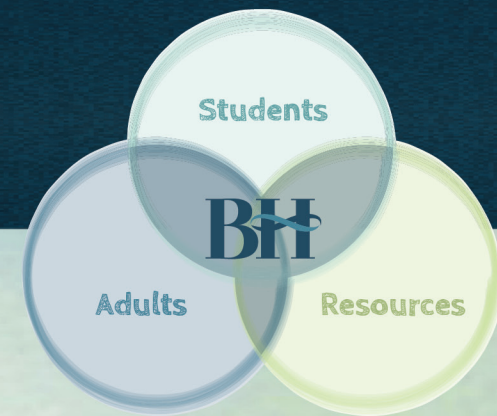




# Agreement between Bloomfield Hills Schools and the Bloomfield Hills Education Association

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July 1, 2016 through June 30, 2019





## Mission Statement

To enable learners to become architects of their futures, building on a foundation of scholarship, citizenship, service and integrity.

## Strategic Goals

 Ignite passion, fuel dreams and provide a personal, world-class experience for every student.

 Nurture constructive partnerships that strengthen our entire community.

 Maximize the community's investment, uphold our tradition of financial stewardship and optimize the use and value of all district facilities and properties.

## Core Values

### Students

#### Safe Learning Environment

*We will provide all learners with an environment that is physically, emotionally, and intellectually safe, and that encourages inquiry and self-expression.*

#### Purpose and Meaning

*We will provoke self-reflection so that students may find meaning and purpose in life.*

### Adults

#### Passion for Learning

*We embrace an attitude, willingly expressed, that relishes wonder, craves knowledge, seeks meaning, loves challenge, and pursues innovation.*

### Resources

#### Mission-Centered Use of Financial Resources

*We will direct our resources toward our mission in ways that balance our core values and our priority commitment to our students.*

#### Choices

*We will offer learning choices that develop each student's intellectual, emotional, social, creative, aesthetic, and physical dimensions.*

#### Responsibility

*We will engage in continuous growth and improvement, make decisions that enhance student learning, and provide opportunities for the community to learn with us.*

#### Securing the Future

*We will secure our financial base by developing partnerships to enhance human and material resources.*

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## **AGREEMENT**

THIS AGREEMENT entered into this 28<sup>TH</sup> day of June 2016, between the School District of Bloomfield Hills, Michigan, hereinafter called the "Board," and the Bloomfield Hills Education Association, hereinafter called the "Association."

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of Bloomfield Hills is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

WHEREAS, the Board has a statutory obligation, pursuant to the Public Employment Relations Act, Act 379 of the Michigan Public Acts of 1965, as amended, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

In consideration of the following mutual covenants, it is hereby agreed as follows:

## **ARTICLE 1 - RECOGNITION**

A. The Board recognizes the Association as the sole and exclusive bargaining representative, as defined in Section II of Michigan Public Act 366 of 1947 as amended by Michigan Public Act 379 of 1965, for all certificated teachers by the Michigan Department of Education and employed by the Board in educational positions, whether on tenure or in a probationary status, but excluding full- or part-time supervisory (such as teaching principals or teaching coordinators), administrative and executive personnel, system coordinators, office and clerical employees, per diem employees, all other employees and independent contractors. The bargaining unit specifically includes all of the following employees who meet the general criteria specified in the preceding sentence: classroom teachers, summer school teachers, who are regularly employed during the school year, contractual substitute teachers (not day-to-day substitutes), guidance counselors, media specialists, special education teachers, teachers of the homebound or hospitalized, and physical therapists and occupational therapists, school psychologists, school social workers, and speech therapists, whether or not assigned to a public school building.

B. The Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement. Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Board shall give the Association advance written notice of any meeting where the aforementioned adjustment is to be made.

## **ARTICLE 2 - RIGHTS OF THE BOARD**

A. The Board of Education, on its own behalf and on behalf of the electors of the School District, retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and invested in it by the Constitution and the laws of the United States and the State of Michigan.

B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules and regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with the Constitution and laws of the United States and the State of Michigan.

C. No provision in this Agreement shall be construed to prevent the Board from implementing the No Child Left Behind Act, Education Yes, Every Student Succeeds Act (ESSA) and other applicable state and federal laws.



### **ARTICLE 3 – EMPLOYMENT CONDITIONS**

#### **A. Standards**

The Board retains the exclusive authority to select and employ new professional personnel in the School District. All teachers must hold Michigan Teachers' Certificates valid for their work assignment. Failure to have or keep such certificate shall invalidate the contract of the teacher.

#### **B. Seniority**

Seniority shall be defined as the total years of employment with the District from the most recent date of hire. Seniority will exclude all periods when employee is on unpaid leaves of absence (e.g., long-term disability, child care leave, educational leave).

#### **C. Qualification Data/Seniority List**

Upon request, the Human Resources Department will provide to the Association a current seniority list that includes name, date of most recent hire, teacher majors and minors, certificate endorsements and kind of certificate held.

#### **D. Continuation of Fringe Benefits**

Those individuals whose employment is terminated through layoff, and who have completed the school year, will have fringe benefits continued through the end of August of the school year in which they last worked.

### **ARTICLE 4 - ASSOCIATION RIGHTS**

**A.** Pursuant to the Michigan Public Employment Relations Act, the Board agrees that every employee shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining or negotiation and other concerted activities for mutual aid and protection. The Board agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Act or other laws of Michigan or the Constitutions of Michigan and the United States; that it will not discriminate against any teacher with respect to hours, wages, terms and conditions of employment, or by reason of membership in the Association, participation in any activities of the Association or collective professional negotiations with the Board or the institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms of conditions of employment. The Association likewise agrees to uphold these teacher rights.

**B.** The Association shall have the privilege to use school building facilities at all reasonable hours for meetings on the same basis as any civic organization in the School District, as established by Board policy. Arrangements for such building use must be made with the building principal.

**C.** Authorized representatives of the Association shall be permitted to transact official Association business on school premises, provided permission is received from the building principal or designee. Such permission shall be granted if it does not interfere with or interrupt normal school operations.

**D.** Bulletin board space and mail facilities in each school building, including teacher mail boxes, shall be made available to the Association for official business. The Board, however, shall not assume the responsibility of or any liability for notices posted or to be delivered for Association purposes.

**E.** The Board agrees to make available to the Association a copy of any preliminary budgets approved by the Board, a copy of budgets submitted to the Oakland County Allocation Board, and a copy of such other statistics of financial information including annual financial or audit reports and Treasurer's reports, census and membership data, a copy of the school directory, a copy of the regular minutes of all Public Board meetings, a copy of all new hires, leaves and terminations of bargaining unit positions, monthly Bloomfield Hills School Enrollment reports and such other public information in possession of the Board and not readily available to the Association, to bargain intelligently, with respect to future collective bargaining agreements, or to process a grievance. It is understood that the foregoing shall not be construed to require the Board to compile information or statistics not already compiled or to furnish a copy of any document which has not become a matter of public record.

**F.** The Board shall consult with officers and/or committees of the Association on any new or major revisions of educational policy, curriculum, or district-wide textbook adoptions which are under consideration. The Association shall be given opportunity to advise the Board with respect to said matters prior to their adoption and/or general publication.

**G.** The investigation, initiation and presentation of grievances should be carried on outside working hours whenever possible. If the Association representative must use working hours to investigate or present a grievance, the representative shall first get the permission of the building administrator and then conduct the investigation or presentation of the grievance as expeditiously and with as little interruption of work as possible.

**H.** The Association building representative shall be notified by the Building Administrator or designated representative in the scheduling of professional staff meetings.

**I.** Association Days

1. There shall be thirty (30) fully paid Association days per year for the duration of this contract to be used for Association business.
2. The Association has the option to purchase twenty (20) more days at the substitute teacher daily rate, plus FICA and retirement.
3. No teacher can use more than five (5) days except the president.
4. If the district administration requests the presence of a teacher at a meeting during the school day, the BHEA member is not required to use an Association day.

5. These days shall be used subject to the approval of the President of the Association.

**J.** The Board shall grant one half release time for the President of the Bloomfield Hills Education Association each year the student enrollment in the district is less than 7500 students.

## **ARTICLE 5 - PROFESSIONAL RESPONSIBILITIES**

### **A. Code of Ethics**

The Board is aware that the Code of Ethics of the Education Profession is presently considered by the Association and its membership to define acceptable criteria of professional behavior.

The Code of Ethics is attached as Appendix E.

### **B. Participation**

Voluntary participation in in-service and curriculum development based on personal interest and ability is a desired objective. The administration may assign an individual to curriculum development and in-service participation within the confines of the regularly scheduled school day.

## **ARTICLE 6 - AGENCY SHOP**

### **A. Membership is not Compulsory**

Membership in the Association is not compulsory. Teachers have the right to join, not join, maintain, or terminate their membership in the Association as they see fit. Neither party shall coerce or discriminate against a teacher as regards such matters.

## **ARTICLE 7 - TEACHER RIGHTS**

### **A. Michigan General School Laws**

Nothing contained herein shall be construed to deny or restrict rights a teacher may have under the Michigan General School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

### **B. Full Rights of Citizenship**

Teachers shall be entitled to full rights of citizenship and no religious activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher.

**C. Private Life**

The private and personal life of any teacher is not within the appropriate concern or attention of the Board as long as the teacher's competency and effectiveness are not impaired.

**D. Personnel File Review**

Teachers shall have the right, upon request, to examine the contents of his/her personnel file except for pre-employment information such as, but not limited to, references, closed placement file and interview forms.

1. A representative of the Association may, at the teacher's request, accompany the teacher in such review. The review will be made in the presence of the administrator responsible for the safekeeping of such files. Privileged information such as confidential credentials and related personal references normally sought at the time of employment are specifically exempted from such review. The administrator shall, in the presence of the teacher's authorized representative, remove such credentials and confidential reports from the file prior to a review of the file by the teacher.
2. All communications, including evaluations by administrators, commendations and validated complaints directed toward the teacher which are included in the personnel file shall be called to the teacher's attention at the time of such inclusion.
3. A teacher shall have the right to prepare a written response to any communication placed in his/her personnel file. The written response will be attached to the item about which the response is written.

**E. Wearing Insignia**

No teacher shall be prevented from wearing reasonable official insignia, pins or other identification of membership in the Association on school premises.

**ARTICLE 8 - ACADEMIC FREEDOM**

A. The parties seek to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights, and to instill appreciation of values of individual personality. It is recognized that these democratic values can best be transmitted in an atmosphere in which academic freedom for teacher and student is encouraged.

B. Arbitrarily forcing a teacher to use a specific style, technique, or procedure of instruction shall be considered a breach of academic freedom. This shall in no way usurp the prerogative of the Board in establishing district standards with respect to curriculum, textbooks and teaching tools as set forth by the Michigan School Code.

C. Freedom of individual conscience, association and expression will be encouraged and fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate examples the basic objectives of a democratic society.

## **ARTICLE 9 - TEACHER PROTECTION**

### **A. Special Children**

The Board acknowledges that special children may require special assistance. Whenever it appears that a student requires special assistance, the Board will take steps to provide, if needed, psychological services, social work services, speech therapy, homebound services, occupational/physical therapy, work study, teacher counseling, intensive support, learning resource center and the support of the police liaison officer.

### **B. Control of Classroom**

The Board recognizes its responsibility to give all support and assistance to teachers with respect to the maintenance and control of the classroom. A teacher may exclude a pupil from one class period at the secondary level when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation make the continued presence of the student in the classroom intolerable. When requested, the teacher will furnish the principal, as promptly as teaching obligations will allow, a written and signed report including full particulars of the incident. A teacher may use such force as is necessary for self-protection from attack or to prevent injury to another student. Individual records will be maintained on student discipline and will be available to teachers as an aid for determining disciplinary recommendations concerning particular pupils.

### **C. Complaints by Parent**

Any complaints by a parent of a student directed toward a teacher shall be promptly called to the teacher's attention. If a formal complaint is filed against a teacher with an administrative agency or a teacher is sued as a result of action taken by the teacher relating to their normal scope of duties, which the Board determines was in accordance with and within the scope of the teacher's duties, authority and Board policy, the Board will provide legal counsel for the teacher with respect to such complaint or law suit.

### **D. Physical Assault Upon a Teacher**

Any incidents of physical assault upon a teacher or the teacher's property shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to the teacher if the Board determines that the teacher was acting in accordance with and within the scope of teacher's duties and authority and Board policy. The Board will render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.

**E. Special Clothing and Safety Devices**

The Board shall continue to provide in sufficient quantity, special and protective clothing and safety devices to those teaching positions that have used them in the past as required by the nature of the teaching assignment, furnished and uniformly used throughout the school system, and shall provide for the maintaining or replacement of such articles. This provision shall apply only to industrial arts, family and consumer science, science, physical education, and various craft classes.

**F. First Aid, Medication, Transportation of Students**

1. Staff will, consistent with federal and Michigan law, administer first aid, medication and related services necessary for a child to receive a free, appropriate public education (FAPE).
  - a. A teacher asserting he/she is not able to provide/perform the required assistance for a child shall present the concern to appropriate administrative personnel.
  - b. When placing a student in a classroom, the educational program of the teacher and welfare of all students, including the placed student, shall be considered in determining which school personnel will provide the assistance required.
  - c. Subsections (a) and (b) above, will not be subject to the grievance procedure.
  - d. The District will provide liability insurance coverage according to Board Policy 4103.
2. Teachers providing the assistance shall receive the following assistance from the District:
  - a. Provided a copy of the student's IEPT Report, 504 Plan or health plan prior to the student entering the class or when available to the District.
  - b. Provided the appropriate training and re-training to perform the required assistance/service by appropriately trained or medical licensed personnel. A teacher may request additional training during the school year.
3. A teacher shall not be required to transport a child for any reason.

**ARTICLE 10 – ANCILLARY STAFF**

This article applies exclusively to bargaining unit members whose employment is not regulated by the Teacher Tenure Act, MCL 38.71 et seq., (i.e. social workers, psychologists, occupational therapists, physical therapists, and counselors and speech pathologists that do not hold a valid teaching certificate with a counseling or speech and language endorsement. For the purpose of this article, the Ancillary Staff members are referred to as “teachers”.

**A. Qualifications**

School social workers, psychologists, speech pathologists, occupational therapists, and physical therapists must meet the qualifications established by the State Board of Education in the applicable administrative rules and other applicable state and federal laws. A guidance counselor is required to have a counseling endorsement for the grade level of the assignment. A master's degree in guidance and counseling, or an equivalent counseling master's degree from an accredited college or university, is preferred.

**B. Performance Concerns**

The Association recognizes that abuses of temporary leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance, or other violation of discipline by a teacher reflect adversely upon the other teachers, and/or the teaching profession, and create undesirable conditions in the school building. Such abuse may be brought to the attention of the Association Building Representative. If the abuse is continued, the teacher shall be subject to appropriate discipline.

**C. Association Representation**

The teacher shall be entitled to Association representation and the Association shall be contacted in the event of any disciplinary action which involved more than a written warning that is related to violation, misinterpretation and/or misapplication of any provision in this Agreement, if the teacher so requests.

**D. Just Cause Discipline**

No teacher shall be disciplined or reprimanded without just cause. Any such discipline or reprimand shall be subject to the grievance procedure in Article 11. All information forming the basis for disciplinary action shall be made available to the teacher. This information can be made available to the Association, with the teacher's approval.

**E. Videotaping**

Teachers will be videotaped for purposes of evaluation or demonstration only with their prior knowledge and consent. The conditions under which a demonstration videotape is made shall be agreed to between the parties prior to the beginning of the taping. Where a written release is required on request, the teacher shall sign the release before the taping is started.

**F. Complaints by Parent**

No formal action shall be taken upon any complaint by a parent of a student directed toward a teacher, nor shall any notice thereof be included in said teacher's personnel file unless such matter is brought to the attention of the teacher concerned and a copy of such complaint, if the complaint was made in writing, is given to said teacher. If a question of breach of professional ethics is involved, the Association shall be notified, if the teacher so requests.

## **G. Leaving the Building**

If this privilege of leaving the building is abused, the Building Administrator may bring it to the attention of the Association which shall verbally bring it to the attention of the teacher. If the abuse is continued, the teacher shall be subject to appropriate disciplinary action.

## **ARTICLE 11 - GRIEVANCE PROCEDURE**

### **A. Purpose of Procedure**

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of teachers. Proceedings shall be kept as informal and confidential as may be appropriate. Full and free communication between the principal or the supervisor and the teacher is not to be inhibited by the injection of any third party or Association representative unless formal grievance procedures are contemplated or formal disciplinary action by the principal or supervisor is anticipated.

### **B. Definitions**

1. A "Grievance" is a claim based upon a teacher's, group of teachers', the Association's or the Board's belief that there has been a violation, misinterpretation or misapplication of any provision in this Agreement.
2. The "Grievance" procedure shall not apply to any matter which is prescribed by law.
3. An "aggrieved person" is the person or persons making the claim.
4. A "party in interest" is the person or persons making the claim and any person who might be required to take action in a claim, or against whom action might be taken in order to resolve the claim.
5. Who May File A Grievance: A grievance may be filed by an aggrieved teacher. A grievance may be filed by the Association whenever the grievance applies to more than one building and/or a group of teachers with a common complaint has requested such action of the Association.

### **C. Processing Grievances**

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as maximum. If either party finds it impossible to meet the maximum number of days indicated at any of the steps, then that party shall give the other party written notice that a five (5) school day extension is necessary to prepare the case for the next hearing. As soon as a party discovers that the time limits provided hereinafter have been violated, then that party shall so notify the delinquent party. After notification, a five (5) school day "grace"



period shall commence. Failure to respond within the maximum number of days indicated at any level (plus the five (5) school day "grace" period extension) shall result in the delinquent party losing the grievance. The time limits specified may, however, be extended by mutual agreement in writing. In the event a grievance is filed on or after June 1, which, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school term, or as soon thereafter as is practicable.

1. Level One

- a. Discussion with Immediate Supervisor or Principal: A teacher with a grievance shall first discuss it with his/her immediate supervisor or principal. The meeting will be held within twenty (20) school days from the time of the incident over which the teacher is aggrieved or has reasonable ability to have knowledge of the incident. At his/her option, the teacher may invite an Association representative to be present while the grievance is discussed. Every effort shall be made to resolve the grievance informally. However, the teacher will assure the principal (supervisor) that the topic under discussion is, in fact, a grievance. Where the object of a grievance is an ongoing (continuing) violation, misinterpretation or misapplication of any provision in this Agreement, then the above time limits shall not apply.
- b. Initiating Grievance at Level Two: Upon mutual agreement between the Association and the Board, a grievance may be initiated at Level Two. The grievant must notify the immediate supervisor that such a request will be made prior to making the request.

2. Level Two

- a. Written Grievance: If the aggrieved person is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within five (5) school days after presentation of the grievance, the grievance may be filed in writing with the Association or its representative within five (5) school days after the decision at Level One.
- b. Referral to Assistant Superintendent for Human Resources and Labor Relations: If the Association decides either that the grievance lacks merit or that the decision at Level One is in the best interests of the educational system, it shall so notify the teacher and the Assistant Superintendent for Human Resources and Labor Relations in writing within five (5) school days, and the matter, insofar as the Association is concerned, is terminated. If the Association decides that, in its opinion, the grievance has merit, it shall refer such grievance in writing to the Assistant Superintendent for Human Resources and Labor Relations within five (5) school days.

- c. Meeting Within Five School Days: Within five (5) school days after the Assistant Superintendent for Human Resources and Labor Relations receives a grievance, the Assistant Superintendent for Human Resources and Labor Relations and/or the appropriate instructional administrator shall meet with the aggrieved teacher and a representative or representatives (maximum five) of the Association in an effort to resolve the grievance. The decision on the grievance shall be rendered in writing within five (5) school days after such hearing.
- d. Grievances Filed By Board: All grievances filed by the Board shall commence at this Level. If the Board files the grievance, then the Board becomes the moving party and the Association becomes the responding party. The Board shall file the grievance by sending notice, in writing, to the President of the Association. The appropriate Association committee, including the President, shall then arrange a meeting with the Superintendent within five (5) school days after receipt of the written grievance in an attempt to resolve such grievance.

3. Level Three

- a. Request for Arbitration: If the grievance is not settled at Level Two, either the Board or the Association may, within twenty (20) school days after the date of the written decision at Level Two, request that the grievance be submitted to arbitration. The request for submission to arbitration shall be made by written notice on an Arbitration Demand Form delivered to the other party.
- b. Mutually Acceptable Arbitrator: Within five (5) school days after the date of a written request for arbitration, the Assistant Superintendent for Human Resources and Labor Relations and the Association shall make every reasonable effort to agree upon a mutually acceptable arbitrator. If the parties are unable to agree upon an arbitrator within the five (5) day period herein provided, either the Board or the Association may, within ten (10) school days after the date of the written request for arbitration, request the American Arbitration Association to submit a list of qualified arbitrators. The arbitrator shall then be selected according to the rules of the American Arbitration Association.
- c. Decision of Arbitrator: The arbitrator shall hear the grievance and shall render a written decision within thirty (30) days from the close of the hearing. The arbitrator's decision shall set forth his findings and conclusions with respect to the issue submitted to arbitration. The arbitrator shall confine his/her decision to the particular case submitted to him/her. Both parties agree that the award of the arbitrator shall be final and binding.
- d. Authority of Arbitrator: The arbitrator shall have no authority except to pass upon alleged violations of the express provisions of this Agreement

and to determine disputes involving the application or interpretation of the express provisions of this Agreement.

The arbitrator shall have no power or authority to add to, subtract from, or modify any of the terms of this Agreement and shall not substitute his/her judgment for that of the Board where the Board is given discretion by the terms of this Agreement.

The arbitrator shall not render any decision which would require or permit an action in violation of the Michigan School Laws.

- e. Termination of Probationary Teachers Not Subject to Arbitration: The termination of probationary teachers shall not be subject to arbitration.
- f. Teacher Tenure Act v. Arbitration: The arbitrator will have no authority to decide any matter regarding discipline or dismissal of a teacher where an appeal has been filed pursuant to the Michigan Teachers' Tenure Act and the Tenure Commission has assumed jurisdiction of the matter.

A teacher shall not have multiple methods of seeking redress in a matter and is restricted to a choice of appealing to the Tenure Commission or having the Association file for arbitration, but not both.

Upon receipt of the Board of Education's decision after the local hearing, as provided for in the Michigan Teacher's Tenure Act, a tenured teacher may elect to appeal the decision to the tenure commission or file a grievance at Level Two, but not both. The grievance must be filed within thirty (30) days from the date of the Board of Education's written decision.

- g. Arbitrator's Fees and Expenses: The arbitrator's fees and expenses (including per diem, travel and subsistence expenses, if any) shall be paid according to this formula:
  - 1) The losing party shall pay one hundred percent (100%) of the cost.
  - 2) In the event neither party is clearly defined as the losing party by the arbitrator, then all of the arbitrator's fees and expenses shall be shared equally by the two parties.
  - 3) The expenses and compensation of any witness or participant in the arbitration shall be paid by the party calling such witness or requesting such participant.

#### **D. Rights of Teachers to Representation**

1. Representation by Someone Other Than the BHEA: The grievant may be represented at all stages of this grievance procedure by a person of the teacher's own choosing, except that the teacher may not be represented by an officer, member, or representative of any teacher organization other than the Association. When a teacher is not represented by the Association, the Association shall be given advance written notice and shall have the right to be present and to state its views at all stages of this grievance procedure. Either party at any level may be represented by counsel, but reasonable notice shall be given the other party in advance if counsel is to be present.
2. Individual Presentation of Grievance Through Step Two: An individual teacher may present a grievance and have the grievance adjusted through Step Two (excluding arbitration) without intervention of the Association, if the adjustment is consistent with the terms of this Agreement. The Board shall give the Association advance written notice of any meeting wherein the aforementioned adjustment is to be made.

#### **E. General Provisions**

1. Proceedings Private Until Decision Reached: During the pendency of any proceedings and until a determination has been reached, all proceedings shall be private and any preliminary disposition will not be made public without the agreement of all parties.
2. No Reprisals For Participating in Grievance Process: There shall be no reprisals by administrative personnel against any party, the Association Representative, or any other participant in the grievance procedure for participating in the grievance process. The Association agrees there shall be no coercion or reprisals against any member of the Board or Administrative personnel.
3. Grievance Documents Filed Separately: All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participant.
4. The Board May Process Grievance At Next Level: Level One of this grievance procedure may be passed to the next level for any reason as determined by the Board or its representative (e.g., no authority to make the judgment, a decision has been rendered in a similar previous decision). However, a hearing must be held at one of the above levels.
5. Handling Grievances on Non-work Time: It is assumed that grievance problems will be handled at times other than when the teacher is at work, and that members of the Association and the Board will be present to process grievances promptly.
6. Preservation of Association Right to Be Present at Grievance Steps: If a teacher pursues the grievance without Association support as prescribed in Level Two, the

right of the Association to be present and to present a view at hearings in Levels Two and Three is preserved. The Association is also to receive copies of written decisions at all Levels. The Board shall send the Association advance written notice of all such hearings.

7. Association Commencement of Grievance at Level Two: If more than one teacher has a similar complaint which has been individually discussed as provided in Level One, the Association may file a grievance to be commenced at Level Two, in lieu of individual grievances.
8. Grievance Filed After May 15: The time limits provided in this Article shall be strictly observed but may be extended by mutual written agreement of the parties. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.
9. Presence of Grievant: If the employee elects to be represented, the grievant may still be present at any level of the grievance procedure where the grievance is to be discussed. The aggrieved need not be present where it is mutually agreed to that no facts are in dispute, and that the sole question is the interpretation of this Agreement.
10. Grievance Not to Interfere with Management Responsibilities: The filing of a grievance shall not interfere with the right of the Board to carry out its management responsibilities, subject to the final decision of the grievance.
11. Payment of Interest: Where the object of a grievance is money and/or services withheld and the final decision results in restoration of said monies and/or monies equivalent to services withheld, the losing party shall pay interest on the money according to the following formula:
  - a. One (1) percent per month when the amount is one hundred dollars (\$100) or more per individual.
  - b. No interest is to be paid when the amount is less than one hundred dollars (\$100) per individual.
  - c. In computing the interest, the time involved shall be rounded off to the nearest full month.
  - d. In computing the interest, the time involved shall begin with the date the grievance is filed and end with the date of the final decision.
  - e. The parties shall be held harmless due to inadvertent errors (such as computer or clerical errors).

12. Consent to File Grievance: The Association is prohibited from processing a grievance for an employee or group of employees without the consent of the individual(s) concerned.
13. Conflicting Decisions: Grievance decisions with individual employees which appear in conflict with this Agreement may be aggrieved by the Association beginning at Level Two.

## **ARTICLE 12 - PHYSICAL TEACHING CONDITIONS**

**A.** The availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education that is the goal of both the teacher and the Board. It is acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed at insuring that the energy of the teacher is primarily utilized to this end.

### **B. Physical Environment**

1. Safe Environment: To protect the health, welfare and safety of students, the Board shall observe and maintain all state and local codes and laws. There shall be a continued alertness to prevent hazardous conditions at all times in all buildings. The preservation of safe, wholesome and pleasant surroundings is a paramount concern of both the Board and the Association. The arrangement of furnishings in the classroom shall be for the optimum educational setting as determined by the teacher subject to the approval of the principal. Teachers shall not be required to work under unsafe or hazardous conditions not of their making or to perform tasks which endanger their health, safety or well-being.

Each teacher will be assigned a classroom or appropriate teaching area and adequate storage space for instructional materials.

If a problem exists it will be resolved between the building administrator, the teacher involved, and the Association representative.

2. Telephones: Telephones shall be available for teacher use, for professional and/or emergency purposes.

Work space and computers or access to computers will be provided for special education personnel who are responsible for writing reports.

3. Parking: Adequate off-street paved parking facilities shall be provided and properly maintained and reserved for teacher use.
4. Equipment: The Board agrees to make available, on a reasonable basis for the exclusive purpose of preparation, duplication, or reproduction of classroom instructional material, its typing, duplicating, and reproducing equipment.

Wherever possible, or practicable, as determined by the building administration, clerical personnel shall be made available for the duplication or reproduction of written tests, work sheets, study sheets, maps, and transparencies.

5. Texts and Materials: The Board agrees to continue to provide the following: copies of approved texts and/or teaching and student materials used in courses teachers are to teach. However, in the absence of the materials required to teach an objective, that objective may be modified. This decision will be made by the instructional staff involved subject to the approval of the appropriate administrator.

## **ARTICLE 13 - TEACHING HOURS AND LOADS**

### **A. Increase in Length of School Day**

The parties have agreed that if the Revised School Code requires an increase in instructional hours, the parties agree to negotiate on the method for bringing the District into compliance. If required, the parties agree that the length of the school day and/or teaching clock hours will be increased, as necessary, to meet the requirements of the Revised School Code.

### **B. School Day**

1. Teachers

The normal school day for teachers will be a total of seven (7) hours and twenty-five (25) minutes, including up to 320 teaching minutes (an average of 320 minutes per day) , a preparation time, a duty-free lunch period and duty assignments.

Wing Lake Satellite Programs: The normal school day for teachers assigned to the Wing Lake Satellite Programs will be a total of seven (7) hours and twenty-five (25) minutes, including up to 370 minutes teaching minutes, a preparation time, and a duty-free lunch period.

2. Guidance Counselors

The normal school day for guidance counselors will be 7 hours and 25 minutes, including a duty-free lunch period, lunchroom duties, responsibilities to regulate student conduct and protect students on school property, and other responsibilities as assigned by the principal. A guidance counselor will not receive a preparation period.

Guidance counselors are required to perform the supplemental duties specified in Article 13 Section F. Guidance counselors are also required to attend parent-teacher conferences and will be provided adequate released time for this purpose in accordance with Article 13, Section J — Parent-Teacher Conferences. (The compensation time provided for teachers is also provided for guidance counselors who attend the after school and evening parent-teacher conferences.)

