

**WASHTENAW INTERMEDIATE
SCHOOL DISTRICT**

**STAFF MANUAL
FOR**

NON-AFFILIATED PERSONNEL

2011-2012

INTRODUCTION

This document represents Salary Schedules, Fringe Benefits, Working Conditions and other Rules and Regulations applicable to employees who are not affiliated with the unions. It will be made available to all affected employees, annually.

More specifically, the conditions listed in this document cover the positions of Associate/Assistant Superintendent, Director, Supervisor, Controller, Technical Specialist, Accountant, Accounting Specialist, Information Systems Manager, Administrative Assistant, Chief Custodian, Executive Secretary, Programmer, Technical Assistant, Program Specialist, Project Specialist, Program Coordinator, Project Coordinator, Research Assistant, Managers, and Transportation Lead Supervisor.

All of these above named positions, at the present time, are not affiliated with the unions, and what follows represents conditions that are applicable to their employment.

PERSONNEL

RECRUITMENT AND SELECTION OF PERSONNEL

The Board expects the Superintendent to recruit and to recommend for employment personnel needed on the staff to carry out the responsibilities of the Intermediate School District. It also desires the Associate Superintendent, Assistant Superintendent, Directors, and Supervisors to assist local school districts, upon their request, to recruit personnel needed to carry out their programs.

QUALIFICATIONS FOR POSITIONS

All persons employed will be expected to meet employment qualifications required by state law or regulations, and by the Board of Education. Persons employed for positions for which no minimum qualifications are mandated by state law or regulations will meet the qualifications established by the Board of Education. It is assumed that the Board may adopt standards in excess of the minimum required by the state.

POSTING POSITIONS

Whenever non-affiliated positions become vacant or newly established, the Board shall publicize such positions by announcements and postings.

HEALTH AND MEDICAL CONDITIONS

When, in the opinion of the Superintendent, performance of the employee is adversely affected by his/her health, the Superintendent may request the employee to obtain a medical examination by a Michigan licensed physician at the expense of the district. Failure to comply with the request may be deemed just cause for disciplinary action up to and including suspension or discharge.

CONTRACTS

Contracts will be issued annually to all certificated employees and those designated non-certified professional employees in this group. Other non-certificated personnel will receive annual notice of job assignment and salary.

PROBATION

1. Contract personnel who do not hold teaching certificates shall be considered probationary during the first full year of their employment with the agency. During this time, a probationary employee may be terminated with or without cause. A non-probationary employee will not be terminated for reasons which are arbitrary and capricious.
2. Non-contract personnel will be probationary employees during the first ninety (90) working days of their employment by the agency.

ASSIGNMENTS

Assignment of personnel means the specific designation of an employee to an established salary grade and length of work year. Length of work year is defined by number of work days (e.g., 210, 230). Reference to full-time, twelve-month employees usually means those employees who have been assigned to work 230 days. Such assignments are made by the Superintendent following official appointment by the Board of Education (if required). Assignment to specific duties is made by the administrative head responsible, under the general direction of the Superintendent, and within the limits set by the certification and job specification provisions. Work schedules shall be developed by employees and their immediate supervisors.

PROMOTIONS

1. Procedure on Promotions: Whenever a position in a higher classification is open, first consideration shall be given to the possibility of filling the position through promotion of the present staff, provided that his/her qualifications are equal to those of applicants from the outside.
2. Promotion Defined: A change in status that represents both a change in duties and also a change to a higher salary classification shall be considered to be a promotion.

WORKING DAY

The working period for personnel under these policies will be the amount of time necessary to carry on their tasks in a superior manner. Because of this, length of the day may vary from time to time and from position to position depending upon demands that are created by the specific situation.

In general, personnel will follow the working hours established for their assignment, but again, this general philosophy will prevail: The completion of the task is of prime importance.

EMERGENCY CLOSING OF SCHOOLS

Occasionally it becomes necessary to close all or part of district operations due to bad weather conditions. Information about such closings will be given to the media via the state notification network.

If district operations are closed, staff members are not required to report unless requested to do so in the closing announcements. Those staff members not reporting upon request shall have the day charged to personal leave, or sick leave if the individual's personal leave is exhausted.

STAFF MEETINGS

Staff members are required to attend all staff meetings scheduled, unless excused. Each work team will announce time and place of the meeting far enough in advance to allow for attendance.

OUTSIDE EMPLOYMENT

Outside employment which does not interfere with the regular duties of a person employed by the Washtenaw Board of Education and which is not in conflict with the professional position of the staff member is considered to be a personal matter of the employee. The determination whether such employment is in conflict is that of the Superintendent. Knowledge of such additional activities will be expected to be given to the Superintendent and to the department head with whom the employee is affiliated.

COMMUNICATIONS TO THE SUPERINTENDENT AND BOARD OF EDUCATION

Each person covered under these policies shall have the right and shall be responsible to proceed through the administrative structure with suggestions, complaints or requests for information, regarding these policies. It shall be the duty of all administrative personnel to transmit promptly communications directed to the Board.

During the last year of this agreement, the Superintendent will appoint a committee of persons covered by the policies. The committee shall consist of at least four members. The committee shall be as representative of the total group of employees as possible and will include members from various levels.

