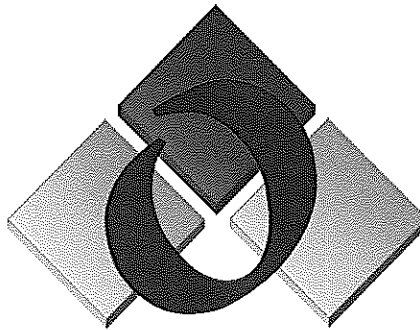


2009-2011 AGREEMENT
BETWEEN THE
OTTAWA AREA INTERMEDIATE SCHOOL DISTRICT
AND THE
OTTAWA AREA EDUCATION ASSOCIATION



OTTAWA AREA INTERMEDIATE
SCHOOL DISTRICT

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PREAMBLE

This Agreement is entered into by and between the Ottawa Area Education Association (Ottawa Area Center), hereinafter called the “Association”, and the Ottawa Area Intermediate School District, hereinafter called the “District”. The signatories shall be the sole parties to this Agreement.

WITNESSETH

WHEREAS, the District has a statutory obligation, pursuant to the Public Employment Relations Act, Act 336 of the Public Acts of 1947, as amended, to bargain with the Association as the representative of its teaching personnel with respect to hours, wages, terms and conditions of employment, and

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

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

ARTICLE I
RECOGNITION

The District hereby recognizes the Association as the sole and exclusive bargaining representative for all full and part-time certified teachers, temporary teachers (1), occupational and speech therapist at Ottawa Area Center serving in certified positions, but excluding substitute teachers (2), aides, social workers, psychologists, nurses, superintendent, assistant superintendent, principals, assistant principals and all other employees.

1. Temporary teachers shall be defined as teachers employed for a full year for teachers on leaves of absence.
2. Substitute teachers shall be defined as teachers filling a position for less than one (1) full school year.

The District agrees not to negotiate with or recognize any other teachers' organization for this bargaining unit.

The term teacher when used in this agreement shall refer to Bargaining Unit Member.

ARTICLE II
DISTRICT RIGHTS

A. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the District, except those which are clearly and expressly relinquished herein by the District, shall continue to vest exclusively and be exercised exclusively by the District without prior negotiations with the Association, as to the taking of action under such rights or with respect to the consequence of such action, during the terms of this Agreement. Such rights shall include by way of illustration and not by way of limitation, the right to:

1. Manage and control the school's business space, the equipment and the operations and to direct the working forces and affairs of the Employer.
2. Continue its rights and past practice of assignment and direction of work to all of its personnel, determine the number of shifts and hours of work and starting times and scheduling of all the foregoing and the right to establish, modify or change any work or business hours or days, but not in conflict with the specific provisions of the Agreement.
3. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees, assign work or extra duties to employees (if above the employee's classification, such assignment will be temporary and of short duration), determine the size of the work force and to lay off employees.
4. Determine the services, supplies, and equipment necessary to continue its operation and to determine the methods, schedules and standards of operation, the means, methods, and processes of carrying on the work including automation thereof or changes therein, the instruction of new and/or improved methods or changes therein.
5. Adopt reasonable rules and regulations.
6. Determine the qualifications of employees, including physical condition.
7. Determine the number and location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions or

subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.

8. Determine the placement of operations, production, service, maintenance or distribution of work, and the source of materials and supplies.
 9. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
 10. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization provided that the Employer shall not abridge any rights from employees as specifically provided for in this Agreement.
 11. Determine the policy affecting the selection, testing or training of employees, providing that such selection shall be based upon lawful criteria.
- B. The matter contained in this Agreement and/or the exercise of any such rights of the Employer are not subject to further negotiations between the parties during the term of this Agreement.

ARTICLE III
PAYROLL DEDUCTIONS

- A. Any employee who is a member of the Association, or who has applied for membership, may sign and deliver to the District an assignment authorizing deduction of dues, or service fees in the Association. Such authorization shall continue in effect from year to year unless revoked, in writing from July 1 to September 1 for each given school year. Pursuant to such authorization, the District shall make deductions in nineteen (19) equal installments from each paycheck beginning in September and ending in June of each year.

- B. Upon appropriate written authorization from the teacher, the District shall make deductions from the salary of any teacher and make appropriate remittance for up to four (4) annuity programs, credit union, savings bonds, United Fund, or other plans or programs jointly approved by the Association and the District.

- C. Teachers shall have the option of receiving pay on twenty-one (21) or twenty-six (26) equal pay period basis.

ARTICLE IV
TEACHER RIGHTS

- A. The provision of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status.

- B. At the beginning of each school year the District shall provide to each teacher, a handbook, which shall contain applicable Board policy and administrative rules and regulations as determined by the District. The handbook will be periodically updated and such updated information shall be provided to all teachers. A copy of the handbook will be provided to each new teacher upon employment.

ARTICLE V
TEACHER PROTECTION

- A. The District agrees to support its teachers in taking all reasonable actions in maintaining proper classroom order.

- B. Time lost as a result of an assault upon a teacher by a student shall not be charged to the teacher. Time lost as a result of being complained against if sued by reason of disciplinary action taken by the teacher shall not be charged against the teacher if his action is upheld.

- C. The District agrees to reimburse teachers for destruction of clothing or glasses resulting from a student's intentionally or unintentionally forceful behavior provided:
 - 1. That in the opinion of the Superintendent or his/her designee, the teacher was exercising reasonable care in dealing with the student.
 - 2. Within three (3) days of the occurrence the teacher shall file a written report with the building supervisor detailing the incident.
 - 3. The District will reimburse teachers for a reasonable amount.
 - 4. Teachers may be required to submit evidence of the amount of damage done.
 - 5. That such loss is not reimbursable through applicable insurance coverage.

ARTICLE VI
TEACHING CONDITIONS

- A. Insofar as pupil-teacher ratio is recognized as an important aspect of an effective educational program, the District agrees that so far as practicable it shall bring class size within the applicable state standards or file a deviation in those cases where appropriate.

- B. The Board agrees to provide the following work benefits for employees of the unit:
 - 1. Telephone
 - 2. A staff room
 - 3. Parking facilities
 - 4. Restroom facilities
 - 5. A desk, chair and filing cabinet for each teacher if requested
 - 6. Access to technology as deemed appropriate by OAC Administration

- C. Whenever a teacher is absent for 1/2 day or more, with advance notice, the Board will make reasonable efforts to hire a qualified substitute.

ARTICLE VII

TEACHING HOURS AND STAFF MEETINGS

A. The normal teaching load shall consist of a minimum of twenty-nine and one-half (29-1/2) hours of pupil contact time per week and three (3) hours of on-site preparation time per week. All teachers are required to be at their working stations by 8:30 a.m. and will normally be permitted to leave school premises after 3:30 p.m. each day. For Infant Program staff, these hours may be worked outside of the regular work day in order to meet the needs of families/students. Each teacher will be provided with a duty-free break of 30 minutes each day. The time of such breaks will be worked out between the supervisor and the teacher involved.

B. Meetings/Professional Development Activities - It is understood that the teaching hours in Paragraph A are minimum requirements. During the course of the school year, additional time will be required to participate in staff meetings, school related activities, student educational/developmental planning meetings and professional development activities.

The Ottawa Area Center administrative team will meet as needed with O.A.E.A. representatives to develop and/or review these activities listed above and meeting/training schedules. Individual goals which may include professional development plans will be mutually developed with the instructor and approved by the Ottawa Area Center administrative team.

C. Normally contract negotiations and grievance processing will be conducted outside of teacher duty hours. However, when it is mutually agreeable for representatives of the District and the Association to meet during duty hours, the Association representatives shall be released from regular duties without loss of salary.

ARTICLE VIII
ASSOCIATION RIGHTS

- A. The Association and/or its representative shall have the right to use the Ottawa Area Center at reasonable hours for meetings, provided that advance approval has been obtained from the Superintendent or his designee at least forty-eight (48) hours prior to the scheduled meeting. In an emergency situation the 48 hour requirement may be waived by approval of the Building Director. No charge shall be made for the use of school rooms during school days from the hours 7:00 a.m. to 6:00 p.m. Outside of said hours, the District may also reasonably charge and be paid by the Association for: special custodial service when necessary, damages to District equipment, facilities, and other properties attributable to such use.

- B. Duly authorized representatives of the Association shall be permitted to transact official Association business on school property before and after school hours, provided that such business shall not interfere with or interrupt normal school operations.

- C. The Association shall have the privilege of using school facilities and equipment including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and audio visual equipment at reasonable times (as determined by the Superintendent or his designee). (The Association shall pay for the cost of all materials, supplies, and repairs incidental to such use.)

- D. The Association shall have the right to post notices of activities and matters of Association concern on an employee bulletin board provided for that purpose.

- E. Not later than November 1 of each year, the administration will provide the Association with a current seniority list.

ARTICLE IX
TRANSFERS

Requests by a teacher for transfer to a different position within the Ottawa Area Intermediate School District, shall be made in writing, one copy of which shall be filed with the Superintendent. The application shall set forth the reasons for transfer, the school, level, or position sought, and the applicant's academic qualifications. Such requests shall be reviewed once each year and shall expire at the end of the academic year in which it is submitted.

An involuntary transfer will be made only in case of an emergency or to prevent undue disruption of the instructional program. The Superintendent shall notify the affected teacher and the Association of the reasons for such transfer. Upon request such reasons will be put in writing.

An employee who is transferred (but not laid off) due to a reduction in class size shall have the first right of refusal for the vacated position, should it be reinstated at any point during the 180 compensable days (regular school calendar) following the displacement. If the employee chooses not to return to the reinstated position, then the provisions of Article X will apply.

ARTICLE X
VACANCIES

- A. A vacancy is defined as a newly created or unfilled contracted school year position within the Bargaining Unit which the District intends to fill.

- B. When vacancies occur during the school year, it may be difficult to fill them from within the District without disruption to the existing instructional program. Therefore, if in the Superintendent's judgment such a vacancy could best be filled from outside the District, (s)he or his/her designee may fill the position on a temporary or tentative basis until the end of the current year at which time the position will be considered vacant.