A separate Memorandum of Understanding (MOU) which outlines certain duties of guidance counselors is maintained by the BHEA and the Board of Education

(through the Assistant Superintendent for Human Resources and Labor Relations). The MOU is considered to be part of this labor agreement.

3. Compliance

If teachers fail to comply with these times, the building administrator may bring it to the attention of the teacher. Repeated abuse will require written communication to the teacher involved. Circumstances may call for variations from this schedule, but the time intervals in the various schools will be on a continuous basis and not exceed the limits indicated.

**C. Teacher Lunch Period**

A duty-free, uninterrupted lunch period shall be provided as follows:

High School	25 minutes
Middle School	30 minutes
Elementary	35 minutes
Wing Lake	35 minutes

**D. Teaching Load**

1. The normal teaching load will be as follows:

a. Normal Full Week

The normal full week for all teachers shall not exceed twenty-six hours and forty minutes of teaching clock hours (an average of 320 teaching minutes per day). In the elementary school, included in twenty-six hours and forty minutes of teaching clock hours are eating in the classroom with students. Student arrival and dismissal, bus supervision, and duty assignments (i.e. supervision of recess on a rotating basis) are not included in the teaching clock hours.

Wing Lake Satellite Programs: The normal full week of teachers assigned to the Wing Lake Satellite Programs shall not exceed thirty hours and fifty minutes of teaching clock hours.

b. Recess Duty

If teachers are assigned duty, then administrators will schedule teachers for recess duty on a rotating basis according to the following prioritized criteria:

1. Solicit scheduling input from teachers.
2. Schedule staff who are currently teaching less than a weekly average of 320 minutes per day. Teachers should not be assigned recess duty on a day when their teaching time exceeds 320 minutes.
3. Assign BHEA certified staff on a rotating basis.



4. On a day when the permanent building sub is not assigned he/she will have recess duty.

c. Teachers to be Available Before and After School

It is expected that teachers will be available to students before and after school on a need basis; this time is not part of the twenty- six (26) hours and forty minutes of teaching clock hours. Teaching responsibilities include time between classes.

d. Middle School (grades 6-8)

In the middle school, block teachers will, in grades 6 through 8, be scheduled daily for one (1) preparation period and one (1) team-planning period. Teachers of non-block classes, in grades 6 through 8, will be provided with one (1) preparation period on a daily basis. Any additional unscheduled time within the normal school day may be used as instruction team planning time unless otherwise scheduled.

Middle school elective teachers in grades 6 through 8, excluding special education staff, may be provided with a team-planning period contingent on budget, enrollment and program needs as determined solely by the administration.

School Consolidation

In the event of school consolidation which changes the configuration of elementary and middle schools, teachers in grades 4 and 5 will be considered as elementary teachers with respect to this article.

e. High School

(1) Six Period Day:

In the high school, there will be a five-period teaching assignment in a six-period day.

(2) Seven Period Day:

In a seven-period high school day there will be a five-period teaching assignment. In the seven-period day each full-time teacher will have an additional 25-minute daily assignment for the school year or a fifty-minute daily assignment for one semester.

Duty Assignment:

The twenty-five (25) minute assignment for full-time teachers will be professional in nature, i.e., departmental labs, department head responsibilities, advanced placement responsibilities, G.T. coordination, curriculum development and/or special projects. These examples are not all inclusive. The Association acknowledges that teachers have a responsibility to regulate student conduct and protect all students on school property. Because of this necessity, principals may have supervisory assignments for which teachers may volunteer as their twenty-

five minute assignment. If there are not enough volunteers, these assignments will be rotated among the available teachers during the semester and/or year.

Full-time teachers may request a fifty-minute duty assignment in lieu of the twenty-five minute assignment. Requests must be made to the principal by May 1.

(3) Block Schedule - Seven Period Day:

High school teachers teaching in the block schedule will teach six (6) out of seven (7) block classes, not to exceed class size maximum per Article 14.

(4) Block Schedule – Eight Period Day

Effective with the 2012-13 school year, the high schools will have an eight (8) period day. The teaching schedule will consist of the following over the normal two-day block schedule:

- Teachers will teach five (5) academic periods and one advisory period, or at the option of administration, the teachers will teach six (6) academic periods.
- Teachers will have one 90 minute individual preparation period over the normal two-day block schedule and one flexible preparation period. However, all teachers will not necessarily have a preparation period every day.
- The use of the flexible preparation period will be determined by administration, after consultation with the teacher.
- See Appendix F regarding the administrative guidelines for the block schedule, including the use of the flexible preparation period. The guidelines in Appendix F are not part of the contract.

f. Creative Arts and Instrumental Music Teachers

Creative arts teachers in the areas of elementary art, vocal music and physical education shall have no more than twenty-six hours (26) and forty minutes of instruction assigned during the normal school week. (Teaching responsibilities includes time between classes.)

Scheduling considerations will be given to those teachers who are assigned more than two buildings. Every attempt will be made to have creative arts teachers in no more than two buildings and instrumental music teachers in no more than four buildings.

2. Preparation Periods will be as follows:

a. Middle School and High School

Teachers will have a preparation period each day in the middle school.

In the high school, teachers will have a preparation period each day when teaching a non-block schedule as provided in (D)(1)(e)(1) & (2) of this article.

Block Schedule: The preparation period for high school teachers in the block schedule will occur over a two day period of time. (See Article 13(D)(1)(e)(4)).

b. Elementary

Preparation time will be a minimum average of five (5) hours per normal work week (5 days) plus the duty-free lunch period. Although the minimum average preparation time is five (5) hours per normal work week, the goal is to provide an average of 5 ½ hours of preparation time per normal work week. The principal and staff at each elementary building will develop the preparation time schedule for that building. The increase in preparation time shall not cause a reduction in instructional time with students. The preparation time schedule is subject to the approval of the Assistant Superintendent for Elementary Instruction or other designated administrator.

Preparation periods for the elementary teacher will be achieved by creative arts teachers taking over classes for instruction in their particular area and by any combination of the following:

- 1) By the rotation of morning and/or afternoon recess duties with other teachers. Scheduling shall be subject to the principal's approval.
- 2) By the rotation of duties in student lunchroom.
- 3) This list is not all-inclusive.

c. Elementary Team Planning

Elementary classroom teachers shall be released a minimum of 21 hours per school year for the purpose of team planning.

The principal and staff at each elementary building will develop team planning time schedules. The team planning schedule shall not cause a reduction of instructional time with students.

The team planning time schedule is subject to the approval of the Assistant Superintendent for Learning Services or other designated administrator.

Release time for team planning is in addition to preparation time provided elsewhere in this Agreement.

d. Elementary Creative Arts Preparation Period

Elementary teachers of creative arts such as music, art, physical education, media specialists, school social workers, school psychologists and other non-classroom teachers, will be provided at least one continuous fifteen (15) minute preparation period in the morning and one continuous fifteen (15) minute preparation period in the afternoon of each school day.

Creative arts teachers will be provided one preparation period of 45-consecutive minutes per day, when possible.

e. Other Staff

Teachers of music, art, cooperative education, media specialists, speech therapists, reading consultants, school social workers, and school psychologists, and all special education teachers shall be provided with preparation time to the same extent as other teachers in the District.

Teachers serving more than one building will not normally be required to travel on their preparation time.

f. Elementary Administrative Scheduling of Creative Arts

The elementary building administration shall schedule the creative arts subjects so that these special subject classes shall be spread throughout the five days of each full week in the most equitable manner possible.

## **E. Meetings**

Building, department, curriculum and/or system-wide meetings will only be called when necessary to the efficient functioning of the program of the school, with said meetings falling within the normal school day for teachers. Extensions of meetings beyond the normal school day will be by mutual consent.

Teachers will be provided the opportunity to participate in the development of in-service programs.

## **F. Supplemental Duties**

1. The teachers recognize that their responsibilities to their students and their profession require the performance of duties that involve the expenditure of time beyond that of the regular working day. Among these responsibilities and duties are the following:
  - a. Attending faculty meetings. Faculty meetings will be scheduled by the building or program administrator. Upon request, the administrator will meet with one or more representatives of the Association and discuss the staff meeting schedule. The Association representative(s) may make suggestions and provide input regarding the staff meeting schedule.
  - b. Annual open house/Curriculum night.

- c. Sponsoring one student activity per year beyond the normal school day for Middle School and High School teachers, if requested by the building principal.
2. Participation by teachers in activities of the school that are attended by the public, such as PTO/school events is desirable and shall be vigorously encouraged by the Association.

#### **G. Teacher Responsibility**

Teachers have a responsibility to regulate the conduct and protect all students on school property. Under usual circumstances, teachers will be available immediately before and after school in their classroom to assist students.

All teachers and administrators share a responsibility for the movement of students within the building.

#### **H. Non-Teaching Duties**

Teachers shall not be assigned the following non-teaching duties:

1. Supervision of playgrounds before and after school.
2. Collecting money from students for non-educational purposes (except United Foundation, pictures and insurance).
3. Preparing form letters to parents and other similar clerical functions.
4. The distribution and inventory of books and supplies, except in their classrooms.

The Board will make every attempt to employ substitute teachers to replace art, gym, library and music teachers who are absent or are removed from regular duties for other school functions.

#### **I. Leaving the Building**

Upon request in emergency situations, or for purposes that cannot be accomplished at any other time, the principal may permit a teacher to leave the building during the regular working day other than at times when the teacher is directly involved in the instruction of children and providing the teacher's absence from the building does not interfere with the normal operation of the school.

Teachers are permitted to leave the buildings during the lunch period provided that they return no less than five (5) minutes before classes resume.

## **J. Parent/Teacher Conferences**

### 1. Schedule:

Elementary, Middle School and High School Parent/Teacher conferences shall be scheduled as follows:

#### a. Elementary (each Fall and each Spring)

Fall: Two (2) evenings and, if necessary, one half day (during school day)

Spring: One (1) evening and, if necessary, two half days (during school day)

At the elementary level, at least twenty (20) minutes per student shall be allotted for conferences. Additional conference/conference planning time may be provided with administrative approval.

#### b. Middle School (Fall Only)

Option 1:

One-half (1/2) day (during school day) and

Two (2) evenings in the Fall

Option 2:

Three (3) evenings in the Fall

#### c. High School (each Fall and each Spring)

Two (2) Evenings in the Fall

One or Two evenings in the Spring

### 2. Evening Conferences

Evening conferences will be scheduled for a three hour block of time. If parent/teacher conferences are scheduled outside the normal working day, the Board shall schedule one-half (1/2) day of compensatory time off for each evening session, after consultation with the affected teachers.

### 3. Elementary Goal Setting Conferences

- a. Goal setting conferences at the elementary level (K-5) will be held in the month of September each school year.
- b. Up to fifteen minutes per student will be allotted for the conference.
- c. The teacher may schedule the goal setting conference before, after, or during the school day when the teacher is not scheduled to be with students.
- d. The building will schedule, at least, one evening for building-wide goal setting conferences. Teacher attendance at the evening conference is not mandatory, if the conferences have been held as provided in sub-section (c) of this provision.

- e. No additional compensation or release time will be provided for the goal setting conferences.

**K. In-service Days**

One annual in-service day will be provided for each teacher, subject to the approval of the building principal, based on the criteria below. An in-service day may be used to attend an assignment-related conference, workshop or to make a school visitation. A substitute will be provided by the District, plus a maximum of \$75 per teacher per year for conference expenses. A maximum of 1/3 of any middle school or high school department or elementary school staff will be released at the same time. This day may not be used before or following a holiday or during parent conference times. The teacher will prepare the District conference report form following the conference.

First consideration for conference attendance will be given based on earliest date of application.

Use of \$75 to meet requirements of NCLB or ESSA: A teacher may use the \$75 conference allotment to meet the highly qualified teacher requirements of the No Child Left Behind Act or any amendments thereto such as Every Student Succeeds Act (ESSA).

**L. General Education Release Time**

The Board and the Association recognize the need for the involvement of General Education teachers in IEPCs and METs. Every effort will be made to hold these meetings on released time.

**M. Modification of Provisions**

No departure from the provisions of this Article, except in case of emergency, shall be made without prior consultation with the Association. In the event of any disagreement between the representative of the Board and the Association as to the need and desirability of such deviation, the matter may be processed through the professional grievance procedure.

**N. Procedures Manual for Special Education**

The Board agrees to provide a procedures manual covering special education; and further agrees that as changes occur in the State or Federal rules and regulations that procedural changes will be issued in writing.

**O. Travel Time**

In the event a teacher is required to travel between buildings, travel time will be considered as the weekly schedule is developed. Travel time will be counted as part of the teacher's paid time.

**P. Building In-Service Activities**

Up to one-half day per year release time for in-service purposes may be requested for each school facility. The request for release time shall normally be made sixty calendar days in advance of the

in-service date to the Superintendent and is subject to prior approval of program and date contingent on district operations.

**Q. Reduced-Year and Non-Compensable Leave - Wing Lake**

1. The staff of the Wing Lake Developmental Center may elect a reduced year on a rotating basis with the following stipulations:
  - a. Based on seniority earned at Wing Lake, the four teachers with the most seniority will be offered this option. If any or all reject the option, the option is then offered to the next teacher(s) on the seniority list, and the original four drop to the bottom of the eligibility list. The remaining teachers are offered the option without losing their position. A response accepting or rejecting the option must be made to the building administrator by March 1.
  - b. Those individuals who are approved for the reduced-year option will complete the current school year and return to Wing Lake on the date that regular educational programs open for the succeeding year.
  - c. No more than one teacher per classification is eligible at the same time.
  - d. The Assistant Superintendent for Human Resources and Labor Relations will be notified, in writing, by April 1 of the teachers electing the option. Summer replacements that may be hired are as other short-term leave replacements.
2. A non-compensable leave of up to ten (10) days may be taken by Wing Lake staff, which may be taken in conjunction with a scheduled school recess.

Prior administrative approval of at least two (2) weeks is required, as is the guarantee that a temporary replacement can be secured. The replacement requirement may be waived by the administration.

There shall not be more than two non-compensable leaves per year, with the minimum leave being three (3) days.

**R. In-service/Orientation Days for New Staff**

All newly hired staff are required to attend two district provided in-service/orientation days during their first twelve months of employment. The days will be scheduled by the District. The days are in addition to the teacher work days and professional development days which are incorporated in the school calendars.



**S. K-12 Content Area Leaders**

1. **K-12 Content Area Leaders** replaced High School Department Heads effective with the 2014-15 school year. The number and annual remuneration for the appointed content area teachers will be as follows:

POSITIONS	TOTAL POSITIONS	ANNUAL STIPEND
English (2 elem, 2 MS, 2 HS)	Up to 6	\$1750
Math (2 elem, 2 MS, 2 HS)	Up to 6	\$1750
Social Studies (2 elem, 2 MS, 2 HS)	Up to 6	\$1750
Science (2 elem, 2 MH, 2 HS)	Up to 6	\$1750
Arts (1 K-8, 1 HS)	Up to 2	\$1500
World Languages (1 K-8, 1 HS)	Up to 2	\$1500
Technology (1 K-8, 1 HS)	Up to 2	\$1500
PE/Health (1 K-8, 1 HS)	Up to 2	\$1500

NOTE: All positions may not be filled each school year.

2. **Cost of K-12 Content Area Leaders Capped**

The total cost of the remuneration of the K-12 Content Area Leaders is capped at \$55,000 during the term of the contract. If the number of the teacher leaders exceeds the remuneration available, the available remuneration will be proportionally adjusted among the teacher leaders.

**ARTICLE 14 - CLASS SIZE**

**A. Exceptional Students**

The parties recognize that children having special physical, mental, and emotional conditions or needs may require specialized classroom experience and/or specialized help. If possible, special attention will be given to reducing class size where special students are placed in a regular classroom. In addition, school psychologists, school social workers and speech pathologists will be available as needed, as determined by the BIT and/or the State Rules and Regulations. These services will be scheduled at all buildings on a regular basis.

**B. Work Stations**

For instruction requiring specialized facilities, the available work stations shall control when that number is less than that provided below.

**C. Elementary**

The objectives for maximum elementary class sizes shall be:

Kindergarten - 1st grade	26
2nd & 3rd grades	28
4th grade - 6th grade	29

1. When a class reaches one student over the recommended maximum, the District shall assign a one-half (1/2) time aide to assist the teacher.
2. When a class reaches three students over the recommended maximum, the District shall assign a full-time aide to assist the teacher.
3. When a class size continues to increase, the District will act to remedy the situation before the class size exceeds the maximum by four (4) students.
4. The recommended maximums shall be reduced by one student in combination grade level classes.
5. Planning for a reduced day for individual first grade students during the first two weeks of school shall be encouraged in all elementary schools.
6. No teacher shall be required to use a paraprofessional against his/her wishes. If the teacher elects not to use an aide, a meeting will be held to plan for other possible assistance. The Assistant Superintendent for Learning Services and a representative appointed by the Association will meet with the teacher and the building administrator to determine the nature of this assistance.

Once agreement is reached concerning class size and an assistance program, this agreement will be written and signed by the teacher and the principal. The agreement will not be changed unless done by mutual agreement, except in a situation in which class size no longer calls for additional assistance.

**D. High School**

The maximum number of students in a teacher's classes during the term of this Agreement shall be:

English	*175/day or a maximum of 30 in any class
Language	*175/day or a maximum of 32 in any class
Art	*175/day or a maximum of 32 in any class (or as facilities permit to implement program)
Swimming Pool	175 per instructor

Special Education	As law states
Math, Business, Social Studies	*175/day or a maximum of 32 in any class (except typing)
Science, Drafting	*175/day or a maximum of 32 in any class (or as facilities permit to implement program)
Typing, Computer, Industrial Arts, Family and Consumer Science, Physical Education	As facilities permit to implement program

\*Block Schedule: Due to the irregular meeting period of high school block schedules, the daily maximum will be determined by totaling the number of students assigned to each section that is part of the teacher's work load. (The work load is determined over a two-day (block) period of time). The 175 student caseload includes the student advisory period and/or a 6<sup>th</sup> academic period assigned to a teacher.

**E. Middle School**

The maximum number of students in a teacher's classes during the term of this Agreement shall be:

English, Social Studies, Math, Business (except typing) and Language	168/day or a maximum of 30/class period
Science and Art	168/day or a maximum of 30/class period (or as facilities permit to implement program)
Physical Education	45 per class period
Typing, Computer, Industrial Arts, Drafting and Family and Consumer Science	As facilities permit to implement program

**F. Exceeding Class Size**

If a specified limit set forth in Section D and E above, is exceeded by more than three (3) students per class period or fifteen (15) students per day at the senior high and eighteen (18) students per day at the middle school, then the principal, the teacher, an Association representative and the Superintendent's representative shall meet to plan means for relieving the situation.

**G. Special Programming**

1. To be considered for two-for-one the student must:
  - a. Have an Individualized Educational Plan (IEP)
  - b. Have an IEP which requires the general education teacher to prepare significantly different materials for the student, or to use different teaching techniques.

The designation of two-for-one should be determined at the Individualized Education Plan Committee (IEPC) and reviewed and revalidated each year by the IEP. In cases where the two-for-one designation cannot be agreed upon at the building level, the case shall be referred to the Director of Special Education for a final decision.

In grades 6 through 12 the two-for-one designations must be determined on a period-by-period basis.

2. A student shall not be considered two-for-one in the following circumstances:
  - a. If the special education staff in the building, rather than the general education teacher, has the responsibility for preparing educational materials, or if the special education staff in the building provides direct instructional services in the general education classroom to the IEP'd student.
  - b. In those cases where the District provides paraprofessional assistance in the regular education setting (i.e., a paraprofessional with a physically handicapped student, or an interpreter with a hearing impaired student).
3. The maximum class size in Math Concepts, Basic Government, Basic U.S. History, and other concept classes at the secondary level, shall not exceed twenty-five students.

**H. Guidance Counselors**

1. Counseling Load

The maximum number of students in a counselor's load during the term of this Agreement shall be:

Middle School	450
High School	400

If at any time the specified limit set forth above is exceeded by more than fifty (50) students, the involved principal, the involved counselor, an Association

representative, and the Superintendent's representative shall meet to plan means for relieving the situation.

**I. Secondary Subject Area Preparations**

Whenever possible, and then only with teacher consultation, teachers will not be assigned more than three different subject area preparations at the secondary level.

**J. Less Than Full Time Teaching Schedules**

Those teachers who teach less than full-time shall have a pro-rata schedule based on the full-time equivalent.

**ARTICLE 15 - TEACHING ASSIGNMENTS**

**A. Regular Teaching Assignments**

1. Change in Assignments

Teachers who will be affected by a change in grade assignments in the elementary school grades, and by changes in the subject assignment in the secondary schools will be notified and consulted by their principals prior to the closing of school, whenever possible. Teacher preferences will be considered. If a change is necessitated, the teacher will be notified by the principal or designee as soon as it is determined that a change will be made.

Whenever possible, classroom teachers will be notified at least one (1) week prior to the beginning of each semester of a building transfer. This provision is not applicable to itinerant staff.

**B. Substitute Teaching Assignments — AESOP**

1. The Board will maintain a list of substitute teachers. Teachers are required to call AESOP or its equivalent, as soon as they are aware of their unavailability for work. Once a teacher has reported unavailability, administration is responsible for arranging for a substitute teacher.
2. Teachers, except with their consent, shall not be required to assume the responsibilities of absent teachers. Teachers who do accept this responsibility shall be compensated at their hourly rate.

**ARTICLE 16- SALARY SCHEDULE (SUBJECT TO THE REVISED SCHOOL CODE, MCL 380.1250)**

**A. Basic Salary Schedule**

The basic salaries of teachers are set forth in Section H below. The Salary Schedules shall remain in effect during the term of this Agreement. The basic salaries are subject to the requirements and provisions of the Revised School Code, MCL 380.1250.

**B. Salary Schedule Placement**

1. Teachers newly employed may be given full credit to the sixth step on the Salary Schedule for full years of outside teaching, or one-half year for each full year taught elsewhere, whichever is higher. Credit may also be given for outside experience as approved by the Board.

**C. Placement on Different Salary Track for Additional Degree or Graduate Credit Hours**

1. Application

Application for placement on a different salary track must be made prior to October 1 for the fall semester and March 1 for the spring semester. Should an official transcript not be available upon application, a letter from the institution verifying credits or advanced degree earned will be accepted until an official transcript is available.

2. Additional Degree or Graduate Credit

Placement on a different salary track is contingent on the additional degree or graduate credit hours being earned in a field directly related to K-12 education. However, a degree or advanced graduate hours earned in fields outside of K-12 education will be accepted, if directly related to the majority of the teacher's assignment or in an area in which the individual is certified and qualified. Advanced hours or degrees earned in law will not qualify for placement on another salary track.

An individual may be placed on a higher salary track premised on the completion of undergraduate coursework beyond that required for certification. Consideration will require that the coursework is unavailable at the graduate level, and that the individual have written prior approval of the Assistant Superintendent for Human Resources and Labor Relations. It is agreed and mutually understood that this option is not subject to the grievance procedure.

Masters Degree (MA) + 30 Salary Track

Placement on the MA + 30 salary track requires the following:

- Completion of thirty (30) graduate credit hours in a planned program. (e.g., second master's degree, education specialist degree, Ph.D. program)
- The thirty (30) graduate hours must be completed after the master's degree has been obtained.

- Individuals who have completed graduate credit hours by May 19, 2012, toward the MA + 30 salary track, but not in a planned program, have until June 30, 2015 to complete the thirty (30) graduate credit hours. If the hours are not completed by June 30, 2015, the individual is not eligible for placement on the MA + 30 salary track.

Undergraduate Credit taken to meet requirements of NCLB or ESSA

In addition, if a teacher takes undergraduate credit hours beyond that required for certification to meet the highly qualified teacher requirements of the No Child Left Behind Act, Every Student Succeeds ACT (ESSA), or any amendments thereto, up to 6 undergraduate credits may be applied to the MA +30 salary track. The credit hours must be commenced after the teacher is employed by Bloomfield Hills Schools. This option is not subject to the grievance procedure.

3. Graduate Credit Hours Obtained Through the Excellence In Teaching (EIT) Program for Probationary Teachers - Exception

In order to be placed on the MA +30 salary track, the graduate credit hours must be earned after receipt of the master's degree. However, teachers who earn graduate credit hours through enrollment in the EIT program for probationary teachers and who are unable to apply the EIT graduate credit hours to the teacher's master degree program may have the EIT graduate credit hours apply toward placement on the MA+30 salary track under the following circumstances:

- The teacher must obtain a letter from the university which is conferring the master's degree specifying that the EIT graduate semester hours are not applicable to the master's degree and giving the reason the credits are not applicable.
- Up to six EIT graduate semester hours may apply to the MA+30 salary track.
- This option is not subject to the grievance procedure.

4. Grade Point Average

Grade point averages in all coursework must meet the minimum graduation requirements at the institution where the coursework was granted.

**D. School Psychologist/Social Worker/Speech Pathologists/Physical Therapists/  
Occupational Therapists Salary**

Employees assigned as social workers, school psychologists, or speech pathologists or Physical Therapists/Occupational Therapists who hold Master's (M.A.) Degrees which included sixty (60) semester hours beyond the Bachelor's Degree will be paid on the MA+30 salary track. The Physical Therapist (PT) and Occupational Therapist (OT) must complete a four year undergraduate program and the master's degree must be in occupational or physical therapy.

**E. Doctoral Salary**

Employees who hold a PhD/EdD shall receive \$1500 in addition to the amount identified for the appropriate step placement on the MA+30 salary schedule.

**F. Stipend for the following: Certification by National Board for Professional Teaching Standards and Nationally Certified School Psychologists.**

1. Upon receipt of proper documentation, a teacher may receive an annual stipend for one of the following certification (Note: eligible teachers who work less than a full school year will have the stipend prorated):

- a. Board for Professional Teaching Standards Certification

Those teachers who hold current certification from the National Board for Professional Teaching Standards shall receive \$1500 in addition to the amount identified as their current salary step and schedule;

- b. Upon annual receipt of proper documentation showing current certification, school psychologists and social workers shall receive an annual stipend for one of the following certifications:

Nationally Certified School Psychologists

2. Procedure to Receive Stipend

In order to receive the stipend, the teacher must provide the human resources office with a copy of the certification. The certification must be current in order to receive the stipend. Application for the stipend must be made prior to October 1 for the fall semester and March 1 for the spring semester. A teacher is eligible for only one stipend under this section.

**G. Guidance Counselors — Extension of Contract Days**

The need may arise to extend the individual contract of a guidance counselor before the beginning of the regular year for teachers, and/or after the last regular day for teachers. The guidance counselor may have his/her contract extended up to 14 additional days, on a per diem basis, upon the recommendation of the principal and the approval of the Assistant Superintendent for Human Resources and Labor Relations.

Guidance Counselors will submit a Supplemental Payroll Request to receive payment for additional days worked, the date and hours worked must be included on the document. When submitted timely to the Payroll Department, payment will be made on the first regularly scheduled payroll following the receipt of the approved document.



