

**MASTER AGREEMENT**

between

**MERIDIAN PUBLIC SCHOOL DISTRICT**

and

**MERIDIAN EDUCATION ASSOCIATION**

**July 1, 2021 through June 30, 2023**

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This Agreement entered into July 1, 2021, by and between the Board of Education of the Meridian District, Sanford, Michigan, (the "Board") and the Meridian Education Association, MEA-NEA, (the "Association").

The Board and the Association recognize and declare that providing a quality education for the children of the Meridian District is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service.

The members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve educational standards.

The Board has a statutory obligation, pursuant to the Public Employment Relations Act, as amended, to bargain with the Association as the representative of its teaching personnel as to wages, hours, and other terms and conditions of employment.

The parties, following extended and deliberate professional negotiations have reached certain understandings that they desire to confirm in this Agreement.

In consideration of the following mutual covenants, the parties agree as follows:

### **Article 1 Recognition**

- A. The Board recognizes the Association as the sole and exclusive bargaining representative, as defined in Section 11 the Public Employment Relations Act, for all certificated personnel, but excluding supervisory and executive personnel and office and clerical employees. The term "teachers" when used in this Agreement, refers to all employees represented by the Association, in the bargaining unit as above defined.
- B. The Board shall not negotiate with or recognize any teachers' organization other than the Association for the duration of this Agreement. Nothing in this Agreement shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without intervention of the Association, if the adjustment is not inconsistent with the Agreement, and provided that a representative of the Association has been given opportunity to be present at such adjustment unless the teacher involved has requested that no representative be present. The adjustment however must be reviewed by the Association. The Association must be notified of all grievance meetings.
- C. Nothing in this Agreement shall be construed to deny or restrict any teacher rights he/she may have under the Michigan General School Laws or applicable civil service laws and regulations. The rights granted to the teacher in this Agreement are in addition to those provided elsewhere.

**Article 2**  
**Association and Teacher Rights**

- A. Pursuant to the Michigan Public Employment Relations Act, every bargaining unit employee shall have the right freely to organize, join and support the Association for the purpose of engaging in collective bargaining and other concerted activities for mutual aid and protection or to refrain from doing so. As a duly-elected body exercising governmental power under Michigan law, the Board will not discriminate against any teacher as to hours, wages, or other terms or conditions of employment by reason of membership in the Association, participation in any activities of the Association or collective professional negotiations with the Board, or the institution of any grievance, complaint, or proceeding under this Agreement, or otherwise as to any terms or conditions of employment.
  
- B. A teacher shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for discrimination as to the professional employment of such teacher. The private and personal life of any teacher is not within the appropriate concern or attention of the Board, provided that it does not interfere with the performance of the teacher's contractual duties.
  
- C. This Agreement shall be applied without regard to race, religion, color, national origin, age, sex, or marital status.
  
- D. The Association and its members shall have the right to use the school buildings, equipment, and facilities in the same manner as the public, provided said buildings, equipment, and facilities are available and the Association's use does not interfere with the normal use prescribed by the Board. Permission shall be obtained from the building principal one (1) week in advance.
  
- E. The Association shall have the right to post notices of activities and matters concerning the Association on teacher bulletin boards, at least one (1) of which shall be provided in each school building. The Association may use the District mail service and teacher mailboxes for communication to teachers.
  
- F. The Board will furnish to the Association, in response to reasonable written requests, all available information about the financial resources of the District, including but not limited to: Annual Financial Reports and Audits, Register of Certificated Personnel, Tentative Budgetary Requirements and Allocations, Agendas and Minutes of all Board Meetings, Treasurer's Reports, Census and Membership Data, Names and Addresses of all Teachers, Salaries Paid thereto and Educational Background, and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers, together with information which may be necessary for the Association to process any grievance or complaint.

**Article 3**  
**Rights of the Board**

- A. Rights reserved exclusively by the Board for its use shall include by way of illustration and not by way of limitation the:
  - 1. Supervision, direction, and control of the management of the District, its properties, and facilities.
  - 2. Right to hire all employees and subject to the provisions of the law to discharge, demote or otherwise discipline employees and to promote and transfer employees.
  - 3. Right to establish grades and courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students as deemed necessary or advisable by the Board.
  - 4. Selection of textbooks, teaching materials, and various teaching aids.
- B. The exercise of the foregoing powers, rights, duties and responsibilities by the Board and the adoption of related policies, rules, regulations, and practices shall be the exclusive prerogative of the Board except as otherwise limited by express provision of this Agreement.

**Article 4**  
**Wage Deductions**

- A. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, saving bonds, charitable donations, or any other plans for programs jointly approved by the Association and the Board.
- B. The Association shall to indemnify and save harmless the Board, and each individual school Board member, against any and all claims, demands, costs, suits, or other forms of liability including back pay and all court administrative agency costs that may arise out of or by reason of, action by the Board for the purpose of complying with this Article subject however, to the condition that the Association shall have the right to choose the legal counsel, to prepare, defend, or settle any said suit or action.

## **Article 5**

### **Teaching Hours**

- A. 1. A normally scheduled day for teachers shall be six (6) hours and fifty (50) minutes. This time includes instruction and shall not exceed at total of thirty (30) minutes before and/or after the close of the students' regular school day. The hours above do not include the applicable duty-free unassigned lunch-period of the teacher. The District shall establish the beginning and ending time of the student day. The starting and ending times for bargaining unit employees of each individual building shall be determined by mutual agreement at the building level not later than the last staff meeting of the previous school year.
2. The aforementioned thirty (30) minutes may be altered by a joint decision of principal and teacher, provided length of day is not increased.
3. Teachers are encouraged to remain for a sufficient period after the close of the students' school day to attend to those matters which properly require attention at that time, including consultations with parents when scheduled directly with the teacher, except that on Fridays or on days preceding holidays or vacations, the teachers' day may end at the close of the students' day.
4. Teachers will forfeit one (1) hour pay for each hour late after scheduled arrival time. (Exceptions for emergencies granted upon administrative approval.)
5. The District shall offer at least thirty (30) hours of Professional Development to staff during the year. Professional Development may occur in the form of Professional Development Days, Staff Meetings (that meet the approved criteria), Online Professional Development and Voluntary Professional Development Workshops. It is the responsibility of the teacher to make sure that they attend and documents the thirty (30) hours that are required each year.
6. Up to nine (9) building meetings may be held each school year, with the option of the building administration to hold up to three (3) more. Teachers will attend building meetings and will be given one (1) weeks' notice of such meetings. Such meetings shall not exceed one (1) hour in duration after student dismissal.
7. All bargaining unit employees shall attend parent-teacher conferences, family collaboration events and other community outreach events as agreed upon. Total required time for parent-teacher conferences, family collaboration events, and community outreach events each year shall be fourteen (14) hours. The times and dates for these conferences and events shall be determined by mutual agreement at the building level not later than the last staff meeting of the previous school year. For shared staff, hours

spent in each building shall be determined by the staff member and building administrator(s) involved. Conference time is defined as time staff are available on campus to meet with parents. If a teacher is unable to attend the regularly scheduled conferences alternative arrangements must be made with his/her administrator to provide conference time equal to the time missed.

8. Duty-free unassigned time is defined as unassigned time for the teacher. During this time the teacher is free from work assignments. Teachers may leave campus during this time if they choose to do so.
- B. The normal weekly teaching load in the junior and senior high schools will be twenty-five (25) teaching periods and five (5) unassigned preparation periods. This structure may be altered by mutual agreement of building level staff and administration as long as total preparation time for the year is not reduced. Assignments to a supervised study period shall be considered a teaching period for purposes of this Article. The normal teaching load in the elementary schools shall be approximately the same student contact hours per week, with the exception of the kindergarten where hours of kindergarten teachers shall be fixed by the principal at the beginning of each semester, but shall not be longer than the school day.
- C. All secondary teachers shall be entitled to a duty-free unassigned lunch period of thirty (30) minutes.
- D. All elementary teachers shall be entitled to a duty-free unassigned lunch period of at least forty (40) minutes. Elementary teachers will not have less than sixty (60) minutes preparation time during which their students are in recess or receiving instruction from various teaching specialists. These minutes may be altered by joint agreement between building principal and building faculty; one of the preparation time periods must be of at least thirty (30) consecutive minutes.
- E. Any teacher who loses their mid-day lunch hour because of student supervision shall be paid at the rate as specified in Article 17.B.
- F. The length of the school day must meet the minimum hour requirement set forth as defined in the School Aid Act. The current requirement is 1098 instructional hours and 180 school days.

## **Article 6 Teaching Conditions**

The availability of optimum school facilities for both student and teacher is desirable to ensure the high quality of education that is the goal of both teacher and the Board. The primary duty and responsibility of the teacher is to teach and that the organization of the school day should be directed at ensuring that the energy of the teacher is primarily used to this end.

A. Because the student-teacher ratio is an important aspect of an effective educational program, class size should be lowered wherever possible. The Board will strive to achieve or keep within the following maximums:

1. Early Elementary

- a. Young 5's -20
- b. Kindergarten -25
- c. First Grade -25
- d. Second Grade -25

2. Later Elementary

- a. Third & Fourth Grades -27

3. Junior High School- 5<sup>th</sup>-8<sup>th</sup>

- a. Mathematics -28
- b. Social Studies -28
- c. Physical Education -28
- d. Computer Lab. -28
- e. Science Lab. -28
- f. Shop -24
- g. Speech -24
- h. Language Arts -28
- i. Reading -18
- j. Art -28

4. High School 9th -12th

- a. Business -29
- b. Language Arts -29
- c. Social Studies -29
- d. Mathematics -29
- e. Science -29
- f. Foreign Language -29
- g. Physical Education I -29
- h. Health Education -29
- i. Physical Education II & III -35
- j. English-Writing emphasis courses:
  - Writing Layout -24
  - Writing for Publication -24
  - Scholastic Research -24
  - Practical Writing -24
  - Writing Skills -24
  - Composition -24



k. Computer Lab.	-28
l. Industrial Arts	-24
m. Drafting	-28
n. Art	-28
o. Speech	-29

5. a. Overload Payment Rate

When a Junior/Senior High (5<sup>th</sup> thru 12<sup>th</sup>) teacher's class size exceeds the stated number in each class, that teacher will be paid .003 x BA Step 1 per student for the semester. When a regular elementary self-contained (Young 5s thru 4<sup>th</sup>) teacher's class size exceeds the stated number in each class, that teacher will be paid .01 x BA Step 1 per student for the semester.

b. Overload Payment Schedule and Proration

Class-size overload payments for those who are off work for twenty (20) consecutive days or more during a semester will be prorated for overload compensation. The District will make overload payments to teachers no later than the payroll immediately preceding the end of the semester. Pro-ration is based on the number of days the teacher worked each semester.

c. Elementary E.I. and/or C.I. Students

When an elementary E.I. and/or C.I. student is "mainstreamed" into a regular education classroom while still IEP'd as E.I. or C.I., that student creates a classroom count overload as established for early elementary and later elementary, an overload payment will be made. The overload payment will be made on a prorated basis for the agreed-to amount per semester regardless when the student is assigned to the regular classroom. (Example: If an elementary E.I. or C.I. student is assigned to a regular classroom one (1) hour a day before or after the Official Count Day of a semester, and there are sixty (60) days remaining in the semester, the payment will be one-fifth of the daily rate for sixty (60) days. The payment will cease when and if the student is signed out of that classroom.)

d. Teacher of Elementary Specials

When an elementary teacher of the specials (art, physical education, music, and library) has a class size exceeding twenty-eight (28) students, that teacher will be paid .0006 X BA Step 1 base per student times the class hours met on count week. For example, if there are thirty (30) students in the section of Gym and they met for 1.5 hours (90 minutes) per week, that would be a calculation of (2 students X \$21.20 X 1.5=\$63.60)

e. Count Day

For the first semester the class count day to determine student overloads shall be the Official State count day. For the second semester the class count day to determine student overloads shall be the Official State count day of the second semester.

- B. Appropriate texts, library reference facilities, maps and globes, laboratory equipment, audio visual equipment, art supplies, athletic equipment, current periodicals, standard tests and questionnaires, and similar materials are the tools of the teaching profession. The parties will confer from time to time for the purpose of improving the selection and use of such educational tools, and the Board shall promptly act on all joint decisions thereon made by its representative and the Association.
- C. Under no condition shall a teacher be required to drive or ride a school bus as part of the teacher's regular assignment.
- D. The Board shall strive to make available in each school a faculty lounge with adequate lunchroom, restroom, and lavatory facilities for teachers and staff.
- E. Telephone facilities shall be made available to teachers for their reasonable use.
- F. Adequate parking facilities shall be provided and properly maintained and identified exclusively for teacher use.
- G. Teachers shall not be required to report for work on Act of God days, nor shall their salary be deducted in these cases when a pre-arrangement has been made for a leave day. It is the intent of the Board and Association to meet the requirements and to receive the District's full state aid amount. If the "Act of God" closures used by the District puts the District out of compliance with State Aid requirements, such time will be added to the end of the day or calendar at the end of the school year as either teacher professional development or, if needed, student instructional time.
- H. At the secondary level, when class periods are used for educational purposes other than regular classroom instruction, such as testing, assemblies, etc., the teacher may be asked to assist with large group testing and shall attend assemblies.
- I. To assure continuity of teaching and learning in the absence of the regular teacher duplicate lesson plans for each succeeding week shall be turned into the office where the day is started by the end of the last school day of each week.
- J. Preparation periods are to be spent in the teacher's assigned building. A teacher who leaves his/her assigned building during a preparation period for other than school business will forfeit one hour's pay. Permission to leave shall be granted from the building principal's office.