The purpose of this non-affiliated committee will be to consider personnel matters in connection with the application of these policies and to make recommendations to a special WISD Board Committee regarding same. The Special WISD Board Committee will be comprised of two members of the Board of Education and the Superintendent. The purpose of this committee will be to review and react to the suggestions of the Non-affiliated Committee and to formally forward to the WISD Board of Education, recommendations regarding proposed revisions to the Staff Manual for Non-affiliated Personnel. The WISD Board of Education will review the Special Committee's recommendations and determine final action.

SALARY DETERMINATION/TERMINATION PAYMENTS

The procedure for determining salaries for personnel covered under these policies shall be as follows:

1. Salaries will be based on the Salary Schedule (Appendix II).
2. Employees will receive pay installments two times per month, less statutory reductions and such other sums for mutually agreed purposes, the total sum to equal the annual contract salary.
3. A staff member who is terminated or whose resignation is accepted during the year shall receive a lump sum payment comprised of (a) the balance of their annual salary owed to them minus any sum they owe to the agency; (b) any unused annual leave days, which have been accumulated up to the maximum allowed, paid on a per diem basis; and (c) any vested sick pay benefits, as specified below, paid on a per diem basis. The daily rate from Appendix II, which was used to compute the annual salary, will be the per diem rate for payment of unused annual days and any vested sick pay benefits.

Failure to give proper notice may invalidate the provision requiring payment for unused annual leave and vested sick pay benefits. A temporary employee will only be paid the balance of the annual salary owed to them.

4. For employees age 55 and over, terminal leave and retirement payments are payable through a qualified 403b account.

Balance of Annual Salary - The balance of the annual salary is computed by applying the percentage of the year worked to the annual salary, and then subtracting the year-to-date pay from the last payroll. The percentage of the year worked is based on the number of week days in a year, usually 260 days, less the number of days building is closed, usually 10 days, or 250 possible work days. The percentage is computed by dividing the number of days in attendance including sick, personal and annual days, by the number of possible work days. If an employee has used more annual days than what have been earned, the days in attendance for the calculation of the percentage of the year worked will be reduced for each day in excess of the number earned.

Unused Annual Leave - In all cases except retirement, terminal payment for unused annual leave days is limited to a maximum of 20 days, at the individual's current daily rate, no matter when the separation occurs.

Persons retiring under the Michigan School Employees' Retirement System may accumulate leave and be compensated for up to 40 working days at the time of retirement. In order to utilize this retirement provision, the staff member must have written notice of his/her intent to retire no later than three months prior to the effective retirement date.

Vested Sick Pay Benefits - Employees with five, but less than ten years experience with the district shall receive payment equal to 12% of their accumulated unused sick leave up to a maximum accumulation of 200 days, except when the person is terminating due to retirement. In that case, the employee shall receive payment equal to 12% of his/her accumulated unused sick leave up to a maximum accumulation of 250 days. The daily rate for sick leave shall be at the beginning step of the classification at the time of separation.

For employees with 10 or more years of service with the district, the payment percentage shall be 17% with the same established maximum unused sick leave accumulations. The daily rate for sick leave shall be at the beginning step of the classification at the time of separation.

For employees with 20 or more years of service with the district, the payment percentage shall be 20% with the same established maximum unused sick leave accumulations. The daily rate for sick leave shall be at the beginning step of the classification at the time of separation.

For persons retiring from the district, with 20 or more years of service with the district, the payment percentage shall be 20% with the same established maximum unused sick leave accumulation. The daily rate for sick leave shall be at the employers per diem rate at the time of retirement.

Personal Leave - Unused personal leave days in the year of separation will be added to the accumulated sick leave prior to computing the vested sick pay benefits payment.

EMPLOYMENT FOR LESS THAN A FULL FISCAL YEAR

Employees entering employment after the beginning of the contract year will be paid on a pro-rated basis with leave and other fringe benefits appropriately pro-rated. The pro-rated salary is computed by applying the percentage of the year to be worked to the annual salary for the position. The percentage of the year worked is based on the number of week days in a year, usually 260 days, less the number of days building is closed, usually 10 days, or 250 possible work days. The percentage is computed by dividing the number of week days from the start date through June 30, excluding holidays, by the number of possible work days.

ATTENDANCE AT PROFESSIONAL CONFERENCES

The Board of Education favors participation by all non-affiliated members in worthwhile conferences. It is recognized that this is part of professional growth for any staff, and that it is important that all staff have the opportunity to participate in national, state and local meetings. There must be reasonable and rational procedures to assure total staff participation.

1. Each department will make arrangements to assure that at no time are all members of a division absent and that departmental coverage will be provided.
2. All requests for conferences must be filed with the immediate supervisor prior to conference dates and must have approval of the immediate supervisor.
3. The budget status will at all times be a determining factor relative to approval.
4. Staff members upon resigning from the system forfeit their privilege of attending conferences.
5. An allocation to department budgets will support conference attendance by the non-affiliated support staff.

A conference reimbursement request will be filed with the employee's supervisor. The supervisor shall pre-approve all requests that include an overnight stay paid for with district funds. To receive reimbursement, post-travel expenses shall be approved by the employee's supervisor. A letter may be provided by WISD allowing staff members to charge all hotel costs back to this office. Items covered by reimbursement are:

*Lodging (hotel, motel, etc.)

*Parking

*Travel by bus, air, rail, ship

Taxi Service (taxi, bus)

*Meals (breakfast, lunch, dinner)

*Tolls (bridge, toll roads)

*Registration fees

Tips

*Itemized receipts must be presented before reimbursement will be made.