Whenever a vacancy occurs, the Superintendent or his/her designee shall post notice of same on a bulletin board for no less than 10 working days before the position is filled.

Vacancies shall be filled on the basis of certification, qualifications, and length of service in the district and other relevant factors. If, in the determination of the Superintendent or his/her designee, all of the above factors are equal, the most senior applicant will be awarded the position. If there is a tie in the seniority of the qualified applicants, the vacancy shall be filled by the drawing of lots in the presence of the persons involved, the President of the Association or his/her designee, and the Superintendent or his/her designee.

Whenever vacancies occur during the normal summer months when regular school is not in session, the following procedure, in addition to the procedures heretofore outlined, shall be followed:

Teachers with specific interests in possible vacancies will notify the Superintendent, or his/her designee, of their interest in writing during the last regular week of school, and the notification shall include a summer address. Should a vacancy occur, the teachers who have expressed an interest in said position or a similar position shall be contacted by certified letter.

- C. The District agrees to post notice of vacancies in professional positions outside the Bargaining Unit. The District retains the right to fill such positions on its determination of qualifications. Positions shall be posted at least two (2) weeks prior to filling the vacancies.

- D. The Superintendent or his/her designee will, as well as circumstances permit, inform the Ottawa Area Center staff of all OAC planned program transfers or program additions in the constituent K-12 districts, and will post any vacancies resulting from such transfers or additions at the Ottawa Area Center.

ARTICLE XI
LAYOFF AND RECALL PROCEDURE

- A. It is hereby recognized that it is within the discretion of the District to reduce the educational program and curriculum and staff when economic necessity and program change dictates.

In order to promote an orderly reduction in personnel when the educational program and curriculum and staff are curtailed, the following procedure will be used:

1. Substitutes will be laid off first.
 2. Probationary employees will be laid off where any teacher who has acquired tenure and whose position has been curtailed is certified and qualified to perform the duties of the probationary teacher.
 3. In the event tenure teachers must be laid off, layoff will be on the basis of seniority, provided those teachers remaining are certified for the remaining positions. If two or more persons have equal seniority and both are qualified as defined in Article X for a given position, then seniority shall be determined by drawing lots in the presence of the persons involved and the President of the Association. Teachers shall be recalled in inverse order of layoff for new positions opening for which they are certified in accordance with the above procedure.
 4. Vacancies created by layoff procedures will be filled according to the conditions of Article X, Vacancies. In the process of reassignment of existing staff, the Director shall consult with representatives of the O.A.E.A. Executive Board and the affected bargaining unit member prior to making a decision.
- B. The Board shall notify a teacher of layoff for the ensuing year not later than July 1. However, if economic conditions and/or program change necessitates layoff during the year, the teacher(s) involved will be given at least 20 calendar days notice prior to the effective date of the layoff.

- C. During a period of layoff, teachers shall not be entitled to insurance benefits at District expense beyond the benefit earned, based on the percentage of contract year completed. Upon the approval of, and subject to the limitations established by the respective insurance carrier, insurance benefits may be continued at the teacher's expense by paying the appropriate premiums.

- D. New full time certified teachers acting in a teaching capacity in the Ottawa Area Center shall not be hired by the District except as per diem substitutes while there are teachers currently employed by the District at the Ottawa Area Center who are laid off unless there are no laid off teachers with proper certification and qualifications to fill any Bargaining Unit vacancy which may arise.

- E. The District shall give written notice of recall from layoff by sending a registered or certified letter to said teacher, at his last known address. It shall be the responsibility of each teacher to notify the District of any change in address. The teacher's address as it appears on the District's records shall be used in connection with layoffs, recall or other notice to the teacher. If a teacher fails to report to work within ten (10) calendar days from date of sending the recall, unless an extension is granted in writing by the District, said teacher shall be considered as a voluntary quit and shall thereby terminate his individual employment contract and any relationship with the District.

- F. Definitions:
 - a. Certification shall be defined as possessing a provisional, professional education, permanent, or continuing certificate appropriate to the teaching assignment.

- b. Seniority shall be defined as the length of continuous service in the District by employees assigned to the Ottawa Area Center in positions that require certification.

ARTICLE XII
EVALUATION OF TEACHERS

- A. The evaluation of the performance of each teacher in the school system is the responsibility of the administration. In such evaluations, all monitoring or observations of teachers shall be conducted openly. No electronic device shall be used during the evaluation process without consent of the teacher.

- B. Evaluation shall only be conducted by the building principal or other qualified administrator as designated by the Board of Education. The District reserves solely unto itself, or its designated agent, the right to determine whether or not an administrator is qualified to evaluate members of the Bargaining Unit.

- C. The performance of all teachers shall be evaluated in writing.
 - 1. Probationary teachers shall be evaluated in writing according to the Teacher Tenure Act. A personal interview will be held to review the evaluation within ten (10) days after the evaluation is made by the administrator. At such time, the administrator shall identify problem areas and the specific ways in which subject teacher's performance must be improved. He/she shall also outline the assistance to be given toward such end by the administrator and other staff members.

 - 2. Tenure teachers shall be evaluated in writing at least once every 3 years, but before March 15 of each year. A personal interview will be held with each tenure teacher to review the evaluation within ten (10) days after the evaluation is made by the administrator. At such time, the administrator shall identify problem areas and the specific ways in which subject teacher's performance must be improved. He/she shall also outline the assistance to be given toward such end by the administrator and other staff members. If a problem concerning a teacher should arise in a year the teacher is not scheduled for review, an evaluation will be conducted in the year that the problem is noted, so that an Individualized Development Plan (IDP) can be developed to address the issues.

3. All teachers who change assignments may be evaluated in the first year of their new assignment.
-
- D. Two (2) copies of the written evaluation shall be submitted to the teacher, one to be signed and returned to the administration and the other one to be retained by the teacher. In the event that the teacher feels his/her evaluation was incomplete or unjust, he may put his objections in writing and have them attached to the evaluation report to be placed in his evaluation file, or he may request an additional observation.
 - E. Each teacher shall have the right upon request to review the contents of his evaluation file.
 - F. Evaluations as described herein shall require the evaluator to be present in the room for a continuous period of at least 30 minutes.
 - G. Teachers will be evaluated using the district portfolio process for 2009-2010. For 2010-2011, it is agreed that a new performance evaluation instrument will be researched and developed by a committee comprised of OAEA members (preference given to those who are also School Improvement Team members) and Administration. This instrument will comply with all applicable state and federal guidelines, including those outlined in Section 1249 of the Michigan Revised School Code, as amended by PA 205.
 - H. Probationary teachers shall be assigned a mentor teacher per the Tenure Act.

ARTICLE XIII
DISCIPLINE OF TEACHERS

- A. Teachers shall at all times be entitled to have present a representative of the Association when they are being reprimanded, warned or disciplined for any infraction of rules. When a request for such representation is made, no action shall be taken with respect to the teacher until such representative of the Association is present.

- B. No teacher shall be disciplined or reprimanded without just cause.

- C. Complaints received by the administration against a teacher which will become part of the teacher's personnel file shall be promptly called to the attention of the teacher.

- D. Discipline may include, by way of illustration and not by way of limitation, oral reprimand, written reprimand, suspension, and/or discharge.

ARTICLE XIV
GRIEVANCE PROCEDURE

- A. A grievance shall be an alleged violation of the expressed terms of this contract.

- B. The Association shall designate one representative to handle grievances when requested by the grievant. The District hereby designated the Principal to act as its representative at Level One as hereinafter described and the Superintendent or his/her designated representative to act at Level Two as hereinafter described.

- C. The term “days” as used herein shall mean days in which school is in session.

- D. Written grievances as required herein shall contain the following:
 - 1. It shall be signed by the grievant(s) or the Association;
 - 2. It shall be specific;
 - 3. It shall contain a synopsis of the facts giving rise to the alleged violation;
 - 4. It shall cite the section or subsections of this contract alleged to have been violated;
 - 5. It shall contain the date of the alleged violation;
 - 6. It shall specify the relief requested.

- E. Level One - A teacher (or Association) alleging a violation of the express terms of this contract shall, within ten (10) days of the alleged violation(s) occurrence, or such date as the teacher should have reasonably become aware of the alleged violation, orally discuss the grievance with the Principal in an attempt to resolve same.

If no resolution is obtained within five (5) days after the oral discussion with the Principal, the teacher shall, within five (5) days of such oral discussion, reduce the grievance to writing and deliver it to the Principal. If the teacher does not receive an answer within five (5) days thereafter, or if the written answer is unacceptable, the teacher shall within ten (10)

days of the date on which the written grievance was submitted to the principal, file his/her grievance at Level Two. A copy of the written decision of the Building Director shall be forwarded to the Superintendent of Schools for permanent filing.

Level Two - A copy of the written grievance shall be filed with the Superintendent or his/her designated agent as specified in Level One with the endorsement thereon of the approval or disapproval of the Association. Within five (5) days of receipt of the grievance, the Superintendent or his/her designated agent shall arrange a meeting with the grievant and/or the designated Association representative, at the option of the grievant, to discuss the grievance. Within five (5) days of the discussion, the Superintendent or his/her designated agent shall render his/her decision in writing, transmitting a copy of the same to the grievant, the Association secretary, and the Principal, and place a copy of the same in a permanent file in his/her office.

If no decision is rendered within five (5) days of the discussion or the decision is unsatisfactory to the grievant and the Association, the grievant may appeal same to the Board of Education by filing the written grievance along with the decision of the Superintendent with the officer of the Board in charge of drawing up the agenda for the Board's meetings not less than five (5) days prior to the next regularly scheduled Board meeting.

Level Three - Upon proper application as specified in Level Two, the Board of Education shall allow the teacher or his/her Association representative an opportunity for a private hearing at their next regular meeting, to the extent permitted by the Open Meetings Act MCLA 15.261 et. seq. Within fifteen (15) days from the hearing of the grievance the Board shall render its decision in writing. The Board of Education may hold future hearings therein, may designate one or more of its members to hold future hearings therein, or otherwise investigate the grievance, provided, however, that in no event except with

express written consent of the Association shall final determination of the grievance be made by the Board of Education more than fifteen (15) days after the initial hearing.