## **Article 7 Certification and Assignments**

- A. Appendix C and sixth hour assignments shall not be obligatory, but shall be with the consent of the teacher. To relieve teachers of cafeteria, patrol, bus, and similar non-teaching duties, the Board will engage a number of personnel. Teachers shall recognize their professional obligation to provide adequate student supervision.

- B. Teachers shall be responsible for furnishing certification to the central office by September 15 of the first school year of their employment. If the above requirement is not met, all penalties imposed on the District shall be subtracted from the teacher's salary. Any changes in certification must be filed according to the provisions of Article 9, Seniority List.
- C. Summer teaching assignments, adult education assignments, and driver's education assignments that do not fall into the school day shall be made with consideration being given to on-the-job seniority, training, and mutual agreement between the teacher and the Board.

**Article 8**  
**Illness, Disability, and Bereavement**

A. Personal and Family Illness Days

- 1. All full-time teachers shall be granted fifteen (15) days of personal/family illness leave annually. Those teachers who are less than full-time shall have their sick leave prorated.
- 2. Personal/Family Illness days shall not exceed the maximum of 135 days at the end of the school year.

B. Family and Personal Illness

- 1. Definition: "Family and Personal Illness" means temporary incapacity to work resulting from sickness or injury; or from pregnancy, childbirth, and recovery from childbirth, serious illness requiring hospitalization or bedside attention by the bargaining unit member for the teacher's spouse, child, parent, or dependent of the immediate household, or a relative not specified that is covered under FMLA. Additionally, this also includes childcare if the dependent child's daycare or school is closed due to Act of God or public health emergency.
- 2. a. The District and Association agree that good attendance is essential to the well being of the District and its students. To that end, the District and Association will work together to promote consistent attendance for all members and will cooperate in dealing with individual attendance issues.
  - b. When the teacher becomes aware of the absence for personal or family illness, the teacher must notify their immediate supervisor of the absence via the employee attendance system.

C. Funeral Leave

A maximum of up to five (5) paid leave days may be granted whenever there is a death in the teacher's immediate family, provided the teacher is required to be engaged in making necessary arrangements concerning the settlement of the estate or the funeral arrangements.

Immediate family shall be interpreted as husband, wife, child, mother, father, step people, parents in law, brother, sister, and grandchildren." Up to two (2) days for grandparents, uncle/aunt, niece/nephew, and sibling-in-law. "Extensions may be granted upon approval by the Superintendent or his designee, however, personal/family illness days may be used. In addition,(1) one day per year will be granted for the purpose of attending the funeral of any relative not listed. For attending the funeral of any non-relative a teacher may use up to (1) personal illness day. Additional days will be allowed for emergency, illness, or deaths in the immediate family at the discretion of the Superintendent.

#### D. Long Term Disability

The Board will contract with an insurance provider to provide a long-term disability plan, which will include a provision to cover mental/nervous, alcoholism, and drug rehabilitation. This plan will provide for 66-2/3% reimbursement of the insured's monthly earnings and will have a qualifying period of three (3) consecutive months of disability. Initial selection of the insurance carrier shall be by mutual agreement of the Board and Association. Any change or amendment to this policy may be made only by mutual agreement of the Board and the Association. Terms and guidelines established by the long term disability carrier shall be governing for benefits under this plan.

An employee receiving benefits under the long term disability plan, or taking unpaid days of absence due to personal illness prior to eligibility for long term disability, is still considered an employee of the District and shall be entitled to all benefits including, but not limited to: medical, dental, vision, AD&D and life insurance premiums paid by the District for twelve (12) months from the date of the unpaid leave of absence due to personal illness, LTD coverage, or a combination of unpaid leave of absence and LTD coverage of the disability, whichever is provided to the employee. The employee is responsible for his/her share of premiums, if applicable. (COBRA, FMLA, LTD, MPSERS, Medicare and Affordable Care Act may provide further protection.) However, if the LTD plan contractually offered provides for medical insurance coverage paid in full by the insurance provider, the employee will not be responsible for any share of the premium of the medical insurance to the District. For all other District provided negotiated benefits that do require premium sharing either by law or contract, the employee will be responsible for his/her negotiated share.

Employees may elect to use their own accumulated sick days in lieu of the long term disability, but shall not be required to exhaust his/her personal sick leave accumulation if qualified to receive long term disability benefits if allowable under the mutually agreed-upon LTD plan provided for each Employee by the District.

#### D. Short Term Disability (Sick Bank)

A new limited Short Term Disability Sick Bank will be available to be used by employees prior to becoming eligible for coverage under the long-term disability policy. Coverage by the Short Term Disability Sick Bank is limited to that period of time between when an employee's personal sick day accumulation is exhausted and the date he/she is eligible for benefits under the long term disability plan and/or ninety (90) days, whichever is less. If the

employee has exhausted the ninety (90) day limit under this Agreement, a second forty-five (45) days shall be provided by the Board, with approval of the Short Term Disability Sick Bank Committee. The second forty-five (45) days shall not be used as an offset to any other insurance policy and may not be used until other insurance options have been exhausted. The Short Term Disability Sick Bank shall not be used as an offset to any other insurance plans.

Coverage under the Short Term Disability Sick Bank will not apply to health problems resulting from self-inflicted injuries or injuries which occur as a result of a felony conviction committed by the employee.

To receive sick leave payments under this Short Term Disability Sick Bank, the teacher must perform all job duties until disabled and return to service as soon as able to perform the essential functions of his/her job as certified by the teacher's physician.

For all sick bank leave days claimed, the teacher must have a physician's certificate, on file in the Superintendent's Office, verifying disability that prevents the teacher from fulfilling the essential functions of his/her job.

If physically able, the teacher shall cooperate with the temporary replacement on fulfilling the educational objectives for the expected term of the absence.

## E. Short Term Disability Sick Bank Procedures

### 1. Establishment/Maintenance of Short Term Disability Sick Bank

To afford the maximum protection against a prolonged illness, the following Short Term Disability Sick Bank shall be established for all full-time and part-time teachers of the District who have completed employment of a minimum of one (1) school year in the District. Those who have been employed less than one (1) school year in the District may use up to fifteen (15) days from the Short Term Disability Sick Bank. Those less than full-time shall be pro-rated.

The primary purpose of the sick leave allowance is to cover the absence of any employee from school because of personal illness or injury sufficiently severe that it would make his/her presence in school inadvisable by a medical doctor.

Sick leave applies only to absences resulting from illness or injury of the employee and not absence caused by illness or injury in the immediate family.

When the Short Term Disability Sick Leave Bank falls below 150 days, the Bank will be replenished at the beginning of the following school year by assessing each bargaining unit employee one (1) day. Employees ending a school year with zero sick days remaining will give one of their following (next) school year's allotted sick days to the Bank.

The balance of the sick days left in the Short Term Disability Sick Bank will be carried over to the beginning of the next school year.

No more than a maximum of ninety (90) days per full-time employee will be granted from the Short Term Disability Sick Bank throughout the duration of this Agreement. However, a second forty-five (45) days shall be granted with the approval of the Short Term Disability Sick Bank Committee, if the employee has exhausted all of the original ninety (90) days and has satisfied all other eligibility requirements. An employee will not be eligible for the second forty-five (45) days until he/she has exhausted all other benefit options and has satisfied the eligibility guidelines of this Agreement. The eligibility requirements of this Agreement shall remain in effect unless mutually agreed upon and changed by the Board and Association under the provisions of this Agreement.

## 2. Application to Short Term Disability Sick Bank

Any teacher on sick leave may apply to participate in the Short Term Disability Sick Bank by filing an application in the Superintendent's Office within thirty (30) working days of the date the employee's personal sick day accumulation is exhausted. It is the employee's responsibility to remain informed of his/her personal leave accumulation. A written request for leave of absence must be made to the Board and a written application made to the Short Term Disability Sick Bank Committee. The application must be accompanied by a physician's statement, which includes a diagnosis of the illness/disability, the limitations of the illness/disability, and an estimate of the anticipated duration of the illness. The Board reserves the right to select an additional doctor and will do so at the Board's expense. The Short Term Disability Sick Bank Committee will respond to the application five (5) days from the date the application is received by the Short Term Disability Sick Bank Committee. Upon notification of approval by the Sick Bank Committee, salary will be paid retroactively, at full daily rate, back to the first working day after the employee's personal sick day accumulation has exhausted. Salary will be paid at full daily rate, not to exceed ninety (90) days maximum overall, or 135 days if the employee qualifies for the second forty-five (45) days.

## 3. Short Term Disability Sick Bank Committee

Initial eligibility will be determined by a majority of the Short Term Disability Sick Bank Committee, which will review eligibility at thirty (30) day intervals, and may require recurrent doctor certification by one or two doctors, one of which is to be chosen, and paid for, by the Board. The Sick Bank Committee shall consist of the four elected officers of the Association and the Superintendent or designee.

The Short Term Disability Sick Bank Committee may grant or suspend sick days from the Sick Leave Bank. Its judgments and/or decisions will be final and are not grievable. No employee will be credited with sick leave allowance while drawing from his/her own accumulated sick leave or the sick leave bank until he/she has returned to work.

An annual report of the Short Term Disability Sick Bank will be made available to each bargaining unit employee, including a statement of the number of days granted from the Bank, the number of days remaining in the Bank and the cost of days granted.

The number of days from the Short Term Disability Sick Bank available to each individual shall be included in his/her annual report of accumulated sick days.

#### 4. Leave of Absence

Any teacher whose personal illness extends beyond his/her personal sick leave accumulation shall be granted a leave of absence, upon application to the Board, until such time as he/she is able to resume his/her teaching duties, or is considered permanently disabled under Worker's Compensation or Social Security guidelines, whichever is lesser.

#### 5. Seniority

Seniority date will not be affected while on personal sick leave, Short Term Disability Sick Bank, or Long Term Disability.

#### F. Worker's Compensation

Any employee who is absent because of an injury or disease compensable under the Michigan Worker's Compensation Act, or under any salary protection insurance plan paid for by the employer, shall receive from the Board the difference between the allowance under the Worker's Compensation Act or the Salary Protection Insurance and his/her regular salary. The difference shall be charged first against the employee's personal sick leave until it is exhausted, and second to the Sick Leave Bank, without exceeding the maximum of ninety (90) days salary, or 135 days salary for an extension, and/or eligibility under the long term disability plan, whichever is lesser. At the point the employee becomes eligible under the guidelines of the long-term disability plan, the terms of the long term disability insurance policy and/or the Worker's Compensation Act shall govern.

### **Article 9 Seniority List**

- A. The District's professional staff seniority list shall be posted in each building, with copies furnished to the Association at least thirty (30) working days before the beginning of each semester. It shall be the responsibility of each teacher to promptly check the seniority list. If a teacher or the Association does not believe that teacher's seniority, certification, or endorsement is correctly shown on the list, the Superintendent and Association shall be notified, in writing, of the alleged error within ten (10) working days of the list's initial date

of posting. If no challenges are made within this ten (10) day period, the seniority list shall be deemed to be accurate, and the Board shall incur no liability (including back pay) for relying on such list. After ten (10) working days, the seniority list shall be frozen until reposted. Updating of endorsement (majors and minors) shall be allowed only during the ten (10) day seniority posting period. However, for notification purposes only, a teacher may inform the Superintendent and the Association, in writing, of a change in certification, accompanied by proper documentation, at any time. Seniority in the District, for purposes of the Agreement, shall mean continuous full- or part-time employment in the District, including substitute service and all periods when the teacher was on leave of absence for any cause or laid off as defined by the recall procedure.

- B. A teacher's seniority shall be from the date of official hiring by the Meridian School Board. In the case of multiple hiring's, seniority shall be established by the order in which the Board approved each candidate. The Superintendent shall present the recommended candidates in the order they are chronologically approved by the administration for hiring. Previous seniority shall remain intact.
- C. Administrators will not be placed on the seniority list and will not accrue any rights thereunder.
- D. Substitute Service shall be credited on the seniority list as one (1) year when ninety-one (91) work days have been completed within the same school year once hired for a bargaining unit position.
- E. Teachers will receive credit for leaves of absence in accordance with Article 8.
- F. Seniority will continue to accrue only for three (3) years while on district layoff. This level of seniority shall be frozen after three (3) years unless the teacher substitutes.

### **Article 10 Vacancies**

- A. A vacancy shall be defined for purposes of this Agreement as a:
  - a. Position presently unfilled.
  - b. Position currently filled but which will be open in the future.
  - c. New position that is in existence after the annual assignments of staff and after the staffing committee has made its report.
  - d. Position that will be open for more than one (1) school year due to a bargaining unit employee taking a leave of absence.
- B. Any teacher who is or will meet the applicable State certification and licensure requirements, including any requirements for certifications obtained through alternative routes to certification, by the effective date of the vacancy may apply.



- C. Bargaining unit employees may apply for such vacancies by submitting a written application to the Superintendent.
- D. Teachers shall register preference for vacancies that may arise during summer vacation before the last day of the school year. Application shall be made in the same manner as above described in Section C.
- E. The Superintendent may fill any vacancy any time during the school year.

**Article 11**  
**Unpaid Leaves of Absence**

- A. A voluntary leave of absence for up to one (1) year may be granted to any teacher, upon application, by the Board. This Article applies to full-time voluntary leaves of absence and not to voluntary part-time reductions in teaching loads. The leave may be extended by the Board for up to one (1) additional year.
  - 1. A teacher, while on leave, does not qualify for any District paid salary, fringe benefit, or retirement except where state and/or federal law(s) apply; however, the teacher shall maintain his/her position on the District's Professional Staff Seniority Listing and shall accrue his/her regular seniority time while on leave.
  - 2. A leave of absence may be granted to any teacher for the purpose of child care. Said leave shall commence upon request of the teacher with Board approval. Otherwise, a written leave request must be submitted to the Superintendent before July 15 for the request to be considered.
  - 3. Other leaves shall be granted in accordance with state and/or federal law.
- B. Return from leave
  - 1. A teacher planning to return from leave beginning the first semester of a school year must notify the Superintendent, in writing, on or before April 15, of the school year preceding his/her planned return.
  - 2. A teacher planning to return from leave beginning the second semester of a school year must notify the Superintendent, in writing, on or before December 1, of the school year preceding his/her planned return.