Additional reimbursement guidelines may be established and listed on the district reimbursement form.

TRAVEL REIMBURSEMENT

Reimbursement for authorized travel by personal automobile will be made according to the current allowance rate determined by the Internal Revenue Service.

INSURANCE AND PROTECTION BY THE BOARD

As fringe benefits, the following insurance is available to employees:

Hospitalization	Prescription Insurance
Major Medical Plan	Group Term Life Insurance
Accidental Death & Dismemberment	Dental Care Plan
Long Term Disability	Annuity (Employee Contribution)
Optical Insurance	General Liability (for liability incurred in the course of employment duties)

A copy of the policy outlining liability coverage is available in the Business Office. See Appendix III for a complete description of insurance coverage options.

Beginning January 1, 2012, employees enrolled in health coverage, dental coverage, and vision coverage shall pay 10% of the total cost of the coverage. This 10% contribution is in addition to any co-pays, deductibles and coinsurance paid in conjunction with the utilization of the health, dental and vision coverage. The 10% contribution toward the cost of the health, dental and vision coverage shall be taken out of the Employee's pay on a pre-tax basis beginning with the first pay in January 2012 and then as evenly as possible for the remaining pays of the year.

Beginning January 1, 2012, if an Employee's spouse and/or dependent has health coverage available to them through their employer or a government-sponsored plan, they are encouraged to enroll in that coverage. If they do not enroll, the Employee must pay 10% of the annual cost difference between the individual coverage and the two-person or full family coverage.

WORKER'S COMPENSATION

The Board shall cover all personnel under the Michigan Workers' Compensation Act.

An employee who suffers injury compensable under the Workers' Compensation Act shall at his/her option be compensated in either one of the following two methods. For each worker's compensation claim, the choice of the employee, once made, shall remain unchanged.

1. The benefits for which s/he is eligible under the Workers' Compensation Act with no deduction from sick leave.

OR

2. The benefits for which s/he is eligible under the Workers' Compensation Act supplemented by the difference necessary to equal his/her salary, which difference shall be charged against accumulated sick leave on a pro-rated basis.

LEAVES OF ABSENCE

Employees who are absent from their regular work assignments will complete necessary absence forms in order that adequate records may be maintained.

EMPLOYEES' ATTENDANCE SYSTEM

1. Absence reporting forms are available in the Business Office for each employee.
2. A form must be filled out by the employee and approved by the department head for all leaves. Upon approval, the request form should be forwarded to the department secretary for processing. If a leave request for an employee overlaps two calendar months (i.e., from 10/30 to 11/6), one form must be completed for each month. Leave requests will be processed on the basis of full days or half days only.
3. A monthly report will be prepared by the Business Office listing each employee's leave status. The report will detail absences for the current month and will also include year-to-date total and balances for each employee.

LEAVE WITH PAY

1. Sick Leave

- a. Personal illness or medical care of the employee due to contagious disease, organic defects and mental disorders. Sick leave shall also include a physical disability caused as a result of accidental injury.
- b. Illness or injury in the family of 15 days in a three-year period, without the approval of the employer, and with the approval of the Superintendent, up to an additional 30 days in the same three-year period for a documented medical condition. Additional time may be approved by the Superintendent upon request.
- c. Bereavement in the family is limited to 3 days per year without the approval of the employer. Up to three (3) of these days may be utilized for bereavement for persons other than family, provided that prior approval is obtained from the Superintendent. Additional days may be granted by the Superintendent upon request.
- d. For purposes of this article, family is defined as mother, father, sister, brother, husband, wife, daughter, son, grandparents or grandchildren, mother-in-law or father-in-law, step-parents or step-children.

After all accumulated days of sick leave have been taken, full pay will be deducted for each additional day of absence unless the employee shall elect to use any accrued annual leave for this purpose.

- e. All personnel employed on a twelve-month basis shall be granted one and one half (1 1/2) days of sick leave monthly accumulating to 18 days annually, with total accumulation being unlimited at the close of any fiscal year. For the purpose of this accumulation, personnel employed for 186 days shall be considered ten-month employees while personnel employed for 200 days or more shall be considered eleven-month employees.
- f. Following absence due to illness an employee may be required to provide a physician's statement that s/he has been ill and is able to return to work.

2. Personal Leave

Staff members may use up to a maximum of three (3) days annually for personal reasons provided that the immediate supervisor is notified in advance of the requested leave time. In an emergency, such leave may be taken with notice to the supervisor as soon as possible. Staff members shall not be granted personal leave on a day immediately before or after a holiday or vacation period. Personal leave days not used shall be added to accumulated sick leave at the beginning of the fiscal year. Personal leave may be used for an activity which requires the presence of the employee, the

timing of which is beyond control of the employee, and which reasonably cannot be conducted at any time other than during the work day.

3. **Emergency Leave**

Any employee may be granted emergency leave with pay upon approval of the Superintendent of Schools.

4. **Annual Leave for Twelve-Month Employees**

- a. All full-time, twelve-month employees shall be granted annual leave at the rate of one and two-thirds (1 2/3) days per month to a maximum of 20 days per year, said 20 days to be used at the discretion of the employee. The Superintendent may approve carryover of annual leave, cumulative to a maximum of 30 working days.
- b. Annual leave shall be calculated and advanced to 12-month employees at the beginning of each contract year. If an employee does not fulfill his/her contract obligation for the year, annual leave will be prorated for the year and considered earned at the monthly rate specified in Section a. above for each complete month worked.
- c. Specific approval from the Superintendent must be obtained to use more than 20 annual leave days in any year.

