

Master Agreement  
Between the  
Center Line Board of Education  
and the  
American Federation of State, County  
and Municipal Employees  
AFSCME Local 2722  
of  
Michigan Council No. 25  
  
2013—2017

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**Agreement Between the Board of Education  
of  
Center Line Public Schools  
and the  
American Federation of State, County and Municipal Employees  
AFL-CIO, Local 2722 of Michigan Council No. 25**

**PREAMBLE**

This Agreement is between the Board of Education of the Center Line Public Schools, County of Macomb, State of Michigan (hereinafter referred to as the "Board") and Local 2722, affiliated with Michigan Council No. 25, chartered by the American Federation of State, County and Municipal Employees, AFL-CIO (hereinafter referred to as the "Union").

**PURPOSE**

The purpose of this contract is to assure adequate and dependable custodial, maintenance, bus driving, and cafeteria service to the Center Line Public Schools district; to provide working conditions as good as may be reasonably provided; to protect the interests of the public, the employees, and the Board; and to determine working hours and wage rates.

**THE BOARD OF EDUCATION**

The Board of Education of the Center Line Public Schools, Macomb County, Michigan, under Michigan law has final responsibility for the directions and control of all aspects of the affairs of the school district. The Board cannot lawfully avoid, delegate, or surrender any portion of this responsibility, and nothing in this Agreement shall be construed to negate this principle.

**THE SUPERINTENDENT OF SCHOOLS**

The Superintendent of Schools, as the executive officer employed by the Board and who is by Michigan law charged with the responsibility of supervision and direction of the work of the staff and assisting the Board in all matters pertaining to the welfare of the school, shall be the channel through which negotiations are conducted and shall act as liaison between the Board and the employees and/or employee organizations. Whenever the term "Superintendent" is used in this contract, it shall mean the person holding that title or any person to whom he/she may delegate the responsibility referred to in the contract.

**WITNESSETH**

WHEREAS the Board and the Union mutually recognize and acknowledge that the best interests of the student body and of the community will be protected and served by an agreement between the parties hereto which will promote and insure peaceful industrial and economic relations between the parties during the term of this Agreement. It is mutually agreed as follows:

**Article I. - Recognition**

**A. Employees Covered**

1. Pursuant to and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, as amended, the Board does hereby recognize the Union as the sole and exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment for custodial maintenance, bus drivers, and food service employees except for supervisors and those employees who are excluded

2. under law (Supervisor for Maintenance and Transportation, Assistant Supervisor for Maintenance and Custodial Services, Assistant Supervisor for Transportation, and Director of Food Services).
2. All part-time temporary and seasonal employees holding positions in classifications shall be included in the bargaining unit covered by this Agreement provided they have been continuously employed for a period of ninety (90) days from the date of last appointment during the term of this Agreement. A layoff not to exceed ten (10) consecutive workdays during the ninety (90) day period shall not be considered a break in continuous service as defined in this section.

## Article II. - Union Dues and Initiation Fees

### A. Union Security

1. On the effective date of this Agreement, all employees covered by this Agreement who are members of the Union will remain members for the duration of this Agreement.
2. Within ten (10) days after the thirtieth (30th) day of the effective date of this Agreement, all employees who do not wish to join the Union shall, as a condition of employment, pay a service charge equal to the amount of the periodic monthly dues required of a member of the Union for the duration of this Agreement.
3. As a condition of employment, employees hired, rehired, or reinstated in the unit shall tender the initiation fee and periodic monthly dues or tender the monthly service charge within ten (10) days after the thirtieth (30th) day following their employment or reinstatement in the unit for the duration of this Agreement.
4. The Union shall indemnify and save the Board harmless against any and all claims, demands, suits, and other forms of liability that may arise by reason of the Board's complying with the provisions of this Article.

### B. Union Dues, Initiation Fees, and Assessments

1. Payment by Check-Off - Employees shall tender the initiation fee, monthly membership dues or service charge, and assessments by signing the "Authorization for Check-Off of Dues" or service charge form. The Board will submit to each employee a Union membership card as an "Authorization for Check-Off of Dues" to be signed upon employment, transfer, or reinstatement into the bargaining unit. The initiation fee, monthly dues or service charge, and assessments as stipulated by the Union will automatically be put into effect according to Article II of this Agreement.

The Employer agrees to deduct AFSCME/PEOPLE contributions for those individual Employees who have signed an authorization card (supplied by the Union) agreeing to this contribution.

It is expressly understood that AFSCME/PEOPLE contributions will not be deducted from employees unless and until the Michigan Supreme Court Reverses the Michigan Court of Appeals, which has recently ruled that such deductions are illegal.

2. When Deductions Begin - Check-off deductions under all properly executed "Authorization for Check-Off of Dues" forms or service charge forms shall become effective at the time the application is signed by the employee and shall be deducted from the second pay of the month and each month thereafter.
3. Remittance of Dues to Financial Officer - Deductions for any calendar month shall be remitted

by the thirtieth (30th) day of the current month to the designated financial officer of the Union with a list for whom dues or service charges have been deducted.

4. Termination of Check-Off - An employee shall cease to be subject to check-off deductions beginning with the month immediately following the month in which he/she is no longer an employee in the bargaining unit. The Union will be notified by the Board of the names of such employees following the end of the month in which the termination took place.

### Article III. - Effect of Agreement

- A. The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in an amendment hereto. All amendments shall be ratified by both the Board and the Local membership before being put into effect.

### Article IV. - Guarantee of Rights

- A. The parties agree that there shall be no discrimination against any employee without regard to race, color, religion, national origin, or ancestry, gender, age, disability, height, weight, marital status or by reason of membership in the Union.
- B. The Board agrees that its enforcement of discipline will be fair and for just cause.

### Article V. - Representation

- A. The names of all Union committee members shall be submitted in writing to the Board by the Union upon election or appointment to a recognized committee.
- B. The Board agrees to recognize the Bargaining Committee selected by the Union.
- C. The Superintendent is responsible for carrying out the policy and provisions of this contract. He/she shall be available for conferences with the President of the bargaining unit and one other designated member of the Bargaining Committee to discuss matters of interpretation of this contract and application of specific provisions. At their option, a Union Council Representative or International Representative may also be present.
- D. The Board agrees to recognize a grievance committee, which shall be composed of the Local President of the bargaining unit and appropriate stewards. The stewards and allocation of their area of jurisdiction shall be in accordance with the following formula:
  1. The custodial group shall be represented by one steward on days and one steward to cover the remaining shifts.
  2. The bus drivers shall be represented by one steward.
  3. The food service employees shall be represented by one steward.
  4. The maintenance and warehouse employees shall be represented by one steward.
- E. During overtime periods where three or more employees are assigned but in which a steward is not working, the President of the Local may designate one of the working employees as temporary steward for the overtime period. In such case, verbal notification to the appropriate school authority shall be sufficient.

## Article VI. - Grievance Procedure

- A. Any grievance or dispute that may arise between the parties to this Agreement shall be settled in the following manner:

Step 1 - The employee shall discuss the matter informally with the employee's immediate supervisor within five (5) working days of violation. The steward representing the employee on that shift shall be present and, upon the request of the employee, represent said employee.

Step 2 - If the matter is not resolved informally, it shall be reduced to writing within three (3) working days and given to the employee's immediate supervisor with whom the employee informally discussed the matter in Step 1. The immediate supervisor will have five (5) working days upon receipt of the written grievance to respond in writing.

Step 3 - In the event the written answer at Step 2 proves unsatisfactory, the employee or the Union may process the grievance within ten (10) working days to the appropriate central office administrator, who will establish a meeting with the joint bargaining teams within five (5) working days to discuss the grievance. Either party at this step may include additional research people to assist in the resolution of the grievance. The Administration must provide the Union a written answer within five (5) working days following the Step 3 meeting. If dissatisfied with the Step 3 response, the grievant shall have three (3) working days after receipt of the written response to forward the grievance to the Superintendent.

Step 4 - As soon as possible, and within five (5) working days, the Superintendent shall meet with the Union and review the grievance, and within five (5) working days of this meeting will rule upon the grievance in writing to the Union. This meeting may be attended by the grievant if he/she so chooses, the appropriate steward, Local President, and, at the Union's option, by a Council or International Representative.

Step 5 - If the grievance remains unsettled, it shall be presented by the Union to the Board of Education within five (5) working days of the Superintendent's response in writing and shall be placed on the Board agenda at its next regular or special meeting. A decision shall be rendered to the Union ten (10) working days after such meeting takes place. This meeting may be attended by the grievant if he/she chooses, the appropriate steward, Local President, and, at the Union's option, by a Council or International Representative.

Step 6 - If the Board of Education and the Union are unable to resolve any grievance, within ten (10) days after the Step 5 procedure, the grievance may be submitted to arbitration within thirty (30) calendar days after the decision of the Board of Education or designated representative. The grievance shall be considered submitted to arbitration when written notice is submitted to the District by the Union informing the Board of Education of the Union's intent to arbitrate the grievance.

AFSCME Council 25 Arbitration Department shall send a list of Ad-Hoc arbitrators to the district to see if the parties can mutually accept an Arbitrator.

If the parties are unable to agree, the case will be filed with the American Arbitration Association. In either case, the parties will be bound by the rules and procedures of the American Arbitration Association.

- a. The arbitrator shall have no power or authority to add to, detract from, alter, or modify the terms of this Agreement; however, the parties agree that he/she has a right to grant a monetary award.
- b. Each party will bear the full costs for its side of the arbitration and will pay one-half (1/2) of the costs for the arbitrator.
- c. In the event arbitration is not requested within said thirty (30) working day period, such

grievances unresolved after Step 5 shall be settled according to proceedings provided in Act 379, Public Acts of 1965, as amended, of the State of Michigan.

- d. No judgment shall be awarded prior to one pay period preceding the date of the grievance.

B. Miscellaneous

1. The employee may be accompanied or represented by the Union in all steps.
2. Time for discussion of grievances shall be allowed the appropriate stewards and/or the President of Local 2722 so that there is a minimum of time lost from regular duties and grievances resolved with reasonable dispatch. Notification and sanction of the principal or supervisor shall be obtained when leaving the job for this purpose. Such time shall not be unreasonably withheld.
3. Written grievances shall be specific as to the nature of the grievance and/or the part of the contract referred to.
4. The number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits may be extended by mutual consent. Days shall mean working days.
5. If the grievant does not process the grievance to Step 2, or Step 3, or Step 4, or Step 5, or Step 6 within the prescribed time period, the grievance shall be considered settled on the basis of the answer at the last previous step, as the case may be. Any answer not received within time limits by the Board shall be automatically moved to the next step by the Union.
6. Four (4) hours of released time will be allotted per month for the Union President for investigating grievances and handling other Union matters. An additional four (4) hours of released time may be granted upon request. These hours must be approved by the immediate supervisor.

Article VII. - Special Conferences

- A. Special conferences will be arranged between Union representatives and the Board upon the request of either party. Requests will be made through the Superintendent.
- B. Unless otherwise agreed, arrangements for such special conferences shall be made twenty-four (24) hours in advance and the conference will be held within fifteen (15) working days after the request is made. An agenda of the matters to be taken up at the meeting, together with the names of the conferees representing the requesting party, shall be presented at the time the conference is requested. Matters taken up in special conferences shall be confined to those included on the agenda.
- C. A representative of Council 25 or a representative of the International Union may attend the special conferences.
- D. The purpose of the special conferences is to discuss matters of mutual concern. The meetings are not intended to by-pass the grievance procedure.

Article VIII. - Discharge or Suspension

- A. Notwithstanding the foregoing procedures for the processing of grievances, protests against the discharge or suspension of an employee shall automatically by-pass the first two (2) steps of the procedure and be lodged at Step 3 for consideration, commencing at the Superintendent's level, as provided. Step 3 meetings on discharge or suspension shall take place within three (3) working days

after receipt by the Superintendent of a protest against the discharge or suspension. The Union will be notified in writing of the discharge or suspension action, and upon receipt of said notice, the Union shall file any grievance or protest within ten (10) working days.

#### Article IX. - Disciplinary Procedure

- A. 1. In any case where employee disciplinary action is necessary, the procedure listed below shall be followed. However, nothing in this section shall prevent the employer from taking immediate and appropriate disciplinary action should it be required by the circumstances, with proper written notice thereof to the Union at the time such immediate action is taken.
- 2. Procedural Steps
  - a. Oral Reprimand
  - b. Written Reprimand
  - c. Disciplinary Suspension Without Pay One (1) to Three (3) Days
  - d. Disciplinary Suspension Without Pay Five (5) to Ten (10) Days
  - e. Discharge
- B. 1. Should it be necessary to reprimand an employee, the reprimand shall be given so as not to cause embarrassment to the employee before other employees or the public.
- 2. The Board agrees that upon imposing any form of discipline, the designated area steward or union representative shall be promptly notified in writing of the action taken. Employees shall be given copies of all disciplinary actions and a copy shall be placed in the employee's personnel file. A notation of oral reprimand, by date and subject only, may be placed in the employee's personnel file.
- 3. The employee shall have the right to be represented by the area steward or Union representative at the time disciplinary action is imposed. All disciplinary actions shall be subject to the grievance procedure, or the employee may seek such other legal remedy as may be available upon the employee's election.
- 4. The employer may modify a disciplinary action except that the severity of the disciplinary action, given for each specific offense, shall not be increased but may be lessened.
- 5. Upon request, an employee's personnel record may be reviewed once every six (6) months. After twenty-four (24) months of satisfactory service, all disciplinary matters appearing therein shall, at the request of the employee, be destroyed; further, any prior disciplinary action of more than twenty-four (24) months duration shall not be adversely used in any subsequent disciplinary action.

