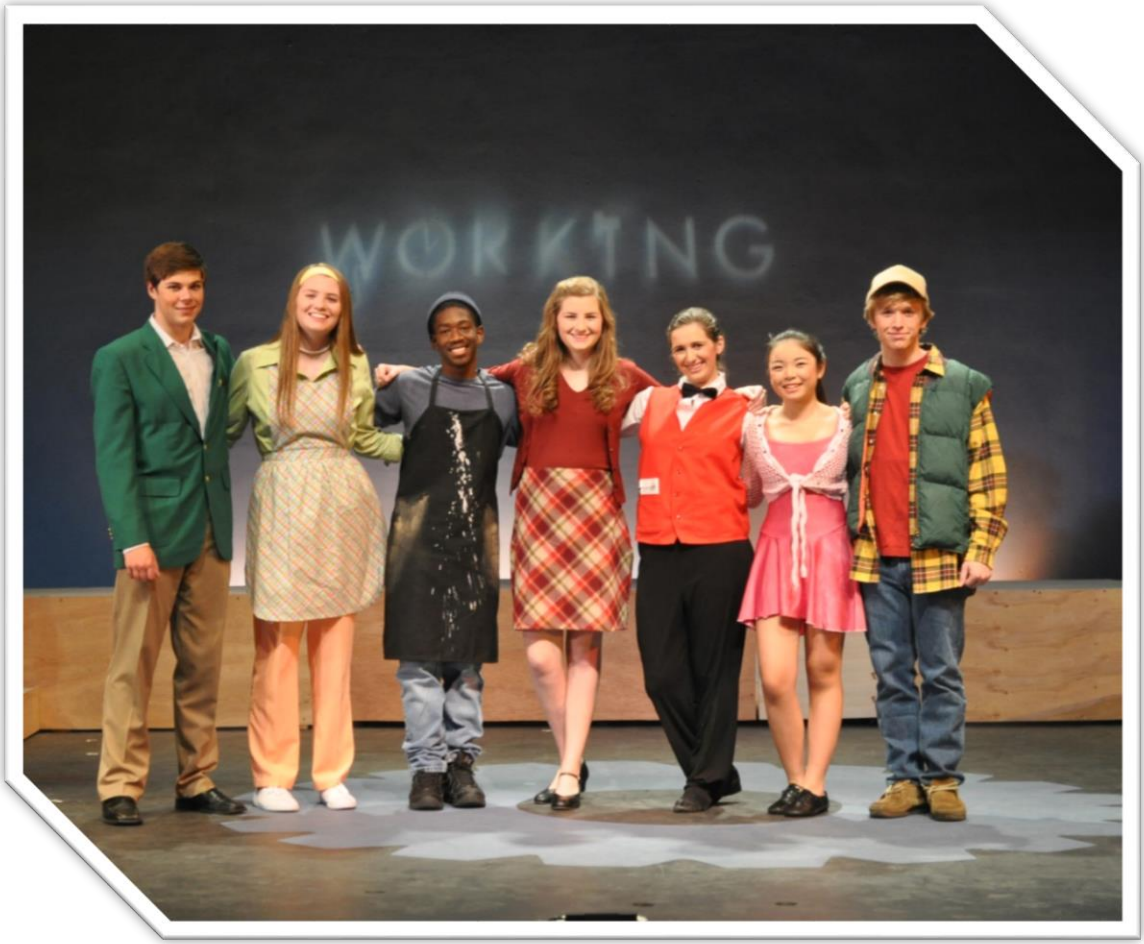

Office Personnel Agreement

July 1, 2016 through June 30, 2019

TABLE OF CONTENTS

ARTICLE 1 - PREAMBLE

This Agreement is entered into on the 28 day of July 2016, between the Board of Education, Bloomfield Hills Schools, County of Oakland, State of Michigan (hereinafter referred to as the "School Board"), and the Michigan Education Support Personnel Association (hereinafter referred to as the "Union").

ARTICLE 2 - RECOGNITION

In accordance with all applicable provisions of Act 379 of the Public Acts of 1965, as amended, the School Board recognizes the Union as the sole and exclusive representative for the purpose of collective bargaining with respect to wages, hours, and other terms and conditions of employment for the term of this Agreement for the following staff members of the School Board included in the Bargaining Unit:

All office clerical and secretarial personnel, excluding supervisors, coordinators, temporary substitute staff, confidential staff members, as follows: administrative assistant to the Superintendent, administrative assistant to the Executive Assistant to the Superintendent, administrative assistants to the Assistant Superintendents for and/or Directors for Learning Services, administrative assistant to the Assistant Superintendent for Human Resources and Labor Relations, administrative assistant to the Assistant Superintendent for Business Services, Accountants, Purchasing & Budgets Department Coordinator**,** payroll coordinator, benefits coordinator; and all other staff.

ARTICLE 3 - REPRESENTATION

A. Officer Notification

The Union will furnish the Employer with lists of its officers, representatives and stewards who have dealings between the Employer and the Union, within five (5) days after their appointment.

B. Union Representatives

Duly-authorized local representatives of the Union shall be permitted to transact official Union business on school property, provided that this shall not interfere with nor interrupt normal school operations.

C. Investigation, Initiation & Presentation of Grievances

The investigation, initiation and presentation of grievances should be conducted outside working hours. In the event a Union representative must use working hours to investigate or present a grievance, the representative shall first get the permission of the Assistant Superintendent for Human Resources and Labor Relations and the building administrator and then conduct the investigation or presentation of the grievance as expeditiously and with as little interruption of work as possible.

ARTICLE 4 - STAFF MEMBER RIGHTS

A. Legal Obligations

The Union and employer agree to recognize those applicable laws governing employees in the work place.

B. Nondiscrimination

The Employer and the Union agree that an employee will not be discriminated against solely on the basis of race, religion, creed, national origin, sex, marital status or disability.

C. Personnel File

An employee will have the right, per existing law, to review the contents of their personnel file, excluding pre-employment information; and may have a Union representative present during such review. The file review will be conducted at a time mutually agreeable to the parties.

Information included in the file will be in compliance with current legal standards. In the event of adverse inclusions, the employee may submit a written response concerning such inclusion, which will also be included in the file. The individual signature on file contents will confirm only that such has been reviewed by the employee.

ARTICLE 5 - MANAGEMENT RIGHTS

A. Reservation of Rights

The Board of Education, on its own behalf and on behalf of the electors of the School District, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Constitution and laws of the State of Michigan, including, but without limiting the generality of the foregoing, the rights:

1. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its staff;

2. To hire all staff members and, subject to the provisions of law, to determine their qualifications and the condition for their continued employment, or for dismissal or demotion; and to promote and transfer all such employees;

3. To determine the hours of employment and the duties, responsibilities, and assignment of employees with respect thereto, and the terms and conditions of employment.

B. Exercise of Rights

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

ARTICLE 6 - UNION RIGHTS

A. Bulletin Boards and School Mails

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

B. Use of Facilities and Equipment

With the approval of the administration, the Union may have the right to use school facilities and equipment for meetings, when such equipment and facilities are not otherwise in use. The Union shall pay for the cost of all materials and supplies incidental to such use and shall be responsible for proper operation of all such equipment. The use of District equipment and facilities will be subject to approval of the administration and within Board Policy.

C. Information

The employer will provide information to enable the Union to develop appropriate negotiation proposals as required under the law. It is understood that the foregoing shall not be construed to require the Board to compile information or statistics not already compiled or to furnish a copy of any document which has not become a matter of

public record.

ARTICLE 7 - SENIORITY

A. Commencement of Seniority

The seniority of all employees on the seniority list shall commence with the most recent date of hire as a regular employee (not as a substitute) by the Board.

B. Seniority List

1. The seniority list will include the names, job titles, classification and most recent date of hire of all employees entitled to seniority.

2. The Board will keep the seniority list up to date by providing the Union with a current copy in July, October and February of each fiscal year.

3. Seniority shall include only secretarial services as a bargaining unit member.

4. Any employee who leaves the bargaining unit may have their accrued secretarial seniority frozen at the amount earned as of the last day worked in the bargaining unit. If that employee returns to the bargaining unit, they may have the secretarial seniority accrued prior to leaving the bargaining unit reinstated. An employee does not accrue bargaining unit seniority in any position not covered by this contract.

C. Probationary Period

1. The First 90 Work Days Are Probationary

The first ninety (90) full work days of employment shall be probationary. During the first sixty (60) full work days of employment, the employee shall have no temporary leave or other benefits, except holiday pay, per Article 18. If the employee is absent, the probationary period is extended by the number of days absent. Any other extension of the probationary period will be by mutual agreement of the Board and the Union. However, any benefit eligibility will be in compliance with current law (e.g. The Patient Protection & Affordable Care Act)

2. Leave Days and Other Benefits Begin After Sixty Full Work Days

Leave days will be available upon the satisfactory completion of sixty (60) full work days and may be used as provided in Article 15. Life insurance and short term disability will also commence upon the satisfactory completion of the sixty full work days. Health, dental, vision, and long term disability (LTD) will be effective for eligible employees on the first day of the month after satisfactory completion of the sixty (60) full work days. However, any benefits eligibility will be in compliance with current law (e.g. The Patient Protection & Affordable Care Act)

3. Seniority Status

If the employee is continued in employment beyond the ninety (90) day probationary period, the employee shall acquire the status of a seniority staff member and seniority shall be established from the first day worked as a probationary staff member.

4. Union Representation

The Union shall represent probationary staff for purposes of collective bargaining in respect to rates of pay,

wages, hours of employment, and other conditions of employment. Probationary staff may be discharged at the sole discretion of management. The discharge of a probationary employee is not subject to the grievance process. (See Article 12 (D))

D. Loss of Seniority

Staff members shall lose seniority and be terminated from employment if any of the following occurs:

1. The employee quits.

2. The employee is discharged and the discharge is not reversed through the grievance procedure.

3. The employee is absent without notice or approval for three (3) consecutive working days.

4. The employee fails to respond to a recall letter within 10 working days from the date of mailing the letter to the employee's last known address in the employee's personnel file.

5. The employee is laid off for a period of time exceeding one year.

6. The employee does not return to work after a medical leave or worker's compensation leave within the time frame provided in Article 19 (B) (11) and (12**)**.

E. Seniority (Leaves of Absence)

Staff, while on approved compensable leave days or on short term disability (Article 19 (C)(9)) or child care (Article 16 (B)) leaves of absence, shall be able to accumulate up to one year of seniority.

ARTICLE 8 - LAYOFF

A. Temporary Layoffs not Exceeding One Week

In the event of temporary layoffs due to acts or occurrences not initiated or controlled by the School Board, the employees immediately affected may be laid off without regard for seniority for a period not to exceed one (1) week. Temporary layoffs which exceed the one (1) week period shall thereupon be regulated by seniority and qualifications.

B. Reduction of Staff: Substitute and Temporary Staff; Probationary Staff

In the event that it becomes necessary to reduce the number of staff through layoff from employment, substitute and temporary staff then probationary staff in the affected positions will be laid off first.

C. Employee in Affected Position Removed First

In the event layoff of regular seniority staff becomes necessary, those employees in the affected positions shall be removed first.

D. Bumping /Layoff

1. Any employee so removed may exercise seniority district-wide to remove the least senior staff member in the same or lower classification, provided the employee has the seniority and can satisfactorily meet the standards and is capable of performing the work without a trial period. If the employee has satisfactorily served in a higher classification, the employee may bump the least senior employee in the higher classification if he/she can satisfactorily meet the standards and is capable of performing the work without a trial period.

2. If the employee who is being displaced under Paragraph D, above, has seniority, the employee may either accept the layoff or displace the least senior staff member in a lower classification, provided the first employee has more seniority and can satisfactorily meet the standards and that the most senior employee is capable of performing the work without a trial period.

E. Definition: Capable of Performing Work

It is understood that "capable of performing" the work includes temperament, personality and ability to work with a particular administrator or the public or teachers and students in a harmonious relationship, which factors are to be considered in determining capability.

In the application of this provision, the Assistant Superintendent for Human Resources and Labor Relations will determine whether the employee is "capable of performing" the work.