5. **Leave for Jury Duty**

A Board of Education employee shall be given leave when required to serve on a jury, provided that any payment received thereof shall be deducted from his/her salary. The employee will not be penalized in loss of pay, sick days, or other benefits for absences in such service providing a statement from the court, certifying the days of service, is filed with the Superintendent.

6. **Sabbatical Leave**

A sabbatical leave of up to one year may be granted upon application to the Washtenaw Intermediate School District Superintendent and 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 purposes which shall be mutually beneficial to the employee and the district. A report, outlining professional development activities undertaken during the sabbatical period, shall be filed with the Superintendent upon the conclusion of the leave.

- c. Requests for sabbatical leave must be submitted to the Superintendent by February 15 for leaves beginning the first semester or November 1 for leaves beginning the second semester.
- d. The employee shall receive pay equal to 1/2 his/her regular salary as determined by the schedule for the year the sabbatical is taken. The school district will continue to pay insurance premiums during the sabbatical period.
- e. Before beginning a sabbatical leave, the employee shall enter into an agreement with the district to return to active service in the Washtenaw Intermediate School District for a period of two years after the expiration of such leave. An employee who does not fulfill this agreement shall repay the full amount received for the sabbatical.

LEAVE WITHOUT PAY

1. Child Care Leave

The Board shall grant to an employee an extended child care leave provided that the employee applies in writing at least sixty (60) calendar days prior to the date such leave is to commence. If appropriate, such application shall include a signed statement by a physician indicating the expected date of delivery and ability to perform the work until leave commences. Leaves for this purpose shall be granted for a period up to one year and may be extended upon subsequent application.

A pregnant employee may go on extended child care leave without pay prior to the anticipated date of birth of the child. The staff member may continue employment as long as she can continue her regularly assigned responsibilities. The Board may require a doctor's statement to this effect. A similar condition is effective upon return to employment.

During a child care leave, an employee's hospitalization insurance shall be continued at Board expense for no more than four (4) months past delivery or hospital stay of mother and/or child. An employee on child care leave may elect to continue insurance benefits at group rates at his/her own cost for the remainder of the approved leave.

Child care leave will also be granted to employees in the event of adoption of a child. If the employee does not comply with the above conditions, the right to such a leave and/or the right to return may be denied by the Board.

An extended child care leave which has been applied for and granted in anticipation of such need may be rescinded by the employee at any time prior to its commencement, provided a replacement has not been contracted. If the position has been filled, the employee shall be eligible for the first vacancy for which the employee is qualified.

2. Military Leave

- a. An employee who is in the Armed Forces Reserve or the National Guard shall be paid the difference between his/her military pay and his/her contractual salary when the employee is on full-time duty for a maximum of two weeks per year.

3. Special Leave

Leaves of absence without pay not to exceed a maximum of two years may be granted to professional staff members for professional study, foreign assignments, serious illness of the staff member or in his/her immediate family, or exchange teaching.

4. Insurance Payment During Leave

Upon request, employees with five or more years of service with WISD, who have an approved leave of absence for one year or less, will receive hospital, surgical, and major medical insurance at Board expense during said leave, provided should the employee not return to the district at the return of said leave, he/she shall be required to reimburse the Board for the cost of said insurance during the leave. The five-year requirement may be waived at the discretion of the Superintendent.

5. Return From Leave of Absence

Requests for reinstatement following a leave for any reason shall be filed in the Superintendent's office on or before April 1st for the ensuing school year. Nothing contained herein shall obligate the Board to reinstate any employee returning from leave if such a request for reinstatement is not filed on or before the above date.

An employee returning from a leave of absence will not be guaranteed his/her former assignment, but will be placed in the first available position for which he/she is certified and/or qualified.

6. Office Closed

Office closings shall be considered unpaid days. A calendar of scheduled Office Closed is included in Appendix I.

EVALUATION PROCEDURE

The following procedure is to be followed:

1. Supervisors will share the applicable evaluation process, that has been adopted in accordance with administrative procedure, annually with their employees.
2. Evaluations for contract and non-contract personnel shall be filed with the Superintendent annually. Evaluations for non-contract personnel shall be completed prior to the end of each employment year. Evaluations for contract personnel shall be filed with the Superintendent 90 days prior to the end of the employment year.
3. Employees shall be informed annually of their employment status in accordance with the Tenure Act where applicable.

INTRA-OFFICE PROCEDURES

The diversity of the program of the Washtenaw Intermediate School District makes it necessary that the several offices and departments work together for the most desirable and efficient utilization of facilities and materials including furnishings, equipment and communication services.

It will be the responsibility of each employee covered under these policies to familiarize himself/herself with the current working procedures and to cooperate in achieving a smooth operation and working relationship among the various offices and departments.

WORK SPACE - OFFICE AREA (FURNISHINGS AND EQUIPMENT)

Matters dealing with office furnishings, work space and equipment should be taken up with the individual's supervisor. Problems or questions dealing with maintenance should be referred to the Assistant Superintendent, Business Services.

The Intermediate School District will use its maximum influence to provide adequate working space and equipment for staff members in the buildings to which they are assigned.