**H. Salary Schedule** (The salary schedule reflects a reduction from 190 to 189 teacher days)

1(a) Salary Schedule for Staff Hired Prior to March 19, 2009: 11 Step

2016 - 2019

189 Days - 11 Step Schedule

<b>Step</b>	<b>BA Salary</b>	<b>MA Salary</b>	<b>M3 Salary</b>	<b>DR Salary</b>
0	\$41,475	\$43,540	\$46,511	\$48,003
0.5	\$42,636	\$44,846	\$47,906	\$49,443
1	\$43,830	\$46,191	\$49,343	\$50,926
1.5	\$45,057	\$47,577	\$50,824	\$52,454
2	\$46,318	\$49,004	\$52,348	\$54,028
2.5	\$47,615	\$50,474	\$53,919	\$55,649
3	\$48,949	\$51,989	\$55,536	\$57,318
3.5	\$50,319	\$53,548	\$57,203	\$59,038
4	\$51,728	\$55,155	\$58,919	\$60,809
4.5	\$53,177	\$56,809	\$60,686	\$62,633
5	\$54,665	\$58,514	\$62,507	\$64,512
5.5	\$56,196	\$60,269	\$64,382	\$66,447
6	\$57,994	\$62,439	\$66,700	\$68,740
6.5	\$59,850	\$64,687	\$69,101	\$71,111
7	\$61,765	\$67,015	\$71,589	\$73,565
7.5	\$63,742	\$69,428	\$74,166	\$76,103
8	\$65,782	\$71,927	\$76,836	\$78,728
8.5	\$67,887	\$74,517	\$79,602	\$81,444
9	\$70,059	\$77,199	\$82,467	\$84,254
9.5	\$72,301	\$79,978	\$85,436	\$87,161
10	\$74,615	\$82,858	\$88,512	\$90,168
10.5	\$77,002	\$85,840	\$91,698	\$93,279
11	\$79,872	\$90,262	\$94,965	\$96,486

1(b) Salary Schedule for Staff Hired On or After March 19, 2009: 14 Step  
 2016 - 2019  
 189 Days - 14 Step Schedule

<b>Step</b>	<b>BA Salary</b>	<b>MA Salary</b>	<b>M3 Salary</b>	<b>DR Salary</b>
0	\$41,430	\$43,540	\$46,511	\$48,003
0.5	\$42,258	\$44,410	\$47,441	\$48,963
1	\$43,104	\$45,299	\$48,390	\$49,942
1.5	\$43,966	\$46,205	\$49,358	\$50,941
2	\$44,845	\$47,129	\$50,345	\$51,960
2.5	\$45,742	\$48,071	\$51,352	\$52,999
3	\$46,657	\$49,033	\$52,379	\$54,059
3.5	\$47,590	\$50,013	\$53,426	\$55,140
4	\$48,542	\$51,014	\$54,495	\$56,243
4.5	\$49,512	\$52,034	\$55,585	\$57,368
5	\$50,503	\$53,075	\$56,697	\$58,515
5.5	\$51,513	\$54,136	\$57,830	\$59,686
6	\$52,543	\$55,219	\$58,987	\$60,879
6.5	\$53,594	\$56,323	\$60,167	\$62,097
7	\$54,666	\$57,450	\$61,370	\$63,339
7.5	\$55,759	\$58,599	\$62,598	\$64,606
8	\$57,320	\$60,532	\$64,663	\$66,609
8.5	\$58,925	\$62,530	\$66,797	\$68,673
9	\$60,575	\$64,593	\$69,001	\$70,802
9.5	\$62,271	\$66,725	\$71,279	\$72,997
10	\$64,015	\$68,927	\$73,631	\$75,260
10.5	\$65,807	\$71,202	\$76,061	\$77,593
11	\$67,650	\$73,551	\$78,571	\$79,998
11.5	\$69,544	\$75,978	\$81,163	\$82,478
12	\$71,491	\$78,486	\$83,842	\$85,035
12.5	\$73,493	\$81,076	\$86,609	\$87,671
13	\$75,551	\$83,751	\$89,467	\$90,389
13.5	\$77,666	\$86,515	\$92,419	\$93,191
14	\$79,872	\$90,262	\$94,965	\$96,486

1(c) Salary Schedule for Staff Hired On or After July 1, 2016: 16 Step

Salary Schedule for 2016-19 for Staff Hired On or After July 1, 2016

2016 - 2019

189 Days - 16 Step Schedule

Step	BA Salary	MA Salary	M3 Salary	DR Salary
0	\$41,430	\$43,540	\$46,511	\$48,003
0.5	\$42,258	\$44,410	\$47,441	\$48,963
1	\$43,104	\$45,299	\$48,390	\$49,942
1.5	\$43,966	\$46,205	\$49,358	\$50,941
2	\$44,845	\$47,129	\$50,345	\$51,960
2.5	\$45,742	\$48,071	\$51,352	\$52,999
3	\$46,657	\$49,033	\$52,379	\$54,059
3.5	\$47,590	\$50,013	\$53,426	\$55,140
4	\$48,542	\$51,014	\$54,495	\$56,243
4.5	\$49,512	\$52,034	\$55,585	\$57,368
5	\$50,503	\$53,075	\$56,697	\$58,515
5.5	\$51,513	\$54,136	\$57,830	\$59,686
6	\$52,543	\$55,219	\$58,987	\$60,879
6.5	\$53,594	\$56,323	\$60,167	\$62,097
7	\$54,880	\$57,900	\$61,791	\$63,712
7.5	\$56,197	\$59,521	\$63,460	\$65,368
8	\$57,546	\$61,188	\$65,173	\$67,068
8.5	\$58,927	\$62,901	\$66,933	\$68,811
9	\$60,341	\$64,663	\$68,740	\$70,600
9.5	\$61,790	\$66,473	\$70,596	\$72,436
10	\$63,272	\$68,334	\$72,502	\$74,319
10.5	\$64,791	\$70,248	\$74,460	\$76,252
11	\$66,346	\$72,215	\$76,470	\$78,234
11.5	\$67,938	\$74,237	\$78,535	\$80,268
12	\$69,569	\$76,315	\$80,655	\$82,355
12.5	\$71,238	\$78,452	\$82,833	\$84,497
13	\$72,948	\$80,649	\$85,069	\$86,693
13.5	\$74,699	\$82,907	\$87,366	\$88,948
14	\$76,492	\$85,228	\$89,725	\$91,260
14.5	\$78,328	\$87,615	\$92,148	\$93,633
15	\$79,872	\$90,262	\$94,965	\$96,486

## 2. Off-schedule Bonus Payments

Off-schedule bonus payments will be made to those employees at the top of their respective salary schedules who are not eligible for salary steps. The off-schedule bonus payment will be paid in two installments, on or before the end of the first semester and on or before the end of the second semester. The payment will be prorated based on the employee's Full Time Equivalent (FTE).

The off-schedule bonus payments are as follows:

2016-17: \$1000

2017-18: \$1250

2018-19: \$1000 (If at least \$750,000 in savings is achieved through the scheduling committee, the bonus payment will be \$1500. (See Article 16(K) below)

## 3. Advancement on the Salary Schedule

a. The salary schedules have been changed in the following respects:

11 Step and 14 Step Schedules: The schedules have been changed to smooth the differences on the steps at the top end of the salary schedule.

16 Step Schedule: A 16 step salary schedule is effective for employees hired for the 2016-17 school year and after. The 16 step schedule provides more equalization between the salary steps.

b. 2016-17 school year: Teachers will be placed on the applicable (smoothed) salary schedule at the step placement they were on during the 2015-16 school year. In addition, teachers on steps 6.5 to 8.5 on the 14 step salary schedule will have their salary adjusted as necessary to achieve a minimum of a \$1000 annual pay increase as follows:

	MA	M3
6.5	\$56,476.00	
7	\$57,871.00	\$61,393.00
7.5	\$59,302.00	\$62,877.00
8	\$60,999.00	
8.5	\$62,726.00	

c. 2017-18: Full steps are provided for the 2017-18 school year.

d. 2018-19: Teachers will receive half steps for the 2018-19 school year. However, if at least \$750,000 in savings is achieved through the Joint Scheduling Committee (see Article 16(K)) full steps will be provided.

e. Salary Lane Changes: Teachers are eligible for salary lane changes during the contract.

4. Effectiveness Ratings Impact on Salary:

a. 2016/17 School Year

1. Highly Effective or Effective: For the 2016/17 school year, each teacher eligible to receive compensation, as a result of moving to the smoothed 11 or **14 Step** Salary Schedules or a bonus payment, shall receive the negotiated increase if the teacher had an overall rating of Effective or better for the 2015/16 school year evaluation cycle.
2. Minimally Effective: Teachers eligible to receive compensation, as a result of moving to the smoothed 11 or 14 Step Salary Schedules or a bonus payment shall receive one-half (1/2) the negotiated increase if the teacher had an overall rating of Minimally Effective for the 2015/16 school year evaluation cycle.
3. Ineffective: Teachers receiving an overall rating of Ineffective for the 2015/16 school year shall not be eligible for the negotiated compensation increase for the 2016/17 school year.

b. 2017/18 School Year

1. Highly Effective or Effective: Teachers eligible for Steps and receiving an overall rating of Effective or better for the 2016/17 evaluation cycle, shall advance one (1) full Step on the Salary Schedule for the 2017/18 school year. Teachers at the top of the Salary Schedule (Step 11 or 14) whichever is applicable will receive the negotiated bonus payment.
2. Minimally Effective: Teachers eligible for Steps and receiving an overall rating of Minimally Effective for the 2016/17 evaluation cycle shall advance one-half (1/2) Step on the Salary Schedule for the 2017/18 school year. Teachers at the top of their respective Salary Schedules shall receive one-half (1/2) the negotiated bonus payment for the 2017/18 school year.
3. Ineffective Teachers eligible for Steps and receiving an overall rating of Ineffective for the 2016/17 evaluation cycle shall be maintained at the 2016/17 Step placement (or current Step placement) for the 2017/18 school year. Teachers at the top of their respective salary schedules will not receive the negotiated bonus payment for the 2017/18 school year if rated Ineffective for the 2016/17 evaluation cycle.

c. 2018/19 School Year

1. Highly Effective or Effective: Teachers eligible for Steps and receiving an overall rating of Effective or better for the 2017-2018 evaluation cycle, shall advance one-half (1/2) Step for the 2018/19 school year. However, should the Joint Scheduling Committee set forth in Article 16(K) achieve \$750,000.00 or more in savings the teachers shall advance a full Step. Teachers at the Top Step of their Salary Schedule shall receive a \$1,000.00 bonus payment. Provided, however, should the

Scheduling Committee set forth in Article 16(K) achieve \$750,000.00 or more in savings, the teacher shall receive a \$1,500.00 bonus payment.

2. The payments set forth in (c)(1) above are contingent on the following. Teachers receiving an overall rating of Effective or better for the 2017/18 evaluation cycle shall receive the full compensation provided in (c)(1). Teachers receiving an overall rating of Minimally Effective for the 2017/18 evaluation cycle shall receive one-half (1/2) the compensation provided in (c)(1). Teachers receiving an overall rating of Ineffective for the 2017/18 evaluation cycle shall not advance on the Salary Schedule or receive a bonus payment for the 2018/19 school year.

## **I. Increment Credit**

1. Entire School Year  
A teacher who works the entire school year shall be granted one increment on the salary schedule regardless of whether the employee works full time or less than full time (subject to the negotiated compensation for the applicable school year) .
2. Working 93 Days or less  
A teacher who completes 93 work days or less shall be granted one-half increment credit (subject to the negotiated compensation for the applicable school year).
3. Sick Leave and Short-Term Disability  
Time spent on sick leave including short-term disability shall count as time toward the completion of a year or a portion thereof. Teachers who are using their own sick days at the commencement of the school year shall be given their increment credit for the previous year consistent with the formula contained herein.
4. Wing Lake  
Teachers at the Wing Lake Developmental Center will be given the increment credit on the new salary schedule at the commencement of their school year.

## **J. Repayment of Unemployment Compensation**

1. Repayment  
A teacher who is laid off and who is paid unemployment compensation benefits (associated with the regular teaching assignment) during the summer immediately following the layoff and who is subsequently recalled, on or before October 1, to a teaching position for the succeeding school year shall have their teaching compensation reduced by the gross dollar amount of the unemployment compensation benefits paid prior to the return to work. The total compensation shall not be reduced below that which would have been received for the actual days worked upon recall.
2. Defense and Indemnification of Association  
The interpretation, application, administration and enforcement of this provision shall be in accordance with the provisions and requirements of the Michigan Employment Security Act. In the event of any action against the Association brought in a court or administrative agency because of its compliance with this

provision, the Board agrees to defend such action at its own expense and through its own counsel. The Board agrees that in any action so defended it will indemnify and hold the Association harmless from any liability from damages and costs imposed by a final judgment of a court or administrative agency as a direct result of the Association's compliance with this provision.

**K. Joint Committee to Make Recommendations on Elementary, Middle and High School Scheduling efficiencies (Joint Scheduling Committee):**

The parties shall establish a Joint Committee for the purpose of reviewing and making recommendations about scheduling efficiencies and planning time at the elementary, middle and high schools. The Joint Committee will be comprised of up to 8 representatives from each party. The committee will work with a facilitator with expertise in school scheduling. The charge of the committee is to obtain at least \$750,000 in scheduling efficiencies, with a goal of \$1,000,000 in scheduling efficiencies. The committee shall submit their recommendations to the parties on or before December 31, 2016. Any recommendations by the committee will require ratification by the BHEA and approval by the Board of Education. If the scheduling efficiencies are achieved and approved by the BHEA and the Board of Education, the changes will be implemented for the 2017-18 school year. The target date for ratification by the BHEA and approval of the Board of Education is January 31, 2017.

If at least \$750,000 in scheduling efficiencies are approved by the respective parties, in the 2018-2019 school year, full steps will be provided on the salary schedule (instead of half steps) and a \$1500 off schedule bonus (instead of \$1000) shall be paid to teachers at the top of the salary schedule. (See H(2)(a) above).

**ARTICLE 17 - PAYROLL PROCEDURES AND DEDUCTIONS**

**A. Payroll Procedures**

1. Election of Number of Pay Days  
Teachers working a full year may elect to be paid in 21 or 26 payments on regularly scheduled pay dates at their buildings, or elsewhere, as provided. Pay dates are every other Friday.

The pay year may be extended to 22 or 27 pays, contingent upon the conformity of pay dates to the teacher work year.

2. Elections To Be Made By July 15  
Teachers must make an election, or a change in an election, regarding the defined number of pay dates no later than July 15 each year. An election will continue from year to year unless an Election Change Form is filed with the Human Resources Office by July 15 for the following school year. There shall be no change in an election after July 15.

3. Direct Deposit Program

All employees will be paid through direct deposit. A pay card option is available as an alternative means of receiving payment. In the event a scheduled pay date falls on a federal banking holiday, the pay date will be moved to the preceding day.

4. Co-Curricular  
Payment for co-curricular services shall be paid in accordance with the options elected as indicated in Article 20 (B)(5) and shall be made on regular pay dates.

**B. Payroll Deductions**

For teachers who authorize, in writing, payroll deduction, the Board agrees to continue to make voluntary payroll deductions from the salaries of teachers according to the following list, and any other voluntary deductions, as approved by the administration.

**Direct Deposit**

1. United Foundation
2. Credit Union
3. Tax-sheltered accounts (403(b) qualified) (ten (10) as agreed upon)
4. 457(b) Tax Deferred Plan (maximum 2)
5. Cafeteria Benefit Plan/Health Savings Accounts/Flexible Spending Accounts
6. Municipal income taxes of Pontiac and Detroit for those teachers who have submitted written authorization for said deduction
7. Long Term Care

**ARTICLE 18 - PER DIEM AND HOURLY RATES**

**A. Classroom Assignments in Excess of Normal Teaching Load**

The Salary Schedule is based upon the school calendar as set forth in Appendix A and the normal teaching load as defined in this Agreement. For classroom assignments in excess of the normal teaching load, teachers will be compensated at one (1) times their individual hourly rates.

**B. Return to School at Night**

The Board agrees to pay teachers an hourly rate commensurate with their salary for performing teaching duties which require a return to school at night (except when sponsoring a student organization activity as per Article 13, Section F, 1(c)), providing written notice and/or approval in advance is secured from the building administrator. Such pay shall not be less than two (2) hours.

**C. Elementary - Absence of Special Subject Teacher**

In the event that the absence of a creative arts teacher results in the classroom teacher receiving less than the minimum weekly preparation time the teacher shall teach the class and be paid for such time at his/her hourly rate.



**D. Deductions for Lost Days/Determination of Hourly Rate**

Deductions for days lost or for a partial year's service shall be premised on the number of working days affected. A teacher's hourly rate is to be determined by dividing the basic salary for the year by the total number of hours scheduled (189 days will be used – 1401.75 hours).

**E. Proration of Salary for Less Than Full Time Teachers**

Salary for less than full-time positions shall be premised on a proration of the regular full-time hours at the appropriate level of assignment.

**F. Salary Includes Travel Time**

When a teacher is required to travel between buildings, the salary will include travel time.

**G. Duty Assignments**

When a teacher is assigned a duty as a part of the regular assignment, the salary shall be at the regular teacher's rate.

**H. Mileage**

Teachers required in the course of their work to drive personal automobiles from one school building to another shall receive the IRS rate for miles driven. The same allowance shall be given for use of personal cars for business of the District as approved by the Administration.

**ARTICLE 19- SUPPLEMENTAL SCHEDULES**

**A. Extra Duty Assignments**

Teachers involved in extra-duty assignments set forth in this Article shall be compensated in accordance with the provisions of this Article without deviation, as long as such extra-duty assignments are in effect and assigned by the building administrator.

1. Postings  
Athletic co-curricular positions will be posted.
2. Listed Positions Having No Programs:  
Some positions are listed for which no program exists. Should the program be instituted by action of the Board, the co-curricular schedule shall apply.
3. Criteria for Payment of Co-curricular Positions:  
Payment for co-curricular positions shall be based upon:
  - a. Assignment/Approval  
Assignment, or approval in writing, by the school principal and Central Office Administration.

b. Salary for New Co-curricular Positions

The salary of those individuals who assume a new co-curricular position will be as follows:

1) If prior position and new position are within the same activity and the new position includes additional responsibility, the rate for the new position shall be the next higher dollar amount over the rate paid the individual at the prior position plus one additional step.

2) If the prior position and the new position are within the same activity and the new includes less responsibility than the prior position, the rate for the new position will be determined solely upon the number of years of experience within the same activity.

3) If a prior athletic coaching position was held, and the prior position and the new position are not within the same activity, the rate for the new position will be determined by determining the step paid the previous year for the prior position and dividing by two. Fractional results will be rounded up to the nearest whole number.

“Same Activity” – Definition

For the purpose of determining the above salary rates, the term “same activity” shall refer to the title assigned the activity rather than to any functional similarity that may exist between different activities. Therefore, by way of example, football, boys’ soccer, and girls’ track represent separate activities, while 8<sup>th</sup> grade basketball and 9<sup>th</sup> grade basketball represent the same activity. Initial placement is the sole responsibility of the administration. Assignment to co-curricular positions is made on a yearly basis and without tenure in position.

c. Minimum Limits for Vocal Music & Instrumental Music/Drama & Dance Compensation

The following minimum limits are in effect for vocal and instrumental music teachers who are to be eligible for 100% of the supplementary pay, as established in the Supplemental Schedule of Article 19 of the Master Contract.

Vocal and Instrumental Music:

1. High School & Middle School: There will be a minimum of six (6) performances/events.
2. Elementary: There will be a minimum of two (2) performances/events per school.

Drama and Dance: Drama and dance performances, which are approved by administration, will be compensated per production according to the Supplemental Salary Schedule.

3. Definitions:

A. Performance/Event

In a performance/Event:

- 1) The performance/event will be held outside of the school day.
- 2) The teacher contracted for the assignment will conduct or participate in the entire performance/event. Participation of the teacher must be required for the student performance/event in order to qualify as a performance/event.
- 3) Teachers who do not complete the minimum number of performances/events, will have their supplemental pay prorated accordingly
- 4) Performance/Event is defined as a student performance which includes all related practices and rehearsals in preparation for the performance/event

Administrative Approval Required: Number and Scheduling of Performances/Events

The number of performances/events and their schedules will be approved by the Administration at the beginning of the school year. A conference will be held with the individual teacher at a mutually convenient time by September 30 of the year in question. At that time, the number and nature of performances/events will be established and approved. The preliminary calendar submitted by a faculty member at the end of the preceding school year is for scheduling purposes only and is not to be regarded as approval for compensation purposes.

e. Music, Dance and Drama Performance/Event

Music, dance and drama teachers will follow performance/event guidelines as outlines in A(4)(d), of this Article with the following addition:

(1) Two or more teachers – Single Performance/Event

If two or more teachers conduct students at a single performance/event, total payment for the performance/event will not exceed the total amount paid as if a single teacher conducted the performance/event. The amount paid each teacher will be prorated based on their step on the supplemental salary schedule.

(2) Students from One or More Schools – Single Performance/Event

If a music teacher conducts students from one or more schools at a single performance/event, total payment for the performance/event will not exceed the amount paid for the single performance/event.

(3) Definitions:

A. Performance/Event

In a performance:

- 1) The performance/event will be held outside of the school day.
- 2) The teacher contracted for the assignment will conduct or participate in the entire performance/event. Participation of the teacher must be required for the student performance/event in order to qualify as a performance/event.
- 3) Teachers who do not complete the minimum number of performances/events, will have their supplemental pay prorated accordingly.
- 4) Performance/Event is defined as a student performance which includes all related practices and rehearsals in preparation for the performance/event.

Drama: Drama performances, which are approved by administration, will be compensated per production according to the Supplemental Salary Schedule.

Administrative Approval Required: Number and Scheduling of Performances/Events

The number of performances/events and their schedules will be approved by the Administration at the beginning of the school year. A conference will be held with the individual teacher at a mutually convenient time by September 30 of the year in question. At that time, the number and nature of performances or events will be established and approved. The preliminary calendar submitted by a faculty member at the end of the preceding school year is for scheduling purposes only and is not to be regarded as approval for compensation purposes.

f. Inservice Clinic Conference Budget

There will be an in-service clinic conference budget administered by the District for the purpose of improving the skills of the co-curricular staff. Whatever monies that are available will be spread as equitably as possible among the co-curricular staff.

## **B. Co-Curricular Supplemental Contracts**

### **1. Issuance of Contracts**

If possible, during the week of May 1 of the preceding school year, co-curricular supplemental contracts will be issued to teachers the administration desires to employ in specific positions for the succeeding school year. Teachers desiring to accept the position shall return the contract, with their signature affixed to the contract, to the building principal on or before June 1 of the preceding year. Failure to return the signed contract by June 1 will indicate the teacher does not desire to be employed in the specific position.

### **2. Resignation**

If a teacher desires to resign from a co-curricular position prior to fulfilling the contract for other reasons than health, or by mutual consent, and within sixty (60) calendar days prior to the official starting date of a fall activity, or ninety (90) calendar days prior to the official starting date of a winter or spring activity, the employee will be contractually obligated to fulfill the contract until such time during the same school year that the administration secures an adequate replacement. The administration will endeavor to find an adequate replacement upon written notification of a teacher's desire resign from a co-curricular position. After notification of the desire to resign, any time spent on the contractually agreed to activity by the resigning teacher will be appropriately compensated.

### **3. How Rates Are Determined**

Rates indicated in the Supplemental Salary Schedule are based on official starting and closing dates of the sport's seasons, by production drama, or semester in intramurals. All other positions are on a total-school-year basis and any employment in a yearly position will be prorated if employment is less than a total school year.

### **4. If an employee accepts two coaching positions in the same sport during the same sport season (i.e. Team A and Team B in middle school basketball) and both team practices are at the same time, the employee will receive one and one half (1 ½) times the salary of one of the teams for coaching both teams.**

### **5. Options for Receipt of Co-curricular Salaries (Note: the changes below were agreed upon in a LOU dated 6/5/14)**

The Board will provide two (2) options for the receipt of co-curricular salaries, and those options are:

- a. Equal payments while activity/sport is being conducted.
- b. Lump sum at the conclusion of the activity.

The option to be elected will be so indicated on the supplemental contract and determined at the time the assignment is assumed.

### **6. Final Installment Payment**

The final installment payment on a supplemental coaching contract will be made the pay period following the date when all end-of-season responsibilities have been completed.

**C. Middle School Football Coaches**

Middle school football coaches will be paid at the same rate of pay as high school assistant football coaches if they begin coaching the same date as the high school football coaches and with the high school program the first three weeks of practice.

**D. Co-Curricular Salary Schedule**

1. Incentive Supplemental Pay for Athlete Personnel

Employees who have coached athletic teams in the District over five years shall be given incentive pay as listed below. The incentive pay shall be determined by multiplying the percentage times the amount of the step for the position the coach is performing and adding that amount to the amount specified at the contracted step.

- a. If an employee holds two coaching positions and the teams practice at different times during the same season and the coach qualifies for incentive pay, they will receive the incentive pay on each position.
- b. If an employee holds two coaching positions and the teams practice at the same time and the coach qualifies for incentive pay, the percentage of incentive pay will be based on the one and one half (1 ½) salary for the two positions.

Incentive pay for athletic personnel:

6 through 10 years of experience	5%
11 through 15 years of experience	15%
16 years and more	25%

**E. Art Teacher Additional Compensation**

Annually, art teachers will be paid up to ten (10) hours at the curriculum rate for after-school work premised on prior approval of the building principal.

**F. Summer School Pay Schedule**

1. Available Positions

Availability of summer school positions depends upon the offerings as published by the summer school director and fees which the Board deems sufficient to finance the program.

2. Assignment/Approval

Assignment to the summer school positions is subject to the approval of the summer school administrator and the Assistant Superintendent for Human Resources and Labor Relations.

3. Pay Rate

Payment for summer school teachers will be \$23.00 per hour. Rates not applicable to SCAMP program.

**G. Curriculum Rate**

Payment for curriculum work will be \$23.00 per hour.

**H. Building Leadership Team Stipends**

Teachers may apply for teacher leadership activities. Teachers who apply for and are assigned to such activities, with administrative approval, will be compensated with an annual stipend as follows:

1. \$300 per teacher.
2. The total stipend at each building shall not exceed the following:
  - Bowers Academy: \$800
  - Bloomfield Hills High School: \$4200
  - K-8 Buildings: \$2100
3. The stipend will be prorated if the number of participants exceeds the stipend allocated to the school building.
4. The stipend will be prorated if a teacher serves on the leadership team less than the full year.

**I. Clubs**

Clubs will be established at the building level based on:

- 1) Budget and financial considerations.
- 2) Student and staff interest.
- 3) Central administration approval

The criteria for clubs are:

- a. A minimum of 12 students must actively participate in the club;
- b. The sponsor of a full time club must provide a meeting or activity a minimum of 18 hours during the school year;
- c. Teachers who co-sponsor clubs may share the co-curricular stipend on a prorate basis.

## J. Co-curricular Schedule

### 2016-17 CO-CURRICULAR SCHEDULE

AREA	POSITION	1	2	3	4	5	5%	15%	25%
<b>Football</b>	HS Head	\$3,794	\$4,277	\$5,139	\$5,692	\$6,901	\$7,246	\$7,937	\$8,627
	HS Asst	\$2,493	\$2,802	\$3,417	\$3,928	\$4,544	\$4,772	\$5,226	\$5,681
	MS Head	\$1,981	\$2,426	\$2,835	\$3,212	\$3,791	\$3,981	\$4,360	\$4,739
	MS Asst	\$1,538	\$1,571	\$1,741	\$2,016	\$2,324	\$2,441	\$2,673	\$2,906
<b>Basketball</b>	HS Head	\$3,794	\$4,277	\$5,139	\$5,692	\$6,901	\$7,246	\$7,937	\$8,627
	HS Asst	\$2,493	\$2,802	\$3,417	\$3,928	\$4,544	\$4,772	\$5,226	\$5,681
	MS	\$1,503	\$1,538	\$1,707	\$2,049	\$2,630	\$2,762	\$3,025	\$3,288
	7/8 Travel	\$1,723	\$1,757	\$1,934	\$2,286	\$2,884	\$3,028	\$3,316	\$3,605
<b>Swimming</b>	HS Head	\$3,794	\$4,277	\$5,139	\$5,692	\$6,901	\$7,246	\$7,937	\$8,627
	HS Asst	\$2,493	\$2,802	\$3,417	\$3,928	\$4,544	\$4,772	\$5,226	\$5,681
	MS	\$1,690	\$2,001	\$2,173	\$2,517	\$2,900	\$3,045	\$3,335	\$3,625
<b>BB SB VB HK SC GYM GY WR TR SKI LAC Comp Cheer Sports Sampler (5th Gr- MS)</b>	HS Head	\$2,862	\$3,176	\$3,829	\$4,415	\$5,348	\$5,616	\$6,151	\$6,685
	HS Asst	\$2,137	\$2,380	\$2,829	\$3,069	\$3,588	\$3,768	\$4,126	\$4,485
	MS	\$1,518	\$1,553	\$1,758	\$2,173	\$2,347	\$2,464	\$2,699	\$2,934
<b>Tennis/CC/Golf/Bowling</b>	HS Head	\$2,533	\$2,846	\$3,199	\$3,482	\$4,501	\$4,726	\$5,176	\$5,626
	HS Asst	\$1,553	\$1,656	\$1,758	\$2,070	\$2,552	\$2,679	\$2,935	\$3,190
	MS	\$1,484	\$1,553	\$1,620	\$1,932	\$2,105	\$2,210	\$2,421	\$2,632
<b>Cheerleading/Equestrian</b>	HS Head	\$1,690	\$1,758	\$1,897	\$1,932	\$2,624	\$2,755	\$3,018	\$3,280
	HS JV	\$1,690	\$1,758	\$1,897	\$1,932	\$2,347	\$2,464	\$2,699	\$2,934
	9th	\$896	\$1,033	\$1,309	\$1,448	\$1,724	\$1,810	\$1,982	\$2,154
<b>Pom Pom</b>	HS	\$1,656	\$1,794	\$2,173	\$2,449	\$2,792	\$2,932	\$3,211	\$3,491
<b>Weight Room</b>	HS	\$795	\$931	\$1,103	\$1,346	\$1,484	\$1,558	\$1,707	\$1,855



<b>Dance</b>	HS (Per Prod)	\$430	\$517	\$638	\$707	\$794
<b>Drama</b>	HS (Per Prod)	\$1,829	\$2,105	\$2,242	\$2,517	\$2,931
	MS (Per Prod)	\$690	\$795	\$862	\$1,001	\$1,378
<b>Music (VO IN OR)</b>	HS	\$2,586	\$3,100	\$3,829	\$4,241	\$4,760
	MS	\$1,967	\$2,271	\$3,003	\$3,100	\$4,241
	ES (Per Prod)	\$205	\$242	\$275	\$312	\$414
<b>Marching Band</b>	HS	\$1,414	\$1,518	\$1,690	\$2,035	\$2,414
<b>Marching Band Asst.</b>	HS	\$933	\$1,002	\$1,115	\$1,343	\$1,593
<b>Marching Band Camp</b>	HS (Per Day)	\$104	\$104	\$104	\$104	\$104
<b>Forensics</b>	HS Head	\$3,800	\$4,105	\$4,433	\$4,788	\$5,171
	HS Asst 66%	\$2,508	\$2,709	\$2,926	\$3,160	\$3,413
	MS Head	\$1,725	\$1,863	\$2,012	\$2,173	\$2,347
	MS Asst	\$1,139	\$1,230	\$1,328	\$1,434	\$1,549
<b>Quiz Bowl</b>		\$1,276	\$1,414	\$1,553	\$1,690	\$1,967
<b>Model UN</b>	HS Head	\$2,468	\$2,666	\$2,879	\$3,109	\$3,358
	HS Asst	\$1,629	\$1,760	\$1,900	\$2,052	\$2,216
<b>Musical</b>	HS Director	\$2,173	\$2,414	\$2,690	\$3,207	\$3,727
	HS Producer	\$2,173	\$2,414	\$2,690	\$3,207	\$3,727
	HS Orch/Voc	\$1,484	\$1,690	\$1,932	\$2,137	\$2,380
	HS Choreog	\$656	\$757	\$827	\$967	\$1,346
	HS Light/Set	\$552	\$586	\$619	\$656	\$725
	MS Director	\$1,001	\$1,309	\$1,448	\$1,690	\$2,001
	MS Orch Voc	\$656	\$757	\$827	\$931	\$1,309
	MS Choreog	\$451	\$518	\$619	\$690	\$795
<b>Robotics</b>	HS Head	\$3,079	\$3,325	\$3,591	\$3,879	\$4,189
	HS Asst	\$2,032	\$2,195	\$2,370	\$2,560	\$2,765
<b>Yearbook/Paper and Student Govt.</b>	HS	\$1,553	\$1,724	\$2,001	\$2,137	\$2,829
	MS	\$1,001	\$1,242	\$1,276	\$1,346	\$1,378
<b>Clubs</b>	HS/MS/ES	\$619	\$725	\$862	\$1,033	\$1,309
<b>Grade Sponsors</b>	9 thru 12	\$1,242	\$1,378	\$1,484	\$1,690	\$2,137

**ARTICLE 20- SABBATICAL AND PROFESSIONAL GROWTH LEAVE**

**A. Sabbatical Leave**

There may be sabbatical leave granted yearly to eligible individuals, per Board Policy 4402.1, dated July 1, 1981. Sabbatical leave shall be at 100% of the teacher's annual salary.