#### Article X. - Seniority

- A. 1. Definitions
  - a. Occupational Group Classifications will be as follows:
    - (1) Custodial-Maintenance
    - (2) Cafeteria
    - (3) Transportation
  - b. Each occupational group classification will be divided into the following subgroup



classifications:

(1) Custodial-Maintenance subgroup classifications are:

- (a) Maintenance Leader – AM
- (b) Maintenance Leader - PM
- (c) HVAC Technician
- (d) Maintenance Electrician
- (e) Maintenance Plumber
- (f) Maintenance Carpenter
- (g) Maintenance Painter
- (h) Maintenance Grounds
- (i) Maintenance Utility Person
- (j) Building Engineer - Secondary
- (k) Building Engineer - Elementary
- (l) Head Custodian - Secondary
- (m) Head Custodian – Elementary
- (n) Custodian I
- (o) Custodian II

(2) Cafeteria subgroup classifications are:

- (a) Head Cook - Secondary
- (b) Cook - Elementary
- (c) Cafeteria Helper

(3) Transportation subgroup classification is:

- (a) Bus Driver

- c. Part-time employees are those employees working less than six (6) hours per day.
- d. Full-time employees are those employees working six and one-half (6.50) hours or more per day.

All employees working six (6) hours and are currently receiving medical, dental, and/or optical benefits as of September 2, 2009 shall be grandfathered and remain eligible to continue to receive benefits as long as the employee is scheduled to work six (6) hours or more per day.

## 2. Date of Seniority - Seniority Lists

The seniority of all employees on the list shall commence with the date of permanent hire by the Center Line Public Schools. The Union shall be furnished with a list setting forth all employees' names in the order of their seniority, seniority number, effective hiring date, and classification. When more than one employee is hired on the same date, seniority will be determined by date and time of application. Such list shall be revised each six (6) months,

with copies given to the Union. A seniority list by group classifications will similarly be provided. The Union will be notified of all new hires and terminations as they occur.

3. Part-time employees shall accrue seniority on a pro-rate basis according to the number of regular hours worked. Part-time employees shall be able to exercise their seniority rights only among other part-time employees while in part-time positions. When a part-time employee transfers to a full-time position, he/she will receive credit for service and seniority as provided herein and may exercise those rights as any other full-time employee.
- B.
1. All custodial-maintenance employees under this Agreement shall be placed on district-wide seniority within their group classification.
  2. All food service employees under this Agreement shall be placed on district-wide seniority within their group classification.
  3. All transportation employees under this Agreement shall be placed on district-wide seniority within their group classification.
  4. When an employee moves from one occupational group classification to another occupational group classification, said employee's seniority into the new occupational group classification shall commence with the first day worked in the new occupational group classification.
  5. Seniority for computation of vacations, retirement, holidays, or any other fringe benefits for all employees shall be from the date of permanent hire by the Center Line Public Schools.
  6. The date of permanent hire for all wages and fringe benefits will be the date established by official Board of Education action. This date will incorporate the successful completion of the probationary period. When more than one employee is hired on the same date, seniority shall be determined by the date and time of application.

C. Probationary Period

New employees hired into the unit from the outside for permanent employment shall be probationary for the first ninety (90) working days. After successful completion of the probationary period, employees shall attain seniority status and their names shall be entered on the seniority list with their seniority dating from the date of permanent hire. New employees, while in their probationary period, may be terminated and the Board shall not have to show cause. They shall be represented by the Union for all purposes under this Agreement during this probationary period except that no protests may be entered against termination during said probationary period.

D. Loss of Seniority

Seniority shall be broken and the employee shall be removed from the seniority list only for the following reasons:

1. If the employee quits.
2. If he/she is discharged and the discharge is not reversed through the grievance procedure of this Agreement.
3. If he/she is absent for five (5) consecutive working days without notifying the employer and fails to give explanation for the absence and lack of notice which is satisfactory to the Administration.
4. If he/she fails to return to work when recalled from layoff as set forth in the recall procedure provided herein.

5. If he/she overstays a leave granted for any reason, as hereinafter provided.
6. If he/she is on layoff for a period exceeding two years or the duration of his/her seniority at the time of layoff, whichever is greater.
7. Upon satisfactory completion of a probationary period of thirty (30) days in another bargaining unit, member shall lose seniority in this unit.

E. Protected Seniority

Preferential seniority against layoffs shall be granted to the president, chief steward, and stewards provided that any employee so retained is qualified to perform the work of the job, which is available. This protection shall be limited to only seven (7) members of the bargaining unit.

F. Layoffs

1. Definitions

- a. Layoff: A reduction in the work force or a reduction in the hours worked by an employee due to a lack of funding, reduction in work, program change, or reduced enrollment.
- b. Laid Off: Not employed in an active position in the bargaining unit.
- c. Displaced Employee: An employee who has been affected by the introduction of the layoff procedure and has not returned to a position comparable in pay and hours to that which he/she held prior to displacement.

2. When it becomes necessary to reduce the bargaining unit, Administration will notify and meet with the Union to inform them of the situation, and discuss how the reduction is intended to be made. The Union will be provided an opportunity for discussion and to ask questions and shall be afforded the opportunity to provide input.

3. Reductions in the work force shall be effected through the following procedures:

- a. Probationary employees in the affected occupational group classification shall be immediately laid off.
- b. The necessary number of least senior employees shall be removed from the affected occupational group classification.
- c. Any least senior employee so removed shall be able to exercise seniority rights to bump into:
  - (1) Any sub-classification within his/her occupational group that is in a direct line across or beneath his/her group sub-classification; or
  - (2) Any sub-classification within his/her occupational group that said employee had previously held on a permanent basis; or
  - (3) Into any occupational group for which he/she is qualified on a district-wide basis providing that he/she has held that position previously.

4. An employee who has bumping rights, as set forth in (3) above shall have the right to exercise the bump or to accept the layoff until recalled.

5. The least senior employees who remain unplaced after the reduction in the required classifications and bumping is completed within the group classification shall be laid off.
6. Employees subject to layoff shall receive a minimum of fifteen (15) working days notice.

G. Recall

1. Laid-off and displaced employees shall be recalled in the inverse order of the layoff. The most senior employee shall be recalled to the first opening for which he/she is qualified in the group classification from which the employee was laid off.
2. When employees are on layoff or displaced, vacancies will be filled through the recall procedure providing the employee meets the minimum qualifications.
3. Recall will be by written notice sent by certified mail, return receipt requested, to the employee's last known address on file with the Administration. Recall shall require that the employee report for work within five (5) days after the date of delivery or proof of non-delivery of the recall notice.

H. Temporary Layoffs

1. Due to acts or occurrences not initiated or controlled by the Board, the employees immediately affected may be laid off with out regard to seniority for a period not to exceed one (1) week. Temporary lay-offs, which exceed the one (1) week period, shall there upon be regulated by seniority application.
2. If an employee's normal workday hours are reduced due to acts or occurrences controlled by the Board, the employee shall exercise the right to bump across or beneath the individual's sub-classification. Such movement is not to be interpreted as a shift or transfer due to a vacancy and, therefore, does not qualify for a thirty (30) day trial experience. When said individual bumps into a position, that position becomes permanent until such time as future postings occur.

I. Change of Status

1. Notice as to change of status of employees will be posted on the bulletin board in the appropriate building for any promotion, transfer, or elimination of position within an occupational group. The employee and the Union shall like wise be notified of such change of status. All employees hired prior to July 1, 1990 shall be covered as outlined in Appendix B.
2. Notices of demotion or suspension will be given to the employees at the time of such demotion or suspension. A two (2) week notice will be given to employees on layoff when possible. A copy of all notices will be given to the Union.

J. Shift and Location Transfers - Demotion

1. Shift preference requests shall be permitted within each classification for transfer to a vacancy in order of seniority among those making the requests. Location transfer and demotion requests shall be permitted within the particular classification affected when openings occur and will be granted on a seniority basis. Transfer and demotion requests will be honored before promotions. If such requests are denied, they will be subject to the grievance procedure.
2. Any employee who transfers or demotes will not be eligible to bid for another position for twenty-five (25) working days. However, this does not prohibit an employee who transfers or demotes to bid for a promotional position that is available during the twenty-five (25) working-day period.

3. Employees who sign for a transfer or demotion cannot remove their names from the list once they have signed.

K. Job Openings

1. New jobs in the bargaining unit may be created by the Administration. The Union shall be notified of the creation of the job and the rate that has been set by the Board. If the Union feels the rate established is not at an appropriate place in the wage structure, the grievance procedure may be used. Any new job shall not limit or extend any existing jobs.
2. All new jobs, vacancies, promotions, and shift and/or location transfers shall be posted for a period of three (3) working days before they are filled. Such notices shall set forth the job title, shift, location of the opening, and the prerequisite qualifications necessary to perform the job. If qualifications can be satisfied with present full-time or part-time employees, new jobs, vacancies, and promotions shall be filled from within the occupational group on the basis of seniority. A maximum of twenty-five (25) working days will be allowed to fill a job opening through the posting procedure. Substitutes shall not be used after twenty-five (25) days have expired. The number of postings shall be limited to three (3). One day posting for temporary transfer will be limited to two (2) moves per year per employee. All employees hired prior to July 1, 1990 shall be covered as outlined in Appendix B.
3. Employees who have more seniority than the senior bidder and who are on sick leave, leave of absence, layoff, or vacation shall be given the opportunity to bid for openings that occur. They shall be notified by certified mail. If they are not available to receive their mail, the position shall be filled by the available senior bidder on a temporary basis until all senior employees have been notified or return to their jobs and have had the opportunity to bid.

L. Selection of Successful Promotional Bidders and Trial Period

1. The most senior bidder from within the occupational group who meets the requirements posted for a promotion shall be assigned the opening and moved to the job as soon as can be arranged (not exceeding five (5) days without the payment of overtime) and shall be given a trial period of thirty (30) working days in which to demonstrate the ability to satisfactorily meet the requirements posted and perform the duties of the job. All employees hired prior to July 1, 1990 shall be covered as outlined in Appendix B.
2. In the event that the successful bidder from within the occupational group is deemed unsatisfactory by the Administration, or if he/she elects to reject the job during the first thirty (30) working days after the assignment, he/she shall return to his/her job location at the time of the bid session. If deemed unsatisfactory by the Administration, the employee shall have the right to grieve this decision. All employees hired prior to July 1, 1990 shall be covered as outlined in Appendix B.

M. Sequence of Posting Vacancies

When a successful bidder from within the occupational group is moved to the open job, determination of the resulting vacancy shall be dependent upon whether or not the moved bidder satisfactorily completes his/her trial period and becomes regularly assigned to the job. During said period, the vacated job may be filled by substitutes for no more than five (5) working days, after which the normal process of transfers or assignments will apply. When an employee is promoted to a higher classification within the occupational group, the employee shall receive the rate of pay based upon the seniority within the occupational group. All employees hired prior to July 1, 1990 shall be covered as outlined in Appendix B.

N. Temporary Classification Assignments

If an employee is temporarily placed in a lower classification than that in which he/she is regularly assigned, no reduction in pay will be effected. If an employee is temporarily placed in a higher classification than that in which he/she is regularly assigned, the affected employee shall be paid at the rate of the higher classification for all the time spent on the assignment provided that the assignment is for at least two (2) hours of the assigned shift. The employee shall be responsible for having his/her time slip marked and approved for the higher rate by his/her immediate supervisor. A temporary assignment shall only be made in case of an emergency and shall last only as long as the emergency exists. If the emergency exists for more than five (5) working days, a committee composed of the Union and Administration will meet to consider the state of emergency.

- O. Subcontracting VOID based upon operation of law - P.A. 112, Letter of Understanding Signed and dated 12/12/94. (Extended 6/9/98 - See Appendix A)The Administration will not subcontract any work normally performed by its work force. In the event that the Board decides to subcontract work, the matter will be discussed with the Union.

Article XI. - Hours, Overtime, and Premium Pay

A. General Provisions

1. The parties to this Agreement mutually subscribe to the principle of a fair day's work for a fair day's pay.
2. The work week shall commence on Monday and continue through Friday.
3. The workday shall commence with the start of the first shift and shall consist of three (3) shifts as required within twenty-four (24) hours. The times for these shifts will be set by buildings at the beginning of the school year and will not vary for the remainder of the year. The Union will be given an opportunity for advisory input before shift changes are made. If the Union is dissatisfied with the administrative decision on shift changes after its opportunity for input, the Union may invoke Article VII. Work hours may be changed on days when school is not in session with the authorization of Administration and twenty-four (24) hours notice to the immediate supervisor.

**4-DAY WORK WEEK – SUMMER MONTHS**

Beginning the first full week after the last day of the school year, for students, (June) until the last full week prior to the first day of school (September) employee's will work a 4-day, 10-hour work week with Friday off. All buildings may not be able to work the 4-day, 10-hour day work week. The Union will meet with Administration to determine what buildings may not be affected by the 4-day, 10-hour day schedule.