A copy of the written decision of the Board of Education shall be forwarded to the Superintendent for permanent filing, and to the Principal, the grievant, and the secretary of the Association.

Level Four - Individual teachers shall not have the right to process a grievance at Level Four.

1. If the Association is not satisfied with the disposition of the grievance at Level Three, it may within ten (10) days after the decision of the Board has been rendered refer the matter for arbitration to the American Arbitration Association in writing, and request the appointment of an arbitrator to hear the grievance. If the parties cannot agree upon an arbitrator, one shall be selected in accordance with the rules of the American Arbitration Association.
2. Neither party may raise a new defense or ground at Level Four not previously raised or disclosed at other written levels. Each party shall submit to the other party not less than three (3) days prior to the hearing a pre-hearing statement alleging facts, grounds and defenses which will be proven at the hearing and hold a conference at that time, in an attempt to settle the grievance.
3. The decision of the arbitrator shall be final and conclusive and binding upon employees, the District and the Association. Subject to the right of the District and the Association to judicial review, any lawful decision of the arbitrator shall be forthwith placed into effect.
4. Powers of the arbitrator are subject to the following limitations:
 - a. The Arbitrator shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.
 - b. The Arbitrator shall not hear any grievances barred from the scope of the grievance procedure.

- c. Where no financial loss has been caused by the action of the District complained of, the District shall be under no obligation to make monetary adjustments and the arbitrator shall have no power to award punitive damages.
 - d. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the occurrence or non-occurrence of the event upon which the grievance is based.
 - e. He shall have no power to neither change any practice, policy or rule of the District nor substitute his judgment for that of the District as to the reasonableness of any such practice, policy, rule or action of the District is in violation of this Agreement.
 - f. The Arbitrator shall have no power to decide any question which, under this Agreement, is within the responsibility of the management to decide.
 - g. Not more than one grievance may be considered by the arbitrator at one time except by mutual consent.
- F. The fees and expenses of the arbitrator shall be equally shared between the parties.
- G. Should a teacher fail to institute a grievance within the time limits specified, the grievance will not be processed. Should a teacher fail to appeal a decision within the limits specified, or leave the employ of the District (except a claim involving a remedy directly benefiting the grievant regardless of his employment), all further proceedings on a previously instituted grievance shall be barred.
- H. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the participants.
- I. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties.

- J. The following matters shall not be subject to the grievance procedure:
1. Failure to re-employ a probationary teacher;
 2. The placing of a non-tenure teacher on a third year of probation;
 3. Any non-procedural matter involving teacher evaluation.
 4. Any matter in which the Teacher Tenure Act prescribes a procedure or authorizes a remedy (i.e., discharge and/or demotion).
 5. Any claim or complaint in which the teacher has initiated remedial procedures via a forum established by law or by regulation having the force of the law.

ARTICLE XV
CONTINUITY OF OPERATIONS

The Association and District recognize that strikes and other forms of work stoppages by teachers are contrary to law and public policy. The Association and District subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Association therefore agrees that its officers, representatives and members shall not authorize, instigate, cause, aid, encourage, ratify or condone nor shall any teacher take part in any strike, slowdown or stoppage of work, boycott, picketing or other interruption to the detriment of the children or the educational process in the Ottawa Area Center. Violations of this Article may result in disciplinary action.

ARTICLE XVI
ILLNESS & DISABILITY

- A. Sick/disability leave shall be accumulated as follows:
1. Upon initial employment in the unit, each teacher will be credited with twelve (12) days sick/disability leave. Each year of employment thereafter, each teacher shall be credited with an additional ten (10) days. Teachers beginning employment after the beginning of the year will be prorated. The unused portion of sick/disability days shall accumulate from year to year to a maximum of thirty (30) days, provided, however that no teacher shall forfeit days already accumulated.
 2. Teachers working summer school programs will be credited with one and one-half (1-1/2) days of sick leave for working at least one-half of the summer school program and three days for the full summer school session. These days shall be non-cumulative. Further, teachers utilizing sick leave during summer school shall only be entitled to use sick leave credited during the summer, as explained immediately above. Teachers will not be entitled to use other accumulated sick leave during summer school.
- B. Teachers may use sick/disability leaves as follows:
1. To recover from a period of personal illness/ disability provided, however, that the sick leave payments be subject to the teacher having performed all duties until physically sick/disabled and returns to service as soon as physically able to perform all duties.
 2. Up to five (5) days of leave per year may be used for a non-FMLA qualifying illness to mother, father, mother-in-law, father-in-law, and those members of the immediate family in the same household. Leave requests concerning other persons require advance approval of the Building Director(s).

3. Teachers may be granted up to two (2) paid personal days per year, non-cumulative. Personal business leave may not be used on the day before or after a holiday or vacation period unless mutually agreed upon. Requests shall be made forty-eight (48) hours in advance except in cases of emergency and prior approval shall be required from the building supervisor. Such days shall not be used for personal gain. Approval shall not be unreasonably withheld.
 4. For FMLA/LTD qualifying leave related to the employee's own health condition, the employee will be responsible for the first 30 calendar days of illness/disability. For FMLA qualifying leaves not related to the employee's own health condition (for example: the care of a critically ill member of the employee's immediate family) all accumulated sick leave will be exhausted.
- C. The Board may require a physician's certificate verifying an illness/disability when said illness/disability has caused a teacher to be absent from his/her teaching responsibility five (5) consecutive days, or when the District has cause to believe there has been an abuse of sick leave privileges. Physician's verification is required for a qualifying FMLA leave and/or long term disability leave. A physician's authorized "return to work" slip is required before a teacher on FMLA leave (for his/her own health condition) and/or disability leave can return to the job.
- D. The District will furnish a written statement no later than September of each school year setting forth the total days of sick leave credit.
- E. Workers Compensation:
Irrespective of Article XVII, Section D., the Employer shall, upon application for same, continue to contribute its normal obligation towards health care benefits as provided in Article XXII for those employees on unpaid leave necessitated by a circumstance to which worker's compensation has been determined as applicable. However, the Employer shall in no way be so obligated for more than one (1) month. Upon written application, an

extension not to exceed 3 additional months may be granted by the Superintendent.

Proration of sick days may be used to make up the difference between worker's compensation benefit and regular take-home pay after any and all authorized or required deductions.

- F. A teacher who is unable to teach because of personal illness or disability and who has exhausted all sick leave and/or applicable FMLA leave available may be granted a leave of absence without pay for the duration of such illness or disability, or one (1) year, whichever is less. The teacher must notify the Board in writing, of his intention to return from such leave. Upon written request of the teacher the Board may extend the unpaid leave of absence.

- G. For the purposes of leave use/accrual, a contract day is equal to seven (7) hours, and a summer school day is equal to five and a half (5.5) hours.

ARTICLE XVII

LEAVES OF ABSENCE

A. Child care leave without pay, not exceeding one (1) year in length, may be granted a teacher who does not choose to use sickness or disability leave. Such leave is renewable at the discretion of the Superintendent if requested by the teacher in writing at least three (3) months prior to the expiration of the leave. Employees shall be granted maternity leave pursuant to the provision of PL 95-555. It is further provided that:

1. The teacher shall notify the Superintendent in writing at least three (3) months prior to the requested beginning date of the leave. Said notification shall request a beginning date and ending date for the leave. This may be waived in cases of emergency.
2. The dates and request shall be referred to the Superintendent for approval. It is understood that each request for child care will be considered on an individual basis. The provisions of FMLA will apply where applicable.
3. The reinstatement shall be to the teacher's former position or a position of like nature.
4. The superintendent may approve early termination of a leave if requested in writing by the teacher.
5. In the event of the death of the object child of the leave, the leave of absence may be terminated upon request of the teacher and approval of the Superintendent.

B. Teachers may make application to the District for a general leave of absence. Application for such leaves shall set forth the following minimal information:

1. Name, date, applicant's signature.
2. Nature of the request.

3. Reason for the request and any additional data or documentation the teacher feels will bear on the merits of the requested leave of absence.
4. Dates applicant desires to commence and terminate the leave of absence.

Upon receipt of proper application, the District will review the request and the reasons in support thereof. The granting or denial of unpaid leave of absence shall be discretionary with the Superintendent of Schools, however, within ten (10) days after the receipt of proper application the Superintendent of Schools will render his/her decision to the applicant regarding same.

- C. Except as provided under FMLA for an FMLA qualifying leave, unpaid leaves of absence as provided for in paragraphs A and B above shall be without pay, fringe benefits, seniority, experience credit and without sick leave accumulation. Teachers on unpaid leave shall be permitted to continue insurance benefits by paying the District for the cost of the premium. The teacher shall notify the District if he/she elects to continue benefits so arrangement for payment can be made. Any teacher who takes unpaid leave shall receive district paid benefits on a prorated basis by calculating number of days worked to number of contracted school days. Upon return from an authorized unpaid leave of absence, the teacher shall be restored to the same position on the salary schedule as when he/she left and be entitled to other accrued benefits earned prior to said leave.
- D. Except as provided under FMLA for an FMLA qualifying leave, during the period of an unpaid leave of absence, teachers shall not be entitled to insurance benefits at District expense. Upon the approval of, and subject to the limitations established by the respective insurance carrier, insurance benefits may be continued at the teacher's expense by paying the appropriate premiums at the payroll office

- E. A teacher who is summoned for jury duty and is not relieved from such duty shall be granted a jury duty leave of absence for that purpose, provided evidence of such duty is presented to the Board at the earliest possible date. Teachers shall work their scheduled hours when not serving as jurors, and a teacher not selected to serve on a particular jury shall report for work immediately after selection of said jury. The teacher shall receive his/her basic rate of pay for the time lost from regularly scheduled work less any amount received for such jury duty excluding travel allowances and reimbursements for expenses.