USE OF THE TELEPHONE

Every effort will be made to provide adequate telephone availability. Recording and verification of all long-distance telephone calls may be required from employees.

EQUIPMENT AND SUPPLIES

All items of equipment and supplies shall be provided through the procedures established by Business Services, following the regulations of the Board of Education.

Whenever possible, specifications for materials and supplies shall be the same as those established as standard. Specifications for any unusual items shall be set by the Superintendent's Cabinet.

USE OF CELLULAR PHONE/ELECTRONIC TELECOMMUNICATIONS/COMPUTER EQUIPMENT

When a cellular phone or pager is provided to non-affiliated staff it is for the purpose of performing their job responsibilities or to provide for the safety of students, staff or patrons. Employees are expected to exercise care when using equipment as to not endanger themselves or others. Use of equipment while operating a motor vehicle is prohibited.

Service contracts for cellular phones and pagers will be purchased based on expected use of the equipment for the sole purpose of conducting school business. The employee's immediate supervisor will make determination of the appropriate service contract with approval of the Superintendent. Employees are discouraged from making personal calls. Itemized statements will be sent to employees for review.

If the district is charged for costs in excess of the base service contract, a personal check for reimbursement for personal use and long distance charges shall be sent to the Business Office no later than 10 days after the itemized statement is received. Employees may also deduct the personal use coverage from their expense reimbursement requests.

DAMAGED/LOST OR STOLEN EQUIPMENT

It is the responsibility of the user to reimburse the district for repair or replacement of any equipment that is damaged or lost. Consideration will be given to damage of loss occurring in the ordinary course of employment.

MISUSE

Staff that willfully abuses district-owned equipment will have the equipment confiscated and if necessary will make full restitution to the district as directed by the Superintendent.

LOSS OR THEFT

Loss or theft must be reported immediately to the appropriate supervisor with a notation of circumstances.

APPENDIX I

OFFICE CLOSED

NON-AFFILIATED

July - Independence Day (1)

September - Labor Day (1)

November - Thanksgiving Recess (2)

December and January - Winter Recess (5)

May - Memorial Day (1)

Total: 10 days

**APPENDIX II
Salary Schedule**

2011-12 Salary Schedule

Level	Position	<u>Daily Rate Range</u>	
		Beginning¹	Maximum
E81	Associate Superintendent	\$462.26	\$542.05
E80	Assistant Superintendent	\$438.92	\$506.63
D61	Director	\$400.56	\$470.08
C53	Supervisor	\$389.22	\$456.57
C51	Coordinator Controller	\$376.58	\$441.82
B43	Budget & Financial Services Manager Information Systems Manager	\$317.37	\$372.53
B42	Facilities Manager Technical Specialist II	\$294.32	\$346.13
B40	Transportation Lead Supervisor	\$288.97	\$333.43
B35	LEA Business Manager	\$273.48	\$318.00
B30	Transportation Supervisor Fleet Manager	\$266.74	\$311.20
B25	Administrative Assistant Accountant Research Assistant	\$227.41	\$267.46
B22	Executive Secretary Grants Assistant Pupil Accounting Assistant Technical Specialist Human Resources Assistant	\$204.54	\$239.33
B21	Technical Assistant Programmer, Dispatcher	\$184.51	\$216.44

¹ There are five steps in the salary schedule, including beginning and maximum.

LIFE-LONG LEARNING

An annual life-long learning payment of 1.5 % of base salary shall be made under the terms and conditions specified below:

- a. The employee shall have completed at least five (5) years of service to the district as of July 1st of the qualifying year.
- b. The employee shall have completed at least six (6) semester hours of college credit, or eighteen (18) hours of CEU credit, or an equivalent combination thereof, or a comparable plan that is pre-approved by the Superintendent, within their last five (5) years of service to the district. All credit shall be appropriate to the employee's assignment and shall be pre-approved by the Superintendent.
- c. It shall be a pre-approved program of professional improvement, above and beyond the employee's regular job requirements, that prepares the employee to better serve the agency.

An annual life-long learning payment of 2.0% of base salary shall be made under the terms and conditions specified below:

- d. The employee shall have completed at least ten (10) years of service to the district as of July 1st of the qualifying year.
- e. The employee shall have completed at least six (6) semester hours of college credit or eighteen (18) hours of CEU credit or an equivalent combination thereof within their last five (5) years of service to the district. All credit shall be appropriate to the employee's assignment and shall be pre-approved by the Superintendent.
- f. It shall be a pre-approved program of professional improvement, above and beyond the employee's regular job requirements, that prepares the employee to better serve the agency.

A total annual life-long learning payment of 2.5% of base salary, or \$1,750, whichever is greater, shall be made under the terms and conditions specified below:

- g. The employee shall have completed fifteen (15) or more years of service to the district as of July 1st of the qualifying year.
- h. The employee shall have completed at least six (6) semester hours of college credit or eighteen (18) hours of CEU credit or an equivalent combination thereof within their last five (5) years of service to the district. All credit shall be appropriate to the employee's assignment and shall be pre-approved by the Superintendent.
- i. It shall be a pre-approved program of professional improvement, above and beyond the employee's regular job requirements, that prepares the employee to better serve the agency.