4. The work-shift shall consist of not more than eight (8) straight-time hours, excluding a half-hour uninterrupted lunch period. The work shift may not begin or end with the lunch period or paid breaks.
5. All employees who normally work six (6) hours or more per day shall be considered as permanent full-time employees under this Agreement. All employees who normally work less than six (6) hours per day shall be considered as permanent part-time employees.
6. An employee working on an emergency call-in basis shall be guaranteed two (2) hours' pay or the actual number of hours worked, whichever is greater.
7. All custodial/maintenance/transportation/food service employees working four (4) or more consecutive hours shall be granted a fifteen (15) minute coffee break in each four (4) hours

worked. These breaks shall not be combined with the lunch period (see #4 above).

8. Regular employees who are not employed on a twelve-month basis will be given priority consideration, based on district-wide seniority, for summer employment. Prior to the end of the school year, the Administration will notify ten-month employees of jobs that will be available during the summer months.
9. Critical employees shall be designated by the school district. When schools are closed due to adverse weather conditions, they will report to work and will receive double-time for all hours worked. Critical employees who fail to report on these days without a reason acceptable to the administration, or who do not use a vacation day, will lose a personal business day.

Employees, other than critical employees, shall be paid their regular wages for each day schools are closed due to adverse weather conditions. Such days are not to be deducted from sick leave days or personal business days. In the event that school is cancelled beyond the State's allowable days of student attendance, ten month employees will not be paid unless they are required to report to work on the cancelled day. These employees will be paid for those hours at the time the cancelled day is rescheduled. If the day is not scheduled to be made up, the employees will be entitled to the pay for the hours they would have been scheduled to work, and they will be required to work.

10. A Union official must notify the building, maintenance, or cafeteria supervisor before he/she confers with a Union employee about Union business during the employee's work-shift. A time mutually agreed upon will be arranged for a conference.
11. Immediate supervisors for the respective employee classifications are defined as follows:
  - a. Cafeteria - Food Services Director
  - b. Custodial - Building Administrator
  - c. Transportation - Transportation Supervisor
  - d. Maintenance - Maintenance Supervisor
12. During those periods when the building administrators are not scheduled to work or are absent, the Maintenance Supervisor will be the immediate supervisor for the custodial staff.

#### B. Overtime

1. All overtime work performed in excess of eight (8) hours shall be paid at time and one-half. On the sixth day, overtime shall be paid at time and one-half, and on the seventh day, double time.
  - a. Overtime pay shall not be pyramided.
  - b. Overtime pay shall be promptly turned in for payment by the following pay period.
2. Employees who work over eight (8) hours in a day do not qualify for overtime if they have had an unpaid absence during the work week.
3. Time and one-half will be paid for overtime on Saturdays. All work performed on Sundays will be at the rate of double time. All work performed on holidays will be paid at the rate of double time plus holiday pay.
4. Food Service employees will be paid at the rate of time and one-half when working over forty (40) hours in a week per the Fair Labor Standards Act (FLSA).
5. Overtime will be distributed as equally as possible among the eligible employees in the desired

classification who are available by reason of being on the shift and at the building where the work is required.

6. When overtime cannot be filled within the building, it shall be filled on a rotation basis according to seniority within a classification from among those available employees indicating their willingness to work overtime. Employees who refuse overtime shall be charged with a turn. If there is a "no" response from those available employees on the overtime list, or if an employee cannot be reached by one phone call, the Administration may call an outside substitute on a daily basis.
7. All overtime worked by the custodial, maintenance, and food service employees will be paid every two weeks for services ending the previous Friday. This also applies for services performed by bus drivers. In the event the provisions of this article cannot be complied with, the matter shall be resolved by a conference between the Union and Administration.
8. Records of overtime work and special bus runs will be kept for one year and will be available for inspection.

C. Custodial/Maintenance

1. When schools are closed due to an emergency or when a work shift has been canceled, employees are to be notified not to report for work. In the event that a custodial/maintenance employee is scheduled to work, reports to work, and had not been notified not to report, he/she shall be given work for his/her scheduled number of hours or four (4) hours, whichever is less.
2. When an outside group or organization is authorized to use a school facility for an activity or function which is not school-related, and there is no cost to the district, a custodian will be scheduled to work at the activity or function.
3. When an absence occurs, the Supervisor of Maintenance and Transportation will determine if the absence shall be covered. The determination shall not be arbitrary, capricious, or discriminatory. If the Union feels this section has been violated, the grievance procedure will be initiated at the Superintendent's step.
4. When overtime is authorized by the Supervisor of Maintenance and Transportation, the procedure outlined below will be followed:
  - a. The employee will be paid overtime at the normal rate of pay for overtime.
  - b. If the employee does not desire to work the authorized over time, he/she will notify his/her supervisor at the beginning of his/her shift.
5. The overtime period will not automatically be an extension of the employee's regular eight (8) hour shift, but can be set by his/her supervisor to facilitate the operation of the school program.
6. The minimum number of hours authorized under this provision will be two (2).
  - a. The Administration shall limit the number of days of this overtime to five (5). The job shall then be posted, within the occupational group classification, for one (1) day and two (2) vacancies filled, by seniority from the seniority list. If the position is not filled in this manner, outside substitutes may be called. Employees bidding on a limited-term posting shall retain full seniority rights to bid on any other permanent openings that occur during that period. All employees hired prior to July 1, 1990 shall be covered as outlined in Appendix B.



- b. In case of an emergency, the number of days of overtime may be extended to a maximum of ten (10) days.
- 7. This provision will not apply during holidays or summer periods.
- 8. The overtime rotation will be kept within the affected classification.
- 9. If a building has two (2) or more custodians, the overtime will be kept within the building whenever possible.
- 10. High school and college students may be employed to augment the work force during the summer, Christmas holiday, and Easter holiday.
- 11. A call in list shall be established at the beginning of each school year. When a custodian is absent and a building needs to be covered and/or cleaned custodians will be called in to fill the opening on a rotating basis. If an employee turns down the call in two consecutive times in a school year that employee shall be removed from the call in list.

D. Transportation - General

- 1. When buses are operated for the transportation of students from home to school and from school to home, bargaining unit drivers will be assigned based upon the transportation schedule of the district.
- 2. When buses are required for the transportation of passengers, and other related purposes for the school system, the bargaining unit's bus drivers will be assigned subject to the extent that they are available.
- 3. Bus drivers may use school restroom facilities and wait in school buildings before bus runs and other activities. Bus engines must be shut off and the ignition key removed while drivers are not in their buses.
- 4. A driver called in to drive an extra bus run shall be guaranteed a minimum of two (2) hours pay.
- 5. Bus drivers assigned to regular established runs shall be guaranteed a minimum time of two (2) hours per run.
- 6. Bus drivers shall have the right to maintain order on the bus for the safety of the passengers and the bus. Any unacceptable conduct will be reported to the Transportation Supervisor. The Transportation Supervisor will notify the principal who has the responsibility for correcting the problem. The bus driver will be notified within twenty-four (24) hours if bus privileges were suspended as a result of the misbehavior.
- 7. A shift premium of \$.15 per hour shall be paid drivers for all bus runs between 11:00 p.m. and 6:00 a.m.
- 8. If a kindergarten/vocational education run has to be covered, the driver shall be notified, on a seniority basis, before 9:00 a.m. except in cases of emergency.
- 9. Bus runs for summer will be assigned by seniority to qualified bus drivers who sign up to drive during summer.
- 10. Drivers on athletic runs will be given a designated pick-up time if they are not required to lay over.

11. When a driver and/or substitute driver is not available, the driving assignment may be given to any unit member with the proper school bus driver certification.

E. Transportation - Field Trips

1. Field trip run assignments will be offered based upon the availability of a driver. This offer will be made on a rotation basis to our regular bus drivers according to seniority. A "no" response by a driver constitutes a "turn," if the driver was asked no later than the previous workday.
2. Field trip runs shall be on a rotation basis and equalization of hours. The employer shall post an updated overtime list indicating only actual hours worked and/or charged for the previous week and estimated hours restricted to Mondays only for current week. The listing shall be posted by 12:00 p.m. on Monday of each week, within the time constraints of the director.
3. Bus drivers on personal leave shall be charged for field trip runs when it is their turn in the rotation for field trips.
4. New drivers will start with top hours for field trip runs after their thirty (30) day probationary period.
5. Bus drivers on sick leave shall not be charged for field trip runs if their turn is missed while on sick leave.

F. Food Service

1. A regular starting time will be established at each school by the Food Service Director operating the Food Service programs. Assignments will be made in accordance with requirements for utilization of individuals within classification. The Administration will endeavor to assign hours on a regular basis consistent with work needs.

The parties agree that the nature of the Food Service functions requires some flexibility in work schedules. The Union agrees that deviations in work schedules to accommodate work objectives may be made by the Administration. The Administration agrees to keep work schedule changes to a minimum.

2. The Superintendent or designee shall have the right to allow use of the kitchen facilities for district approved activities. When the school district believes it is appropriate, a bargaining unit member will cover the approved activity for a minimum of two hours at regular wage rates. Members would receive overtime wage rates when working over seven hours on a full shift.
3.
  - a. The hiring of substitutes or temporary employees to replace absent food service employees will be at the sole discretion of the Administration provided that qualified regular food service employees, by seniority within their buildings, will be given the substitute or temporary work for the higher classifications. A vacancy created by an employee leave, that extends over ten (10) days, shall be filled on a district-wide basis, according to seniority.
  - b. When an employee is absent, the hours normally worked by the employee will be filled. First priority will be given to regular employees in that kitchen. When hours cannot be filled by regular employees, a substitute will be called.

**Article XII. - Physical Examinations**

- A. The Board will pay the cost of a physical examination or chauffeur's license required for any classification.
- B. Bus drivers are required to pass an annual physical examination by a qualified medical or osteopathic physician selected by the Board. Bus Drivers shall be paid his/her hourly rate for time spent at doctor's office up to two (2) hours.
- C. In the event that the report of the examining physician is unsatisfactory, the employee may be examined by another physician of his/her choice and at his/her expense.
- D. In the event that the Board's physician and the employee's physician do not agree, they may select a third physician whose opinion shall be binding. The cost of the third physician shall be shared by the employee and the Board.

**Article XIII. - Vacations**

- A.
  - 1. Vacations should be taken during the summer months while school is not in session. Vacations may be scheduled by seniority as closely as possible to the employee's convenience if the vacation time does not interfere with the operation of the schools. If Administration is notified before June 1, special consideration will be given in regard to vacation time other than during the summer.
  - 2. Maintenance employees may use vacation time when school is in session as well as in the summer. However, no more than 50% of the department will be on vacation at one time.
  - 3. Custodial employees may use vacation time when school is in session as well as in the summer. Vacations may be taken when school is in session under the following conditions:
    - a. No more than ten (10) people per year.
    - b. No more than four (4) at one time.
    - c. One week maximum.
    - d. Afternoon custodian in the building may work days based on seniority.
  - 4. Section 3 above applies only if qualified outside substitutes are available.
- B.
  - 1. Regular full-time and permanent part-time employees hired on July 1, 1990 and thereafter shall be eligible for vacation on a prorated basis as follows:

Up to 6 Months.....None	8 Years.....13 Days
6 Months..... 3 Days	10 Years.....15 Days
1 Year..... 5 Days	12 Years.....16 Days
2 Years.....10 Days	14 Years.....17 Days
4 Years.....11 Days	16 Years.....18 Days
6 Years.....12 Days	18 Years.....20 Days

Regular full-time and permanent part-time employees hired prior to July 1, 1990 shall be eligible for vacation on a prorated basis as follows:

Up to 6 Months.....None	4 Years.....13 Days
6-12 Months.....5 Days	5 Years.....14 Days

1 Year.....	10 Days	6 Years.....	15 Days
2 Years.....	11 Days	After 10 Years.....	20 Days
3 Years.....	12 Days	After 20 Years.....	25 Days

2. Vacations shall be taken without loss of pay. Extra pay shall not be given in lieu of vacation. Vacation time may not be accumulated from year to year.
3. June 30 of each year shall be the date for which service time shall be computed for vacation purposes.
4. If an employee voluntarily severs his/her employment with the school system after accumulating six (6) months service and gives ten (10) working days notice, he/she shall be entitled to three (3) days paid vacation.

- C. When a contract holiday falls within an employee's vacation period, said employee shall receive an additional day of vacation.
- D. Employees will not accumulate vacation credits during a non-compensable leave as outlined in Article XVII or during periods when employees are receiving short or long term disability.
- E. Employees who terminate in good standing with the school district (not discharged) and give two weeks' advance notice of intention to quit, and who work through the period of such notice, shall be paid the unused portion of their earned vacation.
- F. If an employee is laid off or retires, he/she will receive any unused vacation credit including that accrued in the current calendar year. A recalled employee who receives credit at the time of layoff for the current calendar year will have such credit deducted from his/her vacation the following year.
- G. Vacation benefits will be prorated for permanent part-time employees.
- H. All transportation employees hired after June 30, 1996, will have their vacation days prorated based upon a factor calculated using the number of scheduled student days plus ten (10) paid holidays (July 1 - June 30), divided by 260 days, times the number of eligible vacation days.
- I. Vacation time for food service employees, hired on July 1, 1990 and thereafter will be prorated for full-time and part-time employees as follows:

0-6 Months .....	None
6-12 Months .....	2 Days
1 - 5 Years .....	5 Days
6 - 10 Years .....	10 Days

Vacation time for food service employees, hired prior to July 1, 1990 will be prorated for full-time and part-time employees as follows:

1 - 5 Years .....	1 Week
5 - 10 Years .....	2 Weeks
10-20 Years .....	3 Weeks
20 Years.....	4 Weeks

All food service employees will be required to receive their vacation time as a lump sum payment. Vacation time will not be approved to offset work days or non-scheduled days. Payment of accumulated vacation time for Food Service employees shall include all hours worked in the Food

Service Department.