- F. Funeral leave days, without loss of pay, require approval of the superintendent or designee. Funeral leave days may be requested during regularly scheduled work days (to include summer school).

In the event of the death of a family member as defined below, an OAISD staff person may take up to five days of paid leave to attend the funeral/memorial service. In the event of the death of a parent, spouse, child (including a step or foster child), or grandchild (including step or foster), the employee may take up to an additional five days of sick leave for bereavement.

Definition of Family Member - Includes all the following family relationships whether established by marriage, court order, or common residence: Spouse, child, brother, sister, parent, grandparents, and grandchild. Examples include but are not limited to parents and parents-in-law, brother-in-law/sister-in-law, step-child/step-grandchild, half-brother/sister, foster child, or any family member who lives with you, or whom you raised/raised you.

In the event of the death of a close friend or other family member not identified above, an OASD staff person may take one day of paid leave to attend the funeral/memorial service. If additional time is needed, up to two personal days may be used. If personal days have been exhausted, up to two sick days may be used.

ARTICLE XVIII
CONFORMITY TO LAW

This Agreement is subject in all respects to Federal and State laws with respect to the powers, rights, duties, and obligations of the District, the Association and employees in the Bargaining Unit, and in the event 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 within the time provided for doing so, such provision shall be null and void. At the option of either party to the contract, the specific provision thus voided and that provision only shall be immediately subject to negotiations. All other provisions of this Agreement shall continue in effect.

ARTICLE XIX

WAIVER

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the District and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement even though such subjects or matters may not have been within the knowledge of contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

ARTICLE XX
NEGOTIATION PROCEDURES

No amendment or supplement to this Agreement shall be effective or valid for any purpose whatever unless set out in writing and signed by the District and the Association in the same formality as used in the execution of this Agreement.

Unless both parties agree otherwise, regular negotiations meetings will commence no later than April 1st of the calendar year in which the contract expires, and if a tentative agreement has not been reached before the last day of the school year in which the contract expires, the parties agree to continue negotiating during the ensuing summer break period or until a tentative agreement or bona fide impasse occurs.

ARTICLE XXI

CALENDAR

Teachers will work the following*:

2009-2010 184 Staff/180* Student

2010-2011 184 Staff/180* Student

**The number of student days may be increased to 181 as determined by Administration.*

One day will be available to each teacher for inservice purposes between October 1 and April 30 with the date and the inservice training to be approved by the administration at least ten (10) days in advance. The ten (10) day requirement may be waived by mutual consent.

In addition to the staff days included in the calendar, each instructor will assume the responsibility for fulfilling professional development activities as described in Article VII-B.

New teachers will work up to an additional 15 days for training purposes (as required by state law) during the first three years of their employment.

Teachers on the Infant Development Diagnostic Team may be scheduled to work in the summer as part of their 184 -day work year under the following conditions:

- A. Any such summer work shall be a condition of employment.
- B. The total days scheduled during the regular school year plus the summer following the regular school year shall not exceed 184 teacher days.
- C. In the event that the teacher's schedule exceeds 184 work days, the teacher shall be paid at the summer school rate for each day worked over 184.

ARTICLE XXII
INSURANCE PROTECTION

Pursuant to the authority as set forth in the Michigan Public School Code as amended by Public Act 27, 1979, the District agrees to pay the following insurance premiums.

Upon receipt of written application by the employee and the District and its acceptance by the appropriate carrier, the District shall contribute to the following benefit options:

- A. Group Health Insurance: 100% of the cost of full family, self and spouse, or single subscriber, (whichever is applicable), per the attached schedule.

-or-

Cash in lieu of insurance in the amount of \$167.00/month.

-and-

For employees hired before June 30, 1994, who elect the group health insurance benefit, the Board will contribute \$360 cash per year. All or a portion of these funds can then be redirected into a 125 Flexible Spending Plan Account, if the employee so chooses.

- B. Group Dental Insurance: 100% of the cost of full family (employee, spouse and children) or employee only, whichever one is applicable, for dental care, per the attached schedule.

-or-

Cash in lieu of dental insurance in the amount of \$23.00/month.

- C. Group Vision Insurance: 100% of the cost of full family (employee, spouse and children) or employee only, whichever one is applicable, for vision care, per the attached schedule.

-or-

Cash in lieu of vision insurance in the amount of \$3.00/month.

- D. The District agrees to pay, in addition to the premiums described in paragraph A-C, an additional premium toward \$50,000 life insurance coverage with AD & D.
- E. Every member of the Bargaining Unit, or a Bargaining Unit Member's family who is covered by other group dental coverage similar to that coverage described above, shall not be entitled to coverage under the provisions of this Article at employer expense. Every member of the Bargaining Unit, or a Bargaining Unit Member's family who is covered by other group medical coverage similar to that coverage described above shall not be entitled to coverage under the provisions of this Article at employer expense. The determination of similar coverage shall be the decision of the District, provided that if there be any disagreement with such decision that such shall be subject to a grievance including the grievance procedures provided in this contract.
- F. The District shall not be required to make duplicate contributions toward insurance premiums where both spouses are employed by the District. To avoid such duplication, where applicable, one employee will be designated a covered dependent. Such designation shall be determined by the employees involved.
- G. The District reserves unto itself the right to change carrier(s) effective July 1, during any contract year. In no instance shall such change in carrier(s) result in a decrease of the insurance coverage provided each member of the Bargaining Unit or a lapse in such coverage or decrease in benefits as delineated above.
- H. The Board shall provide monthly premiums towards a Long Term Disability program.
- I. All insurance programs addressed herein are subject to the limitation(s) and/or regulation(s) of the insurance carrier(s) and/or administrator(s).

- J. All pay and benefits will be prorated based on individual assigned work schedules for teachers employed less than full time. Less than full time teachers may continue the above insurance coverage(s) by paying the difference in advance between the prorated premium and full premium to the Personnel Department.

- K. Employees who have Board provided insurance may have a 30 day conversion option upon termination of employment. Any employee electing his/her right of conversion in order to keep their insurance in force must contact the insurance carrier within 30 days of their last day of employment.

ARTICLE XXIII
FINANCIAL RESPONSIBILITY

Any teacher who is not a member of the Association in good standing or who does not make application for membership within thirty (30) calendar days from the date of commencement of duties, shall pay a service fee to the Association — in an amount equal to the dues paid by the members of the Association, provided that the enforcement of this provision shall be between the Association and the involved teacher; provided further that the school district shall have no obligation nor any right to discharge or in any manner discipline any teacher for failure to pay said service fee; and provided further that such teachers may authorize payroll deductions as provided in Article III of this contract; and provided further that the Board recognizes the right of the Association to pursue any legal remedies which do not require Board action or involvement for those teachers who do not comply with this Article.

ARTICLE XXIV
SALARY SCHEDULE

Two Year Contract

Compensation Group 1 (employees hired prior to July 1, 2010)

2009-2010: 0.5% retroactive to Sept 1, 2009.

Step 23 and above-Off schedule \$750 lump sum payment at end of year

2010-2011: 1.0%

Step 23 and above-Off schedule \$500 lump sum payment at end of year.

Compensation Group II (Those hired on or after July 1, 2010)

2010-11 Formula-Based Schedule Attached

- A. All members of the Bargaining Unit shall be paid according to the attached salary schedules in Appendix II. Exceptions will be mutually agreed upon.
- B. Effective September 1, teachers shall advance on the salary schedule upon each full year of continuous teaching service. The District's placement of each teacher on the salary schedule as of September 1, 1975, shall not be subject to adjustment under terms and conditions of this provision and shall be binding on all employees.
- C. In addition to the salary schedule as herein set forth, the Board of Education shall pay the employer's contribution to the Michigan Public School Employees Retirement Fund. For those choosing the MIP option, the additional cost will be borne by the employee.
- D. To be placed on the BA + 18 schedule a teacher shall have 18 semester hours in addition to his/her BA Degree. To be placed on the MA + 15 schedule, a teacher shall have 15 semester hours in addition to his/her Master's Degree. Credits earned and reported prior to the beginning of the school year will receive a full year salary adjustment. Credits earned

and reported before the beginning of the second semester will receive a salary adjustment for the second semester.

The additional hours must be toward an advanced certificate in the area of special education in which the teacher is presently engaged or other planned degree programs, certification programs, or courses which have received advanced approval by the Superintendent of Schools and which are related to the educational goals and objectives of the Ottawa Area Center.

- E. When a teacher is required by his/her supervisor to use his/her own automobile for the District's business, he/she shall be paid at the rate established by Board policy.
- F. All teachers required by the Board to attend training sessions, conferences, conventions, or schools, shall be paid approved expenses and shall suffer no loss of pay.

G. Summer School

Experience*	2010 Hourly Rate	2011 Hourly Rate
No experience	\$23.74	\$23.98
1-5 years	\$29.77	\$30.07
6 or more years	\$30.88	\$31.19

* One year of experience is defined as one full year (184 days) commencing the opening day of the school year) of teaching experience at the Ottawa Area Center determined by the seniority list. First preference will be given to bargaining unit members to fill available summer school positions.

H. All teachers shall be given a full credit on the Salary Schedule for full years outside teaching experience in any school district in the State of Michigan or other teaching experience in a school district accredited by a recognized accrediting agency.

Alternatively, a teacher shall be given full credit on the salary schedule for full years of job experience where such job experience is of a like nature to the present employment of the employee at OAISD, as determined by the Administration.

I. Extra Duty*:

Special Olympic Coordinator:	2009-2010	\$1,198.00
	2010-2011	\$1,210.00

* If responsibilities are shared, extra duty payments may be prorated.