F. Notice of Layoff

Staff to be laid off for an indefinite period of time will be given at least ten (10) working days' notice of layoff. Copies of layoff notices will be sent to the Local president on the same date the notices are issued to the employees.

G. Partial Reductions in Assignments

1) If a full time position is to be reduced to less than full time, the employee in the position reduced shall receive a thirty (30) calendar days' notice (or more, if practicable) prior to the reduction being implemented.
2) Less than full time is defined as:
   a) Moving from a twelve (12) month position to a less than twelve (12) month position or an eleven (11) month position to a less than eleven (11) month position; or
   b) Moving from a position providing forty (40) hours a week to a position providing less than forty (40) hours a week.

ARTICLE 9 - RECALL

A. By Classification and Reverse Order of Layoff

The recall of staff members from a layoff shall be by classification in the reverse order of layoff, provided they can meet the standards and are capable of performing the work without a trial period.

B. Seniority Staff Recalled Before New Staff Hired

All employees having seniority, meeting the standards and capability requirements, will be recalled before any new staff are hired.

C. Notice of Recall Sent to Last Known Address

Notice of recall shall be sent to the employee at the last known address as provided by the employee and as shown on the Employer's records, by registered or certified mail. If an employee fails to report for work within ten (10) working days from date of mailing of notice of recall, the employee shall be considered as having quit.

D. Employees Responsible for Notifying Employer of Change of Address

Each employee is responsible for keeping the Employer advised in writing of any changes of address and will not be excused for failure to report for work or recall if the employee fails to receive recall notice because of their own failure to advise the Employer in writing of change of address.

ARTICLE 10 - GRIEVANCE PROCEDURE

A. Procedure

Any complaint by an employee concerning the application, meaning, interpretation or alleged violation of this Agreement, or concerning any disciplinary action, shall constitute a grievance and shall be processed as follows.

No grievance shall be processed unless it is presented within ten (10) working days of its occurrence or knowledge of its occurrence. The time limits set forth in Steps 1 and 2 may be extended by mutual consent of the parties. Further, any step in the procedure may be omitted upon mutual consent of the parties.

1. Step One

The initial presentation of any grievance shall consist of an informal discussion between the staff member and immediate supervisor. At the option of the employee, representatives of the Union may participate in the discussion at Step One. Other employer representatives may also participate.

If the decision is not satisfactory to the employee or the Union, the grievance shall be reduced to writing and presented to the immediate supervisor within five (5) working days of the Step One meeting. The immediate supervisor shall answer in writing within five (5) working days of receipt of the grievance.

2. Step Two

If the decision of the immediate supervisor is not satisfactory, the grievance, in writing, will be referred by the grievant to the Assistant Superintendent for Human Resources and Labor Relations within five (5) working days of receipt. A hearing date will be established within ten (10) working days.

Within five (5) working days after the hearing or its investigation, the Assistant Superintendent for Human Resources and Labor Relations shall advise the aggrieved employee(s) and the Union of the decision in writing.

3. Pre-Arbitration

Within ten (10) working days after the Step Two answer, the union or Employer may request a pre-arbitration hearing. This meeting must be held within ten (10) working days of the request for pre-arbitration.

4. Step Three (Arbitration)

a. Referral to Arbitration
If the alleged grievance is unresolved after Step 2, the matter may be referred to arbitration. The union may refer the matter to arbitration provided that notice to refer the matter is given to the employer within ten (10) working days from the date of the written decision at Step Two, or after pre-arbitration is conducted. Within five (5) working days after the date of the written request for arbitration, designated representatives of the Employer and the Union shall make every reasonable effort to agree upon a mutually acceptable arbitrator.

b. If the Parties Are Unable to Agree on Arbitrator
If the parties are unable to agree on an arbitrator within the time period set forth herein, the party seeking arbitration shall file a request with the American Arbitration Association to submit a list of qualified arbitrators. The arbitrator shall then be selected according to the rules of the American Arbitration Association.

c. Arbitrator to Render Decision within 30 Days from Close of Hearing
The Arbitrator shall hear the grievance in dispute and shall render a decision in writing within thirty (30)

calendar days from the close of the hearing. The Arbitrator's decision shall set forth his/her findings and conclusions with respect to the issues submitted to arbitration. The Arbitrator's decision shall be final and binding upon the Employer, the Union, and the staff member(s) involved.

d. Authority of Arbitrator

The Arbitrator shall have no authority except to pass upon alleged violations of the expressed provisions of this Agreement and to determine disputes involving the application or interpretation of such expressed provisions. The Arbitrator shall have no power or authority to add to, subtract from, or modify any of the terms of this Agreement and shall not substitute his judgment for that of the Employer where the Employer is given discretion by the terms of this Agreement or by the nature of the area in which the Employer was acting. The arbitrator shall not render any decision which would require or permit an action in violation of Michigan School Laws.

e. Fees and Expenses

1. The Arbitrator's fees and expenses shall be shared by the Employer and the Union equally. The expenses and compensation for attendance of any individual, witness, or participant in the arbitration shall be paid by the party calling such individual, witness, or requesting such participant.

2. Unless otherwise agreed by the parties, if a scheduled arbitration is cancelled at the request of one party, the party requesting cancellation of the arbitration shall pay any of the arbitrator's fees and expenses associated with the cancellation.

B. Individual Grievances

Notwithstanding the foregoing provisions, it is understood that any individual staff member at any time shall have the right to process a grievance on their own behalf, excluding arbitration, and have the grievance adjusted, without intervention of the Union, if the adjustment is not inconsistent with the terms of this Agreement. The Union shall have the right to attend hearings on the matters and receive a copy of any disposition.

C. Monetary Awards

If a grievance is sustained, the aggrieved party shall be paid for financial loss, as determined in the final disposition. No claim for back wages shall exceed the amount of wages the employee would otherwise have earned at the regular rate.

ARTICLE 11 - PROMOTION, TRANSFER & ASSIGNMENT

A. Postings and Bidding

1. Vacancies will be posted for a period of seven (7) calendar days in each building during which time any individual who desires the position may apply by bid. Each posting will set forth the position, classification, location and number of hours to be worked and will define the qualifications required for the position. Positions will be posted in buildings except during bona fide recess periods.

2. If possible, posted positions will be filled within five (5) working days after the end of the posting period. If possible, as determined by the Assistant Superintendent for Human Resources and Labor Relations the successful bidder will be transferred within ten (10) working days.

B. Filling Vacancies

1. Staffing Conditions

a. Interested employees who are qualified and who have satisfactory work records will be considered for vacant positions. The Assistant Superintendent for Human Resources and Labor Relations shall determine

the qualifications of candidates.

b. Qualifications for vacant positions include the following:

1. Experience;
2. Ability to perform the job;
3. Needs of the receiving building or administrator;
4. Temperament and personality;
5. The ability to work with a particular administrator, the public, teacher, and students in a harmonious relationship;
6. Seniority.

c. Interested personnel will be given the opportunity to re-test for a posted position to determine skill qualifications.

d. Less-than-52-week staff who make a written request shall have summer postings of secretarial vacancies mailed to their home. The employee shall be responsible for providing the most recent home address; failure to receive a posting in the mail shall not be subject to the grievance procedure.

2. Promotion

a. Promotion is the change in jobs to one of a higher class and rate of pay.

3. Lateral Transfers

a. Transfer shall be defined as the movement from one location to another with no change in pay or classification.

4. Demotion

a. Acceptance of a position that carries a lower rate of pay constitutes a demotion.

5. All internal candidates from the bargaining unit bidding on a position who meet the qualifications set forth in the position posting shall be provided an interview. An employee who bids on a position and is not selected for the promotion, transfer or demotion will, upon request, be provided the reason the employee was not appointed.

C. Involuntary Reassignments (Permanent)

Involuntary reassignment shall not take place without prior discussion with the affected employee, in which any objections to the assignment by the employee shall be considered. If the employee objects to the reassignment, they shall have the right to a full review of the case by the Local president, vice president, or chief steward and the Assistant Superintendent for Human Resources and Labor Relations.

D. Trial Period Conditions

1. When an employee has been selected from bidding for promotion, transfer, or demotion, said employee shall begin a twenty (20) work day trial period. In the event the employee is unable to perform the duties of the new job to the immediate supervisor's satisfaction, the employee shall be removed and returned to the former position and location. The vacancy shall then be filled by the next qualified candidate from the original posting.

2. During the trial period the employee may, at their option, return to the former position and location and pay rate without loss of status or seniority.

3. An employee who bids on and then declines the offer of a posted position or who accepts a lateral transfer, or demotion, but by their own choice does not complete the trial period, cannot bid any additional postings for a period of one month.

ARTICLE 12 - DISCHARGE & DISCIPLINE

A. Notice of Discharge or Suspension

The Board agrees, upon the discharge or suspension of a staff member, to promptly notify verbally or in writing the Local president or designee of such action.
Disciplinary actions will be for cause.

Upon request, the Board or its designated representative, will discuss the discharge or suspension with the employee and the Union. The Board's designated representative, likewise, will discuss written reprimands with the employee and the Union upon request. An employee shall be entitled to have a representative of the Union present during meetings concerning disciplinary action. When a request for the representation is made, no meeting will be conducted with respect to the employee until the representative of the Union is present, unless the representative fails to appear for twenty-four (24) hours.

B. Appeal of Discharge or Suspension

Should the discharged or suspended employee or the Union consider the discharge or suspension to be improper, a complaint shall be presented in writing to the Assistant Superintendent for Human Resources and Labor Relations. The matter shall be referred to Step Two of the Grievance procedure.

C. Discharge of Probationary Employee not Subject to Grievance

The Board retains the right to discharge a probationary employee for any reason and such action shall not be subject to the grievance procedure.

D. Use of Past Record

In imposing any discipline on a current charge, the Board will not take into account any prior infractions which occurred more than (5) five years previously. Nor shall the Board take into account any misrepresentations through inadvertent error or mistake on an employee's application form which occurred more than five (5) years previously.

ARTICLE 13 - SPECIAL CONFERENCES

A. Establishment and Use of Special Conferences

There shall be established under this article a closed forum, called "special conferences," for the purpose of improving Employer/Staff relationships. The special conferences are not to be construed or utilized as a grievance or "gripe" session. The special conferences are to be utilized solely as a constructive basis for important matters**,** and are not to be considered as negotiations, except as provided elsewhere in this Agreement.

B. Procedure for Arranging Special Conferences

Special conferences will be arranged between the Local president and the Employer or its designated representatives by mutual consent of the parties. Such conferences shall be between two or three representatives of the Employer and two or three representatives of the union. Arrangements for the conference shall be made in advance, and a written agenda of the matters to be taken up shall be presented at the time the conference is requested. The names of the persons to be present shall be submitted prior to the conference. Matters taken up at special conferences shall be confined to those included in the agenda. An employee shall not lose time or pay for time spent in a special conference during the regular working day.

C. Union Meetings Preceding Special Conferences

The representatives of the Union may meet at a place designated by the Employer on the Employer's premises for at least one-half hour (but not to exceed one hour) immediately preceding the special conference.

ARTICLE 14 - WORKING HOURS

A. Shift Hours

1. Shift hours will be determined by the Employer, but each shift will consist of up to eight (8) consecutive hours to be worked in five (5) consecutive days excluding a thirty-minute **to 60 minute** unpaid lunch period.

2. If a full-time staff member is unable to take a work-free lunch period and is required to stay at their work station (and therefore must eat lunch while on duty), the employee will be granted a paid lunch period unless it is rescheduled by the immediate supervisor. The determination of whether the employee must work the lunch period shall be left to the employee's supervisor. If the paid lunch period is granted, the supervisor will adjust the employee's work schedule in line with the needs of the schools (or office's) opening-closing. It is understood that if the paid lunch period is granted by the supervisor, the employee shall be on call and expected to perform any and all duties required.

3. It is further understood that this provision is not applicable in an emergency situation. The paid lunch period is anticipated only: (a) when the employee is regularly scheduled to work the lunch period (and is unable to take a work-free lunch period); (b) where the working requirement is consistently frequent; or (c) where a temporary change in schedule requires it for one week or more (the paid lunch period shall be effective only during the temporary change).