- J. Voluntary severance of an employee's position prior to the closing of school will mean loss of vacation pay. No other contract provisions for vacation benefits will apply to food service employees.
- K. When an employee calls in sick the day before or after a scheduled vacation period, a doctor's certificate may be required. If a doctor's certificate is required and not provided, the employee will be considered absent without pay.
- L. Beginning with the fifth absence recorded, as Absent Without Pay (AWP), and each day thereafter, an employee shall have his/her vacation time reduced by 50% of the time listed as AWP. An employee who is listed AWP on the day before or after a paid holiday, will not receive holiday pay.

#### Article XIV. - Holidays

- A. It is mutually understood and agreed that all employees, including probationary employees, in the bargaining unit at the date of ratification of this Agreement will be eligible to qualify for holiday pay.
- B. Regular employees shall be entitled to the following days off without loss of pay or vacation time: (1) day before New year's Day, (2) New Years Day, (3) Good Friday, (4) Memorial Day, (5) July 4, (6) Labor Day, (7) Thanksgiving Day, (8) Friday after Thanksgiving, (9) Day before Christmas, (10) Christmas Day, (11) and one day during the Christmas Break to be worked out cooperatively with the Supervisor of Maintenance and Transportation after consulting with the Superintendent or designee. Ten (10) month employees shall lose only those holidays that fall during the time they are not worked in the summer. Transportation employees shall not have this one additional paid holiday even if they drive for a summer program/field trip etc.
- C. When any of the above days fall on Sunday, the Monday following shall be considered the holiday. When any of the above days fall on Saturday, the proceeding Friday shall be considered the holiday. If Christmas or New Year's Day falls on Monday, the day after Christmas or New Year's Day will be given in lieu of the day before Christmas or New Year's Day.
- D. Employees required to work on any of the above Fridays or Mondays because school is in session will have the option of receiving holiday pay or compensatory time added to their vacation.
- E. To be eligible for holiday pay, an employee shall have worked the full period of his/her last scheduled work day prior to and his/her next scheduled work day following the holiday unless the employee is on an approved paid leave day. In the event of sickness a doctor's certificate may be required.

Food Service employees shall be paid holiday pay based on total number of hours worked in the Food Service Department.

#### Article XV. - Retirement

- A. Employees may retire in accordance with conditions set forth in the Michigan Public School Employees Retirement Act.
- B. Employees hired prior to July 1, 2009 who retire under the provisions of the Michigan Public School Employees Retirement System shall be entitled to a severance pay for accumulated sick leave days based on the following formula:

<u>Accumulated Sick Leave Days</u>	<u>% of Base Salary</u> <u>Received at Retirement</u>
48 - 60	10

61 - 72	15
73 - 84	20
85 - 96	25
97 - 108	30
109 - 120	35
121 - 132	40
133 - 144	45
145 - 160	50
161 - 174	55
175+	60

Employees hired after July 1, 2009 shall not be entitled to this payment.

- C. Employees retiring under the provisions of the Michigan Public School Employees Retirement System with forty-seven (47) or less accumulated sick leave days and more than ten (10) years of service will receive \$75.00 per year of service.

This provision will apply to employees who do not participate in the contributory plan and who retire on or after January 1, 1987. However, employees who participate in the contributory plan will be eligible for this benefit after five (5) years of service.

Employees hired after July 1, 2009 shall not be entitled to this payment.

**Article XVI. - Leaves of Absence**

- A. Sick Leave and Personal Business

Food Service employees shall be paid sick leave and personal business days based on total number of hours worked in the Food Service Department.

1. Sick leave days may be used for the following reasons:
  - a. Personal illness or quarantine.
  - b. Serious illness in the immediate family (mother, father, wife, husband, child, or stepparent).
  - c. Death of a relative.
  - d. Personal business (up to three (3) days per year) approved by the employee's immediate supervisor and the Superintendent. Personal Business Days may not be used to extend a holiday or vacation periods.
2. Sick Leave Days (effective July 1, 1989) are earned at a rate of one (1) day per month. A total of fourteen (14) sick leave days per year will be earned by full-time employees (40 hours per week) with out loss of pay. All transportation employees who work ten (10) months per year will earn twelve (12) days per year. Those transportation employees who work more than ten (10) months will earn one (1) additional day for each month worked. All food service employees will earn ten (10) sick leave days.
  - a. Members of the sick leave bank will have one (1) day placed in the sick leave bank and one (1) day awarded to the employee at the beginning of each school year. At the end of the last day of each month, one (1) day will be earned by the employee. At the end of the fiscal year (June 30), the employee will have earned a total of thirteen (13) days.

Transportation and food service employees will earn only the number of days as listed

above.

- b. Non-members of the sick leave bank will be awarded one (1) day at the beginning of each fiscal year (July 1). At the end of the last day of each month, one (1) additional day will be earned by the employee. At the end of the fiscal year (June 30), the fourteenth (14th) day will be awarded to the employee.

Transportation and food service employees will earn only the number of days as listed above.

3. The unused portion of the above days shall be added to the employee's sick leave reserve at the close of each school year. The number of days in this service shall be unlimited.
4. The reason for absence must be stated when the employer is notified.
5. When the absence occurs as a result of illness, the Administration may ask for a statement from the attending physician after three (3) workdays. However, if the Administration cannot contact the employee by phone or in person, the Administration may ask for a statement from the attending physician after two (2) days.
6. Personal Business shall be interpreted as that which requires the presence of the employee at affairs which cannot be arranged for outside of working hours. Requests for personal business leave shall be approved in advance except in case of emergency. Forms for this purpose shall be obtained from the building office. Personal Business requiring two hours or less may be arranged for without being charged against leave time if a corresponding amount of time is made up at a time agreeable to the immediate supervisor.
7. Sick leave benefits will be prorated for permanent part-time employees.
8. Extended leaves of absence shall be granted by the Board on the basis of individual need and merit. Leaves of absence may be renewed on the same basis.
9. Employees who have exhausted their personal leave days and the sick bank due to personal illness shall be placed on an appropriate leave of absence, per Article XVII, by the Board. The employee will have the option of utilizing vacation days prior to being placed on the leave.

B. Release Time - Union Representation

Up to a total of five (5) days paid released time will be granted for the purpose of Union representation. Written requests for duly elected delegates to attend conventions, conferences, and seminars must be submitted to the Superintendent at least two (2) weeks prior to the requested date for released time. Attendance will not exceed two (2) persons for each activity per year.

C. Sick Leave Bank

A voluntary sick leave bank will be established for Local 2722 employees who choose to participate. The bank will be operated as follows:

1. Each employee enrolling in the bank will donate one day of his/her sick leave to the bank each year until the bank is built up to a maximum of 1,500 days. No more days will be added to this maximum until the bank is depleted to 1,000 days. The bank will then be built up to 1,500 days again and the process repeated.
2. Additions will be made to the bank at the beginning of each fiscal year according to the above limitations.

3. A person withdrawing from membership in the bank will not be able to withdraw the contributed days.
4. The first thirty (30) working days of illness or disability will not be covered by the bank but must be covered by the person's own accumulated sick leave or absence without pay. Vacation pay may be used before using the ten (10) sick leave bank days.
5. A person will not be able to withdraw days from the bank until his/her own accumulated sick leave is depleted.
6. The food service employees' sick leave bank is to be kept separate from the custodial, maintenance, and transportation employees' sick leave bank.
7.
  - a. A maximum of ten (10) days each school year can be drawn by one individual from the non-cafeteria bank. A maximum of ten (10) days may be drawn from the cafeteria bank.
  - b. A Union Board of Review will meet and decide upon requests for extension of these maximums, up to an absolute limit of sixty (60) total days.
8. Persons withdrawing sick leave days from the bank will not have to replace these days except as a regular contributing member of the bank.

D. Jury Duty

1. When an employee is called to perform jury duty, the Board shall pay the difference between the jury duty and the employee's regular pay.
2. Time spent on jury duty will be deducted from the regular shift. The remaining work-time on the regular shift will be assigned by the administrator. The utility person may be assigned to the position and/or an out side substitute called during the time the work location is uncovered.
3. An employee being either summoned or subpoenaed will be granted up to maximum of three (3) days without loss of pay. Any additional days must be taken from personal leave days. Evidence of the summons or subpoena and the number of days involved must be provided by the employee.
4. Employees who are members of a branch of the United States military and are put on active status because of emergency situations will be paid the difference between the military pay and their normal wages for a period not to exceed two (2) weeks.

Article XVII. - Non-Compensable Leaves

- A. Leaves without pay will be granted in accordance with the specified provisions for each type of leave as hereinafter provided for military service, physical incapacity, maternity, and Union representation. Leaves for other purposes may be granted but shall be subject to the consent of the Administration.

B. Mandatory Leaves

1. Military Leave

Employees who are inducted into the armed services will be granted leaves in conformance with conditions established by federal and state laws.

2. Physical Incapacity



- a. Employees are responsible to inform or cause the Administration to be informed of the health-connected reason for any absence as soon as possible.
- b. Prior to the expiration of a paid sick leave, an employee may request an extended non-compensable leave of absence terminating at a specified date. The request must be in writing.
- c. Should extension of such leave be required, a renewal application and a physician's certification must be submitted.
- d. When an employee is released by the attending physician to return to work, the employee shall notify the Personnel Office in writing of his/her intent to return. The notice must be supported by a report from the attending physician that the employee is fully recovered and capable of performing the functions and duties of his/her position. This notice shall be given as far in advance of the employee's intended return as is practicable.
- e. Seniority shall continue to accumulate during physical incapacity.
- f. The employee shall be assigned to the position he/she held prior to the leave, provided he/she is released to return to work from the physician within 12 months of the onset of the disability. If unable to return within 12 months, the employee will be able to exercise seniority rights to bump into:
  - (1) Any sub-classification within his/her occupational group that is in a direct line across or beneath his/her group sub-classification; or
  - (2) Any sub-classification within his/her occupational group that said employee had previously held on a permanent basis; or
  - (3) Into any occupational group for which he/she is qualified on a district-wide basis providing that he/she has held that position previously.

NOTE: Postings resulting from a leave such as this will include a statement alerting interested parties of the possibility of being returned back to their previous positions if the individual returns to work within 12 months.
- g. Employees may be terminated if they fail to report recovery when released by the attending physician for return to their prior position or if they fail to request an extension of their leave and do not report for duty at the expiration of the leave.

### 3. Maternity Leave and Child Care Leave

The employee shall notify the Personnel Office in writing as soon as her physician confirms her pregnancy. The notice shall be accompanied by a physician's statement indicating the expected date of birth.

- a. Maternity Leave shall begin as soon as the employee's physician certifies her incapable of performing the duties of her job. The employee may continue employment until such time.
- b. Maternity Leave shall cease after delivery when the employee's physician certifies the employee capable of resuming the duties of her position. An employee returning from Maternity Leave shall be placed in the position she held prior to such leave with no loss of seniority.

- c. An employee, male or female, may request a six (6) months unpaid leave of absence to be utilized as a Child Care Leave. Upon return from this leave, he/she shall be placed in a position commensurate with the position held prior to such leave. This leave will not accrue seniority.
- d. If no opening is available, he/she may exercise his/her seniority to bump the employee with the least seniority holding such position.
- e. An employee may request an extension of the Child Care Leave. However, if the employee is on Child Care Leave beyond the six (6) months period, he/she will be reinstated for the first available vacancy for which he/she is qualified. This leave will not accrue seniority.

C. Union Representation

- 1. Leave for a period of one (1) year shall be granted to one (1) employee for the purpose of holding full-time elective or appointed office with the Union representing this bargaining unit. This leave will be renewed each year for a one (1) year period providing that certified request is made each year for the succeeding year prior to the expiration date of the current leave.
- 2. Seniority will be broken if a certified request for leave renewal is not made as herein provided and the affected employee fails to report for duty at the expiration of the approved leave. Seniority will also be broken if the employee granted the leave resigns or is severed from the representation position and does not promptly apply for reinstatement.

D. Consent Leaves

All leaves other than those provided for in Section B, Mandatory Leaves, shall be for a definite period with a specific termination date. Employees being granted such leave shall be requested to report for duty upon the termination thereof.

E. Family and Medical Leaves (FMLA)

The Board will grant up to twelve (12) weeks of Family and Medical leave during any twelve (12) month period to eligible employees in accordance with the Family and Medical Leave Act (FMLA) of 1993.

- 1. All requests for such leave will be made to the Superintendent or his/her designee.
- 2. When the need is foreseeable, notice will be given thirty (30) days before the start of the FMLA leave. If it is not possible for the employee to give thirty (30) days notice, the employee will give as much notice as is practicable.
- 3. Proper certification of the reason for the leave must be provided.
- 4. An employee shall be requested to use all available leave time (i.e. sick leave, personal leave, and/or vacation leave) for all or part of the duration of the FMLA leave, with any balance of time being without pay.
- 5. An employee is not permitted to be employed during the FMLA leave.
- 6. At the end of the FMLA leave, the employee will be returned to his/her position held prior to the leave or an equivalent position.
- 7. In order to be eligible for the above described leave an employee must have worked a minimum of 1250 hours the preceding twelve (12) months.

## Article XVIII. - Miscellaneous

### A. Bulletin Boards

Bulletin boards are provided in each building for custodians and in each kitchen for the purpose of posting notices governing work assignments and general or official information. The use of these boards shall be controlled by the Superintendent, who shall receive copies of all notices to be posted by employees or employee organizations before they are placed on these bulletin boards. However, the following notices may be posted without notifying the Superintendent:

1. Notices of official meetings called by Union officers.
2. Notices of Union social functions.
3. Notices and information from the International Union.