ARTICLE XXV
SABBATICAL LEAVE

A Sabbatical Leave of up to one school year may be granted upon application and approval by the Ottawa Area Intermediate Board of Education. The following regulations govern requests for such leaves:

- A. The employee must have completed not less than seven years of continuous full-time service before he/she can be a candidate for consideration.
- B. Sabbatical Leaves may be granted for research, study, writing, employment or travel, and they must be related to the employee's professional position.
- C. Requests for leave must be submitted to the administration not later than January 15th of the preceding school year.
- D. The employee receives no pay, fringe benefits, seniority, or experience credit and does not advance on the salary schedule, but may apply for health insurance benefits as allowed by the carrier at no expense to the District.
- E. Following the leave, the employee must return to the Ottawa Area Intermediate School District and render a minimum of two consecutive calendar years of satisfactory service. (An employee who takes a Sabbatical Leave for 1/2 contract year shall be required to render a minimum of one calendar year of satisfactory service.)
- F. The employee is required to furnish periodic reports to the administration to demonstrate that all requirements of the leave are being met.
- G. Up to two Sabbatical Leaves could be granted each year for this employee group.

ARTICLE XXVI

PAYMENT OF TUITION

The Intermediate District will reimburse the cost of tuition for courses required in a full time professional employee's education program, or appropriate subjects related to his/her specialization or discipline with the following conditions:

- A. Appropriate course work or college approved degree program must be approved in writing in advance by administration.
- B. Total reimbursement is limited to the total dollar amount derived by annually averaging the tuition rates, per semester hour, for GVSU, WMU, and FSU and multiplying by six. Costs for tuition and related course or admission fees are eligible for reimbursement up to the dollar limit, which will be determined and announced by September 1. Expenses incurred for books, transportation/parking or late registration are not eligible for reimbursement.
- C. Claim for reimbursement will be submitted with expense report after successful completion of course. A copy of the transcript or passing grade report showing course credit and evidence of actual cost (itemized college billing statement) must accompany submission of claim. Under no circumstances will the District pay for the same course twice for the same employee.
- D. No reimbursements will be granted by the Intermediate District if tuition and/or fees were covered by some other grant or fellowship.
- E. Reimbursement will be prorated for part time employees.
- F. The employee tax liability for any reimbursed tuition expense is the responsibility of the employee.

The building director may develop a professional development program with an individual teacher.

ARTICLE XXVII

SHARED POSITION

1. When two (2) Bargaining Unit members who are classroom teachers are both certified for a position which either of them holds, they may share that position with the prior annual written approval of the Superintendent or designee. Initial notice of intent to job share shall be given to the Director in writing not later than May 1 for the following year.
2. The working hours, fringe benefits and salary shall be split between the two (2) teachers on a prorated basis and approved by the Superintendent or designee. Minimum carrier requirements apply.
3. The District shall receive the same number of hours of service as the District would if the position were filled by one person, and shall not be obligated to pay more fringe benefits and/or salary than the employer would be liable for if one (1) person filled the position.
4. Seniority will be prorated to contract worked.
5. For the first year of a job sharing arrangement, each teacher will maintain their right to full-time status in their original classroom. Teachers involved in a shared time assignment shall give notice of their intent for the next school year no later than May 1. Thereafter, both employees sharing the room will terminate their original full-time classroom assignments. Neither participant in said position may exercise their seniority rights to displace the other participant from a portion of the assignment. After the completion of the first year of the job share if one of the employees leaves the employment of the District or the job share position, the other employee in the shared time position will be given first option for full time status within the classroom, or to reapply for the shared time position with another individual.
6. After the termination of a shared time assignment, the teachers may apply for any vacancies that may be available. If no vacancies are available, said teachers may displace the least senior person(s) in the unit who holds a position for which said displacing teacher is certified and qualified. Displacement will occur only if the least senior person has less seniority than the teacher requesting full time employment.
7. In the event one of the sharing employees leaves the employment of the District during the course of the school year for any reason, the other employee shall automatically assume full-time status in the position being shared for the remainder of that school year. This provision may be waived upon the written approval of the District Administration.

8. Notwithstanding the provision of the Agreement, the parties may agree that one employee in a shared position may be an individual not presently or previously an employee of the District.

Article XXVIII
MENTOR TEACHERS

In accordance with Section 1526 of the School Code, teachers in their first three years of employment as a classroom teacher shall be assigned a mentor.

The district will establish the qualifications and expectations for mentors and will, in most cases, choose mentors from teachers interested in the position and meeting the qualifications.

Teachers assigned as mentors, and fulfilling the expectations of the position, will be paid one and a half (1.5) percent of the BA base salary annually.

ARTICLE XXIX

DURATION

- A. This Agreement shall be effective September 1, 2009 and remain in effect through August 31, 2011.

In witness thereof, the parties have executed this document by their duly authorized representatives this _____ day of _____, 2010.

For the Association

For the District

August 2010

Sun	Mo	Tue	We	Th	Fri	Sat
1	2	3	4	5	6	7
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September 2010

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October 2010

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November 2010

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December 2010






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January 2011

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30	31					

**Ottawa Area Center
2010-2011 Staff Calendar**

August 26 & 27 August 30 September 2 September 3 September 6 September 15	Staff Orientation Day First day of school (full) Staff Orientation Day No School Labor Day Early Dismissal
October 1 October 20	Full Day Staff Inservice Early Dismissal
November 5 November 11 & 12 November 17 November 25 & 26	Records Day PM Parent Teacher Conf (1/2 Days for Students) Early Dismissal Thanksgiving Holiday
December 20-31	No School Christmas/New Year Holiday
January 19 January 21	Early Dismissal Records Day PM
February 4 February 14 February 16	Staff Inservice PM Mid-Winter Break Early Dismissal
March 16 March 25	Early Dismissal Records Day PM
April 1-8 April 20	No School-Spring Break Early Dismissal
May 30	Memorial Day Holiday
June 3 June 8 June 9	Records Day PM Records Day PM Last Day (1/2 day)

-  No Staff Days
-  PT Conf Days
-  Staff Records Days
-  Staff Inservice
-  Early Dismissal Days

1st Marking Period	8/30 - 10/29	41
2nd Marking Period	11/1 - 1/14	43
3rd Marking Period	1/17 - 3/18	44
4th Marking Period	3/21 - 6/9	52
TOTAL		180

February 2011

Sun	Mo	Tue	We	Thu	Fri	Sat
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March 2011

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April 2011

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May 2011

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June 2011

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July 2011

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August 2010

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29	30	31				

September 2010

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October 2010

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November 2010

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December 2010

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January 2011

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23	24	25	26	27	28	29
30	31					








**Tentative
INFANT PROGRAM
2010 - 2011 SCHOOL CALENDAR**

Full Program Staff Meetings for Year:

- Wed. Sept. 1 - COAH
- Tues. Oct. 5 - COAH
- Mon. Nov. 1 - OAC
- Thurs. Dec. 16 - COAH
- Wed. Jan. 5 - OAC
- Tues. Feb. 1 - COAH
- Mon. Mar. 7 - OAC
- Thurs. April 14 - COAH
- Wed. May 11 - OAC
- June 1 - Barn Day

Staff Off

- September 3 & 6 (Labor Day)
- October 11 - 12 Staff break
- Week of October 25 - Conferences
- November 24, 25 & 26 (Thanksgiving)
- December 20 through January 2 (Christmas break)
- February 14 through 18 (Staff break)
- April 4 through 8 (Spring break)
- Week of April 25 (Conferences)
- May 30 - (Memorial Day)

-  First Staff Day
-  First Student Day
-  Parent Teacher Conferences
-  Staff Meeting Days
-  Staff Off
-  Last Staff Day
-  Summer Work Days

5	Staff Days
180	Student Days
186	Teacher Days
2	Flex Days
184	

February 2011

Sun	Mo	Tue	We	Th	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2011

Sun	Mo	Tue	We	Th	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2011

Sun	Mo	Tue	We	Th	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2011

Sun	Mo	Tue	We	Th	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2011

Sun	Mo	Tue	We	Th	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2011

Sun	Mo	Tue	We	Th	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OAC TEACHERS SCHEDULE YEAR 1: 2009/10

Base Salary: \$37,797

Step	Degree Index	1.00 BA Salary	1.03 BA18 Salary	1.08 MA Salary	1.10 MA15 Salary
1	1.00	37,797	38,931	40,821	41,577
2	1.05	39,687	40,878	42,862	43,656
3	1.10	41,577	42,824	44,903	45,734
4	1.15	43,467	44,771	46,944	47,813
5	1.20	45,356	46,717	48,985	49,892
6	1.25	47,246	48,664	51,026	51,971
7	1.30	49,136	50,610	53,067	54,050
8	1.35	51,026	52,557	55,108	56,129
9	1.40	52,916	54,503	57,149	58,207
10	1.45	54,806	56,450	59,190	60,286
11	1.50	56,696	58,396	61,231	62,365
12	1.55	58,585	60,343	63,272	64,444
13	1.60	60,475	62,290	65,313	66,523
14	1.65	62,365	64,236	67,354	68,602
15	1.70	64,255	66,183	69,395	70,680
16	1.70	64,255	66,183	69,395	70,680
17	1.70	64,255	66,183	69,395	70,680
18	1.70	64,255	66,183	69,395	70,680
19	1.75	66,145	68,129	71,436	72,759
20	1.75	66,145	68,129	71,436	72,759
21	1.75	66,145	68,129	71,436	72,759
22	1.77	66,901	68,908	72,253	73,591
23	1.77	66,901	68,908	72,253	73,591
24	1.77	66,901	68,908	72,253	73,591
25	1.77	66,901	68,908	72,253	73,591
26	1.77	66,901	68,908	72,253	73,591
27	1.77	66,901	68,908	72,253	73,591
28	1.77	66,901	68,908	72,253	73,591
29	1.77	66,901	68,908	72,253	73,591
30	1.77	66,901	68,908	72,253	73,591
31	1.77	66,901	68,908	72,253	73,591
32	1.77	66,901	68,908	72,253	73,591
33	1.77	66,901	68,908	72,253	73,591
34	1.77	66,901	68,908	72,253	73,591
35	1.77	66,901	68,908	72,253	73,591
36	1.77	66,901	68,908	72,253	73,591
37	1.77	66,901	68,908	72,253	73,591
38	1.77	66,901	68,908	72,253	73,591
39	1.77	66,901	68,908	72,253	73,591
40	1.77	66,901	68,908	72,253	73,591
41	1.77	66,901	68,908	72,253	73,591