**B. Professional Growth Leave**

There may be up to 20 weeks of professional growth leave granted yearly to those individuals eligible per the professional growth leave provisions. Professional growth leave shall be at 100% of the teacher's salary.

**ARTICLE 21- SCHOOL CLOSING**

**A. Inclement Weather**

1. School Canceled

Teachers shall be expected to report for work on any day when school sessions are scheduled. If the schedule is canceled by the Superintendent due to weather or other conditions beyond control, this official closing will be announced on Radio Stations, WJR (760 AM), WXYT (1270 AM), WKQI (95.5 FM) WWJ (950 AM), WBFH (88.1 FM), or through a program established by the administration.

2. Facility Closed

In the event that a facility must be closed, the building teachers may be assigned to another location in order that they may work on projects related to their respective building instructional program.

**B. Make-Up Instructional Days**

In order to be eligible to receive State Aid under the State School Aid Act of 1979 (MCL 388.1701), the District must provide the required minimum number of days and hours of pupil instruction under Section 1284 of The Revised School code (MCL 380.1284). To the extent required by law to meet the eligibility requirements to receive full state aid, days of student instruction will be added to the end of the calendar to make up for instruction days lost due to inclement weather. Such days will be scheduled on consecutive week days beginning on the scheduled record day in June, and the scheduled record day will be moved to the end of the calendar.

Such make-up instructional time will be provided by increasing the last student instruction day from a half to a whole day, and then following the procedure described in the above paragraph.

## **ARTICLE 22 - PAID LEAVES**

### **A. Allocation of Days**

Teachers shall earn one leave day per month during the school year for a total of 11 leave days (12 days for Wing Lake). One additional day will be provided for observance of religious holidays to be used as provided in section A(3) of this article (Religious Holidays). The leave days will be advanced and available at the beginning of each school year. The leave days may be used as follows:

1. Sick Leave
  - a. Personal illness of the employee.
  - b. Absence for critical illness in the family (spouse, children, parents, brother, sister, grandparents, parents-in-law, or members of the same household).
  - c. Absence to make arrangements for medical or nursing care for emergency illness in the immediate family, as defined above.

2. Personal Days

Up to three (3) days per year from current leave days may be used as personal days as follows:

- a. The use of a personal day does not require a written statement by the teacher giving the specific reason for using the personal day. However, if a teacher requests use of a personal day during one of the time periods outlined in sections (b) and (c) below, the teacher may be requested to set forth a specific reason for such leave.
- b. The use of two or more consecutive personal days, including the days Thursday through Tuesday, may not be used in connection with a weekend. Approval for use of such days may be granted for special circumstances.
- c. Personal days may not be used for extended vacations. Accordingly, personal days cannot be utilized on a day immediately before or after a holiday, vacation or beginning or end of the school year. Approval for use of such days may be granted for special circumstances.
- d. Use of personal days is subject to the approval of the immediate supervisor and the Assistant Superintendent for Human Resources and Labor Relations.

3. **Religious Holidays**  
Absence for attendance of religious holidays, up to five (5) days per year, may be approved. Days one (1), two (2), four (4) and five (5) shall be deducted from the yearly allocation of eleven (11) paid leave days. Day three (3) shall be an additional paid leave day and shall not be deducted from the yearly allocation.

4. **Special Leave**

Special leave is for important and urgent matters that cannot be handled outside school hours or scheduled at any other time. Special leave days, however, will be at the sole discretion of the Assistant Superintendent for Human Resources and Labor Relations.

Special leave days may be used to respond to a subpoena of a court of law.

5. **Funeral Leave**

Bereavement: Up to three (3) days will be approved for a funeral in the immediate or secondary family.

Additional paid days will be approved dependent on family relations, circumstances and/or travel involved, as determined by the immediate supervisor, provided such additional leave days are available in the current leave allocation. For the purpose of this section, the immediate family shall be defined as spouse, child, parent, brother or sister, grandparents, parents-in-law, or a person living in the teacher's home. Consideration may be given for other special circumstances at the sole discretion of the administration (i.e., grandchild's funeral).

One day shall be granted for the purpose of attending the funeral of a personal friend.

6. **Leave Requests**

Whenever possible, leave days must be requested in advance on the form available in each school building office. The request shall include a statement by the teacher that the leave request is for a purpose authorized within this section, as set forth above. The teacher may be requested to set forth a specific reason for such leave.

## **B. Leave Day Provisions**

1. Abuse of temporary leaves shall be subject to one or more warnings, to suspension and/or dismissal. All salary and fringe benefits of the employee are subject to being waived during the abused leave.
2. The above leaves will be granted only to the extent that current leave days are available.

3. If the service of a teacher is interrupted by reason of retirement, discharge, termination, suspension, or leave, and the teacher has utilized more leave days than have been accumulated on a monthly basis, then the value of the excess paid for leave days shall be deducted from the last pay check due the teacher at the time of interruption.

**C. Extended Medical Leaves of Absence**

1. The employee, upon learning of the need for an extended medical leave of absence must notify the Human resources Department. The required leave forms will then be forwarded to the employee. The employee and the physician must complete the forms verifying the estimated date the leave will commence, and the employee's ability to continue employment prior to the leave. Statements from the employee's physician will be provided by the employee to the Human Resources Department on a monthly basis, on the district's form, regarding the employee's ability to continue employment prior to the leave. An employee who desires to remain on the job must maintain a satisfactory attendance record and must provide verification from the physician of ability to perform the functions of the job. If the conditions are not met, administration will initiate the leave. The extended medical leave (or short term disability leave) shall begin as soon as the physician completes the appropriate forms certifying the employee is unable to perform the functions of the job. See Article 24(D)(12) for the short term disability provisions.

**D. Jury Duty**

1. Procedure

Employees who are summoned for jury duty must notify the Human Resources Office within twenty-four (24) hours of receipt of the notice. If the employee reports for jury duty, the employee shall be paid an amount equal to the difference between the amount of wages the employee would otherwise have earned by working that day and the daily jury fee paid by the Court (not including travel allowances or reimbursement of expenses) for each day on which the employee reports for or performs jury duty and on which the employee otherwise would have been scheduled to work. Time spent on jury duty shall not be charged against leave days.

2. Eligibility for Jury Duty Pay Differential

To be eligible for the jury duty pay differential, the employee must furnish the Human Resources Department with a written statement from the appropriate public official listing amounts of pay received and the days on jury duty. Any teacher found abusing this privilege shall not be entitled to the pay differential.

## **E. Workers' Compensation**

### 1. Reporting

Any employee who is injured during the course of his/her employment must submit a completed Accident Report to the Human Resources Office within three work days.

### 2. Payment

In the event an employee is absent from work due to a job-related accident, the employee will be paid, for a period not to exceed twelve months from the date of the accident, the difference between the employee's full salary and such monies as may be received as Workers' Compensation benefits (loss of time benefits).

### 3. Use of Leave Days

No leave days shall be charged for absences related to a compensable job-related accident.

Any employee required to go to the doctor as a result of an on-the-job accident will be paid for such work day without such time being charged against leave days, unless such injury was caused by horseplay or negligence of the involved employee. It is understood that visits other than the initial one at the time of the accident will be scheduled at times other than when the employee is scheduled to work, unless approved by the immediate supervisor.

### 4. Absence Beyond One Year

#### a. Not Eligible for Short Term Benefits

Should the employee continue to be off work beyond a period of one calendar year, the employee shall not then be eligible for short-term disability Benefits under Article 24, Section D(12).

#### b. Benefits Payable Only Under Workers' Compensation and LTD

Any benefits beyond one year shall be payable only under the terms of Workers' Disability Compensation Act, and Long-Term Disability insurance coverage of the District. No District supplement will be made after twelve months.

#### c. Job Not Held Open

If the employee does not return to work after one calendar year from the initial date of injury, the employee's position will not be held open for the employee and the provisions of Article 23(A) - Leaves of Absence Without Pay or Credit will apply.

**F. Carried Over Leave Days**

Leave days that are not used during a school year will be carried over for use in the next school year. Carried over leave days may be used as follows:

1. When current leave days have been exhausted.
2. If current leave days for the year are depleted, employees may use up to one (1) personal day from the accumulated leave bank. In no case can the total exceed (3) personal days during the year.
3. Employees shall continue to earn 100% of their daily rate/salary to the extent of accumulated leave bank days as outlined in the above paragraph, with a day of deduction for each day of pay.

**ARTICLE 23 - UNPAID LEAVES**

**A. Leaves of Absence - Without Pay and Without Salary Credit**

1. Medical Leave for Extended Illness  
An employee is entitled to a medical leave of absence for an extended illness.  
  
·The leave is available for up to one calendar year from the date the leave began.  
  
·To be eligible for the leave, the employee must apply for the leave, in writing, by completing the appropriate Family and Medical Leave Request form, available from the Human Resources Office.  
  
·The application for leave must be completed within the first 5 days of absence, whenever possible.
2. Short Term Disability  
During the initial year of disability, the employee is eligible for short term disability insurance in accordance with the applicable provisions of Article 24(D)(12) - Short Term Disability. This initial year of disability will be considered a paid disability, and the employee will accrue seniority and earn salary schedule credit. If an employee returns to work during the initial year of disability, he/she will be returned to his/her regular position.
3. Position Not Held Open After One Year  
If an employee does not return to work after one calendar year from the date the leave began, the employee's position will not be held open for the employee.
4. Use of Accumulated Leave Days to Extend Medical Leave of Absence and Employment Rights

An employee who has completed the probationary period may use his/her unused accumulated leave days to extend the first medical leave of absence and his/her employment rights. If an employee's leave bank exceeds the initial year of disability, the employee's right to return to work to the first BHEA vacancy for which the employee is certified and qualified will be extended for a period equal to the additional leave days. For example:

Leave Bank	=	289 days
Leave Days used	=	189 days

First medical leave of absence and employment rights continue for an additional 100 work days.

The employee will not receive compensation for the leave days after the initial calendar year of disability, nor is the employee eligible to receive employer paid benefits after the initial calendar year of disability. Any compensation or benefits beyond one year is payable to eligible employees only under long term disability insurance or Workers' Disability Compensation Act.

5. Second Year Leave of Absence for Employees Who Have Completed the Probationary Period

After the initial period of disability, an employee who has completed the probationary period may make a written request to extend the leave for an additional year. The second year would be considered an unpaid leave of absence, for medical reasons. The request must be made at least thirty (30) days prior to the expiration of the first calendar year of absence. The Board may grant the request at its discretion. The employee's position will not be held open for the employee during the second year leave of absence.

An employee who is granted a second year of medical leave and who is medically able to return to work before the expiration of the second year, may be considered for placement in a vacant BHEA position for which the employee is certified and qualified. If the employee retires during this time period, this paragraph does not apply.

6. Separation from Employment

If the employee does not request the additional year leave of absence or if the Board denies the request, the employee will be separated from employment with Bloomfield Hills Schools. An employee who does not return to work at the conclusion of the second year leave of absence will be separated from employment with Bloomfield Hills Schools.

7. Return to Work

The employee must supply a physician's authorization permitting the employee to return to work. The District may require the employee to have a return-to-work examination by a physician or medical facility designated by the District. If the employee's physician and the District's physician do not agree that the employee



is medically able to return to work, an independent physician or medical facility, paid by the District, may examine the employee, and this decision will be final.

8. Probationary Employees

A probationary employee is eligible for the short term disability and long term disability insurance provisions of Article 24(D)(11) & (12), and the Worker's Disability Compensation under Article 22(E). However, a probationary employee is not eligible for a second year leave of absence. A probationary employee who does not return to work at the conclusion of one calendar year after commencement of the absence, shall be separated from employment.

9. Worker's Disability Compensation

If the employee's medical leave is determined to be compensable under the Worker's Disability Compensation Act, the employee will be considered to be on Worker's Disability Compensation Leave during the first calendar year of the absence and provisions of Article 22(E) - Workers Compensation, shall apply. The employee will accrue seniority and earn salary schedule credit during the first calendar year of worker's disability compensation leave. If an employee returns to work during the initial year of disability, he/she will be returned to his/her regular position.

10. Maternity Leave

a. Maternity Leave of Absence for Balance of School Year:

An unpaid maternity leave of absence for the balance of the school year shall be granted upon request. The leave shall commence subsequent to the paid disability leave which concludes when the teacher is no longer disabled. The maternity leave shall expire on June 30 of the school year in which the leave is granted.

An unpaid maternity leave of absence for the balance of the school year is not available to teachers until they have completed one full year of employment as a member of BHEA. However, after completion of the year of employment, such teachers are eligible for the first year and second year maternal care leaves provided below.

b. First-Year Maternal Care Leave:

Upon request, a first-year maternal care leave shall be granted by the Board after the expiration of the maternity leave for a period of one school year.

c. Second-Year Maternal Care Leave:

A second year maternal care leave shall be granted upon request.

d. Mutual Agreement to Terminate Leave and Return to Work:

The teacher may return from leave at any time during the maternity leave upon mutual agreement between the teacher and the Board, providing there is a vacancy for which the teacher is certified and qualified.

- e. Expiration of Leave - Notification of Return to Work:  
When the maternity leave expires, the teacher shall indicate her desire to return the following school year as early as possible, but no later than April 1, or as defined in Section (E) of this Article — Return from Leave of Absence.

Adoption:

In cases of adoption, the provisions of A(10) of this article shall apply.

11. Public Office

Any teacher who has completed the probationary period who files proper application to campaign, or serve, in an elected public office may be granted leave of absence for one year.

**B. Military Service**

Teachers who have been inducted or enlist for military duty in any of the armed forces of the United States shall be granted leaves of absence for a period not to exceed three (3) months beyond their honorable discharge date. Full credit toward advancement on the salary schedule shall be granted. This credit shall not be extended beyond the initial enlisted or induction period. A dishonorable discharge from above services does not obligate the Board for future employment. At Board discretion, a certification of physical and/or mental capacity may be required as a condition of re-employment.

**C. Non-compensable Leave - Up to Five Days**

A teacher shall be granted a short-term leave without pay for the purpose of attending to private matters for a period of up to five (5) teaching days contingent on the approval of the appropriate administrator.

Non-compensable leaves shall not be approved for use at the beginning or the end of the school year or the holiday recess periods and, further, such leave days shall not be used for personal pleasure such as hunting, fishing, skiing, sports events, or extended vacations. Abuse of temporary leaves shall be subject to one or more warnings, to suspension and/or dismissal. All salary and fringe benefits of the employee are subject to being waived during the abused leave.

**D. General Leaves of Absence**

A leave of absence may be granted for other reasons as approved by the Board. This provision shall not be subject to the grievance procedure.

**E. Return From Leave of Absence**

Those individuals on leave of absence must inform the Human Resources Office of their intent to return, or request an extension, if eligible, on or before April 1 of the school year during which the leave of absence is in effect. Exception: if the leave of absence commenced after April 1, the individual must inform the Human Resources office no later than July 1 of the same school year.

Before an individual on a medical, maternity, or maternal care leave will be returned to work, a physician's statement must be provided releasing the teacher to return to work.

Individuals on leave of absence who do not notify the Human Resources Office on or before April 1 (or July 1 if the leave commenced after April 1 in the same school year) will be considered as having voluntarily resigned.

**F. Paternal Care**

The Board of Education will provide a paternal care leave equivalent to the maternal care leave as provided in Section A(10) of this Article.

**G. Family and Medical Leave Act**

**Basic Leave Entitlement:** Bloomfield Hills Schools Family and Medical Leave Regulation allows eligible employees to take up to twelve (12) work weeks of unpaid leave per year for their own serious health condition, childbirth, or to provide care for the employee's newborn child, newly adopted child, newly placed foster child, or a child, parent or spouse with a serious health condition. Further, certain eligible employees may receive up to twelve (12) work weeks of unpaid leave for military exigencies, and up to a total of twenty-six (26) work weeks of unpaid leave to care for a covered military service member. Appendix C to this contract contains the regulation applicable to FMLA leave. Compensable absences and use of leave days are included in the calculation of the 12 work weeks for FMLA.

Additional information and forms relating to Family and Medical leaves are available from the Human Resources Department.

**ARTICLE 24 - INSURANCE PROTECTION – (SUBJECT TO COMPLIANCE with the PUBLICLY FUNDED HEALTH CONTRIBUTION ACT – 2011 PA-152)**

**A. Eligibility**

The Board shall provide a cafeteria benefits plan (*Educated Choices*) that includes coverages and benefits as defined in this Article and in accordance with contract provisions for eligible members. Employees must fully comply with insurance company regulations regarding qualification for benefits in order to receive the benefits.

Designation of the insurance carrier in this Article is contingent upon the carrier's agreement to individually experience rate the bargaining unit as a separate group, to provide the District with such information as it may request relating to the bargaining unit's

experience rating and to eliminate true group requirements for any aspect of the plan. The employer may waive any or all of the above criteria.

**B. Commencement and Duration of Coverage**

1. Commencement of Insurance Benefits

Subject to the terms of the contracts with the respective insurance carriers, insurance benefits shall commence on the first day of the month nearest the first compensable working day. Coverage shall remain in effect for the duration of this Agreement as long as the employee is actively employed by the Board. Benefits shall terminate at the end of the month in which the individual last works.

2. Benefits Continue through August for Leaves of Absence

Benefits will continue through the month of August following the school year completed for employees who complete the school year and then take a leave of absence or who are laid off.

**C. Duplication of Hospital/Medical Coverage Permitted While District is Self-Insured**

Duplication of hospitalization insurance is permitted as long as the District is self-insured. The employee must notify the Human Resources Department of any personal hospitalization coverage or coverage from spouse's hospitalization insurance plan. Any employee who is covered by any medical coverage which is not a high deductible health plan (HDHP) shall not be eligible to make contributions to a health savings account (HSA) in connection with participation in the HDHP sponsored by the District or to receive District contributions to an HSA.

If District Not Self Insured

In the event the District is no longer self-insured, duplication of medical/hospitalization insurance will not be permitted. The Human Resources Department will notify employees, in writing, if the district is no longer self-insured. In that event, employees shall not knowingly cause the Board to provide medical/hospitalization insurance coverage that is a duplication of such coverage already held by the employee. The Association shall encourage employees to abide by this policy and shall assist the Board in its enforcement.

**D. Cafeteria Benefit Plan - *Educated Choices* Group Medical Coverage**

The Publicly Funded Health Contribution Act (Public Act 152 of 2011) provides that the District shall pay no more than the annual cost or illustrative rate for a medical benefit plan for employees (including any payments for reimbursement of co-pays, deductibles, or payments into health savings accounts, flexible spending accounts, or similar accounts used for health care costs [”the Additional Payments”) than the “hard cap amounts” which are adjusted annually by the State treasurer by October 1 of each year for the following plan year which begins January 1. If the District payment for the annual cost or illustrative

rates for medical benefit plans offered by the District to employees (including any Additional Payments exceed the “hard cap” maximums established by the State treasurer, employees will be required to pay the amount over the hard cap by payroll deduction. The District will discuss such deduction with the Union prior to implementation. If the District payment for the annual cost or illustrative rates for medical benefit plans offered by the District to employees (including any Additional Payments) are less than the “hard cap” maximums, the District will contribute to the employees’ Health Savings Account (HSA) or Flexible Savings Account (FSA) according to the formula in (D)(1)(d) of this article. In no event shall this Section be interpreted to require the district to make a payment which would cause it to violate the Publicly Funded Health Insurance Contribution Act.

The District will provide a Cafeteria Benefit plan which will encompass all fringe benefits and will include the following options:

1. The medical benefits outlined in the August 31, 2012 through June 30, 2016 collective bargaining Agreement will remain in effect through December 31, 2016.

Effective January 1, 2017, the District will offer, either by self-insurance or a policy of insurance, the following group medical coverage options to each full-time employee who makes proper application to participate in such coverage and to participate in the Bloomfield Hills Schools Flexible Benefits Plan:

- a) \*Preferred Provider Organization (PPO), High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) -- \$1300/0% (See Appendix B-1 to B-4 for a summary of the benefits)
- b) \*Preferred Provider Organization (PPO), High Deductible Health Plan (HDHP) with a Health Savings Account (HSA)--\$2000/0% (See Appendix B for a summary of the benefits)
- c) \*Health Maintenance Organization (HMO), High Deductible Health Plan (HDHP) with a Health Savings Account (HSA)--\$1350/0% (See Appendix B for a summary of the benefits and the prescription drug coverage)

\*Please refer to the coverage summary in Appendix B in the back for additional information. Appendix B is provided for information only and is not part of the contract.

- b) PPO/HDHP/HSA Prescription Drug Coverage – Triple Tier Copayment

The HSA prescription drug benefit, including mail order drugs, are subject to the same deductible and same annual co-insurance/copay dollar maximums as the HSA medical coverage. Benefits are not payable until the annual deductible has been met. After the deductible has been satisfied, the applicable copays apply.

Copayments are based on the type of drug obtained. The copayment is \$5 generic; \$25 formulary (preferred) brand; \$50 non-formulary (non-preferred) brand.

(See Appendix B for a summary of the prescription drug coverage for the PPOs) Appendix B is provided for informational purposes only and is not part of the contract.

c) Health Savings Accounts

Employees who are enrolled in the group medical coverage described above and who are otherwise eligible to make and receive Health Savings Account (HSA) contributions may make contributions to a Health Savings Account (HSA) through the Bloomfield Hills Schools Flexible Benefits Plan. Such employees may also receive a district contribution to his/her Health Savings Account (HSA) through the Bloomfield Hills Schools Flexible Benefits Plan. Such contributions are based on the formula below. However, no contribution will be made by the school district if the contribution would make the District out of compliance with Public Act 152 of 2011.

d) Formula for the District Contribution to Employee Health Savings Accounts (HSA)

1. Determine the number of staff members enrolled in the insurance plans for the applicable plan year. (Open enrollment counts will be used for this purpose).
2. Use the annual or illustrative rates for the applicable plan year and determine the annual cost of the plans.
3. Determine the “hard cap” amount for single, two persons and full family for the applicable plan year.
4. Subtract the annual cost or illustrative rates from the “hard cap” for the applicable plan year for single, two person and full family. These amounts represent the differential between the “hard cap” and the illustrative rates that are available to be used for the percentage contribution to employee’s individual HSAs. Note: If no amount is available, there will be no contribution to the individual HSAs.
5. The percentage contribution to the individual HSAs will be determined as follows:
  - a) Calculate total sum of HSA funding
    - I. Take the number single subscribers x the respective differential (calculated in #4 above).
    - II. Take the number of two person subscribers x the respective differential (calculated in #4 above).
    - III. Take the number of full family subscribers x the respective differential (calculated in #4 above).
    - IV. Take the sum of I, II, III.
  - b) Calculate total employee deductible expense
    - I. Take the number of single subscribers x the deductible.

- II. Take the number of two person and full family subscribers x the deductible.
  - III. Take the sum of I and II.
  - c) Divide (a) by (b) to calculate percent of deductible contributed to the HSA per employee.
6. See Appendix B for an example of the application of the formula.

e) Other Factors

The combined employee and District HSA contributions shall not exceed the annual calendar year limits established by the IRS for such contributions. See IRS Publication 969 for eligibility.

Employees who have mid-plan year life status changes will have their HSA employer paid contribution prorated by 12 months, provided they are eligible to participate in the HSA plan.

Those employees who are not eligible to participate in an HSA due to IRS established age restrictions, currently age 65 and over, or employees who do not elect to participate in a HSA, will receive the employer contribution into a Flexible Spending Account.

f) Proration of District Contribution to Health Savings Account

An election by an Employee to receive medical/hospitalization coverage under the District's High Deductible Health Plan (HDHP) and to receive the District contribution to a Health Savings Account (HSA) associated with that coverage is irrevocable for the Plan Year for which the election is made. In the event that the employment of an Employee who has elected to receive a District HSA contribution ceases before the end of the Plan Year and he/she does not continue coverage under the District's HDHP for the remainder of the Plan Year, the District may deduct from any pay or other amounts owed to the employee, including the Employee's final paycheck, an amount equal to the District HSA contribution associated with any period in which the Employee was not covered by the District's HDHP. Similarly, if an Employee otherwise ceases coverage under the District's HDHP before the end of the Plan Year, the District may deduct from the Employee's pay following the election to cease coverage, in one or more installments, an amount equal to the District HSA contribution associated with any period in which the Employee was not covered by the District's HDHP.

If an Employee, after the start of the Plan Year, modifies his/her election to receive medical/hospitalization coverage from two person or full family to single coverage, the District may deduct from the Employee's pay, following the coverage modification election, in one or more installments, an amount equal to the difference between District HSA contribution for single coverage associated with any period in which the Employee was covered by single coverage.

Employees who elect, after the start of the Plan Year, to receive medical/hospitalization coverage under the District's High Deductible Health Plan, and to receive the District Health Savings Account contribution, due to a mid-plan year change in family status, a mid-plan year court order, or a mid-plan year change in eligibility for Medicaid or CHIP, will receive a prorated District HSA contribution based on the ratio of the number of months of the Plan Year in which they participate in the District's HDHP, divided by 12 months, provided that they are otherwise eligible to receive HSA contributions.

2. The following terms and features also apply to the group medical coverage provided by the District:

a. Cash Payment in Lieu of Medical/Hospitalization Insurance

The District will provide a Cash in Lieu of Health coverage option under the Bloomfield Hills Schools Flexible Benefits Plan for each full plan year for those individuals who do not elect the employer-provided medical/hospitalization coverage. The co-payment will be prorated if the employee does not work a full plan year. Staff who do not have medical/hospitalization coverage from another source are not eligible for this benefit.

Single Opt Out	\$1250
Two-Person Opt Out	\$1900
Full Family Opt Out	\$2550

b. Family Continuation Coverage

Medical insurance will include family continuation coverage for each eligible teacher who makes proper application to participate.

c. Employee Contribution

Each employee electing health insurance coverage shall make the following pre-tax contribution. The amount will be prorated if the employee does not work a full plan year:

Single	\$500
Two-Person	\$1000
Full Family	\$1000

d. Health Risk Assessment/Rebate

Health Risk Assessment: Employees (and their spouses, if applicable) are expected to participate in an annual health risk assessment with his/her health care provider. The health risk assessment includes height, weight, pulse and tests for the following outlined on the Health Risk Assessment form:



Fasting Glucose  
Hemogram  
Lipid Panel

The Health Risk Assessment form will be available in the Human Resources Department (and on the Human Resources web page).

Rebate of Pre-tax Contribution: Employees and their spouses (if applicable) who participate in the annual health risk assessment (HRA) are eligible to receive a rebate of the full amount of the employee pre-tax contribution provided in subparagraph D(2)(d) above. Eligibility for the rebate is based upon receipt by the Human Resources Department of the completed health risk assessment form by September 15. If September 15 falls on a weekend, the following Monday will be the due date. The same Health Risk Assessment form may not be used for two consecutive plan years.

**Forms received after the due date will not qualify the employee for the rebate. *There will be no exceptions.*** In the event of two person or full family coverage, where only one adult participates in the annual health risk assessment, the rebate will be reduced by 50%. Single member households with dependent children will be rebated at 100%.

3. Flexible Benefits Plan

The District will provide a cafeteria plan or flexible benefits plan which will permit pre-tax premium copayments for all fringe benefits which constitute “qualified benefits” permitted by the IRS to be offered on a pre-tax basis through a cafeteria plan. The plan will also permit eligible employees to choose between group medical coverage and the Cash Payment in Lieu of Medical/Hospitalization Insurance described in Section 2(a)&(b) above and permit employee and employer Health Savings Account contributions, subject to applicable tax requirements.

4. Vision Plan

The employer will pay the premium for a vision care program for full-time employees and employees eligible for vision coverage under section E of this Article (Insurance Benefits - less than full time).

The vision care program will provide a percentage of reimbursement for vision care as provided by the carrier and outlined in the *Educated Choices* workbook. The plan shall provide for annual services, including examination, lenses and a \$35 cap on frames and contact lenses.

Carrier selection shall remain the prerogative of the District and coverage provisions indicated above may vary, but will be comparable to the above specifications. The Association will have prior notice of any carrier change.

5. Dental Plan

The employer will pay the premiums for a dental program for full-time and other eligible employees that will pay 100% for Class I and Class II preventative and basic care, 70% for Class III restorative, and 60% for Class IV (orthodontic). Individual dollar expenditures per year in Classes I, II and III shall not exceed \$1,250/person; and in Class IV individual expenditures shall not exceed \$1,000/lifetime. These percentages of reimbursements for dental care will be in accordance with the coverage schedule provided by the carrier and outlined in the *Educated Choices Workbook*.

Carrier selection shall remain the prerogative of the District and coverage provisions indicated above may vary, but will be comparable to the above specifications. The Association will have prior notice of any carrier change.

6. Life Insurance

The employer shall select the insurance carrier who will provide each teacher with a forty-five thousand dollar (\$45,000) group term life insurance policy. Such program shall pay to the teacher's designated beneficiary, the sum of forty-five thousand dollars (\$45,000) upon death.

