

*Master Agreement*

*Between*

*The Board of Education of the  
Kelloggsville Public Schools*

*and the*

*Kelloggsville Educational Association  
(KEA)*



*August 21, 2015 – August 20, 2018*

KELLOGGSVILLE PUBLIC SCHOOLS  
Kelloggsville Educational Association (KEA)  
TABLE OF CONTENTS

Preamble

Article I	“Recognition” .....	01
Article 2	“Rights” .....	03
Article 3	“Professional Behavior and Standards” .....	06
Article 4	“Protection of Unit Members” .....	08
Article 5	“Working Schedules and Working Conditions” .....	09
Article 6	“Leaves of Absence” .....	22
Article 7	“Sick Leave Bank” .....	29
Article 8	“Workers Compensation Guidelines” .....	31
Article 9	“Unscheduled School Closings and Delay Days .....	32
Article 10	“Calendar” .....	33
Article 11	“Benefits” .....	34
Article 12	“Compensation” .....	38
Article 13	“Grievance Procedures” .....	43
Article 14	“Continuity of Operations” .....	47
Article 15	“Duration” .....	49

Schedules/Calendars/Benefits

Schedule A-1: Salary Schedule 2015-16 .....	50
Schedule A-1: Salary Schedule 2016-17 .....	51
Schedule A-1: Salary Schedule 2017-18 .....	52
Schedule A-2: Extra Duty Schedule .....	53
Schedule A-3: Off-Schedule Payment Schedule .....	56
Schedule A-4: Class Size Overage Compensation Schedule.....	57
Schedule A-5: Zero Hour/Prep Time Reimbursement Schedule.....	58
Schedule B: Calendar: 2015-16 .....	59
Schedule B: Calendar: 2016-17 .....	62
Schedule B: Calendar: 2017-18 .....	65
Schedule C: Benefits.....	68

# Article 1

## 1.0 Recognition

### 1.1 Agreement

This agreement is entered into between the Board of Education of Kelloggsville Public Schools, hereafter called the “Board”, the KCEA, MEA, NEA and the Kelloggsville Education Association, hereafter called the “KEA”.

### 1.2 The Unit

The KCEA, MEA, NEA, and KEA are the exclusive representatives of all of the unit members in the unit for the purposes of collective bargaining. The term “unit member(s)” when used in this Agreement shall refer to all unit members included in the unit.

The unit consists of two (2) categories: those eligible for tenure (unit members); those that are not eligible for tenure.

#### 1.2.1 Staff eligible for tenure under the Tenure Act:

1.2.1.1 Full-time and part-time unit members certified in PK-12 Grades

1.2.1.2 Full-time and part-time special education unit members

#### 1.2.2 Ancillary staff is defined as: Licensed staff not eligible to receive tenure under the Tenure Act:

1.2.2.1 Counselors

1.2.2.2 Special Education Consultants

1.2.2.3 Librarians – certified

1.2.2.4 Psychologists

1.2.2.5 Social Workers

1.2.2.6 Speech Therapists

1.2.2.7 Occupational Therapists

### 1.3 Excluded from the Unit

Any of the members in the following:

1.3.1 Substitute unit members

1.3.2 Administrators

1.3.3 Supervisors

1.3.4 Clerical

1.3.5 Custodial, maintenance, operations

1.3.6 Food Service

1.3.7 Transportation

- 1.3.8 Retired contracted unit members
- 1.3.9 Privatized/subcontracted unit members
- 1.3.10 All other persons employed by the Board who are not included in 1.2.1 or 1.2.2

1.4 New Positions

Any new positions created by the Board after the ratification date of this Agreement, possessing the same community of interest, will be included in this unit. Disputes concerning the “community of interest” will be submitted to Michigan Employment Relations Committee.

1.5 Negotiations

The Board agrees not to negotiate with any individual or organization other than the KEA for the duration of this Agreement.

## Article 2

### 2.0 Rights

#### 2.1 Board of Education Rights

- 2.1.1 Establish Policies – The KEA acknowledges that the Board, as officially constituted under the laws of the State of Michigan, is responsible for the establishment of policies designed to govern and maintain the school system.
- 2.1.2 Powers, Rights and Authority – The Board on its own behalf and on the behalf of the electors of the school district, retains and reserves all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and the United States, including, but without limiting the generality of the following rights:
- 2.1.2.1 Management and Control – The executive management and administrative control of the school system and its unit members, properties and facilities.
- 2.1.2.2 Relationship to Unit members – To hire all unit members, and determine their qualifications, the conditions of their continued employment, their dismissal or demotion, and to promote and transfer all such unit members.
- 2.1.2.3 Additional Rights – The Board delegates to its administrative staff the responsibilities of enforcing policies; construction, acquisition and maintenance of school buildings and equipment; the evaluation, discipline, suspension, promotion and termination of unit members; and the establishment and revision of rules and regulations governing and pertaining to work and conduct of its unit members. The Board and administrative staff shall be free to exercise all managerial rights and authority as limited by law.
- 2.1.2.4 Use of Management Rights – Specific management rights in this Agreement are not included to be, nor shall be, restrictive of or a waiver of any rights of management not specifically provided for herein whether or not such rights have been exercised in the past.

## 2.2 KEA Rights

- 2.2.1 Nondiscrimination of Rights – The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, marital status or membership in, or KEA with, the activities of any KEA unit member.
- 2.2.2 Religious and Political Discrimination – Unit members shall be entitled to full rights of citizenship and no religious or political non-employment activities of any unit member or lack thereof shall be grounds of any discipline or discrimination with respect to the employment of the unit member. However, the KEA recognizes that it is the unit member’s responsibility to fulfill his/her employment obligations.
- 2.2.3 Use of Facilities and Equipment – The Board grants to the KEA the right to use school building facilities after making proper application to the building principal for each use desired. The Board shall provide reasonable use of office equipment and supplies for KEA business consistent with that provided other groups. When possible, bulletin boards in the staff lounge/work room(s) and other media of communications may be made available to the KEA.
- 2.2.4 District Information – The Board agrees to make available to the KEA, in response to a written request to the Superintendent, all district information that is available to the constituents of the school district. School records are not to be removed from the office in which they are located.
- 2.2.5 Use of School Mail – The KEA may use the inter-school mail, email service and unit member mailboxes for communications to the unit members.
- 2.2.6 Wearing of Insignias and Pins – The Board agrees that no unit member shall be prevented from wearing insignia or pins of membership in the KEA either on or off school premises.
- 2.2.7 Member Unit Changes – The district shall provide the KEA with the names and contact information (full name, home telephone number, address, position and building) of all new hires in the unit the Friday before opening day. For unit members hired after opening day, the district shall provide the KEA with the contact information within five (5) district business days of hire date.

The district shall also provide the KEA with the names of any bargaining unit member that has a change in classification or status, including but not limited to retirement, resignation, termination, paid or unpaid leave and part/full time within five (5) district business days of the change. This notification shall be made, via email, to the KEA's Local Membership Chair and President.

## Article 3

### 3.0 Professional Behavior and Standards

- 3.1 Compliance with Policy – The unit members shall comply with reasonable rules, regulations and directions as adopted by the Board or its representatives who are not inconsistent with provisions of this Agreement or the law.
- 3.2 Enforcement – The KEA recognizes that abuse of such rules, regulations, directives, leaves, chronic tardiness or absence, leaving the assigned work site without permission, willful deficiency in professional performance, or other violations of professional behavior by a unit member reflect adversely upon the education profession and create undesirable conditions in the school building, and thus shall be the basis for unit member discipline including up to termination. Alleged breaches of this agreement and code of ethics of the educational profession shall be reported to the offending unit member and the KEA within five (5) district business days.
- 3.3 Representation – A unit member has allegedly committed a breach in his/her professional behavior upon request shall be entitled to have a KEA representative during an investigatory meeting or disciplinary hearing conducted by the administration. When a request is made for such representation, no further action shall be taken with respect to the specific unit member until such representative of the KEA is present.
- 3.4 Arbitrary and Capricious – No unit member shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage for reasons deemed arbitrary and capricious. Any such discipline, reprimand or reduction in rank, compensation or any professional advantage, shall be subject to the professional grievance procedure. All pertinent change in relevant information forming the basis for the disciplinary action will be made available within five (5) district business days to the unit member and the KEA upon written request of the unit member.
- 3.5 Unit member Dress Code – All faculty and unit members of Kelloggsville Public Schools serve as role models for the students with whom they work and as leaders in the community. Unit members are expected to dress in appropriate professional attire that distinguishes them from students, and to follow basic rules of good grooming and personal hygiene. Exceptions may be made for the following reasons:
- A. Nine (9) scheduled dress down days, not including those associated with school related activities, including but not limited to: Spirit Weeks, Field Days, etc.



- B. Professional development days or days of non-student contact.

The principal or supervisor is responsible for maintaining an acceptable standard of dress for unit members under his/her supervision.

### 3.6 Unit member Certification Responsibility

- 3.6.1 All instructional personnel shall possess teaching certificates that legally qualify them for work to which they are assigned. All unit members of core academic subjects must be highly qualified per federal law (NCLB). Core subjects include English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography (NCLB Section 9101). The acquisition of such certificates and keeping them up-to-date is the responsibility of the unit member. Unit members shall be responsible for their own professional development hours as required by law.
- 3.6.2 All teaching certificates shall be duly recorded with the Superintendent. If by June 30 of the current year, a unit member is not in possession of a certificate to teach that is valid for the next school year, he/she will be considered a voluntary quit and his/her position will automatically be declared vacant.
- 3.6.3 Bachelor's Degree Required – No new unit member shall be employed by the Board for a regular teaching assignment who does not have a bachelor's degree from an accredited college or university.
- 3.6.4 Vocational Certification – Unit members assigned to vocational teaching positions shall hold vocational certificates in the area of specialization.

## Article 4

### 4.0 Protection of Unit Members

- 4.1 Responsibilities and Special Assistance for Students - It is the duty of unit members and administrators to maintain control and discipline on the school site. The administration and Board have the responsibility to give support and assistance to unit members in this respect. When in the opinion of the principal and the unit member, a pupil requires the attention of special counselors, social workers, law enforcement personnel or other professional persons, the Board shall, after having received a written referral from the unit member and immediate supervisor, take reasonable steps to relieve the unit member of sole responsibility with respect to such pupil.
- 4.2 Board Support – In the event of legal action against a unit member as a result of any proper action taken by the unit member against a student, the Board will provide counsel for the unit member’s defense.
- 4.3 Time Lost – Time lost by a unit member in connection with any incident in this Article shall not be charged against the unit member’s leave allowance and member shall be made whole.
- 4.4 Assault – Any case of assault by a student upon a unit member or by a third party on school grounds or at a school sponsored activity shall be promptly reported to the building administrator, Superintendent and the KEA President. The Superintendent and KEA President shall meet with the unit member to assess the extent of the assault to advise the unit member of his/her rights and obligations with respect to such assault and when if necessary make a available legal counsel, counseling, time off with pay, and shall render all reasonable assistance to the unit member in connection with handling of the incident by law enforcement and judicial authorities.
- 4.5 Complaints – Unit members and KEA leadership shall be notified within five (5) district business days of any specific written and/or documented complaints concerning a unit member which are directed to an administrator.

## Article 5

### 5.0 Working Schedules and Working Conditions

#### 5.1 Elementary

5.1.1 Definitions – Elementary Unit Member: Regular unit members and special education unit members assigned to K-5 classroom.  
Specials/Electives Unit members: Unit members that are assigned to non-core classes, for example: physical education, music, art, counselor, reading, science, Spanish, computers/technology and other area(s) as determined by the Board.

5.1.2 Elementary Schedule – Elementary unit members (regular classroom and specials/electives) shall have the following schedule:

8:15 a.m.	Unit member starting time
8:45 a.m.	Class starting time for students
3:35 p.m.	Class ending time for students
3:45 p.m.	Unit member dismissal time

The listed hours may be adjusted to equivalent times of up to 10 minutes for unit members and 15 minutes for students.

5.1.3 Student Times - Instructional time will be from 8:45 a.m. to 3:35 p.m. with a 40 minute lunch period scheduled in the time period of 8:45 – 3:35. The minimum instructional time will be 1,098 hours.

5.1.4 Student Supervision Time – The unit member may be assigned a specific area in the building by the principal to supervise students at the beginning and end of the day.

5.1.5 Preparation Period – The preparation period is to be used for planning for classes, organizing related school work, and principal – unit member conferences.

5.1.6 Lunch Period – Unit members shall be entitled to a duty-free, uninterrupted lunch period of at least 40 minutes.

5.1.7 Preparation Period Time – The total time for a full-time unit member shall be a two (2) week average of 210 minutes per week. Part-time unit members will receive prep time on a prorated basis as to their FTE.

- 5.1.7.1 Preparation Time Compensation – Any Elementary unit member receiving less than 42 minutes multiplied by the number of student days in a given week due to field trips or scheduled days off (this does not include days lost due to inclement weather) shall be reimbursed for lost prep time at the teacher training rate at the end of each semester. The reimbursement amount shall be prorated at the number of minutes lost. Specials teachers will be expected to cover a class when the scheduled special time overlaps with a teacher’s prep time and an assembly.
- 5.1.8 Recess Supervision K-5 – Recess supervision shall be assumed by unit members in each building as a paid responsibility. If there is no individual volunteer for recess supervision, it shall be rotated among those unit members within the building and the compensation divided equally among them, or, at the discretion of the building administrator.
- 5.1.9 Relief Periods and Inclement Weather Dismissals – Elementary unit members shall be granted one 20 minute duty-free relief period during recess unless they are a recess supervisor per 5.1.8. During days of inclement weather this 20 minute relief period is waived and all unit members will supervise the students in the building during recess. If early dismissal occurs the unit members will stay with the students until all students exit the building. Unit members may leave when all their students exit the building.
- 5.1.9.1 On days of inclement weather, at the principal’s discretion, unit members assigned to elementary buildings may assume supervision of students during lunch period on a voluntary basis and shall be compensated at the substitute rate.
- 5.1.10 Extra-Duty Assignment Unit members will be notified in person or in writing of termination of extra-duty assignments by June 30. Otherwise, unit members will retain their positions unless circumstances arise necessitating the elimination of that position. Unit members who do not intend to perform the extra-duty assignment for which they are currently under contract shall notify the Superintendent’s designee by May 20<sup>th</sup>.
- 5.1.11 Travel – Unit members that travel between buildings, as part of their assignment, shall receive the IRS mileage rate posted on 01 September of the school year. Unit members shall not be expected to travel during their prep period. If travel during a unit member’s prep period is necessary, because of scheduling issues, that unit member will be paid .5% of BA base salary for their prep period.

## 5.2 Secondary

5.2.1 Definitions – Secondary unit members are unit members that are assigned and certified in the 6-12 program. The middle school is 6-8, the high school, 9-12, and 54<sup>th</sup> Street Academy is 9-12. Online classes, blended learning, and dual enrollment may expand the range of 6-12 to 6-14 depending on the class offerings but are still classified as secondary education.

5.2.2 Secondary Schedule – 6-12 unit members shall have the following schedule:

7:40 a.m.	Unit member starting time
8:00 a.m.	Class starting time for students
3:00 p.m.	Class ending time for students
3:10 p.m.	Unit member dismissal time

The listed hours may be adjusted to equivalent times of up to 10 minutes for unit members and 15 minutes for students.

5.2.3 Student Times – Instructional time will be from 8:00 a.m. to 3:00 p.m., with a 30 minute lunch period. The minimum instructional time will be 1,098 hours.

5.2.4 Student Supervision Time – The unit member may be assigned a specific area in the building, by the principal, to supervise students at the beginning and end of the day.

5.2.5 Preparation Period – The preparation period is to be used for planning for classes, working with individual students, organizing related school work, and principal – unit member conferences. Full-time unit members will teach five (5) out of six (6) hours. Less than full-time members will be prorated as per their FTE.

5.2.6 Lunch Period – Unit members shall be entitled to a duty-free uninterrupted lunch period of at least 30 minutes.

5.2.7 Noon Hour Supervision – Noon hour supervision may be assumed by unit members as a paid responsibility in each building on a voluntary basis. If there is no individual volunteer for noon supervision, the administration may assign the responsibility.

5.2.8 Assignments – The building principal is responsible for scheduling and assignment of personnel as recommended by the Superintendent to the Board of Education.

- 5.2.8.1 Class Periods - The Middle School, High School, and 54<sup>th</sup> Street Academy shall have a six (6) hour student day schedule.
- 5.2.8.2 Zero Hour Before or After School - A full-time unit member that voluntarily accepts to teach a core course for the duration of a semester will receive additional compensation for the class as per Schedule A-5. If a part-time unit member voluntarily accepts to teach a core course for the semester they will have their FTE increased and receive the corresponding compensation.
- 5.2.8.3 Teaching During Prep Time – A full-time unit member that voluntarily accepts to teach a core course during their prep time, for the duration of a semester, will receive additional compensation for the class as per Schedule A-5.
- 5.2.8.4 Remediation/Credit Recovery Before/After School - A unit member that voluntarily accepts to teach a class for remediation/credit recovery before or after school will be compensated as per the hourly rate in Schedule A-2.
- 5.2.8.5 Change in Grade or Subject Assignment - The administration will make its best effort to inform unit members of changes in grade and subject assignments at least thirty (30) calendar days prior to the beginning of each semester.
- 5.2.8.6 Extra-Duty Assignment – Unit members will be notified in person or in writing of termination of extra-duty assignments by June 30. Otherwise, unit members will retain their positions unless circumstances arise necessitating the elimination of that position. Unit members who do not intend to perform the extra-duty assignment for which they are currently under contract shall notify the Superintendent’s designee by May 20<sup>th</sup>.
- 5.2.8.7 Travel – Unit members that travel between buildings, as part of their assignment, shall receive the IRS mileage rate posted on 01 September of the school year. Unit members shall not be expected to travel during their prep period. If travel during a unit member’s prep period is necessary, because of scheduling issues, that unit member will be paid .5% of BA base salary for their prep period.