OAC TEACHERS SCHEDULE YEAR 2: 2010/11

Base Salary: \$38,175

Step	Degree Index	1.00 BA Salary	1.03 BA18 Salary	1.08 MA Salary	1.10 MA15 Salary
1	1.00	38,175	39,320	41,229	41,993
2	1.05	40,084	41,286	43,290	44,092
3	1.10	41,993	43,252	45,352	46,192
4	1.15	43,901	45,218	47,413	48,291
5	1.20	45,810	47,184	49,475	50,391
6	1.25	47,719	49,150	51,536	52,491
7	1.30	49,628	51,116	53,598	54,590
8	1.35	51,536	53,082	55,659	56,690
9	1.40	53,445	55,048	57,721	58,790
10	1.45	55,354	57,014	59,782	60,889
11	1.50	57,263	58,980	61,844	62,989
12	1.55	59,171	60,946	63,905	65,088
13	1.60	61,080	62,912	65,966	67,188
14	1.65	62,989	64,878	68,028	69,288
15	1.70	64,898	66,844	70,089	71,387
16	1.70	64,898	66,844	70,089	71,387
17	1.70	64,898	66,844	70,089	71,387
18	1.70	64,898	66,844	70,089	71,387
19	1.75	66,806	68,810	72,151	73,487
20	1.75	66,806	68,810	72,151	73,487
21	1.75	66,806	68,810	72,151	73,487
22	1.77	67,570	69,597	72,975	74,327
23	1.77	67,570	69,597	72,975	74,327
24	1.77	67,570	69,597	72,975	74,327
25	1.77	67,570	69,597	72,975	74,327
26	1.77	67,570	69,597	72,975	74,327
27	1.77	67,570	69,597	72,975	74,327
28	1.77	67,570	69,597	72,975	74,327
29	1.77	67,570	69,597	72,975	74,327
30	1.77	67,570	69,597	72,975	74,327
31	1.77	67,570	69,597	72,975	74,327
32	1.77	67,570	69,597	72,975	74,327
33	1.77	67,570	69,597	72,975	74,327
34	1.77	67,570	69,597	72,975	74,327
35	1.77	67,570	69,597	72,975	74,327
36	1.77	67,570	69,597	72,975	74,327
37	1.77	67,570	69,597	72,975	74,327
38	1.77	67,570	69,597	72,975	74,327
39	1.77	67,570	69,597	72,975	74,327
40	1.77	67,570	69,597	72,975	74,327
41	1.77	67,570	69,597	72,975	74,327

OAEA COMPENSATION GROUP II SALARY SCHEDULE 2010-2011

BASE	\$36,000
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Salary Calculation:

Base Salary

+ Degree Level Value (BA=0, BA+18=\$1,500, MA=\$3,000, MA+15 and higher=\$4,500)

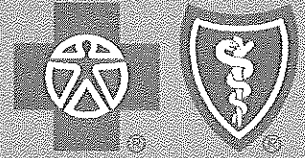
+ Years of Experience Value (\$1,200 for each year of experience)

Total Salary

STEP	DEGREE LEVEL			
	<u>BA</u>	<u>BA+18</u>	<u>MA</u>	<u>MA+15 & higher</u>
1	\$36,000	\$37,500	\$39,000	\$40,500
2	\$37,200	\$38,700	\$40,200	\$41,700
3	\$38,400	\$39,900	\$41,400	\$42,900
4	\$39,600	\$41,100	\$42,600	\$44,100
5	\$40,800	\$42,300	\$43,800	\$45,300
6	\$42,000	\$43,500	\$45,000	\$46,500
7	\$43,200	\$44,700	\$46,200	\$47,700
8	\$44,400	\$45,900	\$47,400	\$48,900
9	\$45,600	\$47,100	\$48,600	\$50,100
10	\$46,800	\$48,300	\$49,800	\$51,300
11	\$48,000	\$49,500	\$51,000	\$52,500
12	\$49,200	\$50,700	\$52,200	\$53,700
13	\$50,400	\$51,900	\$53,400	\$54,900
14	\$51,600	\$53,100	\$54,600	\$56,100
15	\$52,800	\$54,300	\$55,800	\$57,300
16	\$54,000	\$55,500	\$57,000	\$58,500
17	\$55,200	\$56,700	\$58,200	\$59,700
18	\$56,400	\$57,900	\$59,400	\$60,900
19	\$57,600	\$59,100	\$60,600	\$62,100
20	\$58,800	\$60,300	\$61,800	\$63,300
21	\$60,000	\$61,500	\$63,000	\$64,500
22	\$61,200	\$62,700	\$64,200	\$65,700

employees hired on or after 7/1/10

1-800-821-2733



Benefits-at-a-Glance WmHIP

OAEA Group 1

(staff employed prior to 7/1/2010)

	In-Network	Out-of-Network
Deductible, Copays/Coinsurance and Dollar Maximums		
Deductible - per calendar year	Not Applicable	\$250 per member \$500 per family
Copays/Coinsurance • Fixed Dollar Copays	\$10 copay for: <ul style="list-style-type: none"> • Office visits • Routine physical exams • Annual GYN exam • Well baby and child exams • Urgent Care Visits \$25 copay for: <ul style="list-style-type: none"> • Emergency room visits and first aid; waived if admitted 	
• Percent Coinsurance	Not Applicable	20% Note: Services without a network are covered at the in-network level.
Out-of-Pocket Maximum – per calendar year • Percent Coinsurance; <i>Includes Deductible</i>	Not applicable	\$550 per member \$1,100 per family
Lifetime Maximum		\$2 million

Preventive Services – limited to \$250 per member per calendar year maximum

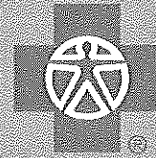
Health Maintenance Exam – beginning age 16, one per calendar year; includes related X-rays, EKG, and lab procedures performed as part of the physical exam	Covered – 100% after \$10 copay	Covered – 80% after deductible
Annual Gynecological Exam - one per calendar year	Covered – 100% after \$10 copay	Covered – 80% after deductible
Pap Smear Screening – one per calendar year; laboratory services only. <i>Does not apply to annual dollar maximum.</i>	Covered – 100%	Covered – 80% after deductible
Prostate Specific Antigen (PSA) Screening - one per calendar year. <i>Does not apply to annual dollar maximum</i>	Covered – 100%	Covered – 80% after deductible
Fecal Occult Blood Test – one per calendar year <i>Does not apply to annual dollar maximum</i>	Covered – 100%	Covered – 80% after deductible
Endoscopic Exams – one per calendar year <i>Does not apply to annual dollar maximum</i>	Covered – 100%	Covered – 80% after deductible
Well-Baby and Child Care - through age 15 6 visits birth through age 1, 2 visits per year age 2 through 3, 1 visit per year age 4 through 15	Covered – 100% after \$10 copay	Covered – 80% after deductible
Immunizations - pediatric and adult <i>Does not apply to annual dollar maximum</i>	Covered – 100%	Covered – 80% after deductible

Mammograms

Mammography Screening – one per calendar year <i>Does not apply to annual dollar maximum</i>	Covered – 100%	Covered – 80% after deductible
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Physician Office Services

Office Visits Includes: <ul style="list-style-type: none"> • Primary Care Physicians and Specialists • Presurgical consultations ♦ Initial visit to determine pregnancy 	Covered – 100% after \$10 copay One copay applies to the office visit exam and all services performed during the office visit (e.g., lab, x-rays, etc.)	Covered – 80% after deductible
Urgent Care Visits	Covered – 100% after \$10 copay	Covered – 80% after deductible



In-Network

Out-of-Network

Emergency Medical Care

Hospital Emergency Room Qualified Medical Emergency & First Aid Services	Covered – 100% after \$25 copay; waived if admitted	Covered – 100% after \$25 copay; waived if admitted
Non-Emergency use of the Emergency Room	Covered – 100% after \$25 copay; waived if admitted	Covered – 100% after \$25 copay; waived if admitted
Ambulance Services – medically necessary transport	Covered – 100%	Covered – 100%

Diagnostic Services

MRI, MRA, PET and CAT Scans and Nuclear Medicine	Covered – 100%	Covered – 80% after deductible
Other Diagnostic Tests, X-rays, Laboratory & Pathology	Covered – 100%	Covered – 80% after deductible
Radiation Therapy	Covered – 100%	Covered – 80% after deductible

Maternity Services Provided by a Physician

Pre-Natal and Post-Natal Care	Covered – 100%	Covered – 80% after deductible
Delivery and Nursery Care	Covered – 100%	Covered – 80% after deductible

Hospital Care

Semi-Private Room, Inpatient Physician Care, General Nursing Care, Hospital Services and Supplies	Covered – 100%	Covered – 80% after deductible Unlimited days
Inpatient Medical Care	Covered – 100%	Covered – 80% after deductible
Chemotherapy	Covered – 100%	Covered – 80% after deductible

Alternatives to Hospital Care

Skilled Nursing Facility – Unlimited visits	Covered – 100%	Covered – 100%
Hospice Care	Covered – 100%	Covered – 100%
Home Health Care	Covered – 100%	Covered – 100%
		Limited to a lifetime maximum of \$10,000 Limited to 40 visits per calendar year

Outpatient Surgical Services

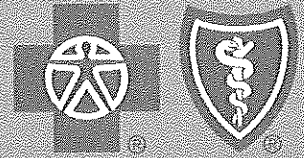
Surgery – includes related surgical services	Covered – 100%	Covered – 80% after deductible
Voluntary Sterilization – <i>excludes reversal sterilization</i>	Covered – 100%	Covered – 80% after deductible

Human Organ Transplants

Specified Organ Transplants – in designated facilities only, when coordinated through the BCBSM Human Organ Transplant Program (1-800-242-3504)	Covered - 100%	Not Covered Unlimited dollar maximum per transplant type
Kidney, Cornea, Bone Marrow and Skin	Covered – 100%	Covered – 80% after deductible