7. Additional Life Insurance — optional

Employees have the option to purchase additional life insurance with pre-tax dollars, to a maximum of \$300,000, at the beginning of each Flex Election period. Any amount in excess of \$50,000 will be considered as additional imputed income in compliance with current IRS regulations. Evidence of insurability may be required.

8. Dependent Life Insurance — optional

Employees have the option to purchase life insurance for their spouse and/or dependents with after-tax dollars at the beginning of each Flex Election period. The coverage shall be offered in the amount of \$5,000 and \$10,000. Evidence of insurability may be required.

9. Accidental Death and Dismemberment

The employer will provide each employee with an accidental death and dismemberment insurance policy which shall pay to the designated beneficiary the sum of forty-five thousand dollars (\$45,000) upon accidental death. Dismemberment benefits payable to the employee shall be in accordance with the policy benefit schedule.

10. Health Care Reimbursement Account — optional

Each employee will have the option to participate in a pre-tax Health Care Reimbursement Account as defined by the Internal Revenue Service and as outlined in the *Educated Choices* Workbook.

11. Dependent Care Reimbursement Account — optional

Each employee will have the option to participate in a pre-tax Dependent Care Reimbursement Account as defined by the Internal Revenue Service and as outlined in the *Educated Choices* Workbook.

12. Long-Term Disability Insurance

The employer shall provide a long-term disability insurance plan. The disability insurance shall provide benefit of 66 2/3% of the monthly earnings up to a maximum payment of \$5000 per month to the employee who is unable to work due to extended sickness or injury. The benefits of this plan shall commence after 12 months of such sickness or injury and shall be payable until the employee returns to work, reaches age 65, or is deceased, whichever comes first. For the purposes of the long-term disability coverage, monthly earnings shall be the employee's regular salary divided by 12.

The amount received from the insurance company will be reduced by any primary remuneration received, or for which the employee is eligible, during the benefit period from the employer, the Michigan Public School Employees' Retirement Fund, the Federal Social Security Act (both primary and dependent), the Railroad Retirement Act, Veteran's benefits or other such pensions.

13. Short-Term Disability

Each employee who is unable to work due to an extended illness or accident will be provided the following short term disability insurance coverage:

- a. After *qualifying for* and after making proper application, in compliance with the Family Medical Leave Act, the employee shall continue to be paid according to the following percentage:

Percentage of Salary

After depletion of Leave Bank days and after making proper application in compliance with the Family Medical Leave Act, the employee shall continue to be paid according to the following percentage of salary:

- 1) If the average of the annual unused leave days is six (6) days, or more per year, the employee will earn 100% of the daily rate/salary for scheduled work days for up to 12 months, at which time the terms of the Long Term Disability Insurance coverage will commence.

- 2) If the average of the annual unused leave days is between 2-5 days (but not 6) the employee will earn 90% of the daily rate/salary for scheduled work days for up to 12 months, at which time the terms of the Long Term Disability Insurance coverage will commence.
- 3) If the average of the annual unused leave days is between 0-1 day (but not 2) the employee will earn 75% of the daily rate/salary for scheduled work days for up to 12 months, at which time the terms of the Long Term Disability Insurance coverage will commence.
- 4) For purposes of computation of the annual unused leave days of this clause only, the number of leave days shall be deducted from eleven (11).

b. Qualification for Short-Term Disability

To qualify for the short-term disability, the employee must (a) be ill for five (5) consecutive days, or more, (b) complete the Application for Short Term Disability Benefits form (c) complete the Application for Family Medical Leave form (d) provide the human resources office with a completed Certification of Health Care Provider form, (e) use a minimum of five (5) leave days and (f) deplete their sick bank to a balance of no greater than five (5) days. Leave days remaining in the bank at this time will be available for use upon return from disability. However, at the onset of their disability, the employee may elect to deplete their leave bank to zero (0).

c. Formula — average annual unused leave day accumulation

To determine the average annual unused leave day accumulation, the following formula shall be used:

- 1) For the most recent four years of employment or years of service whichever is less, the unused leave days as of June 30 will be divided by the years of service to a maximum of five years to determine the average annual accumulation.
- 2) The year of disability shall not be included in this calculation (example).

Most Recent Years of Service	Base Days	Days Used	Balance
Year 1	11	2	9
Year 2	11	3	8
Year 3	11	4	7
Year 4	11	2	9
Totals	44	11	33

Average accumulation: 33 days divided by 4 years = 8.25 days

8.25 days = 100% short term disability pay

A lengthy illness may deplete the leave bank, however, an annual balance can be no less than zero (0) for a given year. *Staff members who elect to retain five (5) leave days to use when they return from Short Term Disability will have zero (0) used for that year when calculating future disability percentage amounts.*

- d. Days of illness beyond sick bank days accumulation, and, not at least five (5) consecutive days, are deductible in pay.
- e. Recurrence of Illness Within Ten Days After Return to Work  
An employee who returns to work following an extended illness shall have ten (10) school days during which time he/she continues to be eligible for the short-term disability coverage should the illness reoccur within the ten day period.
- f. Employee Shall Not Receive More Than 100% of Annual Salary  
Under the terms of this provision an employee shall not receive more than his/her annual salary.
- g. Return to Work  
The employee must supply a physician's authorization (on a District approved form) permitting the employee to return-to-work. The District may require the employee to have a return-to-work examination by a physician or medical facility designated by the District. If the employee's physician and the District's physician do not agree that the employee is medically able to return-to-work, an independent physician or medical facility, paid by the District, may examine the employee, and this decision will be final.
- h. Position Not Held Open After One Year  
If an employee does not return to work after one calendar year from the initial date of disability, the employee's position will not be held open for the employee.

- i. Extension of Leave Beyond One Year  
After the initial year of disability, and employee may make a written request to extend the leave for an additional year in accordance with the applicable provisions (Article 24(A)(1) Leaves of Absence - Without Pay and Without Salary Credit).
- j. Disabilities Incurred Prior to Employment with the District  
The short-term disability benefit shall not be applicable to cover disabilities (illness or injuries) incurred prior to commencing employment with the district.
- k. Benefits  
An employee eligible for short term disability insurance protection will continue to receive all benefits through the cafeteria benefits plan for which the employee is eligible for up to one calendar year. At the conclusion of the year, all district provided benefits will cease other than the benefits provided by long term disability insurance for which the employee is eligible.
- l. Workers' Compensation  
If the employee's medical leave is determined to be compensable under the Workers' Disability Compensation Act, the employee will be considered to be on Worker's Disability Compensation Leave. The employee will not be eligible for short term disability, and the provisions of Article 23 (E) - Workers Compensation, shall apply.

**E. Insurance Benefits - Less than Full Time**

Each less-than-full-time or shared-time employee will have the premiums paid for the following coverages as elected by the individual within the Cafeteria Benefits program (*Educated Choices*). Less than full time staff will have the same options for Medical insurance plan choices as outlined in Section D(1) and (2) of this Article.

- 1. Each employee working a schedule of 75% but less than 100% may elect single-subscriber hospital/medical, single subscriber dental and vision insurance or full-family dental and vision if no health coverage is elected. In the event that no health, dental or vision is elected, the cash in lieu of health insurance option defined in Section D(2)(b) of this Article may be elected.
- 2. Schedule of Less Than 75%  
Each employee working a schedule of less than 75% may elect single-subscriber health or full-family dental and vision. If no health, dental or vision plan is elected, the cash in lieu of health insurance option defined in Section D(2)(b) of this Article may be elected.

3. Short Term Disability, Long Term Disability and Life Insurance Provided  
Each employee will be provided with short-term disability, long-term disability and life insurance, as defined in the collective bargaining agreement; and leave days will be equal to the length of day worked.

#### **ARTICLE 25 - PROFESSIONAL DEVELOPMENT**

A. The Board shall encourage and assist the Association in its services to the teachers of Bloomfield Hills in matters such as housing information, community orientation, charity collections, i.e., United Fund, faculty social and recreational events.

B. The parties support the principle of continuing training of teachers, participation by teachers in professional organizations in the areas of their specialization, leaves for work on advanced degrees or special studies and participation in community educational projects.

C. The Board agrees to provide, upon application, the necessary funds, drawn from a budget based on the number of teachers per building, for those who desire to attend select professional conferences and school visitations, meetings, as approved by the Administration. Travel, meals, lodging and registration fees shall be deemed appropriate expenses of the Board, as well as the cost of the substitute teacher needed to relieve the participant. A teacher attending such conferences and meetings shall be granted sufficient leave time to attend without loss of compensation or leave days. Board funds spent for such purposes shall reflect a policy of spreading such opportunity within levels and subject areas. Approval for attendance is contingent on administrative approval.

D. At the written request of the Association (and supported with reason), or on the Board's initiative, arrangements may be made for after-school courses, workshops, conferences and programs designed to improve the quality of instruction. Effort will be made to obtain people of the highest qualification to participate in the presentation of such programs. All teachers desiring to attend shall be allowed to do so. However, there shall be no additional cost to the Board for teacher attendance. Those teachers not desiring to attend shall not be required to do so.

E. Professional Development Days required by the school code will include a minimum of four (4) days included in the school calendar as work days, six (6) hours at district approved activities outside the school day, and six (6) hours of professional development (scheduled in two hour blocks of time) after the school day.

1. The Administration may provide a list of district sponsored/approved professional development activities from which staff may participate and, upon completion, satisfy the professional development requirements. Such activities may be approved by the administration and when approved will be added to the list.
2. The general guidelines governing activities are contained in Appendix D.
3. The six hours of professional development which occur outside of the school day and the six hours of after school professional development must be completed by June 1 of each school year. Failure to complete the annual required hours will result in docking of pay for each hour of professional development time not completed.

4. The requirement that the activity take place outside of the school day may be waived at the sole discretion of administration. The administration will determine what constitutes professional development after consultation with the Association.
5. Only procedural violations of this provision are subject to the grievance procedure.

#### **ARTICLE 26 - INFORMAL CONFERENCES**

The Superintendent, and such other Board representative as the Board or the Superintendent may designate, will meet informally once a month on a regular schedule as mutually agreed upon with the Association for the purpose of discussing problems of mutual concern. (Additional meetings may occur as are mutually agreed.)

These informal discussions shall involve mutual exchange of suggestions and ideas and shall not be considered negotiations. The sole purpose of these conferences is to provide communication between the Board and the Association, informally to gain insights and better understandings between the parties and to promote closer cooperation in all relationships concerning this Agreement.

#### **ARTICLE 27 - RETIREMENT/SEVERANCE/EMPLOYER CONTRIBUTION**

##### **A. Severance**

1. Severance Program

The severance program is available for those instructional staff members who are eligible for retirement benefits according to the rules of the State Retirement System, and who are presently at the maximum step of their appropriate track on the salary schedule.

2. Eligibility

Eligibility for the severance payment will be premised upon receipt, by the Human Resources Department of a written resignation from the individual written confirmation of eligibility to retire under the Michigan Retirement System, and confirmation of application for benefits from the Michigan Retirement System. Instructional staff members who have previously retired from the District and returned to employment with the District are not eligible for the severance program.

3. Notice of Retirement Required – Penalty

In order to receive the full severance benefit, the employee must present written notice to the Human Resources Department as follows:

- April 15 – if the employee is retiring at the end of the school year.
- 60 days before the effective date of retirement – if the employee is retiring during the school year.



A \$10.00 per day penalty will be subtracted from the severance for every day the notice does not meet the above requirements. At the discretion of the Superintendent or designee, the written notice requirement may be waived in the event of a medical condition or a family emergency.

4. Severance Payment for Employees Hired Prior to the 2008-09 School Year  
The program will provide a one-time remuneration as defined in the schedule listed below for employees hired prior to the 2008-09 school year:

The District will provide a Board paid tax sheltered contribution upon retirement of \$10,000 for ten (10) years of active service, exclusive of unpaid leaves. Prior to the expiration of the 1995/96 master agreement, employees earned an additional \$1,000 per year of active service to a maximum of \$23,000 for twenty three (23) or more years of active service. Those individuals who have earned a severance payment of \$10,000 or more shall have their severance accounts frozen at the June 30, 1996 level and shall no longer accrue an additional \$1,000 per year of active service.

Paid leaves for which the District makes direct payment, but not to exceed one year per leave period, will qualify as service time.

5. 403(b) Employer Contribution Upon Retirement for Employees Hired for 2008-09 School Year and Thereafter

- a. Employees hired for the 2008-09 school year and thereafter will not be eligible for the severance (non-elective board-paid TSA contribution) set forth in subparagraph (A)(4) above.
- b. Employees hired on or after July 1, 2008 shall be eligible for a 403(b) employer contribution upon retirement on the satisfaction of the eligibility criteria of subparagraphs A(2) and A(5)(c) of this article.
- c. Employees with a minimum of fifty (50) accumulated leave days in his/her leave bank on the date of retirement shall have a non-elective board-paid TSA contribution made on their behalf. The amount of this non-elective 403(b) employer contribution shall be seventy dollars (\$70.00) per accumulated day up to a total of two hundred (200) days. The number of days paid out will be based on the number of days in the employee's leave bank on the date of retirement.
- d. The employee shall have no option to receive cash in lieu of his/her accumulated leave days.

6. Options For Receiving Severance Payment  
The individual will have the option to receive Board paid tax shelter within thirty days (30) after the effective date of the resignation, or by the third Friday of January in the following calendar year.

7. Use of Board Paid Tax Sheltered Account to Purchase Retirement Service Credit  
Eligible employees who tender an irrevocable letter of resignation on or before February 1st of the applicable school year and who comply with the provisions of section A of this Article, may receive the Board paid contribution in advance of the retirement date to use for purchase of retirement service credit in compliance with current tax and pension law. The letter of resignation must be effective within six months of the year the Board paid contribution is used to purchase retirement service credit.

**B. Option to Move to the Payout for Unused Leave Days**

Employees hired prior to the 2008-09 school year may elect to move to the leave day payout option provided by subparagraph (A)(5) in lieu of the current severance program provided by subparagraph (A)(4). Employees must make the election by May 1, 2009. The election of the leave day payout is irrevocable. Those who do not make the election will remain eligible for the current retirement severance set forth in subparagraph (A)(4) above.

**C. Hold Harmless**

The Association agrees that it will indemnify and hold the Board harmless from any liability from damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Board's compliance with this Article.

**ARTICLE 28 - FAIR PRACTICES**

**A. Non Discrimination**

The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied without discrimination based upon those classifications protected by applicable state and federal law.

**B. Equal Educational Opportunity**

The Board and the Association pledge to seek to extend the advantages of public education to every student without regard to race, creed, religion, sex, color or national origin and to seek to achieve full equality of educational opportunity to all pupils.

**ARTICLE 29 - CONTRACT APPLICATION**

**A.** This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.

**B.** Any individual contract between the Board and an individual teacher, heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement and any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

**C.** This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

**D.** Copies of this Agreement shall be printed at the expense of the Board and distributed to all teachers no later than thirty (30) days after formal ratification by both the Board and the Association.

### **ARTICLE 30 - CONTRACT RESPONSIBILITY**

During the term of this Agreement the Association shall not authorize, cause, engage in or sanction any strike, picketing during school hours, or refusal to perform the duties of employment by any teacher or teachers and no teacher shall cause or participate in a strike, picketing during school hours, or refusal to perform the duties of his or her employment.

In the event of any violation of this Article, the Association shall forthwith declare in writing and deliver to the Board or Superintendent, that such action is not authorized by the Association and the Association will exert every reasonable effort to cause the employee to promptly cease such action.

The Board shall have the right to discipline, including discharge, any teacher for taking part in any violation of this Article. Prior to taking such action, the Board shall notify the Association in writing of its intentions and may also consult with the Association in connection therewith.

### **ARTICLE 31- CONFORMITY TO LAW**

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by the law, but all other provisions or application shall continue in full force and effect.

### **ARTICLE 32 - DURATION**

#### **Effective Dates of Contract**

This Agreement and each of its provisions shall be effective as of July 1, 2016 and shall continue in full force and effective through June 30, 2019

This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

The parties agree that every effort will be made to initiate bargaining in a timely fashion following receipt of the demand to bargain.

**Contract Ratification and approval**

A tentative Agreement was reached by the parties on June 13, 2016. This Agreement was ratified by the Bloomfield Hills Education Association on June 27, 2016 and was approved by the Board of Education on June 29, 2016

**Contract Reopener**

Either party may reopen the contract prior to the 2019-20 school year (or earlier, if needed) for the purpose of changing contractual provisions to comply with current law (e.g., The Patient Protection & Affordable Care Act), by serving written notice of such intent upon the other party by registered or certified mail.

**ARTICLE 33 – EMERGENCY MANAGER**


“Section 15 (7) of the Public Employment Relations Act (PERA) mandates that any contract entered into include a statement that allows an Emergency Manager appointed under the Local Government and School District Fiscal Accountability Act to reject, modify, or terminate the collective bargaining agreement as provided in the Local Government and School District Fiscal Accountability Act. This provision is intended to satisfy this requirement. No grievances may be processed contesting actions taken by an Emergency Manager.”

**BLOOMFIELD HILLS SCHOOL DISTRICT**

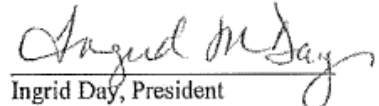
**Education Association**

  
Grat Dalton, President

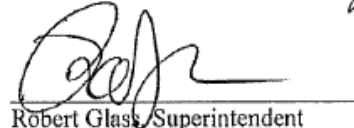
  
Mary Blair, Vice President


  
Steve Amberg, Executive Director

**Board of Education**

  
Ingrid Day, President

  
Howard Baron, Secretary

  
Robert Glass, Superintendent

  
Christine Barnett, Chief Negotiator

**LETTER OF AGREEMENT**

This Letter of Agreement is entered into the 5<sup>th</sup> day of October, 2016 by and between the Board of Education of the School District of Bloomfield Hills and the Bloomfield Hills Educations Association, the parties agree as follows:

- 1. For THE 2016/17 -2018/19 Contract the parties bargained to delete the stipend for the National Certified School Psychologist. The District has determined to reinstate that stipend.
- 2. Article 16(F) shall now read as follows (language lined out will be deleted):

**F. Stipend for the following: Certification by National Board for Professional Teaching Standards; Nationally Certified School Psychologists.**

- 1. Upon receipt of proper documentation, a teacher may receive an annual stipend for one of the following certifications (Note: eligible teachers who work less than a full school year will have the stipend prorated):

- a. Board for Professional Teaching Standards Certification

Those teachers who hold current certification from the National Board for Professional Teaching Standards shall receive \$1500 in addition to the amount identified as their current salary step and schedule; OR

- b. Upon annual receipt of proper documentation showing current certification, school psychologists shall receive an annual stipend for one of the following certifications:

**Nationally Certified School Psychologists**

Those school psychologists ~~and social workers~~ who hold current certification from the above organizations shall receive \$1500 in addition to the amount identified as their current salary step and schedule.

- 3. Article 16 (F)(2) is unchanged.

For the Board of Education

By: Samia Stank  
Its: Asst Supt HR/Personnel (sup)

Dated: 10-5-16

For the Association

By: Albert B Dalton  
Its: President

Dated: 10-5-2016

Appendix A-1

Wino Lake School 2016-2017 Calendar

	<u>Student</u>	<u>Teacher</u>
<b>July 2016</b>		
Monday, July 11 – First Day of School/Half Day for Students (pm)	15	15
<b>August 2016</b>		
Monday, August 22 – Monday, September 5 – NO SCHOOL FOR STUDENTS	15	18
Monday, August 22 – Friday, August 26 – No school for Staff		
Monday, August 29 – Wednesday, August 31 – Professional Development for Staff		
<b>September 2016</b>		
Thursday, September 1 – Professional Development for Staff	19	20
Friday, September 2 – NO SCHOOL – Pre-Labor Day Holiday		
Monday, September 5 – NO SCHOOL – Labor Day		
Tuesday, September 6 – School Resumes		
<b>October 2016</b>		
Monday, October 3 – Tuesday, October 4 – NO SCHOOL	17	17
Wednesday, October 12 – NO SCHOOL		
Monday, October 31 – NO SCHOOL		
<b>November 2016</b>		
Tuesday, November 8 – NO SCHOOL – Election Day	18	18
Wednesday, November 23 – Friday, November 25 – NO SCHOOL - Thanksgiving		
<b>December 2016</b>		
Friday, December 23 – Half Day for Students (am)/Professional Development for Staff (pm)	17	17
Monday, December 26 – Friday, January 6 – NO SCHOOL Winter Break		
<b>January 2017</b>		
Monday, January 9 – School Resumes	16	16
Monday, January 16 - NO SCHOOL – Martin Luther King Day		
<b>February 2017</b>		
Monday, February 13 – Friday, February 17 – NO SCHOOL – Mid-Winter break	15	15
Monday, February 20 – School Resumes		
<b>March 2017</b>		
Thursday, March 30 and Friday, March 31 – NO SCHOOL	21	21
<b>April 2017</b>		
Monday, April 3 – Friday, April 7 – NO SCHOOL – Spring Break	14	14
Friday, April 14 – NO SCHOOL		
<b>May 2017</b>		
Thursday, May 25 – Tuesday, May 30 – NO SCHOOL - Memorial Day Break	19	19
Wednesday, May 31 – School Resumes		
<b>June 2017</b>		
Wednesday, June 11 – Wednesday, June 13 – NO SCHOOL	19	19
Friday, June 30 - Last day for students (Half Day/am)		
<b>TOTAL DAYS IN SESSION</b>	<b>205</b>	<b>209</b>

09/09/2016

Appendix A-2

**Bloomfield Hills Schools 2016-2017 Calendar: K-12**

	<u>Student</u>	<u>Teacher</u>
<b><u>August 2016</u></b>		
Thursday - Friday, August 25 & 26 – New Teacher/New Staff Orientation	0	3
August 29 – Welcome Back Day/Teacher Work Day/Professional Development Day		
Tuesday, August 30 – Professional Development Day		
Wednesday, August 31 – Professional Development Day		
<b><u>September 2016</u></b>		
Thursday, September 1 – Teacher Work Day	19	21
Friday, September 2 – Teacher Work Day		
Monday, September 5 – NO SCHOOL – Labor Day		
Tuesday, September 6 – First Full Day of School for 6-12 Students/half day K-5 a.m.		
<b><u>October 2016</u></b>		
Monday, October 3 – NO SCHOOL	19	19
Wednesday, October 12 – NO SCHOOL		
Monday, October 31, - Half Day for K-12/Half Day Professional Development		
<b><u>November 2016</u></b>		
Tuesday, November 8 – NO SCHOOL K-12/Professional Development	18	19
Tuesday, November 22 – Half Day (am) Middle School (and elementary at middle school)		
Wednesday, November 23 – NO SCHOOL K-12 (P/T Conference Comp Day)		
Thursday - Friday, November 24 & 25 - Thanksgiving – No School K-12		
<b><u>December 2016</u></b>		
Monday, December 26 – Friday, January 6, 2017 – NO SCHOOL Winter Break K-12	17	17
<b><u>January 2017</u></b>		
Monday, January 9 – Classes Resume	16	16
Monday, January 16 - Martin Luther King Day - NO SCHOOL K-12		
Friday, January 27 – Half Day K-12/Half Day for Teacher Records		
Monday, January 30 – 2 <sup>nd</sup> Semester Begins		
Tuesday, January 31 – Full Day of School/Professional Development for Teachers (2 hours after school)		
<b><u>February 2017</u></b>		
	20	20
<b><u>*March 2017</u></b>		
Thursday, March 2 – Half Day for High School Grades 9, 11 & 12 (am) - MYP Personal Project Adjudication	23	23
Friday, March 3 – Half Day for High School Grades 9, 11 & 12 (am) - MYP Personal Project Adjudication		
Wednesday, March 8 – Full Day of School/Professional Development for Teachers (2 hours after school)		
Friday, March 31 – Half Day K-12 (am) – (P/T conference Comp Half Day pm) Not applicable to Wing Lake		
<b><u>April 2017</u></b>		
Monday, April 3 – Friday, April 7 – NO SCHOOL – Spring Break K-12	14	14
Monday, April 10 – Classes Resume		
Friday, April 14 – NO SCHOOL		
Thursday, April 27 – Full Day of School/ Professional Development for Teachers (2 hours after school)		
<b><u>May 2017</u></b>		
Friday, May 26 – Half Day for K-12/Half Day Professional Development	22	22
Monday, May 29 – Memorial Day – NO SCHOOL		
<b><u>June 2017</u></b>		
Friday, June 16 - Last day for K-12 students (Half Day)	12	13
Monday, June 19 - Last day for K-12 staff/Teacher Record Day		



Six (6) hours Professional Development/non-school time		1
Six (6) hours Professional Development after school scheduled		1
January 31, 2017 – 2 hours		
March 8, 2017 – 2 hours		
April 27, 2017 – 2 hours		
<b>TOTAL DAYS IN SESSION</b>	<b>180</b>	<b>189</b>

\*Dates for MYP Personal Project Adjudication and State Testing at High School may be changed.

\*Records Full or Half Day: Teachers do not need to report unless records are not complete.

Note: Wing Lake does not usually follow the K-12 professional development schedule.

Note #1:

**Elementary Teachers Only**

- The first day of school for students (9/6/16) is a half-day for students in the a.m.; 3.75 hours in the p.m. is to be used for elementary team planning and is considered part of the 21 elementary team planning contractual hours.

Note #2:

**All Teachers**

- One day (6 hours) of professional development will be scheduled and completed by teachers by June 1, 2017.
- 6 hours of professional development after school is scheduled in two hour increments on January 31, 2017, March 8, 2017 and April 27, 2017.
- The professional development referred to on this page is separate from the professional development referenced in Article 13(P) of the Contract.

\*Instructional Hours & Minutes (for informational purposes) (subject to updating by JoAnne Messina)

- Elementary Half Day = 3 hours & 15 minutes
  - Full Day = 6 hours 20 minutes
- Middle School Half Day = 3 hours 20 minutes
  - Full Day = 6 hours 19 minutes
- High School Half Day = 3 hours 35 minutes (except exam days)
  - Full Day = 6 hours 26 minutes (all day - block schedule)
  - 6 hours 29 minutes (even & odd day – block schedule)
  - 5 hours 49 minutes (delayed start)
  - 3 hours 15 minutes (exam days)
  - 1 hour 30 minutes (exam days)

\*Does not include lunch but includes passing time.

Appendix A-3

**Bloomfield Hills Schools 2017-2018 Calendar: K-12**

	<u>Student</u>	<u>Teacher</u>
<b><u>August 2017</u></b>		
Thursday - Friday, August 24 & 25 – New Teacher/New Staff Orientation	0	4
August 28 – Welcome Back Day/Teacher Work Day/Professional Development Day		
Tuesday - Wednesday, August 29 & 30 – Professional Development Day		
Thursday, August 31 – Teacher Work Day		
<b><u>September 2017</u></b>		
Friday, September 1 – Teacher Work Day	18	19
Tuesday, September 5 – First Full Day of School for 6-12 Students/Half Day K-5		
Thursday, September 21 – NO SCHOOL		
<b><u>October 2017</u></b>		
Wednesday, October 31 – Half Day for K-12/Half Day Professional Development	22	22
<b><u>November 2017</u></b>		
Tuesday, November 21 – Half Day (am) Middle School (and elementary at middle school)	19	19
Wednesday, November 22 – NO SCHOOL K-12		
Thursday - Friday, November 23 & 24 - Thanksgiving – No School K-12		
<b><u>December 2017</u></b>		
Monday, December 25 – Friday, January 5, 2018 – NO SCHOOL Winter Break K-12	16	16
<b><u>January 2018</u></b>		
Monday, January 8 – Classes Resume	17	17
Monday, January 15 - Martin Luther King Day - NO SCHOOL K-12		
Friday, January 26 – Half Day K-12/Half Day for Teacher Records		
Monday, January 29 – 2 <sup>nd</sup> Semester Begins		
Tuesday, January 30 – Full Day of School/Professional Development for Teachers (2 hours after school)		
<b><u>February 2018</u></b>		
Monday, February 19 – NO SCHOOL	18	19
Tuesday, February 20 – NO SCHOOL K-12/Professional Development Day for Teachers		
<b><u>*March 2018</u></b>		
Wednesday, March 7 - Full Day of School/Professional Development for Teachers (2 hours after school)	21	21
Thursday, March 29 – Half Day K-12(am) – P/T Conferences Comp Half Day pm)		
Friday, March 30 – NO SCHOOL		
<b><u>April 2018</u></b>		
Monday, April 2 – Friday, April 6 – NO SCHOOL – Spring Break K-12	16	16
Monday, April 9 – Classes Resume		
Thursday, April 26 – Full Day of School/ Professional Development for Teachers (2 hours after school)		
<b><u>May 2018</u></b>		
Friday, May 25 – Half Day for K-12/Half Day Professional Development	22	22
Monday, May 28 – Memorial Day – NO SCHOOL		
<b><u>June 2018</u></b>		
Friday, June 15 - Last day for K-12 students (Half Day)	11	12
Monday, June 18 - Last day for K-12 staff/Teacher Record Day		

Six (6) hours Professional Development/non-school time		1
Six (6) hours Professional Development after school scheduled		1
January 30, 2018 – 2 hours		
March 7, 2018 – 2 hours		
April 26, 2018 – 2 hours		
<b>TOTAL DAYS IN SESSION</b>	<b>180</b>	<b>189</b>

\*Dates for MYP Personal Project Adjudication and State Testing at High School to Be Determined

\*Records Full or Half Day: Teachers do not need to report unless records are not complete.

Note: Wing Lake does not usually follow the K-12 professional development schedule.

Note #1:

**Elementary Teachers Only**

- The first day of school for students (9/5/17) is a half-day for students in the a.m.; 3.75 hours in the p.m. is to be used for elementary team planning and is considered part of the 21 elementary team planning contractual hours.