**Article 12**  
**Professional Behavior**

- A. The Association recognizes that abuses of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance, or other violations of discipline by a teacher reflect adversely upon the teaching profession and create undesirable conditions in the school building. Administration has the right to inquire if abuses are suspected.

**Article 13**  
**Continuity of Operations**

- A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operations. Since the parties have an established comprehensive grievance procedure under which unresolved disputes may be settled by an impartial third party, the parties have removed the cause of work interruptions during the period of this Agreement. The Association accordingly agrees that it will not, during the period of this Agreement, directly or indirectly engage in or assist in any strike, as defined by the Public Employment Relations Act.
- B. If this Agreement extends beyond a period of one (1) school year, and provides for the re-opening of one (1) or more items, this clause shall cease to operate upon notice served by either party that a matter is re-opened for subsequent negotiations. Upon ratification by the parties of agreement reached on re-opened items, as specified above, this clause shall again become an operative element of this Agreement.

**Article 14**  
**Calendar**

Contract School Days

- A. By May 15 of each year, the parties will have negotiated the specific calendar for the ensuing school year based on the structure of the previous year's calendar, and any applicable State or Federal requirements. The calendar and hours for the 2021-2023 school year shall be set at 180 instructional days and 1098 instructional hours if, during the life of this Agreement, the State requirements change for instructional days and/or hours, the Board and Association will meet to determine if any calendar changes may be made.

**Article 15**  
**Professional Compensation**

A. The salary schedule of those teachers who carry a normal, weekly teaching load are set forth in Appendix B.

1. All teachers at the beginning of the 2021-2022 school year shall move a step. All teachers at the beginning of the 2022-2023 school year shall move a step.
2. Longevity will be paid to teachers beginning their (28<sup>th</sup>) year with the District, after completion of their (27<sup>th</sup>) year with the District. Longevity will be paid as follows:

28thYear: \$1,500

29thYear: \$2,500

30thYear and beyond: \$ 3,500

Longevity payment will be spread over the number of pays elected on the teacher's contract.

B. All degreed certified teachers newly employed may be given credit for up to six (6) years of outside teaching experience in any school district. At the option of the Board, additional years of experience beyond six (6) may be granted. Military service will be accepted on the basis of every two (2) years active duty as one (1) year of credited experience with a four (4) year maximum (2 index steps).

Acceptance of credit for initial salary placement of newly-hired teachers shall be determined by the Board. When accepting credit for teacher salary lane advancement of currently employed teachers on the Appendix B Salary Schedule, the following is the guide:

1. Credit shall be approved by an accredited college or university and must be applicable towards the teacher's advanced degree or planned program or;
2. Credit shall be graduate level in the teacher's major or minor from an accredited institution or;
3. Credit shall be in the teacher's field of teaching at the time credit is taken or;
4. Credit shall be approved, in writing, by an advisory committee made up of an administrator and an Association member before enrollment in classes if different than any of the above.
5. Advancement on the salary schedule shall only be made at the beginning of each Meridian Public School Semester. Credits and proof of completion must be presented before October 1<sup>st</sup> and before February 1<sup>st</sup> and will be retroactive if the degree or credits were earned before the start of the semester.

- C. The teacher's hourly rate shall be determined in the following manner:

$$\frac{\text{Teacher Contract Amount per Schedule B}}{\text{Total Contract Hours*}} = \text{Hourly Rate}$$

\*1,102.0 Hours

This formula shall apply to sixth (6<sup>th</sup>) hour assignments.

- D. Teachers involved in voluntary extra duty assignments set forth in Appendix C, shall be compensated in accordance with this Agreement. All compensation in this area will be calculated based on the number of student instructional days in the calendar for that school year.
- E. Salary step advancement shall be made only at the beginning of the school year and shall require service of one (1) complete academic year, or a major portion thereof. This shall include time covered by personal leave and sick leave but excludes time spent in layoff, leave of absence, or short or long-term disability.
- F. All bargaining unit employees employed by the District as of January 1<sup>st</sup> shall receive a non-elective employer contribution to a 403(b) equal to \$ 650 per school year paid not later than January 31<sup>st</sup>. The member must establish an account with a District approved provider by December 1<sup>st</sup> of the school year in which the payment shall be made. Failure to establish an account by this date will negate the District's obligation for that school year.
- G. Each teacher will be paid on a bi-weekly basis starting with the first regular pay of the school year. Teachers may opt to have their pay spread for approximately twenty-one (21) pay periods or for approximately twenty-six (26) pay periods, with the last school year pay to be a lump sum of the remaining payments. In years with twenty-two (22) or twenty-seven (27) or pays, the Superintendent or designee will notify the Association President when this anomaly occurs. Teachers will receive their pay through direct deposit. Salary amounts paid to teachers who work on less than full-time assignments will be proportional to the percentage of the assignment to a full-time assignment.
- H. Any teacher who provides an irrevocable written notice of retirement no later than March 1<sup>st</sup> shall receive a \$2,750 403(b) contribution paid for by the Board. The 403(b) account must be on the approved provider list. In addition, any bargaining unit member who retires and retains sick days as of the last day of the school year will receive an additional 403(b) contribution to be paid as follows:
- Days 1-75 at ten dollars (\$10) per day
  - Days 76-100 at twenty dollars (\$20) per day
  - Days 101-115 at thirty dollars (\$30) per day
  - Days 116-150 at seventy-five dollars (\$60) per day
- The teacher shall fulfill their contractual obligation of the school year to receive either of the 403(b) contributions.

## Article 16 Insurance

### A. HEALTH INSURANCE

1. A teacher working at .8 FTE or above shall be considered full-time for purposes of insurance and provided the full medical benefits as described herein.
2. Through December 31, 2021 the Hospital/Medical Insurance shall be MESSA ABC Plan 1 or MESSA ABC Plan 2 : See Appendix E.
3. The District and the Association agree to meet annually within two weeks of the District receiving the Medical Insurance Rates in the fall for the upcoming January to December plan year. At that time, the contract will be opened for Medical Insurance bargaining only and a plan will be negotiated and agreed upon by the District and the Association. This needs to be finalized no later than November 15<sup>th</sup> annually.
4. The District's contribution to the employee's medical benefit plan costs shall not exceed the "hard cap" amounts established by the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. The hard cap calculation shall be based on the aggregate medical benefit plan cost, including the District-paid H.S.A contribution, for all bargaining unit employees enrolled in the medical insurance benefit plan. Any cost over the aggregate amount is the responsibility of those individual employees whose insurance election premium exceeds the hard cap, and shall be deducted on a pro-rata basis from their compensation. Premiums for medical benefits to be paid by the teacher must be payroll deducted. Premium co-pay amounts shall be deducted from the teacher's pay over the number of pays that the teacher has selected for the year.

The District's hard cap contribution beginning July 1, 2020 will be based on the 2020 hard cap and will continue through December 31, 2021. Beginning January 1, 2022 the annual hardcap will be applied annually on a January to December calendar year. The hard cap will be applied to the District's contribution and continue pursuant to PERA Section 15b until a successor agreement is reached.

5. Teachers enrolled in Medical Coverage will receive Health Savings Account employer-paid contributions based on the level of the medical coverage for which the teacher is enrolled in. The contributions will be deposited in the teachers' Health Savings Account monthly. The District H.S.A contributions are applied to the hard cap level. These amounts may be prorated based on the date enrolled in coverage or changes in level of coverage. It is the responsibility of the teacher to open the Health Savings Account through the District approved provider in order for timely contributions to be made.
6. Those full-time teachers who elect not to participate in the health insurance program will receive cash in lieu payment of \$5,500 on the conditions that: (1) the employee voluntarily and in writing opts out of the health benefits coverage available under District Plan; and (2) provides documentation to the Board that the employee has other health coverage that meets the minimum value and coverage requirements of the Affordable Care Act. The

teacher will receive the payments over the number of pays that the teacher has selected for the year. Cash in lieu payments will be prorated if the teacher terminates employment or enrolls in medical coverage.

#### B. DENTAL INSURANCE

The Board will provide Dental Insurance to all full-time teachers and dependents that will include the following:

1. Dental coverage at 100/100/60
2. Includes Orthodontics

#### C. VISION INSURANCE

1. The Board shall provide vision insurance to full-time employees and dependents. All benefits, definitions and terms shall be in accordance with the master policy between the District and the insurance carrier.

#### D. LIFE INSURANCE

1. The Board will provide, at no cost to the employee, a \$50,000 term life insurance policy with Accidental Death & Dismemberment (AD & D) coverage.
2. Employees who have Board-provided term life insurance, under "D, 1." above will have a thirty (30) day conversion right upon termination of employment. Any employee electing his/her right of conversion in order to keep the life insurance in force must contact the insurance carrier within thirty (30) days of the last day of employment.

E. To be eligible for insurance benefits the teacher must be actively employed or on a paid sick leave and/or approved Family and Medical Leave Act (FMLA). Active employment shall mean the teacher is fulfilling his/her assignment and working the hours expected.

F. Employees newly-hired by the Board shall be eligible for insurance, commencing the first day of the month following the first day worked, upon acceptance of written application by the health insurance carriers.

G. Changes in family status shall be reported in writing by the employee to the Business Office within thirty (30) days of such change. The employee shall be responsible for any overpayment of premiums made by the Board in his/her behalf for failure to comply with this paragraph.

H. The Board shall provide the above-mentioned benefit programs within the underwriting rules and regulations as set forth by the carrier(s) in the Master Contract held by the policy-holder.

I. The Board shall make timely payment of insurance premiums for all persons to assure coverage for the full twelve (12)-month period if the employee is returning the next school year. For retirement or resignation effective the end of the school year, this coverage shall terminate

August 31<sup>st</sup>. For discharge, the coverage shall terminate the last day of the month in which the termination is effective.

### **Article 17**

#### **Substitute Coverage and Special Teaching Assignments**

- A. The Board will at all times, maintain an adequate list of substitute teachers. Teachers shall be informed of the substitute system contact information and they shall communicate unavailability for work before 6:20 a.m. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute teacher. Teachers may forfeit one (1) hour pay for calling in late.
- B. If a substitute is needed at the elementary or secondary level and cannot be secured, any regular teacher filling this position shall be reimbursed at the rate of .06% of the B.A.+18, Step 1 rate per hour. This must be by mutual agreement of the principal and the teachers involved, pre-arranged when possible and minimized. The District will increase the hourly rate by five dollars (\$5) after the teacher's completion of five (5) hours of substitute teaching. This increased rate will remain for all substitute hours beyond the initial five (5) for that school year only.
- C. Teachers who lose part of their contractual conference, preparation, or lunch time due to a teaching assignment in another building shall be paid two-hundred fifty dollars (\$250) per semester. Travel time payments for those who are off work for twenty (20) consecutive days or more during a semester will be prorated. The District will make travel time payments to teachers no later than the payroll immediately preceding the end of the semester. Pro-ration is based on the number of days the teacher worked each semester. Travel time between buildings shall equate to 7.5 minutes each way.
- D. When performing instructional duties outside of their regular school day, all bargaining unit employees shall be compensated at a rate of thirty (30) dollars per hour: summer school teaching, Saturday school, summer professional development, and summer student scheduling.
- E. During scheduled student days, teachers who agree to teach before and after school programs shall be compensated at a rate of forty dollars (40) per hour. It is understood that these positions cannot be made mandatory.

### **Article 18**

#### **Student Discipline**

Teachers recognize the responsibility of enforcing school regulations during school hours.

## **Article 19 Teacher Protection**

- A. The teacher's authority and effectiveness in the classroom is undermined when students discover that there is insufficient administrative backing and support of the teacher. The Board recognizes its responsibility to give all reasonable support and assistance to teachers for the maintenance of classroom control and discipline. Whenever it appears that a particular student requires the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, the Board will take reasonable steps to relieve the teacher of responsibilities, such as to provide classroom coverage, with respect to such a student.
- B. Any case of physical assault upon a teacher will be promptly reported to the Board or its designee.

The Board will provide legal counsel to advise the teacher of his/her rights and obligations as to such assault and will render all reasonable assistance to the teacher connected with handling the incident by law enforcement and judicial authorities, exclusive of separate damage suits filed by the teacher, when requested in writing by the teacher.

- C. If any teacher is complained against or sued by reason of disciplinary action taken by the teacher against a student, the Board will provide legal counsel and render all reasonable assistance to the teacher in his/her defense, when requested in writing by the teacher. The Board's obligation under this provision does not apply if the teacher violated Board Policy. If a final decision issued by the court or administrative agencies indicates the teacher's liability for this action, all cost of assistance rendered pursuant to this paragraph and not covered by the District's insurance carrier, shall be reimbursed by the teacher.
- D. Whenever a teacher is absent from school as a result of personal injury caused by an accident or an assault upon him arising out of and in the course of his employment, he/she will be paid full salary (less the amount of any Worker's Compensation paid for temporary disability due to said injury), for the period of such absence not to exceed ten (10) school months, and no part of such absence will be charged to annual sick leave. The Board may, at its option, request a confirmation statement from a medical doctor relative to the duration of such absence from the teaching assignment. As soon as the teacher is physically able to return to work, he/she will be restored to his/her previous position or an equivalent position. At the Board's request, a teacher shall be required to submit a statement from a medical doctor certifying that he/she is able to perform his/her essential job function as a teacher before being permitted to return to work.
- E. The Board will reimburse teachers for:
  - 1. Any clothing or other personal property damaged or destroyed as the result of an accident or assault upon the teacher suffered in the course of employment; and



2. The cost of medical, surgical or hospital services (less the amount of any Worker's Compensation or insurance reimbursement) incurred as the result of any injury sustained in the course of employment.
- F. If the injury is a result of teacher action in violation of written Board policy, the compensation in parts D and E above shall not be paid.
- G. The installation of cameras in school buildings and the buses, is for the primary purpose of security and safety.