The Union will have use of the inter-communication mail for distribution of the above notices.

- B. Union meetings may be held in school buildings at such times and places as arranged with the building principal. Working time may not be used to attend Union meetings.

## Article XIX. - Benefits

### A. Insurance

#### 1. Health

- a. The Board will furnish medical insurance for permanent full-time employees who work six and one-half (6 ½) hours per day and their families. Premiums will be paid by the Board on a 12-month basis.
- b. The Board of Education will provide the following medical insurance plans:

Beginning July 1, 2011 – December 31, 2013

- a. Premium Co-Payment
  - a. Single Coverage: \$600
  - b. Couple/Family Coverage: \$1000
- b. BC PPO Plan (Same Plan as Administrators/Teachers)
- c. \$250/\$500 deductible, \$10 office visit
- d. Rx \$10/\$40 (open formulary)
- e. Mail-in Option (90-day supply, 2 co-pays)

Beginning January 1, 2014

- a. Simply Blue PPO (HDHP)
- b. \$1,250/\$2,500 deductibles
- c. RX \$10 generic \$60 brand-name (open formulary) after deductible is met
- d. Mail-in Option (90-day supply, 2 co-pays)

The Board of Education will fund each eligible employee's Health Savings Account (HSA) as follows:

<u>January 1, 2014</u>		<u>January 1, 2015</u>	
Single	\$1,000	Single	\$ 250
2-person	\$1,250	2-person	\$1,250
Full Family	\$2,000	Full Family	\$ 500

- c. The Board will provide Blue Cross-Blue Shield coverage for employees retiring under the provisions of the Michigan Public School Employees Retirement System until such time as they are eligible for health insurance benefits provided under that retirement plan.
- d. If a national health insurance program is instituted by action of Congress, government agency, or if a regional pooling effort approved by the State of Michigan is instituted during the life of this Agreement, the parties hereto shall meet to re-negotiate this Article.

2. Life

Term Life Insurance will be purchased in the face amount of \$12,000.00 for those employees whose normal workday is four (4) hours or less and in the amount of \$20,000.00 for those whose normal workday is more than four (4) hours. (Minimum of \$12,000.00 Accidental Death & Disability.)

3. Optical

The Board will provide family optical coverage comparable to that provided under National Vision Administrators (NVA) Plan (Appendix I). Bus Drivers and Maintenance workers that have corrective lenses identified on an operators drivers license issued by the State of Michigan will be reimbursed up to \$100.00 for out of pocket expenses for prescription sunglasses.

4. Dental

- a. Employees working four (4) hours or more per day will receive dental insurance that will provide a 70/30 coverage of Class I, II, and III benefits with a \$1,000 per person annual coverage maximum. Orthodontic coverage will be a 60/40 benefit with a maximum of \$800.00 for dependent to age 19.
- b. If an Employee is covered through a husband's or wife's dental insurance provided by Center Line Public Schools, the Board of Education will coordinate the dental coverage by providing a benefit of 50/50 coverage of Class I, II, and III benefit with a \$1,000 per person annual coverage maximum. Orthodontic coverage will be a 60/40 benefit with a maximum of \$800 for dependent to age 19.
- c. Employees working four (4) hours or less prior to September 1, 1975 will be treated for dental the same as employees working more than four (4) hours per day.

5. Short Term Disability

The Board shall provide Short Term Disability insurance. Coverage will begin 90 days after

onset of the disability. Maximum benefit is \$200 per week.

6. Long Term Disability

The Board shall provide Long Term Disability insurance effective February 1, 2004. It will include a 60% benefit with a \$2,500 monthly maximum income benefit. Long Term Disability coverage begins after Short Term Disability expires.

B. Workers' Compensation

1. Workers' Compensation shall be provided as specified by law. Accumulated sick leave days may be used at the option of the employee to make up the difference between the compensation benefits and the employee's regular rate of pay.
2. After one year, the employee will utilize his/her accumulated sick leave days on a prorated basis to the extent of the employee's accumulated sick leave days.
3. When the employee exhausts his/her accumulated sick leave days, he/she shall be entitled to the provisions provided him/her under the sick leave bank.
4. When all of the above provisions are fulfilled, the employee shall be entitled only to the Workers' Compensation provided by law.
5. When an employee is released to return to work after having been absent on a Workers' Compensation disability, he/she will be reinstated to the classification and location held prior to his/her injury provided:
  - a. The Workers' Compensation physician has released the employee to return to his/her regular position with no job restrictions or limitations; and
  - b. The employee returns to work within one (1) year of the date of disability from the Workers' Compensation injury.
6. When an employee is unable to return to work within the one (1) year period, upon the release of his/her physician, he/she shall be placed for immediate assignment in the first position for which he/she is qualified and which is commensurate with that which he/she held prior to the leave.
7. In the event an employee who suffered an on-the-job injury is released to return to work but is not able to assume his/her former position, placement will be made to an assignment in the bargaining unit for which he/she is qualified. Determination will be made by the Superintendent contingent on the employee's limitation.
8. If it is necessary to provide an opening, in all cases the employee with the least seniority holding such a position may be bumped.
9. When a bargaining unit member is receiving worker's compensation benefits, the employee will receive a pro-rated credit for purposes of vacation accrual. In the event that an employee is supplementing his/her worker's compensation payments with either sick leave or vacation leave, he/she will be entitled to vacation accrual pursuant to this collective bargaining agreement.

C. Uniforms

1. Each custodial/maintenance/transportation employee will be given an allowance of \$85.00 for uniforms on the first of September each year. All employees shall be responsible for the

laundering and upkeep of their uniforms and shall maintain a neat personal appearance. The uniforms shall be purchased from a source designated by the Administration and shall be a standardized color and style. Probationary employees shall be given a proportionate allowance when they have completed their probation. A new employee who quits his/her job within six (6) months of hire shall have the allowance deducted from his/her final paycheck.

2. Maintenance employees shall receive two sets of coveralls per employee per year at no cost to the employee. The employee may have an equal amount applied to the purchase of work boots/shoes or a work jacket. A detailed receipt must be provided and approved prior to any reimbursement.
3. The Board will provide bus drivers with a multi-season jacket one (1) per three (3) year contract beginning with the 2006-2007 school year. Drivers will be offered a choice of styles and sizes and shall be part of the selection process. If at any time a driver's jacket is permanently stained or damaged within the three (3) year contract period the jacket will be replaced at no cost to the employee. The employee will be required to return the stained or damaged jacket to the Transportation Department.
4. Food Service employees will be reimbursed up to a maximum of \$100 for kitchen uniform upon presentation of a valid receipt.
5. Custodial employees may have a forty (\$40.00) dollar allowance per year to purchase an administration approved work boot/shoes.
6. Food service employees will be provided a \$25 allowance per year toward district approved, food service work shoes.

**Article XX. - Wage Rates**

A. Employer will pay the employees' retirement contributions to the state.

**B. 1. Hourly rates effective July 1, 2013 through June 30, 2014  
Step Freeze and .5% increase**

<i>July 1, 2013 – June 30, 2014</i>			
<b>CLASSIFICATION</b>	Start	1 Year	2 Years
Maintenance Leader	22.12	24.41	26.27
Maintenance Electrician	21.56	23.79	25.60
Maintenance Plumber	21.56	23.79	25.60
HVAC Technician	21.56	23.79	25.60
Maintenance Carpenter	21.15	23.35	25.13
Maintenance Painter	21.15	23.35	25.13
Maintenance Grounds	20.66	22.83	24.58
Maintenance Utility	20.66	22.83	24.58
Building Engineer-Secondary	19.67	21.70	23.34
Building Engineer-Elementary	19.33	21.40	23.09
Head Custodian–Secondary	19.67	21.70	23.34
Head Custodian–Elementary	19.33	21.40	23.09
Swing Shift – High School	19.70	21.58	23.08
Custodian I	18.70	20.58	22.08
Custodian II	16.80	18.63	20.13
Bus Driver	18.06	20.13	21.81

**B. 1. Hourly rates for July 1, 2013 through June 30, 2014.  
Step Freeze and .5% increase**

<i>July 1, 2013 – June 30, 2014</i>						
CLASSIFICATION	Start	1 Year	2 Years	3 Years	4 Years	5 Years
Head Cook-Secondary	14.45	15.02	15.56	16.12	16.68	19.10
Cook-Elementary	12.95	13.50	14.07	15.07	16.10	17.18
Cafeteria Helper	11.81	12.71	13.75	14.33	14.92	15.11

**B. 2. Hourly rates for employees hired after September 2, 2009.**

<i>July 1, 2013 – June 30, 2014</i>			
CLASSIFICATION	Start	1 Year	2 Years
Maintenance Leader	17.70	19.54	21.02
Maintenance Electrician	17.25	19.03	20.47
Maintenance Plumber	17.25	19.03	20.47
HVAC Technician	17.25	19.03	20.47
Maintenance Carpenter	16.90	18.67	20.10
Maintenance Painter	16.90	18.67	20.10
Maintenance Grounds	16.53	18.27	19.67
Maintenance Utility	16.53	18.27	19.67
Building Engineer-Secondary	15.74	17.37	18.66
Building Engineer-Elementary	15.46	17.12	18.47
Head Custodian-Secondary	15.74	17.37	18.66
Head Custodian-Elementary	15.46	17.12	18.47
Swing Shift – High School	15.96	17.46	18.67
Custodian I	14.96	16.46	17.67
Custodian II	11.57	14.90	16.10
Bus Driver	14.44	16.10	17.45
Head Cook-Secondary	11.57	13.43	15.29
Cook-Elementary	10.36	12.48	13.74
Cafeteria Helper	9.45	10.75	12.07

Wage Openers for July 1, 2014, July 1, 2015 and July 1, 2017

- C. There will be sixty (.60) cents per hour shift premium for the Secondary Building Engineer position and forty (.40) cents per hour shift premium for the Elementary Building Engineer position. There will be thirty (.30) cents per hour shift premium for the hours worked between 3 p.m. and 11 p.m. There will be forty (.40) cents per hour shift premium for the hours worked from 11 p.m. to 6 a.m. There will be fifteen (.15) cents per hour shift premium paid drivers for bus runs between 11:00 p.m. and 6:00 a.m.
- D. If the majority of the hours worked by an employee are during shift premium time, the employee shall be paid premium pay for the total hours worked.
- E. A longevity payment of fifteen (.15) cents per hour will be paid after eight (8) years of service, plus an additional five (.05) cents per hour after twelve (12) years of service, plus an additional twenty-five (.25) cents per hour after fifteen (15) years of service.

## Article XXI - Mandatory Disclosure to the Department of Education and School Administration

When a member of the Bargaining Unit who has had an initial criminal history check, regardless of the outcome, is subsequently *charged* with one or more of the following types of offenses (whether under Michigan, another state's, or federal law), the person must, within three (3) days of being arraigned for the offense or offenses, report to the State Department of Education and the administration of the school involved, on an approved form, that he or she has been charged with the following offense or offenses.

- A. Any felony.
- B. Any of the following misdemeanors:
  - 1. Criminal sexual conduct in the fourth degree or an attempt to commit criminal sexual conduct in the fourth degree.
  - 2. Child abuse in the third or fourth degree or an attempt to commit child abuse in the third or fourth degree.
  - 3. A misdemeanor involving cruelty, torture, or indecent exposure involving a child.
  - 4. A misdemeanor violation of section 7410 of the public health code, 1978 PA 368, MCL 333.7410 (drug dealing to minors or near schools).
  - 5. A violation of section 115, 141a, 145a, 335a, or 359 of the Michigan penal code, 1931 PA 328, MCL 750.115, MCL 750.141a, 750.145a, 750.335a, and 750.359, or a misdemeanor violation or section 81, 81a, or 145d of the Michigan penal code, 1931 PA 328, MCL 750.81, 750.81a, and 750.145d.
    - Breaking and entering;
    - Consumption of alcohol/drugs by minors and at social gatherings;
    - Soliciting a child for immoral purposes;
    - Indecent exposure;
    - Theft or defacing of construction materials;
    - Domestic assault and battery;
    - Assault; and
    - Internet use for purpose of committing a crime against a minor.
  - 6. A misdemeanor violation of section 701 of the Michigan liquor control code of 1998, 1998 PA 58, MCL 436.1701.
  - 7. Any misdemeanor that is a listed offense – sex related offense.
- C. A violation of a substantially similar law of another state, of a political subdivision of this state or another state, or of the United States.

Failure to comply with this provision may result in discipline up to and including discharge.

## Article XXII. - Savings Clause

If any provision of this Agreement is held to be contrary to law, then such provision will be deemed valid only to the extent permitted by law, but all other provisions of this Agreement will continue in full force and effect. The parties will meet as soon as possible after any such holding for the purpose of renegotiating the provision or provisions affected.

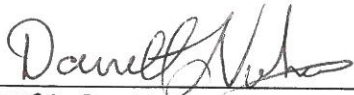


Article XXIII. - Amendments and Termination

This Agreement shall commence **July 1, 2013**, and shall continue in full force and effect until **June 30, 2017**. If either party desires to terminate, modify, or change the Agreement, they shall give the other party written notice by certified mail to that effect not less than sixty (60) days prior to **June 30, 2017**. If there is not notice by either party to terminate, modify, or change this Agreement, this Agreement shall continue in full force from year to year.