5.3 Departure Time and Dismissal K-12 and Ancillary Staff

- 5.3.1 Elementary (K- 5) Dismissal Time – The elementary dismissal time is 3:45 p.m. except on days when the member is expected to be at building meetings, district meetings, parent conferences, or at other professional responsibilities.
- 5.3.2 Secondary Dismissal Time – Middle School, High School, and 54<sup>th</sup> Street Academy dismissal time is 3:10 p.m. except on days when the member is expected to be at building meetings, district meetings, parent conferences, or at other professional responsibilities.
- 5.3.3 Approval for Leaving Early – Any unit member desiring to leave his/her assigned building prior to the completion of his/her daily schedule, shall notify his/her immediate supervisor or the supervisor's appointee, and get prior approval before leaving.
- 5.3.4 Early Dismissal – Unit members shall be allowed early dismissal (when their students have left their care) on holidays, or prior to scheduled days off (does not include non-holiday weekends) as per the school calendar.
- 5.3.5 Last Day Dismissal – Dismissal time, on the last day of the school year, for each unit member shall be as per the designated work hours on the school calendar.

#### 5.4 Meetings and Required Activities Attendance

- 5.4.1 Meetings – Two (2) days a month will be scheduled for professional development, individual parent conferences, curriculum grade level meetings, and school improvement planning. The meetings will be held before or after the school day and be a maximum of one (1) hour and scheduled by the building principal. Each unit member is required to attend the meetings as scheduled unless approved by their immediate supervisor.
- 5.4.2 Parent-Teacher Conferences – Full-time and part-time unit members are required to attend and conduct conferences as scheduled and not on a prorated basis because of FTE of employment or involvement in other school sponsored activities. Compensation for these meetings is included in the regular salary and additional compensation will not be given.
- 5.4.3 Required Attendance at Activities – Each unit member is required to attend up to two (2) of the following (unless excused by the principal):
  - 5.4.3.1 PreK–8 Open House, PreK-8 Activity Night, Pre-K-12 Holiday Programs/Winter Programs.
  - 5.4.3.2 6<sup>th</sup> Grade Camp

- 5.4.3.3 9-12 Meet the Rockets, 9-12 Drama Productions, 9-12 Dance, 9-12 Prom.
- 5.4.3.4 Athletic Events 4-12
- 5.4.3.5 Band Concerts, Choir Concerts, Community Pride Festival, Parent-Unit member group meetings, High School and 54<sup>th</sup> Street Graduation, Awards Assemblies
- 5.4.3.6 PreK-5 School Carnivals
- 5.4.3.7 Any other weekend or school night program approved by the principal.

## 5.5 Class Size and Overload Compensation

### 5.5.1 Class Size

- 5.5.1.1 Kindergarten and Young 5's = 22 students
- 5.5.1.2 First (1) = 24 students
- 5.5.1.3 Second (2) = 24 students
- 5.5.1.4 Third (3) = 26 students
- 5.5.1.5 Fourth (4) = 26 students
- 5.5.1.6 Fifth (5) = 28 students
- 5.5.1.7 Sixth Self-Contained = 30 students
- 5.5.1.8 Sixth through Twelfth (6-12) = 32 students
- 5.5.1.9 The number of students in a class (art, science lab, computers, etc) cannot exceed the number of stations available.
- 5.5.1.10 K-5 Specials/Electives = 30 students
- 5.5.1.11 Physical Education (6-12)
  - = 38 students with one (1) teacher present
  - = 32 Students with two (2) teachers present
- 5.5.1.12 Vocal Music = unlimited number of students
- 5.5.1.13 Instrumental Music = unlimited number of students
- 5.5.1.14 Academic Achievement Center
  - = unlimited number of students
- 5.5.1.15 54<sup>th</sup> Street Academy Blended Learning/On-Line Classes = unlimited number of students

### 5.5.2 Overload Compensation – See Schedule A-4

- 5.5.2.1 Reimbursement for overloads above the limits (5.5.1) will begin two (2) weeks after the start of the semester. For those classes not adjusted, the reimbursement will be made retroactive to the first week of school.
- 5.5.2.2 Overage payment shall be waived for the amount of time a paraprofessional is assigned to the classroom.



- 5.5.2.3 The weekly class rosters will be used, as verification of the overload, to compensate the unit member.
- 5.5.2.4 Any special education class enrolling students in excess of the State of Michigan guidelines shall be reimbursed by the Board. The amount of reimbursement shall be based on the IEPC of the student causing the overage.

## 5.6 Experimental Class

- 5.6.1 The Board has the authority and right, upon consultation with KEA, to approve modifications, adjustments or changes in teaching conditions and schedules for experimental classes including but not limited to new technology and innovative approaches in educational programs. New approaches in staffing and scheduling may involve changes in the length of the work day, the length and number of class periods taught and the number of students in a given class. The KEA will be notified within five (5) district business days regarding the implementation of experimental classes and schedules.

## 5.7 Working Conditions

- 5.7.1 Equipment and Maintenance – The Board agrees to keep the schools equipped and maintained. Any unit member requesting repair must describe the repair in writing and submit to his/her building principal.
- 5.7.2 Staffing Facilities – The Board shall make available in each building, a lunchroom, restroom, and lavatory facilities exclusively for staff use and at least one room reasonably furnished, which shall be reserved for use as a staff lounge.
- 5.7.3 Electronic Communications – Telephone facilities shall be made available to staff for their professional use. Long distant calls of a personal nature should not be charged to the school phone. Computers provided to unit members by the district should be reserved for professional use and not to be used for promoting personal enterprise. Use of any school computer is subject to the Technology Use Agreement. Personal cell phones or other communication devices should not be used during instructional time. Internet and email will be governed by Board guidelines.
- 5.7.4 Electronic Attendance Records – Elementary unit members must take attendance at the beginning of the day in the a.m. and immediately after lunch in the p.m. Secondary (6-12) unit members must take attendance at the beginning of every class period. If electronic attendance is not accessible, a written form is acceptable, electronically followed up on as soon as possible.

Secondary unit members will have grades posted weekly on PowerSchool or current system.

5.7.5 Teacher Evaluation of Student Performance

It is agreed by the parties that the evaluation of student performance is the responsibility of the professional staff within the unit unless the law, as per Michigan School Code, expressly permits otherwise. No change in any grade or test score assigned a student may be made by the Employer or its administrators without the prior knowledge of the unit member who assigned the grade or score.

5.7.6 Personnel Files – A unit member shall have the right, upon written request, to review the contents of his/her own personnel file in the presence of an administrator. A representative of the KEA may, at the unit member's request, accompany the unit member in this review. The unit member may request, in writing, the removal of any document. The removal will be done at the discretion of the Superintendent.

5.7.7 Seniority List – The district shall prepare and present to the KEA annually by December 01 a current seniority list of unit members/professional staff. The KEA will review the list with the unit members/professional staff for accuracy and make corrections/additions where appropriate. The list will be returned to the Superintendent by 15 January and all changes and accuracy of the list will be mutually agreed to and verified by the KEA President and Superintendent signatures. Any events, after 15 January, that may change the contents of the list will be held for the next year seniority list. Said list will provide name, seniority date, length of service, certification, and note any unpaid leave time of all unit members/professional staff. Ties in seniority shall be broken by a drawing of lots, with all affected individuals, with a KEA representative and an administrator present.

5.7.7.1 Errors in the list, if any, must be identified, in writing, to the Superintendent and the KEA President after 01 December and prior to 15 January. If no errors are presented, the list shall be deemed to be accurate.

5.7.7.2 Seniority in the district shall be based upon length of employment in the school district. The seniority date shall be the date on which the original written contract is signed. Length of service shall be computed for the years worked in the district. Time on layoff, unpaid leave, and child-care leave (of at least a semester in duration) will not count as accruing seniority. This time won't increase the years of service or seniority but will freeze the time accumulated while not employed or

working in the district. Part-time employment shall not interrupt years of service and shall not be pro-rated.

5.7.7.3 It is hereby agreed that probationary unit members that work in the district for a period of time, less than the time needed for the attainment of tenure, shall stay on the seniority list equal to their employment at Kelloggsville. For example, if a unit member fills in for one year he/she shall stay on the seniority list for one year and then be dropped.

5.7.8 Posting Vacancies – When a vacant position in the unit occurs the administration shall post the position for five (5) days. The position won't be filled prior to the expiration of the posting unless there is an emergency. Qualified unit members are encouraged to apply and shall be given consideration for the vacant position. Notification of all unit vacancies shall be available by electronic email to all unit members. If the vacancy is a semester or longer in duration, the position shall become a unit member.

5.7.9 Transfers

5.7.9.1 Involuntary Transfer – The unit member being transferred shall be notified in person by the immediate supervisor. The reason for the transfer shall be reviewed. No email communications regarding transfers or staffing changes will be sent until all individuals involved in the transfer have been notified in person. The administration will make its best effort to give all notifications to transferred individuals in all buildings on the same day. KEA shall be notified of the transfer and the date.

5.7.9.2 Transfer Unit Member to Administration – Any unit member who shall be transferred to a supervisory or executive position and shall later return to a unit status shall be entitled to retain such rights as he/she may have had prior to such transfer, and time served in the supervisory position shall be credited as time taught for placement on the salary schedule.

Anyone transferred to a supervisory or executive position prior to August 24, 2001 will continue to accrue full seniority within the KEA bargaining unit. Those transferred after this date will not accrue seniority in the KEA bargaining unit.

5.7.9.3 Transfer Requests – Requests by a unit member to a different class, building or position shall be made in

writing, one copy to the Superintendent and one copy to the KEA. The written request for transfer must be to the Superintendent by March 01. The request/application shall set forth the reasons for the transfer, the school, grade or position, the applicant's academic qualifications, NCLB or current requirements being met. Transfer requests shall be renewed annually by March 01 to assure consideration by the Superintendent.

5.7.10 Student Teachers – The assignment of student teachers to tenure unit members will be approved by the building principal. A unit member may have one student teacher every three (3) years, exceptions may be made at the Superintendent's discretion. Any compensation received from a college or university shall be donated to the Kelloggsville Public Schools Education Foundation. The KEA will be notified of the amounts received and donated to KPS Education Foundation.

## 5.8 Work Rules for Ancillary

5.8.1 Layoff and Recall of Ancillary Staff – In the event staffing levels need to be reduced the Board shall apply the following order of reduction in ancillary personnel:

- 5.8.1.1 Voluntary layoff
- 5.8.1.2 Least senior in the ancillary group
- 5.8.1.3 Evaluations and effectiveness in assignment

5.8.2 Seniority – Shall be defined as the length of continuous years of service to the Kelloggsville Public Schools and as per the approved district seniority list. The following items will be used as the determining factor for seniority:

- 5.8.2.1 Shall not be pro-rated for part-time unit members
- 5.8.2.2 Shall not accrue while on layoff or leaves of absence
- 5.8.2.3 Shall be frozen for ancillary staff that takes leave from the unit to occupy another position outside this unit member group (i.e. administrator, position that grants tenure) in the district.

## 5.8.3 Recall

5.8.3.1 Ancillary staff shall be recalled in inverse order of lay-off to vacancies within their category (1.2.2), which they are certified (licensed, etc.) and qualified.

- 5.8.3.2 Ancillary staff failing to respond to written notice of recall within ten (10) district business days of receipt of such notice shall be considered to have voluntarily resigned.
- 5.8.3.3 The right to recall expires one (1) year from the date of official notification of the lay-off.

5.9 Professional Development, Training, and Conferences

5.9.1 Professional Development

- 5.9.1.1 Requirements – The district shall schedule and provide professional development (PD) to the staff to meet requirements of the Michigan Department of Education (MDE). All unit members, full-time and part-time, are mandated to attend the district sponsored PD.
- 5.9.1.2 Part-time Staff – Part-time staff must attend all PD activities sponsored by the District based on their FTE level and will not receive additional compensation for attending PD.

5.9.2 Training – The definition of training is educational opportunities, for staff members, scheduled outside the regular work day or regular work year.

- 5.9.2.1 The rate of compensation is the Training Rate - - Schedule A-2
- 5.9.2.2 The minimum compensated time will be one hour
- 5.9.2.3 The maximum compensated time during the school year will be three (3) hours if approved by the supervisor
- 5.9.2.4 The compensation for programs/training shall include:
  - 5.9.2.4.1 KISD Workshops before/after/out of the regular day.
  - 5.9.2.4.2 KPS training/workshops scheduled and offered before/after/out of the regular workday.
  - 5.9.2.4.3 KISD and/or KPS training/workshops offered outside the regular work year (i.e. summer).

- 5.9.2.4.4 Workshops offered by other institutions will be considered.
  - 5.9.2.5 College classes will not be included in the training compensation provision.
  - 5.9.2.6 In-service scheduled during the regular contractual year will not be included in the Unit member Training rate compensation provision.
  - 5.9.2.7 Inservice scheduled outside the regular contractual year will be paid at the Teacher Training Rate (Schedule A-2) and may run 6-8 hour work sessions during the summer if approved by the appropriate supervisor.
  - 5.9.2.8 The training time accumulated isn't applicable to the salary schedule for advancement on steps or lane changes.
- 5.9.3 Conference – An activity sponsored by the MDE, Professional organization, institution, or college/university for no college credit.
- 5.9.3.1 An unit member must file an application for approval to the Superintendent.
  - 5.9.3.2 Factors considered by the Superintendent for unit member attendance at a conference shall be based upon professional interest, teaching assignment, and leadership.
  - 5.9.3.3 The Board will cover the registration fees, substitute cost, mileage, and the unit member's salary for the conference day.

**If approved by the Superintendent:**

- 5.9.3.4 The Board will not pay for lodging, meals, or additional materials that aren't provided by the conference host.
- 5.9.3.5 The unit member shall share and present the information learned with colleagues at the grade level or department meeting directly following the conference attended.
- 5.9.3.6 If a unit member is scheduled to attend a conference and the district has a snow day or other "Act of God" day, the unit member is expected to make a reasonable attempt to attend the conference.

5.9.3.7 The conference time, Continuing Education Units (CEU), SCECH accumulated at conferences will not be applicable for salary advancement on steps or lane changes.

## Article 6

### 6.0 Leave of Absence

6.1 Sick Leave – The provisions for sick leave days are as follows:

- 6.1.1 Each full-time unit member shall be granted ten (10) paid leave days per school year for absences caused by illness or injury. Part-time unit members shall receive a prorated amount of days as per their FTE.
- 6.1.2 Unused sick leave days may accumulate, without limitations, as per Article 12.
- 6.1.3 A unit member returning from a day of absence must fill out and submit the required form to the Central Office.
- 6.1.4 Sick Day Use – Sick leave may be used for personal illness of the unit member, the unit member's spouse, children, or parents and other individuals residing for an extended period of time in the unit member's household, and persons for whom legal responsibility has been assigned.
- 6.1.5 The unit member may be required, after five (5) consecutive working days, to present a physician's statement of illness or injury at the request of the building principal, Superintendent, or his/her designee.
- 6.1.6 Unit members may not donate sick days to other unit members for extended leave time. The only donation permissible is to the Sick Leave Bank.
- 6.1.7 Accumulation/Long Term Illness – Each unit member shall be entitled to an accumulation of the unused portion of each year's leave without limitation. Any unit member whose personal illness extends beyond the period compensated shall be granted a leave of absence without pay for up to the remainder of the school year renewable by the Board upon request of the unit member. Upon return from leave, a unit member shall be assigned to his/her former position or to one of comparable status.
- 6.1.8 Bonus Leave Days

Chargeable Leave Days Use in Previous Year	Bonus Leave Days Granted Annually
None (0)	Two (2)
One (1)	One (1)



6.2 Personal Business Days – The provisions for personal business leave days are as follows:

6.2.1 Each full-time unit member shall be granted three (3) personal business days per year.

6.2.1.1 Personal business days shall be limited to three (3), district wide however, exceptions may be made at the discretion of the Superintendent. Requests will be granted in the order they were received. In the event that more than three (3) requests are received for the same day, requests received on the earliest date will be granted first. In the event of a tie, with multiple requests being received on the same day, a tiebreaker will be the order of hire with the unit member hired earliest in that unit being granted the personal day first until the limit of three (3) requests has been reached.

6.2.2 The personal business leave is for the purpose of conducting personal business which is not practical to transact during regular working hours.

6.2.3 Notification – Must be made in writing to the building principal who will forward it to the Superintendent. Notification must be made five (5) district business days in advance of the anticipated absence. In case of an emergency the five days may be waived by the Superintendent, however, notification should be done as soon as possible.