All bargaining unit employees in the building and on buses will be notified of the camera placement locations and the times for which they will be activated. The cameras will not be hidden.

All monitoring of bargaining unit employee shall be conducted openly and with full knowledge of the employee. The use of eavesdropping, closed circuit television, video, cameras, public address, audio systems and similar surveillance devices is strictly prohibited unless agreed to by both parties. However if a bargaining unit employee is suspected of not adequately performing work, a plan of improvement determined by the District, the Association, and employee may include the use of the tapes for determining an appropriate course action.

If any activity of a bargaining unit employee is observed on the tapes that will be brought to the attention of the employee for correction, the Association will be immediately notified and will be given the opportunity to review the tape(s) within three (3) business days of receipt of the notice.

- H. A teacher has the right to review the contents of the teacher's personnel file maintained by the District. A representative of the Association may accompany the teacher in such review.
- I. No material originating after original employment will be placed in the teacher's personnel file unless the teacher has had an opportunity to review the material. The teacher may submit a written notation regarding any material and the same shall be attached to the file copy of the material in question. If the teacher is asked to sign material placed in the teacher's personnel file, such signature shall be understood to indicate the teacher's awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.
- J. Any significant complaint made against a teacher or person for whom the teacher is administratively responsible, by a parent, student, or other person will be transmitted as appropriate to the teacher.

## **Article 20**

### **Grievance Procedure**

1. Any teacher, group of teachers, or the Association, believing that there has been a violation, misinterpretation or misapplication of any provision of this Agreement, may be processed as a grievance. All days referred to in this Article are work-days while school is in session; when school is not in session, days are regular weekdays exclusive of holidays, Saturdays and Sundays.

#### 2. HEARING LEVELS

**INFORMAL LEVEL:** When a cause for complaint occurs, the affected teacher(s) shall request a meeting with his/her immediate supervisor in an effort to resolve the complaint within thirty (30) days of knowledge of cause. The Association may be notified and a representative thereof present with the teacher at such a meeting. If the teacher is not satisfied with the result(s) of the meeting, he/she may formalize the complaint in writing as provided hereunder.

**FORMAL LEVEL 1:** If the complaint is not resolved in a conference between the affected teacher(s) and his/her immediate supervisor, the complaint may be formalized as a grievance within 30 days after the informal conference. A formalized grievance shall be submitted, in writing, within five (5) days of the meeting between the supervisor and the affected teacher(s). A copy of the grievance shall be sent to the Association and the immediate supervisor. The immediate supervisor shall, within five (5) days of the receipt of the grievance, render a written decision. A copy of this decision shall be forwarded to the grievant(s) and the Association.

**FORMAL LEVEL 2:** If the Association is not satisfied with the disposition of the grievance at Level 1 or if no disposition has been made within five (5) days of receipt of the grievance, the grievance shall be transmitted to the Superintendent or designee. Within seven (7) days after the grievance has been submitted to the Superintendent, the Superintendent or designee shall meet with the Association on the grievance. The Superintendent or designee, within five (5) days after the meeting shall render his/her written decision thereon with copies to the Association and the grievant.

**FORMAL LEVEL 3:** If the grievant is not satisfied with the response at Level Two, the grievant or Union representative shall within five (5) days of receipt of Level Two response, file a copy of the written grievance, which contains the Level Two decisions, with the Secretary of the Board of Education.

Upon proper application as specified in Level Two, the Board shall schedule an opportunity for grievant to present the complaint to the Board at the next regularly scheduled Board meeting.

Within ten (10) days from the hearing of the grievance, the Board shall render its decision in writing with copies to the Association and the grievant. The Board may hold further hearings therein or further investigate the grievance.

FORMAL LEVEL 4: If the Association is not satisfied with the disposition of the grievance at Level 3 by the Board or if no disposition has been made within the period above provided, the Association may submit the grievance to arbitration before an impartial arbitrator, within 30 days.

The American Arbitration Association in accord with its rules that shall likewise govern the arbitration proceeding shall select the arbitrator. Neither the Board nor the Association shall be permitted to assert in such arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator, and that judgment thereon may be entered in any court of competent jurisdiction. The Board and Association shall share the fees and expenses of the arbitrator equally. The arbitrator shall have no authority to issue a decision on the merits of a prohibited or illegal bargaining subject. If the arbitrability of any grievance is disputed, the arbitrator shall have no jurisdiction to render a decision on the merits until he/she has first made a ruling on the arbitrability issue. By stipulation of the parties only, the arbitrator may concurrently hear both the jurisdiction issues and the merits of that dispute in the same proceeding. If the arbitrator determines that he/she is without jurisdiction to rule, the matter shall be dismissed without decision on merits. The arbitrator's decision shall conform to the Michigan Uniform Arbitration Act, MCL 691.1681, et seq.

## **Article 21 Negotiation Procedures**

### **I. CONTRACT MAINTENANCE NEGOTIATIONS.**

Contract maintenance negotiations are a part of the whole process called negotiations and should never be viewed as a separate entity. Contract maintenance negotiations are merely an opportunity to maintain continual contact, communicate concerns, solve problems, and make changes to the contract when both parties mutually agree to such changes.

1. The contract maintenance teams will meet monthly if necessary by mutual agreement. At the beginning of each school year, monthly dates and times will be established by mutual agreement by September 15<sup>th</sup>. An agenda will set at least one (1) week before each meeting with no more than two (2) topics from each side that will be discussed at the meeting.
2. If contract language is agreed to by both teams and ratified by the Board and Association, the new language will become effective immediately, unless otherwise agreed by the parties.
3. In years when a contract expires, the contract maintenance negotiation process will end

In January of that school year and the regular process of negotiations will begin by February 15<sup>th</sup> to reach a successor agreement.

## II. NEGOTIATIONS.

- A. Neither party shall dictate the selection of the bargaining representatives of the other party. Each party may select its representatives from within or outside the District. No final Agreement between the parties may be executed without ratification of the membership of the Association, and the Board, but the parties mutually pledge that representatives selected by each, shall be clothed with all necessary power and authority to make proposals, and make concessions in the course of bargaining, subject only to such ultimate ratification.
  
- B. If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation process of the Michigan Employment Relations Commission or take any other lawful measures it deems appropriate.

## III. NORMS

Mutually agreeable ground rules may be developed during negotiations.

### **Article 22 Curriculum Development Activities**

Absent a signed waiver teachers who, upon the approval of the administration, work on curriculum development activities during non-scheduled work days shall be compensated at the same rate established in Article 17, paragraph B, which pertains to the rate paid to teachers who sub for other teachers. Teachers who are owed compensation under this Article may waive this compensation by signing the following waiver:

“I agree to waive my right to compensation under Article 22 of the Master Agreement between the Meridian Public Schools and the Meridian Education Association. I understand my involvement in such activities outside of the contractually defined work hours remains non-compulsory.”

\*\*\* See Appendix I for the Curriculum Development Activities Waiver form

### **Article 23 Personal Days and Association Leaves**

- A. A teacher shall be allowed one (1) day each year for approved visitation at other schools or for attending educational conferences or conventions. Notification of the use of these days will be provided to the building principal at least five (5) working days before their use. Travel, meals, lodging, and registration shall be deemed appropriate expenses reimbursable by the Board, upon presentation of proper receipts. Expenses exceeding \$150 must be approved in advance by the building principal. The cost of substitute teachers needed to

relieve participants shall be paid by the Board. Additional days may be granted at the discretion of the building principal.

- B. At the beginning of every school year, each bargaining unit employee shall be credited with six (6) one-half days to be used for the teacher's personal business. A teacher planning to use a personal leave day or days shall notify his/her principal at least four (4) days in advance, except in cases of emergency. Personal leave days may not be used immediately before or after a scheduled vacation except in an emergency. One unused day may be carried over to the next year. A maximum of four (4) days could be available in any year. Unused personal days not carried over shall be added to the individual teacher's personal illness bank of days.
  - 1. Up to two (2) teachers per building may request the use of a personal day adjacent to a scheduled vacation. These requests must be made in writing to the building principal before September 15<sup>th</sup>. If more than two (2) requests are made for a particular date, a random drawing of names will be held. If less than two (2) teachers per building have not requested the use of a personal day before or after a scheduled vacation, teachers may request the use of a personal day before or after a vacation day to the Superintendent and they will be filled on a first-come, first-served basis provided the request is submitted two (2) weeks before to the requested date.
- C. A teacher called for jury duty shall be compensated for the difference between the teaching pay and the pay received for the performance of such obligation.
- D. Leave time, without compensation may be used for any purposes, provided that no extended scheduled vacation be taken by an employee except by permission of the Superintendent. Request for such leave shall be submitted in writing at least twenty (20) days before desired vacation. This time shall be limited to no more than five (5) days per school year.
- E. The Association shall be allowed the use of ten (10) paid days for representatives to conduct Association business. The same individual can use up to five (5) of the days. The use of these days shall be requested at least five (5) working days in advance, if possible. The Association will pay the cost of the substitute, as well as reimburse the District on a current basis those sums paid to the Office of Retirement Services for the Association release time.

#### **Article 24**

#### **Miscellaneous Provisions**

- A. This Agreement shall supersede any rules, regulations or practices of the Board which are contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual contracts heretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement.
- B. There must be a fluent and reciprocal arrangement of information, ideas, and philosophy between the Association and the Board.

- C. If any provision of this Agreement or any application of the agreement to any employee or group of employees is found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- D. Lack of communication between administration and teacher represents one of the primary sources of friction. Lack of sufficient notice on such daily items as scheduled changes, meetings, or any other factors associated with the continuity of the teaching program should be minimized. The worth of the individual teacher and respect for his/her judgment and professional competence should ensure against random manipulation without concern for opinions, feelings, or agreement.
- E. Paid sponsors shall attend activities of the class or organization to which they are assigned. When bus transportation is involved, paid sponsor-coaches shall ride the bus with their groups to and from the event.
- F. All policies adopted by the Board pertaining to students and teachers will be distributed to teachers as they are passed by the Board.
- G. An emergency manager appointed under the Local Financial Stability Choice Act, MCL 141.541 et seq., may reject, modify, or terminate this Agreement as provided in that Act.

**Article 25  
Duration of Agreement**

This Agreement shall be effective when endorsed by both parties and shall continue in effect until its expiration on June 30, 2023. This Agreement shall not be extended orally.

*Dawn Crawford*  
Dawn Crawford (Jun 30, 2021 11:41 EDT)

Jun 30, 2021

*[Signature]*  
[Signature] (Jul 6, 2021 10:25 EDT)

Jul 6, 2021

\_\_\_\_\_  
MERIDIAN EDUCATION  
ASSOCIATION PRESIDENT

\_\_\_\_\_  
DATE

*[Signature]*  
MERIDIAN BOARD OF  
EDUCATION PRESIDENT

06/21/2021  
DATE

## Appendix A

### MERIDIAN PUBLIC SCHOOLS 2021-2022 MEA SCHOOL CALENDAR

JULY 2021							JANUARY 2022						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
H	5	6	7	8	9	10	2	3	4	5	6	7	H
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	PD	18	19	20	21	22
25	26	27	28	29	30	31	23	24	25	26	27	28	29
							30	31					
AUGUST 2021							FEBRUARY 2022						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
1	2	3	4	5	6	7	6	V	8	9	10	V	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	S/PD	26
22	23	24	PD	PD	27	28	27	28					
29	SFD	31											
SEPTEMBER 2021							MARCH 2022						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
5	H	7	8	9	10	11			1	2	3	4	5
12	13	14	15	16	17	18	6	7	8	9	10	11	12
19	20	21	22	23	S/PD	25	13	14	15	16	17	S/PD	19
26	27	28	29	30			20	21	22	23	24	25	26
							27	V	V	V	V		
OCTOBER 2021							APRIL 2022						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
3	4	5	6	7	8	9	3	4	5	6	7	V	2
10	11	12	13	14	15	16	10	11	12	13	14	H	16
17	18	19	20	21	PD	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
31													
NOVEMBER 2021							MAY 2022						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
	1	2	3	4	5	6	1	2	3	4	5	6	7
7	8	9	10	11	S/ORD	13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	H	V	27	22	23	24	25	26	V	28
28	29	30					29	H	31				
DECEMBER 2021							JUNE 2022						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
			1	2	S/PD	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	SLD	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	V	V	V	V	V	H	19	20	21	22	23	24	25
26	V	V	V	V	V		26	27	28	29	30		
<b>TOTAL</b>							<b>TOTAL</b>						
Pupil Instructional Days (Semester 1) 65.00							Pupil Instructional Days (Semester 2) 87.00 172.00						
"SPD" Student 1/2 Day - Staff PD 2.00							"SPD" Student 1/2 Day - Staff PD 2.00 4.00						
"SIORD" Student 1/2 Day - Optional Records Day 0.50							"SIORD" Student 1/2 Day - Opt. Records Day 0.00 0.50						
"SFD" Students First Day on 08/30/2021 1.00							"SLD" Students Last Day 1/2 Day - 06/10/2021 0.50 1.50						
"PD" Professional Development - No Students 4.00							"PD" Professional Development - No Students 0.00 4.00						
TOTAL MEA DAYS: 92.50							TOTAL MEA DAYS: 89.50 182.00						
Holiday "H" - No School 5.00							Holiday "H" - No School 2.00 7.00						
Break "V" - No School 12.00							Break "V" - No School 8.00 20.00						
							First Day of 2nd Semester 1/24/2022						