In witness whereof, the parties hereto have caused this Agreement to be executed by their respective and proper officers, duly authorized.

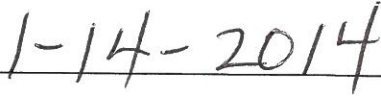
FOR THE BOARD OF EDUCATION:



DARRELL VICKERS, President

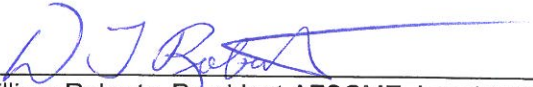


Eve Kaltz, Superintendent



Date

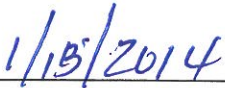
FOR THE UNION:



William Roberts, President AFSCME, Local 2722



Kathie Sherrill, Michigan AFSCME Council 25, AFL-CIO



Date

**APPENDIX A**

**CENTER LINE PUBLIC SCHOOLS  
Macomb County, Michigan**

**Letter of Agreement  
Between  
Center Line Public Schools  
And the  
American Federation of State, County, and Municipal Employees  
Local 2722, AFL-CIO of Michigan Council No. 25**

Prior to the 1990-1993 contract, employees were allowed to bid for **any** open positions. The most senior bidder who met the requirements would be assigned the position. This meant that employees were allowed to move from one occupational group to another through the bidding process.

In the 1990-1993 contract, language was inserted restricting employees from bidding into other occupational groups.

This new language applied to all employees hired on July 1, 1990 and thereafter. However, employees hired prior to July 1, 1990 are **not** restricted by this language and may use the bidding process to move from one occupational group to another.

This letter replaces all references to the 1987-90 agreement as referred to in the 2000-2003 agreement.

FOR CENTER LINE PUBLIC SCHOOLS:

FOR AFSCME LOCAL 2722:

MaryAnn Blakely     02/20/04  
Assistant Superintendent     Date  
for Administrative Services

David W. Olceski     02/20/04  
Local 2722 President     Date

Kathie Sherrill     02/20/04  
AFSCME Council 25     Date

**APPENDIX B**

**CENTER LINE PUBLIC SCHOOLS  
Macomb County, Michigan**

**Letter of Agreement  
Between  
Center Line Public Schools  
And the  
American Federation of State, County, and Municipal Employees  
Local 2722, AFL-CIO of Michigan Council No. 25**

The Center Line Board of Education and AFSCME – Local 2722 hereby agree to the following Letter of Agreement.

Upon completion of the bidding process outline in Article X, Item K, "Job Openings," all members of Local 2722, regardless of their classification, have the right to participate in the application process for any position that has been offered to the "public" by submitting a letter of interest to the department accepting applications.

Jobs offered to the "public" will be awarded based upon interview, testing, and job qualifications. Union membership does not guarantee placement.

Local 2722 members that have been selected for positions offered to the "public":

- a. Will retain fringe benefit date based on existing district, Local 2722 hire date.
- b. Salary placement will be based on existing district, Local 2722 hire date.

FOR CENTER LINE PUBLIC SCHOOLS:

Arthur A. Napolitan

Arthur A. Napolitan  
Interim Assistant Superintendent  
for Administrative Services

FOR AFSCME LOCAL 2722:

Patricia Hoornstra

Patricia Hoornstra  
President, Local 2722

Cathy Cole

Vice President, Local 2722

August 15, 2000

August 23, 2000

**APPENDIX C**

**CENTER LINE PUBLIC SCHOOLS  
Macomb County, Michigan**

**Letter of Agreement  
Between  
Center Line Public Schools  
And the  
American Federation of State, County, and Municipal Employees  
Local 2722, AFL-CIO of Michigan Council No. 25**

The Center Line Board of Education and AFSCME Local 2722 hereby agree to the following Letter of Agreement.

A bid session will be held the Wednesday prior to Labor Day each year, prior to the opening of school, for drivers to bid on transportation runs for the coming school year.

One (1) week prior to the bid session, bus drivers will be able to review "Core Run" information including all Voc Ed and additional runs that are available.

All bus drivers are expected to attend the August bid session. If a driver is absent, the Assistant Supervisor of Transportation will assign a run to the driver based upon the driver's seniority.

When and if new Voc Ed and additional runs become available they will be added to a driver's schedule based upon seniority.

After five (5) weeks into the school year, if a run is decreased by thirty (30) minutes or more, drivers will be able to bump for a vocational run or additional run that fits into the driver's scheduled run. If that is not possible, they may bump an entire run according to seniority.

After five (5) weeks into the school year, if a run is increased by thirty (30) minutes or more the run will be posted.

FOR CENTER LINE PUBLIC SCHOOLS

FOR AFSCME/LOCAL 2722

*Craig Anderson* 07/27/09  
For the Administration (date)

*Tony Bowman* 07/27/09  
President, Local 2722 (date)

*Kathie Sherrill* 07/27/09  
AFSCME, Council 25 (date)

APPENDIX D

CENTER LINE PUBLIC SCHOOLS  
Macomb County, Michigan

Letter of Agreement  
Between  
Center Line Public Schools  
And the  
American Federation of State, County, and Municipal Employees  
Local 2722, AFL-CIO of Michigan Council No. 25

The Center Line Board of Education and AFSCME Local 2722 hereby agree to the following Letter of Agreement.

The Employee who retained medical coverage on June 30, 2006 as identified in the 2003-2006 Master Agreement Article XIX A.1.c on a 100% self paid basis will be allowed to remain on the group policy as 100% self paid until:

- a. Employee is scheduled to work full time and premium is district supported
- b. Employee opts out of coverage
- c. Employee is no longer a member of AFSCME/Local 2722
- d. An audit performed by Blue Cross Blue Shield identifies the employee must be removed.

If coverage will be compromised by a Blue Cross Blue Shield audit the district will support the 51% premium to retain group status.

The 51% contribution and/or Letter of Agreement will discontinue when employee meets criteria aforementioned in (a), (b), or (c).

FOR CENTER LINE PUBLIC SCHOOLS

FOR AFSCME/LOCAL 2722

Craig Anderson    08/01/06  
For the Administration    (date)

Kathy Middler    08/01/06  
President, Local 2722    (date)

Kathie Sherrill    08/01/06  
AFSCME, Council 25    Date

**APPENDIX E**

**CENTER LINE PUBLIC SCHOOLS  
Macomb County, Michigan**

Letter of Agreement  
Between  
Center Line Public Schools  
And the  
American Federation of State, County, and Municipal Employees  
Local 2722, AFL-CIO of Michigan Council No. 25

**HEALTH CARE COST CONTAINMENT**

The Union and the Board of Education agree to form a Healthcare Cost Containment Committee made up of an equal number of members from the Union and the Board, which will review and agree to future cost containment programs to cover both active employees and future retirees during the term of this Agreement.

Said cost containment programs shall not diminish the level of benefits provided in the basic plans. The parties are committed to investigate programs, which will reduce costs. Programs to be considered would include alternative Health care providers, additional cost containment programs and alternative traditional plans.

FOR CENTER LINE PUBLIC SCHOOLS

FOR AFSCME/LOCAL 2722

*Craig Anderson* 07/27/09  
For the Administration (date)

*Tony Bowman* 07/27/09  
President, Local 2722 (date)

*Kathie Sherrill* 07/27/09  
AFSCME, Council 25 (date)

**APPENDIX F**

**CENTER LINE PUBLIC SCHOOLS  
Macomb County, Michigan**

Letter of Agreement  
Between  
Center Line Public Schools  
And the  
American Federation of State, County, and Municipal Employees  
Local 2722, AFL-CIO of Michigan Council No. 25

**NEW EMPLOYEE ORIENTATION**

In order that each new bargaining unit member may be made familiar with the provisions of the Agreement and his/her rights and responsibilities thereunder, the Employer will allow the Local Union President or, if designated, the area steward an opportunity to meet with new bargaining unit member within thirty (30) days of their arrival within the Local Union's jurisdiction. The meeting will be allowed to take place privately in an appropriate location at the worksite agreeable to management and for a reasonable period at a time scheduled by the employer.

FOR CENTER LINE PUBLIC SCHOOLS

FOR AFSCME/LOCAL 2722

*Craig Anderson* 07/27/09  
For the Administration (date)

*Tony Bowman* 07/27/09  
President, Local 2722 (date)

*Kathie Sherrill* 07/27/09  
AFSCME, Council 25 (date)

## APPENDIX G

The parties agree that if Center Line Public Schools is eligible through the Federal and State guidelines to offer a Summer Food Service Program and are in the position to do so, fiscally or otherwise, the following processes will take place.

Membership will be notified of union position that will be available during the summer months in April prior to the operation of the program. Notification of positions through a Job Posting will be available to the membership at least three (3) days prior to a scheduled BID SESSION. The positions will be awarded based on qualification and seniority. Compensation, vacation and sick leave time will be in accordance to the Master Agreement as established in Article XI, Article XIII and Article XX with the following exceptions:

- Sick time earned for hours worked during the summer months will be added to the members accumulated sick leave credit.
- Vacation earned for hours worked during the summer months will be added to the member's vacation payout in June of each year.
- Absences due to illness or vacation during the summer program are non-compensable. Accumulated leave credit may not be used to compensate non-worked time during the summer program.
- The July 4<sup>th</sup> holiday is not compensable for members working the summer food service program.

Interested parties unable to attend the scheduled Bid Session may submit a written request for a desired position to the Food Service Director prior to the award process. It is the member's responsibility to confirm receipt of the notification prior to the bid session. Lost or misdirected notification by mail or facsimiles will not change the outcome of the formal bid session.

*FOR THE BOARD OF EDUCATION:*

*Doreen Ostrolencki*

*4-17-2008*

*Date*

*FOR THE UNION:*

*Tony Bowman*

*4/17/2008*

*Date*



## APPENDIX H

CLARIFICATION TO ARTICLE XVII  
NON-COMPENSABLE LEAVE  
Between  
CENTER LINE PUBLIC SCHOOLS  
And  
AFSCME LOCAL 2722, COUNCIL 25, AFL-CIO

For the purpose of clarifying an employee's entitlements during a Non-Compensable Leave, the following details the terms of each leave with regards to Seniority (Article X), Wage (Article XX), and Benefits (Article XIX)

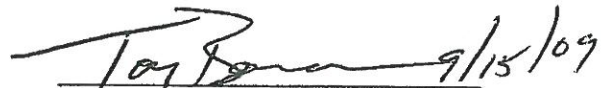
1. Military Leave\*
2. Physical Incapacity – Seniority accumulates with no employer payment for wage or benefits.
3. Maternity Leave – Seniority accumulates with no employer payment for wage or benefits.
4. Child Care Leave – No seniority will accumulate and there are no employer payments for wage or benefits.
5. Union Representation – Seniority addressed with conditions and no employer payments for wage or benefits.
6. Consent Leaves – No seniority will accumulate and there are no employer payments for wage or benefits.
7. Family Medical Leave\*


\* Subject to State and Federal laws. Contact Human Resources Department for current guidelines.

FOR CENTER LINE PUBLIC SCHOOLS

  
For the Administration

FOR AFSCME/LOCAL 2722

 9/15/09  
President, Local 2722 (Date)

 9/15/09  
AFSCME, Council 25

**Blue Cross/Blue Shield Community Blue  
Benefits-at-a-Glance Plan 1**

<b>Preventative Services – Limited to \$500 per calendar year</b>	<b>In-Network</b>	<b>Out-of-Network</b>
Health Maintenance Exam-includes select lab and diagnostic procedures	Covered-100%, one per calendar year	Not covered
Annual Gynecological Exam	Covered-100%, one per calendar year	Not covered
Pap Smear Screening-laboratory services only	Covered-100%, one per calendar year	Not covered
Well-Baby and Child Care	Covered-100% 6 visits per year through age 1 2 visits per year age 2 through 3 1 visit per year age 4 through 15	Not covered
Immunizations	Covered-100%, up through age 16	Not Covered
Fecal Occult Blood Screening	Covered-100%, one per calendar year	Not Covered
Flexible Sigmoidoscopy Exam	Covered-100%, one per calendar year	Not Covered
Prostate Specific Antigen (PSA) Screening	Covered-100%, one per calendar year	Not Covered

<b>Mammography</b>	<b>In-Network</b>	<b>Out-of-Network</b>
Mammography Screening	Covered-100%	Covered-80% after deductible
	One per calendar year, no age restrictions	

<b>Physician Office Services</b>	<b>In-Network</b>	<b>Out-of-Network</b>
Office Visits	Covered-\$10 copay	Covered-80% after deductible, must be medically necessary
Outpatient and Home Visits	Covered-100%	Covered-80% after deductible, must be medically necessary
Office Consultations	Covered-\$10 copay	Covered-80% after deductible, must be medically necessary

<b>Emergency Medical Care</b>	<b>In-Network</b>	<b>Out-of-Network</b>
Hospital Emergency Room-approved diagnosis	Covered-\$50 copay, waived if admitted or for an accidental injury	Covered-\$50 copay, waived if admitted or for an accidental injury
Physician's Office-approved diagnosis	Covered-100%	Covered 100%
Urgent Care Center	Covered-\$10 copay, waived if a medical emergency or accidental injury	Covered-80% after deductible, waived if a medical emergency or accidental injury
Ambulance Services	Covered-100%	Covered-100%