6.2.4 Unacceptable Uses of Personal Business Days:

6.2.4.1 Recreational activities

6.2.4.2 Rendering services

6.2.4.3 Other employment

6.2.4.4 First or last day of school

6.2.4.5 First working days preceding or following a vacation period or holiday

6.2.4.6 Days parent-unit member conferences are held

6.2.4.7 In-service/professional development days

6.2.4.8 Days of state mandated testing periods

6.2.4.9 Days that semester final exams are scheduled

6.2.4.10 Consecutive scheduled workdays

6.2.4.11 Exceptions may be made at the discretion of the Superintendent.

6.2.5 Unused Personal Days – Unused personal business days do not accrue but may be converted to sick days by the payroll department by June 30<sup>th</sup> of each year.

6.2.6 No statement of reason is necessary for any personal business days.

6.3 Paid Leaves Not Charged to Sick Leave – Leaves of absence, with pay and not charged against sick leave, will be made available for the reasons: (The Superintendent must approve each day of absence)

6.3.1 Jury Duty – If a unit member is called for jury duty, he/she shall serve. Salary payments will continue normally and any money paid for jury duty (except mileage) is to be given to the business office of the school district.

6.3.2 Witness - - Court appearance as a witness in any case connected with the unit member's employment with the school.

6.3.3 Bereavement Leave - - Up to five (5) days per school year, for each occurrence, may be used due to death in the immediate family. The leave for the immediate family isn't charged against accumulated sick leave, and includes:

- 6.3.3.1 Spouse
- 6.3.3.2 Parent
- 6.3.3.3 Child
- 6.3.3.4 Stepchild
- 6.3.3.5 Grandchild
- 6.3.3.6 Brother
- 6.3.3.7 Sister
- 6.3.3.8 Step-parent
- 6.3.3.9 Mother-in-law
- 6.3.3.10 Father-in-law

Bereavement Leave that is charged against accumulated sick leave includes;

- 6.3.3.11 Grandparent
- 6.3.3.12 Sister-in-law
- 6.3.3.13 Brother-in-law
- 6.3.3.14 Daughter-in-law
- 6.3.3.15 Son-in-law
- 6.3.3.16 Any other persons residing in the household for extended period of time
- 6.3.3.17 Niece
- 6.3.3.18 Nephew
- 6.3.3.19 Aunt
- 6.3.3.20 Uncle
- 6.3.3.21 Cousin
- 6.3.3.22 Funeral attendance of one (1) day per funeral for a person outside the immediate family.

6.3.4 Conferences - Approved attendance at conferences, workshops, or in-service meetings related to the unit member's work and approved by the Superintendent.

6.3.5 KEA Leave - The Board will provide up to a total of eighteen (18) days per year for use by the Kelloggsville Education KEA President or his/her designee for the purpose of local business, attending state or regional conferences of the MEA or KEA-oriented meetings. The following conditions govern the use of the days:

6.3.5.1 The application for such days will be processed through regular leave day procedures.

6.3.5.2 The KEA agrees the appropriate building principal(s) will be notified at least ten (10) days in advance of the absence of the leave day(s).

6.3.5.3 No unit member shall exceed three (3) days a year with the exception of the KEA President.

6.3.5.4 There will be no deduction from individual sick day accumulation for KEA days used.

6.3.5.5 The KEA will reimburse the school district for the substitute unit member's pay.

6.3.5.6 A unit member engaged during the school day in negotiation on behalf of the KEA with any representative of the Board or participating in a professional grievance negotiation, including arbitration, shall be released from regular duties without loss of salary. Every attempt shall be made to conduct such sessions other than during school hours.

6.3.5.7 Exceptions may be made by the Superintendent to grant additional leave.

6.4 Unpaid Leaves - Leaves of absence without pay may be granted, upon application, for the following reasons:

6.4.1 Medical - A leave of absence may be granted upon written request of those unit member who are unable to work because of personal illness or injury, as per the following guidelines:

6.4.1.1 The maximum length of this leave shall be the duration of the semester for which the leave is granted and the following semester.

- 6.4.1.2 This leave may be extended if applied for in writing, fifteen (15) workdays prior to the expiration of the leave, and approved by the Board.
- 6.4.1.3 Failure of any unit member, or designated representative, to apply for such unpaid leave prior to using their last available paid leave day may result in termination of their employment.
- 6.4.1.4 If, during the school year, any unit member on an unpaid status is absent more than thirty (30) consecutive workdays, insurance benefits will be discontinued. However, the unit member may continue the insurance at their own cost as per the provisions of COBRA.
- 6.4.1.5 Prior to returning to work the unit member must furnish the Superintendent with a written, signed statement from the attending physician stating that the unit member is capable of returning and performing the full duties of his/her assignment.
- 6.4.1.6 Failure to report (without notification and approval) on the reinstatement date agreed after recovery may be considered to be voluntary termination of employment.
- 6.4.1.7 The provisions of the Family and Medical Leave Act (FMLA) are applicable and invoked prior to the implementation of the above guidelines.
- 6.4.2 Child Care Leave - The length of the leave shall not exceed one (1) year, renewable at the discretion of the Board. Some conditions related to child care leave are as follows:
  - 6.4.2.1 Use of paid leave days allowed from accumulated leave shall not exceed thirty (30) days.
  - 6.4.2.2 The amount of accumulated leave a unit member uses may be extended by providing the Superintendent with a doctor declaration of medical and/or disability reasons (i.e. birth of a child, long term illness of a child) that make the unit member unable to fulfill the job duties.
  - 6.4.2.3 The unit member shall, when possible, notify the Superintendent, in writing thirty (30) days prior to the beginning of the leave date.

- 6.4.2.4 Once the beginning date of the leave has been approved by the Board it shall not thereafter be changed, except in the case of emergencies and to be determined on an individual basis.
- 6.4.2.5 Sixty (60) days prior to the termination date of the leave, the unit member shall notify the Superintendent of the his/her intent to return to active teaching status unless the leave extends into the summer in which case the unit member shall notify the Superintendent no later than 01 June of intent to return. The notification of return shall be in writing. Failure to meet the notification requirements and deadlines may result in a voluntary resignation by the unit member.
- 6.4.3 Military Leave - The parties shall abide by all local, state and federal laws pertaining to granting of leave and the reemployment of unit members who perform active service in the uniformed services of the Armed Forces of the United States.

## 6.5 General Provisions

- 6.5.1 Family and Medical Leave Act - The parties agree to abide by the rules and regulations set forth in the Family and Medical Act (Federal) of 1993. This section shall not be construed as limiting the right of a member to elect to substitute paid leave for unpaid leave in accordance with Section 102(d) (2) of the aforementioned legislation.
- 6.5.2 Medical Statement - Any unit member absent for five (5) consecutive days or more may be required to present to the Superintendent, prior to returning to work, a statement from a physician indicating that the unit member's health is satisfactory to resume normal work duties. If the Superintendent is in doubt about the unit member's health and ability to perform their duties, the Superintendent may send the unit member to a physician of his/her choice for further examination at the expense of the Board.
- 6.5.3 Violation of Leave - All leaves are considered as time off for protection of the unit member. Any unit member who willfully violates or misuses this policy on leave with pay or who misrepresents any statements or conditions under this policy shall forfeit all pay for this stated period and further rights under this policy unless reinstated in good standing by the Superintendent. Violation of this leave policy will be subject to disciplinary action up to and including discharge.
- 6.5.4 Additional Leaves - The Board may grant additional leaves without pay, benefits, and increments at its discretion.

- 6.5.5 Absence/Loss of Pay – Each unit member’s contractual time shall be the number of unit member attendance days established in Schedule B - Calendar, attached to and incorporated in the Agreement.

When a unit member is absent from his/her duties, and this absence is not allowable under the leave policy, said unit member shall have deducted an amount determined by dividing the contractual salary by the number of unit member attendance days multiplied by the number days absent. The KEA shall be notified of all reductions in pay.

- 6.5.6 Partial Day Absence – If it shall be necessary for a unit member to come in late or leave during the morning or afternoon within provisions of Article 6 of this Agreement, he/she shall be charged by dividing the instructional day by 7.5 hours and charging the sick leave accordingly. If the absence is not covered by the sick leave policy, he/she shall be deducted in the same manner.

## Article 7

### 7.0 Sick Leave Bank

- 7.1 A “leave bank” may be established and shall be administered according to the following guidelines:
- 7.1.1 The “leave bank” shall include unit members.
  - 7.1.2 Unit members shall be asked if they desire to contribute one (1) day of leave to the “leave bank” by filling out a mutually agreed upon form.
  - 7.1.3 Whenever the balance of leave days in the “leave bank” is exhausted, unit members shall again be contacted for a contribution of one (1) day.
  - 7.1.4 The Central Office shall maintain a record of those who have contributed leave days to the “leave bank” and of withdrawals from the “leave bank”.
  - 7.1.5 The Central Office shall notify the unit member of the leave bank status at the beginning of each school year.
  - 7.1.6 Withdrawals from the “leave bank” may be made by unit members who have obtained twenty (20) days accumulated leave. Once a unit member has benefited by or participated in the “leave bank” he/she will remain in the “leave bank” by continuing to replace three (3) days per year. When requested to do so newly eligible unit members must contribute a day in order to participate in the “leave bank”.
  - 7.1.7 The committee composed of the Superintendent, Building Principal, KEA President and two (2) representatives from the KEA Board of Directors, has the full authority to grant no more than forty (40) days per year to be used by all unit members.
  - 7.1.8 After the application for withdrawal, withdrawals must be approved, on a mutually agreeable form, by a committee (7.1.7). Four (4) affirmative votes from the five (5) committee members shall constitute approval of withdrawal. The committee shall determine if the purpose of withdrawal is valid, and the number of days that may be withdrawn in each case. In all cases, the decision of the committee is final and is not subject to the grievance procedure.

- 7.1.9 In special cases, upon unanimous decision of the committee and with the approval of the Board of Education, additional days can be granted.
- 7.1.10 “Leave bank” days shall be paid at the rate of the unit member’s per diem rate.
- 7.1.11 The balance of leave days in the “leave bank” shall be carried over from year to year.
- 7.1.12 Any donation of sick days outside the “leave bank” is prohibited.



## Article 8

### 8.0 Workers Compensation Guidelines

- 8.1 Injury/Accident Reporting - A unit member injured on the job shall report such injury at once to the building principal and the Central Administration Office. All reports must be filed at the Central Office as soon as possible after the incident has occurred but no later than the next working day.
- 8.2 Reporting Earnings - Should a unit member injury require loss of time and result in the unit member receiving worker's compensation benefits, said compensation shall be reported, by the unit member to the Central Office immediately upon receipt.
- 8.3 Limits - A unit member cannot collect both worker's compensation and sick leave at the same time. When legally possible a unit member will be compensated under the worker's compensation law rather than the unit member's accumulated sick leave. Should worker's compensation be less than the unit member's regular wage, the difference may be made up through available sick leave benefit, after the expiration of the worker's compensation benefit. "Leave bank" time is not allowable to make up the difference in compensation.

## Article 9

### 9.0 Unscheduled School Closings and School Delayed Days

- 9.1 Unscheduled School Closings - Unit members need not report to work on days when pupil instruction is not provided because of conditions not within the control of school authorities such as severe storms (snow days) and other “Acts of God” days: i.e. fires, epidemics, mechanical failure, or health conditions as defined by city, county or state agencies.
- 9.1.1 The KEA and Board agree to the number of hours/days allowed, for such unscheduled school closings, as defined by the State of Michigan School Code.
- 9.1.2 Unit members shall receive their regular compensation for unscheduled school closings.
- 9.1.3 If the number of hours/days of unscheduled closings exceeds the allowable amount of time by the State, the Superintendent and KEA will meet to develop a make-up schedule. Unit members will work the rescheduled hours/days without additional compensation.
- 9.2 School Delayed Days - (Definitions) School starting time is delayed because of weather or other conditions that impede the regular starting time to be followed. A school delay is defined as a delay that is two (2) or more hours in duration.
- 9.2.1 Unit members are required to be at their assigned teaching station twenty (20) minutes prior to the beginning of the scheduled starting.
- 9.2.2 Minutes and hours not worked by the unit members may be made up/added on to staff meeting times.

## Article 10

### 10.0 Calendar

- 10.1 The school year calendars will be determined by the Superintendent and KEA representatives.
- 10.2 There will be a maximum of 185 unit member workdays for the 2015-16, 2016-17, and 2017-18 school years.
- 10.3 There will be a maximum of 180 student instruction days for the 2015-16, 2016-17, and 2017-18 school years.
- 10.4 Of the 185 unit member workdays, 180 days will be for student instruction and three (3) will be for professional development. There will be time scheduled for record days.
- 10.5 Kelloggsville Public Schools will attempt to follow the Kent County Intermediate School District calendar (i.e. County Calendar) for holidays, Christmas break, and spring break.

## Article 11

### 11.0 Benefits – The Benefit Specifications are listed in Schedule C

#### 11.1 Health Insurance - The Board will pay the “hard cap” premium, as established by the Department of Treasury, as follows:

##### 11.1.1

2015-16	Full Family	\$16,343
	Self & Other	\$12,532
	Self	\$5,992

##### 11.1.2

2016-17	Full Family	Hard Cap TBD
	Self & Other	Hard Cap TBD
	Self	Hard Cap TBD

##### 11.1.3

2017-18	Full Family	Hard Cap TBD
	Self & Other	Hard Cap TBD
	Self	Hard Cap TBD

11.1.4 The premium contribution by the unit member will be a payroll deduction over twenty four (24) pay periods and will be with pre-tax dollars as per the District’s Section 125 Plan.

11.1.5 This benefit is available only for full-time 1.0 FTE unit members and the district will pay CILO if a unit member forfeits this benefit as per the rates listed in 11.6

11.1.6 This benefit and premium contribution will be pro-rated for unit members that are less than 1.0 FTE. Unit members that work twenty five (25) hours or less per week will not receive health insurance but will receive CILO as per 11.6.5.5.

#### 11.2 Dental Insurance - The Board will pay the premium for 1.0 FTE unit members for dental insurance as follows:

##### 11.2.1

2015-16	Full Family	\$1,680
	Self & Other	\$515

##### 11.2.2

2016-17	Full Family	TBD
	Self & Other	TBD

##### 11.2.3

2017-18	Full Family	TBD
	Self & Other	TBD

11.2.4 This benefit is available only for full-time 1.0 FTE unit members and the district will pay CILO if a unit member forfeits this benefit as per the rates listed in 11.6

11.2.5 This benefit and premium contribution will be pro-rated for unit members that are less than 1.0 FTE. Unit members that work twenty five (25) hours or less per week will not receive dental insurance but will receive CILO as per 11.6.6.4.

### 11.3 Vision Insurance

11.3.1 The Board will allocate \$440 for full-time 1.0 FTE unit members for vision insurance.

11.3.2 This benefit is available only for full-time unit members and the district will pay CILO if a unit member forfeits this benefit as per the rates listed in 11.6.

11.3.3 This benefit and premium contribution will be pro-rated for unit members that are less than 1.0 FTE. Unit members that work twenty five (25) hours or less per week will not receive vision insurance but will receive CILO as per 11.6.7.3.

### 11.4 Life Insurance

11.4.1 The Board will pay the premium for life insurance, a \$40,000 policy, for full-time 1.0 FTE unit members. Unit members that work twenty five (25) hours or less per week will not receive this benefit. Forfeiture of the life insurance benefit is not eligible for CILO.

### 11.5 Long-Term Disability (LTD).

11.5.1 The Board will pay the premium for LTD insurance for full-time 1.0 FTE unit members. Unit members that work twenty five (25) hours or less per week will not receive this benefit. Forfeiture of the LTD insurance benefit is not eligible for CILO.

11.5.2 The LTD plan specifications include the following:

11.5.2.1 The LTD Plan shall be for 66 2/3% of the unit member's salary with a maximum of \$5,000 per month.

11.5.2.2 The Plan will have a 90 day waiting period with a modified fill.

11.6 Cash-in-Lieu of (CILO)

11.6.1 Definition - This is an amount of money allocated to a unit member for forfeiture of their health insurance benefits.

11.6.2 The amount of CILO will be prorated as to the unit member's FTE and those that are eligible to receive. Any unit member working less than twenty five (25) hours per week will receive CILO as per the amounts specified.

11.6.3 CILO will be paid over twenty four (24) pay periods.

11.6.4 If an unit member elects CILO and during the year has a "qualifying event" that necessitates securing health insurance, any amount the unit member receives in CILO will be deducted from the Board of Education contribution, which results in the returning the CILO via a higher health insurance contribution.