**Appendix B**

<b>2021-2022 MERIDIAN SALARY SCHEDULE</b>				
<b>Step</b>	<b>BA/BA18</b>	<b>BA30</b>	<b>MA</b>	<b>MA15</b>
<b>1</b>	41,000	41,200	41,500	41,750
<b>2</b>	41,500	41,750	42,000	42,500
<b>3</b>	42,250	42,500	43,000	43,500
<b>4</b>	43,250	44,750	45,500	46,000
<b>5</b>	45,000	45,750	46,500	47,500
<b>6</b>	46,000	48,000	48,750	49,750
<b>7</b>	48,000	51,000	51,500	52,500
<b>8</b>	50,000	53,000	53,500	55,000
<b>9</b>	52,250	55,250	56,750	58,000
<b>10</b>	55,000	59,250	60,250	61,250
<b>11</b>	56,000	61,000	62,000	63,000
<b>12</b>	58,000	62,200	63,000	64,891
<b>13</b>	58,626	62,900	64,000	65,562
<b>14</b>	59,300	63,550	65,000	66,598
<b>15</b>	60,000	64,200	65,500	66,906
<b>16</b>	60,700	64,900	66,000	67,576
<b>17</b>	61,400	65,600	67,500	68,300
<b>18</b>	62,100	66,300	67,750	69,000
<b>19</b>	62,750	67,000	68,500	69,750
<b>20</b>	63,500	67,750	69,250	70,500
<b>21</b>	65,441	69,932	71,250	72,837
<b>22</b>	67,555	72,342	73,750	75,413
<b>23</b>	69,670	74,753	76,000	77,989
<b>24</b>	70,707	75,917	77,250	79,202
<b>25</b>	71,482	76,681	78,500	79,990
<b>26</b>	72,011	77,248	79,250	80,582
<b>27</b>	73,000	78,250	81,000	82,250



**Appendix B (Cont.)**

<b>2022-2023 MERIDIAN SALARY SCHEDULE</b>				
<b>Step</b>	<b>BA/BA18</b>	<b>BA 30</b>	<b>MA</b>	<b>MA15</b>
1	41,750	41,950	42,250	42,500
2	42,250	42,500	42,750	43,250
3	43,000	43,250	43,750	44,250
4	44,000	45,500	46,250	46,750
5	45,750	46,500	47,250	48,250
6	46,750	48,750	49,500	50,500
7	48,750	51,750	52,250	53,250
8	50,750	53,750	54,250	55,750
9	53,000	56,000	57,500	58,750
10	55,750	60,000	61,000	62,000
11	56,750	61,750	62,750	63,750
12	58,750	62,950	63,750	65,641
13	59,376	63,650	64,750	66,312
14	60,050	64,300	65,750	67,348
15	60,750	64,950	66,250	67,656
16	61,450	65,650	66,750	68,326
17	62,150	66,350	68,250	69,050
18	62,850	67,050	68,500	69,750
19	63,500	67,750	69,250	70,500
20	64,250	68,500	70,000	71,250
21	66,441	70,932	72,250	73,837
22	68,555	73,342	74,750	76,413
23	70,670	75,753	77,000	78,989
24	71,707	76,917	78,250	80,202
25	72,482	77,681	79,500	80,990
26	73,011	78,248	80,250	81,582
27	74,000	79,250	82,000	83,250

**Appendix C – Extra-Curricular**

Extra-Curricular Pay Scale as set forth below. Individual salary on the schedule will be according to the number of years’ experience in the activity up to a maximum of Step 10. For the 2020 through 2023 School Year all positions will be paid at the applicable step.

**Appendix C**

**FOOTBALL**

Head Coach	10.5%
Assistant	7.0%

**CROSS COUNTRY**

Head Coach	10.5%
Junior High	5.0%

**BASKETBALL**

Head Coach	10.5%
Assistant (2)	7.0%
8th Grade	5.0%
7th Grade	5.0%

**CHEER COMPETITIVE**

Varsity	10.5%
Junior Varsity	7.0%
Junior High	5.0%

**BASEBALL**

Head Coach	10.5%
Junior Varsity	7.0%

**WRESTLING**

Head Coach	10.5%
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**SOFTBALL**

Head Coach	10.5%
Junior Varsity	7.0%

**TRACK**

Head Coach High School( 1 Boys & 1 Girls)	10.5%
Head Coach Junior High (1 Boys & 1 Girls)	5.0%

**VOLLEYBALL**

Head Coach	10.5%
Assistants (2)	7.0%
8th Grade	5.0%
7th Grade	5.0%

**CHEER SIDELINE**

Varsity	3.0%
Junior Varsity	2.0%

**BAND**

Marching Band	8.0%
H.S. Concert Band(2)	8.0%
H.S. & J.H. Jazz Band	4.0%
Pep Band(2)	2.0%
J.H. Concert Band(2)	2.0%
Marching Band Assistant*	4.5%

**BOWLING**

Head Coach	5.0%
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**ROBOTICS**

High School (2)	6.0%
Junior High (1)	5.0%

**CLASS SPONSORS**

11th & 12th Grade	3.0%
9th & 10th Grade	1.5%

**JOURNALISM (if extra-curricular)**

H.S. Yearbook	4.5%
J.H. Yearbook	3.0%
H.S. or J.H. Newspaper	3.0%

**STUDENT COUNCIL**

High School	4.5%
Junior High School	4.0%
Elementary	1.5%

**OTHER CLUBS**

Computer Club	3.0%
National Honor Society	3.0%
Language Club	3.0%
Quiz Bowl	3.0%
Art Club	3.0%
S.A.D.D.	3.0%
Drama Club	3.0%
Community Service Club	3.0%
Gaming Club	3.0%
HS Trap Club	3.0%
JH SMAD/SAVE	3.0%

**DRAMA OR MUSICAL**

Two-Three Act Play	5.0%
3 Act Play Assistant	3.0%
One Act Play	2.5%

**PLC Facilitator\*\***

4.5%

\*\*Number of positions is dependent on Title II Funding

No person can hold more than two (2) Athletic Assignments. Exceptions when needed may be granted. Elementary and other extra-curricular activities are to be negotiated on an individual basis. Terms are to be mutually acceptable to all parties and final approval made by the Superintendent.

**Appendix C Salary Schedule**

APPENDIX C SALARY SCHEDULE 2021-2023													
Step	10.50%	9.00%	8.00%	7.00%	6.00%	5.00%	4.50%	4.25%	4.00%	3.00%	2.50%	2.00%	1.50%
1	3,824.43	3,278.09	2,913.85	2,549.62	2,185.39	1,821.16	1,639.04	1,547.99	1,456.93	1,092.70	910.58	728.46	546.35
2	3,951.13	3,386.69	3,010.39	2,634.09	2,257.79	1,881.49	1,693.34	1,599.27	1,505.19	1,128.90	940.75	752.60	564.45
3	4,048.59	3,470.22	3,084.64	2,699.06	2,313.48	1,927.90	1,735.11	1,638.72	1,542.32	1,156.74	963.95	771.16	578.37
4	4,272.75	3,662.36	3,255.43	2,848.50	2,441.57	2,034.65	1,831.18	1,729.45	1,627.72	1,220.79	1,017.32	813.86	610.39
5	4,496.91	3,854.50	3,426.22	2,997.94	2,569.67	2,141.39	1,927.25	1,820.18	1,713.11	1,284.83	1,070.69	856.56	642.42
6	4,720.97	4,046.54	3,596.93	3,147.31	2,697.70	2,248.08	2,023.27	1,910.87	1,798.46	1,348.85	1,124.04	899.23	674.42
7	4,945.13	4,238.68	3,767.72	3,296.75	2,825.79	2,354.82	2,119.34	2,001.60	1,883.86	1,412.89	1,177.41	941.93	706.45
8	5,169.29	4,430.82	3,938.51	3,446.19	2,953.88	2,461.57	2,215.41	2,092.33	1,969.25	1,476.94	1,230.78	984.63	738.47
9	5,393.56	4,623.05	4,109.38	3,595.70	3,082.03	2,568.36	2,311.52	2,183.11	2,054.69	1,541.02	1,284.18	1,027.34	770.51
10	5,617.61	4,815.09	4,280.08	3,745.07	3,210.06	2,675.05	2,407.55	2,273.79	2,140.04	1,605.03	1,337.53	1,070.02	802.52

## Appendix D – Mentors

Purpose for Mentoring:

To provide a nurturing, on-going support system for novice classroom teachers through a personal and professional relationship with an experienced fellow teacher.

To provide increased levels of understanding and skills in teaching for novice classroom teachers in the District.

To create a challenging yet nurturing teaching environment in our school that will encourage novice teachers to commit to the teaching profession and to the goals of this school community.

A mentor teacher shall be defined as a master teacher as identified in section 1526 of the School Code and shall perform all duties of a master teacher as specified in the Code.

1. A mentor teacher shall be assigned in accordance with the following:
  - a. Every effort shall be made by the administration to have a mentor teacher be a tenured member of the bargaining unit. Seniority shall not be a factor in the selecting of mentors.
  - b. Participation as a mentor teacher shall be voluntary with final assignments being made by the building principal. If no tenured bargaining unit employee is available who meets administrative approval, the Board may assign a retired teacher(s) or a University professor.
  - c. The administration will notify the Association when a mentor teacher is matched with a probationary teacher (mentee).
  - d. Administration will strive to match mentor teachers with mentees within the same building and same area of certification. It is realized that this may not always be possible in some specialized areas and in some buildings.
  - e. The mentor teacher assignment shall be for one year subject to review by the mentor, mentee, and the building principal after three (3) months. Should one (1) of the three (3) feel a need for change, the administration shall make every effort to assign a new mentor. The appointment may be renewed in succeeding year.
2. The mentor teacher shall be available to provide professional support, instruction, and guidance. The purpose of the mentor assignment is to provide a peer who can offer assistance, resources and information in a non-threatening collegial fashion.

The purpose of the mentor/mentee match is to acclimate the mentee and to provide necessary assistance toward the end of quality instruction.

3. A stipend will be paid to the mentor for each mentee based on Step 1 of the B.A.+18 of Appendix B of the Teacher's Salary Schedule as follows:

Year 1 of mentee	1.5%
Year 2 of mentee	1.0%
Year 3 of mentee	0.5%

Administration may, as they deem appropriate, allow for released time for the mentor and/or mentee as requested.

4. Mentees shall be provided with a minimum of fifteen (15) days of professional development induction during their first three (3) years of classroom teaching.

If mentors or mentees are required to attend activities outside the regularly scheduled teacher work year, they shall be paid the same daily stipend that other teachers are paid for similar summer activities.

5. During the mentee's first semester in Meridian Schools, mentors and mentees shall meet weekly at a regularly-scheduled time to discuss any issues or problems being met by the mentee. In addition, this time will be used to identify areas for growth and skill development in which the mentor may assist and guide.

Second semester the meetings may be bi-weekly. During the second year these meetings will occur monthly. In the third year these meetings would only take place as needed. As often as is feasible, the mentors and mentees should observe the teaching/learning process in each other's classrooms.

## Appendix E

### MESSA ABC Plan 1 Medical plan highlights



**Effective Date: 6/1/2020**

**MESSA Account: Meridian Public Schools**

**Employee Group: PROPOSED**

**In-network health care benefits for you and your covered dependents**

All services must be **medically necessary** and performed by a payable provider.

This is a brief summary of in-network benefits. If you obtain medical services from an out-of-network provider without a referral from an in-network provider, you may have to pay 100 percent of the cost or the applicable out-of-network cost share amounts. For coverage details, go to [messa.org](http://messa.org) to log in to your member account or call the MESSA Member Service Center at 800.336.0013 or TTY 888.445.5614.

