

Aides Agreement
2005-2008
Page 1

CONTRACT

CENTREVILLE PUBLIC SCHOOLS

AND

SOUTHWESTERN MICHIGAN EDUCATION
ASSOCIATION/MEA/NEA

2005-2008

AIDES

ARTICLE I

PURPOSE

RECOGNITION

The Centreville Public Schools, hereinafter "District" hereby recognizes the Southwestern Michigan Education Association/MEA/NEA, hereinafter the "Union," as the sole and exclusive bargaining representative, for the purpose of and as defined in the Public Employment Relations Act, as amended, MCLA 423.202 et seq.; MSA 17.455(1) et seq., (PERA), for all Instructional and Non-instructional aide personnel employed or to be employed by the District performing or to perform any work currently being performed by bargaining unit members; but excluding all teaching, supervisory, custodial, food service, transportation, secretarial or community education personnel and all other employees.

ARTICLE II

WORKING CONDITIONS AND HOURS

2.1 **Supervision.** All employees shall be directly responsible to their Supervisor or administrator and as such shall carry out duties assigned to them. All employees will be assigned to a primary administrator at the beginning of each school year. Employees will receive written notification of his/her primary administrator by September 15 of each school year. Any change in primary administrator during the school year will be done in writing. All employees are ultimately responsible to the Superintendent.

2.2 **Workday.** The normal workday for full-time employees shall consist of seven hours and twenty minutes. The workday will include an unpaid lunch period of one-half hour.

2.3 **Work Year.** The normal work year shall be equivalent to the number of scheduled student instructional days plus a minimum of three (3) additional workdays as scheduled by the Board.

2.4 **Half Days.** Aides must work for a full day on half-days for students unless an aide requests to be excused and the principal grants the request. If excused for a half-day, pay

will be only for the time worked.

2.5 Overtime. All overtime hours must have prior administrative approval. All overtime shall be paid at time and one half for all hours in excess of their normal work hours (34.15 hours) in one week for all employees. Double time shall be paid for all Sunday and holiday work in excess of normal paid hours. For purposes of overtime, the workweek shall be Monday through Sunday. All employees who have considerations for additional pay, as per 2.51, are excluded from the provisions of this article.

2.51 EXTRA-DUTY ASSIGNMENTS - Overnight Trips. In the event the administration requests and authorizes and employee to attend an extra duty overnight assignment which is outside that employee's normal working hours, the District shall compensate that employee at their normal hourly wage for all hours worked, not to exceed eight (8) hours in one day.

2.6 School Closing: In case of inclement weather or other act of God days, aides will not be expected to report unless directed by the Superintendent. Employees will be paid for all scheduled workdays in which there is an act of God situation. If the Board or Superintendent decides to make up days lost, employees will make up the time at no additional compensation.

ARTICLE III

VACANCIES, PROMOTION, TRANSFER, ASSIGNMENTS

3.1 Vacancies and Postings. When the Board determines that a vacancy arises in a support staff area, the Superintendent shall notify the designated representative and post notice of same on a bulletin board in each building. No vacancy shall be filled, except in case of emergency, on a temporary basis, until such vacancy shall have been posted for at least five (5) school days or one (1) calendar week when school is not in session.

Postings shall contain the following information:

- A. Type of work
- B. Location of work
- C. Starting date
- D. Rate of pay
- E. Hours to be worked
- F. Classification
- G. Minimum requirements

3.2 Criteria. Vacancies shall be filled on the basis of experience, competency and qualifications of the applicant.

3.3. **Probationary Period.** The first ninety (90) days employment of all new employees shall be considered a probationary period. (90 calendar days). This period excludes non-work time such as vacations and summer periods. Employees who have not successfully completed their ninety (90) days probationary period will not be issued a terms of employment agreement. During this period, no benefits shall be accrued. Employees may be discharged during this probationary period without specifying cause.

3.4 **Assignments.** Should an employee's service be needed in other areas of the school system than his/her normal assignment, he/she will be expected to take the assignment at the direction of the Superintendent.

3.5 **Transfer.** Employees transferred permanently to another support service position within the school system shall maintain their seniority.

ARTICLE IV

AUTHORIZED LEAVES

Purpose. Authorized leaves are provided to meet the legitimate, humanitarian and personal needs of the staff member consistent with the requirements of the school district.

4.1 **Sick Leave.** Sick leave shall be administered in accordance with the following guidelines, namely;

4.11. **Use.** Each full time and part time staff member shall be credited with five (5) days of sick leave at the beginning of each semester. These days shall be pro-rated per months worked during any given fiscal year. Days shall also be prorated in the event of termination with the school district.

Sick leave may be used for:

A. Personal illness or injury and physical examination. It may also be used for medical or dental appointments if they cannot be scheduled outside of the employees regular work time or are of an emergency nature.

B. Any communicable disease that could be hazardous to the health of students, employees or other persons using the facilities of the Board.

C. The serious illness of a member of the immediate family, provided that such leave shall be limited to the use of five (5) days per fiscal year taken from accumulated sick leave and shall be taken only to the extent that the presence of the staff member is reasonably required. "Immediate family" shall be defined as any person who is a regular member of the employee's household, or extended family, spouse, father, mother, brother, sister, or children.

D. Any physical or mental condition which disables a staff member from rendering services, but excluding any condition compensable by worker's compensation or resulting from other employment, except to the extent hereinafter provided.

4.12 **Used Days.** Sick leave shall be deducted in one-half day increments. Sick leave shall be charged against work days only and shall cease to accumulate and shall not be used by a staff member during such period as the employee is on an authorized leave of absence, is laid off, or is not otherwise regularly providing services to the Board.