- j. An employee that qualified for the \$1,500 longevity payment as of July 1, 2002, shall continue to qualify for this annual payment for the life of this agreement. This payment shall be in place unless the employee qualifies for a 15-year life-long learning payment under Sections g-i.
- k. Under no condition are life-long learning or longevity payments cumulative. The maximum payment under this section shall not exceed 2.5% of base salary, or \$1,750, whichever is greater.

EDUCATION CREDIT

- a. If the employee has thirty (30) semester hours of credit beyond a Master’s degree at an accredited institution, the employee shall receive an annual payment of \$1,000. The thirty (30) hours beyond a Master’s degree must be in a subject area or field that is directly related to the employee’s job responsibilities. Should a dispute arise regarding the eligibility for this payment, the Superintendent shall resolve the issue unilaterally.
- b. If an employee has forty-five (45) semester hours of credit beyond a Master’s degree at an accredited institution, the employee shall receive an annual payment of \$1,500. The forty-five (45) hours must be in a subject area or field that is directly related to the employee’s job responsibilities. Should a dispute arise regarding the eligibility for this payment, the Superintendent shall resolve the issue unilaterally. Such payment is not cumulative (for this credit level a total not to exceed \$1,500 shall be made).
- c. If the employee has earned a Ph.D. or Ed.D. from an accredited institution, the employee shall receive an annual payment of \$2,000. Such payment is not cumulative (shall not exceed a total of \$2,000 for all credits earned beyond a Master’s degree). The Ph.D. or Ed.D. degree must be in a subject area or field that is directly related to the employee’s job responsibilities. Should a dispute arise regarding the eligibility for this payment, the Superintendent shall resolve the issue unilaterally.
- d. An official copy of the individual’s transcript recording their educational attainment shall be forwarded to Human Resources before the employee will be eligible for education credit under this section.
- e. Employees qualifying for educational credit must be eligible by July 1st of the qualifying year.

EMPLOYER MATCH OF EMPLOYEE 403B and 457 CONTRIBUTION

Up to 1% of annual salary will be matched by the district if the employee contributes 1% or less of their annual salary to a qualified district-administered 403b or 457 plan. For each participating year, full payment must be made by the employee by March 30 to qualify for the match.

**WASHTENAW ISD - FLEXIBLE COMPENSATION PLAN - NON-AFFILIATED
July 1, 2011 - December 31, 2011**

BENEFIT	CORE	OPTION II	OPTION III
MEDICAL	<p>The benefit level shall be as specified on the attached chart. In-network, the plan will have a \$100 deductible for a one-person contract or \$200 for a family contract (2 or more members) each calendar year. Out-of-network, the plan will have a \$250 deductible for a one-person contract or \$500 for a family contract (2 or more members).</p> <p>In-network hospital care, diagnostic services, surgical services are generally covered 90% of the approved amount after in-network deductible. Maximum employee coinsurance of \$500 per individual contract and \$1,000 per family contract (two or more members). Prescription drug copays and flat-dollar copays do not contribute to the annual coinsurance maximum. Out-of-network, such services are generally covered 70% of the approved amount after the out-of-network deductible. Maximum employee coinsurance for out-of-network services of \$1,500 per individual contract and \$3,000 per family contract (two or more members).</p>	None	Opt out Cash rebate: \$2,500 per year
PRESCRIPTION DRUGS	Prescription drug coverage will be a \$10 copay for generic drugs and a \$60 copay for brand drugs. In-network mail order co-pay is 2 times the regular co-pay for up to a 90-day supply.	None	None
DENTAL	This coverage shall include 90% payment for maintenance items, 90% payment for restorative items, maximum \$1,200 per dental contract year per person. Orthodontic rider will pay 50% with \$1,200 lifetime maximum.	This coverage shall include 50% payment for maintenance items, 50% payment for restorative items, maximum \$1,000 per contract year per person. Orthodontic rider will pay 50% with \$1,000 lifetime maximum. Cash rebate \$75 per year.	Opt out Cash rebate: \$150 per year
VISION	Any practitioner. Combined vision exam, with frames/lenses or contact lenses: \$300	None	None
LONG TERM DISABILITY	66-2/3% of annual salary up to \$6,000 per month 90-day elimination WISD will self fund the gap from 30 to 90 days.	Employee can purchase 70% of annual salary up to \$6,000 per month. 90-day elimination. WISD will self fund the gap from 30 to 90 days. Employee can purchase an additional one times core.	
LIFE AND AD&D INSURANCE	Coverage equal to 2 times salary to a maximum of \$260,000	Employee can purchase an additional one times core.	Employee can purchase an additional two times core.
DEPENDENT CARE REIMBURSEMENT UNINSURED HEALTH CARE REIMBURSEMENT	Available to employee Available to employee		