Plan features	In-network
<p><b>Annual deductible</b> The amount you pay for health care services and prescription drug purchases before your health insurance begins to pay. The annual deductible is based on the calendar year, Jan. 1 to Dec. 31.</p>	<p style="text-align: center;">Single coverage: \$1,400 2-Person &amp; Family coverage: \$2,800</p> <p style="text-align: center;"><i>*Your deductible is subject to change each Jan. 1 according to IRS rules governing HSA-qualified plans.</i></p> <p style="text-align: center;"><i>*When two or more lives are covered under this plan, the entire family deductible must be met before claims are paid for any individual.</i></p>
<p><b>Medical coinsurance</b> A fixed percentage you pay for a medical service.</p>	0%
<p><b>Prescription drug coverage</b> Under federal law governing HSA-qualified plans, prescription drugs are subject to the deductible (other than MESSA's free preventive prescriptions). After deductible is met, applicable prescription copayments and/or coinsurance apply. See <i>Free preventive prescriptions below</i>.</p>	3-Tier Rx
<p><b>Annual out-of-pocket maximums</b> The most you have to pay for covered medical services and prescriptions in a calendar year, including deductible, copayments and coinsurance. Charges above approved amount and charges for services not covered under the plan do not count toward the out-of-pocket maximum.</p>	<p style="text-align: center;">Single coverage: \$3,400 2-Person &amp; Family coverage: \$6,800</p>
<b>In-network services covered at no cost to you</b>	
<p><b>Free preventive prescriptions</b> MESSA ABC covers an extensive list of FREE preventive prescriptions that have no deductible, copayment or coinsurance, including cholesterol and blood pressure medications, weight loss medications, prenatal vitamins, contraceptives and many more.</p>	
<p><b>Preventive care and prenatal care</b> Certain services such as annual exams, screenings, childhood and adult immunizations, certain preventive medications and prenatal doctor visits.</p>	

<b>In-network services subject to deductible and applicable coinsurance</b>	
Blue Cross online visit	Urgent care
Office visit	Hospital emergency room (ER)
Chiropractic services including modalities Up to 38 visits per calendar year.	Osteopathic manipulations Performed by an Osteopathic physician. Up to 38 visits per calendar year.
Inpatient hospital	Autism - applied behavior analysis (ABA) services
Outpatient physical, occupational and speech therapy Up to a combined benefit maximum of 60 visits per individual per calendar year.	Hearing aids There is a maximum benefit, adjusted annually based on the Consumer Price Index (CPI), for a hearing aid for each ear during a 36-month period.
Hearing care Hearing related services performed by an M.D. or D.O.	Acupuncture Must be performed by an M.D. or D.O.
Diagnostic lab and X-ray	Radiation and chemotherapy
Allergy testing and therapy	Bariatric surgery
Mental health and substance abuse - inpatient and outpatient care	Ambulance
Medical supplies	Durable medical equipment (DME)
Prosthetics and orthotics	Home health care
Skilled nursing facility Up to a maximum of 120 days per calendar year.	Human organ transplant Must be performed at an approved facility.
<b>Home delivery of prescription medications</b>	
MESSA members can save time and money by ordering prescription medications through the Express Scripts mail order pharmacy. If your coverage includes a mandatory mail prescription rider, you must obtain most long-term maintenance medications from Express Scripts. For more information, go to <a href="http://messa.org">messa.org</a> to log in to your member account and link to the Express Scripts website. For general questions about your prescription coverage, call MESSA at 800.336.0013 or TTY 888.445.5614. For questions about a prescription order, call Express Scripts at 800.903.8346	
<b>Medical care outside the U.S.</b>	
MESSA members have access to doctors and hospitals with the BCBS Global Core program. You may want to visit the BCBS Global Core program's website ( <a href="http://www.bcbsglobalcore.com">www.bcbsglobalcore.com</a> ) to find in-network providers prior to your departure.	
<b>Covered services and approved amounts</b>	
<b>In-network providers</b> bill BCBSM directly. Payments for covered services are based on BCBSM's approved amounts. Your liability is limited to the plan deductible, copayment and coinsurance requirements.	
<b>Out-of-network providers</b> may or may not bill BCBSM directly. The member is responsible to the provider for any deductibles, copayments, coinsurance and amounts that are in excess of the approved amount for the services as predetermined by MESSA and BCBSM. These amounts may be substantial.	
<i>Medical benefits underwritten by Blue Cross Blue Shield of Michigan (BCBSM) &amp; 4 Ever Life Insurance Company. BCBSM is an independent licensee of the Blue Cross and Blue Shield Association.</i>	
<b>Life and accidental death &amp; dismemberment insurance</b>	
Life insurance: \$5,000 policy for you.	
Accidental death & dismemberment insurance (AD&D): \$5,000 policy for you.	
AD&D terminates at age 65 or when employment ends, whichever comes later. <i>Life and AD&amp;D insurance underwritten by Life Insurance Company of North America.</i>	

**MESSA ABC Plan 2**  
**Medical plan highlights**



**Effective Date: 6/1/2020**

**MESSA Account: Meridian Public Schools**

**Employee Group: PROPOSED**

**In-network health care benefits for you and your covered dependents**

All services must be **medically necessary** and performed by a payable provider.

This is a brief summary of in-network benefits. If you obtain medical services from an out-of-network provider without a referral from an in-network provider, you may have to pay 100 percent of the cost or the applicable out-of-network cost share amounts. For coverage details, go to [messa.org](http://messa.org) to log in to your member account or call the MESSA Member Service Center at 800.336.0013 or TTY 888.445.5614.

Plan features	In-network
<p><b>Annual deductible</b>                      The amount you pay for health care services and prescription drug purchases before your health insurance begins to pay. The annual deductible is based on the calendar year, Jan. 1 to Dec. 31.</p>	<p>Single coverage: \$2,000                      2-Person &amp; Family coverage: \$4,000  <i>*When two or more lives are covered under this plan, the entire family deductible must be met before claims are paid for any individual.</i></p>
<p><b>Medical coinsurance</b>                      A fixed percentage you pay for a medical service.</p>	<p>0%</p>
<p><b>Prescription drug coverage</b>                      Under federal law governing HSA-qualified plans, prescription drugs are subject to the deductible (other than MESSA's free preventive prescriptions). After deductible is met, applicable prescription copayments and/or coinsurance apply. See <i>Free preventive prescriptions below</i>.</p>	<p>3-Tier Rx</p>
<p><b>Annual out-of-pocket maximums</b>                      The most you have to pay for covered medical services and prescriptions in a calendar year, including deductible, copayments and coinsurance. Charges above approved amount and charges for services not covered under the plan do not count toward the out-of-pocket maximum.</p>	<p>Single coverage: \$4,000                      2-Person &amp; Family coverage: \$6,900</p>
<b>In-network services covered at no cost to you</b>	
<p><b>Free preventive prescriptions</b>                      MESSA ABC covers an extensive list of FREE preventive prescriptions that have no deductible, copayment or coinsurance, including cholesterol and blood pressure medications, weight loss medications, prenatal vitamins, contraceptives and many more.</p>	
<p><b>Preventive care and prenatal care</b>                      Certain services such as annual exams, screenings, childhood and adult immunizations, certain preventive medications and prenatal doctor visits.</p>	



<b>In-network services subject to deductible and applicable coinsurance</b>	
Blue Cross online visit	Urgent care
Office visit	Hospital emergency room (ER)
Chiropractic services including modalities Up to 38 visits per calendar year.	Osteopathic manipulations Performed by an Osteopathic physician. Up to 38 visits per calendar year.
Inpatient hospital	Autism - applied behavior analysis (ABA) services
Outpatient physical, occupational and speech therapy Up to a combined benefit maximum of 60 visits per individual per calendar year.	Hearing aids There is a maximum benefit, adjusted annually based on the Consumer Price Index (CPI), for a hearing aid for each ear during a 36-month period.
Hearing care Hearing related services performed by an M.D. or D.O.	Acupuncture Must be performed by an M.D. or D.O.
Diagnostic lab and X-ray	Radiation and chemotherapy
Allergy testing and therapy	Bariatric surgery
Mental health and substance abuse - inpatient and outpatient care	Ambulance
Medical supplies	Durable medical equipment (DME)
Prosthetics and orthotics	Home health care
Skilled nursing facility Up to a maximum of 120 days per calendar year.	Human organ transplant Must be performed at an approved facility.
<b>Home delivery of prescription medications</b>	
MESSA members can save time and money by ordering prescription medications through the Express Scripts mail order pharmacy. If your coverage includes a mandatory mail prescription rider, you must obtain most long-term maintenance medications from Express Scripts. For more information, go to <a href="http://messa.org">messa.org</a> to log in to your member account and link to the Express Scripts website. For general questions about your prescription coverage, call MESSA at 800.336.0013 or TTY 888.445.5614. For questions about a prescription order, call Express Scripts at 800.903.8346	
<b>Medical care outside the U.S.</b>	
MESSA members have access to doctors and hospitals with the BCBS Global Core program. You may want to visit the BCBS Global Core program's website ( <a href="http://www.bcbsglobalcore.com">www.bcbsglobalcore.com</a> ) to find in-network providers prior to your departure.	
<b>Covered services and approved amounts</b>	
<b>In-network providers</b> bill BCBSM directly. Payments for covered services are based on BCBSM's approved amounts. Your liability is limited to the plan deductible, copayment and coinsurance requirements.	
<b>Out-of-network providers</b> may or may not bill BCBSM directly. The member is responsible to the provider for any deductibles, copayments, coinsurance and amounts that are in excess of the approved amount for the services as predetermined by MESSA and BCBSM. These amounts may be substantial.	
<i>Medical benefits underwritten by Blue Cross Blue Shield of Michigan (BCBSM) &amp; 4 Ever Life Insurance Company. BCBSM is an independent licensee of the Blue Cross and Blue Shield Association.</i>	
<b>Life and accidental death &amp; dismemberment insurance</b>	
Life insurance: \$5,000 policy for you.	
Accidental death & dismemberment insurance (AD&D): \$5,000 policy for you.	
AD&D terminates at age 65 or when employment ends, whichever comes later. <i>Life and AD&amp;D insurance underwritten by Life Insurance Company of North America.</i>	



**Dental Benefit Summary**

**Group Number:** 00540416

**About Your Benefits:**

A visit to your dentist can help you keep a great smile and prevent many health issues. But dental care can be costly and you can be faced with unforeseen expenses. Did you know, a crown can cost as much as \$1,400? Guardian dental insurance will help you pay for it. With access to one of the largest network of dental providers in the country, who agreed to charge negotiated fees for their services of up to 30% less than average charges in the same community, you will benefit from lower out-of-pocket costs, quality care from screened and reviewed dentist, no claim forms to file, and excellent customer service. Enroll today and smile next time you see your dentist!

<http://health.costhelper.com/dental-crown.html>.

With your **Guardian Choice** plan, employees select either a Network Access Plan (NAP) or a Value Plan and can change their election annually. Premium rates are the same for both plans. The Value Plan offers members who choose to see a Guardian participating dentist the most savings and Out-of-Network benefits are limited to our PPO fee schedule.

<b>Your Dental Plan</b>	<b>PPO</b>	
<b>Your Network is</b>	DentalGuard Preferred	
<b>Calendar year deductible</b>	<i>Value Plan</i>	<i>NAP Plan</i>
	<i>In / Out-Net</i>	<i>In / Out-Net</i>
Individual	\$0	\$0
Family limit	Not Applicable	
Waived for	Not applicable	Not applicable
<b>Charges covered for you (co-insurance)</b>	<i>Value Plan</i>	<i>NAP Plan</i>
	<i>In / Out-Net</i>	<i>In / Out-Net</i>
Preventive Care	100%	100%
Basic Care	100%	80%
Major Care	60%	50%
Orthodontia	50%	50%
<b>Annual Maximum Benefit</b>	\$1000	
<b>Maximum Rollover</b>	Yes	
Rollover Threshold	\$500	
Rollover Amount	\$250	
Rollover In-network Amount	\$350	
Rollover Account Limit	\$1000	
<b>Lifetime Orthodontia Maximum</b>	\$1500	
<b>Dependent Age Limits</b>	26	

Benefit information illustrated within this material reflects the plan covered by Guardian as of 06/12/2017  
 Meridian Public School ALL OTHER ELIGIBLE EMPLOYEES Benefit Summary  
 The Guardian Life Insurance Company of America, 7 Hanover Square, New York, NY 10004

## A Sample of Services Covered by Your Plan:

		PPO	
		Plan pays (on average)	
		Value Plan In / Out-Net	NAP Plan In / Out-Net
Preventive Care	Cleaning (prophylaxis) Frequency:	100%	100%
	Fluoride Treatments Limits:	100%	100%
	Oral Exams	100%	100%
	Sealants (per tooth)	100%	100%
			2 in 12 Months Under Age 19
Basic Care	Fillings‡	100%	80%
	Perio Surgery	100%	80%
	Periodontal Maintenance Frequency:	100%	80%
	Root Canal	100%	80%
	Scaling & Root Planing (per quadrant)	100%	80%
	Simple Extractions	100%	80%
	Surgical Extractions	100%	80%
	X-rays	100%	80%
Major Care	Anesthesia*	60%	50%
	Bridges and Dentures	60%	50%
	Inlays, Onlays, Veneers**	60%	50%
	Repair & Maintenance of Crowns, Bridges & Dentures	60%	50%
	Single Crowns	60%	50%
Orthodontia	Orthodontia Limits:	50%	50%
			Child(ren)

This is only a partial list of dental services. Your certificate of benefits will show exactly what is covered and excluded. \*\*For PPO and or Indemnity members, Crowns, Inlays, Onlays and Labial Veneers are covered only when needed because of decay or injury or other pathology when the tooth cannot be restored with amalgam or composite filling material. When Orthodontia coverage is for "Child(ren)" only, the orthodontic appliance must be placed prior to the age limit set by your plan; If full-time status is required by your plan in order to remain insured after a certain age; then orthodontic maintenance may continue as long as full-time student status is maintained. If Orthodontia coverage is for "Adults and Child(ren)" this limitation does not apply. The total number of cleanings and periodontal maintenance procedures are combined in a 12 month period. \*General Anesthesia – restrictions apply. ‡For PPO and or Indemnity members, Fillings – restrictions may apply to composite fillings.

*This handout is for illustrative purposes only and is an approximation. If any discrepancies between this handout and your paycheck stub exist, your paycheck stub prevails.*

### Manage Your Benefits:

Go to [www.GuardianAnytime.com](http://www.GuardianAnytime.com) to access secure information about your Guardian benefits including access to an image of your ID Card. Your on-line account will be set up within 30 days after your plan effective date..

### Find A Dentist:

Visit [www.GuardianAnytime.com](http://www.GuardianAnytime.com)  
Click on "Find A Provider"; You will need to know your plan, which can be found on the first page of your dental benefit summary.