<b>Diagnostic Services</b>	<b>In-Network</b>	<b>Out-of-Network</b>
Laboratory and Pathology Tests	Covered-100%	Covered-80% after deductible
Diagnostic Tests and X-rays	Covered-100%	Covered-80% after deductible
Radiation Therapy	Covered-100%	Covered-80% after deductible

<b>Maternity Services Provided by a Physician</b>	<b>In-Network</b>	<b>Out-of-Network</b>
Pre-Natal and Post-Natal Care	Covered-100%	Covered-80% after deductible
Delivery and Nursery Care	Covered-100%	Covered-80% after deductible

Blue Cross/Blue Shield Community Blue  
Benefits-at-a-Glance Plan 1

<b>Hospital Care</b>	<b>In-Network</b>	<b>Out-of-Network</b>
Semi-Private Room, Inpatient Physician Care, General Nursing Care, Hospital Services and Supplies	Covered-100%	Covered-80% after deductible
	Unlimited days	
Inpatient Consultations	Covered-100%	Covered-80% after deductible
Chemotherapy	Covered-100%	Covered-80% after deductible

<b>Alternatives to Hospital Care</b>	<b>In-Network</b>	<b>Out-of-Network</b>
Skilled Nursing Care	Covered 100%	Covered-100%
	Up to 120 days per calendar year	
Hospice Care	Covered-100%	Covered-100%
	Limited to the lifetime dollar maximum which is adjusted annually by the state	
Home Health Care	Covered-100%	Covered-100%
	Unlimited visits	

<b>Surgical Services</b>	<b>In-Network</b>	<b>Out-of-Network</b>
Surgery-includes related surgical services	Covered-100%	Covered-80% after deductible
Voluntary Sterilization	Covered-100%	Covered-80% after deductible

<b>Human Organ Transplants</b>	<b>In-Network</b>	<b>Out-of-Network</b>
Specified Organ Transplants-in designated facilities	Covered-100%	Covered-80% after deductible
	Up to \$1 million maximum per transplant	
Bone Marrow-in designated cancer centers	Covered-100%	Covered-80% after deductible
Kidney, Cornea and Skin	Covered-100%	Covered-80% after deductible

<b>Mental Health Care and Substance Abuse Treatment</b>	<b>In-Network</b>	<b>Out-of-Network</b>
Inpatient Mental Health Care and Substance Abuse Care	Covered-80%	Covered-80% after deductible
	Unlimited days	
Outpatient Mental Health Care Facility and Clinic	Covered-80%	Covered-80%
Physician's Office	Covered-80%	Covered-80% after deductible
Outpatient Substance Abuse Care	Covered-50%	Covered-80% after deductible
	Up to the state-dollar amount which is adjusted annually	

<b>Other Services</b>	<b>In-Network</b>	<b>Out-of-Network</b>
Allergy Testing and Therapy	Covered-100%	Covered-80% after deductible
Chiropractic and Osteopathic Manipulative Treatment	Covered-\$10 copay	Covered-80% after deductible
	Up to 24 visits per calendar year	
Outpatient Physical, Speech and Occupational Therapy	Covered-100%	Covered-80% after deductible
	Up to 60 visits per calendar year	
Durable Medical Equipment	Covered-100%	Covered-100%
Prosthetic and Orthotic Appliances	Covered-100%	Covered-100%
Private Duty Nursing	Covered-50%	Covered-50%
Prescription Drugs	\$10 generic/\$20 brand name	\$10 generic/\$20 brand name

**Blue Cross/Blue Shield Community Blue  
Benefits-at-a-Glance Plan 1**

<b>Deductible, Copays and Dollar Maximums</b>	<b>In-Network</b>	<b>Out-of-Network</b>
<b>Deductible</b>	<b>None</b>	<b>\$250 per member, \$500 family per calendar year</b>
Copays Fixed Dollar Copay	\$10 for office visits and \$50 for emergency room visits	\$50 for emergency room visits
Percent Copay	50% for mental health care, substance abuse care and private duty nursing*	20% for general services and 50% for mental health care, substance abuse care and private duty nursing* Note: Services without a network are covered at the in-network level.
Copay Dollar Maximums Fixed Dollar Copays	None	None
Percent Copays - excludes mental health care, substance abuse care and private duty nursing copays	Not Applicable	\$2,000 per member, \$4,000 family per calendar year
Dollar Maximums	\$5 million lifetime per member for all covered services and as noted above for individual services	

*\*Note: If you receive care from a nonparticipating provider, even when referred, you may be billed for the difference between our approved amount and the provider's charge.*

This is intended as an easy-to-read summary. It is not a contract. Additional limitations and exclusions may apply to covered services. For an official description of benefits, please see the applicable Blue Cross Blue Shield certificate and riders. Payment amounts are based on the Blue Cross Blue Shield approved amount, less any applicable deductible and/or copay amounts required by the plan. 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.



## Simply Blue<sup>SM</sup> PPO HSA – Plan 1250/0% Medical Coverage with Prescription Drug Coverage Proposed Benefits-at-a-Glance for Center Line Public School

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.

### In-network

### Out-of-network \*

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

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

	In-network	Out-of-network *
<b>Deductibles</b> <b>Note:</b> Your deductible combines deductible amounts paid under your Simply Blue HSA medical coverage and your Simply Blue prescription drug coverage. <b>Note:</b> The full family deductible must be met under a two-person or family contract before benefits are paid for any person on the contract.	\$1,250 for a one-person contract or \$2,500 for a family contract (2 or more members) each calendar year (no 4 <sup>th</sup> quarter carry-over)	\$2,500 for a one-person contract or \$5,000 for a family contract (2 or more members) each calendar year (no 4 <sup>th</sup> quarter carry-over)
	Deductibles are based on amounts defined annually by the federal government for Simply Blue HSA-related health plans. Please call your customer service center for an annual update.	
<b>Fixed dollar copays</b>	Based on prescription drug copay rider selected	Based on prescription drug copay rider selected
<b>Coinsurance amounts</b> <b>Note:</b> Coinsurance amounts apply once the deductible has been met.	None	20% of approved amount
<b>Annual coinsurance/copay dollar maximums</b> <b>Note:</b> Your coinsurance/copay dollar maximum combines coinsurance/copay amounts paid under your Simply Blue HSA medical coverage and your Simply Blue prescription drug coverage.	\$1,000 for a one-person contract or \$2,000 for a family contract (2 or more members) each calendar year – applies to prescription drug copays	\$2,000 for a one-person contract or \$4,000 for a family contract (2 or more members) each calendar year
<b>Lifetime dollar maximum</b>	None	

#### Preventive care services

Service	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	Not covered
Gynecological exam	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Pap smear screening – laboratory and pathology services	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered

Blue Cross Blue Shield of Michigan is a nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association.

\* Services from a provider for which there is no Michigan PPO network and services from a non-network provider in a geographic area of Michigan deemed a "low-access area" by BCBSM for that particular provider specialty are covered at the in-network benefit level. Cost-sharing may differ when you obtain covered services outside of Michigan. If you receive care from a nonparticipating provider, even when referred, you may be billed for the difference between our approved amount and the provider's charge.

Simply Blue PPO HSA – Plan 1250/0% with prescription drugs, NOV 2011



**In-network**

**Out-of-network \***

**Preventive care services, *continued***

Well-baby and child care visits	100% (no deductible or copay/coinsurance) • 6 visits, birth through 12 months • 6 visits, 13 months through 23 months • 6 visits, 24 months through 35 months • 2 visits, 36 months through 47 months • Visits beyond 47 months are limited to one per member per calendar year under the health maintenance exam benefit	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 same calendar year are subject to your deductible and coinsurance. One per member per calendar year	80% after out-of-network deductible <b>Note:</b> Non-network readings and interpretations are payable only when the screening mammogram itself is performed by a network provider.
Routine screening colonoscopy	100% (no deductible or copay/coinsurance) <b>Note:</b> Medically necessary colonoscopies are subject to your deductible and coinsurance. One routine colonoscopy per member per calendar year	80% after out-of-network deductible for routine colonoscopy

**Physician office services**

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**

Hospital emergency room	100% after in-network deductible	100% after in-network deductible
Ambulance services – must be medically necessary	100% after in-network deductible	100% after in-network deductible

**Diagnostic services**

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

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Simply Blue PPO HSA – Plan 1250/0% with prescription drugs, NOV 2011



**In-network**

**Out-of-network \***

**Maternity services provided by a physician**

Prenatal and postnatal care visits	100% after in-network deductible	80% after out-of-network deductible
	Includes covered services provided by a certified nurse midwife	
Delivery and nursery care	100% after in-network deductible	80% after out-of-network deductible
	Includes covered services provided by a certified nurse midwife	

**Hospital care**

Semiprivate room, inpatient physician care, general nursing care, hospital services and supplies <b>Note:</b> Nonemergency services must be rendered in a <b>participating</b> hospital.	100% after in-network deductible	80% after out-of-network deductible
	Unlimited days	
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**

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 90 days per member per calendar year	
Hospice care – must be provided through a <b>participating</b> hospice program	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 only; limited to dollar maximum that is reviewed and adjusted periodically (after reaching dollar maximum, member transitions into individual case management)	
Home health care – must be medically necessary and provided by a <b>participating</b> home health care agency	100% after in-network deductible	100% after in-network deductible
Home infusion therapy – must be medically necessary and given by <b>participating</b> home infusion therapy providers	100% after in-network deductible	100% after in-network deductible

**Surgical services**

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	100% after in-network deductible	80% after out-of-network deductible

**Human organ transplants**

Specified human organ transplants – in designated facilities only, when 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 – when 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
Kidney, cornea and skin transplants	100% after in-network deductible	80% after out-of-network deductible

\* Services from a provider for which there is no Michigan PPO network and services from a non-network provider in a geographic area of Michigan deemed a "low-access area" by BCBSM for that particular provider specialty are covered at the in-network benefit level. Cost-sharing may differ when you obtain covered services outside of Michigan. If you receive care from a nonparticipating provider, even when referred, you may be billed for the difference between our approved amount and the provider's charge.  
Simply Blue PPO HSA – Plan 1250/0% with prescription drugs, NOV 2011



**In-network**

**Out-of-network \***

**Mental health care and substance abuse treatment**

**Note:** If your employer has **51 or more** employees (including seasonal and part-time) and is subject to the MHP law, covered mental health and substance abuse services are subject to the following coinsurance amounts. Mental health and substance abuse coinsurance amounts are included in the annual coinsurance maximums for all covered services. See "Annual coinsurance maximums" section for this amount. If you receive your health care benefits through a collectively bargained agreement, please contact your employer and/or union to determine when or if this benefit level applies to your plan.

Inpatient mental health care and inpatient substance abuse treatment	100% after in-network deductible	80% after out-of-network deductible
	Unlimited days	
Outpatient mental health care: • Facility and clinic	100% after in-network deductible	100% after in-network deductible, in participating facilities only
• Physician's office	100% after in-network deductible	80% after out-of-network deductible
Outpatient substance abuse treatment – in approved facilities only	100% after in-network deductible	80% after out-of-network deductible (in-network cost-sharing will apply if there is no PPO network)

**Note:** If your employer has **50 or fewer** employees (all employees, not just eligible employees), covered mental health and substance abuse services are subject to the following coinsurance amounts. Mental health and substance abuse coinsurance amounts are **not** limited to a coinsurance maximum.

Inpatient mental health care	100% after in-network deductible	80% after out-of-network deductible
	Limited to a maximum of 60 days per member per calendar year	
Inpatient substance abuse treatment	100% after in-network deductible	80% after out-of-network deductible
	Limited to a maximum of 60 days per member per calendar year	
Outpatient mental health care: • Facility and clinic	100% after in-network deductible	100% after in-network deductible, in participating facilities only
• Physician's office	100% after in-network deductible	80% after out-of-network deductible
	Limited to a maximum of 120 visits per member per calendar year	
Outpatient substance abuse treatment – in approved facilities only	100% after in-network deductible	80% after out-of-network deductible (in-network cost-sharing will apply if there is no PPO network)

**Other covered services**

Outpatient Diabetes Management Program (ODMP) <b>Note:</b> Effective July 1, 2011, when you purchase your diabetic supplies via mail order you will lower your out-of-pocket costs.	100% after in-network deductible for diabetes medical supplies; 100% (no deductible or copay/coinsurance) for diabetes self-management training	80% after out-of-network deductible
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 combined maximum of 12 visits 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 combined maximum of 30 visits per member per calendar year	
Durable medical equipment	100% after in-network deductible	100% after in-network deductible
Prosthetic and orthotic appliances	100% after in-network deductible	100% after in-network deductible
Private duty nursing	100% after in-network deductible	100% after in-network deductible

\* Services from a provider for which there is no Michigan PPO network and services from a non-network provider in a geographic area of Michigan deemed a "low-access area" by BCBSM for that particular provider specialty are covered at the in-network benefit level. Cost-sharing may differ when you obtain covered services outside of Michigan. If you receive care from a nonparticipating provider, even when referred, you may be billed for the difference between our approved amount and the provider's charge.