B. Breaks

Staff will be granted a ten-minute break in the morning and a ten-minute break in the afternoon. It is understood, however, that because an office should not be left unattended, the employee may have to temporarily defer the time the break is taken. With the approval of the immediate supervisor, breaks may be used to extend the lunch period.

C. Overtime

Overtime will be paid at the rate of time and one-half for work over forty (40) hours per week. Double-time will be paid for service performed on Sundays or holidays designated in Article 18.

Upon mutual agreement of the parties, compensable time at the earning rates defined above may be taken in lieu of the hourly rate.

D. Less Than Full Time or Job Sharing

Employees in less-than-full-time or job-sharing assignments with a schedule other than daily, Monday through Friday, will be compensated only for regular days scheduled. Leave and vacation days earning will be determined based on the employee's full time equivalent (FTE) status. (For example, half time staff who have FTE of .5: 15 vacation days will be allocated as 7.5 and 12 leave days as 6.0.)

Because the value has already been prorated, eight (8) hour days are charged as full days and four (4) hour days are charged as half days.

ARTICLE 15 - COMPENSABLE LEAVE DAYS

A. Definition

Paid-for leave time will be provided in order to protect the employee's income during periods of unavoidable absence. The Board's primary concern is for periods of personal illness; however, in appropriate circumstances compensable days for family illness, bereavement, emergencies and personal business constitute legitimate usage.

B. Accumulation

Upon satisfactory completion of sixty (60) full work days, each employee shall be entitled to a current leave day earning at the rate of one day per month of employment service. Leave days for the current school year shall be placed at the disposal of each employee who has completed the sixty (60) full work days on July 1st. Unused leave left over at the end of the school year shall be accumulated to a maximum of one hundred fifty (150) days.

C. Use of Leave Days

Leave may be used for personal or family illness, bereavement, religious holidays, emergencies and personal leaves as specified in the schedule contained within this provision. For all absences, the employee is required to notify the school administration upon first knowledge of the necessity for the absence. The use of leave days must be approved by the immediate supervisor and will be strictly confined to the legitimate purposes specified in the schedule which follows immediately.

1. Personal Illness: Bona fide involuntary physical incapacity to report for and discharge duties. It is understood that an employee may be required to provide a physician's certificate in cases of illness.

2. Family Illness: Bona fide pressing need due to illness of an employee's spouse, children or parents.

3. Bereavement: Up to three (3) days will be approved for death in the immediate or secondary family. Additional paid days will be approved dependent on family relationships, circumstances, and/or travel involved as determined by the Assistant Superintendent for Human Resources and Labor Relations provided such additional leave days are available in the current or accumulated leave bank.

   An employee's immediate family shall include spouse, parents, children, or persons living in the employee's household. Secondary family is considered to include the employee's grandparents, brothers and sisters.

4. Personal Leave: Up to three (3) days per year from current leave days may be used for personal leave. Personal leave, in all cases except unforeseen emergency, requires at least two days' advance notice to and approval of the immediate supervisor. Personal leave cannot be utilized the day before or immediately following a holiday, vacation, recess at the beginning or ending of the school year**,** or to extend vacations. Approval for the use of such days may be granted for special circumstances if approved by the Assistant Superintendent for Human Resources and Labor Relations.

5. Religious Holidays: Up to two (2) days per year from current leave days may be used for observance of religious holidays.

D. Use of Accumulated Leave Bank

1. Illness or bereavement

The staff member's accumulated leave bank shall be available for use only for the reasons of personal illness or bereavement, and illness in the family as defined above.

2. Personal leave day from bank

An employee may use one personal leave day from the accumulated leave bank if the current leave is depleted and no days have been used for personal leave from the current leave bank.

3. Illness in the family

Leave days for illness in the family may be used from the leave bank for serious illness to a family member only after current leave bank has been exhausted and prior approval has been received from the Assistant Superintendent for Human Resources and Labor Relations. See Appendix D for FMLA procedures.

E. Leave Day Provisions

1. Abuse of Leave Days

Abuse of temporary leave shall be subject to one or more warnings, to suspension and/or dismissal. All salary and fringe benefits of the employee are subject to being waived during the abused leave.

2. Interruption of Service

In the event that the service of an employee is interrupted by reason of discharge, termination, suspension, or leave, and said employee has utilized more sick leave days than have been accumulated on the monthly basis, then the value of the excess paid-for leave days shall be deducted from last pay check due the employee at the time of interruption.

F. Extended Medical Leaves of Absence

1. The employee, upon learning of the need for an extended medical leave of absence, must notify the Human Resources Department (Benefits Coordinator). The required leave forms will then be forwarded to the employee. The employee and the physician must complete the forms verifying the estimated date the leave will commence, and the employee's ability to continue employment prior to the leave. Statements from the employee's physician will be provided by the employee to the Human Resources Department on a monthly basis, on the district's form, regarding the employee's ability to continue employment prior to the leave. An employee who desires to remain on the job must maintain a satisfactory attendance record and must provide verification from the physician of ability to perform the functions of the job. If the conditions are not met, administration will initiate the leave. The extended medical leave (or short term disability leave) shall begin as soon as the physician completes the appropriate forms certifying the employee is unable to perform the functions of the job. See Article **19** (C) (1) for the short term disability provisions.

G. Jury Duty

1. Notify Human Resources Department

Employees who are summoned for jury duty must notify the Human Resources Department within twenty-four (24) hours of receipt of such notice. If the employee then reports for jury duty, the employee shall receive jury duty pay. On release from jury duty, if the employee has sixty (60) minutes or more remaining on the employee's regular shift, the employee shall report to work. Provided, however, the employee's building administrator or supervisor may release the employee for the remainder of the work day. Jury duty is the regular daily wage for each day on which the individual reports for or performs jury duty and on which the employee would otherwise have been scheduled to work. Time spent on jury duty shall not be charged against leave days.

2. Jury duty pay differential

To be eligible for jury duty pay differential, the employee must furnish the Human Resources Department with a written statement from the appropriate public official listing amounts of pay received, the days on jury duty, and a check for the full amount of the jury fee paid, excluding any travel allowance paid to the employee by the court. This payment by the employee shall be made to the Human Resources Department no later than two (2) weeks after the return from jury duty. Any employee found abusing this privilege shall not be entitled to the pay differential.

H. School Closings

On any day when school sessions are scheduled but that schedule is canceled by the superintendent due to weather or other conditions, and this official closing is announced on Radio and Television Stations or through a program established by the administration, clerical staff will be expected to report for work, except as provided in this subsection. "Other conditions" include, but are not limited to, loss of power, heat, water, or safety issues, etc.

1. In the event of inability to reach work, the employee has the option of protecting income by charging that day against unused leave time should it be available; the employee also has the option of reporting to Central Office or making up time missed, as mutually agreed between the employee and the immediate supervisor. Should there be no leave days available, and the employee does not wish to make up the time missed, a docking of pay would be initiated for time missed.

I. Closing After Start of Work Day for Inclement Weather or "Other Conditions"

In the event a facility is closed (i.e., as a result of inclement weather, water main break, heating problem, etc.) after the start of the work day, the following may occur: (1) the employee may be released from work upon the supervisor's direction, with no loss of pay or leave day for that day, or (2) the employee may be reassigned to another facility.

Should the employee be released from work and not reassigned, there will be no loss of pay nor any charge against the employee's leave day accumulation.

Closing Before Beginning of Work Day for "Other Conditions"

If a facility is closed before the beginning of the work day for "other conditions" such as a water main break, heating problem, etc., the employee is not expected to report to work and has the option of protecting income by charging that day against unused leave time should it be available. Should there be no leave days available, a docking of pay would be initiated for the time missed.

ARTICLE 16 - LEAVES OF ABSENCE (non-compensable)

A. Basic Leave Entitlement

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

(Appendix D to the contract contains the regulation applicable to FMLA leave.)

B. Child Care Leave

1. Child care leave shall be considered a non-paid leave. The unpaid child care leave of absence will be granted

for a maximum of one year (12 months). FMLA leave for the birth of a child or for placement of adoption or foster care must conclude within twelve (12) months of the birth or placement.

2. An employee desiring to return from leave shall notify the Human Resources Department, in writing, and provide the appropriate Personnel form approving the return to work and indicating that the employee is able to perform the functions of the position. Such notice shall be provided no less than fifteen (15) calendar days prior to the desired return date. Provided the leave does not extend beyond the number of weeks for which the employee is eligible under the FMLA, reinstatement shall be to the same or a comparable position and one for which the employee is qualified.

3. If the leave exceeds the amount of leave an employee is eligible for under FMLA, the return to work is contingent upon a vacancy being available for which the employee is qualified. There shall be no layoff to provide a vacancy.

4. In accordance with this section, a twelve (12) month leave of absence is available in cases of adoption or paternity. The leave of absence in such cases shall commence on the date of placement for adoption or birth of the child.

C. Military Leave

Reinstatement from Military Leave: Any staff member who enters into active service of the Armed Forces of the United States and upon the termination of such honorable service, shall be offered re-employment, provided the employee reports for work within ninety (90) days after discharge. Employment may be in the previous position held or a similar position of like status and pay, unless the circumstances have changed as to make it impossible or totally unreasonable to do so. In this event, the employee will be offered employment in line with seniority as may be available, and which the employee is capable of doing.

A probationary staff member who enters the armed forces and meets the foregoing requirements must complete the probationary period and, upon successfully completing it, will have seniority equal to the time spent in the armed forces.

D. Leave for Union Business

A maximum of eight (8) days per year, not for consecutive use, may be used to conduct Union business. The use of these non-compensable days will be considered only when the office operation can be continued with no interruption, and is finally contingent on the approval of the immediate supervisor. These days will not be used in combination with other leave days or vacation.

E. Conditions for Return from Leave

1. An employee released by a physician for return to work will be assigned to the first vacancy for which the employee is qualified.

2. The Board of Education reserves the right to have any employee returning from a leave of absence examined by a Board-appointed physician to verify their ability to return with no limitations or with reasonable accommodation acceptable to the employer.

3. An employee who is on an extended leave of more than eighteen (18) consecutive months from the first date of the absence, and does not return upon the expiration of the leave, will be considered a termination.

ARTICLE 17 - VACATION

A. Vacation-Earning Schedule

Staff (those normally scheduled or expected to work at least twenty hours per week) shall be granted vacations with pay. As of June 30th each year, each employee shall receive vacations with pay as follows:

1-2 years of service	earned at .83 per month of service
3-6 years of service	earned at 1.25 per month of service
7-12 years of service	earned at 1.66 per month of service
13 or more years of service	earned at 1.75 per month of service to a maximum of 20 days per year

Earning level will be determined based on years of service completed as of June 30th of earning year.

The above earning schedule results in employees earning the following vacation days annually, depending on whether the employee is classified as an eleven month employee or twelve month employee:

Years of Service	12 Month Employees	11 Month Employees
1-2	10 days	9 days
3-6	15 days	14 days
7-12	20 days	18 days
13 or more	20 days	19 days

B. Definitions: Twelve month staff and eleven month staff

(1) Twelve month staff: any employee who is scheduled to work 52 weeks per year (not including paid holidays, earned vacation and leave days).

(2) Eleven month staff: any employee who is scheduled to work less than 52 weeks but more than 42 weeks.

C. Vacation is Earned from July 1 through June 30

Vacation for all staff is earned during the period July 1 through June 30, for use during the fiscal year immediately following the year in which the days are earned. Those employees who have less than one year of service shall have their vacation earning computation premised on the number of months of service, and all others with more than one year of service shall follow the established earning schedule.

One year shall be defined as twelve months for a fifty-two week staff member; and for a less-than-fifty-two-week staff member one year shall be defined as eleven months.

Any request for non-compensable leave or pro-rata use of vacation requires the prior approval of the immediate supervisor and the Assistant Superintendent for Human Resources and Labor Relations.

D. Vacation Proration

Earning months shall be premised on job classification and a proration will be calculated for periods not worked for reasons of disability, workers compensation and absence without pay. Proration will be done only for months in which the employee is off work for more that ½ of the scheduled work days of that month. Payment for vacation days (including days from those employees who work less than full time or job share) will be based upon hours worked as more fully described in Article 15, Section D of this contract.