**WASHTENAW ISD - FLEXIBLE COMPENSATION PLAN - NON-AFFILIATED
January 1, 2012 - June 30, 2012**

BENEFIT	CORE	OPTION II	OPTION III
MEDICAL The benefit level shall be as specified on the attached chart. In-network, the plan will have a \$100 deductible for a one-person contract or \$200 for a family contract (2 or more members) each calendar year. Out-of-network, the plan will have a \$500 deductible for a one-person contract or \$1,000 for a family contract (2 or more members). In-network hospital care, diagnostic services, surgical services are generally covered 90% of the approved amount after in-network deductible. Maximum employee coinsurance of \$250 per individual contract and \$500 per family contract (two or more members). Prescription drug copays and flat-dollar copays do not contribute to the annual coinsurance maximum. Out-of-network, such services are generally covered 70% of the approved amount after the out-of-network deductible. Maximum employee coinsurance for out-of-network services of \$1,000 per individual contract and \$2,000 per family contract (two or more members).	None	None	Opt out Cash rebate: \$2,500 per year
PRESCRIPTION DRUGS	Prescription drug coverage will be a \$10 copay for generic drugs, \$40 copay for formulary brand drugs, and a \$60 copay for non-formulary brand drugs. In-network mail order co-pay is 2 times the regular co-pay for up to a 90-day supply.	None	None
DENTAL	This coverage shall include 90% payment for maintenance items, 90% payment for restorative items, maximum \$1,200 per dental contract year per person. Orthodontic rider will pay 50% with \$1,200 lifetime maximum.	This coverage shall include 50% payment for maintenance items, 50% payment for restorative items, maximum \$1,000 per contract year per person. Orthodontic rider will pay 50% with \$1,000 lifetime maximum. Cash rebate \$75 per year.	Opt out Cash rebate: \$150 per year
VISION	Any practitioner. Combined vision exam, with frames/lenses or contact lenses: \$300	None	None
LONG TERM DISABILITY	66-2/3% of annual salary up to \$6,000 per month 90-day elimination WISD will self fund the gap from 30 to 90 days.	Employee can purchase 70% of annual salary up to \$6,000 per month. 90-day elimination. WISD will self fund the gap from 30 to 90 days.	
LIFE AND AD&D INSURANCE	Coverage equal to 2 times salary to a maximum of \$250,000	Employee can purchase an additional one time core.	Employee can purchase an additional two times core.
DEPENDENT CARE REIMBURSEMENT	Available to employee		
UNINSURED HEALTH CARE REIMBURSEMENT	Available to employee		

OVERVIEW OF BENEFITS - Teamsters and Non-Affiliated

The plan is designed to provide levels of benefits based on the choices you make. Benefits that are payable are subject to the terms and conditions of the plan.

	July 1, - Dec. 31, 2011		Jan 1 – June 30, 2012		HMO (Look-A-Like)	
	Network	Non-Network	Network	Non-Network	Network	Non-Network
Deductible applies to essential and non-essential benefits • Individual • Family	\$100	\$250	\$100	\$500	No Longer Available	No Longer Available
	\$200 (Deductible may be waived if rendered in a PPO physician's office)	\$500	\$200 (Deductible may be waived if rendered in a PPO physician's office)	\$1,000		
Out-Of-Pocket (Excluding deductible) applies to essential and non-essential benefits • Individual • Family	\$500	\$1,500	\$250	\$1,000	No Longer Available	No Longer Available
	\$1,000 (Co-payment may be waived if rendered in a PPO physician's office)	\$3,000	\$500 (Co-payment may be waived if rendered in a PPO physician's office)	\$2,000		
The Network deductible and out-of-pocket maximum <u>does not</u> apply to Non-Network deductible and out-of-pocket maximum . The Non-Network deductible and out-of-pocket maximum <u>does not</u> apply to Network deductible and out-of-pocket maximum under PPO Plan 1. The Network deductible <u>does not</u> apply to Non-Network deductible under PPO Plan 2 and the Non-Network deductible <u>does not</u> apply to Network deductible under PPO Plan 2. The Network out-of-pocket maximum <u>does not</u> apply to the Non-Network out-of-pocket maximum but the Non-Network out-of-pocket <u>does</u> apply to the Network out-of-pocket under PPO Plan 2.						
Annual Maximum for essential benefits	Unlimited					
Pre-Certification	All transplant procedures and specified clinical trials must be pre-certified. Failure to pre-certify a transplant procedure or specified clinical trial may result in a reduction or denial in benefits.					

MEDICAL EXPENSES						
	July 1, - Dec. 31, 2011		Jan 1 – June 30, 2012		HMO (Look-A-Like)	
	Network	Non-Network	Network	Non-Network	Network	Non-Network
Hospital-Inpatient	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
Surgery	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
Hospital Visits	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
Emergency Room • Accidental Injury or Medical Condition requiring immediate care	100%, after \$100 co-pay (Co-pay waived if admitted)	100%, after \$100 co-pay (Co-pay waived if admitted)	100%, after \$100 co-pay (Co-pay waived if admitted)	100%, after \$100 co-pay (Co-pay waived if admitted)		
Urgent Care • Illness/ Accidental Injury	100%, after \$30 co-pay	70%, after deductible	100%, after \$30 co-pay	70%, after deductible		
Allergy Testing and Injections	100%, no deductible	70%, after deductible	100%, no deductible	70%, after deductible		
Ambulance	90%, after deductible	90%, after deductible	90%, after deductible	90%, after deductible		
Anesthesia	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
Blood	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
Cardiac Rehabilitation	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
Chemotherapy	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
Chiropractic Care • Office Visits (24 visits in a plan year) • Spinal Manipulation Adjustments, Physical Therapy • X-rays	100%, after \$30 co-pay 100%, no deductible 90%, after deductible	70%, after deductible 70%, after deductible 70%, after deductible	100%, after \$30 co-pay 100%, no deductible 90%, after deductible	70%, after deductible 70%, after deductible 70%, after deductible		
Colonoscopy - Routine	100%	70%, after deductible	100%	70%, after deductible		
Consultations • Inpatient • Outpatient	90%, after deductible 100%, after \$30 co-pay	70%, after deductible 70%, after deductible	90%, after deductible 100%, after \$30 co-pay	70%, after deductible 70%, after deductible		