Note #2:

**All Teachers**

- One day (6 hours) of professional development will be scheduled and completed by teachers by June 1, 2018.
- 6 hours of professional development after school is scheduled in two hour increments on January 30, 2018, March 7, 2018 and April 26, 2018.
- The professional development referred to on this page is separate from the professional development referenced in Article 13(P) of the Contract.

\*Instructional Hours & Minutes (for informational purposes) (subject to updating by JoAnne Messina)

- Elementary Half Day = 3 hours & 15 minutes
  - Full Day = 6 hours 20 minutes
- Middle School Half Day = 3 hours 20 minutes
  - Full Day = 6 hours 19 minutes
- High School Half Day = 3 hours 35 minutes (except exam days)
  - Full Day = 6 hours 28 minutes (all day - block schedule)
  - 6 hours 29 minutes (even & odd day – block schedule)
  - 5 hours 49 minutes (delayed start)
  - 3 hours 15 minutes (exam days)
  - 1 hour 30 minutes (exam days)

\*Does not include lunch but includes passing time.

Appendix A-4

**Bloomfield Hills Schools 2018-2019 Calendar: K-12**

	<u>Student</u>	<u>Teacher</u>
<b><u>August 2018</u></b>		
Thursday - Friday, August 23 & 24 – New Teacher/New Staff Orientation	0	5
August 27 – Welcome Back Day/Teacher Work Day/Professional Development Day		
Tuesday - Wednesday, August 28 & 29 – Professional Development Day		
Thursday – Friday, August 30 & 31 – Teacher Work Day		
<b><u>September 2018</u></b>		
Tuesday, September 4 – First Full Day of School for 6-12 Students/Half Day K-5	17	17
Monday, September 10 – NO SCHOOL		
Wednesday, September 19 – NO SCHOOL		
<b><u>October 2018</u></b>		
Wednesday, October 31 – Half Day for K-12/Half Day Professional Development	23	23
<b><u>November 2018</u></b>		
Tuesday, November 6 – Election/Professional Development Day	18	19
Tuesday, November 20 – Half Day (am) Middle School (and elementary at middle school)		
Wednesday, November 21 – NO SCHOOL K-12		
Thursday - Friday, November 22 & 23 - Thanksgiving – No School K-12		
<b><u>December 2018</u></b>		
Monday, December 24 – Friday, January 4, 2019 – NO SCHOOL Winter Break K-12	15	15
<b><u>January 2019</u></b>		
Monday, January 7 – Classes Resume	18	18
Monday, January 21 - Martin Luther King Day - NO SCHOOL K-12		
Friday, January 25 – Half Day K-12/Half Day for Teacher Records		
Monday, January 28 – 2 <sup>nd</sup> Semester Begins		
Tuesday, January 29 – Full Day of School/Professional Development for Teachers (2 hours after school)		
<b><u>February 2019</u></b>	20	20
<b><u>*March 2019</u></b>		
Wednesday, March 6 - Full Day of School/Professional Development for Teachers (2 hours after school)	21	21
Friday, March 29 – Half Day K-12 – P/T Conferences Comp Half Day (pm)		
<b><u>April 2019</u></b>		
Monday, April 1 – Friday, April 5 – NO SCHOOL – Spring Break K-12	16	16
Monday, April 8 – Classes Resume		
Friday, April 19 – NO SCHOOL		
<b><u>May 2019</u></b>		
Thursday, May 2 – Full Day of School/ Professional Development for Teachers (2 hours after school)	22	22
Friday, May 24 – Half Day for K-12/Half Day Professional Development		
Monday, May 27 – Memorial Day – NO SCHOOL		
<b><u>June 2019</u></b>		
Friday, June 14 - Last day for K-12 students (Half Day)	10	11
Monday, June 17 - Last day for K-12 staff/Teacher Record Day		

Six (6) hours Professional Development/non-school time		1
Six (6) hours Professional Development after school scheduled		1
January 29, 2019 – 2 hours		
March 6, 2019 – 2 hours		
May 2, 2019 – 2 hours		
<b>TOTAL DAYS IN SESSION</b>	<b>180</b>	<b>189</b>

\*Dates for MYP Personal Project Adjudication and State Testing at High School to Be Determined

\*Records Full or Half Day: Teachers do not need to report unless records are not complete.

Note: Wing Lake does not usually follow the K-12 professional development schedule.

Note #1:

**Elementary Teachers Only**

- The first day of school for students (9/4/18) is a half-day for students in the a.m.; 3.75 hours in the p.m. is to be used for elementary team planning and is considered part of the 21 elementary team planning contractual hours.

Note #2:

**All Teachers**

- One day (6 hours) of professional development will be scheduled and completed by teachers by June 1, 2019.
- 6 hours of professional development after school is scheduled in two hour increments on January 29, 2019, March 6, 2019 and May 2, 2019.
- The professional development referred to on this page is separate from the professional development referenced in Article 13(P) of the Contract.

\*Instructional Hours & Minutes (for informational purposes) (subject to updating by JoAnne Messina)

- Elementary Half Day = 3 hours & 15 minutes
  - Full Day = 6 hours 20 minutes
- Middle School Half Day = 3 hours 20 minutes
  - Full Day = 6 hours 19 minutes
- High School Half Day = 3 hours 35 minutes (except exam days)
  - Full Day = 6 hours 26 minutes (all day - block schedule)
  - 6 hours 29 minutes (even & odd day – block schedule)
  - 5 hours 49 minutes (delayed start)
  - 3 hours 15 minutes (exam days)
  - 1 hour 30 minutes (exam days)

\*Does not include lunch but includes passing time.



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

**BLOOMFIELD HILLS BOARD OF ED**  
**A0FPF5**  
**67201 - All suffixes**  
**007002956 - All Divisions**  
**Simply Blue PPO 1300/2600 HSA with Rx**  
**Effective Date: January 1, 2017**  
**Benefits-at-a-glance**

This is intended as an easy-to-read summary and provides only a general overview of your benefits. It is not a contract. Additional limitations and exclusions may apply. Payment amounts are based on BCBSM's approved amount, less any applicable deductible, copay and /or coinsurance. For a complete description of benefits please see the applicable BCBSM certificates and riders, if your group is underwritten or any other plan documents your group uses, if your group is self-funded. If there is a discrepancy between this Benefits-at-a-Glance and any applicable plan document, the plan document will control.

**Preauthorization for Specialty Services** - Services listed in this BAAG are covered when provided in accordance with Certificate requirements and, when require, are preauthorized or approved by BCBSM except in an emergency

**Note:** A list of services that require approval **before** they are provided is available online at [bcbsm.com/importantinfo](http://bcbsm.com/importantinfo). Select **Approving covered services**.

Pricing information for various procedures by in-network providers can be obtained by calling the customer service number listed on the back of your BCBSM ID card and providing the procedure code. Your provider can also provide this information upon request.

**Preauthorization for Specialty Pharmaceuticals** - BCBSM will pay for FDA-approved specialty pharmaceuticals that meet BCBSM's medical policy criteria for treatment of the condition. The prescribing physician must contact BCBSM to request preauthorization of the drugs. **If preauthorization is not sought, BCBSM will deny the claim and all charges will be the member's responsibility.**

Specialty pharmaceuticals are biotech drugs including high cost infused, injectable, oral and other drugs related to specialty disease categories or other categories. BCBSM determines which specific drugs are payable. This may include medications to treat asthma, rheumatoid arthritis, multiple sclerosis, and many other disease as well as chemotherapy drugs used in the treatment of cancer, but excludes injectable insulin.

Blue Cross provides administrative claims services only. Your employer or plan sponsor is financially responsible for claims.

## Member's responsibility (deductibles, copays, coinsurance and dollar maximums)

**Note:** If an in-network provider refers you to an out-of-network provider, all covered services obtained from that out-of-network provider will be subject to applicable out-of-network cost-sharing.

Benefits	In-network	Out-of-network
<b>Deductibles</b>  <b>Note:</b> Your deductible <b>combines</b> deductible amounts paid under your Simply Blue HSA medical coverage <b>and</b> your Simply Blue prescription drug coverage.  <b>Note:</b> The full family deductible <b>must</b> be met under a two-person or family contract before benefits are paid for any person on the contract.	\$1,300 for a one-person contract or \$2,600 for a family contract (2 or more members) each calendar year <b>(no 4th quarter carry-over)</b>  Deductibles are based on amounts defined annually by the federal government for Simply Blue HSA-related health plans. Deductibles may increase each calendar year. Please call your customer service center for an annual update.	\$2,600 for a one-person contract or \$5,200 for a family contract (2 or more members) each calendar year <b>(no 4th quarter carry-over)</b>
<b>Flat-dollar copays</b>	See "Prescription Drugs" section	See "Prescription Drugs" section
<b>Coinsurance amounts (percent copays)</b>  <b>Note:</b> Coinsurance amounts apply once the deductible has been met.	None	20% of approved amount for most covered services
<b>Annual out-of-pocket maximums</b> -applies to deductibles and coinsurance amounts for all covered services - including prescription drug cost-sharing amounts	\$2,300 for a one-person contract or \$4,600 for a family contract (2 or more members) each calendar year	\$4,600 for a one-person contract or \$7,200 for a family contract (2 or more members) each calendar year
<b>Lifetime dollar maximum</b>	None	

## Preventive care services

Benefits	In-network	Out-of-network
Health maintenance exam-includes chest x-ray, EKG, cholesterol screening and other select lab procedures	100% (no deductible or copay/coinsurance), one per member per calendar year  <b>Note:</b> Additional well-women visits may be allowed based on medical necessity.	Not covered
Gynecological exam	100% (no deductible or copay/coinsurance), one per member per calendar year  <b>Note:</b> Additional well-women visits may be allowed based on medical necessity.	Not covered
Pap smear screening- laboratory and pathology services	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Voluntary sterilizations for females	100% (no deductible or copay/coinsurance)	80% after out-of-network deductible
Prescription contraceptive devices-includes insertion and removal of an intrauterine device by a licensed physician	100% (no deductible or copay/coinsurance)	80% after out-of-network deductible
Contraceptive injections	100% (no deductible or copay/coinsurance)	80% after out-of-network deductible

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Benefits	In-network	Out-of-network
Well-baby and child care visits	100% (no deductible or copay/coinsurance) <ul style="list-style-type: none"> <li>• 8 visits, birth through 12 months</li> <li>• 6 visits, 13 months through 23 months</li> <li>• 6 visits, 24 months through 35 months</li> <li>• 2 visits, 36 months through 47 months</li> <li>• Visits beyond 47 months are limited to one per member per calendar year under the health maintenance exam benefit</li> </ul>	Not covered
Adult and childhood preventive services and immunizations as recommended by the USPSTF, ACIP, HRSA or other sources as recognized by BCBSM that are in compliance with the provisions of the Patient Protection and Affordable Care Act	100% (no deductible or copay/coinsurance)	Not covered
Fecal occult blood screening	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Flexible sigmoidoscopy exam	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Prostate specific antigen (PSA) screening	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Routine mammogram and related reading	100% (no deductible or copay/coinsurance)  <b>Note:</b> Subsequent medically necessary mammograms performed during the <b>same</b> calendar year are subject to your deductible and coinsurance.	80% after out-of-network deductible  <b>Note:</b> Out-of-network readings and interpretations are payable only when the screening mammogram itself is performed by an in-network provider.
		One per member per calendar year
Routine screening colonoscopy	100% (no deductible or copay/coinsurance) for routine colonoscopy  <b>Note:</b> Medically necessary colonoscopies performed during the <b>same</b> calendar year are subject to your deductible and coinsurance.	80% after out-of-network deductible
		One routine colonoscopy per member per calendar year

## Physician office services

Benefits	In-network	Out-of-network
Office visits - must be medically necessary	100% after in-network deductible	80% after out-of-network deductible
Outpatient and home medical care visits - must be medically necessary	100% after in-network deductible	80% after out-of-network deductible
Office consultations - must be medically necessary	100% after in-network deductible	80% after out-of-network deductible
Urgent care visits - must be medically necessary	100% after in-network deductible	80% after out-of-network deductible

## Emergency medical care

Benefits	In-network	Out-of-network
Hospital emergency room	100% after in-network deductible	100% after in-network deductible

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Benefits	In-network	Out-of-network
Ambulance services - must be medically necessary	100% after in-network deductible	100% after in-network deductible

## Diagnostic services

Benefits	In-network	Out-of-network
Laboratory and pathology services	100% after in-network deductible	80% after out-of-network deductible
Diagnostic tests and x-rays	100% after in-network deductible	80% after out-of-network deductible
Therapeutic radiology	100% after in-network deductible	80% after out-of-network deductible

## Maternity services provided by a physician or certified nurse midwife

Benefits	In-network	Out-of-network
Prenatal care visits	100% (no deductible or copay/coinsurance)	80% after out-of-network deductible
Postnatal care	100% after in-network deductible	80% after out-of-network deductible
Delivery and nursery care	100% after in-network deductible	80% after out-of-network deductible

## Hospital care

Benefits	In-network	Out-of-network
Semiprivate room, inpatient physician care, general nursing care, hospital services and supplies	100% after in-network deductible	80% after out-of-network deductible Unlimited days

**Note:** Nonemergency services must be rendered in a **participating** hospital.

Inpatient consultations	100% after in-network deductible	80% after out-of-network deductible
Chemotherapy	100% after in-network deductible	80% after out-of-network deductible

## Alternatives to hospital care

Benefits	In-network	Out-of-network
Skilled nursing care- must be in a <b>participating</b> skilled nursing facility	100% after in-network deductible	100% after in-network deductible Limited to a maximum of 120 days per member per calendar year
Hospice care	100% after in-network deductible	100% after in-network deductible Up to 28 pre-hospice counseling visits before electing hospice services; when elected, four 90-day periods-provided through a <b>participating</b> hospice program <b>only</b> ; limited to dollar maximum that is reviewed and adjusted periodically (after reaching dollar maximum, member transitions into individual case management)
Home health care: <ul style="list-style-type: none"> <li>must be medically necessary</li> <li>must be provided by a <b>participating</b> home health care agency</li> </ul>	100% after in-network deductible	100% after in-network deductible
Infusion therapy: <ul style="list-style-type: none"> <li>must be medically necessary</li> <li>must be given by a <b>participating</b> Home Infusion Therapy (HIT) provider or in a <b>participating</b> freestanding Ambulatory Infusion Center (AIC)</li> <li>may use drugs that require preauthorization-consult with your doctor</li> </ul>	100% after in-network deductible	100% after in-network deductible

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## Surgical services

Benefits	In-network	Out-of-network
Surgery-includes related surgical services and medically necessary facility services by a <b>participating</b> ambulatory surgery facility	100% after in-network deductible	80% after out-of-network deductible
Presurgical consultations	100% after in-network deductible	80% after out-of-network deductible
Voluntary sterilization for males	100% after in-network deductible	80% after out-of-network deductible
<b>Note:</b> For voluntary sterilizations for females, see " <b>Preventive care services.</b> "		
Voluntary abortions	100% after in-network deductible	80% after out-of-network deductible

## Human organ transplants

Benefits	In-network	Out-of-network
Specified human organ transplants - must be in a <b>designated</b> facility and coordinated through the BCBSM Human Organ Transplant Program (1-800-242-3504)	100% after in-network deductible	100% after in-network deductible -in designated facilities <b>only</b>
Bone marrow transplants-must be coordinated through the BCBSM Human Organ Transplant Program (1-800-242-3504)	100% after in-network deductible	80% after out-of-network deductible
Specified oncology clinical trials	100% after in-network deductible	80% after out-of-network deductible
<b>Note:</b> BCBSM covers clinical trials in compliance with PPACA.		
Kidney, cornea and skin transplants	100% after in-network deductible	80% after out-of-network deductible

## Mental health care and substance abuse treatment

Benefits	In-network	Out-of-network
<b>Inpatient</b> mental health care and <b>inpatient</b> substance treatment	100% after in-network deductible	80% after out-of-network deductible Unlimited days
Residential psychiatric treatment facility <ul style="list-style-type: none"> <li>covered mental health services <b>must</b> be performed in a residential psychiatric treatment facility</li> <li>treatment must be preauthorizd</li> <li>subject to medical criteria</li> </ul>	100% after in-network deductible	80% after out-of-network deductible
Outpatient mental health care: <ul style="list-style-type: none"> <li>Facility and clinic</li> </ul>	100% after in-network deductible	100% after in-network deductible in participating facilities <b>only</b>
<ul style="list-style-type: none"> <li>Physician's office</li> </ul>	100% after in-network deductible	80% after out-of-network deductible
Outpatient substance abuse treatment-in approved facilities <b>only</b>	100% after in-network deductible	80% after out-of-network deductible (in-network cost-sharing will apply if there is no PPO network)

## Autism spectrum disorders, diagnoses and treatment

Benefits	In-network	Out-of-network
Applied behavioral analysis (ABA) treatment-when rendered by an approved board-certified behavioral analyst-is covered through age 18, subject to preauthorization	Not covered	Not covered
<b>Note:</b> Diagnosis of an autism spectrum disorder and a treatment recommendation for ABA services must be obtained by a BCBSM approved autism evaluation center (AAEC) prior to seeking ABA treatment.		
Outpatient physical therapy, speech therapy, occupational therapy, nutritional counseling for autism spectrum disorder	Not covered	Not covered

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Benefits	In-network	Out-of-network
Other covered services, including mental health services, for autism spectrum disorder	Not covered	Not covered

## Other covered services

Benefits	In-network	Out-of-network
Outpatient Diabetes Management Program (ODMP)	100% after in-network deductible	80% after out-of-network deductible
<p><b>Note:</b> Screening services required under the provisions of PPACA are covered at 100% of approved amount with no in-network cost-sharing when rendered by an in-network provider.</p> <p><b>Note:</b> When you purchase your diabetic supplies via mail order you will lower your out-of-pocket costs.</p>		
Allergy testing and therapy	100% after in-network deductible	80% after out-of-network deductible
Chiropractic spinal manipulation and osteopathic manipulative therapy	100% after in-network deductible	80% after out-of-network deductible Limited to a <b>combined</b> 24-visit maximum per member per calendar year
Outpatient physical, speech and occupational therapy-provided for rehabilitation	100% after in-network deductible	80% after out-of-network deductible <b>Note:</b> Services at nonparticipating outpatient physical therapy facilities are not covered. Limited to a <b>combined</b> 60-visit maximum per member, per calendar year
Durable medical equipment	100% after in-network deductible	100% after in-network deductible
<p><b>Note:</b> DME items required under the provisions of PPACA are covered at 100% of approved amount with no in-network cost-sharing when rendered by an in-network provider. For a list of covered DME items required under PPACA, call BCBSM.</p>		
Prosthetic and orthotic appliances	100% after in-network deductible	100% after in-network deductible
Private duty nursing care	100% after in-network deductible	100% after in-network deductible

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**BLOOMFIELD HILLS BOARD OF ED  
A0FPF5  
67201 - All Suffixes  
007002956 - All Divisions  
Simply Blue PPO 1300/2600 HSA with Rx  
Effective Date: January 1, 2017  
Benefits-at-a-glance**

This is intended as an easy-to-read summary and provides only a general overview of your benefits. It is not a contract. Additional limitations and exclusions may apply. Payment amounts are based on BCBSM's approved amount, less any applicable deductible and/or copay/coinsurance. For a complete description of benefits please see the applicable BCBSM certificates and riders, if your group is underwritten or any other plan documents your group uses, if your group is self-funded. If there is a discrepancy between this Benefits-at-a-Glance and any applicable plan document, the plan document will control.

**Specialty Pharmaceutical Drugs** - The mail order pharmacy for **specialty drugs** is Walgreens Specialty Pharmacy, LLC, an independent company. Specialty prescription drugs (such as Enbrel® and Humira® ) are used to treat complex conditions such as rheumatoid arthritis, multiple sclerosis and cancer. These drugs require special handling, administration or monitoring. Walgreens Specialty Pharmacy will handle mail order prescriptions only for specialty drugs while many in-network retail pharmacies will continue to dispense specialty drugs (check with your local pharmacy for availability). Other mail order prescription medications can continue to be sent to Express Scripts. (Express Scripts is an independent company providing pharmacy benefit services for Blues members.) A list of specialty drugs is available on our Web site at [bcbsm.com/pharmacy](http://bcbsm.com/pharmacy). If you have any questions, please call Walgreens Specialty Pharmacy customer service at 1-866-515-1355.

We will not pay for more than a 30-day supply of a covered prescription drug that BCBSM defines as a "specialty pharmaceutical" whether or not the drug is obtained from a 90-Day Retail Network provider or mail-order provider. We may make exceptions if a member requires more than a 30-day supply. BCBSM reserves the right to limit the quantity of select specialty drugs to no more than a 15-day supply for each fill. Your copay/coinsurance will be reduced by one-half for each fill once applicable deductibles have been met.

Select Controlled Substance Drugs - BCBSM will limit the initial fill of select controlled substances to a 15-day supply. The member will be responsible for only one-half of their cost-sharing requirement typically imposed on a 30-day fill. Subsequent fills of the same medication will be eligible to be filled as prescribed, subject to the applicable cost-sharing requirement. Select controlled substances affected by this prescription drug requirement are available online at [bcbsm.com/pharmacy](http://bcbsm.com/pharmacy).

**Member's responsibility (copays and coinsurance amounts)**

**Your Simply Blue HSA prescription drug benefits, including mail order drugs, are subject to the same deductible and same annual out-of-pocket maximum required under your Simply Blue HSA medical coverage.** Benefits are not payable until after you have met the Simply Blue HSA annual deductible. After you have satisfied the deductible you are required to pay applicable prescription drug copays and coinsurance amounts which are subject to your annual out-of-pocket maximums.

**Note:** The following prescription drug expenses will not apply to your Simply Blue HSA deductible or annual out-of-pocket maximum:

- any difference between the Maximum Allowable Cost and BCBSM's approved amount for a covered brand name drug
- the 20% member liability for covered drugs obtained from an out-of-network pharmacy

Benefits	90-day retail network pharmacy	* In-network mail order provider	In-network pharmacy (not part of the 90-day retail network)	Out-of-network pharmacy
Tier 1 - Generic or select prescribed over-the-counter drugs	1 to 30-day period After deductible is met, you pay \$5 copay	After deductible is met, you pay \$5 copay	After deductible is met, you pay \$5 copay	After deductible is met, you pay \$5 copay plus an additional 20% of the BCBSM approved amount

Benefits		90-day retail network pharmacy	* In-network mail order provider	In-network pharmacy (not part of the 90-day retail network)	Out-of-network pharmacy
	31 to 83-day period	No coverage	After deductible is met, you pay \$10 copay	No coverage	No coverage
	84 to 90-day period	After deductible is met, you pay \$10 copay	After deductible is met, you pay \$10 copay	No coverage	No coverage
Tier 2 - Preferred brand-name drugs	1 to 30-day period	After deductible is met, you pay \$25 copay	After deductible is met, you pay \$25 copay	After deductible is met, you pay \$25 copay	After deductible is met, you pay \$25 copay plus an additional 20% of the BCBSM approved amount
	31 to 83-day period	No coverage	After deductible is met, you pay \$50 copay	No coverage	No coverage
	84 to 90-day period	After deductible is met, you pay \$50 copay	After deductible is met, you pay \$50 copay	No coverage	No coverage
Tier 3 - Nonpreferred brand-name drugs	1 to 30-day period	After deductible is met, you pay \$50 copay	After deductible is met, you pay \$50 copay	After deductible is met, you pay \$50 copay	After deductible is met, you pay \$50 copay plus an additional 20% of the BCBSM approved amount
	31 to 83-day period	No coverage	After deductible is met, you pay \$100 copay	No coverage	No coverage
	84 to 90-day period	After deductible is met, you pay \$100 copay	After deductible is met, you pay \$100 copay	No coverage	No coverage

**Note:** Over-the-counter (OTC) drugs are drugs that do not require a prescription under federal law. They are identified by BCBSM as select prescription drugs. A prescription for the select OTC drug is required from the member's physician. In some cases, over-the-counter drugs may need to be tried before BCBSM will approve use of other drugs \* BCBSM will not pay for drugs obtained from out-of-network mail order providers, including Internet providers.

Covered services				
Benefits	90-day retail network pharmacy	* In-network mail order provider	In-network pharmacy (not part of the 90-day retail network)	Out-of-network pharmacy
FDA-approved drugs	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance plus an additional 20% prescription drug out-of-network penalty
Prescribed over-the-counter drugs - when covered by BCBSM	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance plus an additional 20% prescription drug out-of-network penalty
State-controlled drugs	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance plus an additional 20% prescription drug out-of-network penalty

Benefits	90-day retail network pharmacy	* In-network mail order provider	In-network pharmacy (not part of the 90-day retail network)	Out-of-network pharmacy
FDA-approved <b>generic</b> and <b>select brand-name</b> prescription preventive drugs, supplements and vitamins as required by PPACA	100% of approved amount	100% of approved amount	100% of approved amount	80% of approved amount
Other FDA-approved <b>brand-name</b> prescription preventive drugs, supplements and vitamins as required by PPACA	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance plus an additional 20% prescription drug out-of-network penalty
Adult and childhood select preventive immunizations as recommended by the USPSTF, ACIP, HRSA or other sources as recognized by BCBSM that are in compliance with the provisions of the Patient Protection and Affordable Care Act	100% of approved amount	Not covered	100% of approved amount	80% of approved amount
FDA-approved <b>generic</b> and <b>select brand name</b> prescription contraceptive medication (non-self-administered drugs are not covered)	100% of approved amount	100% of approved amount	100% of approved amount	80% of approved amount
Other FDA-approved <b>brand name</b> prescription contraceptive medication (non-self-administered drugs are not covered)	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance <b>plus</b> an additional 20% prescription drug out-of-network penalty
Disposable needles and syringes - when dispensed with insulin or other covered injectable legend drugs  <b>Note:</b> Needles and syringes have no copay/coinsurance.	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance for the insulin or other covered injectable legend drug	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance for the insulin or other covered injectable legend drug	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance for the insulin or other covered injectable legend drug	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance plus an additional 20% prescription drug out-of-network penalty for insulin or other covered injectable legend drug

\* BCBSM will not pay for drugs obtained from out-of-network mail order providers, including Internet providers.

## Features of your prescription drug plan

<p>Custom Drug List</p>	<p>A continually updated list of FDA-approved medications that represent each therapeutic class. The drugs on the list are chosen by the BCBSM Pharmacy and Therapeutics Committee for their effectiveness, safety, uniqueness and cost efficiency. The goal of the drug list is to provide members with the greatest therapeutic value at the lowest possible cost.</p> <ul style="list-style-type: none"> <li><b>Tier 1 (generic)</b> - Tier 1 includes generic drugs made with the same active ingredients, available in the same strengths and dosage forms, and administered in the same way as equivalent brand-name drugs. They also require the lowest copay/coinsurance, making them the most cost-effective option for the treatment.</li> <li><b>Tier 2 (preferred brand)</b> - Tier 2 includes brand-name drugs from the Custom Drug List. Preferred brand name drugs are also safe and effective, but require a higher copay/coinsurance.</li> <li><b>Tier 3 (nonpreferred brand)</b> - Tier 3 contains brand-name drugs not included in Tier 2. These drugs may not have a proven record for safety or as high of a clinical value as Tier 1 or Tier 2 drugs. Members pay the highest copay/coinsurance for these drugs.</li> </ul>
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## Features of your prescription drug plan

Prior authorization/step therapy	A process that requires a physician to obtain approval from BCBSM <b>before</b> select prescription drugs (drugs identified by BCBSM as requiring preauthorization) will be covered. <b>Step Therapy</b> , an initial step in the "Prior Authorization" process, applies criteria to select drugs to determine if a less costly prescription drug may be used for the same drug therapy. Some over-the-counter medications may be covered under step therapy guidelines. This also applies to mail order drugs. Claims that do not meet Step Therapy criteria require preauthorization. Details about which drugs require preauthorization or step therapy are available online site at <a href="http://bcbsm.com/pharmacy">bcbsm.com/pharmacy</a> .
Drug interchange and generic copay/ coinsurance waiver	BCBSM's drug interchange and generic copay/ coinsurance waiver programs encourage physicians to prescribe a less-costly generic equivalent.  If your physician rewrites your prescription for the recommended generic or OTC alternate drug, you will only have to pay a generic copay/ coinsurance. In select cases BCBSM may waive the initial copay/ coinsurance after your prescription has been rewritten. BCBSM will notify you if you are eligible for a waiver.
Mandatory maximum allowable cost drugs	If your prescription is filled by any type of network pharmacy, and the pharmacist fills it with a brand-name drug for which a generic equivalent is available, you <b>MUST</b> pay the <b>difference</b> in cost between the BCBSM approved amount for the brand-name drug dispensed and the maximum allowable cost for the generic drug <b>plus</b> your applicable copay regardless of whether you or your physician requests the brand name drug. <b>Exception:</b> If your physician requests and receives authorization for a nonformulary brand-name drug with a generic equivalent from BCBSM and writes "Dispense as Written" or "DAW" on the prescription order, You pay only your applicable copay. <b>Note:</b> This MAC difference will not be applied toward your annual in-network deductible, nor your annual coinsurance/copay maximum.
Quantity limits	To stay consistent with FDA approved labeling for drugs, some medications may have quantity limits.



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**Bloomfield Hills Bd Of ED**  
**A0PMX7**  
**007002956**  
**Simply Blue PPO 2000/4000 HSA with Rx**  
**Effective Date: January 1, 2017**  
**Benefits-at-a-glance**

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**Preauthorization for Specialty Services** - Services listed in this BAAG are covered when provided in accordance with Certificate requirements and, when require, are preauthorized or approved by BCBSM except in an emergency

**Note:** A list of services that require approval **before** they are provided is available online at [bcbsm.com/importantinfo](http://bcbsm.com/importantinfo). Select **Approving covered services**.