Mental Health Care and Substance Abuse Treatment

Inpatient Mental Health Care	Covered – 100%	Covered – 80% after deductible Limited to 21 days per calendar year (Combined with inpatient substance abuse care)
Inpatient Substance Abuse Care	Covered – 100%	Covered – 100%
Outpatient Mental Health Care	Covered – 100% after \$10 copay	Covered – 80% after deductible Limited to 24 visits per calendar year
Outpatient Substance Abuse Care	Covered – 100%	Covered – 100%
		Limited to annually adjusted state dollar maximum



In-Network

Out-of-Network

Other Services

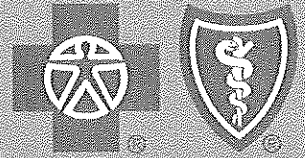
Cardiac Rehabilitation	Covered – 100%	Covered – 80% after deductible
Allergy Testing and Therapy	Covered – 100%	Covered – 80% after deductible
Chiropractic Care	Covered – 100% after \$10 copay Limited to \$200 per calendar year for X-rays and \$500 per calendar year for Spinal manipulations	Covered – 80% after deductible
Outpatient Physical, Speech and Occupational Therapy	Covered – 100% Limited to 30 combined visits per calendar year. Services are covered when performed in the outpatient department of the hospital, or approved freestanding facility. Physical therapy is also covered in an independent therapist's office.	Covered – 80% after deductible
Massage Therapy (When prescribed by a MD, DO or Chiropractor)	Covered – 100% Limited to 12 visits per calendar year and a \$70 approved maximum amount per visit.	Covered – 80% after deductible
Durable Medical Equipment/Medical Supplies and Prosthetic and Orthotic Appliances	Covered – 100% Limited to \$4,000 per calendar year	Covered – 100%
Private Duty Nursing	Covered – 100%	Covered – 100%
Hearing Aids	Not Covered	Not Covered
Acupuncture (Provided by a MD or DO)	Covered – 100%	Covered – 80% after deductible

Prescription Drugs

Retail – 34 day supply	<p>\$ 0 copay – OTC drugs (Only – Zyrtec, Zyrtec D, Prilosec, Claritin, Children's Claritin, Claritin RediTabs and Claritin-D) \$5 copay – Generic drugs and \$30 copay - Brand name drugs</p> <p>All national, regional and local pharmacy chains participate, as well as most independents. Prescriptions and refills obtained from a non-network pharmacy are reimbursed at 75% of the approved amount, less the member's copay.</p>
Mail Order - 90-day supply (Co-Pay x 2)	<p>\$ 0 copay – OTC drugs (Only – Zyrtec, Zyrtec D, Prilosec, Claritin, Children's Claritin, Claritin RediTabs and Claritin-D) \$10 copay – Generic drugs and \$60 copay - Brand name drugs</p>
Additional Services: Oral & Injectable Contraceptives Smoking Cessation Drugs Weight Loss Drugs Impotency Drugs Infertility Drugs	<p>Covered Not Covered Not Covered Covered – limited to 12 doses per month Not Covered</p>

This is intended as an easy-to-read guide. It is not a contract. An official description of benefits is contained in applicable Blue Cross Blue Shield of Michigan coverage documents.

1-800-821-2733

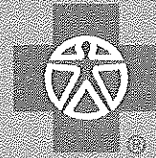


Benefits-at-a-Glance WmHIP

OAEA Group 2

(staff employed on or after 7/1/2010)

	In-Network	Out-of-Network
Deductible, Copays/Coinsurance and Dollar Maximums		
Deductible - per calendar year	\$250 per member \$500 per family	\$250 per member \$500 per family
Copays/Coinsurance • Fixed Dollar Copays	\$10 copay for: • Office visits • Routine physical exams • Annual GYN exam • Well baby and child exams • Urgent Care Visits \$25 copay for: • Emergency room visits and first aid; waived if admitted	
• Percent Coinsurance	Not Applicable	20% Note: Services without a network are covered at the in-network level.
Out-of-Pocket Maximum – per calendar year • Percent Coinsurance; <i>Includes Deductible</i>	Not applicable	\$550 per member \$1,100 per family
Lifetime Maximum		\$2 million
Preventive Services – limited to \$250 per member per calendar year maximum		
Health Maintenance Exam – beginning age 16, one per calendar year; includes related X-rays, EKG, and lab procedures performed as part of the physical exam	Covered – 100% after \$10 copay	Covered – 80% after deductible
Annual Gynecological Exam - one per calendar year	Covered – 100% after \$10 copay	Covered – 80% after deductible
Pap Smear Screening – one per calendar year; laboratory services only. <i>Does not apply to annual dollar maximum.</i>	Covered – 100%	Covered – 80% after deductible
Prostate Specific Antigen (PSA) Screening - one per calendar year. <i>Does not apply to annual dollar maximum</i>	Covered – 100%	Covered – 80% after deductible
Fecal Occult Blood Test – one per calendar year <i>Does not apply to annual dollar maximum</i>	Covered – 100%	Covered – 80% after deductible
Endoscopic Exams – one per calendar year <i>Does not apply to annual dollar maximum</i>	Covered – 100%	Covered – 80% after deductible
Well-Baby and Child Care - through age 15 6 visits birth through age 1, 2 visits per year age 2 through 3, 1 visit per year age 4 through 15	Covered – 100% after \$10 copay	Covered – 80% after deductible
Immunizations - pediatric and adult <i>Does not apply to annual dollar maximum</i>	Covered – 100%	Covered – 80% after deductible
Mammograms		
Mammography Screening – one per calendar year <i>Does not apply to annual dollar maximum</i>	Covered – 100%	Covered – 80% after deductible
Physician Office Services		
Office Visits Includes: • Primary Care Physicians and Specialists • Presurgical consultations ♦ Initial visit to determine pregnancy	Covered – 100% after \$10 copay One copay applies to the office visit exam and all services performed during the office visit (e.g., lab, x-rays, etc.)	Covered – 80% after deductible
Urgent Care Visits	Covered – 100% after \$10 copay	Covered – 80% after deductible



In-Network

Out-of-Network

Emergency Medical Care

Hospital Emergency Room Qualified Medical Emergency & First Aid Services	Covered – 100% after \$25 copay; waived if admitted	Covered – 100% after \$25 copay; waived if admitted
Non-Emergency use of the Emergency Room	Covered – 100% after \$25 copay; waived if admitted	Covered – 100% after \$25 copay; waived if admitted
Ambulance Services – medically necessary transport	Covered – 100%	Covered – 100%

Diagnostic Services

MRI, MRA, PET and CAT Scans and Nuclear Medicine	Covered – 100%	Covered – 80% after deductible
Other Diagnostic Tests, X-rays, Laboratory & Pathology	Covered – 100%	Covered – 80% after deductible
Radiation Therapy	Covered – 100%	Covered – 80% after deductible

Maternity Services Provided by a Physician

Pre-Natal and Post-Natal Care	Covered – 100%	Covered – 80% after deductible
Delivery and Nursery Care	Covered – 100%	Covered – 80% after deductible

Hospital Care

Semi-Private Room, Inpatient Physician Care, General Nursing Care, Hospital Services and Supplies	Covered – 100%	Covered – 80% after deductible Unlimited days
Inpatient Medical Care	Covered – 100%	Covered – 80% after deductible
Chemotherapy	Covered – 100%	Covered – 80% after deductible

Alternatives to Hospital Care

Skilled Nursing Facility – Unlimited visits	Covered – 100%	Covered – 100%
Hospice Care	Covered – 100%	Covered – 100%
Home Health Care	Covered – 100%	Covered – 100%
		Limited to 40 visits per calendar year

Outpatient Surgical Services

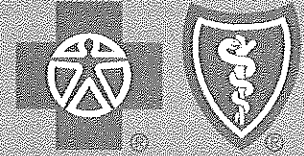
Surgery – includes related surgical services	Covered – 100%	Covered – 80% after deductible
Voluntary Sterilization – <i>excludes reversal sterilization</i>	Covered – 100%	Covered – 80% after deductible

Human Organ Transplants

Specified Organ Transplants – in designated facilities only, when coordinated through the BCBSM Human Organ Transplant Program (1-800-242-3504)	Covered – 100%	Not Covered Unlimited dollar maximum per transplant type
Kidney, Cornea, Bone Marrow and Skin	Covered – 100%	Covered – 80% after deductible

Mental Health Care and Substance Abuse Treatment

Inpatient Mental Health Care	Covered – 100%	Covered – 80% after deductible Limited to 21 days per calendar year (Combined with inpatient substance abuse care)
Inpatient Substance Abuse Care	Covered – 100%	Covered – 100%
Outpatient Mental Health Care	Covered – 100% after \$10 copay	Covered – 80% after deductible Limited to 24 visits per calendar year
Outpatient Substance Abuse Care	Covered – 100%	Covered – 100%
		Limited to annually adjusted state dollar maximum



In-Network

Out-of-Network

Other Services

Cardiac Rehabilitation	Covered – 100%	Covered – 80% after deductible
Allergy Testing and Therapy	Covered – 100%	Covered – 80% after deductible
Chiropractic Care	Covered – 100% after \$10 copay Limited to \$200 per calendar year for X-rays and \$500 per calendar year for Spinal manipulations	Covered – 80% after deductible
Outpatient Physical, Speech and Occupational Therapy	Covered – 100%	Covered – 80% after deductible Limited to 30 combined visits per calendar year. Services are covered when performed in the outpatient department of the hospital, or approved freestanding facility. Physical therapy is also covered in an independent therapist's office.
Massage Therapy (When prescribed by a MD, DO or Chiropractor)	Covered – 100%	Covered – 80% after deductible Limited to 12 visits per calendar year and a \$70 approved maximum amount per visit.
Durable Medical Equipment/Medical Supplies and Prosthetic and Orthotic Appliances	Covered – 100%	Covered – 100%
	Limited to \$4,000 per calendar year	
Private Duty Nursing	Covered – 100%	Covered – 100%
Hearing Aids	Not Covered	Not Covered
Acupuncture (Provided by a MD or DO)	Covered – 100%	Covered – 80% after deductible

Prescription Drugs

Retail – 34 day supply	<p>\$ 0 copay – OTC drugs (Only – Zyrtec, Zyrtec D, Prilosec, Claritin, Children's Claritin, Claritin RediTabs and Claritin-D) \$15 copay – Generic drugs and \$30 copay - Brand name drugs</p> <p>All national, regional and local pharmacy chains participate, as well as most independents. Prescriptions and refills obtained from a non-network pharmacy are reimbursed at 75% of the approved amount, less the member's copay.</p>
Mail Order - 90-day supply (Co-Pay x 2)	<p>\$ 0 copay – OTC drugs (Only – Zyrtec, Zyrtec D, Prilosec, Claritin, Children's Claritin, Claritin RediTabs and Claritin-D) \$30 copay – Generic drugs and \$60 copay - Brand name drugs</p>
Additional Services: Oral & Injectable Contraceptives Smoking Cessation Drugs Weight Loss Drugs Impotency Drugs Infertility Drugs	<p>Covered Not Covered Not Covered Covered – limited to 12 doses per month Not Covered</p>

This is intended as an easy-to-read guide. It is not a contract. An official description of benefits is contained in applicable Blue Cross Blue Shield of Michigan coverage documents.