E. Vacation Use

1. The vacation year shall be from July 1 to June 30. Vacations must be approved by the immediate supervisor

and may be granted at such times during the year as are suitable, considering both the wishes of the employee, and the efficient operation of the Department.

2. A vacation may not be postponed from one year to another and made cumulative, but will be forfeited unless completed during each vacation year. A vacation may not be waived by an employee and extra pay received for working during that period. Twelve month staff only may carry over unused vacation days into the following school year with the approval of the immediate supervisor, the Assistant Superintendent for Human Resources and Labor Relations and the superintendent.

3. If an employee becomes ill and is under the care of a duly-licensed physician prior to vacation, the vacation may be rescheduled. If, due to illness, the employee is unable to take vacation which has been earned, vacation pay shall be allowed in lieu of taking the vacation.

F. Vacation Payment

Vacation pay will be based on the employee's hourly rate and regular working day (not to exceed eight hours) immediately previous to the vacation period (or immediately previous to the date of layoff or retirement in cases provided for in Section D, above).

G. Vacation Payment Upon Termination

Any employee who leaves the employment of the Employer during the fiscal year, as the result of dismissal or voluntary quit without two-week notice, shall forfeit all vacation rights. Staff who resign from employment of the District with proper notice (two weeks) will be paid accrued vacation.

An employee who is laid off, retires, or quits with two-week notice (but not an employee who quits without two-week notice or is discharged), shall receive unused vacation credit accrued from the preceding July 1 based on months of service (or major fraction thereof) after which the employee would have been entitled on the basis of seniority the following June 30. A recalled employee who received such credit at the time of layoff will have credit deducted from the next vacation pay should they be recalled.

ARTICLE 18 – HOLIDAYS

A. Ten Holidays Granted

A maximum of ten holidays per year will be granted to each employee who has attained seniority and is scheduled for fifteen (15) hours or more per week. To be eligible for holiday pay, the employee must work the scheduled hours on the working days immediately previous to and following the holiday, except where the employee has received permission from the Assistant Superintendent for Human Resources or designee in advance, or is on a compensable leave as defined in Article 16 of this Agreement.

Holiday pay will be based on the employee's hourly rate and regular work day (not to exceed eight (8) hours) immediately previous to the holiday.

(1) Employees Not Scheduled to Work on Holiday

For employees who are not scheduled to work on the day of a designated holiday, the following shall occur:

1. Employees Scheduled Less than Five Days
   Holiday pay for employees who are scheduled less than five days per week will be equal to their scheduled hours per week should the holiday fall on a day they are regularly scheduled to work.

2. Employees Not Normally Scheduled to Work on Day of Holiday

Employees who are not normally scheduled on the working day on which the holiday falls will receive a holiday pay equal to the total hours they are regularly scheduled per week divided by five. However, in no event shall the employee receive more than forty (40) hours pay for the week.

B. Enumerated Holidays

The following days will be celebrated as paid holidays;

New Year's Day	Labor Day
Good Friday	Thanksgiving
Memorial Day	Friday following Thanksgiving
Independence Day	Christmas Eve
Christmas	New Year's Eve

C. When Holiday Falls on Weekend

When one of the enumerated holidays shall fall on Sunday, then Monday shall be deemed the holiday. When one of the holidays falls on Saturday, then Friday shall be deemed the holiday. The Employer will establish the holiday calendar**.** Should the holiday schedule and school calendar conflict, the employer will establish the dates to be observed as holidays.

D. Floating Holiday: Each employee shall receive one floating holiday per school year. Use of the day is subject to the following provisions:

1. The day may only be taken at a time when no substitute is required.
2. If the day is not utilized by June 30, it will not be carried over to the next school year, and will be forfeited.
3. New employees shall be eligible for the floating holiday on the July 1 immediately following employment in the bargaining unit.
4. Requests to use the floating holiday shall be made in advance on Temporary Leave Request forms. When completing the form, the employees should note that the day is the floating holiday. Use of the day is subject to the approval of the immediate supervisor.

ARTICLE 19 - INSURANCE BENEFITS

A. Benefit Eligibility

1. Compliance with insurance company regulations

The Board shall provide a cafeteria benefit plan (Educated Choices) that includes coverage and benefits defined in this Article for eligible employees. Employees must fully comply with insurance company regulations regarding qualification for benefits in order to receive benefits.

2. Commencement and duration of coverage

Commencement and duration of coverage, nature and amount of benefits, and all other aspects of coverage shall be as set forth in the Group Policy and the rules and regulations of the carrier. The Employer's only responsibility shall be payment of the premiums for the benefits specified in this article.

An employee will be eligible for insurance benefits when he/she has satisfactorily completed sixty (60) full work days**,** or satisfies current law for benefit eligibility (e.g. The Patient Protection and Affordable Care Act) The coverage shall be effective the first day of the month following satisfactory completion of the sixty (60) full work days. Coverage shall remain in effect for the duration of the agreement as long as the employee is actively employed by the Board. Benefits shall terminate at the end of the month in which the employee last works or exhausts Family

and Medical Leave Act leave. Benefits also terminate when an employee commences long term disability leave or has been on worker's disability compensation leave exceeding one year.

B. Cafeteria Benefit Plan - *Educated Choices*

The Publicly Funded Health Contribution Act (Public Act 152 of 2011) provides that the District shall pay no more than the annual cost or illustrative rate for a medical benefit plan for employees (including any payments for reimbursement of co-pays, deductibles, or payments into health savings accounts, flexible spending accounts, or similar accounts used for health care costs ("the Additional Payments") than the "hard cap amounts," which are adjusted annually by the State treasurer by October 1 of each year for the following plan year which begins on January 1. If the District payment for the annual cost or illustrative rates for medical benefit plans offered by the District to employees (including any Additional Payments) exceed the "hard cap" maximums established by the State treasurer, employees will be required to pay the amount over the hard cap by payroll deduction. The District will discuss such deduction with the Union prior to implementation. If the District payment for the annual cost or illustrative rates for medical benefit plans offered by the District to employees (including any Additional Payments) are less than the "hard cap" maximums, the District will contribute to the employees' Health Savings Account (HSA) or Flexible Savings Account (FSA) according to the formula in (B)(1)(f) of this article. In no event shall this Section be interpreted to require the district to make a payment which would cause it to violate the Publicly Funded Health Insurance Contribution Act.

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

1. The medical benefits outlined in the March 22, 2013 through July 30, 2016 collective bargaining Agreement will remain in effect through December 31, 2016 .

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

a) *<u>Preferred Provider Organization (PPO), High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) -$1300/0%</u> (See Appendix B for a summary of the benefits)

b) *<u>Preferred Provider Organization (PPO), High Deductible Health Plan (HDHP) with a Health Savings Account (HSA)-$2000/0%</u> (See Appendix B for a summary of the benefits)

c) *<u>Health Maintenance Organization (HMO), High Deductible Health Plan (HDHP) with a Health Savings Account-$1350/0% (except as noted in the plan documents).</u> (See Appendix B for a summary of the benefits. The prescription co-pay for this plan is summarized in Appendix B)

*The coverage summary in Appendix B is provided for informational purposes only and is not part of the contract.

d) <u>PPO HSA Prescription Drug Coverage – Triple Tier Copayment</u>

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

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

*Please refer to the PPO HSA prescription drug summary in Appendix B.

e) Health Savings Accounts

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

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

1. Determine the number of staff members enrolled in the PPO HSA 1250/0% insurance plan for the applicable plan year. (Open enrollment counts will be used for this purpose).
2. Use the actual costs or illustrative rates for the applicable plan year and determine the cost of the plans.
3. Determine the "hard cap" amount for single, two person and full family for the applicable plan year. Subtract the total actual costs or illustrative rates amount from the "hard cap" for the applicable plan year for single, two person and full family. These amounts represent the differential between the "hard cap" and the actual costs or illustrative rates that are available to be used for the percentage contribution to employee's individual HSAs. Note: If no amount is available, there will be no contribution to the individual HSAs.
4. The percentage contribution to the individual HSAs will be determined as follows:
    a) Calculate total sum of HSA funding
        I. Take the number of single subscribers x the respective differential (calculated in #4 above).
        II. Take the number of two person subscribers x the respective differential (calculated in #4 above).
        III. Take the number of full family subscribers x the respective differential (calculated in #4 above).
        IV. Take the sum of I, II, III.
    b) Calculate total employee deductible expense
        I. Take the number of single subscribers x the deductible.
        II. Take the number of two person and full family subscribers x the deductible
        .
        III. Take the sum of I and II.
    c) Divide (a) by (b) to calculate percent of deductible contributed to the HSA per employee.
6. See Appendix B for an example of the application of the formula.

g) Other Factors

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

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

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

h) Proration of District Contribution to Health Savings Account

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

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

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

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

a) Cash Payment in Lieu of Medical/Hospitalization Insurance

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

Single Opt Out	$600
Two-Person Opt Out	$800
Full Family Opt Out	$1000

b) Employee Contribution

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

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

c) Health Risk Assessment/Rebate

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

Fasting Glucose
Hemogram
Lipid Panel

The Health Risk Assessment form will be available from the Human Resources Department.

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

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

d) Flexible Benefits Plan

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

e) Duplication of Medical/Hospitalization Coverage Permitted While District is Self-Insured

Duplication of medical/hospitalization insurance is permitted as long as the District is self-insured. The employee must notify the Human Resources Department of any personal hospitalization coverage or coverage from spouse's hospitalization insurance plan.

f) No Duplication of Medical/Hospitalization Insurance if District is Not Self-Insured

In the event the District is no longer self-insured, there shall be no duplication of medical/hospitalization insurance. The Human Resources Department will notify employees in writing, if the District is no longer self-insured**.** The staff member must notify the Human Resource Department of any personal medical/hospitalization coverage or coverage from a spouse's hospitalization insurance plan. It is agreed that staff shall not knowingly cause the Board to provide hospitalization insurance coverage that is a duplication of such coverage already held by the employee. The Union shall encourage staff to abide by this policy and shall assist the Board in its enforcement.

3. Hospital-Medical Benefit Proration for Part-Time Staff

The Employer will participate in providing medical/hospitalization Insurance for part-time staff on a pro-rata basis. The Employer's contribution for each part-time employee who elects coverage will be a fraction of the Employer's contribution for a full-time employee. The fraction will represent the relationship between the number of hours the part-time employee is regularly scheduled or expected to work each month and 173 hours (percent compared to 40 hours per week). For example an employee who works 24 hours per week is considered a .6 FTE (24 hours ÷ 40 = .6). If the employee elects the medical/hospitalization insurance, the Employer would pay 60% of the cost and the employee would pay 40% of the cost.

4. Dental Insurance

For each employee working six (6) hours or more per day, the Employer will pay the premium in Classes I, II, III and IV, which includes preventative, basic care and prosthetics, a dental plan of Class I 100%, Class II 100%, Class III 70%, with a maximum per person per year of $1,250.00, and Class IV of 60%, with a lifetime maximum of $1,000.00 per person. Orthodontic benefits are provided for eligible dependents, 19 years of age or less at the time treatment is initiated.
The Board of Education reserves the right to change carriers or to self-insure.

5. Life Insurance

The Employer shall pay the premium for a life insurance policy for each employee working six (6) or more hours per day who has satisfactorily completed the sixty (60) full work days probationary period, which shall pay to the employee's designated beneficiary the sum of Forty-Five Thousand Dollars ($45,000.00) upon death, with provision for double indemnity in the event of accidental death.

6. Vision Insurance

The Employer will pay the premium for vision coverage for staff who work six (6) hours or more per day. The vision care program, will provide annual services, including examination, lenses and frames, with a $35 cap on frames, premised on a co-pay program with established reasonable and customary fee limitations. Carrier selection shall remain the prerogative of the District and coverage provisions indicated above may vary, but will be comparable to the above.

7. Additional Life Insurance

Each employee will have the option to purchase additional life insurance with pre-tax dollars (if permitted by IRS rules), to a maximum of $300,000 (if permitted by the insurance company) at the beginning of each Flex Election period. Any amount in excess of $50,000 will be considered as additional imputed income in compliance with current IRS regulations. Evidence of insurability will be required for amounts in excess of $100,000.