### Need Assistance?

Call the Guardian Helpline (888) 600-1600, weekdays, 8:00 AM to 8:30 PM, EST. Refer to your member ID (social security number) and your plan number: 00540416

**Please call the Guardian Helpline if you need to use your benefits within 30 days of plan effective date. Please note, self-serve options over the phone or online at Guardian Anytime are not available until the case is fully implemented, please wait to speak to a live agent when calling the Guardian Helpline.**

## EXCLUSIONS AND LIMITATIONS

- Important Information about Guardian's DentalGuard Indemnity and DentalGuard Preferred Network PPO plans: This policy provides dental insurance only. Coverage is limited to those charges that are necessary to prevent, diagnose or treat dental disease, defect, or injury. Deductibles apply. The plan does not pay for: oral hygiene services (except as covered under preventive services), orthodontia (unless expressly provided for), cosmetic or experimental treatments (unless they are expressly provided for), any treatments to the extent benefits are payable by any other payor or for which no charge is made, prosthetic devices unless certain conditions are met, and services ancillary to surgical treatment. The plan limits benefits for diagnostic consultations and for preventive, restorative, endodontic, periodontic, and prosthodontic services. The services, exclusions and limitations listed above do not constitute a contract and are a summary only. The Guardian plan documents are the final arbiter of coverage. Contract # GP- I-DG2000 et al.
- **PPO and or Indemnity Special Limitation:** Teeth lost or missing before a covered person becomes insured by this plan. A covered person may have one or more congenitally missing teeth or have lost one or more teeth before he became insured by this plan. We won't pay for a prosthetic device which replaces such teeth unless the device also replaces one or more natural teeth lost or extracted after the covered person became insured by this plan. R3-DG2000

## Guardian Choice – Additional Details

You have the flexibility to choose the plan that can best meet your needs.

Both plans can meet your needs; the difference is how out-of-network benefits are reimbursed.

**Here's how this benefit works:**

Premiums are the same for either plan

Option to switch plans each year at annual enrollment time

Save an average of 30% over what dentists usually charge by using network providers

	Value Plan	Network Access Plan
<b>Plan Description:</b>	Benefits are paid at the same coinsurance percentages in-network and out-of-network. When you seek in-network care, you receive our PPO savings and you'll have less out of pocket costs	Benefits are paid at the same coinsurance percentages in-network and out-of-network. You retain complete freedom of choice to see any dentist in or out-of-network.
<b>In-network:</b>	Benefits are based on a negotiated contracted fee schedule (an average discount of 30%). No additional fees to the dentist!	
<b>Out-of-network:</b>	<ul style="list-style-type: none"> <li>Benefits are based on the discounted fee schedules agreed upon by our network dentists.</li> <li><b>Any amount that is charged over the fee schedule is the responsibility of the patient.</b></li> </ul>	<ul style="list-style-type: none"> <li>Benefits are based on usual, customary and reasonable (UCR) charges that dentists in your area charge for each procedure.</li> </ul>
<b>Co-insurance:</b>	<ul style="list-style-type: none"> <li>Preventive services are covered 100%.</li> <li>Co-insurance for other services is higher than the Network Access Plan.</li> </ul>	<ul style="list-style-type: none"> <li>Preventive services are covered 100%.</li> <li>Co-insurance for other services is lower than the Value Plan.</li> </ul>

To find a dentist, visit [www.GuardianAnytime.com](http://www.GuardianAnytime.com) or download our Guardian Anytime mobile app.

For Overview of your Dental Benefits, please see About Your Benefit Section of this Enrollment Booklet.

Guardian's Dental Insurance is underwritten and issued by The Guardian Life Insurance Company of America or its subsidiaries, New York, NY. Products are not available in all states. Policy limitations and exclusions apply. Optional riders and/or features may incur additional costs. Plan documents are the final arbiter of coverage.\* Policy Form #GP-1-DG2000, et al.

# Dental Maximum Rollover<sup>®</sup>

## Save Your Unused Claims Dollars For When You Need Them Most

Guardian will roll over a portion of your unused annual maximum into your personal Maximum Rollover Account (MRA). If you reach your Plan Annual Maximum in future years, you can use money from your MRA. To qualify for an MRA, you must have a paid claim (not just a visit) and must not have exceeded the paid claims threshold during the benefit year. Your MRA may not exceed the MRA limit. You can view your annual MRA statement detailing your account and those of your dependents on [www.GuardianAnytime.com](http://www.GuardianAnytime.com).

Please note that actual maximum limitations and thresholds vary by plan. Your plan may vary from the one used below as an example to illustrate how the Maximum Rollover functions.

Plan Annual Maximum*	Threshold	Maximum Rollover Amount	In-Network Only Rollover Amount	Maximum Rollover Account Limit
\$1000	\$500	\$250	\$350	\$1000
Maximum claims reimbursement	Claims amount that determines rollover eligibility	Additional dollars added to Plan Annual Maximum for future years	Additional dollars added to Plan Annual Maximum for future years if only in-network providers were used during the benefit year	Plan Annual Maximum plus Maximum Rollover cannot exceed \$2,000 in total

\* If a plan has a different annual maximum for PPO benefits vs. non-PPO benefits, (\$1500 PPO/\$1000 non-PPO for example) the non-PPO maximum determines the Maximum Rollover plan.

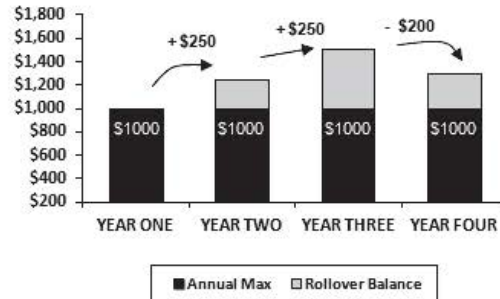
### Here's how the benefits work:

**YEAR ONE:** Jane starts with a \$1,000 Plan Annual Maximum. She submits \$150 in dental claims. Since she did not reach the \$500 Threshold, she receives a \$250 rollover that will be applied to Year Two.

**YEAR TWO:** Jane now has an increased Plan Annual Maximum of \$1,250. This year, she submits \$50 in claims and receives an additional \$250 rollover added to her Plan Annual Maximum.

**YEAR THREE:** Jane now has an increased Plan Annual Maximum of \$1,500. This year, she submits \$1,200 in claims. All claims are paid due to the amount accumulated in her Maximum Rollover Account.

**YEAR FOUR:** Jane's Plan Annual Maximum is \$1,300 (\$1,000 Plan Annual Maximum + \$300 remaining in her Maximum Rollover Account).



For Overview of your Dental Benefits, please see About Your Benefit Section of this Enrollment Booklet.

### NOTES:

You and your insured dependents maintain separate MRAs based on your own claim activity. Each MRA may not exceed the MRA limit.

Cases on either a calendar year or policy year accumulation basis qualify for the Maximum Rollover feature. For calendar year cases with an effective date in October, November or December, the Maximum Rollover feature starts as of the first full benefit year. For example, if a plan starts in November of 2013, the claim activity in 2014 will be used and applied to MRAs for use in 2015.

Under either benefit year set up (calendar year or policy year), Maximum Rollover for new entrants joining with 3 months or less remaining in the benefit year, will not begin until the start of the next full benefit year. Maximum Rollover is deferred for members who have coverage of Major services deferred. For these members, Maximum Rollover starts when coverage of Major services starts, or the start of the next benefit year if 3 months or less remain until the next benefit year. (Actual eligibility timeframe may vary. See your Plan Details for the most accurate information.)

Guardian's Dental Insurance is underwritten and issued by The Guardian Life Insurance Company of America or its subsidiaries, New York, NY. Products are not available in all states. Policy limitations and exclusions apply.

Optional riders and/or features may incur additional costs. Plan documents are the final arbiter of coverage.

Policy Form#GP-1-DG2000, et al.



**Vision Benefit Summary**

**Group Number:** 00540416

**About Your Benefits:**

Eye care is a vital component of a healthy lifestyle. With vision insurance, having regular exams and purchasing contacts or glasses is simple and affordable. The coverage is inexpensive, yet the benefits can be significant! Guardian provides rich, flexible plans that allow you to safeguard your health while saving you money. Review your plan options and see why vision insurance may be a great benefit for you.

Visit any doctor with your **Full Feature** plan, but save by visiting any of the 50,000+ locations in the nation's largest vision network, including Costco Optical, Visionworks, Clarkson Eyecare, Shopko Eyecare Center, Visioncare Associates, Rxoptical and more.

<b>Your Vision Plan</b>	<b>Full Feature</b>	
<b>Your Network is</b>	VSP Choice Network	
<b>Copay</b>		
Exams Copay	\$ 10	
Materials Copay <i>(waived for elective contact lenses)</i>	\$ 20	
<b>Sample of Covered Services</b>	<i>You pay (after copay if applicable):</i>	
	<i>In-network</i>	<i>Out-of-network</i>
Eye Exams	\$0	Amount over \$39
Single Vision Lenses	\$0	Amount over \$23
Lined Bifocal Lenses	\$0	Amount over \$37
Lined Trifocal Lenses	\$0	Amount over \$49
Lenticular Lenses	\$0	Amount over \$64
Frames	80% of amount over \$130 <sup>1</sup>	Amount over \$46
Costco Frame Allowance	Amount over \$70	
Contact Lenses <i>(Elective)</i>	Amount over \$130	Amount over \$100
Contact Lenses <i>(Medically Necessary)</i>	\$0	Amount over \$210
Contact Lenses <i>(Evaluation and fitting)</i>	Up to \$60	Not Applicable
Cosmetic Extras	Avg. 20-25% off retail price	No discounts
Glasses <i>(Additional pair of frames and lenses)</i>	20% off retail price**	No discounts
Laser Correction Surgery Discount	Up to 15% off the usual charge or 5% off promotional price	No discounts
<b>Service Frequencies</b>		
Exams	Every calendar year	
Lenses <i>(for glasses or contact lenses)‡‡</i>	Every calendar year	
Frames	Every calendar year	
Network discounts <i>(cosmetic extras, glasses and contact lens professional service)</i>	Limitless within 12 months of exam.	
<b>Dependent Age Limits</b>	26	
To Find a Provider:	Register at VSP.com to find a participating provider.	

VSP

- ‡‡Benefit includes coverage for glasses or contact lenses, not both.
- \*\* For the discount to apply your purchase must be made within 12 months of the eye exam.

Benefit information illustrated within this material reflects the plan covered by Guardian as of 06/12/2017  
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 The Guardian Life Insurance Company of America, 7 Hanover Square, New York, NY 10004

- Charges for an initial purchase can be used toward the material allowance. Any unused balance remaining after the initial purchase cannot be banked for future use. The only exception would be if a member purchases contact lenses from an out of network provider, members can use the balance towards additional contact lenses within the same benefit period.
- <sup>1</sup>Extra \$20 on select brands

*This handout is for illustrative purposes only and is an approximation. If any discrepancies between this handout and your paycheck stub exist, your paycheck stub prevails.*

### Manage Your Benefits:

Go to [www.GuardianAnytime.com](http://www.GuardianAnytime.com) to access secure information about your Guardian benefits including access to an image of your ID Card. Your on-line account will be set up within 30 days after your plan effective date.

### Need Assistance?

Call the Guardian Helpline (888) 600-1600, weekdays, 8:00 AM to 8:30 PM, EST. Refer to your member ID (social security number) and your plan number: 00540416.

**Please call the Guardian Helpline if you need to use your benefits within 30 days of plan effective date. Please note, self-serve options over the phone or online at Guardian Anytime are not available until the case is fully implemented, please wait to speak to a live agent when calling the Guardian Helpline.**

## EXCLUSIONS AND LIMITATIONS

*Important Information:* This policy provides vision care limited benefits health insurance only. It does not provide basic hospital, basic medical or major medical insurance as defined by the New York State Insurance Department. Coverage is limited to those charges that are necessary for a routine vision examination. Co-pays apply. The plan does not pay for: orthoptics or vision training and any associated supplemental testing; medical or surgical treatment of the eye; and eye examination or corrective eyewear required by an employer as a condition of employment; replacement of lenses and frames that are furnished under this plan, which are lost or broken (except at normal intervals when services are otherwise available or a warranty exists). The plan limits benefits for blended lenses, oversized lenses, photochromic lenses, tinted lenses, progressive multifocal lenses, coated or laminated lenses, a frame that exceeds plan allowance, cosmetic lenses; U-V protected lenses and optional cosmetic processes.

The services, exclusions and limitations listed above do not constitute a contract and are a summary only. The Guardian plan documents are the final arbiter of coverage. Contract #GP-1-VSN-96-VIS et al.

#### Laser Correction Surgery:

On average, 15% off the usual charge or 5% off promotional price for vision laser surgery. Members' out-of-pocket costs are limited to \$1,800 per eye for LASIK and \$1,500 per eye for PRK.

Laser surgery is not an insured benefit. The surgery is available at a discounted fee. The covered person must pay the entire discounted fee. In addition, the laser surgery discount may not be available in all states.



## *Good News! We've added more places to use your vision insurance- more than 4,600 participating retail chain locations*

---

### **Vision Insurance with Guardian**

Since Guardian and VSP are committed to providing you with the best vision care possible, we have made it easier than ever to take advantage of your vision benefits.

**You can use your in network benefits at retail chains like Costco<sup>1</sup>, Visionworks, and others, at more than 4,600 participating locations<sup>2</sup>.**

**Plus you have a choice of providers from the largest national network of independent doctors<sup>3</sup>.**

### **Other VSP advantages include:**

- Special savings for lowest out-of-pocket costs<sup>3</sup>
- Extra \$20 to spend on featured frame brands like Anne Klein, bebe®, Calvin Klein, Flexon®, Lacoste, Nike, Nine West and more
- 94% of VSP doctors offer early morning, evening and weekend appointments. 24-hour access to emergency care<sup>3</sup>
- Integrated medical management with the VSP Eye Health Management Program®
- You can use eyeconic.com®, where you can shop online while maintaining your relationship with your VSP Doctor

**Go to [VSP.com](https://www.vsp.com) for more information or to find a provider.**

1. Benefits may vary at Costco 2. May not be available in all states. 3. 2015 VSP Report. Guardian's Vision Insurance is underwritten and issued by The Guardian Life Insurance Company of America, New York, NY. Products are not available in all states. Policy limitations and exclusions apply. Optional riders and/or features may incur additional costs. This policy provides vision care limited benefits health insurance only. It does NOT provide basic hospital, basic medical or major medical insurance as defined by the New York State Department of Financial Services. Plan documents are the final arbiter of coverage. Policy Form #GP-1-VSN-96-1 et al. File #2016-16585 (exp. 1/18).