11.6.5 Health CILO - The health insurance CILO for full-time 1.0 FTE unit members is as follows:

11.6.5.1	Full Family	=	\$6,200
11.6.5.2	Self & Other	=	\$4,500
11.6.5.3	Single	=	\$2,200

11.6.5.4 Unit members working less than 1.0 FTE will have the above benefit prorated.

11.6.5.5 Unit members that work twenty five (25) hours or less per week will receive \$2,000 in CILO.

11.6.6 Dental CILO - The dental insurance CILO for full-time 1.0 FTE unit members is as follows:

11.6.6.1	Full Family	=	\$840
11.6.6.2	Single	=	\$260

11.6.6.3 Unit members working less than 1.0 FTE will have the above benefit prorated.

11.6.6.4 Unit members that work twenty five (25) hours or less per week will receive \$200 in CILO.

11.6.7 Vision CILO - The vision insurance CILO for full-time 1.0 FTE unit members is as follows:

11.6.7.1 \$220

11.6.7.2 Unit members working less than 1.0 FTE will have the above benefit prorated.

11.6.7.3 Unit members that work twenty five (25) hours or less per week will receive \$150 in CILO.

11.6.8 CILO will be paid while a unit member is on leave and is using earned sick time, leave bank or personal days to receive compensation. Once a unit member has exhausted earned leave time (sick and personal days) or leave bank time and elects to go on unpaid leave, CILO will not be paid.

## Article 12

### 12.0 Compensation

#### 12.1 Wage Schedules - A-1

12.1.1 The Schedule A-1 is the salary schedule.

12.1.2 The salary in A-1 will be prorated as to the unit member's FTE.

12.1.3 Salary Schedule A-1 is categorized with education increments / lanes: BA, BA+20, MA, MA+15, MA+30, Ed.S. To move on the schedule to a higher increment/lane (i.e. BA+20 to MA) a unit member must:

12.1.3.1 Accumulate approved graduate hours from an accredited college or university. The approval must be attained from the Superintendent prior to taking the class.

12.1.3.2 C.E.U.s, SCECH, MDE professional development, district provided professional development, or any other training that isn't graduate approved classes will not qualify for movement on the salary schedule.

12.1.3.3 The graduate hours applied to the schedule must be in the teaching major, teaching minor, teaching assignment or courses approved, in writing, by the Superintendent. All approved courses must be authorized by the Superintendent prior to taking the class to be applied to the increment/lane changes.

12.1.3.4 Only approved courses taken after the completion of a graduate degree (date of issuance degree was awarded) will count toward the next education increment/lane (i.e. MA to MA+15).

#### 12.2 Degree Status Change

12.2.1 Any changes in the degree status of a unit member that affects a unit member's salary must be done upon notification and proof of change by 31 August, or 01 February, of each school year. Notification must be to the Superintendent.

12.2.2 The proof of change materials must be received by the Superintendent prior to the date (12.2.1) in order to become effective for that semester.



12.2.3 Materials submitted after the deadline (12.2.1) will not be applied to that semester but will be for the following period.

12.2.4 The change in salary will be effective for the full semester.

12.3 Part-time Unit members

12.3.1 Part-time unit members shall not be placed on a split schedule unless there is no other possible arrangement, in which case the Board will pay a 5% increase in base.

12.3.2 The salary will be pro-rated as to the assigned FTE.

12.3.3 Attendance at parent-teacher conferences, staff meetings, and other district activities will be required with no additional compensation.

12.4 Credit Experience

12.4.1 Placement of new unit members on the salary schedule A-1 shall be at the discretion of the Superintendent.

12.4.2 Placement on the salary schedule A-1 shall not be more than actual experience.

12.5 Payment Method for Schedule A-1

12.5.1 The unit member shall be paid twice a month for a total of 24 pay periods.

12.5.2 The pay dates will be the 2<sup>nd</sup> and 4<sup>th</sup> Friday of every month.

12.6 Extra-Duty Schedules - - A-2

12.6.1 The Schedule A-2 is the extra-duty schedule.

12.6.2 It is the responsibility of the Board to hire qualified individuals.

12.6.3 Experience/promotion for steps/compensation, for extra duties, will be determined by the Superintendent but won't exceed the level of actual experience.

12.6.4 Comparable Experience - - Activities that are similar and may be used to assign an individual to a step for the extra-duty activity.

12.6.4.1 Baseball - Softball

12.6.4.2 Boys - Girls Tennis

12.6.4.3 Boys - Girls Basketball

12.6.4.4 Boys-Girls Track

12.6.4.5 Cheerleading – Dance Team

12.6.4.6 Play Technical Director – Play Director

12.6.5 Method of Payment - Extra-duty payment shall be as follows:

- 12.6.5.1 A separate check at the end of the duty.
- 12.6.5.2 A year long duty: one-half payment, in a separate check, at the end of each semester.
- 12.6.5.3 Seasonal duty: one separate lump-sum payment shall be made at the completion of the duty when the unit member has completed an application for payment form and has been signed by his/her supervisor.

12.7 Tuition Reimbursement

- 12.7.1 The District will not provide tuition reimbursement to any unit member for any graduate class, professional development, or other training classes.

12.8 Class Size and Overload Compensation

- 12.8.1 Class size limits are listed in 5.5.
- 12.8.2 Overload compensation is listed in Schedule A-4.
- 12.8.3 Any “Specials/Electives” unit member that has less planning time than an elementary unit member will be compensated per year, at 1% of the BA Base for each unit of 30 minutes and prorated thereafter for additional time. In the event the “Specials/Electives” unit member receives compensation for fewer minutes or no preparation time at all, the compensation may be paid bi-weekly instead of at the end of the first and second semester or said unit member shall choose different payment method.

12.9 Severance Payments

12.9.1 Severance Payments for Non-Retiring Unit Members

- 12.9.1.1 Any unit member who leaves the District after ten (10) consecutive years of service in Kelloggsville shall be compensated for any unused accumulated leave.
- 12.9.1.2 Accumulated leave is defined as the number of unused sick days.
- 12.9.1.3 Notification dates and corresponding pay:
  - 12.9.1.3.1 After the end of student attendance for the year and prior to 30 June = 100% of severance rate

12.9.1.3.2 After 30 June to 31 July = 50% of severance rate

12.9.1.3.3 After 01 August and through the current school year = 25%

12.9.1.4 Severance Amounts for Days Accumulated:

<u>Days</u>	<u>Amount Per Day</u>	<u>Range Low to High</u>
1-25	\$10.00	\$10 - \$250
26-49	\$15.00	\$390 - \$735
50-75	\$20.00	\$1,000 - \$1,500
76-100	\$25.00	\$1,900 - \$2,500
101-125	\$30.00	\$3,030 - \$3,750
126-150	\$35.00	\$4,410 - \$5,250
151-175	\$40.00	\$6,040 - \$7,000
176-200	\$45.00	\$7,920 - \$9,000
201 +	\$50.00	\$10,050

12.9.2 Severance Payments for Retiring Unit Members

12.9.2.1 Any unit member that retires from the District after ten (10) consecutive years of service in Kelloggsville shall be compensated for any unused accumulated leave as well as years of service in the district.

12.9.2.2 Accumulated leave is defined as the number of unused sick days.

12.9.2.3 Years service is defined as the years worked in Kelloggsville Public Schools. Any experience in other districts isn't counted as years of service for 12.9.2.1

12.9.2.4 To qualify for severance pay in 12.9.2.1, the unit member must retire under the rules of the Michigan School Retirement Laws.

12.9.2.5 Notification dates and corresponding pay:

12.9.2.5.1 Prior to 01 June = 100%

12.9.2.5.2 After 01 June to 31 July = 75%

12.9.2.5.3 After 31 August and prior to 31 August = 50%

12.9.2.6 Severance Amounts for Days Accumulated:

<u>Days</u>	<u>Amount Per Day</u>	<u>Range Low to High</u>
1-25	\$25.00	\$25 - \$625
26-49	\$30.00	\$780 - \$1,470
50-75	\$35.00	\$1,750 - \$2,625
76-100	\$40.00	\$3,040 - \$4,000
101 – 125	\$45.00	\$4,545 - \$5,625
126 – 150	\$50.00	\$6,300 - \$7,500
151 – 175	\$55.00	\$8,305 - \$9,625
176 – 200	\$60.00	\$10,560 - \$12,000
201 +	\$65.00	\$13,065

12.9.2.7 Severance Amounts for Years Service

<u>Years Service</u>	<u>Amount Per Year</u>	<u>Range Low to High</u>
1 - 10	\$0	
11 – 15	\$75.00	\$825 - \$1,125
16 – 20	\$85.00	\$1,360 - \$1,700
21 – 25	\$95.00	\$1,995 - \$2,375
26 – 30	\$115.00	\$2,990 – \$3,450
31 +	\$125.00	\$3,875 +

12.9.2.8 Service time purchase from the retirement system will not count as years of service for 12.9.2.7

12.9.3 Death of a Unit Member

12.9.3.1 In case of death to a unit member, the applicable amounts in 12.9.1 will be paid to the individual's estate. The amounts in 12.9.2 are not applicable as these amounts are for retiring members.

## Article 13

### 13.0 Grievance Procedures

13.1 Grievance Defined – A Grievance is a claim by any unit member, group of unit members or the KEA that there has been violation of any provision of this Agreement. The KEA designates the KEA President or his/her designee as the agent responsible for processing of grievances.

### 13.2 Purpose

13.2.1 The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances. Both the Board and the KEA agree these procedures shall be kept as informal and confidential as may be appropriate at any level of this procedure.

13.2.2 Nothing contained in this procedure shall be construed to prevent any individual unit member from presenting a grievance and having the grievance adjusted without intervention of the KEA, if the adjustment is consistent with terms of this Agreement, provided that the KEA has been given opportunity to be present at such adjustment.

### 13.3 Procedure

13.3.1 Level 1 – A unit member may, within fifteen (15) district business days of the occurrence of the alleged grievance, discuss it with his/her KEA representative and immediate supervisor with the object of resolving the matter informally.

13.3.2 Level 2 – If the unit member is not satisfied with the disposition of his/her grievance at Level 1, he/she may file the grievance in writing and signed no later than ten (10) district business working days following the discussion held at Level 1 to his/her supervisor who shall meet with the unit member and his/her KEA representative. At this level the grievance must be co-signed by the KEA and the unit member involved. Within ten (10) district working days of this meeting, the supervisor shall give the unit member and the KEA, a written response to the grievance.

13.3.3 Level 3 – If the unit member is not satisfied with the disposition of his/her grievance at Level 2, he/she may file the grievance in writing no later than ten (10) district business days following the disposition at Level 2 to the Superintendent or his/her representative who shall meet with the unit member and his/her KEA representative within five (5) district business days.

Within ten (10) district business days of this meeting, the Superintendent shall give the unit member and KEA, a written response to the grievance.

13.3.4 Level 4 – If the unit member is not satisfied with the disposition of the grievance at Level 3, the aggrieved may within twenty (20) district business days submit in writing to the Secretary of the Board a statement of the reasons why the disposition at Level 3 is being appealed. At the next regular meeting of the Board, or at a meeting specially called for this purpose, the Board shall consider the grievance and may cause to have held hearing or otherwise investigate or prescribe such procedure as it may deem appropriate for consideration of the grievance. The Board or Board Committee shall make a final decision within forty five (45) district business days or earlier of receipt of the grievance at Level 4.

13.3.5 Level 5 – No individual unit member shall have the right to submit a grievance to Level 5.

If the decision of the Board is unsatisfactory to the KEA, the grievance may be referred to arbitration by submitting written notice within thirty (30) district business days of the Level 4 disposition or the date the disposition was due at Level 4. The parties shall meet within fourteen (14) district business working days to select an arbitrator.

On alternating cases, the KEA and Board shall be the first to strike the name of an arbitrator from the panel below Each party will continue to alternately strike a name until the name of one (1) arbitrator remains. The arbitrator will then be jointly notified by the parties of selection and request available hearing dates.

Arbitration Panel

- 1.
- 2.
- 3.
- 4.
- 5.

Either party may remove an arbitrator from the above list by placing the other party on written notice during the month of January in any given year or at such other times as an arbitrator declines to continue on the panel or becomes incapacitated and cannot serve. By mutual agreement of the parties, a replacement arbitrator will be added to the panel. The parties reserve the right to mutually select an arbitrator on the above list or not on the list.

#### 13.4 General Rules Governing the Arbitration Hearing

- 13.4.1 Neither party shall be permitted to assert in such arbitration proceeding any ground or reply on any evidence not previously disclosed.
- 13.4.2 The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement. Both parties agree to be bound by the decision of the arbitrator and agree that judgment may be entered in any court of competent jurisdiction.
- 13.4.3 Any arbitration hearing conducted under the terms of this Agreement shall be conducted in accordance with the Voluntary Labor Arbitrator Rules of the American Arbitration KEA. Cost of the arbitrator shall be paid by the Board of Education and the KEA equally.

#### 13.5 Other Provisions: Grievance & Arbitration

- 13.5.1 Time Lines – The time lines specified in this Article may be shortened or extended upon mutual agreement between the parties. The party requesting a change in the time limits must do so in writing.
- 13.5.2 Non – Arbitration Issues – The following issues will not be subject to the grievance procedures arbitration provisions:
- 13.5.2.1 The termination or non-renewal of a probationary unit member.
  - 13.5.2.2 Any matter covered by the Tenure Act.
  - 13.5.2.3 Failure to re-employ any unit member to an extra-duty position.
  - 13.5.2.4 The evaluation of unit members.
- 13.5.3 Compensation – If he/she shall have been found to have been improperly deprived of any professional compensation or advantage, the same or its equivalent in money shall be paid to him/her.
- 13.5.4 Representation – The KEA shall have the right to be present and to state its views at all stages of the grievance procedures.

13.5.5 Initiating Grievances at Level 3 – If a grievance arises from the alleged action of authority higher than the immediate supervisor, the grievance may be presented at Level 3 of the grievance procedure within thirty (30) district business days of the alleged grievance. The immediate supervisor shall receive a copy of the grievance from the KEA. At this level the grievance shall be signed by the KEA and the unit member involved. The grievance, the alleged action, and the reasons for filing the grievance shall be presented.



## Article 14

### 14.0 Continuity of Operations

- 14.1 Successor Agreement – To the full extent permitted by law, this Agreement shall be binding upon the Board and its successor personnel and upon any school district into which or with which this district shall be merged or combined.
- 14.2 Contrary to Law – If any provision of this Agreement or any application of this Agreement to any unit member shall be found contrary to law, determined by the court, state or federal agency of proper jurisdiction, then such provision or application shall be null and void and shall no longer be a segment of this Agreement.
- 14.3 Modification of Agreement – Nothing in this Agreement shall require either the Board or KEA to negotiate during the term of this Agreement. However, this Agreement may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the Board and KEA, in writing, and signed by representatives of the Board and KEA.
- 14.4 No Strike Clause – During the term of this Agreement, neither the KEA nor any person acting on its behalf, nor any individual unit member will cause, authorize, support or take part in any strike (i.e. the concerted failure to report for duty, or willful absence of a unit member from his/her position, or stoppage of work or abstinence, in whole or in part, from the full, faithful and proper performance of the unit member's duties of employment) for any purpose whatsoever. It is further agreed the KEA will not engage and will not request any other organization to place a sanction of any form on the Kelloggsville Public Schools.
- 14.5 No Reprisals – The KEA will not support the action of any unit member taken in violation of this Article, nor will it directly or indirectly take reprisals of any kind against a unit member who continues or attempts to continue the full, faithful and proper performance of contractual duties or who refuses to participate in any of the activities by this Article.
- 14.6 Violation by KEA – In the event that KEA or any individual unit member or both violate the intent of this Article the KEA or individual unit member shall be held liable for any and all damages and/or expenses incurred or suffered by the Board. Further, any unit member involved in the violation of this Article may be subject to discipline, up to and including termination.
- 14.7 Violation by Board – In the event the Board violates the intent of this Article, the Board shall be held liable for any and all damages and/or expenses incurred by the KEA.

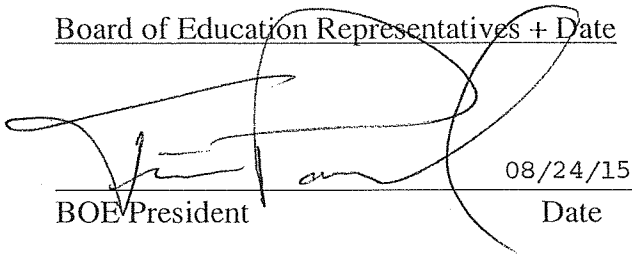
- 14.8 No Lockout – During the life of this Agreement, the Kelloggsville Board of Education will not “lockout” any member of the KEA in any school of the Kelloggsville Public School district.
- 14.9 Copies of Agreement – Copies of this Agreement shall be reproduced at the expense of the Board and given to all current and newly hired unit members.
- 14.10 Signed Agreement – There shall be four (4) signed copies of this Agreement for purposes of record: one (1) retained by the Board, two (2) by the KEA and one (1) for the Superintendent.
- 14.11 Negotiations – The KEA and Superintendent will meet sixty (60) calendar days prior to the expiration of the Agreement to mutually design a meeting schedule for negotiations.

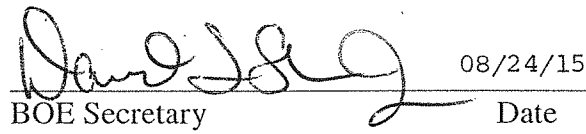
Article 15

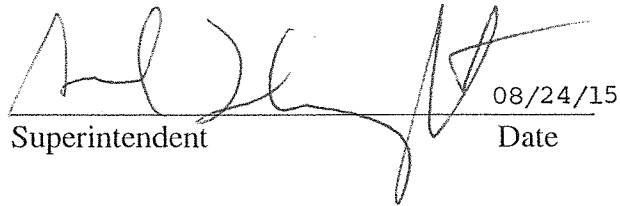
Duration

This Agreement shall be effective upon ratification and implementation on 21 August 2015 and shall continue in effect for three (3) years; 21 August 2015 until 20 August 2018. The Agreement shall not be extended orally and it is expressly understood that it shall expire on the date here indicated. However, upon mutual consent of both parties to the Agreement, renegotiations of part or all of this Agreement may take place at any time during the term of this Agreement.