8. Dependent Life Insurance

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

9. Flexible Spending Account - *Educated Choices*

The option to enroll in a flexible spending account is available to every staff member who is regularly scheduled to work at least 20 hours per week. In accordance with Internal Revenue Service regulations, any staff member who is eligible to receive a cash payment in lieu of hospitalization insurance must enroll in the flexible spending account in order to receive this benefit.

a. Health Care Reimbursement Account

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

NOTE: Staff members enrolled in a Health Savings Account are ineligible to enroll in this benefit due to IRS rules.

b. Dependent Care Reimbursement Account

Each staff member will have the option to participate in a pre-tax Dependent Care Reimbursement

Account as defined by the Internal Revenue Service and as outlined in the *Educated Choices* Workbook.

10. Temporary Disability and Salary Continuation (Short Term Disability)

The Employer shall provide for each employee working four (4) or more hours per day (average of 20 hours per week) and who has satisfactorily completed sixty (60) full work days, the following disability and salary continuation coverage:

a. For off-the-job sickness and accident, after all leave days have been used or ten work days, whichever is later, the employee will be paid:

1. Up to 30 work days at 75% of the employee's current wages;

2. Up to an additional 210 work days at 60% of the employee's current wages.

b. The amount received from the District will be reduced by any primary remuneration received, or for which the employee is eligible, during the last 120 work days, from the Michigan Public School Employees' Retirement Fund, the Federal Social Security Act (both primary and dependent), the Railroad Retirement Act, Veterans' benefits or other such pensions.

c. Those employees who have more than ten leave days may elect to use a minimum of ten days or all available in current and leave bank prior to temporary disability coverage being initiated. Employees who elect to maintain those days in excess of ten (10) will have access to unused leave days upon the return from leave.

11. Long-Term Disability

a. Benefit

The Board shall provide a long-term disability insurance plan for each employee working thirty (30) or more hours per week. Such disability insurance shall provide benefit of 66 2/3% of the monthly earnings up to a maximum payment of $2000.00 per month to the employee who is unable to work due to extended sickness or injury. The benefits of this plan shall commence after twelve (12) months of such sickness or injury and shall be payable until the employee returns to work, reaches age 65, or is deceased, whichever comes first. For the purposes of the long-term disability coverage, monthly earnings shall be the employee's regular salary divided by 12.

b. Offset

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

c. Separation from Employment

On the date the employee commences long term disability leave, the employee’s position will no longer be held open for the employee. However, if the employee is medically able to return to work within one year of the date of the commencement of the leave, the employee will be given consideration for placement in a vacant office personnel position for which the employee is qualified. The employee must supply a physician’s authorization permitting the employee to return to work and may be required to

have a return-to-work examination by a physician or medical facility designated by the District. If the employee's physician and the District's physician or medical facility do not agree that the employee is medically able to return to work, an independent physician or medical facility, paid by the District, may examine the employee, and this decision will be final. This paragraph does not apply to an employee who retires.

If the employee does not return to work within one year from the commencement of the leave, the employee will be separated from employment with Bloomfield Hills Schools.

12. Workers' Compensation

a. Benefit

In the event an employee is absent from work due to a job-related accident, the employee will be paid, for a period not to exceed 120 days from the date of the accident, the difference between the employee's full salary and such monies as may be received as Workers' Compensation benefits (loss-of-time benefits).

b. No Leave Days Charged

It is understood that no leave days shall be charged for absences related to a compensable job-related accident during the 120-day period defined above.

c. Doctor Visits

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

d. Benefits Beyond One Year

Any district provided benefits beyond one year shall be payable only under the terms of Workers' Disability Compensation Act and Long-Term Disability insurance coverage of the District, provided under Article 20 (C)(10).

e. Separation from Employment

If an employee on Workers' Disability Compensation leave does not return to work upon the conclusion of one calendar year from the date of the commencement of the leave, the employee's position will not be held open for the employee. However, if the employee is medically able to return to work within two (2) years of the date of the commencement of the leave, the employee will be given consideration for placement in a vacant office personnel position for which the employee is qualified. The employee must supply a physician's authorization permitting the employee to return to work and may be required to have a return-to-work examination by a physician or medical facility designated by the District. If the employee's physician and the District's physician do not agree that the employee is medically able to return to work, an independent physician or medical facility, paid by the District, may examine the employee, and this decision will be final. If the employee retires during this time period, this paragraph does not apply.

If an employee does not return to work within two (2) years of the date of the commencement of the leave, the employee will be separated from employment with Bloomfield Hills Schools.

ARTICLE 20 - SEVERANCE

Upon severance of employment after five (5) years' service, for reasons of death, retirement, or quit with proper notice of not less than two weeks, but not an employee who quits without notice or is discharged, a severance payment for each unused leave day, up to the maximum of 150 days, will be made by the Board of Education as defined in the schedule described below.

5 years through 10 years	40%
11 years through 20 years	60%
21 years through 30 years	70%
31 years, plus	80%

The value of each leave day is based on the number of regularly scheduled hours the employee is scheduled to work immediately preceding the payout of the severance.

Provided, however, an employee reduced in hours will receive the severance payment based on the regularly scheduled hours prior to the reduction if the reduction in hours had occurred within two years of the employee leaving the District. This exception does not apply to employees who voluntarily move to a position providing a reduction of regularly scheduled hours.

ARTICLE 21 - HEALTH

To provide continuing health and safety protection for students and school personnel, staff shall provide health certificates and submit to physical examinations as follows:

A. At the time of hiring, each employee shall provide a certificate from a physician showing that the employee is able to fulfill the assigned duties and, if required by the Board, that they are free from active tuberculosis and other communicable diseases.

B. If required by the Board, as a condition of continued employment, each employee shall be required to file the results of a chest x-ray examination or the tuberculin skin test showing negative results. The results of the test must be filed with the Human Resources Department.

ARTICLE 22 - RATES FOR NEW JOBS

The Board of Education will have the right to establish new positions in the bargaining unit as may be required. The Employer and the Union shall meet to negotiate the classification, wages, and working conditions of such positions.

ARTICLE 23 - MILEAGE

A. Staff required to use their personal vehicles as a necessary part of the job shall be paid the current IRS rate. To qualify for mileage payment, the employee must submit a mileage sheet in accordance with established District procedures.

B. In the event the monthly mileage is less than fifty (50) miles per month, the mileage sheet shall be held by the employee until the end of the month in which fifty (50) miles has been accumulated.

ARTICLE 24 - WAGES

A. Salary

For each school year, the members of the bargaining unit will receive the following salary increases. The salary schedule is as follows:

Class 1	Step	2016-17 Salary Schedule	2017-18 Salary Schedule	2018-19 Salary Schedule
	0	$14.98	$15.28	$15.28
	1	$15.79	$16.10	$16.10
	2	$16.29	$16.62	$16.62
	3	$17.01	$17.35	$17.35
	4	$17.52	$17.87	$17.87
	5	$19.25	$19.64	$19.64
	6	$20.06	$20.46	$20.46
	9	$20.21	$20.61	$20.61
	12	$20.36	$20.77	$20.77
	15	$20.46	$20.87	$20.87

Class 2	Step	2016-17 Salary Schedule	2017-18 Salary Schedule	2018-19 Salary Schedule
	0	$15.41	$15.72	$15.72
	1	$16.29	$16.62	$16.62
	2	$17.31	$17.66	$17.66
	3	$17.89	$18.25	$18.25
	4	$18.61	$18.98	$18.98
	5	$20.81	$21.23	$21.23
	6	$21.61	$22.03	$22.03
	9	$21.76	$22.18	$22.18
	12	$21.91	$22.33	$22.33
	15	$22.01	$22.43	$22.43

Class 3	Step	2016-17 Salary Schedule	2017-18 Salary Schedule	2018-19 Salary Schedule
	0	$16.04	$16.36	$16.36
	1	$17.04	$17.38	$17.38
	2	$17.85	$18.21	$18.21
	3	$18.43	$18.80	$18.80
	4	$19.38	$19.77	$19.77
	5	$21.80	$22.24	$22.24
	6	$22.60	$23.04	$23.04
	9	$22.75	$23.19	$23.19
	12	$22.90	$23.34	$23.34
	15	$23.00	$23.46	$23.46

*Steps six through 15 are longevity steps

A (2) Off Schedule Bonus in 2018-19
An off-schedule bonus will be paid to employees in two installments: by 12/31/18 and 6/30/19. The off-schedule bonus is based on the difference in the cost of the salary improvements for the 2016-2018 school years and the $90,000 (including FICA and retirement) total wage improvement over the three years of the contract. The off-schedule bonus is estimated to be $570, but may be higher or lower depending on the cost of the first two years of the agreement. The cost may fluctuate based on the actual retirement rate during the term of the contract and the number of employees in the bargaining unit.

B. Longevity

Staff with continuous service (excluding unpaid leaves of absence and other breaks in continuous service) will receive longevity increments in accordance with the following periods of continuous service:

Amount over top of step 5:

6 yrs.	9 yrs.	12 yrs.	15 yrs.
$.80	$.95	$1.10	$1.20

The longevity rates have been included in the rates of pay provided in section (A) of this article for illustration purposes only.

C. Classifications

Class II
Athletics/Recreation Secretary
High School Associate Principal Secretary
High School Attendance Secretary
High School Counseling Secretary
Attendance/College Recruiting and Testing Secretary-International Academy
High School Records Secretary
Middle School Attendance Secretary

Class III
Accounting Secretary
Community Relations/Special Education Secretary
Deaf & Hard of Hearing Program Secretary
Elementary School Secretary
Food Service Secretary
High School Enrollment Secretary – International Academy
High School Principal Secretary
Human Resources Secretary
High School Financial Secretary
Information Services Secretary
Instructional Services (and Grants) Secretary
International Academy Principal Secretary
Maintenance Payroll/Work Order Secretary
Middle School Principal Secretary
Model High School Coordinator Secretary
Operations/Facilities Secretary
Payroll Records/Receptionist Secretary
Personnel Secretary
Plant and Facilities Director Secretary
Preschool/Bloomin' Kids Secretary
Preschool/Bloomin' Tots Secretary
Purchasing/Registration Secretary – Recreation Community Service
Recreation/Community Services Secretary
Special Education Secretary
Secretary to Instruction
Student Services Enrollment Secretary
Substitute Placement Secretary
Transportation Secretary
Wing Lake Center Secretary

The procedure for classification review is attached as Appendix E.

D. Increments and Experience Credit

1. Any Annual step increases and applicable longevity pay will be given based on the employees most recent date of hire.

    a. Hire date between July 1 and December 31: for eligible employees hired between July 1 and December 31, annual step increases and applicable longevity pay will be given on the following July 1.
    b. Hire date between January 1 and June 30: for eligible employees hired between January 1 and June 30, annual step increases and applicable longevity pay will be given on the following January 1.

2. An employee promoted to a higher wage class will be placed at the same experience level in the higher class which had been obtained in the lower class.

E. Tuition Reimbursement

Reimbursement for tuition and books will be provided for those employees required or approved to attend school providing course work is completed with a grade of "B" or better. Reimbursement is subject to the course work being directly related to the employee's current assignment, and having written approval prior to enrollment from the Assistant Superintendent for Human Resources and Labor Relations. The total annual reimbursement for the entire bargaining unit will not exceed ten thousand dollars ($10,000.00).

Application and supporting information for tuition reimbursement shall be filed with the Human Resources Department by June 30 of each year. Contingent on the total reimbursement requested, there may be a proration.

ARTICLE 25 - DEFINITIONS

A. Full-Time Staff : Full-time staff are defined as employees regularly scheduled to work forty (40) hours per week, whether employed on a eleven-month or twelve-month basis.

B. Part-Time Staff : Part-time staff are defined as employees regularly scheduled to work less than forty (40) hours per week, whether employed on a eleven-month or twelve-month basis.

C. Temporary Staff : Temporary staff (those hired as additional temporary help) are not part of the bargaining unit and are not covered by any of the provisions of this Agreement. At the request of either party, the parties will meet and discuss the usage of temporary staff.

D. Substitute Staff : Any temporary employee hired to substitute for a regular staff member who is on a compensable leave is not part of the bargaining unit and is not covered by the provisions of this Agreement.

