefits may have limitations or exclusions affecting plan payment. Refer to plan booklet for additional coverage details and limitation. Predetermination is strongly encouraged for all non-emergency dental treatment exceeding \$200.00 in charges. The treatment plan should be submitted to ADN prior to beginning any treatment.**



# FLEXIBLE SPENDING ACCOUNTS (FSA)

WPS will continue to offer the Health Care and Dependent Care Flexible Spending Accounts (FSA's). The Health Care and Dependent Care Flexible Spending Accounts allow you to set aside pre-tax dollars from your paycheck to pay for eligible health care and/or dependent care expenses.

**Effective January 1st the FSA plan will continued to be offered through Employee Benefit Concepts. Employees who enroll in the BCBSM Simply Blue Plan are NOT eligible for a Health Care FSA. The FSA plan year will be 1/1/17 through 12/31/17.**

All benefit eligible employees have the ability to enroll in the Dependent Care FSA plan.

*Please refer to the FSA packet from Employee Benefit Concepts for specific plan details.*

**Below is a short listing of eligible expenses:**

Eligible Healthcare Expenses	Eligible Dependent Healthcare
<ul style="list-style-type: none"><li>• Deductibles, Co-Insurance, Co-Pays, etc.</li><li>• Routine Physical Exams</li><li>• Mental Health / Substance Abuse Services</li><li>• Vision Expenses</li><li>• Dental Expenses</li><li>• Over-the-Counter (OTC) Medications</li></ul>	<ul style="list-style-type: none"><li>• Child Care (daycare / preschool)</li><li>• Before/After school care</li><li>• Day Camps</li><li>• In-Service days (no school)</li><li>• School Holidays / Vacation</li><li>• Transportation</li></ul>

**You can contribute:**

- Up to **\$2,600** per year to the Health Care FSA
- Up to **\$5,000** per year to the Dependent Care FSA.



**Please note:**

If you are currently enrolled in the Health FSA plan (2016 Plan Year) and intend to enroll in the Simply Blue PPO HSA plan for the 2017 Plan Year you **MUST** have a **ZERO** balance in your FSA. The WPS Cafeteria Plan allows employees to carry over up to \$500 of unused amounts remaining in their FSA, to be used for Medical Care Expenses incurred during the next Plan Year.

To prevent any carryover from interfering with your HSA eligibility, you will be given an opportunity to irrevocably elect to waive (decline) the carryover of any Health FSA amounts that are unused as of the end of the current Plan Year. You will be required to sign a waiver form prior to the end of the 2016 Plan Year.

# IMPORTANT NOTIFICATIONS

## Change in Status or Special Enrollment

You may qualify for a special enrollment if certain events occur in your life:

- If you decline coverage for yourself and/or your dependents (including your spouse) because you are covered under another health plan, you may be able to enroll yourself and/or your dependents in the plan if you experience an involuntary loss of that coverage (e.g., spouse loses his/her job, divorce).
- If you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents in the plan.



In either situation, you must request enrollment through the Employee Benefits Department within 30 days after the special enrollment event as described above. If you enroll as the result of a special enrollment event, coverage will be made effective on the date of the event.

## Newborn and Mother's Health Protection Act

Group health plans and health insurance issuers generally may not, under Federal law, restrict benefits for any hospital length of stay in connection with childbirth for



the mother or newborn child to less than 48 hours following a vaginal delivery, or less than 96 hours following a cesarean section.

However, Federal law generally does not prohibit the mother's or newborn's attending provider, after consulting with the mother, from discharging the mother or her newborn earlier than 48 hours (or 96 hours as applicable). In any case, plans and issuers may not, under Federal law, require that a provider obtain authorization from the plan or the insurance issuer for prescribing a length of stay not in excess of 48 hours (or 96 hours).

## Women's Health & Cancer Rights Act

Federal law requires a group health plan to provide coverage for the following services to an individual receiving plan benefits in connection with a mastectomy:

### These services include:

- Reconstruction of the breast upon which the mastectomy has been performed;
- Surgery/reconstruction of the other breast to produce a symmetrical appearance;
- Prosthesis;
- Physical complication during all stages of mastectomy, including lymph edemas.