Board of Education Representatives + Date

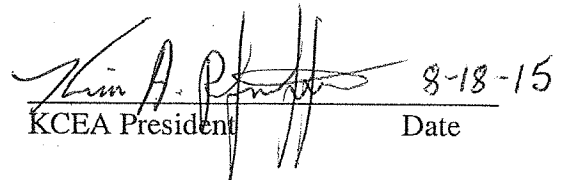
  
BOE President                      08/24/15  
Date

  
BOE Secretary                      08/24/15  
Date

  
Superintendent                      08/24/15  
Date

KEA Representatives + Date

  
Suzanne Schmier 8-25-15  
KEA President                      Date

  
Kim A. Pfenninger 8-18-15  
KCEA President                      Date

	2015-16		"A"		Increase =		0.000%					
Step	BA Index	Salary BA	BA+20 Index	Salary BA+20	MA Index	Salary MA	MA+15 Index	Salary MA+15	MA+30 Index	Salary MA+30	Ed.S Index	Salary Ed.S
Base	0.95	\$39,066	0.98	\$40,300	1.02	\$41,944	1.07	\$44,001	1.14	\$46,879	1.16	\$47,702
1.0	1.00	\$41,122	1.03	\$42,356	1.07	\$44,001	1.14	\$46,879	1.19	\$48,935	1.21	\$49,758
2.0	1.03	\$42,356	1.07	\$44,001	1.14	\$46,879	1.20	\$49,346	1.24	\$50,991	1.25	\$51,403
3.0	1.07	\$44,001	1.14	\$46,879	1.20	\$49,346	1.26	\$51,814	1.29	\$53,047	1.31	\$53,870
4.0	1.14	\$46,879	1.20	\$49,346	1.26	\$51,814	1.32	\$54,281	1.36	\$55,926	1.37	\$56,337
5.0	1.20	\$49,346	1.26	\$51,814	1.32	\$54,281	1.38	\$56,748	1.42	\$58,393	1.44	\$59,216
6.0	1.26	\$51,814	1.32	\$54,281	1.38	\$56,748	1.44	\$59,216	1.48	\$60,861	1.50	\$61,683
7.0	1.32	\$54,281	1.38	\$56,748	1.44	\$59,216	1.52	\$62,505	1.55	\$63,739	1.59	\$65,384
8.0	1.38	\$56,748	1.44	\$59,216	1.50	\$61,683	1.58	\$64,973	1.62	\$66,618	1.68	\$69,085
9.0	1.44	\$59,216	1.50	\$61,683	1.56	\$64,150	1.64	\$67,440	1.70	\$69,907	1.71	\$70,319
10.0	1.50	\$61,683	1.56	\$64,150	1.60	\$65,795	1.70	\$69,907	1.77	\$72,786	1.77	\$72,786
11.0	1.56	\$64,150	1.58	\$64,973	1.68	\$69,085	1.77	\$72,786	1.84	\$75,664	1.85	\$76,076
12.0	1.57	\$64,562	1.62	\$66,618	1.75	\$71,964	1.78	\$73,197	1.85	\$76,076	1.87	\$76,898
13.0	1.58	\$64,973	1.64	\$67,440	1.76	\$72,375	1.79	\$73,608	1.86	\$76,487	1.89	\$77,721
14.0	1.59	\$65,384	1.65	\$67,851	1.77	\$72,786	1.80	\$74,020	1.87	\$76,898	1.91	\$78,543
15.0	1.60	\$65,795	1.66	\$68,263	1.78	\$73,197	1.83	\$75,253	1.90	\$78,132	1.93	\$79,365
16.0	1.61	\$66,206	1.67	\$68,674	1.80	\$74,020	1.85	\$76,076	1.92	\$78,954	1.95	\$80,599
17.0	1.62	\$66,618	1.68	\$69,085	1.81	\$74,431	1.86	\$76,487	1.93	\$79,365	1.96	\$80,599
18.0	1.63	\$67,029	1.69	\$69,496	1.82	\$74,842	1.87	\$76,898	1.94	\$79,777	1.97	\$81,010
19.0	1.64	\$67,440	1.70	\$69,907	1.83	\$75,253	1.88	\$77,309	1.95	\$80,188	1.98	\$81,422
20.0	1.65	\$67,851	1.71	\$70,319	1.84	\$75,664	1.89	\$77,721	1.96	\$80,599	1.99	\$81,833
21.0	1.66	\$68,263	1.72	\$70,730	1.85	\$76,076	1.90	\$78,132	1.97	\$81,010	2.00	\$82,244
22.0	1.67	\$68,674	1.73	\$71,141	1.86	\$76,487	1.91	\$78,543	1.98	\$81,422	2.01	\$82,655
23.0	1.68	\$69,085	1.74	\$71,552	1.87	\$76,898	1.92	\$78,954	1.99	\$81,833	2.02	\$83,066
24.0	1.69	\$69,496	1.75	\$71,964	1.88	\$77,309	1.93	\$79,365	2.00	\$82,244	2.03	\$83,478
25.0	1.70	\$69,907	1.76	\$72,375	1.89	\$77,721	1.94	\$79,777	2.01	\$82,655	2.04	\$83,889
26.0	1.71	\$70,319	1.78	\$73,197	1.90	\$78,132	1.96	\$80,599	2.03	\$83,478	2.05	\$84,300
27.0	1.72	\$70,730	1.79	\$73,608	1.91	\$78,543	1.97	\$81,010	2.04	\$83,889	2.06	\$84,711
28.0	1.73	\$71,141	1.80	\$74,020	1.92	\$78,954	1.98	\$81,422	2.05	\$84,300	2.07	\$85,123
29.0	1.75	\$71,964	1.81	\$74,431	1.93	\$79,365	1.99	\$81,833	2.06	\$84,711	2.08	\$85,534
30.0	1.76	\$72,375	1.82	\$74,842	1.95	\$80,188	2.01	\$82,655	2.08	\$85,534	2.10	\$86,356
					1.0000	\$41,122	=	\$41,122				

										2016-17		Increase =		0.00%	
Step	BA Index	Salary BA	BA+20 Index	Salary BA+20	MA Index	Salary MA	MA+15 Index	Salary MA+15	MA+30 Index	Salary MA+30	Ed.S. Index	Salary Ed.S.			
Base	0.95	\$39,066	0.98	\$40,300	1.02	\$41,944	1.07	\$44,001	1.14	\$46,879	1.16	\$47,702			
1.0	1.00	\$41,122	1.03	\$42,356	1.07	\$44,001	1.14	\$46,879	1.19	\$48,935	1.21	\$49,758			
2.0	1.03	\$42,356	1.07	\$44,001	1.14	\$46,879	1.20	\$49,346	1.24	\$50,991	1.25	\$51,403			
3.0	1.07	\$44,001	1.14	\$46,879	1.20	\$49,346	1.26	\$51,814	1.29	\$53,047	1.31	\$53,870			
4.0	1.14	\$46,879	1.20	\$49,346	1.26	\$51,814	1.32	\$54,281	1.36	\$55,926	1.37	\$56,337			
5.0	1.20	\$49,346	1.26	\$51,814	1.32	\$54,281	1.38	\$56,748	1.42	\$58,393	1.44	\$59,216			
6.0	1.26	\$51,814	1.32	\$54,281	1.38	\$56,748	1.44	\$59,216	1.48	\$60,861	1.50	\$61,683			
7.0	1.32	\$54,281	1.38	\$56,748	1.44	\$59,216	1.52	\$62,505	1.55	\$63,739	1.59	\$65,384			
8.0	1.38	\$56,748	1.44	\$59,216	1.50	\$61,683	1.58	\$64,973	1.62	\$66,618	1.68	\$69,085			
9.0	1.44	\$59,216	1.50	\$61,683	1.56	\$64,150	1.64	\$67,440	1.70	\$69,907	1.71	\$70,319			
10.0	1.50	\$61,683	1.56	\$64,150	1.60	\$65,795	1.70	\$69,907	1.77	\$72,786	1.77	\$72,786			
11.0	1.56	\$64,150	1.58	\$64,973	1.68	\$69,085	1.77	\$72,786	1.84	\$75,664	1.85	\$76,076			
12.0	1.57	\$64,562	1.62	\$66,618	1.75	\$71,964	1.78	\$73,197	1.85	\$76,076	1.87	\$76,898			
13.0	1.58	\$64,973	1.64	\$67,440	1.76	\$72,375	1.79	\$73,608	1.86	\$76,487	1.89	\$77,721			
14.0	1.59	\$65,384	1.65	\$67,851	1.77	\$72,786	1.80	\$74,020	1.87	\$76,898	1.91	\$78,543			
15.0	1.60	\$65,795	1.66	\$68,263	1.78	\$73,197	1.83	\$75,253	1.90	\$78,132	1.93	\$79,365			
16.0	1.61	\$66,206	1.67	\$68,674	1.80	\$74,020	1.85	\$76,076	1.92	\$78,954	1.95	\$80,188			
17.0	1.62	\$66,618	1.68	\$69,085	1.81	\$74,431	1.86	\$76,487	1.93	\$79,365	1.96	\$80,599			
18.0	1.63	\$67,029	1.69	\$69,496	1.82	\$74,842	1.87	\$76,898	1.94	\$79,777	1.97	\$81,010			
19.0	1.64	\$67,440	1.70	\$69,907	1.83	\$75,253	1.88	\$77,309	1.95	\$80,188	1.98	\$81,422			
20.0	1.65	\$67,851	1.71	\$70,319	1.84	\$75,664	1.89	\$77,721	1.96	\$80,599	1.99	\$81,833			
21.0	1.66	\$68,263	1.72	\$70,730	1.85	\$76,076	1.90	\$78,132	1.97	\$81,010	2.00	\$82,244			
22.0	1.67	\$68,674	1.73	\$71,141	1.86	\$76,487	1.91	\$78,543	1.98	\$81,422	2.01	\$82,655			
23.0	1.68	\$69,085	1.74	\$71,552	1.87	\$76,898	1.92	\$78,954	1.99	\$81,833	2.02	\$83,066			
24.0	1.69	\$69,496	1.75	\$71,964	1.88	\$77,309	1.93	\$79,365	2.00	\$82,244	2.03	\$83,478			
25.0	1.70	\$69,907	1.76	\$72,375	1.89	\$77,721	1.94	\$79,777	2.01	\$82,655	2.04	\$83,889			
26.0	1.71	\$70,319	1.78	\$73,197	1.90	\$78,132	1.96	\$80,599	2.03	\$83,478	2.05	\$84,300			
27.0	1.72	\$70,730	1.79	\$73,608	1.91	\$78,543	1.97	\$81,010	2.04	\$83,889	2.06	\$84,711			
28.0	1.73	\$71,141	1.80	\$74,020	1.92	\$78,954	1.98	\$81,422	2.05	\$84,300	2.07	\$85,123			
29.0	1.75	\$71,964	1.81	\$74,431	1.93	\$79,365	1.99	\$81,833	2.06	\$84,711	2.08	\$85,534			
30.0	1.76	\$72,375	1.82	\$74,842	1.95	\$80,188	2.01	\$82,655	2.08	\$85,534	2.10	\$86,356			
					1.0000	\$41,122	=	\$41,122							

		2017-18				Increase =		0.00%				
Step	BA Index	Salary BA	BA+20 Index	Salary BA+20	MA Index	Salary MA	MA+15 Index	Salary MA+15	MA+30 Index	Salary MA+30	Ed.S Index	Salary Ed.S
Base	0.95	\$39,066	0.98	\$40,300	1.02	\$41,944	1.07	\$44,001	1.14	\$46,879	1.16	\$47,702
1.0	1.00	\$41,122	1.03	\$42,356	1.07	\$44,001	1.14	\$46,879	1.19	\$48,935	1.21	\$49,758
2.0	1.03	\$42,356	1.07	\$44,001	1.14	\$46,879	1.20	\$49,346	1.24	\$50,991	1.25	\$51,403
3.0	1.07	\$44,001	1.14	\$46,879	1.20	\$49,346	1.26	\$51,814	1.29	\$53,047	1.31	\$53,870
4.0	1.14	\$46,879	1.20	\$49,346	1.26	\$51,814	1.32	\$54,281	1.36	\$55,926	1.37	\$56,337
5.0	1.20	\$49,346	1.26	\$51,814	1.32	\$54,281	1.38	\$56,748	1.42	\$58,393	1.44	\$59,216
6.0	1.26	\$51,814	1.32	\$54,281	1.38	\$56,748	1.44	\$59,216	1.48	\$60,861	1.50	\$61,683
7.0	1.32	\$54,281	1.38	\$56,748	1.44	\$59,216	1.52	\$62,505	1.55	\$63,739	1.59	\$65,384
8.0	1.38	\$56,748	1.44	\$59,216	1.50	\$61,683	1.58	\$64,973	1.62	\$66,618	1.68	\$69,085
9.0	1.44	\$59,216	1.50	\$61,683	1.56	\$64,150	1.64	\$67,440	1.70	\$69,907	1.71	\$70,319
10.0	1.50	\$61,683	1.56	\$64,150	1.60	\$65,795	1.70	\$69,907	1.77	\$72,786	1.77	\$72,786
11.0	1.56	\$64,150	1.58	\$64,973	1.68	\$69,085	1.77	\$72,786	1.84	\$75,664	1.85	\$76,076
12.0	1.57	\$64,562	1.62	\$66,618	1.75	\$71,964	1.78	\$73,197	1.85	\$76,076	1.87	\$76,898
13.0	1.58	\$64,973	1.64	\$67,440	1.76	\$72,375	1.79	\$73,608	1.86	\$76,487	1.89	\$77,721
14.0	1.59	\$65,384	1.65	\$67,851	1.77	\$72,786	1.80	\$74,020	1.87	\$76,898	1.91	\$78,543
15.0	1.60	\$65,795	1.66	\$68,263	1.78	\$73,197	1.83	\$75,253	1.90	\$78,132	1.93	\$79,365
16.0	1.61	\$66,206	1.67	\$68,674	1.80	\$74,020	1.85	\$76,076	1.92	\$78,954	1.95	\$80,188
17.0	1.62	\$66,618	1.68	\$69,085	1.81	\$74,431	1.86	\$76,487	1.93	\$79,365	1.96	\$80,599
18.0	1.63	\$67,029	1.69	\$69,496	1.82	\$74,842	1.87	\$76,898	1.94	\$79,777	1.97	\$81,010
19.0	1.64	\$67,440	1.70	\$69,907	1.83	\$75,253	1.88	\$77,309	1.95	\$80,188	1.98	\$81,422
20.0	1.65	\$67,851	1.71	\$70,319	1.84	\$75,664	1.89	\$77,721	1.96	\$80,599	1.99	\$81,833
21.0	1.66	\$68,263	1.72	\$70,730	1.85	\$76,076	1.90	\$78,132	1.97	\$81,010	2.00	\$82,244
22.0	1.67	\$68,674	1.73	\$71,141	1.86	\$76,487	1.91	\$78,543	1.98	\$81,422	2.01	\$82,655
23.0	1.68	\$69,085	1.74	\$71,552	1.87	\$76,898	1.92	\$78,954	1.99	\$81,833	2.02	\$83,066
24.0	1.69	\$69,496	1.75	\$71,964	1.88	\$77,309	1.93	\$79,365	2.00	\$82,244	2.03	\$83,478
25.0	1.70	\$69,907	1.76	\$72,375	1.89	\$77,721	1.94	\$79,777	2.01	\$82,655	2.04	\$83,889
26.0	1.71	\$70,319	1.78	\$73,197	1.90	\$78,132	1.96	\$80,599	2.03	\$83,478	2.05	\$84,300
27.0	1.72	\$70,730	1.79	\$73,608	1.91	\$78,543	1.97	\$81,010	2.04	\$83,889	2.06	\$84,711
28.0	1.73	\$71,141	1.80	\$74,020	1.92	\$78,954	1.98	\$81,422	2.05	\$84,300	2.07	\$85,123
29.0	1.75	\$71,964	1.81	\$74,431	1.93	\$79,365	1.99	\$81,833	2.06	\$84,711	2.08	\$85,534
30.0	1.76	\$72,375	1.82	\$74,842	1.95	\$80,188	2.01	\$82,655	2.08	\$85,534	2.10	\$86,356
					1.0000	\$41,122	=	\$41,122				