E. Public Act 112 of 1994: Section 15(3)(F) of Public Act 112 of 1994 (MCL 423.215) provides that collective bargaining between a public school employer and a bargaining representative of its employees shall not include any of the following subjects:...the decision of whether or not to contract with a third party for one or more non-instructional support services; or the procedures for obtaining the contract; for the identity of the third party; or the impact of the contract on the individual employees or the bargaining unit. Section 15(4) of Public Act 112 of 1994 (MCL 423.215(4)) also provides that the matters described in this paragraph are prohibited subjects of bargaining between a public school employer and a bargaining representative of its employers and, for the purposes of this act, are within the sole authority of the public school employer to decide.

1. Position of the Board: It is the position of the Board that the provisions in Article 26 with respect to the use of substitute and temporary staff are an illegal subject of bargaining under PA 112 of 1994 and are unenforceable insofar as they place any limitations on hiring or retention of non-instructional staff. As

unenforceable provisions, they should be removed from the contract.

2. Position of the Union: It is the position of the union that Public Act 112 of 1994 does not apply to the provisions in Article 26 concerning the use of substitute and temporary staff, and therefore, the provisions should not be removed from the contract.

ARTICLE 26 - EFFECT OF AGREEMENT

A. Addendum to Contract

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties. The terms and conditions may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the School Board and the Union in an amendment hereto which shall be ratified and signed by both parties.

B. Conformity to Law

This Agreement is subject to the laws of the State of Michigan with respect to the powers, rights, duties and obligations of the Employer, the Union, and staff in the bargaining unit, and in the event that any provision of this Agreement shall at any time be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken with the time provided for doing so, such provision shall be void and inoperative; however, all other provisions of this Agreement shall continue in effect.

ARTICLE 27 - NO STRIKE/LOCKOUT

A. No Strike

The Union will not authorize, sanction, condone, participate in or acquiesce in, nor will any member of the bargaining unit take part in, any strike as defined in the Michigan Public Relations Employment Act (PERA) as follows: "The concerted failure to report for duty, the willful absence from one's position, the stoppage of work, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing or coercing a change in the conditions, or compensation, or the rights, privileges or obligations of employment". Section 6(1) of PERA also defines strike as follows: Notwithstanding the provisions of any other law, a public employee who, by concerted action with others and without the lawful approval of his or her superior, willfully absents himself or herself from his or her position, or abstains in whole or in part from the full, faithful and proper performance of his or her duties for the purpose of inducing, influencing or coercing a change in employment conditions, compensation, or the rights, privileges, or obligations of employment, or a public employee employed by a public school employer who engages in an action described in this subsection for the purpose of protesting or responding to an act alleged or determined to be an unfair labor practice committed by the public school employer, shall be considered to be on strike. (If the definition of "strike" is changed by an amendment to the law, the parties agree that this paragraph will be changed accordingly.)

B. Lockout

No lockout of staff shall be instituted by the Employer during the term of this Agreement.

ARTICLE 28 - DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2016 and shall continue in full force and effect until 2016 June 30, 2019. However, the effective date for the wage increase is August 1, 2016. . In the event that either party should desire to cancel, terminate, modify, amend, add to, subtract from, or change the Agreement, notice of such intent shall be served by the moving party upon the other no later than sixty (60) days prior to setting forth the intention to cancel, terminate, or reopen the Agreement as the case may be. Such notice shall be served in writing. In the event of a timely notice, the parties shall promptly arrange to meet for the purpose of negotiating a successor Agreement.

In the event that neither party serves upon the other a timely notice of desire to reopen the Agreement in the manner set forth herein, then in such event the Agreement shall automatically be extended for a period of one (1) additional year until June 30, 2020**,** which extension shall be subject to the reopening and extension provisions set forth herein.

The parties reached a tentative Agreement on July 13, 2016. This Agreement was ratified by the Bloomfield Hills Schools Office Personnel on July 25, 2016 and was approved by the Board of Education on July 28, 2016.

Contract Reopener

Either party may reopen the contract prior to the 2018-19 school year (or earlier, if needed) for the purpose of changing contractual provisions to comply with current law (e.g., The Patient Protection & Affordable Care Act), by serving written notice of such intent upon the other party by registered or certified mail.

ARTICLE 29 – EMERGENCY MANAGER

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

BOARD OF EDUCATION

Ingrid Day, President

Howard Baron, Secretary

Robert Glass, Superintendent

Christine Barnett, Chief Negotiator

BLOOMFIELD HILLS OFFICE PERSONNEL, MESPA

Debra Shoultz, President

Lilly Meek, Vice President

Steve Amberg, Executive Director

APPENDIX A

Procedure for Classification Review

1. A joint committee will be established, composed of up to three (3) representatives each, of the Board and the Union.

2. Any request for classification revision will be submitted to the personnel department between February 1 and March 1.

3. A request for reclassification may be made by the Board, the Union or an employee. The request may be for a higher or lower classification.

4. Each request will be submitted on a district-provided form to elicit the following information (a copy of the current form is attached, for informational purposes only):

   A. date, name, job title and current classification

   B. job location

   C. name of supervisor

   D. requested classification

   E. reasons for the request including, but not limited to: the addition or deletion of duties; a change in department, or supervisor; or any other reasons for the request.

5. The personnel department will forward copies of all requests to the Union president following the close to the application period.

6. The committee will establish a meeting date prior to April 30.

7. Consideration of the Request:

   A. The applicant will be given an opportunity to present their request to the committee.

   B. The committee will determine by a majority vote if a request will be granted. (A tie vote indicates the request is denied.) Votes will be conducted by secret ballot.

   C. The decision of the committee will be rendered in writing to the personnel department with copies to the applicant and the union.

   D. The decision of the committee will be final and non-grievable.

   E. Any change in classification (with commensurate pay at the same step of the changed classification) will be implemented on July 1 with no retroactivity.

   F. Unless otherwise determined by the Assistant Superintendent for Human Resources and Labor Relations (after prior discussion with the union president), no request involving the same job position will be considered in two (2) consecutive years.

G. Unless otherwise determined by the Assistant Superintendent for Human Resources and Labor Relations (after prior discussion with the union president), the committee will not consider or hear more than five (5) requests from the union/employee and five (5) requests from the administration per year for a total of no more than ten (10). All requests will be considered on a first-come, first-serve basis. Timely requests not heard will be considered the first received for the next year.

8. The following positions will be automatically re-evaluated without counting toward the annual ten-position limit for reclassification:

- Wing Lake secretary: if the position is reduced from 1.5 position to 1.0 position.

- Operations secretary and maintenance secretaries A, B and C; when the positions are reduced from 4 to 3.

BLOOMFIELD HILLS BOARD OF ED
A0PFP5
67201 - All suffixes
007002956 - All Divisions
Simply Blue PPO 1300/2600 HSA with Rx
Effective Date: January 1, 2017
Benefits-at-a-glance

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

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

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

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

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

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

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

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

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

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

Preventive care services

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

Services from a provider for which there is no Michigan PPO network and services from an out-of-network provider in a geographic area of Michigan deemed a "low access area" by BCBSM for that particular provider specialty are covered at the in-network benefit level. Cost-sharing may differ when you obtain covered services outside of Michigan. If you receive care from a nonparticipating provider, even when referred, you may be billed for the difference between our approved amount and the provider's charge.000002416751

Benefits	In-network	Out-of-network
Well-baby and child care visits	100% (no deductible or copay/coinsurance) • 8 visits, birth through 12 months • 6 visits, 13 months through 23 months • 6 visits, 24 months through 35 months • 2 visits, 36 months through 47 months • Visits beyond 47 months are limited to one per member per calendar year under the health maintenance exam benefit	Not covered
Adult and childhood preventive services and immunizations as recommended by the USPSTF, ACIP, HRSA or other sources as recognized by BCBSM that are in compliance with the provisions of the Patient Protection and Affordable Care Act	100% (no deductible or copay/coinsurance)	Not covered
Fecal occult blood screening	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Flexible sigmoidoscopy exam	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Prostate specific antigen (PSA) screening	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Routine mammogram and related reading	100% (no deductible or copay/coinsurance) **Note:** Subsequent medically necessary mammograms performed during the **same** calendar year are subject to your deductible and coinsurance.	80% after out-of-network deductible **Note:** Out-of-network readings and interpretations are payable only when the screening mammogram itself is performed by an in-network provider.
	One per member per calendar year	
Routine screening colonoscopy	100% (no deductible or copay/coinsurance) for routine colonoscopy **Note:** Medically necessary colonoscopies performed during the **same** calendar year are subject to your deductible and coinsurance.	80% after out-of-network deductible
	One routine colonoscopy per member per calendar year	

Physician office services

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

Emergency medical care

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

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

Diagnostic services

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

Maternity services provided by a physician or certified nurse midwife

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

Hospital care

Benefits	In-network	Out-of-network
Semiprivate room, inpatient physician care, general nursing care, hospital services and supplies **Note:** Nonemergency services must be rendered in a **participating** hospital.	100% after in-network deductible	80% after out-of-network deductible
	Unlimited days	
Inpatient consultations	100% after in-network deductible	80% after out-of-network deductible
Chemotherapy	100% after in-network deductible	80% after out-of-network deductible

Alternatives to hospital care

Benefits	In-network	Out-of-network
Skilled nursing care- must be in a **participating** skilled nursing facility	100% after in-network deductible	100% after in-network deductible
	Limited to a maximum of 120 days per member per calendar year	
Hospice care	100% after in-network deductible	100% after in-network deductible
	Up to 28 pre-hospice counseling visits before electing hospice services; when elected, four 90-day periods-provided through a **participating** hospice program **only**; limited to dollar maximum that is reviewed and adjusted periodically (after reaching dollar maximum, member transitions into individual case management)	
Home health care: • must be medically necessary • must be provided by a **participating** home health care agency	100% after in-network deductible	100% after in-network deductible
Infusion therapy: • must be medically necessary • must be given by a **participating** Home Infusion Therapy (HIT) provider or in a **participating** freestanding Ambulatory Infusion Center (AIC) • may use drugs that require preauthorization-consult with your doctor	100% after in-network deductible	100% after in-network deductible

Services from a provider for which there is no Michigan PPO network and services from an out-of-network provider in a geographic area of Michigan deemed a "low access area" by BCBSM for that particular provider specialty are covered at the in-network benefit level. Cost-sharing may differ when you obtain covered services outside of Michigan. If you receive care from a nonparticipating provider, even when referred, you may be billed for the difference between our approved amount and the provider's charge.000002416751

Surgical services

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

Human organ transplants

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

Mental health care and substance abuse treatment

Benefits	In-network	Out-of-network
Inpatient mental health care and **inpatient** substance treatment	100% after in-network deductible	80% after out-of-network deductible
	Unlimited days	
Residential psychiatric treatment facility • covered mental health servics **must** be performed in a residential psychiatric treatment facility • treatment must be preauthorizd • subject to medical criteria	100% after in-network deductible	80% after out-of-network deductible
Outpatient mental health care: • Facility and clinic	100% after in-network deductible	100% after in-network deductible in participating facilities **only**
• Physician's office	100% after in-network deductible	80% after out-of-network deductible
Outpatient substance abuse treatment-in approved facilities **only**	100% after in-network deductible	80% after out-of-network deductible (in-network cost-sharing will apply if there is no PPO network)

Autism spectrum disorders, diagnoses and treatment

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

Services from a provider for which there is no Michigan PPO network and services from an out-of-network provider in a geographic area of Michigan deemed a "low access area" by BCBSM for that particular provider specialty are covered at the in-network benefit level. Cost-sharing may differ when you obtain covered services outside of Michigan. If you receive care from a nonparticipating provider, even when referred, you may be billed for the difference between our approved amount and the provider's charge.000002416751

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

Other covered services

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

Blue Cross Blue Shield of Michigan

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

BLOOMFIELD HILLS BOARD OF ED
A0PFP5
67201 - All Suffixes
007002956 - All Divisions
Simply Blue PPO 1300/2600 HSA with Rx
Effective Date: January 1, 2017
Benefits-at-a-glance

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

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

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

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

Member's responsibility (copays and coinsurance amounts)

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

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

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

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

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

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

Covered services

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

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

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

Features of your prescription drug plan

Custom Drug List	A continually updated list of FDA-approved medications that represent each therapeutic class. The drugs on the list are chosen by the BCBSM Pharmacy and Therapeutics Committee for their effectiveness, safety, uniqueness and cost efficiency. The goal of the drug list is to provide members with the greatest therapeutic value at the lowest possible cost. • **Tier 1 (generic)** - Tier 1 includes generic drugs made with the same active ingredients, available in the same strengths and dosage forms, and administered in the same way as equivalent brand-name drugs. They also require the lowest copay/coinsurance, making them the most cost-effective option for the treatment. • **Tier 2 (preferred brand)** - Tier 2 includes brand-name drugs from the Custom Drug List. Preferred brand name drugs are also safe and effective, but require a higher copay/coinsurance. • **Tier 3 (nonpreferred brand)** - Tier 3 contains brand-name drugs not included in Tier 2. These drugs may not have a proven record for safety or as high of a clinical value as Tier 1 or Tier 2 drugs. Members pay the highest copay/coinsurance for these drugs.