**Additional riders**

Prescription drug copay riders	You must select one of the following copay riders:
<ul style="list-style-type: none"> <li>Riders PD-GB \$10/\$60, RX-90-2x, MOPD-2x, and PD-PT</li> </ul>	<p>Adds specific copays for generic and brand name drugs. Included are provisions for up to a 90-day supply of prescription drugs and the mail-order program.</p>
<p>Rider CI, contraceptive injections            Rider PCD, prescription contraceptive devices            Rider PD-CM, prescription contraceptive medications</p>	<p>Adds coverage for contraceptive injections, physician-prescribed contraceptive devices such as diaphragms and intrauterine devices, and FDA-approved oral, or self-injectable contraceptive medications as identified by BCBSM (non-self-administered drugs and devices are not covered).</p> <p><b>Note:</b> These riders are only available as part of a prescription drug package. Riders CI and PCD are part of your medical-surgical coverage, subject to the same deductible and copay, if any, you pay for medical-surgical services. (Rider PCD waives the copay for services provided by a network provider.) Rider PD-CM is part of your prescription drug coverage, subject to the same copay you pay for prescription drugs.</p>

**See Prescription Drug Coverage Benefits-at-a-Glance for prescription drug benefits.**

\* Services from a provider for which there is no Michigan PPO network and services from a non-network provider in a geographic area of Michigan deemed a "low-access area" by BCBSM for that particular provider specialty are covered at the in-network benefit level. Cost-sharing may differ when you obtain covered services outside of Michigan. If you receive care from a nonparticipating provider, even when referred, you may be billed for the difference between our approved amount and the provider's charge.  
 Simply Blue PPO HSA – Plan 1250/0% with prescription drugs, NOV 2011



## Simply Blue<sup>SM</sup> HSA – Prescription Drug Coverage with \$10 Generic / \$60 Brand Name Fixed Dollar Copay Proposed Benefits-at-a-Glance for Center Line Public Schools

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.

**Specialty Pharmaceutical Drugs** – The mail order pharmacy for **specialty drugs** is Walgreens Specialty Pharmacy, LLC, an independent company. Specialty prescription drugs (such as Enbrel<sup>®</sup> and Humira<sup>®</sup>) 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 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 Medco. (Medco 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](http://bcbsm.com). Log in under *I am a Member*. 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 initial quantity of select specialty drugs. Your copay will be reduced by one-half for this initial fill (15 days).

### Member's responsibility (copays)

Your Simply Blue HSA prescription drug benefits, including mail order drugs, are subject to the same deductible and same annual coinsurance/copay dollar 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 fixed dollar copays which are subject to your annual coinsurance/copay dollar maximums.

**Note:** Fixed dollar copays apply once the deductible has been met.

		90-day retail network pharmacy	* Network mail order provider	Network pharmacy (not part of the 90-day retail network)	Non-network pharmacy
Generic or prescribed over-the-counter drugs	1 to 30-day period	\$10 copay	\$10 copay	\$10 copay	\$10 copay <i>plus</i> an additional 20% of BCBSM approved amount for the drug
	31 to 83-day period	No coverage	\$20 copay	No coverage	No coverage
	84 to 90-day period	\$20 copay	\$20 copay	No coverage	No coverage
Brand-name drugs	1 to 30-day period	\$60 copay	\$60 copay	\$60 copay	\$60 copay <i>plus</i> an additional 20% of BCBSM approved amount for the drug
	31 to 83-day period	No coverage	\$120 copay	No coverage	No coverage
	84 to 90-day period	\$120 copay	\$120 copay	No coverage	No coverage

**Note:** Over-the-counter (OTC) drugs are drugs that do not require a prescription under federal law.

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

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**Covered services**

	<b>90-day retail network pharmacy</b>	<b>* Network mail order provider</b>	<b>Network pharmacy (not part of the 90-day retail network)</b>	<b>Non-network pharmacy</b>
FDA-approved drugs	Subject to Simply Blue HSA medical deductible and prescription drug copay	Subject to Simply Blue HSA medical deductible and prescription drug copay	Subject to Simply Blue HSA medical deductible and prescription drug copay	Subject to Simply Blue HSA medical deductible and prescription drug copay <i>plus</i> an additional 20% prescription drug out-of-network copay **
Prescribed over-the-counter drugs – when covered by BCBSM	Subject to Simply Blue HSA medical deductible and prescription drug copay	Subject to Simply Blue HSA medical deductible and prescription drug copay	Subject to Simply Blue HSA medical deductible and prescription drug copay	Subject to Simply Blue HSA medical deductible and prescription drug copay <i>plus</i> an additional 20% prescription drug out-of-network copay **
State-controlled drugs	Subject to Simply Blue HSA medical deductible and prescription drug copay	Subject to Simply Blue HSA medical deductible and prescription drug copay	Subject to Simply Blue HSA medical deductible and prescription drug copay	Subject to Simply Blue HSA medical deductible and prescription drug copay <i>plus</i> an additional 20% prescription drug out-of-network copay **
Disposable needles and syringes – when dispensed with insulin or other covered injectable legend drugs <b>Note:</b> Needles and syringes have no copay.	Subject to Simply Blue HSA medical deductible and prescription drug copay for the insulin or other covered injectable legend drug	Subject to Simply Blue HSA medical deductible and prescription drug copay for the insulin or other covered injectable legend drug	Subject to Simply Blue HSA medical deductible and prescription drug copay for the insulin or other covered injectable legend drug	Subject to Simply Blue HSA medical deductible and prescription drug copay for the insulin or other covered injectable legend drug <i>plus</i> an additional 20% prescription drug out-of-network copay **

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

\*\* The 20% prescription drug out-of-network copay will not be applied toward your Simply Blue HSA deductible or annual coinsurance/copay dollar maximum.

**Features of your prescription drug plan**

<b>Drug interchange and generic copay waiver</b>	BCBSM's drug interchange and generic copay 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. In select cases BCBSM may waive the initial copay after your prescription has been rewritten. BCBSM will notify you if you are eligible for a waiver.
<b>Quantity limits</b>	To stay consistent with FDA approved labeling for drugs, some medications may have quantity limits. A list of these drugs is available at <a href="http://bcbsm.com">bcbsm.com</a> .
<b>Prescription drug preferred therapy</b>	A step-therapy approach that encourages physicians to prescribe generic, generic alternative or over-the-counter medications <b>before</b> prescribing a more expensive brand-name drug. It applies only to prescriptions being filled for the first time of a targeted medication. Before filling your <b>initial</b> prescription for select, high-cost, brand-name drugs, the pharmacy will contact your physician to suggest a generic alternative. A list of select brand-name drugs targeted for the preferred therapy program is available at <a href="http://bcbsm.com">bcbsm.com</a> , <b>along with the preferred medications.</b> If our records indicate you have already tried the preferred medication(s), we will authorize the prescription. If we have no record of you trying the preferred medication(s), you may be liable for the entire cost of the brand-name drug unless you first try the preferred medication(s) or your physician obtains prior authorization from BCBSM. These provisions affect all targeted brand-name drugs, whether they are dispensed by a retail pharmacy or through a mail order provider.



**National Vision Association (NVA)  
Schedule of Benefits**

<b>BENEFIT</b>	<b>IN-NETWORK</b>	<b>OUT-OF-NETWORK</b>
Examination – Once every 12 months	Covered 100%	(Reimbursed Amounts) \$45
Lenses – Once every 12 months	Standard glass or plastic; covered 100% (Limitations Apply)	Single Vision \$56 Bi-focal \$90 Tri-focal \$110 Lenticular \$128
Frame – Once every 12 months	Up to \$130 retail	\$55
Contact Lenses – Once every 12 months	(In lieu of Lenses/Frame)	(In lieu of Lenses/Frame)
Elective – Medically Necessary	Up to \$150 retail* Up to \$210**	\$150 \$210

Scratch coating, tints, and UV coating are covered in full.

\* Fitting Fees are deducted from the Contact Lens Allowance shown above.

\*\* Prior Authorization required from NVA.

**ADDITIONAL DISCOUNTS**

The following lens options are available to members at the discounted price indicated:

<b>LENS OPTIONS</b>	<b>PRICING</b>
AR Coating	\$40.00
Polycarbonate (Single Vision)	\$25.00
Polycarbonate (Multi-Focal)	\$30.00
Glass Photogray (Single Vision)	\$20.00
Glass Photogray (Multi-Focal)	\$30.00
Plastic Photogray	\$40.00
Transitions Single Vision Standard	\$65.00
Transitions Multi-Focal Standard	\$70.00
Progressives (Standard)	\$50.00
Blended Segment	\$30.00
Polaroid	\$75.00
Glare Resistant	\$35.00
High Index	\$55.00

Options not listed above will be charged to the member at the provider's UCR fee (retail)

**LIMITATIONS**

If the Contact Lenses Benefit is payable in lieu of the Standard Eyeglass Lenses Benefit and the Eyeglass Frame Benefit, an Insured Person shall be eligible to receive benefits under the Standard Eyeglass Lenses Benefit or the Eyeglass Frame Benefit only after the Contact Lenses Benefit Frequency has ended.

Regardless of optical necessity, benefits are not available more frequently than that which is specified in the Master application.

**EXCLUSIONS**

Benefits will not be payable under this Policy for expenses incurred for:

1. Professional services and/or materials in connection with:
  - a. Compensated or special multi-focal lenses.
  - b. Plain (non-prescription) lenses.
  - c. Anti-reflective, scratch, uv400, or any coating of lamination applied to lenses.
  - d. Subnormal visual aids.
  - e. Tints other than solid.
  - f. Orthoptics, vision training, and developmental vision procedures.
  - g. Polycarbonate lenses.

National Vision Association (NVA)

## Schedule of Benefits

### **EXCLUSIONS Continued:**

2. Broken, lost or stolen lenses, contact lenses, or frames.
3. Medical or surgical treatment of the eye, unless such treatment is performed during a vision examination, subject to the applicable vision examination maximum benefit shown in the master application.
4. Services or materials, which are payable under any workers' compensation act or similar law or any public program other than Medicaid.
5. Services or materials rendered by a provider other than ophthalmologists, optometrists, or opticians acting within the scope of their license.
6. Any additional service required outside basic vision analysis for contact lenses, including but not limited to fitting fees.
7. Vision examination for vision materials that may be required as a condition of employment, including but not limited to industrial or safety glasses.
8. Services rendered after the date an insured person ceases to be covered under this policy, except when vision materials ordered before coverage ended are delivered and the services rendered to the insured person within 31 days from the date of such order.
9. Services rendered or materials ordered before the date coverage began under this policy.



ADN Administrators, Inc.  
 PO Box 610  
 Southfield, MI 48037  
 248-901-3705

**CENTER LINE PUBLIC SCHOOLS Dental Benefits Plan  
 Custodians with COB**

**Group #9534**

**The Plan-at-a-Glance**

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

**Maximum Benefits Plan year January 1 through December 31**

Annual Maximum	\$1000 per eligible individual for covered class I, II and III services.
Lifetime Maximum	\$ 800 per eligible individual for covered class IV services

**Class I Preventive Services – 50%**

Oral Examinations	Twice per plan year
Bitewing X-Rays	Twice per plan year
Prophylaxis/Perio Maintenance(Cleaning)	Twice per plan year
Topical Application of Fluoride	Twice per plan year
Full-Mouth Series or Panoramic X-Rays	Once per 36 months
All Other X-Rays	
Space Maintainers	Once per area per lifetime, up to age 19

**Class II Restorative Services – 50%**

Composite and Amalgam fillings**	Once per tooth surface per 12 months
Root Canal Therapy	Once per tooth per 12 months
Periodontal Root Planing	Once per quadrant per 12 months
Periodontal Surgery	Once per quadrant per 36 months
Oral Surgery and Extractions	
General Anesthesia or IV Sedation	Medically necessary and with covered oral surgery
Inlays, Onlays, Crowns**	Once per permanent tooth in 36 months
Denture Repair and Adjustment	
Denture Reline or Rebase	Once per 36 months, per arch
Occlusal Guards	Once per lifetime

**Class III Major Services – 50%**

Complete and Partial Removable Dentures**	Once per arch per 36 months
Fixed Partial Dentures (Bridges)**	Once per arch per 36 months
Addition of Teeth to Partial Dentures	

**Class IV Orthodontic Services – 60%**

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

**Not Covered**

- Sealants
- Implants
- TMJ/TMD Treatment

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

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

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



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 Custodians without COB**

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**The Plan-at-a-Glance**

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

**Maximum Benefits Plan year January 1 through December 31**

Annual Maximum \$1000 per eligible individual for covered class I, II and III services.  
 Lifetime Maximum \$ 800 per eligible individual for covered class IV services

**Class I Preventive Services – 70%**

Oral Examinations	Twice per plan year
Bitewing X-Rays	Twice per plan year
Prophylaxis/Perio Maintenance(Cleaning)	Twice per plan year
Topical Application of Fluoride	Twice per plan year
Full-Mouth Series or Panoramic X-Rays	Once per 36 months
All Other X-Rays	
Space Maintainers	Once per area per lifetime, up to age 19

**Class II Restorative Services – 70%**

Composite and Amalgam fillings**	Once per tooth surface per 12 months
Root Canal Therapy	Once per tooth per 12 months
Periodontal Root Planing	Once per quadrant per 12 months
Periodontal Surgery	Once per quadrant per 36 months
Oral Surgery and Extractions	
General Anesthesia or IV Sedation	Medically necessary and with covered oral surgery
Inlays, Onlays, Crowns**	Once per permanent tooth in 36 months
Denture Repair and Adjustment	
Denture Reline or Rebase	Once per 36 months, per arch
Occlusal Guards	Once per lifetime

**Class III Major Services – 70%**

Complete and Partial Removable Dentures**	Once per arch per 36 months
Fixed Partial Dentures (Bridges)**	Once per arch per 36 months
Addition of Teeth to Partial Dentures	

**Class IV Orthodontic Services – 60%**

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

**Not Covered**

Sealants  
 Implants  
 TMJ/TMD Treatment

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

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

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