## *Good News! Contact lens fittings, evaluations and follow-ups are included in your VSP Vision Coverage*

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### **Vision Insurance with Guardian**

Since Guardian and VSP are committed to providing you with the best vision care possible, we offer a network with true freedom of choice in providers and eyewear, while lowering your out-of-pocket costs.

**When you visit a VSP Network Provider the contact lens fittings, evaluations and follow-ups are included in VSP coverage, reducing out-of-pocket costs.**

**You pay up to \$60 for the fitting and evaluation fee and can use your entire contact lens allowance towards contact lens materials.**

### **VSP Advantages for you**

- 94% of VSP doctors offer early morning, evening and weekend appointments. 24-hour access to emergency care\*
- Integrated medical management with the VSP Eye Health Management Program®
- You can use eyeconic.com®, where you can shop online while maintaining your relationship with your VSP Doctor

### **Eyeconic®**

You can use your in-network benefits to shop designer frames plus the most popular contacts at eyeconic.com®, the online eyewear store for VSP members.

**Go to [VSP.com](https://www.vsp.com) for more information and to find a provider**

\* VSP Report, 2015. Guardian's Vision Insurance is underwritten and issued by The Guardian Life Insurance Company of America, New York, NY. Products are not available in all states. Policy limitations and exclusions apply. Optional riders and/or features may incur additional costs. This policy provides vision care limited benefits health insurance only. It does NOT provide basic hospital, basic medical or major medical insurance as defined by the New York State Department of Financial Services. Plan documents are the final arbiter of coverage. Policy Form #GP-1-VSN-96-1 et al. File #2016-16585 (exp. 1/18).



**Life Benefit Summary**

**Group Number:** 00540416

**About Your Benefits:**

Your family depends on you in many ways and you've worked hard to ensure their financial security. But if something happened to you, will your family be protected? Will your loved ones be able to stay in their home, pay bills, and prepare for the future. Life insurance provides a financial benefit that your family can depend on. And getting it at work is easier, more convenient and more affordable than doing it on your own. If you have financial dependents- a spouse, children or aging parents, having life insurance is a responsible and a smart decision. Enroll today to secure their future!

**What Your Benefits Cover:**

	<b>BASIC LIFE</b>
<b>Employee Benefit</b>	Your employer provides \$50,000 Basic Term Life coverage for all full time employees.
<b>Accidental Death and Dismemberment</b>	Your Basic Life coverage includes Accidental Death and Dismemberment coverage equal to one times the employee's life benefits to a maximum of \$50,000.
<b>Guarantee Issue:</b> The 'guarantee' means you are not required to answer health questions to qualify for coverage up to and including the specified amount, when you sign up for coverage during the initial enrollment period.	Guarantee Issue coverage up to \$50,000 per employee
<b>Premiums</b>	Covered by your company if you meet eligibility requirements
<b>Portability:</b> Allows you to take your coverage with you if you terminate employment.	Yes, with age and other restrictions, including evidence of insurability
<b>Conversion:</b> Allows you to continue your coverage after your group plan has terminated.	Yes, with restrictions; see certificate of benefits
<b>Accelerated Life Benefit:</b> A lump sum benefit is paid to you if you are diagnosed with a terminal condition, as defined by the plan.	Yes
<b>Waiver of Premiums:</b> Premium will not need to be paid if you are totally disabled.	For employees disabled prior to age 60, with premiums waived until age 65, if conditions are met
<b>Benefit Reductions:</b> Benefits are reduced by a certain percentage as an employee ages.	35% at age 65, 60% at age 70, 75% at age 75, 85% at age 80

Subject to coverage limits

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### Manage Your Benefits:

Go to [www.GuardianAnytime.com](http://www.GuardianAnytime.com) to access secure information about your Guardian benefits. Your on-line account will be set up within 30 days after your plan effective date.

### Need Assistance?

Call the Guardian Helpline (888) 600-1600, weekdays, 8:00 AM to 8:30 PM, EST. Refer to your member ID (social security number) and your plan number: 00540416

## LIMITATIONS AND EXCLUSIONS:

### A SUMMARY OF PLAN LIMITATIONS AND EXCLUSIONS FOR LIFE AND AD&D COVERAGE:

You must be working full-time on the effective date of your coverage; otherwise, your coverage becomes effective after you have completed a specific waiting period. Employees must be legally working in the United States in order to be eligible for coverage.

Underwriting must approve coverage for employees on temporary assignment: (a) exceeding one year; or (b) in an area under travel warning by the US Department of State. Subject to state specific variations. Evidence of Insurability is required on all late enrollees. This coverage will not be effective until approved by a Guardian underwriter. This proposal is hedged subject to satisfactory financial evaluation. Please refer to certificate of coverage for full plan description.

Accelerated Life Benefit is not paid to an employee under the following circumstances: one who is required by law to use the benefit to pay creditors; is required by court order to pay the benefit to another person; is required by a government agency to use the payment to receive a government benefit; or loses his or her group coverage before an accelerated benefit is paid.

**For AD&D:** We pay no benefits for any loss caused: by willful self-injury; sickness, disease or medical treatment; by participating in a civil disorder or committing a felony; Traveling on any type of aircraft while having duties on that aircraft; by declared or undeclared act of war or armed aggression; while a member of any armed force (May vary by state); while driving a motor vehicle without a current, valid driver's license; by legal intoxication; or by voluntarily using a non-prescription controlled substance. Contract #GP-I-R-ADCLI-00 et al. We won't pay more than 100% of the Insurance amount for all losses due to the same accident, except as stated. The loss must occur within a specific period of time of the accident. Please see contract for specific definition; definition of loss may vary depending on the benefit payable.

GP-I-R-LB-90



**Long-Term Disability Benefit Summary**

**Group Number:** 00540416

**About Your Benefits:**

You probably have insurance for your car or home, but what about the source of income that pays for it? You rely on your paycheck for so many things, but what if you were suddenly unable to work due to an accident or illness? How will you put food on the table, pay your mortgage or heat your home? Disability insurance can help replace lost income and make a difficult time a little easier. Protect your most valuable asset, your paycheck-enroll today!

**What Your Benefits Cover:**

	<b>Long-Term Disability</b>
<b>Coverage amount</b>	66.67% of salary to maximum \$6500/month
<b>Maximum payment period:</b> Maximum length of time you can receive disability benefits.	Social Security Normal Retirement Age
<b>Accident benefits begin:</b> The length of time you must be disabled before benefits begin.	Day 91
<b>Illness benefits begin:</b> The length of time you must be disabled before benefits begin.	Day 91
<b>Evidence of Insurability:</b> A health statement requiring you to answer a few medical history questions.	Health Statement may be required
<b>Guarantee Issue:</b> The 'guarantee' means you are not required to answer health questions to qualify for coverage up to and including the specified amount, when applicant signs up for coverage during the initial enrollment period.	We Guarantee Issue \$6500 in coverage
<b>Minimum work hours/week:</b> Minimum number of hours you must regularly work each week to be eligible for coverage.	Planholder Determines
<b>Pre-existing conditions:</b> A pre-existing condition includes any condition/symptom for which you, in the specified time period prior to coverage in this plan, consulted with a physician, received treatment, or took prescribed drugs.	3 months look back; 12 months after exclusion

**UNDERSTANDING YOUR BENEFITS—DISABILITY** (Some information may vary by state)

- **Disability (long-term):** For first two years of disability, you will receive benefit payments while you are unable to work in your own occupation. After two years, you will continue to receive benefits if you cannot work in any occupation based on training, experience and education.
- **Earnings definition:** Your covered salary excludes bonuses and commissions.
- **Special limitations:** Provides a 24-month benefit limit for mental health and substance abuse.
- **Work incentive:** Plan benefit will not be reduced for a specified amount of months so that you have part-time earnings while you remain disabled, unless the combined benefit and earnings exceed 100% of your previous earnings.

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Appendix F  
GRIEVANCE REPORT FORM

- A. Name of grievant: \_\_\_\_\_
- B. School or location of assignment: \_\_\_\_\_
- C. Date cause of grievance occurred: \_\_\_\_\_
- D. Article and section of Master Agreement violated: \_\_\_\_\_
- E. Statement of grievance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- F. Relief sought: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of grievant: \_\_\_\_\_ Date: \_\_\_\_\_

Date grievance received by immediate supervisor: \_\_\_\_\_

- 1. Parts A., B., C., and D., must be completed by grievant.
- 2. If additional space is needed attach an additional page.
- 3. Response of administrator will be based upon hearing and submitted in writing with copies to all parties concerned.
- 4. Original retained by grievant; copies to immediate supervisor, MEA, and superintendent.

Grievance Number: \_\_\_\_\_ Year: \_\_\_\_\_

Appendix G  
**MERIDIAN PUBLIC SCHOOLS**  
Employee Absence Form

\_\_\_\_\_  
 Employee's Name (Please Print) \_\_\_\_\_  
 Today's Date

Check your work responsibility area:

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Teacher        | <input type="checkbox"/> Administrator | <input type="checkbox"/> Secretarial/Office    | <input type="checkbox"/> Paraprofessional |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Food Service  | <input type="checkbox"/> Custodial/Maintenance | <input type="checkbox"/> Other _____      |

Please check requested reason for time off:

- |                                  |   |
|----------------------------------|---|
| _____ Sick Leave                 | Sick leave implies an illness of a nature that confines an employee to their home or delivery of medical treatment. |
| _____ Personal Leave             | Subject to prior approval of immediate supervisor.  |
| _____ Family Death               | Please refer to Master Agreement - List Relationship: _____   |
| _____ Educational Conf.          | Requires prior administrative approval.   |
| _____ Unpaid Day                 | Requires prior administrative approval.   |
| _____ Family Illness             | Member of employee's household is ill. Administration may require doctor's statement.                               |
| _____ Vacation                   | Requires prior administrative approval.   |
| _____ Other (Explain in detail): | _____   |

I request leave on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ \_\_\_\_\_  
Month Day(s) Year Work Days or Work Hours

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ \_\_\_\_\_  
Month Day(s) Year Work Days or Work Hours

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ \_\_\_\_\_  
Month Day(s) Year Work Days or Work Hours

Teachers: I have placed my request in the AESOP System.

Turn in your completed request form to your immediate supervisor for approval.

\_\_\_\_\_  
 Employee's Signature \_\_\_\_\_  
 Immediate Supervisor's Signature

To Be Completed by Authorized Personnel:

Approved  Disapproved \_\_\_\_\_  
Authorized Signature Date

Original: Administration  
 Copy: Will be sent after authorization

## Appendix H

### Contract Committees List and Important Dates/Deadlines (non-ratified for informational purposes only)

The following summarizes the committees and some of the important dates or deadlines set forth by this Agreement. This is intended to be a helpful summary. In any case of discrepancy the ratified contract language supersedes this summary.

#### COMMITTEES

Article 6.A: Class Size Evaluation Committee comprised of three (3) teachers at any grade level, two Board members, and the superintendent.

Article 8.E.3: Short Term Disability Sick Bank Committee comprised of the four (4) elected officers of the Association and the superintendent or designee.

Article 15.B.4: Step Advancement Credit Advisory Committee comprised of one (1) Association member and one (1) administrator.

#### DATES/DEADLINES

Article 2.E: Association request for building use one (1) week in advance.

Article 5.A.5: In-service dates determined prior to beginning of school year.

Article 5.A.6: One (1) week notice for building teacher meetings.

Article 6.A.5.e: Overload determined on Official Count Days.

Article 6.I: Weekly lesson plans due at end of preceding week.

Article 7.B: Furnishing of credentials by newly-hired teachers.

Article 8.E: Various deadlines relative to Short Term Disability Sick Bank.

Article 9.A: Seniority List given to Association thirty (30) days prior to each semester.

Article 9.A: Ten (10) days for correction to Seniority List.

Article 11: Various dates for requesting and returning from voluntary leaves of absence.

Article 14: Calendar negotiated by May 15<sup>th</sup> of preceding year.



Article 15.B: Step advancement credit before October 1<sup>st</sup> and February 1<sup>st</sup> of semester.

Article 16: Various dates and deadlines for insurance coverage.

Article 20: Grievance deadlines.

Article 21: Negotiations deadlines.

Article 23: Deadlines for Personal and Association leave requests.

Appendix I

MERIDIAN PUBLIC SCHOOLS  
3361 N. M-30, Sanford, MI 48657-9161

REFERENCE: ARTICLE 22 CURRICULUM DEVELOPMENT ACTIVITIES  
COMPENSATION WAIVER FORM

Per Article 22 of the Master Agreement, sign and date the below document waiving your right to compensation for:

Event/Work:

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Location:

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Date(s):

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Compensation for work outside the date(s) noted above will not be affected by this Agreement unless waived elsewhere.

Please return this waiver, with your signature and date, to your principal immediately.

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I agree to waive my right to compensation under Article 22 of the Master Agreement between the Meridian Public Schools and the Meridian Education Association. I understand my involvement in such activities outside of the contractually defined work hours remains non-compulsory.

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Printed Name

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Signature

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Date