Schedule A-2  
Extra Duty  
2015-16, 2016-17, 2017-18

	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>ATHLETICS</b>							
	<b>Football:</b>						
	Football - Varsity Head	\$6,200	\$6,600	\$7,000	\$7,400	\$7,800	\$8,200
	Football - Varsity Asst.	\$3,800	\$4,000	\$4,200	\$4,400	\$4,600	\$4,800
	Football - JV	\$3,800	\$4,000	\$4,200	\$4,400	\$4,600	\$4,800
	Football - General Asst.	\$3,800	\$4,000	\$4,200	\$4,400	\$4,600	\$4,800
	Football - 9th	\$3,800	\$4,000	\$4,200	\$4,400	\$4,600	\$4,800
	Football - MS Head	\$2,500	\$2,700	\$2,900	\$3,100	\$3,300	\$3,500
	Football - MS Asst.	\$1,300	\$1,500	\$1,700	\$1,900	\$2,100	\$2,300
	Football - 5th & 6th	\$500	\$600	\$700	\$800	\$900	\$1,000
	<b>Basketball - Boys &amp; Girls:</b>						
	Basketball - Varsity Head	\$6,200	\$6,600	\$7,000	\$7,400	\$7,800	\$8,200
	Basketball - JV	\$3,800	\$4,000	\$4,200	\$4,400	\$4,600	\$4,800
	Basketball - 9th	\$3,800	\$4,000	\$4,200	\$4,400	\$4,600	\$4,800
	Basketball - 8th	\$2,500	\$2,700	\$2,900	\$3,100	\$3,300	\$3,500
	Basketball - 7th	\$2,500	\$2,700	\$2,900	\$3,100	\$3,300	\$3,500
	Basketball - MS Asst.	\$1,300	\$1,500	\$1,700	\$1,900	\$2,100	\$2,300
	Basketball - 5th & 6th	\$500	\$600	\$700	\$800	\$900	\$1,000
	<b>Baseball:</b>						
	Baseball - Varsity	\$4,600	\$4,800	\$5,000	\$5,200	\$5,400	\$5,600
	Baseball - JV	\$2,900	\$3,100	\$3,300	\$3,500	\$3,700	\$3,900
	Baseball - Asst.	\$1,200	\$1,500	\$1,800	\$2,100	\$2,400	\$2,700
	<b>Softball:</b>						
	Softball - Varsity	\$4,600	\$4,800	\$5,000	\$5,200	\$5,400	\$5,600
	Softball - JV	\$2,900	\$3,100	\$3,300	\$3,500	\$3,700	\$3,900
	Softball - Asst.	\$1,200	\$1,500	\$1,800	\$2,100	\$2,400	\$2,700
	<b>Volleyball:</b>						
	Volleyball - Varsity	\$5,000	\$5,400	\$5,800	\$6,200	\$6,600	\$7,000
	Volleyball - JV	\$3,300	\$3,500	\$3,700	\$3,900	\$4,100	\$4,300
	Volleyball - 9th	\$3,300	\$3,500	\$3,700	\$3,900	\$4,100	\$4,300
	Volleyball - MS	\$2,100	\$2,300	\$2,500	\$2,700	\$2,900	\$3,100
	Volleyball - MS Asst.	\$1,300	\$1,500	\$1,700	\$1,900	\$2,100	\$2,300
	<b>Soccer - Boys &amp; Girls:</b>						
	Soccer - Head	\$3,800	\$4,000	\$4,200	\$4,400	\$4,600	\$4,800
	Soccer - Asst.	\$2,500	\$2,700	\$2,900	\$3,100	\$3,300	\$3,500
	Soccer - MS	\$1,300	\$1,500	\$1,700	\$1,900	\$2,100	\$2,300
	<b>Track - Boys &amp; Girls:</b>						
	Track - Head	\$4,500	\$4,700	\$4,900	\$5,100	\$5,300	\$5,500
	Track - Asst.	\$2,900	\$3,100	\$3,300	\$3,500	\$3,700	\$3,900
	Track - MS Head	\$2,500	\$2,700	\$2,900	\$3,100	\$3,300	\$3,500
	Track - MS Asst.	\$1,300	\$1,500	\$1,700	\$1,900	\$2,100	\$2,300
	<b>Cross Country - Boys &amp; Girls:</b>						
	Cross Country - Head	\$4,500	\$4,700	\$4,900	\$5,100	\$5,300	\$5,500
	Cross Country - Asst.	\$2,900	\$3,100	\$3,300	\$3,500	\$3,700	\$3,900
	Cross Country - MS Head	\$2,500	\$2,700	\$2,900	\$3,100	\$3,300	\$3,500
	Cross Country - MS Asst.	\$1,300	\$1,500	\$1,700	\$1,900	\$2,100	\$2,300

**Schedule A-2  
Extra Duty  
2015-16, 2016-17, 2017-18**

	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
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<b>Golf - Boys &amp; Girls:</b>							
	Golf - Head	\$3,800	\$4,000	\$4,200	\$4,400	\$4,600	\$4,800
	Golf - Asst.	\$2,500	\$2,700	\$2,900	\$3,100	\$3,300	\$3,500

<b>Tennis - Boys &amp; Girls:</b>							
	Tennis - Head	\$3,800	\$4,000	\$4,200	\$4,400	\$4,600	\$4,800
	Tennis - Asst.	\$2,500	\$2,700	\$2,900	\$3,100	\$3,300	\$3,500

<b>Wrestling:</b>							
	Wrestling - Head	\$5,000	\$5,400	\$5,800	\$6,200	\$6,400	\$6,800
	Wrestling - Asst.	\$3,300	\$3,500	\$3,700	\$3,900	\$4,100	\$4,300
	Wrestling - MS Head	\$2,100	\$2,300	\$2,500	\$2,700	\$2,900	\$3,100
	Wrestling - MS Asst.	\$1,300	\$1,500	\$1,700	\$1,900	\$2,100	\$2,300

<b>Bowling:</b>							
	Bowling - Head	\$3,800	\$4,000	\$4,200	\$4,400	\$4,600	\$4,800
	Bowling - Asst.	\$2,500	\$2,700	\$2,900	\$3,100	\$3,300	\$3,500

<b>Cheerleading:</b>							
	Cheerleading - Varsity (Fall)	\$2,500	\$2,700	\$2,900	\$3,100	\$3,300	\$3,500
	Cheerleading - JV (Fall)	\$1,700	\$1,900	\$2,100	\$2,300	\$2,500	\$2,700
	Cheerleading - Varsity (Winter)	\$2,500	\$2,700	\$2,900	\$3,100	\$3,300	\$3,500
	Cheerleading - JV (Winter)	\$1,700	\$1,900	\$2,100	\$2,300	\$2,500	\$2,700
	Cheerleading - 9th	\$1,300	\$1,500	\$1,700	\$1,900	\$2,100	\$2,300
	Cheerleading - 8th (Fall)	\$1,100	\$1,300	\$1,500	\$1,700	\$1,900	\$2,100
	Cheerleading - 7th (Fall)	\$1,100	\$1,300	\$1,500	\$1,700	\$1,900	\$2,100
	Cheerleading - 8th (Winter)	\$1,100	\$1,300	\$1,500	\$1,700	\$1,900	\$2,100
	Cheerleading - 7th (Winter)	\$1,100	\$1,300	\$1,500	\$1,700	\$1,900	\$2,100
	Cheerleading - 5th & 6th (Fall)	\$300	\$400	\$500	\$600	\$700	\$800

<b>Dance:</b>							
	Dance Team - Head	\$2,100	\$2,300	\$2,500	\$2,700	\$2,900	\$3,100
	Dance Team - Asst.	\$1,300	\$1,500	\$1,700	\$1,900	\$2,100	\$2,300

<b>Faculty Manager:</b>							
	Football	\$1,700	\$1,900	\$2,100	\$2,300	\$2,500	\$2,700
	Basketball	\$1,700	\$1,900	\$2,100	\$2,300	\$2,500	\$2,700
	Middle School	\$2,100	\$2,300	\$2,500	\$2,700	\$2,900	\$3,100
	Girls	\$2,900	\$3,100	\$3,300	\$3,500	\$3,700	\$3,900
	Community Education	\$700	\$900	\$1,100			
	Recreation	\$700	\$900	\$1,100			

**ACTIVITIES - - ADVISORS**

<b>Band:</b>							
	Band - Director	\$5,000	\$5,400	\$5,800	\$6,200	\$6,600	\$7,000
	Band - Asst. Director	\$2,100	\$2,500	\$2,900	\$3,300	\$3,700	\$4,100
	Band - Director Summer Camp	\$1,000					
	Band - Assistants Summer Camp	\$400					
	Band - Color Guard/Flag Corp Inst.	\$700	\$900	\$1,100			

<b>Vocal Music:</b>							
	Vocal Music Director - HS/MS	\$1,300	\$1,700	\$2,100	\$2,500	\$2,900	\$3,300
	Vocal Music - Accompanist	\$15 Per Hour					



**Schedule A-2  
Extra Duty  
2015-16, 2016-17, 2017-18**

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>Drama:</b>						
Play Director - Fall	\$1,700	\$1,900	\$2,100	\$2,300	\$2,500	\$2,700
Play Director - Spring	\$1,700	\$1,900	\$2,100	\$2,300	\$2,500	\$2,700
Play Technical - Fall	\$700	\$900	\$1,100			
Play Technical - Spring	\$700	\$900	\$1,100			
Play Set Construction - Fall	\$700	\$900	\$1,100			
Play Set Construction - Spring	\$700	\$900	\$1,100			
HS Auditorium Director - All Year	\$1,700	\$1,900	\$2,100	\$2,300	\$2,500	\$2,700

<b>Student Council:</b>						
High School	\$1,100	\$1,300	\$1,500			
Middle School	\$700	\$900	\$1,100			

<b>Advisors:</b>						
Academic Team Coach	\$700	\$900	\$1,100			
HS Forensics Coach	\$700	\$900	\$1,100			
Close-Up Advisor	\$1,500	\$1,900	\$2,300			
Yearbook Advisor	\$2,500	\$2,900	\$3,300			

<b>Grade Sponsors:</b>						
12th Grade	\$1,700					
11th Grade	\$1,700					
10th Grade	\$1,700					
9th Grade	\$1,000					

<b>Additional Assignments:</b>						
HS Counselor	\$5,400 = 8 extra days & no prep - additional time before/after school will be at sub rate of \$25 per hour and scheduled by Principal					
MS Counselor	\$5,400 = 8 extra days & no prep - additional time before/after school will be at sub rate of \$25 per hour and scheduled by Principal					
Teacher Leader Projects - All Year	\$1300 all year					
Grade Level Leaders: K-7th	\$1300 all year					
HS Noon Supervisor	\$1,300	\$1,700	\$2,100			
MS Noon Supervisor	\$1,300	\$1,700	\$2,100			
Elementary Noon Supervisor	\$1,300	\$1,700	\$2,100			
Recess Supervisor	\$1,700 full year					
6th Grade Camp - Overnight	\$400					

<b>Hourly Positions</b>						
Teaching as a Substitute	\$25.00					
Teacher Training Rate	\$25.00					
7th Hour - HS	\$25.00					
8th Hour - MS	\$25.00					
Intramurals	\$15.00					
After School Activities	\$15.00					
Recreation Instruction	\$15.00					
Community Ed Teacher	\$15.00					

Schedule A-3  
Off-Schedule  
2015-16, 2016-17, 2017-18

Current Step of KEA Unit Member	2015-16 Distributed in 24 Pays	2016-17 One Time Payment to Kville Approved 403b Annuity Vendor Payment Made 2nd Pay in October	2017-18 One Time Payment to Kville Approved 403b Annuity Vendor Payment Made 2nd Pay in October
Steps 1-5	\$750	\$250	\$450
Steps 6-10	\$1,200	\$500	\$700
Steps 11-15	\$1,650	\$850	\$1,050
Steps 16-20	\$2,100	\$1,200	\$1,400
Steps 21-25	\$2,550	\$1,550	\$1,750
Steps 26-30+	\$3,000	\$1,900	\$2,100

**Schedule A-4**  
**Class Size Overage Compensation**  
**2015-16**  
**2016-17**  
**2017-18**

Reimbursement for overloads as listed in 5.5.1.  
X = number of students listed in 5.5.1

**ELEMENTARY**

Per Student/Per Day

X + 1 additional student = \$5.50
X + 2 additional students = \$6.00
X + 3 additional students = \$6.50
X + 4 additional students = \$7.00
X + 5* additional students = \$7.50
[*Classroom Limit – additional students over 5, in all sections of each grade level, will result in the addition of another section/class.]

**SECONDARY**

Per Student/Per Day

Classroom Limit Not Applicable for Additional Section/Class  
at KHS/KMS/54<sup>th</sup> Street Academy

X + 1, 2, 3 additional students = \$2.00
X + 4, 5, 6 additional students = \$4.00
X + 7 additional students = \$6.00 [Classroom limit not applicable for the addition of another section/class.]

Schedule A-5  
Zero Hour/Prep Time Reimbursement  
2015-16, 2016-17, 2017-18

As Per 5.2.8.2 & 5.2.8.3						
	Step	BA Increment	BA	MA Increment	MA	
	<b>BA Base</b>		\$6,485		\$6,963	
1.0		\$200	\$6,685	\$225	\$7,188	
2.0		\$200	\$6,885	\$225	\$7,413	
3.0		\$200	\$7,085	\$225	\$7,638	
4.0		\$200	\$7,285	\$225	\$7,863	
5.0		\$200	\$7,485	\$225	\$8,088	
6.0		\$200	\$7,685	\$225	\$8,313	
7.0		\$200	\$7,885	\$225	\$8,538	
8.0		\$200	\$8,085	\$225	\$8,763	
9.0		\$200	\$8,285	\$225	\$8,988	
10.0		\$200	\$8,485	\$225	\$9,213	
11.0		\$200	\$8,685	\$225	\$9,438	
12.0		\$200	\$8,885	\$225	\$9,663	
13.0		\$200	\$9,085	\$225	\$9,888	
14.0		\$200	\$9,285	\$225	\$10,113	
15.0		\$200	\$9,485	\$225	\$10,338	
16.0		\$200	\$9,685	\$225	\$10,563	
17.0		\$200	\$9,885	\$225	\$10,788	
18.0		\$200	\$10,085	\$225	\$11,013	
19.0		\$200	\$10,285	\$225	\$11,238	
20.0		\$200	\$10,485	\$225	\$11,463	
21.0		\$200	\$10,685	\$225	\$11,688	
22.0		\$200	\$10,885	\$225	\$11,913	
23.0		\$200	\$11,085	\$225	\$12,138	
24.0		\$200	\$11,285	\$225	\$12,363	
25.0		\$200	\$11,485	\$225	\$12,588	
26.0		\$200	\$11,685	\$225	\$12,813	
27.0		\$200	\$11,885	\$225	\$13,038	
28.0		\$200	\$12,085	\$225	\$13,263	
29.0		\$200	\$12,285	\$225	\$13,488	
30.0		\$200	\$12,485	\$225	\$13,713	
			<b>BA Factor</b>	<b>BA Base</b>	<b>Z-Factor</b>	<b>Z-BA Base</b>
	<b>Base</b>	\$41,122	0.95	\$39,066	0.166	\$6,485
			<b>MA Factor</b>	<b>MA Base</b>	<b>Z-Factor</b>	<b>Z-MA Base</b>
	<b>Base</b>	\$41,122	1.02	\$41,944	0.166	\$6,963

**Kelloggsville Public School  
District Calendar 2015-2016  
First Semester**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>August 2015</b>						
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
<b>September 2015</b>						
		1 Breakfast 8:00 a.m. Professional Dev. Building Meetings	2 Professional Development	3	4	5
6	7 Labor Day	8 1 <sup>st</sup> Day of School	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
<b>October 2015</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	13 Secondary Conf. 4:00-7:30 p.m.	14	15	16	17
18	19	20	21 Secondary Conf. 4:00-7:30 p.m.	22	23	24
25	26	27	28	29	30	31
<b>November 2015</b>						
1	2	3	4	5 End of 1 <sup>st</sup> MP	6 Prof. Dev./ Records	7
8	9	10 Elementary Conf. 4:30 – 8:00 p.m.	11	12	13	14
15	16	17	18 Elementary Conf. 4:30 – 8:00 p.m.	19	20	21
22	23	24	25 No School	26 No School Thanksgiving	27 No School	28
29	30					
<b>December 2015</b>						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 No School	22 No School	23 No School	24 No School Christmas Eve	25 No School Christmas Day	26
27	28 No School	29 No School	30 No School	31 No School New Year's Eve		
<b>January 2016</b>						
					1 No School New Year's Day	2
3	4	5	6	7	8	9

**Kelloggsville Public School  
District Calendar 2015-2016  
Second Semester**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>January 2016</b>						
10	11	12	13	14	15	16
17	18 MLK Day Prof. Dev./ Records	19	20	21	22	23
24	25 3 <sup>rd</sup> MP	26	27	28	29	30
31						
<b>February 2016</b>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 Professional Development	20
21	22	23	24	25	26	27
28	29					
<b>March 2016</b>						
		1	2	3	4	5
6	7	8 Secondary Conf. 4:00-7:30 p.m.	9	10	11	12
13	14	15	16 Secondary Conf. 4:00-7:30 p.m.	17	18	19
20	21	22 Elementary Conf. 4:30 – 8:00	23	24	25	26
27 Easter	28	29	30 Elementary Conf. 4:30 – 8:00	31		
<b>April 2016</b>						
					1 No School	2
3	4 No School	5 No School	6 No School	7 No School	8 No School	9
10	11 4 <sup>th</sup> MP	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
<b>May 2016</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 No School Memorial Day	31				
<b>June 2016</b>						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 ½ Day Students a.m. Last Day Teacher Records & Checkout p.m.	17	18

*Calendar Details:*

180 Student Days – (1 of which will be a half day – 6/16/16)

185 Teacher Days

Two (2) staff meetings per month. All staff meetings will be for a time period of one (1) hour scheduled by the building administrator and will take place before or after school.