Features of your prescription drug plan

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

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

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

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

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

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

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

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

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

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

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

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

Preventive care services

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

Benefits	In-network	Out-of-network
Well-baby and child care visits	100% (no deductible or copay/coinsurance) • 8 visits, birth through 12 months • 6 visits, 13 months through 23 months • 6 visits, 24 months through 35 months • 2 visits, 36 months through 47 months • Visits beyond 47 months are limited to one per member per calendar year under the health maintenance exam benefit	Not covered
Adult and childhood preventive services and immunizations as recommended by the USPSTF, ACIP, HRSA or other sources as recognized by BCBSM that are in compliance with the provisions of the Patient Protection and Affordable Care Act	100% (no deductible or copay/coinsurance)	Not covered
Fecal occult blood screening	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Flexible sigmoidoscopy exam	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Prostate specific antigen (PSA) screening	100% (no deductible or copay/coinsurance), one per member per calendar year	Not covered
Routine mammogram and related reading	100% (no deductible or copay/coinsurance) **Note:** Subsequent medically necessary mammograms performed during the **same** calendar year are subject to your deductible and coinsurance.	80% after out-of-network deductible **Note:** Out-of-network readings and interpretations are payable only when the screening mammogram itself is performed by an in-network provider.
	One per member per calendar year	
Routine screening colonoscopy	100% (no deductible or copay/coinsurance) for routine colonoscopy **Note:** Medically necessary colonoscopies performed during the **same** calendar year are subject to your deductible and coinsurance.	80% after out-of-network deductible
	One routine colonoscopy per member per calendar year	

Physician office services

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

Emergency medical care

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

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

Diagnostic services

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

Maternity services provided by a physician or certified nurse midwife

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

Hospital care

Benefits	In-network	Out-of-network
Semiprivate room, inpatient physician care, general nursing care, hospital services and supplies **Note:** Nonemergency services must be rendered in a **participating** hospital.	100% after in-network deductible Unlimited days	80% after out-of-network deductible
Inpatient consultations	100% after in-network deductible	80% after out-of-network deductible
Chemotherapy	100% after in-network deductible	80% after out-of-network deductible

Alternatives to hospital care

Benefits	In-network	Out-of-network
Skilled nursing care- must be in a **participating** skilled nursing facility	100% after in-network deductible Limited to a maximum of 120 days per member per calendar year	100% after in-network deductible
Hospice care	100% after in-network deductible Up to 28 pre-hospice counseling visits before electing hospice services; when elected, four 90-day periods-provided through a **participating** hospice program **only**; limited to dollar maximum that is reviewed and adjusted periodically (after reaching dollar maximum, member transitions into individual case management)	100% after in-network deductible
Home health care: • must be medically necessary • must be provided by a **participating** home health care agency	100% after in-network deductible	100% after in-network deductible
Infusion therapy: • must be medically necessary • must be given by a **participating** Home Infusion Therapy (HIT) provider or in a **participating** freestanding Ambulatory Infusion Center (AIC) • may use drugs that require preauthorization-consult with your doctor	100% after in-network deductible	100% after in-network deductible

Surgical services

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

Human organ transplants

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

Mental health care and substance abuse treatment

Benefits	In-network	Out-of-network
Inpatient mental health care and **inpatient** substance treatment	100% after in-network deductible	80% after out-of-network deductible
	Unlimited days	
Residential psychiatric treatment facility • covered mental health servics **must** be performed in a residential psychiatric treatment facility • treatment must be preauthorizd • subject to medical criteria	100% after in-network deductible	80% after out-of-network deductible
Outpatient mental health care: • Facility and clinic	100% after in-network deductible	100% after in-network deductible in participating facilities **only**
• Physician's office	100% after in-network deductible	80% after out-of-network deductible
Outpatient substance abuse treatment-in approved facilities **only**	100% after in-network deductible	80% after out-of-network deductible (in-network cost-sharing will apply if there is no PPO network)

Autism spectrum disorders, diagnoses and treatment

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

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

Other covered services

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

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

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

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

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

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

Member's responsibility (copays and coinsurance amounts)

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

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

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

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

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

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

Covered services

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

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

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

Features of your prescription drug plan

Custom Drug List	A continually updated list of FDA-approved medications that represent each therapeutic class. The drugs on the list are chosen by the BCBSM Pharmacy and Therapeutics Committee for their effectiveness, safety, uniqueness and cost efficiency. The goal of the drug list is to provide members with the greatest therapeutic value at the lowest possible cost. • **Tier 1 (generic)** - Tier 1 includes generic drugs made with the same active ingredients, available in the same strengths and dosage forms, and administered in the same way as equivalent brand-name drugs. They also require the lowest copay/coinsurance, making them the most cost-effective option for the treatment. • **Tier 2 (preferred brand)** - Tier 2 includes brand-name drugs from the Custom Drug List. Preferred brand name drugs are also safe and effective, but require a higher copay/coinsurance. • **Tier 3 (nonpreferred brand)** - Tier 3 contains brand-name drugs not included in Tier 2. These drugs may not have a proven record for safety or as high of a clinical value as Tier 1 or Tier 2 drugs. Members pay the highest copay/coinsurance for these drugs.
Prior authorization/step therapy	A process that requires a physician to obtain approval from BCBSM **before** select prescription drugs (drugs identified by BCBSM as requiring preauthorization) will be covered. **Step Therapy**, an initial step in the "Prior Authorization" process, applies criteria to select drugs to determine if a less costly prescription drug may be used for the same drug therapy. Some over-the-counter medications may be covered under step therapy guidelines. This also applies to mail order drugs. Claims that do not meet Step Therapy criteria require preauthorization. Details about which drugs require preauthorization or step therapy are available online site at **bcbsm.com/pharmacy**.

Features of your prescription drug plan

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

Blue Care Network of Michigan

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

Client: Bloomfield Hills Schools

BCN HSA℠ HMO $1,350 High Deductible Health Plan for Medical and Prescription Drug Coverage

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

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

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

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

Preventive Services

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

Physician Office Services

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

Emergency Medical Care

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

Diagnostic Services

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

Maternity Services Provided by a Physician

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

Hospital Care

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

Alternatives to Hospital Care

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

Surgical Services

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

Mental Health Care and Substance Abuse Treatment

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

Autism Spectrum Disorders, Diagnoses and Treatment

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

Other Services

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

Blue Care Network of Michigan

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

High Deductible Health Plan
Custom Drug List℠ $10/$30/$60/$80/20%/20%
Prescription Drug Coverage

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

Prescription Drugs

Deductible	The Deductible is combined for both medical and prescription drug coverage. The Deductible amount is listed with your medical benefits.
Tier 1A – Value Generics	$10 Copayment after Deductible
Tier 1B - Generics	$30 Copayment after Deductible
Tier 2 – Preferred Brand Drugs	$60 Copayment after Deductible
Tier 3 – Non-Preferred Drugs	$80 Copayment after Deductible
Tier 4 – Preferred Specialty	20% Coinsurance of the BCN Approved Amount after Deductible (Maximum Copayment $200)
Tier 5 Non-Preferred Specialty	20% Coinsurance of the BCN Approved Amount after Deductible (Maximum Copayment $300)
Sexual Dysfunction Drugs	50% Coinsurance of the BCN Approved Amount after Deductible
Contraceptives **Note:** Your cost sharing may be waived for Tier 1B, Tier 2 or Tier 3 contraceptive drugs if there are no appropriate generic products or preferred drugs available.	• Tier 1A – Covered in Full • Tier 1B – $30 Copay after Deductible • Tier 2 - $60 Copay after Deductible • Tier 3 - $80 Copay after Deductible
Preventive Medications	• Tier 1A – Covered in Full • Tier 1B Generic – Covered in Full • Tier 2 Preferred Brand – Covered in Full • Tier 3 Non-Preferred Drugs – Covered in Full
31-90 day supply for Mail-Order Pharmacy	Three times applicable copay minus $10 after Deductible
84-90 day supply for Retail Pharmacy	Three times applicable copay minus $10 after Deductible
Out-of-Pocket Maximum	Your medical out-of-pocket maximum is integrated with your BCN covered Prescription Drugs. The out-of-pocket maximum amount is listed with your medical benefits.

Definitions

Brand Name Drug	Manufactured and marketed under a registered trade name and trademark. • Multi-source Brand Name Drug: a drug that is available from a brand name manufacturer and also has a generic version. • Single Source Brand Name Drug: the drug can only be produced by the company holding the patent; no generics are available.
Generic Drugs	Prescription drugs that have been determined by the FDA to be bioequivalent to Brand Name Drugs and are not manufactured or marketed under a registered trade name or trademark.
Non-Preferred Drugs	Prescription drugs that may not have a proven record for safety or their clinical record may not be as high as the BCN preferred alternatives.
Non-Preferred Specialty Drugs	Specialty drugs that may not have a proven record for safety or their clinical value may not be as high as the Specialty Drugs.
Out-of-Pocket Maximum	The highest amount of money you have to pay for covered services during the Calendar Year.
Preferred Brand Drugs	Prescription drugs that are Single Source Brand drugs that have a proven record for safety and effectiveness.
Preferred Specialty Drugs	Generic or Single Source Brand Specialty drugs that have a proven record for safety and effectiveness and offer the best value to our members.
Value Generic Drugs	Prescription drugs that have a proven clinical value essential for treatment of chronic conditions.

APPENDIX C

Funding to the Clerical and Program Aides Health Saving or Flexible Savings Account								
CLERICAL AND PROGRAM AIDES 2017 plan year								
	Single		**Two Person**		**Full Family**			
CAP	$6,344.80		$13,268.93		$17,304.02			
Cost of Insurance	$6,387.48		$15,329.88		$19,162.56			
Amount less than the CAP	-$42.68		-$2,060.95		-$1,858.54			
used to fund the Health Savings Acct								
Current coverage cost	$6,387.48		$15,329.88		$19,162.56			
Differential per person	**$42.68**		**$2,060.95**		**$1,858.54**			
Currently Enrolled	15		14		11	40		
							Annual Cost	
Annual cost over/under hard cap	$640.20		$28,853.30		$20,443.94		**$49,937.44**	
							** Annual cost in excess of	
							hard cap is calculated by	
							subtracting the state cap	
Health Savings Account Funding							from the current	
Single	15	-$42.68	-$640.20				coverage cost	
Two Person	14	-$2,060.95	-$28,853.30					
Full Family	11	-$1,858.54	-$20,443.94					
	40		-$49,937.44					
							Amount to be paid by employee	
Note: These numbers vary from		15	1300		$ 19,500.00		$ (768.27)	
the information above. State law		25	2600		$ 65,000.00		$ (1,536.54)	
requires us to count the cap differently					$ 84,500.00			
than BC for employee and child.								
			Percent of deduction		-59%			
			funded					

APPENDIX D

Regulation 4400.1

Family and Medical Leave Act Regulation

1. PURPOSE

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

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

2. DEFINITIONS

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

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

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

B. **"*Spouse*"** means a husband or wife, but does not include unmarried domestic partners. If both spouses work for the school district, their total leave in any 12-month period may be limited to an aggregate of 12-weeks if the leave is taken for either the birth or placement for adoption or foster care of a child or to care for a sick parent. The aggregated amount of leave in a 12-month period is 26 weeks in situations where the leave is based on the care for a covered service member.