### The plan may not:

- Interfere with a woman's right under the plan to avoid these requirements;
- Offer inducements to the health provider, or assess penalties against the health provider, in an attempt to interfere with the requirements of the law.

However, the plan may apply deductibles and co-insurance requirements consistent with other coverage provided under the plan.



## NOTES

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal blue lines across its entire width. The lines are thin and consistent in color, set against a plain white background. There are no margins, text, or other markings present on the page.



The information contained in this summary should in no way be construed as a promise or guarantee of employment or benefits. The company reserves the right to modify, amend, suspend, or terminate any plan at any time for any reason. If there is a conflict between the information in this notice and the actual plan policies, the policies will always govern. Complete details about the benefits can be obtained by reviewing current plan descriptions, contracts, certificates, and policies available from the HR Department.



Newsletter Provided by: Gallagher Benefit Services

## APPENDIX B - Attachment #2

### VSP-3 PLUS VISION

TEACHERS  
ADMINISTRATORS  
SECRETARY'S

#### VISION EXAMINATION

OPTOMETRIST	\$ 35.00
OPHTHALMOLOGIST	\$ 45.00

#### SPECTACLE LENSES (PAIR)

SINGLE VISION	\$ 38.00
BIFOCAL	\$ 60.00
TRIFOCAL	\$ 72.00
LENTICULAR	\$108.00

#### LENSES WITH EXTRAS

PHOTOCHROMICS  
SUN OR GRADIENT TINTS  
TINTED/COLOR-COATED

SINGLE VISION	\$ 42.00
BIFOCAL	\$ 70.00
TRIFOCAL	\$ 84.00
LENTICULAR	\$ 118.00

#### POLAROID

SINGLE VISION	\$56.00
BIFOCAL	\$90.00
TRIFOCAL	\$110.00
LENTICULAR	\$138.00

<u>FRAMES</u>	\$66.00
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#### CONTACTS

INCLUDING EXAM	\$200.00
COSMETIC	150.00



# LONG TERM INCOME PROTECTION

*Certificate of Insurance*



SCHEDULE OF BENEFITS  
FOR  
TWELVE MONTH SECRETARIAL/CLERICAL EMPLOYEES  
WYANDOTTE PUBLIC SCHOOLS  
WYANDOTTE, MICHIGAN

Carrier Number: 388

Group Effective Date: August 1, 2001  
Benefits Revised Date: February 1, 2007

Plan Monthly Benefit	Maximum Benefit Period		Elimination Period
	<u>Age at Disablement</u>	<u>Duration of Benefits</u>	
60% of Monthly Earnings	61 or younger	To Age 65	180 Consecutive Calendar Days
	62	3-1/2 years	
	63	3 years	
	64	2-1/2 years	
	65	2 years	
	66	1-3/4 years	
	67	1-1/2 years	
	68	1-1/4 years	
	69 and over	1 year	

Maximum Annual Covered Salary: \$80,000

Maximum Monthly Benefit: \$4,000

Minimum Monthly Benefit: \$50

First Stage: See Special Provisions Page

SCHEDULE OF BENEFITS  
FOR  
TEN MONTH SECRETARIAL/CLERICAL EMPLOYEES  
WYANDOTTE PUBLIC SCHOOLS  
WYANDOTTE, MICHIGAN

Carrier Number: 388

Group Effective Date: August 1, 2001  
Benefits Revised Date: February 1, 2007

Plan Monthly Benefit	Maximum Benefit Period		Elimination Period
60% of Monthly Earnings	<u>Age at Disablement</u>	<u>Duration of Benefits</u>	180 Consecutive Calendar Days
	61 or younger	To Age 65	
	62	3-1/2 years	
	63	3 years	
	64	2-1/2 years	
	65	2 years	
	66	1-3/4 years	
	67	1-1/2 years	
	68	1-1/4 years	
	69 and over	1 year	

Maximum Annual Covered Salary: \$80,000

Maximum Monthly Benefit: \$4,000

Minimum Monthly Benefit: \$50

First Stage: See Special Provisions Page

# CERTIFICATE OF INSURANCE

## GROUP TERM LIFE INSURANCE

WYANDOTTE PUBLIC SCHOOLS

Wyandotte, MI

All Full-Time Twelve Month Secretarial/Clerical Employees

Administered by:

NATIONAL  INSURANCE  
AETNA

## SCHEDULE OF BENEFITS

### A. Administrative

- |   |   |
|---|---|
| 1. Employer:                              | WYANDOTTE PUBLIC SCHOOLS  |
| 2. Plan Number:                           | 30037   |
| 3. Initial Plan Effective Date:           | January 1, 2013   |
| 4. Evidence of Insurability Requirements: | Applies to Late Enrollees, Increases in Benefits and Amounts over Guarantee Issue Amounts   |
| 5. Eligible Class:                        | 04 All Full-Time Twelve Month Secretarial/Clerical Employees  |
| 6. Minimum Hourly Work Requirement:       | 20 hours per week   |
| 7. Waiting Period for Insurance Coverage: | None  |
| 8. New Employee Eligibility Date:         | Upon completion of the Waiting Period   |
| 9. Leaves / Layoffs:                      | Coverage with premium payment while on FMLA leave; Coverage with premium payment for up to 12 months while on Paid or Unpaid Leave of Absence; Coverage with premium payment for up to 3 months while on Military Leave; Coverage with premium payment for up to 3 months while on Layoff |
| 10. Employee Premium Contribution         |   |
| Employee Basic Insurance:                 | 0%  |
| 11. Participation Requirements            |   |
| Employee Basic Insurance:                 | 100%  |
| 12. Insurance Reduction Schedule          |   |
| Employee Basic Insurance:                 | No Reductions. Basic Life Insurance terminates at retirement.   |

### B. Basic Life Insurance

- |                             |          |
|-----------------------------|----------|
| <u>Employee Basic Life:</u> | \$25,000 |
| Guarantee Issue:            | \$25,000 |

### C. Additional Benefits

- |                                     |          |
|-------------------------------------|----------|
| 1. Conversion of Insurance Benefit: | Included |
| 2. Waiver of Premium Benefit:       | Included |
| 3. Living Benefit:                  | Included |



# CERTIFICATE OF INSURANCE

WYANDOTTE PUBLIC SCHOOLS

Wyandotte, MI

All Part-Time Secretarial & Clerical Employees working 10 months or less a year

Administered by:

NATIONAL  INSURANCE

## SCHEDULE OF BENEFITS

### A. Administrative

- |   |   |
|---|---|
| 1. Employer:                              | WYANDOTTE PUBLIC SCHOOLS  |
| 2. Plan Number:                           | 30037   |
| 3. Initial Plan Effective Date:           | January 1, 2013   |
| 4. Evidence of Insurability Requirements: | Applies to Late Enrollees, Increases in Benefits and Amounts over Guarantee Issue Amounts   |
| 5. Eligible Class:                        | 05 All Part-Time Secretarial & Clerical Employees working 10 months or less a year  |
| 6. Minimum Hourly Work Requirement:       | 20 hours per week   |
| 7. Waiting Period for Insurance Coverage: | None  |
| 8. New Employee Eligibility Date:         | Upon completion of the Waiting Period   |
| 9. Leaves / Layoffs:                      | Coverage with premium payment while on FMLA leave; Coverage with premium payment for up to 12 months while on Paid or Unpaid Leave of Absence; Coverage with premium payment for up to 3 months while on Military Leave; Coverage with premium payment for up to 3 months while on Layoff |
|   |   |
| 10. Employee Premium Contribution         |   |
| Employee Basic Insurance:                 | 0%  |
|   |   |
| 11. Participation Requirements            |   |
| Employee Basic Insurance:                 | 100%  |
|   |   |
| 12. Insurance Reduction Schedule          |   |
| Employee Basic Insurance:                 | No Reductions. Basic Life Insurance terminates at retirement.   |

### B. Basic Life Insurance

- |                             |          |
|-----------------------------|----------|
| <u>Employee Basic Life:</u> | \$20,833 |
| Guarantee Issue:            | \$20,833 |

### C. Additional Benefits

- |                                     |          |
|-------------------------------------|----------|
| 1. Conversion of Insurance Benefit: | Included |
| 2. Waiver of Premium Benefit:       | Included |
| 3. Living Benefit:                  | Included |