	July 1, - Dec. 31, 2011		Jan 1 – June 30, 2012		HMO (Look-A-Like)	
	Network	Non-Network	Network	Non-Network	Network	Non-Network
Contraceptive Devices, Implants, and Injections	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
Dialysis	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
Fertility Testing	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
Home Health Care	90%, after deductible	90%, after deductible	90%, after deductible	90%, after deductible		
Hospice (Respite care limited to 5 days during a 30 day period)	100%	100%	100%	100%	Limited to four 90-days periods	
Implants (Non-cosmetic)	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
Injections	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
Laboratory Testing	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
Mammogram (Limited to 1 per plan year for preventive)	100%	70%, after deductible	100%	70%, after deductible		
Medical Equipment	90%, after deductible	90%, after deductible	90%, after deductible	90%, after deductible		
Medical Supplies	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
Mental Disorders and/or Substance Abuse Expenses						
• Inpatient	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
• Outpatient	100%, after \$30 co-pay	70%, after deductible	100%, after \$30 co-pay	70%, after deductible		
Nursing - Private Duty	50%, after deductible	50%, after deductible	50%, after deductible	50%, after deductible		
Occupational Therapy	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
	(limited to 60 visits in a calendar year combined with speech and physical therapy)					
Office Visits	100%, after \$30 co-pay	70%, after deductible	100%, after \$30 co-pay	70%, after deductible		
• Home Visits	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		

	July 1, - Dec. 31, 2011		Jan 1 – June 30, 2012		HMO (Look-A-Like)		
	Network	Non-Network	Network	Non-Network	Network	Non-Network	
Orthotics	90%, after deductible	90%, after deductible	90%, after deductible	90%, after deductible			
Physical Therapy	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible			
	(limited to 60 visits in a calendar year combined with occupational and speech therapy)						
Pregnancy Related Expenses-Mother							
• Pre and Post Natal Care	100%	70%, after deductible	100%	70%, after deductible			
• Delivery	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible			
Prescription Drugs							
Retail							
• Generic	<u>34-day supply</u> \$10 co-pay	Contracted rate less co-pay	<u>34-day supply</u> \$10 co-pay	Contracted rate less co-pay			
• Brand Formulary	\$60 co-pay N/A		\$40 co-pay		\$60 co-pay		
• Non-formulary	N/A						
Mail Order							
• Generic	<u>90-day supply</u> \$20 co-pay		<u>90-day supply</u> \$20 co-pay				
• Brand Formulary	\$120 co-pay N/A		\$80 co-pay				
• Non-formulary	N/A		\$120 co-pay				
Preventive Care as defined by the PPACA	100%	Not Covered	100%	Not Covered			
• Required Preventive Care							
• PSA							
Please refer to www.uspreventiveservicestaskforce.org for additional information and limitations.							
Prosthetic Devices (Specially designed prosthetic bras are limited to 4 in a calendar year)	90%, after deductible	90%, after deductible	90%, after deductible	90%, after deductible			
Radiation Therapy	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible			

	July 1, - Dec. 31, 2011		Jan 1 – June 30, 2012		HMO (Look-A-Like)	
	Network	Non-Network	Network	Non-Network	Network	Non-Network
Skilled Nursing Facility	90%, after deductible	90%, after deductible	90%, after deductible	90%, after deductible		
	(limited to 120 days in a calendar year)					
Specified Clinical Trials	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
Speech Therapy	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
	(limited to 60 visits in a calendar year combined with occupational and physical therapy)					
Transplants Human Organs (Cornea, Kidney, Skin)	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
Transplants Bone Marrow	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
Transplants Specified Human Organs: Liver, Heart, Lung, Pancreas, Heart-Lung	100%, no deductible	100%, no deductible	100%, no deductible	100%, no deductible		
Weight Management	Payment is based as service rendered (e.g. office visits will be covered as stated under the office visit listing)	Payment is based as service rendered (e.g. office visits will be covered as stated under the office visit listing)	Payment is based as service rendered (e.g. office visits will be covered as stated under the office visit listing)	Payment is based as service rendered (e.g. office visits will be covered as stated under the office visit listing)		
X-rays	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
All Other Covered Expenses	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		

Non-Essential Medical Expenses						
	July 1, - Dec. 31, 2011		Jan 1 – June 30, 2012		HMO (Look-A-Like)	
	Network	Non-Network	Network	Non-Network	Network	Non-Network
Transplants transportation, meals and lodging for Human Organs (Cornea, Kidney, Skin) (Limited to \$10,000 maximum for patient and 1 companion (2 if the patient is a minor))	90%, after deductible	70%, after deductible	90%, after deductible	70%, after deductible		
Transplants transportation, meals and lodging for Specified Human Organs: Liver, Heart, Lung, Pancreas, Heart-Lung (Limited to \$10,000 maximum for patient and 1 companion (2 if the patient is a minor))	100%, no deductible	100%, no deductible	100%, no deductible	100%, no deductible		

NOTE: Any maximums listed in the plan are applicable to all plan options. If a new plan option is elected, any amounts applied toward the maximums in the current/previous plan option will be applied to the new plan option. Plan maximums will not start over when a new plan option is elected.