Ottawa Area ISD

Each Active Employee not choosing Plan II as defined in the OAISD Employee Benefit Schedule adopted by the OAISD Board of Education

Dental Plan with ADN and Incentive Plan

Benefits-at-a-Glance

This is intended to be an-easy-to-read summary.

Note: Your plan includes access to the ADN dental network. Dentists in this network provide discounted services and agree to accept ADN prices as full payment for services. You can find ADN dentists at www.adndental.com. Your benefit levels are the same regardless of whether you are in or out of network.

Basic Benefits	In-Network	Out-of-Network
Examination* – includes initial and periodic 2 per member per benefit year*	Covered - 60% ADN price	Covered - 60% R&C*
Cleaning* – adult, and child 2 per member per benefit year*	Covered - 60% ADN price	Covered - 60% R&C*
Flouride* – to age 18 2 per member per benefit year*	Covered - 60% ADN price	Covered - 60% R&C*
Restorative-Fillings*	60% ADN price*	60% R&C*
Oral Surgery*	60% ADN price*	60% R&C*
Endodontics*	60% ADN price*	60% R&C*
Periodontics*	60% ADN price*	60% R&C*
Inlays, Onlays, Crowns, Post/Cores and Repairs*	60% ADN price*	60% R&C*
Lifetime Deductible	\$50	\$50

Major Benefits

Bridges and Repairs	60% ADN price*	60% R&C*
Dentures	60% ADN price*	60% R&C*
Annual Deductible	\$50	\$50

Annual Maximum

\$1,000 per person per benefit year for basic and major services combined.

Orthodontic Services

Payment @	60% ADN price*	60% R&C*
Deductible	\$50	\$50
Lifetime maximum	\$1,500	\$1,500

To Age 19

Adult Orthodontic coverage – no age limit

*Benefit year for this plan is January 1 through December 31.

★ The plan will pay the ADN approved amount to the dentist for the eligible services. You are responsible for the co-payment and/or deductible amount as identified in the benefit summary

★ The plan will pay the Reasonable and Customary (R&C) amount to the dentist for the eligible services. You are responsible for the co-payment and/or deductible amount as identified in the benefit summary. Any remaining balance in excess of the R& C amount is your responsibility.

•An Incentive Plan is incorporated in this benefit. The Benefit Level will begin at 60% on selected basic services for the first year, then increase 10% each succeeding benefit year, to a maximum of 100%, provided you visit the dentist at least once during the calendar year for a regular exam and/or cleaning.

Your Plan Includes: Options A, D, F, & H

Option A:	covers bridge and/or denture work for new or existing insured if the missing teeth were extracted prior to the effective date of the service contract (only exception is congenitally missing teeth);
Option D:	Inlays, Onlays, and Crowns (Post/Cores and Repair) move to the Basic services and are covered accordingly;
Option F:	covers orthodontia started prior to the effective contract date; and
Option H:	allows 30 days after termination date for completion of work started before termination.

Ottawa Area ISD

Each Active Employee not choosing Plan I as defined in the OAISD Employee Benefit Schedule adopted by the OAISD Board of Education

Dental Plan with ADN and Incentive Plan

Benefits-at-a-Glance

This is intended to be an-easy-to-read summary.

Note: Your plan includes access to the ADN dental network. Dentists in this network provide discounted services and agree to accept ADN prices as full payment for services. You can find ADN dentists at www.adndental.com. Your benefit levels are the same regardless of whether you are in or out of network.

Basic Benefits	In-Network	Out-of-Network
Examination* – includes initial and periodic 2 per member per benefit year ¹	Covered - 60% ADN price	Covered - 60% R&C★
Cleaning* – adult, and child 2 per member per benefit year ¹	Covered - 60% ADN price	Covered - 60% R&C★
Flouride* – to age 18 2 per member per benefit year ¹	Covered - 60% ADN price	Covered - 60% R&C★
Restorative-Fillings*	60% ADN price★	60% R&C★
Oral Surgery*	60% ADN price★	60% R&C★
Endodontics*	60% ADN price★	60% R&C★
Periodontics*	60% ADN price★	60% R&C★
Inlays, Onlays, Crowns, Post/Cores and Repairs*	60% ADN price★	60% R&C★
Lifetime Deductible	\$0	\$0

Major Benefits

Bridges and Repairs	70% ADN price★	70% R&C★
Dentures	70% ADN price★	70% R&C★
Annual Deductible	\$0	\$0

Annual Maximum

\$1,500 per person per benefit year for basic and major services combined.

Orthodontic Services

Payment @	70% ADN price★	70% R&C★
Deductible	\$0	\$0
Lifetime maximum	\$2,000	\$2,000

To Age 19

Adult Orthodontic coverage – no age limit

*Benefit year for this plan is January 1 through December 31.

★ The plan will pay the ADN approved amount to the dentist for the eligible services. You are responsible for the co-payment and/or deductible amount as identified in the benefit summary

★ The plan will pay the Reasonable and Customary (R&C) amount to the dentist for the eligible services. You are responsible for the co-payment and/or deductible amount as identified in the benefit summary. Any remaining balance in excess of the R& C amount is your responsibility.

•An Incentive Plan is incorporated in this benefit. The Benefit Level will begin at 60% on selected basic services for the first year, then increase 10% each succeeding benefit year, to a maximum of 100%, provided you visit the dentist at least once during the calendar year for a regular exam and/or cleaning.

Your Plan Includes: Options A, D, F, & H

Option A:	covers bridge and/or denture work for new or existing insured if the missing teeth were extracted prior to the effective date of the service contract (only exception is congenitally missing teeth);
Option D:	Inlays, Onlays, and Crowns (Post/Cores and Repair) move to the Basic services and are covered accordingly;
Option F:	covers orthodontia started prior to the effective contract date; and
Option H:	allows 30 days after termination date for completion of work started before termination.

Ottawa Area ISD

All Employees

SET/UnitedHealthcare Vision Plan 1

Benefits-at-a-Glance

This is intended to be an easy-to-read summary. The group policy is the governing document.

In-Network Benefits - \$20 Exam and \$50 materials copays and patient options are paid to the network provider by the plan participant. Exams, lenses and frames are covered once every 12 months from last date of services.

***Frame Benefit** - with UHCV's frame benefit, all frames with a \$25 wholesale cost or less are covered-in-full at private practice providers. For any frame with a wholesale cost greater than \$25 at private practice providers, the participant only pays the difference between the wholesale cost of the frame and the \$25 allowance. Plan participants receive a maximum \$70 frame allowance for frames purchased at retail chain providers.

Basic Benefits - Once Every 12 Months	Employee Copay	Plan Pays In-Network
Eye Examination	\$20.00	100%
Eye Glasses - *Frames **Lenses - (Single Vision, Bifocal, Trifocal & Lenticular)	\$50.00	See Descriptions
***Elective Contact Lenses Covered-In-full contacts All other elective contacts	\$50.00	100% Up to \$105.00
****Necessary Contact Lenses	\$50.00	100%

****Covered Lenses** - options include standard progressives, scratch resistant coating, tints and UV.

*****Contact Lenses** - are provided in lieu of spectacle lenses and frames. UHCV's contact lens benefit covers in-full (after applicable copay) the fitting/evaluation fees, contacts (disposable contacts/up to 4 boxes, depending on prescription and plan selected), and up to two follow-up visits. A \$105 allowance is applied toward the fitting/evaluation fees and purchase of contact lenses outside of UHCV's covered-in-full contacts (materials copay does not apply). Toric, gas permeable, and bifocal contacts are all examples of contacts that are outside of our covered-in-full section.

******Necessary Contact Lenses** - are determined at the provider's discretion for one or more of the following conditions: Following cataract surgery; To correct extreme vision problems that cannot be corrected with spectacle lenses; With certain conditions of anisometropia; With certain conditions of keratoconus.

Out-of-Network Benefits - The plan participant pays full fee to the provider and United Healthcare Vision (UHCV) reimburses the participant for services rendered up to maximum allowance. There are no copays or deductibles. If you visit an out-of-network provider, you will need to send your itemized receipts, with primary-insured's unique identification number and the patient's name and date of birth, to:

UnitedHealthcare Vision
Claims Department
P.O. Box 30978
Salt Lake City, UT 84130
www.myuhcspecialtybenefits.com

Basic Benefits - Once Every 12 Months	Out-of-Network Reimbursement
Eye Examination	Up to \$32.00
Single Vision	Up to \$42.00
Bifocal	Up to \$48.00
Trifocal	Up to \$60.00
Lenticular	Up to \$72.00
Frames	Up to \$50.00
Elective Contact Lenses Covered-In-full contacts All other elective contacts	Up to \$100.00 Up to \$100.00
Necessary Contact Lenses	Up to \$100.00

Receipts for services and materials purchased on different dates must be submitted at the same time to receive reimbursement. Receipts must be submitted within 12 months of the date of service.