1<sup>st</sup> Marking Period = 43 Student Days

2<sup>nd</sup> Marking Period = 41 Student Days

3<sup>rd</sup> Marking Period = 48 Student Days

4<sup>th</sup> Marking Period = 48 Student Days

Staff Professional Development Times: 8:00 a.m. – 3:30 p.m.

PM Staff Professional Development Release Times: 3:30 p.m.

Updated: 07/02/15

**Kelloggsville Public School  
District Calendar 2016-2017  
First Semester**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>August 2016</b>						
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 Breakfast 8:00 a.m. Professional Dev. Building Meetings	31 Professional Development			
<b>September 2016</b>						
				1	2	3
4	5 Labor Day	6 1 <sup>st</sup> Day of School	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
<b>October 2016</b>						
						1
2	3	4	5	6	7	8
9	10	11 Secondary Conf. 4:00-7:30 p.m.	12	13	14	15
16	17	18	19 Secondary Conf.4:00-7:30 p.m.	20	21	22
23	24	25	26	27	28	29
30	31					
<b>November 2016</b>						
		1 Elementary Conf. 4:30 – 8:00 p.m.	2	3 End of 1 <sup>st</sup> MP	4 Prof. Dev./ Records	5
6	7	8	9 Elementary Conf.4:30 – 8:00p.m.	10	11	12
13	14	15	16	17	18	19
20	21	22	23 No School	24 No School Thanksgiving	25 No School	26
27	28	29	30			
<b>December 2016</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 No School	20 No School	21 No School	22 No School	23 No School	24 No School Christmas Eve
25 No School Christmas Day	26 No School	27 No School	28 No School	29 No School	30 No School	31 No School New Year's Eve
<b>January 2017</b>						
1 No School New Year's Day	2	3	4	5	6	7
8	9	10	11	12	13	14



**Kelloggsville Public School  
District Calendar 2016-2017  
Second Semester**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>January 2017</b>						
15	16 MLK Day Prof. Development	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
<b>February 2017</b>						
			1	2	3 Prof.Dev./Records	4
5	6 3 <sup>rd</sup> MP	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
<b>March 2017</b>						
			1	2	3	4
5	6	7 Secondary Conf. 4:00-7:30 p.m.	8	9	10	11
12	13	14	15 Secondary Conf. 4:00-7:30 p.m.	16	17	18
19	20	21 Elementary Conf. 4:30 – 8:00 p.m.	22	23	24	25
26	27	28	29 Elementary Conf. 4:30 – 8:00 p.m.	30	31 No School	
<b>April 2017</b>						
						1
2	3 No School	4 No School	5 No School	6 No School	7 No School	8
9	10 4 <sup>th</sup> MP	11	12	13	14	15
16 Easter	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
<b>May 2017</b>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 No School Memorial Day	30	31			
<b>June 2017</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 1/2 Day Students a.m. Last Day Teacher Records & Checkout p.m.	16	17

**Calendar Details:**

180 Student Days - (1 of which will be a half day – 6/15/17)

185 Teacher Days

Two (2) staff meetings per month. All staff meetings will be for a time period of one (1) hour scheduled by the building administrator and will take place before or after school.

1<sup>st</sup> Marking Period = 43 Student Days

2<sup>nd</sup> Marking Period = 51 Student Days

3<sup>rd</sup> Marking Period = 38 Student Days

4<sup>th</sup> Marking Period = 48 Student Days

Staff Professional Development Times: 8:00 a.m. – 3:30 p.m.

PM Staff Professional Development Release Times: 3:30 p.m.

Updated: 08/24/15

**Kelloggsville Public School  
District Calendar 2017-2018  
First Semester**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>August 2017</b>						
13	14	15	16	17	18	19
20	21	22	24	24	25	26
27	28	29 Breakfast 8:00 a.m. Professional Dev. Building Meetings	30 Professional Development	31		
<b>September 2017</b>						
					1	2
3	4 Labor Day	5 1 <sup>st</sup> Day of School	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
<b>October 2017</b>						
1	2	3	4	5	6	7
8	9	10 Secondary Conf. 4:00-7:30 p.m.	11	12	13	14
15	16	17	18 Secondary Conf. 4:00-7:30 p.m.	19	20	21
22	23	24	25	26	27	28
29	30	31				
<b>November 2017</b>						
			1	2 End of 1 <sup>st</sup> MP	3 Prof. Dev./ Records	4
5	6	7	8 Elementary Conf. 4:30 – 8:00 p.m.	9	10	11
12	13	14 Elementary Conf. 4:30 – 8:00 p.m.	15	16	17	18
19	20	21	22 No School	23 No School Thanksgiving	24 No School	25
26	27	28	29	30		
<b>December 2017</b>						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 Christmas Eve	25 No School Christmas Day	26 No School	27 No School	28 No School	29 No School	30
31 New Year's Day						
<b>January 2017</b>						
	1 No School New Year's Day	2 No School	3 No School	4 No School	5 No School	6
7	8	9	10	11	12	13

**Kelloggsville Public School  
District Calendar 2017-2018  
Second Semester**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>January 2018</b>						
14	15 MLK Day Prof. Development	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
<b>February 2018</b>						
				1	2 Prof.Dev./Records	3
4	5 3 <sup>rd</sup> MP	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
<b>March 2018</b>						
				1	2	3
4	5	6 Secondary Conf. 4:00-7:30 p.m.	7	8	9	10
11	12	13	14 Secondary Conf. 4:00-7:30 p.m.	15	16	17
18	19	20 Elementary Conf.4:30-8:00 p.m.	21	22	23	24
25	26	27	28 Elementary Conf. 4:30-8:00 p.m.	29	30 No School	31
<b>April 2018</b>						
1 Easter	2 No School	3 No School	4 No School	5 No School	6 No School	7
8	9 4 <sup>th</sup> MP	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
<b>May 2018</b>						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 No School Memorial Day	29	30	31		
<b>June 2018</b>						
					1	2
3	4	5	6	7	8	19
10	11	12	13	14 ½ Day Students a.m. Last Day Teachers Records & Checkout p.m.	15	16

*Calendar Details:*

180 Student Days – (1 of which will be a half day – 06/14/18)

185 Teacher Days

Two (2) staff meetings per month. All staff meetings will be for a time period of one (1) hour scheduled by the building administrator and will take place before or after school.

1<sup>st</sup> Marking Period = 43 Student Days

2<sup>nd</sup> Marking Period = 51 Student Days

3<sup>rd</sup> Marking Period = 38 Student Days

4<sup>th</sup> Marking Period = 48 Student Days

Staff Professional Development Times: 8:00 a.m. – 3:30 p.m.

PM Staff Professional Development Release Times: 3:30 p.m.

Updated: 08/24/15




A nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association

**MESSA ABC**  
**\$1,300 \$2,600**



Coverage Period: Beginning on or after 01/01/2015  
Coverage for: Individual / Family | Plan Type: PPO

**Summary of Benefits and Coverage: What this Plan Covers & What it Costs\***

 **This is only a summary.** If you want more detail about your coverage and costs, you can get the complete terms in the policy or plan document at [www.messa.org](http://www.messa.org) or by calling MESSA at 800-336-0013.

Important Questions	Answers		Why this Matters:
	In-Network	Out-of-Network	
What is the overall <b>deductible</b> ?	\$1,300 Individual/ \$2,600 Family	\$2,600 Individual / \$5,200 Family	You must pay all the costs up to the <b>deductible</b> amount before this plan begins to pay for covered services you use. Check your policy or plan document to see when the <b>deductible</b> starts over (usually, but not always, January 1st). See the chart starting on page 2 for how much you pay for covered services after you meet the <b>deductible</b> .
Are there other <b>deductibles</b> for specific services?	No.	No.	You don't have to meet deductibles for specific services, but see the Common Medical Event chart starting on page 2 for other costs for services this plan covers.
Is there an <b>out-of-pocket limit</b> on my expenses?	\$2,300 Individual/ \$4,600 Family	\$4,500 Individual / \$9,000 Family	The <b>out-of-pocket limit</b> is the most you could pay during a coverage period (usually one year) for your share of the cost of covered services. This limit helps you plan for health care expenses.
What is not included in the <b>out-of-pocket limit</b> ?	Premiums, balance-billed charges, and health care this plan doesn't cover.		Even though you pay these expenses, they don't count toward the <b>out-of-pocket limit</b> .
Is there an overall annual limit on what the plan pays?	No.		The Common Medical Events chart starting on page 2 describes any limits on what the plan will pay for <i>specific</i> covered services, such as office visits.
Does this plan use a <b>network of providers</b> ?	Yes. For a list of in-network providers, see <a href="http://www.messa.org">www.messa.org</a> or call MESSA at 800-336-0013.		If you use an in-network doctor or other health care <b>provider</b> , this plan will pay some or all of the costs of covered services. Be aware, your in-network doctor or hospital may use an out-of-network <b>provider</b> for some services. Plans use the term in-network, <b>preferred</b> , or participating for <b>providers</b> in their <b>network</b> . See the Common Medical Events Chart starting on page 2 for how this plan pays different kinds of <b>providers</b> .
Do I need a referral to see a <b>specialist</b> ?	No.		You can see the <b>specialist</b> you choose without permission from this plan.
Are there services this plan doesn't cover?	Yes.		Some of the services this plan doesn't cover are listed on page 5. See your policy or plan document for additional information about <b>excluded services</b> .

MESSA ABC, Group Number 71452, 71453; 161 162

**Questions:** Call MESSA at 800-336-0013 or visit us at [www.messa.org](http://www.messa.org). If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at <http://www.dol.gov/cbsa/healthreform> or call MESSA at 800-336-0013 to request a copy.

\*This plan or selected benefits within this plan are underwritten by 4 Ever Life Insurance Company, an independent licensee of the Blue Cross and Blue Shield Association and administered by Blue Cross Blue Shield of Michigan.



- \* **Co-payments** are fixed dollar amounts (for example, \$15) you pay for covered health care, usually when you receive the service.
- \* **Co-insurance** is *your* share of the costs of a covered service, calculated as a percent of the **allowed amount** for the service. For example, if the plan's **allowed amount** for an overnight hospital stay is \$1,000, your **co-insurance** payment of 20% would be \$200. This may change if you haven't met your **deductible**.
- \* The amount the plan pays for covered services is based on the **allowed amount**. If an out-of-network **provider** charges more than the **allowed amount**, you may have to pay the difference. For example, if an out-of-network hospital charges \$1,500 for an overnight stay and the **allowed amount** is \$1,000, you may have to pay the \$500 difference. (This is called **balance billing**.)
- \* This plan may encourage you to use in-network **providers** by charging you lower **deductibles**, **co-payments** and **co-insurance** amounts.

Common Medical Event	Services You May Need	Your cost if you use a		Limitations & Exceptions
		In-Network Provider	Out-of-Network Provider	
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	No Charge after deductible	20% coinsurance after deductible	---none---
	Specialist visit	No Charge after deductible	20% coinsurance after deductible	---none---
	Other practitioner office visit	No Charge after deductible for Chiropractic.	20% coinsurance after deductible	Limited to a maximum of 38 visits per member per calendar year.
	Preventive care/screening/immunization	No Charge	Not Covered	---none---
If you have a test	Diagnostic test (x-ray, blood work)	No Charge after deductible	20% coinsurance after deductible	---none---
	Imaging (CT/PET scans, MRIs)	No Charge after deductible	20% coinsurance after deductible	To be eligible for coverage, these services may require approval before they are provided.
If you need drugs to treat your illness or condition  For more information about <b>prescription drug coverage</b> (if applicable), contact your employer.	Generic or prescribed over-the-counter drugs	\$10 co-pay after deductible for retail 34-day supply; \$20 co-pay after deductible for mail order 90 day supply.	\$10 Co-pay plus an additional 25% of BCBSM approved amount for the drug.	For information on women's contraceptive coverage, contact your employer. Mail order drugs are not covered out-of-network
	Formulary (preferred) brand-name drugs	\$40 co-pay after deductible for retail 34-day supply; \$80 co-pay after deductible for mail order 90 day supply.	\$40 Co-pay plus an additional 25% of BCBSM approved amount for the drug.	Mail order drugs are not covered out-of-network.
	Nonformulary (nonpreferred) brand-name drugs	\$40 co-pay after deductible for retail 34-day supply; \$80 co-pay after deductible for mail order 90 day supply.	\$40 Co-pay plus an additional 25% of BCBSM approved amount for the drug.	Mail order drugs are not covered out-of-network.

Common Medical Event	Services You May Need	Your cost if you use a		Limitations & Exceptions
		In-Network Provider	Out-of-Network Provider	
<b>If you have outpatient surgery</b>	Facility fee (e.g., ambulatory surgery center)	No Charge after deductible	20% coinsurance after deductible	---none---
	Physician/surgeon fees	No Charge after deductible	20% coinsurance after deductible	---none---
<b>If you need immediate medical attention</b>	Emergency room services	No Charge after deductible	No Charge after deductible	Co-pay waived if admitted.
	Emergency medical transportation	No Charge after deductible	20% coinsurance after deductible	---none---
	Urgent care	No Charge after deductible	20% coinsurance after deductible	---none---
<b>If you have a hospital stay</b>	Facility fee (e.g., hospital room)	No Charge after deductible	20% coinsurance after deductible	---none---
	Physician/surgeon fee	No Charge after deductible	20% coinsurance after deductible	---none---
<b>If you have mental health, behavioral health, or substance abuse needs</b>	Mental/Behavioral health outpatient services	No Charge after deductible	20% coinsurance after deductible	---none---
	Mental/Behavioral health inpatient services	No Charge after deductible	20% coinsurance after deductible	---none---
	Substance use disorder outpatient services	No Charge after deductible	20% coinsurance after deductible	---none---
	Substance use disorder inpatient services	No Charge after deductible	20% coinsurance after deductible	---none---



Common Medical Event	Services You May Need	Your cost if you use a		Limitations & Exceptions
		In-Network Provider	Out-of-Network Provider	
<b>If you are pregnant</b>	Prenatal and postnatal care	Prenatal: No Charge Postnatal: No Charge after deductible	20% coinsurance after deductible	---none---
	Delivery and all inpatient services	No Charge after deductible	20% coinsurance after deductible	---none---
<b>If you need help recovering or have other special health needs</b>	Home health care	No Charge after deductible	20% coinsurance after deductible	---none---
	Rehabilitation services	No Charge after deductible	20% coinsurance after deductible	Physical, Occupational, Speech therapy is limited to a combined maximum of 60 visits per member, per calendar year.
	Habilitation services	Not Covered	Not Covered	---none---
	Skilled nursing care	No Charge after deductible	20% coinsurance after deductible	Limited to a maximum of 120 days per member per calendar year.
	Durable medical equipment	No Charge after deductible	20% coinsurance after deductible	---none---
	Hospice service	No Charge after deductible	20% coinsurance after deductible	---none---
<b>If your child needs dental or eye care</b>	Eye exam	No charge	Not Covered	---none---
	Glasses	Not Covered	Not Covered	---none---
	Dental check-up	Not Covered	Not Covered	---none---

## Excluded Services & Other Covered Services:

### Services Your Plan Does NOT Cover (This isn't a complete list. Check your policy or plan document for other excluded services.)

- Cosmetic surgery
- Dental care (Adult)
- Infertility treatment
- Long-term care
- Routine eye care (Adult)
- Routine foot care
- Weight loss programs

### Other Covered Services (This isn't a complete list. Check your policy or plan document for other covered services and your costs for these services.)

- Acupuncture
- Bariatric surgery
- Chiropractic care
- Coverage provided outside the United States. See [www.micssl.org](http://www.micssl.org)
- Hearing aids
- If you are also covered by an account-type plan such as an integrated health flexible spending arrangement (FSA), health reimbursement arrangement (HRA), and/or a health savings account (HSA), then you may have access to additional funds to help cover certain out-of-pocket expenses – like the deductible, co-payments, or co-insurance, or benefits not otherwise covered.
- Private-duty nursing

## Your Rights to Continue Coverage:

If you lose coverage under the plan, then, depending upon the circumstances, Federal and State laws may provide protections that allow you to keep health coverage. Any such rights may be limited in duration and will require you to pay a **premium**, which may be significantly higher than the premium you pay while covered under the plan. Other limitations on your rights to continue coverage may also apply.

For more information on your rights to continue coverage, contact the plan by calling MESSA at 800-336-0013. You may also contact your state insurance department, the U.S. Department of Labor, Employee Benefits Security Administration at 1-866-444-3272 or [www.dol.gov/ebsa](http://www.dol.gov/ebsa), or the U.S. Department of Health and Human Services at 1-877-267-2323 x61565 or [www.cciio.cms.gov](http://www.cciio.cms.gov).

## Your Grievance and Appeals Rights:

If you have a complaint or are dissatisfied with a denial of coverage for claims under your plan, you may be able to **appeal** or file a **grievance**. For questions about your rights, this notice, or assistance, you can contact MESSA Legal and Compliance by calling 1-800-742-2328. Or, you can contact Michigan Office of Financial and Insurance Regulation at [www.michigan.gov/ofir](http://www.michigan.gov/ofir) or 1-877-999-6442. For group health coverage subject to ERISA, you may also contact Employee Benefits Security Administration at 1-866-444-EBSA (3272).