Pricing information for various procedures by in-network providers can be obtained by calling the customer service number listed on the back of your BCBSM ID card and providing the procedure code. Your provider can also provide this information upon request.

**Preauthorization for Specialty Pharmaceuticals** - BCBSM will pay for FDA-approved specialty pharmaceuticals that meet BCBSM's medical policy criteria for treatment of the condition. The prescribing physician must contact BCBSM to request preauthorization of the drugs. **If preauthorization is not sought, BCBSM will deny the claim and all charges will be the member's responsibility.**

Specialty pharmaceuticals are biotech drugs including high cost infused, injectable, oral and other drugs related to specialty disease categories or other categories. BCBSM determines which specific drugs are payable. This may include medications to treat asthma, rheumatoid arthritis, multiple sclerosis, and many other disease as well as chemotherapy drugs used in the treatment of cancer, but excludes injectable insulin.

Blue Cross provides administrative claims services only. Your employer or plan sponsor is financially responsible for claims.

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## Member's responsibility (deductibles, copays, coinsurance and dollar maximums)

**Note:** If an in-network provider refers you to an out-of-network provider, all covered services obtained from that out-of-network provider will be subject to applicable out-of-network cost-sharing.

Benefits	In-network	Out-of-network
<b>Deductibles</b>  <b>Note:</b> Your deductible <b>combines</b> deductible amounts paid under your Simply Blue HSA medical coverage <b>and</b> your Simply Blue prescription drug coverage.  <b>Note:</b> The full family deductible <b>must</b> be met under a two-person or family contract before benefits are paid for any person on the contract.	\$2,000 for a one-person contract or \$4,000 for a family contract (2 or more members) each calendar year <b>(no 4th quarter carry-over)</b>	\$4,000 for a one-person contract or \$8,000 for a family contract (2 or more members) each calendar year <b>(no 4th quarter carry-over)</b>
<b>Flat-dollar copays</b>	See "Prescription Drugs" section	See "Prescription Drugs" section
<b>Coinsurance amounts (percent copays)</b>  <b>Note:</b> Coinsurance amounts apply once the deductible has been met.	None	20% of approved amount for most covered services
<b>Annual out-of-pocket maximums</b> -applies to deductibles and coinsurance amounts for all covered services - including prescription drug cost-sharing amounts	\$3,000 for a one-person contract or \$6,000 for a family contract (2 or more members) each calendar year	\$6,000 for a one-person contract or \$12,000 for a family contract (2 or more members) each calendar year
<b>Lifetime dollar maximum</b>	None	

## Preventive care services

Benefits	In-network	Out-of-network
Health maintenance exam-includes chest x-ray, EKG, cholesterol screening and other select lab procedures	100% (no deductible or copay/coinsurance), one per member per calendar year  <b>Note:</b> Additional well-women visits may be allowed based on medical necessity.	Not covered
Gynecological exam	100% (no deductible or copay/coinsurance), one per member per calendar year  <b>Note:</b> Additional well-women visits may be allowed based on medical necessity.	Not covered
Pap smear screening- laboratory and pathology services	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Voluntary sterilizations for females	100% (no deductible or copay/coinsurance)	80% after out-of-network deductible
Prescription contraceptive devices-includes insertion and removal of an intrauterine device by a licensed physician	100% (no deductible or copay/coinsurance)	80% after out-of-network deductible
Contraceptive injections	100% (no deductible or copay/coinsurance)	80% after out-of-network deductible

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Benefits	In-network	Out-of-network
Well-baby and child care visits	100% (no deductible or copay/coinsurance) <ul style="list-style-type: none"> <li>• 8 visits, birth through 12 months</li> <li>• 6 visits, 13 months through 23 months</li> <li>• 6 visits, 24 months through 35 months</li> <li>• 2 visits, 36 months through 47 months</li> <li>• Visits beyond 47 months are limited to one per member per calendar year under the health maintenance exam benefit</li> </ul>	Not covered
Adult and childhood preventive services and immunizations as recommended by the USPSTF, ACIP, HRSA or other sources as recognized by BCBSM that are in compliance with the provisions of the Patient Protection and Affordable Care Act	100% (no deductible or copay/coinsurance)	Not covered
Fecal occult blood screening	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Flexible sigmoidoscopy exam	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Prostate specific antigen (PSA) screening	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Routine mammogram and related reading	100% (no deductible or copay/coinsurance)  <b>Note:</b> Subsequent medically necessary mammograms performed during the <b>same</b> calendar year are subject to your deductible and coinsurance.	80% after out-of-network deductible  <b>Note:</b> Out-of-network readings and interpretations are payable only when the screening mammogram itself is performed by an in-network provider.
		One per member per calendar year
Routine screening colonoscopy	100% (no deductible or copay/coinsurance) for routine colonoscopy  <b>Note:</b> Medically necessary colonoscopies performed during the <b>same</b> calendar year are subject to your deductible and coinsurance.	80% after out-of-network deductible
		One routine colonoscopy per member per calendar year

## Physician office services

Benefits	In-network	Out-of-network
Office visits - must be medically necessary	100% after in-network deductible	80% after out-of-network deductible
Outpatient and home medical care visits - must be medically necessary	100% after in-network deductible	80% after out-of-network deductible
Office consultations - must be medically necessary	100% after in-network deductible	80% after out-of-network deductible
Urgent care visits - must be medically necessary	100% after in-network deductible	80% after out-of-network deductible

## Emergency medical care

Benefits	In-network	Out-of-network
Hospital emergency room	100% after in-network deductible	100% after in-network deductible

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Benefits	In-network	Out-of-network
Ambulance services - must be medically necessary	100% after in-network deductible	100% after in-network deductible

## Diagnostic services

Benefits	In-network	Out-of-network
Laboratory and pathology services	100% after in-network deductible	80% after out-of-network deductible
Diagnostic tests and x-rays	100% after in-network deductible	80% after out-of-network deductible
Therapeutic radiology	100% after in-network deductible	80% after out-of-network deductible

## Maternity services provided by a physician or certified nurse midwife

Benefits	In-network	Out-of-network
Prenatal care visits	100% (no deductible or copay/coinsurance)	80% after out-of-network deductible
Postnatal care	100% after in-network deductible	80% after out-of-network deductible
Delivery and nursery care	100% after in-network deductible	80% after out-of-network deductible

## Hospital care

Benefits	In-network	Out-of-network
Semiprivate room, inpatient physician care, general nursing care, hospital services and supplies	100% after in-network deductible	80% after out-of-network deductible Unlimited days

**Note:** Nonemergency services must be rendered in a **participating** hospital.

Inpatient consultations	100% after in-network deductible	80% after out-of-network deductible
Chemotherapy	100% after in-network deductible	80% after out-of-network deductible

## Alternatives to hospital care

Benefits	In-network	Out-of-network
Skilled nursing care- must be in a <b>participating</b> skilled nursing facility	100% after in-network deductible	100% after in-network deductible Limited to a maximum of 120 days per member per calendar year
Hospice care	100% after in-network deductible	100% after in-network deductible Up to 28 pre-hospice counseling visits before electing hospice services; when elected, four 90-day periods-provided through a <b>participating</b> hospice program <b>only</b> ; limited to dollar maximum that is reviewed and adjusted periodically (after reaching dollar maximum, member transitions into individual case management)
Home health care: <ul style="list-style-type: none"> <li>must be medically necessary</li> <li>must be provided by a <b>participating</b> home health care agency</li> </ul>	100% after in-network deductible	100% after in-network deductible
Infusion therapy: <ul style="list-style-type: none"> <li>must be medically necessary</li> <li>must be given by a <b>participating</b> Home Infusion Therapy (HIT) provider or in a <b>participating</b> freestanding Ambulatory Infusion Center (AIC)</li> <li>may use drugs that require preauthorization-consult with your doctor</li> </ul>	100% after in-network deductible	100% after in-network deductible

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## Surgical services

Benefits	In-network	Out-of-network
Surgery-includes related surgical services and medically necessary facility services by a <b>participating</b> ambulatory surgery facility	100% after in-network deductible	80% after out-of-network deductible
Presurgical consultations	100% after in-network deductible	80% after out-of-network deductible
Voluntary sterilization for males	100% after in-network deductible	80% after out-of-network deductible
<b>Note:</b> For voluntary sterilizations for females, see " <b>Preventive care services.</b> "		
Voluntary abortions	100% after in-network deductible	80% after out-of-network deductible

## Human organ transplants

Benefits	In-network	Out-of-network
Specified human organ transplants - must be in a <b>designated</b> facility and coordinated through the BCBSM Human Organ Transplant Program (1-800-242-3504)	100% after in-network deductible	100% after in-network deductible -in designated facilities <b>only</b>
Bone marrow transplants-must be coordinated through the BCBSM Human Organ Transplant Program (1-800-242-3504)	100% after in-network deductible	80% after out-of-network deductible
Specified oncology clinical trials	100% after in-network deductible	80% after out-of-network deductible
<b>Note:</b> BCBSM covers clinical trials in compliance with PPACA.		
Kidney, cornea and skin transplants	100% after in-network deductible	80% after out-of-network deductible

## Mental health care and substance abuse treatment

Benefits	In-network	Out-of-network
<b>Inpatient</b> mental health care and <b>inpatient</b> substance treatment	100% after in-network deductible	80% after out-of-network deductible Unlimited days
Residential psychiatric treatment facility <ul style="list-style-type: none"> <li>covered mental health services <b>must</b> be performed in a residential psychiatric treatment facility</li> <li>treatment must be preauthorizd</li> <li>subject to medical criteria</li> </ul>	100% after in-network deductible	80% after out-of-network deductible
Outpatient mental health care: <ul style="list-style-type: none"> <li>Facility and clinic</li> </ul>	100% after in-network deductible	100% after in-network deductible in participating facilities <b>only</b>
<ul style="list-style-type: none"> <li>Physician's office</li> </ul>	100% after in-network deductible	80% after out-of-network deductible
Outpatient substance abuse treatment-in approved facilities <b>only</b>	100% after in-network deductible	80% after out-of-network deductible (in-network cost-sharing will apply if there is no PPO network)

## Autism spectrum disorders, diagnoses and treatment

Benefits	In-network	Out-of-network
Applied behavioral analysis (ABA) treatment-when rendered by an approved board-certified behavioral analyst-is covered through age 18, subject to preauthorization	Not covered	Not covered
<b>Note:</b> Diagnosis of an autism spectrum disorder and a treatment recommendation for ABA services must be obtained by a BCBSM approved autism evaluation center (AAEC) prior to seeking ABA treatment.		
Outpatient physical therapy, speech therapy, occupational therapy, nutritional counseling for autism spectrum disorder	Not covered	Not covered

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Benefits	In-network	Out-of-network
Other covered services, including mental health services, for autism spectrum disorder	Not covered	Not covered

## Other covered services

Benefits	In-network	Out-of-network
Outpatient Diabetes Management Program (ODMP)	100% after in-network deductible	80% after out-of-network deductible
<p><b>Note:</b> Screening services required under the provisions of PPACA are covered at 100% of approved amount with no in-network cost-sharing when rendered by an in-network provider.</p> <p><b>Note:</b> When you purchase your diabetic supplies via mail order you will lower your out-of-pocket costs.</p>		
Allergy testing and therapy	100% after in-network deductible	80% after out-of-network deductible
Chiropractic spinal manipulation and osteopathic manipulative therapy	100% after in-network deductible	80% after out-of-network deductible Limited to a <b>combined</b> 24-visit maximum per member per calendar year
Outpatient physical, speech and occupational therapy-provided for rehabilitation	100% after in-network deductible	80% after out-of-network deductible <b>Note:</b> Services at nonparticipating outpatient physical therapy facilities are not covered. Limited to a <b>combined</b> 60-visit maximum per member per calendar year
Durable medical equipment	100% after in-network deductible	100% after in-network deductible
<p><b>Note:</b> DME items required under the provisions of PPACA are covered at 100% of approved amount with no in-network cost-sharing when rendered by an in-network provider. For a list of covered DME items required under PPACA, call BCBSM.</p>		
Prosthetic and orthotic appliances	100% after in-network deductible	100% after in-network deductible
Private duty nursing care	100% after in-network deductible	100% after in-network deductible

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**Bloomfield Hills Bd Of ED  
A0PMX7  
007002956  
Simply Blue PPO 2000/4000 HSA with Rx  
Effective Date: January 1, 2017  
Benefits-at-a-glance**

This is intended as an easy-to-read summary and provides only a general overview of your benefits. It is not a contract. Additional limitations and exclusions may apply. Payment amounts are based on BCBSM's approved amount, less any applicable deductible and/or copay/coinsurance. For a complete description of benefits please see the applicable BCBSM certificates and riders, if your group is underwritten or any other plan documents your group uses, if your group is self-funded. If there is a discrepancy between this Benefits-at-a-Glance and any applicable plan document, the plan document will control.

**Specialty Pharmaceutical Drugs** - The mail order pharmacy for **specialty drugs** is Walgreens Specialty Pharmacy, LLC, an independent company. Specialty prescription drugs (such as Enbrel® and Humira® ) are used to treat complex conditions such as rheumatoid arthritis, multiple sclerosis and cancer. These drugs require special handling, administration or monitoring. Walgreens Specialty Pharmacy will handle mail order prescriptions only for specialty drugs while many in-network retail pharmacies will continue to dispense specialty drugs (check with your local pharmacy for availability). Other mail order prescription medications can continue to be sent to Express Scripts. (Express Scripts is an independent company providing pharmacy benefit services for Blues members.) A list of specialty drugs is available on our Web site at [bcbsm.com/pharmacy](http://bcbsm.com/pharmacy). If you have any questions, please call Walgreens Specialty Pharmacy customer service at 1-866-515-1355.

We will not pay for more than a 30-day supply of a covered prescription drug that BCBSM defines as a "specialty pharmaceutical" whether or not the drug is obtained from a 90-Day Retail Network provider or mail-order provider. We may make exceptions if a member requires more than a 30-day supply. BCBSM reserves the right to limit the quantity of select specialty drugs to no more than a 15-day supply for each fill. Your copay/coinsurance will be reduced by one-half for each fill once applicable deductibles have been met.

Select Controlled Substance Drugs - BCBSM will limit the initial fill of select controlled substances to a 15-day supply. The member will be responsible for only one-half of their cost-sharing requirement typically imposed on a 30-day fill. Subsequent fills of the same medication will be eligible to be filled as prescribed, subject to the applicable cost-sharing requirement. Select controlled substances affected by this prescription drug requirement are available online at [bcbsm.com/pharmacy](http://bcbsm.com/pharmacy).

**Member's responsibility (copays and coinsurance amounts)**

**Your Simply Blue HSA prescription drug benefits, including mail order drugs, are subject to the same deductible and same annual out-of-pocket maximum required under your Simply Blue HSA medical coverage.** Benefits are not payable until after you have met the Simply Blue HSA annual deductible. After you have satisfied the deductible you are required to pay applicable prescription drug copays and coinsurance amounts which are subject to your annual out-of-pocket maximums.

**Note:** The following prescription drug expenses will not apply to your Simply Blue HSA deductible or annual out-of-pocket maximum:

- any difference between the Maximum Allowable Cost and BCBSM's approved amount for a covered brand name drug
- the 20% member liability for covered drugs obtained from an out-of-network pharmacy

Benefits	90-day retail network pharmacy	* In-network mail order provider	In-network pharmacy (not part of the 90-day retail network)	Out-of-network pharmacy
Tier 1 - Generic or select prescribed over-the-counter drugs	1 to 30-day period After deductible is met, you pay \$5 copay	After deductible is met, you pay \$5 copay	After deductible is met, you pay \$5 copay	After deductible is met, you pay \$5 copay plus an additional 20% of BCBSM approved amount for the drug

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Benefits		90-day retail network pharmacy	* In-network mail order provider	In-network pharmacy (not part of the 90-day retail network)	Out-of-network pharmacy
	31 to 83-day period	No coverage	After deductible is met, you pay \$10 copay	No coverage	No coverage
	84 to 90-day period	After deductible is met, you pay \$10 copay	After deductible is met, you pay \$10 copay	No coverage	No coverage
Tier 2 - Preferred brand-name drugs	1 to 30-day period	After deductible is met, you pay \$25 copay	After deductible is met, you pay \$25 copay	After deductible is met, you pay \$25 copay	After deductible is met, you pay \$25 copay plus an additional 20% of BCBSM approved amount for the drug
	31 to 83-day period	No coverage	After deductible is met, you pay \$50 copay	No coverage	No coverage
	84 to 90-day period	After deductible is met, you pay \$50 copay	After deductible is met, you pay \$50 copay	No coverage	No coverage
Tier 3 - Nonpreferred brand-name drugs	1 to 30-day period	After deductible is met, you pay \$50 copay	After deductible is met, you pay \$50 copay	After deductible is met, you pay \$50 copay	After deductible is met, you pay \$50 copay plus an additional 20% of BCBSM approved amount for the drug
	31 to 83-day period	No coverage	After deductible is met, you pay \$100 copay	No coverage	No coverage
	84 to 90-day period	After deductible is met, you pay \$100 copay	After deductible is met, you pay \$100 copay	No coverage	No coverage

**Note:** Over-the-counter (OTC) drugs are drugs that do not require a prescription under federal law. They are identified by BCBSM as select prescription drugs. A prescription for the select OTC drug is required from the member's physician. In some cases, over-the-counter drugs may need to be tried before BCBSM will approve use of other drugs \* BCBSM will not pay for drugs obtained from out-of-network mail order providers, including Internet providers.

## Covered services

Benefits	90-day retail network pharmacy	* In-network mail order provider	In-network pharmacy (not part of the 90-day retail network)	Out-of-network pharmacy
FDA-approved drugs	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance plus an additional 20% prescription drug out-of-network penalty
Prescribed over-the-counter drugs - when covered by BCBSM	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance plus an additional 20% prescription drug out-of-network penalty
State-controlled drugs	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance plus an additional 20% prescription drug out-of-network penalty

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Benefits	90-day retail network pharmacy	* In-network mail order provider	In-network pharmacy (not part of the 90-day retail network)	Out-of-network pharmacy
FDA-approved <b>generic</b> and <b>select brand-name</b> prescription preventive drugs, supplements and vitamins as required by PPACA (non-self-administered drugs are not covered)	100% of approved amount	100% of approved amount	100% of approved amount	80% of approved amount
Other FDA-approved <b>brand-name</b> prescription preventive drugs, supplements and vitamins as required by PPACA (non-self-administered drugs are not covered)	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance plus an additional 20% prescription drug out-of-network penalty
FDA-approved <b>generic</b> and <b>select brand name</b> prescription contraceptive medication (non-self-administered drugs are not covered)	100% of approved amount	100% of approved amount	100% of approved amount	80% of approved amount
Other FDA-approved <b>brand name</b> prescription contraceptive medication (non-self-administered drugs are not covered)	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance <b>plus</b> an additional 20% prescription drug out-of-network penalty
Disposable needles and syringes - when dispensed with insulin or other covered injectable legend drugs  <b>Note:</b> Needles and syringes have no copay/coinsurance.	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance for the insulin or other covered injectable legend drug	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance for the insulin or other covered injectable legend drug	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance for the insulin or other covered injectable legend drug	Subject to Simply Blue HSA medical deductible and prescription drug copay/coinsurance plus an additional 20% prescription drug out-of-network penalty for insulin or other covered injectable legend drug

\* BCBSM will not pay for drugs obtained from out-of-network mail order providers, including Internet providers.

## Features of your prescription drug plan

Custom Drug List	<p>A continually updated list of FDA-approved medications that represent each therapeutic class. The drugs on the list are chosen by the BCBSM Pharmacy and Therapeutics Committee for their effectiveness, safety, uniqueness and cost efficiency. The goal of the drug list is to provide members with the greatest therapeutic value at the lowest possible cost.</p> <ul style="list-style-type: none"> <li>• <b>Tier 1 (generic)</b> - Tier 1 includes generic drugs made with the same active ingredients, available in the same strengths and dosage forms, and administered in the same way as equivalent brand-name drugs. They also require the lowest copay/coinsurance, making them the most cost-effective option for the treatment.</li> <li>• <b>Tier 2 (preferred brand)</b> - Tier 2 includes brand-name drugs from the Custom Drug List. Preferred brand name drugs are also safe and effective, but require a higher copay/coinsurance.</li> <li>• <b>Tier 3 (nonpreferred brand)</b> - Tier 3 contains brand-name drugs not included in Tier 2. These drugs may not have a proven record for safety or as high of a clinical value as Tier 1 or Tier 2 drugs. Members pay the highest copay/coinsurance for these drugs.</li> </ul>
Prior authorization/step therapy	<p>A process that requires a physician to obtain approval from BCBSM <b>before</b> select prescription drugs (drugs identified by BCBSM as requiring preauthorization) will be covered. <b>Step Therapy</b>, an initial step in the "Prior Authorization" process, applies criteria to select drugs to determine if a less costly prescription drug may be used for the same drug therapy. Some over-the-counter medications may be covered under step therapy guidelines. This also applies to mail order drugs. Claims that do not meet Step Therapy criteria require preauthorization. Details about which drugs require preauthorization or step therapy are available online site at <a href="http://bcbsm.com/pharmacy">bcbsm.com/pharmacy</a>.</p>

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## Features of your prescription drug plan

Drug interchange and generic copay/ coinsurance waiver	BCBSM's drug interchange and generic copay/ coinsurance waiver programs encourage physicians to prescribe a less-costly generic equivalent.  If your physician rewrites your prescription for the recommended generic or OTC alternate drug, you will only have to pay a generic copay/ coinsurance. In select cases BCBSM may waive the initial copay/ coinsurance after your prescription has been rewritten. BCBSM will notify you if you are eligible for a waiver.
Mandatory maximum allowable cost drugs	If your prescription is filled by any type of network pharmacy, and the pharmacist fills it with a brand-name drug for which a generic equivalent is available, you <b>MUST</b> pay the <b>difference</b> in cost between the BCBSM approved amount for the brand-name drug dispensed and the maximum allowable cost for the generic drug <b>plus</b> your applicable copay regardless of whether you or your physician requests the brand name drug. <b>Exception:</b> If your physician requests and receives authorization for a nonformulary brand-name drug with a generic equivalent from BCBSM and writes "Dispense as Written" or "DAW" on the prescription order, You pay only your applicable copay. <b>Note:</b> This MAC difference will not be applied toward your annual in-network deductible, nor your annual coinsurance/copay maximum.
Quantity limits	To stay consistent with FDA approved labeling for drugs, some medications may have quantity limits.



## BCN HSA<sup>SM</sup> HMO \$1,350 High Deductible Health Plan for Medical and Prescription Drug Coverage

This is intended as an easy-to-read summary and provides only a general overview of your benefits. **It is not a contract.** Additional limitations and exclusions may apply to covered services. For a complete description of benefits, please see the applicable Blue Care Network certificate and riders. Payment amounts are based on the Blue Care Network approved amount, less any applicable deductible, coinsurance and/or copay amounts required by the plan. If there is a discrepancy between this Benefits-at-a-Glance and any applicable plan documents, the plan document will control. This coverage is provided pursuant to a contract entered into in the State of Michigan and shall be construed under the jurisdiction and according to the laws of the State of Michigan. Services must be provided or arranged by member's primary care physician or health plan.

### Member's Responsibility: Deductible, Copays, Coinsurance and Dollar Maximums

**Note:** The **Deductible** will apply to certain services as defined below.

<b>Deductible</b> <b>Note:</b> deductible is combined for both medical and prescription drug coverage. The full family deductible <b>must</b> be met under a two-person or family contract before benefits are paid for any person on the contract	\$1,350 per member, \$2,700 per contract per calendar year
<b>Fixed Dollar Copay</b> <b>Note:</b> Copay amounts apply once the deductible has been met	None
<b>Coinsurance</b> <b>Note:</b> Coinsurance amounts apply once the deductible has been met	0% and 50% for select services as noted below
<b>Out of Pocket Maximum</b> – total amount paid toward medical and pharmacy services including deductible, copays and coinsurance.	\$2,350 per member, \$4,700 per contract per calendar year
<b>Lifetime dollar maximum</b>	None

### Preventive Services

Health Maintenance Exam	Covered – 100%
Annual Gynecological Exam	Covered – 100%
Pap Smear Screening – laboratory services only	Covered – 100%
Well-Baby and Child Care	Covered – 100%
Immunizations – pediatric and adult	Covered – 100%
Prostate Specific Antigen (PSA) Screening – laboratory services only	Covered – 100%
Routine colonoscopy	Covered – 100%
Mammography Screening	Covered – 100%
Voluntary Female Sterilization	Covered – 100%
Breast Pumps	Covered – 100%
Maternity Pre-Natal Care	Covered – 100%

### Physician Office Services

PCP Office Visits	Covered – 100% after deductible
Consulting Specialist Care – when referred	Covered – 100% after deductible

### Emergency Medical Care

Hospital Emergency Room	Covered – 100% after deductible
Urgent Care Center	Covered – 100% after deductible
Ambulance Services – medically necessary	Covered – 100% after deductible



### Diagnostic Services

Laboratory and Pathology Tests	Covered – 100% after deductible
Diagnostic Tests and X-rays	Covered – 100% after deductible
Radiation Therapy	Covered – 100% after deductible

### Maternity Services Provided by a Physician

Post-Natal Care. See Preventive Services section for Pre-Natal Care	Covered – 100%
Delivery and Nursery Care	Covered – 100% after deductible

### Hospital Care

General Nursing Care, Hospital Services and Supplies	Covered – 100% after deductible
Outpatient Surgery – see member certificate for specific surgical coinsurance	Covered – 100% after deductible

### Alternatives to Hospital Care

Skilled Nursing Care	Covered – 100% after deductible up to 45 days per calendar year
Hospice Care	Covered – 100% after deductible
Home Health Care	Covered – 100% after deductible

### Surgical Services

Surgery – includes all related surgical services and anesthesia.	Covered – 100% after deductible
Voluntary Male Sterilization – See Preventive Services section for voluntary female sterilization	Covered – Male - 50% after deductible
Elective Abortion (One procedure per two year period of membership)	Covered - 50% after deductible
Human Organ Transplants (subject to medical criteria)	Covered – 100% after deductible
Reduction Mammoplasty (subject to medical criteria)	Covered – 50% after deductible
Male Mastectomy (subject to medical criteria)	Covered – 50% after deductible
Temporomandibular Joint Syndrome (subject to medical criteria)	Covered – 50% after deductible
Orthognathic Surgery (subject to medical criteria)	Covered – 50% after deductible
Weight Reduction Procedures (subject to medical criteria) – Limited to one procedure per lifetime	Covered – 50% after deductible

### Mental Health Care and Substance Abuse Treatment

Inpatient Mental Health Care	Covered – 100% after deductible
Inpatient Substance Abuse Care	Covered – 100% after deductible
Outpatient Mental Health Care	Covered – 100% after deductible
Outpatient Substance Abuse Care	Covered – 100% after deductible

### Autism Spectrum Disorders, Diagnoses and Treatment

Applied behavioral analyses (ABA) treatment	Covered – 100% after deductible
Outpatient physical therapy, speech therapy, occupational therapy, nutritional counseling for autism spectrum disorder through age 18  Physical, speech and occupational therapy for autism spectrum disorder is unlimited.	Covered – 100% after deductible
Other covered services, including mental health services, for Autism Spectrum Disorder	See your outpatient mental health benefit and medical office visit benefit



**Blue Care  
Network  
of Michigan**

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

### Other Services

Allergy Testing and Therapy	Covered - 100% after deductible
Allergy office visits	Covered - 100% after deductible
Allergy Injections	Covered - 100% after deductible
Chiropractic Spinal Manipulation - when referred	Covered - 100% after deductible; up to 30 visits per calendar year
Outpatient Therapy/Rehabilitation - subject to meaningful improvement within 60 days	Covered - 100% after deductible; limited to a benefit maximum of 60 consecutive days per calendar year
Infertility Counseling and Treatment (excluding In-vitro fertilization)	Covered - 50% after deductible
Durable Medical Equipment	Covered - 50% after deductible
Prosthetic and Orthotic Appliances	Covered - 50% after deductible
Diabetic Supplies	Covered - 100% after deductible

HDHPLG, 1350HD, 23500M, VACR50



## High Deductible Health Plan Custom Drug List<sup>SM</sup> \$10/\$30/\$60/\$80/20%/20% Prescription Drug Coverage

This is intended as an easy-to-read summary and provides only a general overview of your benefits. **It is not a contract.** Additional limitations and exclusions may apply to covered services. For a complete description of benefits, please see the applicable Blue Care Network certificate and riders. Payment amounts are based on the Blue Care Network approved amount, less any applicable deductible, coinsurance and/or copay amounts required by the plan. If there is a discrepancy between this Benefits-at-a-Glance and any applicable plan documents, the plan document will control. This coverage is provided pursuant to a contract entered into in the State of Michigan and shall be construed under the jurisdiction and according to the laws of the State of Michigan. Services must be provided or arranged by member's primary care physician or health plan.

### Prescription Drugs

Deductible	The Deductible is combined for both medical and prescription drug coverage. The Deductible amount is listed with your medical benefits.
Tier 1A – Value Generics	\$10 Copayment after Deductible
Tier 1B - Generics	\$30 Copayment after Deductible
Tier 2 – Preferred Brand Drugs	\$60 Copayment after Deductible
Tier 3 – Non-Preferred Drugs	\$80 Copayment after Deductible
Tier 4 – Preferred Specialty	20% Coinsurance of the BCN Approved Amount after Deductible (Maximum Copayment \$200)
Tier 5 Non-Preferred Specialty	20% Coinsurance of the BCN Approved Amount after Deductible (Maximum Copayment \$300)
Sexual Dysfunction Drugs	50% Coinsurance of the BCN Approved Amount after Deductible
Contraceptives <b>Note:</b> Your cost sharing may be waived for Tier 1B, Tier 2 or Tier 3 contraceptive drugs if there are no appropriate generic products or preferred drugs available.	<ul style="list-style-type: none"> <li>• Tier 1A – Covered in Full</li> <li>• Tier 1B – \$30 Copay after Deductible</li> <li>• Tier 2 - \$60 Copay after Deductible</li> <li>• Tier 3 - \$80 Copay after Deductible</li> </ul>
Preventive Medications	<ul style="list-style-type: none"> <li>• Tier 1A – Covered in Full</li> <li>• Tier 1B Generic – Covered in Full</li> <li>• Tier 2 Preferred Brand – Covered in Full</li> <li>• Tier 3 Non-Preferred Drugs – Covered in Full</li> </ul>
31-90 day supply for Mail-Order Pharmacy	Three times applicable copay minus \$10 after Deductible
84-90 day supply for Retail Pharmacy	Three times applicable copay minus \$10 after Deductible
Out-of-Pocket Maximum	Your medical out-of-pocket maximum is integrated with your BCN covered Prescription Drugs. The out-of-pocket maximum amount is listed with your medical benefits.