C. **"*Parent*"** means biological, adoptive, step or foster parent, or any other individual who stood *in loco parentis* to the employee when the employee was a child. A parent-in-law does not meet this definition.

D. **"*Child*"** means a son or daughter under age 18, or 18 years or older who is incapable of self-care due to mental or physical disability. Employees who are *in loco parentis* include

those with day-to-day responsibility for care and financially supports the "child". A biological or legal relationship is not necessary.

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

1. Has a disability as defined by the ADA;

2. Is incapable of self-care due to that disability;

3. Has a serious health condition; and

4. Is in need of care due to the serious health condition

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

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

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

(2) ***"Qualifying Exigency Leave."*** An eligible employee with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may also use their 12-week leave entitlement to address certain qualifying exigencies. The Department of Labor defines qualifying exigencies as: (1) short-notice deployment (up to seven days from date of notification), (2) military events and related activities, (3) childcare and school activities, (4) financial and legal arrangements, (5) counseling, (6) rest and

recuperation (up to five days for each instance), (7) post-deployment activities occurring within 90 days following the termination of active duty status, and (8) additional activities arising from the service member's active duty or call to active duty not encompassed in the other categories, but agreed to by the employer and employee.

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

(1) inpatient care (an overnight stay);

(2) a period of incapacity from work requiring "continuing treatment" by a healthcare provider;

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

(3) a period of incapacity from work due to pregnancy or for prenatal care;

(4) a period of incapacity from work requiring treatment for chronic or permanent/long-term conditions (*e.g.*, asthma, diabetes, epilepsy, cancer); or

(5) a period of absence to receive multiple treatments by a healthcare provider for a non-chronic condition that, if left untreated, could result in a period of incapacity of more than 3 consecutive calendar days (*e.g.,* dialysis for kidney disease or chemotherapy for cancer).

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

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

H. **"*Instructional Employee*"** means a person whose principle function is to teach and instruct students in a class, a small group or an individual setting. This term includes

teachers or auxiliary personnel principally engaged in direct delivery of instruction (*e.g.,* signers for hearing impaired). This definition ***does not include*** auxiliary personnel such as counselors, teacher assistants, aides, psychologists, social workers, and non-instructional support personnel.

I. **"*District*"** means the Bloomfield Hills Schools. This regulation shall be implemented by the Superintendent or his/her designee.

3. GENERAL

A. ***Eligibility*.** An employee who has worked at least 1,250 hours during the 12-month period before commencement of the leave is eligible for FMLA leave after having completed at least 12 months of service, including previous service with the District up to 7 years before commencement of the leave. Instructional employees will not be eligible if it is clearly demonstrated that the employee did not work the requisite hours during the 12-month period.

B. Eligible employees may use FMLA leave for one or more of the following reasons:

(1) The birth of a child and care for a newborn;

(2) The care for a newly-adopted child or child recently placed in an employee's home for foster care;

(3) To care for a spouse, child (who is less than age 18, or 18 but incapable of self-care) or a parent (but not parent-in-law) who has a serious health condition;

(4) An employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job; or

(5) To address certain qualifying exigencies or care giving associated with a covered service member. The employee may be required to provide information supporting the need for military family leave.

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

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

If spouses are both employed by the District and both are eligible for FMLA leave, spouses may take up to a combined total of 12 weeks of leave for the birth and care of a newborn

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

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

4. NOTICE

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

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

(2) When the need for FMLA leave is *unexpected*, absent unusual circumstances, the employee must provide notice to the Employer either the same business day or the next business day after the employee learns of the need for the FMLA leave.

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

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

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

5. SUBSTITUTION OF PAID LEAVE TIME

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

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

6. MEDICAL CERTIFICATION

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

B. The employee may be required to provide supporting information concerning military family leave. Forms for this purpose will be provided by the Administration when the employee notifies the District of the need for the leave. Employees must provide the requested medical certification within 15 days of being supplied with the necessary certification form from the Administration or a request for FMLA leave may be delayed or denied.

C. After an employee submits the required medical certification, the District may require, at its option and expense that a medical certification be obtained from a healthcare provider of the District's own choosing to verify the need for the requested FMLA leave. If the first and second certifications differ, the District may require (at its option and expense) that a third certification be obtained from a third healthcare provider who is jointly selected by the prior two healthcare providers. The third medical certification will be final and binding on both parties. If the employee refuses to be examined by the third healthcare provider or refuses to cooperate in the examination, the employee will be bound by the second certification.

D. The District may request medical recertification for leave taken because of an employee's

own serious medical condition or the serious medical condition of a family member. Recertification may be requested pursuant to the following:

(1) The District may request recertification no more often than every 30 days and only in connection with the absence by the employee, unless paragraphs 2 or 3 below apply.

(2) If the initial medical certification indicates that the minimum duration of the condition is more than 30 days, the District will wait until the minimum duration expires or 6 months, whichever is less, before requesting a recertification, unless paragraph 3 applies.

(3) The District may request recertification in less than 30 days if: (a) an employee requests an extension of leave; (b) circumstances described by the previous certification have changed significantly; or (c) the District receives information that cast doubt upon the employee's stated reason for the absence or the continuing validity of the certification.

The employee must provide the requested recertification to the District within15 calendar days unless it is not practicable under the particular circumstances to do so despite the employee's diligent good faith efforts. The District may ask for the same information as that permitted for the original certification. The employee has the same obligations to participate and cooperate in the recertification process as in the initial certification process. Any recertification requested by the employer shall be at the employee's expense.

7. <u>INTERMITTENT/REDUCED LEAVE SCHEDULE</u>

A. If an employee requests intermittent leave or a reduced leave schedule, the District may require the employee to explain why the intermittent/reduced leave schedule is necessary. An employee must meet with the District and attempt to work out a leave schedule which meets the employee's needs for leave without unduly disrupting the District's operations. The employee should meet with the District before treatment is scheduled. If the meeting takes place after treatment has been scheduled, the District may, in certain instances, require an employee to attempt to reschedule treatment.

B. The District may assign an employee to an alternative position with equivalent pay and benefits, but not necessarily equivalent job duties that better accommodate the employee's intermittent or reduced leave schedule. The District may also transfer the employee to a part-time job with the same rate of pay and benefits. A "light-duty" assignment, however, will not be considered FMLA leave. Where benefits (*e.g.,* vacation) are based on the number of hours worked, the employee will receive appropriate benefits, based upon hours worked. When a transfer to a part-time position has been made to accommodate an intermittent or reduced-leave schedule, the District will continue group health benefits on the same basis as provided for full-time employees until the 12 (or 26 weeks for the care of a covered service member) weeks of FMLA leave

are used.

C. An intermittent and/or reduced leave schedule is available for an eligible employee to attend to a serious health condition requiring periodic treatment by a healthcare provider, or because the employee (or family member) is incapacitated due to a chronic serious health condition. An employee on pregnancy leave (unless a serious health condition is involved) or leave for care of an adopted, foster, or newborn child is not eligible for intermittent leave.

D. If an eligible instructional employee requests intermittent or a reduced leave schedule to care for a family member having a serious health condition, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the instructional employee would be on leave for more than 20% of the total number of working days over the leave period, the District may require the instructional employee to choose either to:

(1) take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or

(2) transfer temporarily to an available alternative position for which the instructional employee is qualified, which has equivalent pay and benefits and which better accommodates recurring leave periods than does the instructional employee's regular assignment.

8. <u>BENEFITS</u>

A. During the period of an approved FMLA leave, the District will continue the employee's health insurance premium uninterrupted. If the employee makes a contribution toward coverage, the employee must make arrangements to continue his or her contributions during the leave to continue the basic health insurance coverage at its existing level. An employee's failure to pay his or her share of health insurance premium during FMLA leave may result in loss of coverage if the employee's contribution is more than 30 days late. If the employee's premiums are in arrears, the District will provide the employee at least 15 days written notice that coverage will be dropped prior to cancelling coverage.

(1) Except as required under COBRA, the District's obligation to maintain health benefit premium contributions for an employee on FMLA leave ceases when: a) the employment relationship would have terminated, irrespective of the FMLA leave (*e.g.,* reduction in force); b) when the employee advises the District of his or her intent not to return from leave; or c) when the FMLA leave expires and the employee has not returned from leave.

(2) Employee contributions will be required either through payroll deduction or by direct payment to the District. The employee will be advised in writing at the beginning of the leave as to the amount and method of

payment. Employee contribution amounts are subject to any change in premium rates that occur while the employee is on leave.

(3) If the District remits any employee premium contributions in arrears from the employee while on FMLA leave, the employee will be required to reimburse the District for delinquent payments (through authorized payroll deduction or otherwise) upon return from leave. If the employee fails to return from unpaid leave for reasons other than: a) the continuation, recurrence, or onset of a serious health condition of the employee or a covered family member, or b) circumstances beyond the employee's control, the District may seek reimbursement from the employee for the portion of the premiums paid by the District on behalf of that employee (also known as the "employer contribution") during the leave period, excluding the period where the District or the employee has substituted paid leave for FMLA leave.

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

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

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

(2) ***Disability Plan Leave.*** The District may designate any employer-sponsored disability plan leave as FMLA leave.

9. RETURN TO WORK

A. Upon conclusion of FMLA leave, an employee will be returned to the same position the employee held when leave began or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, provided the position remains.

B. Periods Near the Conclusion of an Academic Team

1. Leave five weeks before end of term: An instructional employee who begins a leave more than five weeks before the end of an academic term (semester) may be required

to continue on leave until the end of the term if the leave will last at least three weeks, and the return to work would occur within the last three weeks of the term.

2. Leave five weeks before the end of term for reasons other than employee's serious health condition: An instructional employee who begins a leave for a purpose other than his/her own serious health condition during the five-week period before the end of a term may be required to continue on leave until the end of the term if the leave will last more than two weeks, and the return to work would occur within the last two weeks of the term.

3. Leave three weeks before end of term for reasons other than employee's serious health condition: An instructional employee who begins a leave for a purpose other than his/her own serious health condition during the three-week period before the end of the term and the duration of the leave is more than five working days may be required to continue on leave until the end of the term.

C. ***Fitness-for-Duty Certification.*** An employee shall submit a written statement from a physician which addresses the employee's ability to return to work and perform the essential functions of the position, consistent with District policy or collective bargaining agreement at least one (1) day prior to the scheduled return. In the case of intermittent or reduced schedule leave, where reasonable job safety concerns exist, the District may require the employee to provide a fitness-for-duty certification up to once every 30 days before he or she may return to work.

10. KEY EMPLOYEES

A. ***Definition*.** A "key" employee is an eligible salaried FMLA-eligible employee who is among the highest paid 10% of District employees.

B. ***Job Restoration.*** While the District will not deny FMLA leave to an eligible key employee, the District may deny job restoration to a key employee when the restoration to employment will cause the District substantial and grievous economic injury or substantial, long-term economic injury.

C. ***Qualifications.*** Each employee who is designated as a "key" employee will be notified of that fact when he/she requests FMLA leave, or at the commencement of such leave, whichever occurs first; or if the notice cannot be given then because of the need to determine whether the employee is a key employee, as soon thereafter as practical.

In any situation in which the District determines that it will deny restoration or employment to a key employee, the District will issue a hand-delivered or certified letter to the key employee explaining the finding that the required injury to the District exists. Additionally, the District will inform the key employee of the potential consequences with respect to reinstatement and maintenance of health benefits should employment restoration be denied. When practical, the District will communicate this determination before the commencement of the FMLA leave; the key employee may then take FMLA

leave or forego it. If the FMLA leave has already begun, the key employee will be provided a reasonable time in which to return to work after being notified of the District's intention – the decision cannot be made until the employee seeks to return to deny reinstatement.

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

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

11. FAILURE TO RETURN FROM LEAVE

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

12. FORMS

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

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

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

WH-381 Notice of Eligibility and Rights & Responsibilities

WH-382 Designation Notice

WH-384 Certification of Qualifying Exigency For Military Family Leave

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

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

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

Date Adopted: April 24, 2009
Revised: March 15, 2013