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**MESSA Choices**  
**Ded \$100 Co \$10 RX \$10/\$40**

Coverage Period: Beginning on or after 01/01/2014  
**Coverage for: Individual / Family | Plan Type: PPO**

**Summary of Benefits and Coverage: What this Plan Covers & What it Costs\***

 **This is only a summary.** If you want more detail about your coverage and costs, you can get the complete terms in the policy or plan document at [www.messa.org](http://www.messa.org) or by calling MESSA at 800-336-0013.

Important Questions	Answers		Why this Matters:
	In-Network	Out-of-Network	
<b>What is the overall <u>deductible</u>?</b>	\$100 Individual / \$200 Family	\$250 Individual / \$500 Family	You must pay all the costs up to the <b><u>deductible</u></b> amount before this plan begins to pay for covered services you use. Check your policy or plan document to see when the <b><u>deductible</u></b> starts over (usually, but not always, January 1st). See the chart starting on page 2 for how much you pay for covered services after you meet the <b><u>deductible</u></b> .
<b>Are there other <u>deductibles</u> for specific services?</b>	No.	No.	You don't have to meet deductibles for specific services, but see the Common Medical Event chart starting on page 2 for other costs for services this plan covers.
<b>Is there an <u>out-of-pocket limit</u> on my expenses?</b>	\$1,100 Individual/ \$2,200 Family	\$2,250 Individual / \$4,500 Family	The <b><u>out-of-pocket limit</u></b> is the most you could pay during a coverage period (usually one year) for your share of the cost of covered services. This limit helps you plan for health care expenses.
<b>What is not included in the <u>out-of-pocket limit</u>?</b>	Premiums, balance-billed charges, and health care this plan doesn't cover.		Even though you pay these expenses, they don't count toward the <b><u>out-of-pocket limit</u></b> .
<b>Is there an overall annual limit on what the plan pays?</b>	No.		The Common Medical Events chart starting on page 2 describes any limits on what the plan will pay for <i>specific</i> covered services, such as office visits.
<b>Does this plan use a <u>network of providers</u>?</b>	Yes. For a list of in-network providers, see <a href="http://www.messa.org">www.messa.org</a> or call MESSA at 800-336-0013.		If you use an in-network doctor or other health care <b><u>provider</u></b> , this plan will pay some or all of the costs of covered services. Be aware, your in-network doctor or hospital may use an out-of-network <b><u>provider</u></b> for some services. Plans use the term in-network, <b><u>preferred</u></b> , or participating for <b><u>providers</u></b> in their <b><u>network</u></b> . See the Common Medical Events Chart starting on page 2 for how this plan pays different kinds of <b><u>providers</u></b> .
<b>Do I need a referral to see a <u>specialist</u>?</b>	No.		You can see the <b><u>specialist</u></b> you choose without permission from this plan.
<b>Are there services this plan doesn't cover?</b>	Yes.		Some of the services this plan doesn't cover are listed on page 5. See your policy or plan document for additional information about <b><u>excluded services</u></b> .

MESSA Choices, Group Number 71452, 71453; 120

**Questions:** Call MESSA at 800-336-0013 or visit us at [www.messa.org](http://www.messa.org). If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at <http://www.dol.gov/cbsa/healthreform> or call MESSA at 800-336-0013 to request a copy.

\*This plan or selected benefits within this plan are underwritten by 4 Ever Life Insurance Company, an independent licensee of the Blue Cross and Blue Shield Association and administered by Blue Cross Blue Shield of Michigan.



- \* **Co-payments** are fixed dollar amounts (for example, \$15) you pay for covered health care, usually when you receive the service.
- \* **Co-insurance** is *your* share of the costs of a covered service, calculated as a percent of the **allowed amount** for the service. For example, if the plan's **allowed amount** for an overnight hospital stay is \$1,000, your **co-insurance** payment of 20% would be \$200. This may change if you haven't met your **deductible**.
- \* The amount the plan pays for covered services is based on the **allowed amount**. If an out-of-network **provider** charges more than the **allowed amount**, you may have to pay the difference. For example, if an out-of-network hospital charges \$1,500 for an overnight stay and the **allowed amount** is \$1,000, you may have to pay the \$500 difference. (This is called **balance billing**.)
- \* This plan may encourage you to use in-network **providers** by charging you lower **deductibles, co-payments** and **co-insurance** amounts.

Common Medical Event	Services You May Need	Your cost if you use a		Limitations & Exceptions
		In-Network Provider	Out-of-Network Provider	
<b>If you visit a health care provider's office or clinic</b>	Primary care visit to treat an injury or illness	\$10 co-pay	20% coinsurance after deductible	Co-pay is waived if seen on same date of injury.
	Specialist visit	\$10 co-pay	20% coinsurance after deductible	---none---
	Other practitioner office visit	\$10 co-pay for chiropractor	20% coinsurance after deductible	Limited to a maximum of 38 visits per member per calendar year.
	Preventive care/screening/immunization	No Charge	Not Covered	---none---
<b>If you have a test</b>	Diagnostic test (x-ray, blood work)	No Charge after deductible	20% coinsurance after deductible	---none---
	Imaging (CT/PET scans, MRIs)	No Charge after deductible	20% coinsurance after deductible	---none---
<b>If you need drugs to treat your illness or condition</b>  For more information about <b>prescription drug coverage</b> (if applicable), contact your employer.	Generic or prescribed over-the-counter drugs	\$10 co-pay for retail 34-day supply; \$20 co-pay for mail order 90 day supply.	\$10 Co-pay plus an additional 25% of BCBSM approved amount for the drug.	For information on women's contraceptive coverage, contact your employer. Mail order drugs are not covered out-of-network
	Formulary (preferred) brand-name drugs	\$40 co-pay for retail 34-day supply; \$80 co-pay for mail order 90 day supply.	\$40 Co-pay plus an additional 25% of BCBSM approved amount for the drug.	Mail order drugs are not covered out-of-network.
	Nonformulary (nonpreferred) brand-name drugs	\$40 co-pay for retail 34-day supply; \$80 co-pay for mail order 90 day supply.	\$40 Co-pay plus an additional 25% of BCBSM approved amount for the drug.	Mail order drugs are not covered out-of-network.
<b>If you have outpatient</b>	Facility fee (e.g., ambulatory surgery center)	No Charge after deductible	20% coinsurance after deductible	---none---

Common Medical Event	Services You May Need	Your cost if you use a		Limitations & Exceptions
		In-Network Provider	Out-of-Network Provider	
<b>surgery</b>	Physician/surgeon fees	No Charge after deductible	20% coinsurance after deductible	---none---
<b>If you need immediate medical attention</b>	Emergency room services	\$50 co-pay	No Charge after deductible	Co-pay waived if admitted or accidental injury.
	Emergency medical transportation	No Charge after deductible	20% coinsurance after deductible	---none---
	Urgent care	\$25 co-pay	20% coinsurance after deductible	---none---
<b>If you have a hospital stay</b>	Facility fee (e.g., hospital room)	No Charge after deductible	20% coinsurance after deductible	---none---
	Physician/surgeon fee	No Charge after deductible	20% coinsurance after deductible	---none---
<b>If you have mental health, behavioral health, or substance abuse needs</b>	Mental/Behavioral health outpatient services	\$10 co-pay after deductible	20% coinsurance after deductible	---none---
	Mental/Behavioral health inpatient services	No Charge after deductible	20% coinsurance after deductible	---none---
	Substance use disorder outpatient services	\$10 co-pay after deductible	20% coinsurance after deductible	---none---
	Substance use disorder inpatient services	No Charge after deductible	20% coinsurance after deductible	---none---
<b>If you are pregnant</b>	Prenatal and postnatal care	No Charge	20% coinsurance after deductible	---none---

Common Medical Event	Services You May Need	Your cost if you use a		Limitations & Exceptions
		In-Network Provider	Out-of-Network Provider	
<b>If you need help recovering or have other special health needs</b>	Delivery and all inpatient services	No Charge after deductible	20% coinsurance after deductible	---none---
	Home health care	No Charge after deductible	20% coinsurance after deductible	---none---
	Rehabilitation services	No Charge after deductible	20% coinsurance after deductible	Physical, Occupational, Speech therapy is limited to a combined maximum of 60 visits per member, per calendar year.
	Habilitation services	Not Covered	Not Covered	---none---
	Skilled nursing care	No Charge after deductible	20% coinsurance after deductible	Limited to a maximum of 120 days per member per calendar year.
	Durable medical equipment	No Charge after deductible	20% coinsurance after deductible	---none---
	Hospice service	No Charge after deductible	20% coinsurance after deductible	---none---
<b>If your child needs dental or eye care</b>	Eye exam	Not Covered	Not Covered	---none---
	Glasses	Not Covered	Not Covered	---none---
	Dental check-up	Not Covered	Not Covered	---none---

## Excluded Services & Other Covered Services:

### Services Your Plan Does NOT Cover (This isn't a complete list. Check your policy or plan document for other excluded services.)

- Cosmetic surgery
- Dental care (Adult)
- Infertility treatment
- Long-term care
- Routine eye care (Adult)
- Routine foot care
- Weight loss programs

### Other Covered Services (This isn't a complete list. Check your policy or plan document for other covered services and your costs for these services.)

- Acupuncture
- Bariatric surgery
- Chiropractic care
- Coverage provided outside the United States. See [www.messa.org](http://www.messa.org)
- Hearing aids
- If you are also covered by an account-type plan such as an integrated health flexible spending arrangement (FSA), health reimbursement arrangement (HRA), and/or a health savings account (HSA), then you may have access to additional funds to help cover certain out-of-pocket expenses – like the deductible, co-payments, or co-insurance, or benefits not otherwise covered.
- Private-duty nursing

## Your Rights to Continue Coverage:

If you lose coverage under the plan, then, depending upon the circumstances, Federal and State laws may provide protections that allow you to keep health coverage. Any such rights may be limited in duration and will require you to pay a **premium**, which may be significantly higher than the premium you pay while covered under the plan. Other limitations on your rights to continue coverage may also apply.

For more information on your rights to continue coverage, contact the plan by calling MESSA at 800-336-0013. You may also contact your state insurance department, the U.S. Department of Labor, Employee Benefits Security Administration at 1-866-444-3272 or [www.dol.gov/ebsa](http://www.dol.gov/ebsa), or the U.S. Department of Health and Human Services at 1-877-267-2323 x61565 or [www.cciio.cms.gov](http://www.cciio.cms.gov).

## Your Grievance and Appeals Rights:

If you have a complaint or are dissatisfied with a denial of coverage for claims under your plan, you may be able to **appeal** or file a **grievance**. For questions about your rights, this notice, or assistance, you can contact MESSA Legal and Compliance by calling 1-800-742-2328. Or, you can contact Michigan Office of Financial and Insurance Regulation at [www.michigan.gov/ofir](http://www.michigan.gov/ofir) or 1-877-999-6442. For group health coverage subject to ERISA, you may also contact Employee Benefits Security Administration at 1-866-444-EBSA (3272).



# BENEFITS AT A GLANCE

## SET Fully-Funded Dental Plan

Kellogsville Public Schools  
Instructional Employees

This plan will pay the reasonable and customary amount to the dentist for the eligible services.

The district may modify the reasonable and customary maximum as needed to match current amount. If current claims are not available, SET Self-Funded plan cost will be based on an industry standard utilization of 80 percent.

Covered services and amounts listed below will be paid toward items and services incurred in connection with the subscriber's appointment; **the remaining balance is the subscriber's responsibility.**

Benefit Year: September 1 through August 31

**Preventive Benefits**

Includes examination, cleaning (two per member per benefit year) and fluoride (to age 18) 50%

**Basic Benefits**

Includes restorative (fillings), oral surgery, endodontics, periodontics, inlays, onlays, crowns, post/cores and repairs 50%

**Lifetime Deductible** \$0

**Major Benefits**

Includes bridges and repairs, and dentures 50%

**Annual Deductible** \$25

**Annual Maximum** \$1,000

**Orthodontic Services**

Payment 50%

Lifetime Maximum (to age 19) \$2,500

Annual Deductible \$0

A, B, D and Full

**Included Plan Options** Incentive

The material is presented is general information; the policy issued by Union Security Insurance Company is the controlling document.



# Plan Options Summary

<b>Option A</b>	Covers bridge and/or denture work for new or existing insured if the missing teeth were extracted prior to the effective date of service contract (only exception is congenitally missing teeth)
<b>Option B</b>	Waives the five-year replacement limitation on bridge, crown or denture work
<b>Option C</b>	Crowns are covered at stainless steel crown allowance and at the percentage specified under basic services
<b>Option D</b>	Inlays, onlays and crowns (post/cores and repairs) move to basic services and are covered accordingly
<b>Option E</b>	Covers exams, prophylaxis and fluoride at 100% with other basic services covered at XX%
<b>Option F</b>	Covers eligible orthodontic services started prior to effective contract date
<b>Option G</b>	Covers orthodontic services regardless of a patient's age
<b>Option H</b>	Contracts allow you to have work completed if started prior to the termination date. With this option, all work must be completed prior to the termination date, there is no grace period.
<b>Option I</b>	Permits external coordination of benefits only
<b>Option M</b>	Limits services involving endodontics, periodontics and oral surgery to the base percentage (XX%)
<b>Option N</b>	Covers single crowns, endodontics, periodontics and oral surgery under basic services rate (XX%), but does not allow for incentive increase
<b>Option R</b>	Does not allow for the cut back of any charges to the reasonable and customary rate
<b>Option S</b>	Covers sealants
<b>Option T</b>	Implants covered under major services
<b>Option D and N</b>	Periodontics, endodontics, oral surgery, at basic XX%, but gives crowns the incentive
<b>Option D and M</b>	Covers periodontics, endodontics, oral surgery and crowns at XX%
<b>Full Incentive</b>	10% each succeeding benefit year, not to exceed basic benefit of 100%

Not for insured plans: Your plan includes access to the DENTEMAX dental network. It will pay the DENTEMAX approved amount to the dentist for eligible services. Dentists in this network provide discounted services and agree to accept DENTEMAX dentists at [www.dentemaxdental.com](http://www.dentemaxdental.com). Your benefit levels are the same regardless of whether or not you are in or out of the network.

The material is presented is general information; the policy issued by Union Security Insurance Company is the controlling document.

## VISION PLAN SPECIFICATIONS

The BOE will provide a full family Vision Program as per the listed specifications for those who qualify.

1. Plan Year: **September 01, 2015 Through August 31, 2018**
  
2. **Steps for Employee Reimbursement:**
  - A. The employee will obtain vision services from provider of their choice and pay at the point of service.
  - B. The employee will submit a **detailed paid receipt with a reimbursement form** to the central office.
  - C. The employer will remit an amount to the employee as per the listed **maximum rates After the \$25.00 individual/\$50.00 family deductible has been met.**
  
3. You will receive reimbursement for **one pair of glasses or contacts per person per plan year.**

### LISTED BELOW ARE THE SCHEDULED RATES:

#### ONE:

EXAM (Optometrist)	\$ 60.00
(Ophthalmologist)	\$ 70.00

#### ONE:

CONTACTS-Cosmetic	\$175.00
Necessary	\$275.00

#### ONE:

FRAMES	\$160.00
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#### In addition to the cost of the lens

#### POLAROID:

Single Lenses	\$ 80.00
Bifocal	\$125.00
Trifocal-Progressive	\$150.00

#### ONE TYPE OF LENS:

Regular Lens	\$135.00
Bifocals	\$135.00
Trifocals-Progressive	\$175.00
High Index	\$175.00

#### ITEMS NOT COVERED

Non-Glare Coatings are not covered  
Polycarbonates are not covered  
Warranties are not covered  
Refractions are not covered

#### PHOTOCHROMICS: (sun or gradient tints/color coated)

Single Lenses	\$ 60.00
Bifocal	\$100.00
Trifocal-Progressive	\$150.00

#### **Upsize/Rimless/Blended Bifocal:**

Included in lens allowance shown above-employees pay the balance

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#### **Vision Plan Reimbursements:**

The plan allows the employee and dependents to receive reimbursement for **one eye exam and either one pair of glasses or contacts per plan years.** You must pay for the invoice at the point of service before reimbursement can be made and submit a detailed paid receipt with a reimbursement form to the Central Office.

**\*\* For your convenience, we have subscribed with RxOptical's Vision Advantage Program for added savings, if you choose. Use the RXOptical card if interested.**

## LONG-TERM DISABILITY & LIFE INSURANCE

### A. L.T.D. Plan Specifications

The Board will provide the following premium for qualifying employees.

1. There will be ninety (90) day modified file waiting period.
2. The maximum benefit shall be 66 2/3% of your regular contractual salary subject to subject to a maximum schedule amount of \$5,000.
3. The combined limit can be 70%.
4. There will be a pre-existing condition waiver.
5. There will be a social security freeze.
6. There will be a primary social security offset.
7. There will be no exclusion on Mental & Nervous (two year limitation).
8. There will be a primary employee retirement offset.
9. Up to one year of health insurance premiums will be paid by the Board provided the employee does not have other coverage initiated by the disability.

### B. Life Insurance

1. \$40,000 benefit for qualifying employees.