### Definitions

Brand Name Drug	Manufactured and marketed under a registered trade name and trademark. <ul style="list-style-type: none"> <li>• Multi-source Brand Name Drug: a drug that is available from a brand name manufacturer and also has a generic version.</li> <li>• Single Source Brand Name Drug: the drug can only be produced by the company holding the patent; no generics are available.</li> </ul>
Generic Drugs	Prescription drugs that have been determined by the FDA to be bioequivalent to Brand Name Drugs and are not manufactured or marketed under a registered trade name or trademark.
Non-Preferred Drugs	Prescription drugs that may not have a proven record for safety or their clinical record may not be as high as the BCN preferred alternatives.
Non-Preferred Specialty Drugs	Specialty drugs that may not have a proven record for safety or their clinical value may not be as high as the Specialty Drugs.
Out-of-Pocket Maximum	The highest amount of money you have to pay for covered services during the Calendar Year.
Preferred Brand Drugs	Prescription drugs that are Single Source Brand drugs that have a proven record for safety and effectiveness.
Preferred Specialty Drugs	Generic or Single Source Brand Specialty drugs that have a proven record for safety and effectiveness and offer the best value to our members.
Value Generic Drugs	Prescription drugs that have a proven clinical value essential for treatment of chronic conditions.

## Appendix B

Funding to the Teachers Health Saving or Flexible Savings Account					
TEACHERS 2017 plan year	Single	Two Person	Full Family		
CAP	\$6,344.80	\$13,268.93	\$17,304.02		
Cost of Insurance	\$6,387.48	\$15,329.88	\$19,162.56		
Amount less than the CAP used to fund the Health Savings Acct	-\$42.68	-\$2,060.95	-\$1,858.54		
Current coverage cost	\$6,387.48	\$15,329.88	\$19,162.56		
<b>Differential per person</b>	<b>\$42.68</b>	<b>\$2,060.95</b>	<b>\$1,858.54</b>		
Currently Enrolled	82	71	210	363	
<b>Annual cost over/under hard cap</b>	<b>\$3,499.76</b>	<b>\$146,327.45</b>	<b>\$390,293.40</b>		<b>Annual Cost \$540,120.61</b>
					** Annual cost in excess of hard cap is calculated by subtracting the state cap from the current coverage cost
<b>Health Savings Account Funding</b>					
Single	82	-\$42.68	-\$3,499.76		
Two Person	71	-\$2,060.95	-\$146,327.45		
Full Family	210	-\$1,858.54	-\$390,293.40		
	363		-\$540,120.61		
					<b>Amount to be paid by employee</b>
					\$ (838.70)
					\$ (1,677.39)
Note: These numbers vary from the information above. State law requires us to count the cap differently than BC for employee and child.					
				Percent of deduction funded	-65%

Regulation 4400.1

## Family and Medical Leave Act Regulation

### 1. PURPOSE

**Basic Leave Entitlement.** Bloomfield Hills Schools Family and Medical Leave Policy allows eligible employees to take up to 12 work weeks of unpaid leave per year for their own serious health condition, childbirth, or to provide care for the employee's newborn child, newly-adopted child, newly-placed foster child, or a child, parent or spouse with a serious health condition. Further, certain eligible employees may receive up to 12 work weeks of unpaid leave for military exigencies, and up to a total of 26 work weeks of unpaid leave to care for a covered military service member.

Additional information and forms relating to Family and Medical Leaves are available from the Human Resources Department.

### 2. DEFINITIONS

- A. **"Leave Year"**. The District has selected the following method for determining the "12-month period" for non-military related leave

The 12-month rolling backwards period. The 12-month rolling period is calculated backwards from the date the requested leave commences. This method determines FMLA leave entitlement based upon how much FMLA leave an employee has taken the preceding 12 months, measured backwards from the date the leave is to commence.

For "Military Caregiver Leave," the leave period begins the first day the leave begins, regardless of past non-military leave taken and regardless of the leave period for other FMLA qualifying leave.

- B. **"Spouse"** means a husband or wife, but does not include unmarried domestic partners. If both spouses work for the school district, their total leave in any 12-month period may be limited to an aggregate of 12-weeks if the leave is taken for either the birth or placement for adoption or foster care of a child or to care for a sick parent. The aggregated amount of leave in a 12-month period is 26 weeks in situations where the leave is based on the care for a covered service member.
- C. **"Parent"** means biological, adoptive, step or foster parent, or any other individual who stood *in loco parentis* to the employee when the employee was a child. A parent-in-law does not meet this definition.

## Appendix C-2

- D. **"Child"** means a son or daughter under age 18, or 18 years or older who is incapable of self-care due to mental or physical disability. Employees who are *in loco parentis* include those with day-to-day responsibility for care and financially supports the "child". A biological or legal relationship is not necessary.

"Incapable of self-care due to a mental or physical disability" means when an adult son or daughter "requires active assistance or supervision to provide daily self-care in three or more of the 'activities of daily living' or 'instrumental activities of daily living'." A parent will be entitled to take FMLA leave to care for a son or daughter 18 years of age or older, if the adult son or daughter meets the following four requirements:

1. Has a disability as defined by the ADA;
2. Is incapable of self-care due to that disability;
3. Has a serious health condition; and
4. Is in need of care due to the serious health condition

- E. **"Next of Kin of a Covered Service Member"** means the nearest blood relative *other* than a spouse, parent, son, or daughter, in the following order: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provision, brother and sister, grandparent, aunt and uncle, and first cousin, unless the covered service member designated in writing another blood family member as his or her nearest blood relative for purposes of military caregiver leave.

- F. **"Military Family Leave"** means either "Military Caregiver Leave" or "Qualifying Exigency" Leave as set forth below:

- (1) **"Military Caregiver Leave."** An eligible employee may take up to 26 weeks of leave to care for a covered service member during a single 12-month period. The covered service member must be a current member of the Armed Forces, which includes membership in the National Guard or Reserves. The covered service member must have sustained the serious injury or illness in the line of duty while on active duty which may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.
- (2) **"Qualifying Exigency Leave."** An eligible employee with a spouse, son, daughter, or parent on active duty or call to active



## Appendix C-3

duty status in the National Guard or Reserves in support of a contingency operation may also use their 12-week leave entitlement to address certain qualifying exigencies. The Department of Labor defines qualifying exigencies as: (1) short-notice deployment (up to seven days from date of notification), (2) military events and related activities, (3) childcare and school activities, (4) financial and legal arrangements, (5) counseling, (6) rest and recuperation (up to five days for each instance), (7) post-deployment activities occurring within 90 days following the termination of active duty status, and (8) additional activities arising from the service member's active duty or call to active duty not encompassed in the other categories, but agreed to by the employer and employee.

G. **"Serious Health Condition"** means an illness, injury, impairment, or physical or mental condition that makes the employee unable to perform the essential functions of his/her job and involves:

- (1) inpatient care (an overnight stay);
- (2) a period of incapacity from work requiring "continuing treatment" by a healthcare provider;

**"Continuing treatment"** by a healthcare provider must involve a period of incapacity of more than 3 **full** consecutive calendar days (including subsequent treatments or periods of incapacity relating to the same condition) that also involves either: (1) treatment of two or more times within 30 days of the first day of incapacity by a healthcare provider; or (2) treatment on at least one occasion by a healthcare provider which results in a "regimen of continuing treatment under the supervision of the a healthcare provider." (*e.g.*, a course of prescription drugs, physical therapy). The first (or only) in-person treatment visit to the healthcare provider must occur within 7 days of the first day of incapacity.

- (3) a period of incapacity from work due to pregnancy or for prenatal care;
- (4) a period of incapacity from work requiring treatment for chronic or permanent/long-term conditions (*e.g.*, asthma, diabetes, epilepsy, cancer); or
- (5) a period of absence to receive multiple treatments by a healthcare provider for a non-chronic condition that, if left untreated, could result in a period of incapacity of more than 3

## Appendix C-4

consecutive calendar days (e.g., dialysis for kidney disease or chemotherapy for cancer).

Unless complications arise, the common cold, flu, upset stomach, headache, routine dental problems and cosmetic treatments do not meet the definition of "serious health condition."

Please contact the Human Resources Department for a more complete definition of "serious health condition."

- H. **"Instructional Employee"** means a person whose principle function is to teach and instruct students in a class, a small group or an individual setting. This term includes teachers or auxiliary personnel principally engaged in direct delivery of instruction (e.g., signers for hearing impaired). This definition **does not include** auxiliary personnel such as counselors, teacher assistants, aides, psychologists, social workers, and non-instructional support personnel.
- I. **"District"** means the Bloomfield Hills Schools. This regulation shall be implemented by the Superintendent or his/her designee.

### 3. GENERAL

- A. **Eligibility.** An employee who has worked at least 1,250 hours during the 12-month period before commencement of the leave is eligible for FMLA leave after having completed at least 12 months of service, including previous service with the District up to 7 years before commencement of the leave. Instructional employees will not be eligible if it is clearly demonstrated that the employee did not work the requisite hours during the 12-month period.
- B. Eligible employees may use FMLA leave for one or more of the following reasons:
  - (1) The birth of a child and care for a newborn;
  - (2) The care for a newly-adopted child or child recently placed in an employee's home for foster care;
  - (3) To care for a spouse, child (who is less than age 18, or 18 but incapable of self-care) or a parent (but not parent-in-law) who has a serious health condition;
  - (4) An employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job; or
  - (5) To address certain qualifying exigencies or care giving associated with a covered service member. The employee may be required

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to provide information supporting the need for military family leave.

- C. An eligible employee may take up to 12 weeks of unpaid leave during any 12-month period for a purpose which qualifies for a leave under the FMLA policy. As identified in Section 2.F.(1), an eligible employee may take up to 26 weeks "Military Caregiver Leave" measured from the first day the military-related leave commences during a single 12-month period.

An eligible part-time employee is entitled to leave on a pro-rata basis.

If spouses are both employed by the District and both are eligible for FMLA leave, spouses may take up to a combined total of 12 weeks of leave for the birth and care of a newborn child, the placement of a child in the spouse's home for adoption or foster care, or the care of a seriously ill parent. This limitation does not apply to the care of a spouse or child with a serious health condition or to the employee's own serious health condition. For example, if spouses each take 4 weeks to care for a newborn child, each spouse will have eight weeks remaining within the 12-month period to use for other kinds of FMLA leaves, if necessary.

Family leave to care for a newborn child or for adoption or foster care placement of a child must be completed within 12 months of the birth, adoption, or placement of the child.

#### 4. NOTICE

- A. **Notice by Employee.** The employee shall give notice for FMLA leave according to the following:

- (1) When the need for FMLA is *foreseeable* (*i.e.*, for birth of a child, adoption, foster placement, or planned medical treatment for yourself or a family member or to care for a covered service member) 30-days notice is required. If the employee fails to give 30-days notice with no reasonable excuse, the District reserves the right to delay the employee's FMLA leave until at least 30-days after the leave request is made.
- (2) When the need for FMLA leave is *unexpected*, absent unusual circumstances, the employee must provide notice to the Employer either the same business day or the next business day after the employee learns of the need for the FMLA leave.

With respect to both foreseeable and unexpected leave, employees must comply with District policies, work rules, collective bargaining provisions, and customary time off or call-in notice procedures.

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At the time of requesting leave from work, the employee is required to complete District-approved forms for leave utilization. The District will provide District-approved forms which advise the employee of his/her FMLA rights and responsibilities. When any leave from work is requested, the District will inquire about the circumstances to determine if the requested leave appears to qualify as FMLA leave. Any leave request determined by the District to qualify as FMLA leave will be credited against the employee's FMLA leave for the 12-month period described in Section 2.A. of this policy.

- B. ***District Notification of FMLA Leave.*** Once the District receives sufficient notice that leave qualifies for FMLA leave, the District will (within 5 business days, absent extenuating circumstances) notify the employee, in writing, whether the employee is eligible for leave.

### 5. **SUBSTITUTION OF PAID LEAVE TIME**

Although FMLA leave is **unpaid**, there are several ways in which the District's policies or collective bargaining agreement (regarding salary continuation, sick days and vacation pay) may operate in conjunction with certain kinds of FMLA leaves to provide the employee with some income during the leave. If paid leave is available, and applicable, it shall run concurrently with the FMLA leave.

- ***Use of earned and/or accrued paid time off.*** When leave from work qualifies as FMLA leave is taken, an employee must first concurrently exhaust earned and/or accrued paid time off which will be credited against the FMLA leave. For example, if an employee has earned and/or accrued paid vacation or personal leave, the District may require that the employee first concurrently apply that leave time to his/her FMLA leave until the earned or accrued paid leave time is exhausted. The District may also require that any earned or accrued paid vacation or personal/sick leave be exhausted concurrently with the FMLA leave before the unpaid portion of the FMLA leave to care for the employee's own serious health condition or that of a spouse, child or parent (where permitted for the latter purpose under the contract or policy governing the employee). Any remaining FMLA leave to which the employee is entitled will then be taken on an unpaid basis.

### 6. **MEDICAL CERTIFICATION**

- A. If an employee requests FMLA leave due to a serious health condition or to care for a parent, child, or spouse with a serious health condition, or to attend to specific matters concerning covered service member, the employee may be required to provide medical certification from a healthcare provider of the serious health condition involved and, if applicable, verification that the employee is needed to care for the ill family member and for how long.

- B. The employee may be required to provide supporting information concerning military family leave. Forms for this purpose will be provided by the Administration when the employee notifies the District of the need for the leave. Employees must provide the requested medical certification within 15 days of being supplied with the necessary certification form from the Administration or a request for FMLA leave may be delayed or denied.
  
- C. After an employee submits the required medical certification, the District may require, at its option and expense that a medical certification be obtained from a healthcare provider of the District's own choosing to verify the need for the requested FMLA leave. If the first and second certifications differ, the District may require (at its option and expense) that a third certification be obtained from a third healthcare provider who is jointly selected by the prior two healthcare providers. The third medical certification will be final and binding on both parties. If the employee refuses to be examined by the third healthcare provider or refuses to cooperate in the examination, the employee will be bound by the second certification.
  
- D. The District may request medical recertification for leave taken because of an employee's own serious medical condition or the serious medical condition of a family member. Recertification may be requested pursuant to the following:
  - (1) The District may request recertification no more often than every 30 days and only in connection with the absence by the employee, unless paragraphs 2 or 3 below apply.
  
  - (2) If the initial medical certification indicates that the minimum duration of the condition is more than 30 days, the District will wait until the minimum duration expires or 6 months, whichever is less, before requesting a recertification, unless paragraph 3 applies.
  
  - (3) The District may request recertification in less than 30 days if: (a) an employee requests an extension of leave; (b) circumstances described by the previous certification have changed significantly; or (c) the District receives information that cast doubt upon the employee's stated reason for the absence or the continuing validity of the certification.

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The employee must provide the requested recertification to the District within 15 calendar days unless it is not practicable under the particular circumstances to do so despite the employee's diligent good faith efforts. The District may ask for the same information as that permitted for the original certification. The employee has the same obligations to participate and cooperate in the recertification process as in the initial certification process. Any recertification requested by the employer shall be at the employee's expense.

### 7. INTERMITTENT/REDUCED LEAVE SCHEDULE

- A. If an employee requests intermittent leave or a reduced leave schedule, the District may require the employee to explain why the intermittent/reduced leave schedule is necessary. An employee must meet with the District and attempt to work out a leave schedule which meets the employee's needs for leave without unduly disrupting the District's operations. The employee should meet with the District before treatment is scheduled. If the meeting takes place after treatment has been scheduled, the District may, in certain instances, require an employee to attempt to reschedule treatment.
- B. The District may assign an employee to an alternative position with equivalent pay and benefits, but not necessarily equivalent job duties that better accommodate the employee's intermittent or reduced leave schedule. The District may also transfer the employee to a part-time job with the same rate of pay and benefits. A "light-duty" assignment, however, will not be considered FMLA leave. Where benefits (*e.g.*, vacation) are based on the number of hours worked, the employee will receive appropriate benefits, based upon hours worked. When a transfer to a part-time position has been made to accommodate an intermittent or reduced-leave schedule, the District will continue group health benefits on the same basis as provided for full-time employees until the 12 (or 26 weeks for the care of a covered service member) weeks of FMLA leave are used.
- C. An intermittent and/or reduced leave schedule is available for an eligible employee to attend to a serious health condition requiring periodic treatment by a healthcare provider, or because the employee (or family member) is incapacitated due to a chronic serious health condition. An employee on pregnancy leave (unless a serious health condition is involved) or leave for care of an adopted, foster, or newborn child is not eligible for intermittent leave.
- D. If an eligible instructional employee requests intermittent or a reduced leave schedule to care for a family member having a serious health condition, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the instructional employee would be on leave for more than 20% of the total number of working days over the leave period, the District may require the instructional employee to choose either to:

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- (1) take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- (2) transfer temporarily to an available alternative position for which the instructional employee is qualified, which has equivalent pay and benefits and which better accommodates recurring leave periods than does the instructional employee's regular assignment.

### 8. BENEFITS

- A. During the period of an approved FMLA leave, the District will continue the employee's health insurance premium uninterrupted. If the employee makes a contribution toward coverage, the employee must make arrangements to continue his or her contributions during the leave to continue the basic health insurance coverage at its existing level. An employee's failure to pay his or her share of health insurance premium during FMLA leave may result in loss of coverage if the employee's contribution is more than 30 days late. If the employee's premiums are in arrears, the District will provide the employee at least 15 days written notice that coverage will be dropped prior to cancelling coverage.
- (1) Except as required under COBRA, the District's obligation to maintain health benefit premium contributions for an employee on FMLA leave ceases when: a) the employment relationship would have terminated, irrespective of the FMLA leave (*e.g.*, reduction in force); b) when the employee advises the District of his or her intent not to return from leave; or c) when the FMLA leave expires and the employee has not returned from leave.
  - (2) Employee contributions will be required either through payroll deduction or by direct payment to the District. The employee will be advised in writing at the beginning of the leave as to the amount and method of payment. Employee contribution amounts are subject to any change in premium rates that occur while the employee is on leave.
  - (3) If the District remits any employee premium contributions in arrears from the employee while on FMLA leave, the employee will be required to reimburse the District for delinquent payments (through authorized payroll deduction or otherwise) upon return from leave. If the employee fails to return from unpaid leave for reasons other than: a) the continuation, recurrence, or onset of a serious health condition of the employee or a covered family member, or b) circumstances

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beyond the employee's control, the District may seek reimbursement from the employee for the portion of the premiums paid by the District on behalf of that employee (also known as the "employer contribution") during the leave period, excluding the period where the District or the employee has substituted paid leave for FMLA leave.

- (4) An employee is not entitled to seniority or benefits accrual (*e.g.*, holidays, vacations) during the unpaid leave, unless otherwise specified by the collective bargaining agreement or individual employment contract. An employee who takes FMLA leave will not lose any seniority or employment benefits that accrued before the date leave began.

### B. ***Disability Plans and FMLA Leave:***

- (1) ***Workers' Compensation Leave.*** If the employee has a work-related illness or injury that qualifies as a "serious health condition" under this policy, leave from the job for which the employee receives workers' compensation payments will be considered FMLA leave. The employer and employee may agree to have paid leave supplement worker's compensation benefits, *i.e.*, where worker's disability compensation benefits provide replacement income for only a portion of the employee's salary.
- (2) ***Disability Plan Leave.*** The District may designate any employer-sponsored disability plan leave as FMLA leave.

## 9. **RETURN TO WORK**

- A. Upon conclusion of FMLA leave, an employee will be returned to the same position the employee held when leave began or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, provided the position remains.
- B. **Periods Near the Conclusion of an Academic Term**
  1. **Leave five weeks before end of term:** An instructional employee who begins a leave more than five weeks before the end of an academic term (semester) may be required to continue on leave until the end of the term if the leave will last at least three weeks, and the return to work would occur within the last three weeks of the term.
  2. **Leave five weeks before the end of term for reasons other than employee's serious health condition:** An instructional employee who begins a leave for a



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purpose other than his/her own serious health condition during the five-week period before the end of a term may be required to continue on leave until the end of the term if the leave will last more than two weeks, and the return to work would occur within the last two weeks of the term.

3. Leave three weeks before end of term for reasons other than employee's serious health condition: An instructional employee who begins a leave for a purpose other than his/her own serious health condition during the three-week period before the end of the term and the duration of the leave is more than five working days may be required to continue on leave until the end of the term.
- C. ***Fitness-for-Duty Certification.*** An employee shall submit a written statement from a physician which addresses the employee's ability to return to work and perform the essential functions of the position, consistent with District policy or collective bargaining agreement at least one (1) day prior to the scheduled return. In the case of intermittent or reduced schedule leave, where reasonable job safety concerns exist, the District may require the employee to provide a fitness-for-duty certification up to once every 30 days before he or she may return to work.

### 10. KEY EMPLOYEES

- A. ***Definition.*** A "key" employee is an eligible salaried FMLA-eligible employee who is among the highest paid 10% of District employees.
- B. ***Job Restoration.*** While the District will not deny FMLA leave to an eligible key employee, the District may deny job restoration to a key employee when the restoration to employment will cause the District substantial and grievous economic injury or substantial, long-term economic injury.
- C. ***Qualifications.*** Each employee who is designated as a "key" employee will be notified of that fact when he/she requests FMLA leave, or at the commencement of such leave, whichever occurs first; or if the notice cannot be given then because of the need to determine whether the employee is a key employee, as soon thereafter as practical.

In any situation in which the District determines that it will deny restoration or employment to a key employee, the District will issue a hand-delivered or certified letter to the key employee explaining the finding that the required injury to the District exists. Additionally, the District will inform the key employee of the potential consequences with respect to reinstatement and maintenance of health benefits should employment restoration be denied. When practical, the District will communicate this determination before the commencement of the FMLA leave; the key employee may then take FMLA leave or forego it. If the FMLA leave has already begun, the key employee will be provided a reasonable time in which to return to work after being notified of the District's intention – the

decision cannot be made until the employee seeks to return to deny reinstatement.

- D. **Timelines.** If a key employee does not return to work in response to the District's notification of its decision to deny restoration of employment, the District will continue to provide the key employee with health benefits (to the extent of the FMLA leave period) and the District will not seek to recover its cost of health benefit premiums. A key employee's FMLA rights will continue until the employee gives notice that he/she no longer wishes to return to work or until the District denies reinstatement at the end of the leave. The key employee has the right, at the end of the FMLA leave, to request reinstatement and the District will reevaluate the extent of its injury due to the requested reinstatement based on the facts at that time.

If the District again determines that the reinstatement will still cause the injury, the key employee will be notified in writing by hand-delivered or certified letter of the denial of his/her reinstatement to employment. If the District finds that reinstatement will not result in the required injury, the key employee will be granted reinstatement.

**11. FAILURE TO RETURN FROM LEAVE**

An employee's failure to return to work upon expiration of FMLA leave will subject the employee to termination unless an extension is granted, as required by law or under a collective bargaining agreement. An employee who requests an extension of FMLA leave due to the continuation, recurrence, or onset of her or his own serious health condition, or of the serious health condition of the employee's spouse, child, or parent, must submit a written request for an extension to the Assistant Superintendent for Human Resources and Labor Relations. This written request should be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period. Medical certification or recertification will be required to support any request for leave extension.

**12. FORMS**

The following forms, where applicable, must be filed with the Administration in accord with District policies and procedures:

WH-380-E Certification of Health Care Provider for Employee's Serious Health Condition

WH-380-F Certification of Health Care Provider for Family Member's Serious Health Condition

## **Appendix C-12**

WH-381 Notice of Eligibility and Rights & Responsibilities

WH-382 Designation Notice

WH-384 Certification of Qualifying Exigency For Military Family Leave

WH-385 Certification for Serious Injury or Illness of Covered Service Member For Military Family Leave

WH-385-V Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

Legal Authority: Family and Medical Leave Act of 1993, 29 USC § 2601 et. seq.; Americans with Disabilities Act of 1990, as amended, 42 USC § 12101, et. seq.

Date Adopted: April 24, 2009

Revised: March 15, 2013

Professional Development Guidelines  
Bloomfield Hills Public Schools

According to the Michigan Department of Education, a quality acceptable professional development activity is a planned and purposeful activity that is directly related to one's teaching assignment and is specifically designed to enhance the teacher's capacity to meet and support the learning and developmental needs of all students. Each school year teachers will participate in twelve (12) hours of professional development which will be outside of normal school hours or days.

Guidelines

The guidelines for professional development are listed below. The guidelines are for illustrative purposes only and are not intended to be an exhaustive list. (The guidelines are not part of the collective bargaining Agreement and may be amended by Administration after consultation with the BHEA.) Any selected project, activity, class, committee, or workshop not provided by the District is to be approved by the principal, supervisor, or designated administrator. Guidelines include:

- A. For departmental or grade level projects, the pre-approved activity must be connected to:
  - Classroom instruction or one's core role if not a classroom teacher.
  - Anticipated student learning outcome in accord with District goals and standards.
  - Either current District/school initiatives or an approved new activity.
- B. Approved conference or workshops on non-school hours or days may include:
  - Professional development activities at the intermediate school district.
  - Educational conferences at the state or national level (those days which are on non-scheduled school days).
  - District-sponsored in-service conducted after school or on non-school days.
  - Off-site workshops/conferences on relevant and aligned topics.
- C. Approved time spend serving on District, department, or school committees (outside the normal school day) relating to professional development, qualifying for NCA accreditation, or curriculum development.
- D. Approved time spent in classes or with mentors directly related to the District's Excellence In Teaching (EIT) Program.
- E. General Rules:

The general rule is that the professional development activity must be conducted on the staff member's own time. If the staff member attends a pre-approved professional development activity that is not provided by the District, the staff member may be responsible for any costs associated with that activity.

## **Appendix D-2**

The following clarifications have been made to help implement the professional development requirements:

- If a BHEA staff member is attending a district-paid conference that offers sessions on a Saturday or Sunday. Time spent in attendance at the Saturday or Sunday sessions may be counted toward the professional development time. (Note: The building administrator must approve attendance at the Saturday or Sunday session in advance.)
- If a staff member attends a district-paid conference during a school recess period (i.e., summer recess) at the suggestion of his/her administrator, the conference may be counted toward professional development time provided the staff member is not being compensated for his/her time spent in attending the conference.
- Article 13(k) of the BHEA contract provides for one annual in-service day for each teacher with \$75 per teacher per year for conference expenses. A staff member may use the \$75 to fulfill his/her professional development requirement outside of the school day. (Note: A staff member can also request his/her \$75 for a conference during the school day, but attendance at this conference cannot be used to fulfill the outside-of-the-school day professional development requirement.

# Code of Ethics of the Education Profession

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## Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, the devotion to excellence and the nurturing of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this code shall be exclusive, and no such provision shall be enforceable in any form other than one specifically designated by the NEA or its affiliates.

## Principle I

### Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator—

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
  2. Shall not unreasonably deny the student access to varying points of view.
  3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
  4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
  5. Shall not intentionally expose the student to embarrassment or disparagement.
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6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly—

- a. Exclude any student from participation in any program;
- b. Deny benefits to any student;
- c. Grant any advantage to any student.

7. Shall not use professional relationships with students for private advantage.

8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

## Principle II

### Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in

preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator—

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.

2. Shall not misrepresent his/her professional qualifications.

3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.

4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.

5. Shall not assist a noneducator in the unauthorized practice of teaching.

6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

7. Shall not knowingly make false or malicious statements about a colleague.

8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

*—Adopted by the 1975 Representative Assembly, amended 2010*

**SIX OF EIGHT HIGH SCHOOL BLOCK SCHEDULE --ADMINISTRATIVE GUIDELINES**

Effective in the 2012-13 school year, the high schools will have an eight period day and the teachers in the high schools will follow a six of eight class period teaching schedule. The administrative guidelines for the six of eight schedule are listed below. The guidelines are for **illustrative purposes only** and are not intended to be an exhaustive list. The guidelines are not part of the collective bargaining agreement and may be amended by administration after consultation with the BHEA. The guidelines include:

1. Each teacher will be assigned six of eight block periods.
  - a. Primary assignments will consist of five academic classes coupled with one advisory period. At the option of administration, teachers will be assigned to teach a sixth academic period. The administration may solicit volunteers for the sixth academic period. However, the decision of administration will be final.
  - b. The advisory period is recognized as one of the teacher's six teaching assignments.
  - c. Teachers assigned a sixth academic section will be required to publish office hours on their Moodle site, as well as their syllabus, in order to provide academic support for the students.
  
2. Teacher preparatory periods:
  - a. Each teacher will have one individual preparatory period over a normal two day block schedule.
  - b. Each teacher will have one flexible preparatory period over a normal two day block schedule. The use of the flexible preparation period is subject to the discretion of administration. Examples of flexible preparation period assignments are, but not limited to, the following:
    1. Curriculum-focused tasks, building-wide initiatives, and academic or behavioral interventions. School Improvement Tasks, State Reporting Requirements, and Data Analysis to inform instruction.