4.13 **Unused Days.** Full and part-time employees are eligible to accumulate to seventy-five (75) days. After five (5) years of continuous, full-time employment in the district, one quarter (1/4) of all sick leave accumulated shall be paid to the employee upon leaving under honorable conditions. Payment will be made at the employee's current rate of pay upon leaving.

4.2 **Personal Leave.** Each full-time and part-time employee shall be granted up to two (2) personal business days per contractual year. One day is to be discretionary, one non-discretionary. The use of personal business days shall be governed by the following guidelines, namely:

4.21 **Use.** Personal leave shall be used for business or personal obligations that cannot reasonably be scheduled at a time that does not conflict with the performance of an employee's duties. It shall not be used for other employment or for social, recreational, vacation or other similar purposes, or on days immediately before or after scheduled vacations or other similar purposes, or holidays without the prior written approval of the Superintendent.

4.22 **Procedure.** Each request for personal leave shall be in writing and shall include a certification by the employee that the obligation cannot reasonably be scheduled outside the regular workday or on a non-workday. Employees wishing to

Aides Agreement

2005-2008

Page 6

make use of personal business days are to submit a notice in writing to their immediate supervisor at least forty-eight (48) hours in advance of the anticipated absence (except in case of emergency). Personal business days must be taken, as a minimum, in one-half (1/2) day blocks. Personal business days must be used before days off without pay are allowed.

4.23 Limitations. The Board shall not be required to grant personal leave on any one day to more than two staff members from the same area of employment. Personal leave shall not accumulate.

4.3 Bereavement Leave. Each full-time and part-time employee may take up to three (3) working days for leave with pay in the event of the death of a member of their immediate family as per Article 4.31. These days will not be charged against sick leave. Additional leave for bereavement may be granted by the Superintendent with such leave being deducted from the employee's sick leave.

4.31 Immediate Family. For purposes of this section, immediate family and allowable bereavement leave will be defined as: spouse, parents, children (to include step children), grandparents, brothers, sisters, grandchildren, father-in-law, mother-in-law up to three (3) days. Brother-in-law, sister-in-law, aunt, uncle, niece, nephew, one day.

4.4 Workers' Compensation. In case of an accident on the job, workers' compensation insurance shall pay for days off work. Each day off work will be deducted from sick leave in conformance with the law.

4.5 Holidays. The following days shall be observed as paid holidays for all employees who work a normal work year as specified in Article 2.3. New Year's Day and the day prior, Memorial Day, Labor Day, Thanksgiving Day and the day following, Christmas Day and the day prior. Only full-time employees shall receive holiday pay. Full-day pay will be given for Good Friday if school is in session for a half day.

4.6 Part Time. All leaves shall be pro-rated.

ARTICLE V
SUPPORT SERVICE STAFF
EVALUATION

5.1 **Objective.** The Board recognizes the importance and value of developing a procedure for assisting and evaluating the process and success of both newly employed and experienced personnel. Therefore, to this end the following procedure has been agreed to in an effort to accomplish the goals.

5.2 **Evaluation Criteria & Frequency.** The Board acting by and through its administrator(s) shall be responsible for the evaluation of each staff member in the performance of his/her duties. The criteria for a formal evaluation shall be set forth in Appendix I. A probationary employee employed for the full school year shall be evaluated prior to the end of their ninety (90) days probationary period and again prior to the end of the school year. Other employees shall be formally evaluated at least once each year.

5.3 **Post Evaluation Conference.** Within ten (10) days after completion of the written evaluation, the primary administrator and/or supervisor will hold a conference with the employee for the purpose of reviewing the evaluation and recommendations of the administrator(s) and/or supervisor. The employee's signature simply indicates that the evaluation and comments were discussed and does not mean he/she is in agreement with such comments. An employee who disagrees with the evaluation may submit a written response within ten (10) working days, which response shall be attached to the employee's evaluation.

If the administrator(s) and/or supervisor believes that the employee is doing unacceptable work, he/she shall point out in specific terms where the employee is to improve. Appropriate assistance shall be given by the primary administrator and/or supervisor and other employees to the employee.

5.4 **Recommendations and Notice.** The primary administrator and/or supervisor shall evaluate the probationary employees and make advisory recommendations regarding regular status to the Board on or before the 90th day of their probationary status. All other employees shall be evaluated by their primary administrator and/or supervisor prior to May 1 of any fiscal year.

5.5 **Observation.** Evaluations as proposed in 5.2, 5.3, 5.4 and Appendix I shall be based upon an observation of the aide performing in the job situation.

The primary administrator will hold a conference with the aide for the purpose of reviewing the evaluation and recommendations of the administrator(s) and/or supervisor.

Observation of an aide for evaluation purposes to be done openly and with the full knowledge of the aides. The classroom teacher(s) with whom the aide works shall have input in the evaluation.

ARTICLE VI

LAYOFFS AND RECALL

6.1 Determination. If the Board determines that it is necessary to decrease the number of staff members or otherwise reduce the number of employees in a given work area, or eliminate or consolidate positions, the Board shall notify the members of that work area in writing of its intention to do so and the reason therefore. No employee shall be discharged or laid off pursuant to a necessary reduction in personnel unless she/he has been given a written notification of said action.

6.2 Layoff Procedure. Layoffs shall be subject to the following conditions:

- A. Employees shall be laid off in the order of seniority (by classification - Instructional vs. Non-instructional) starting with the least senior staff member.
- B. The Board should not give less than twenty (20) workdays notice of layoff.
- C. Any layoff shall suspend for the duration of the layoff the Board's obligation to pay salary or fringe benefits under any individual terms of employment of under this agreement. An employee shall be eligible to receive any benefits that were earned under but not yet paid prior to the layoff.

6.3 Recall Procedure. Recall shall be subject to the following conditions:

- A. Employees shall be recalled in the order of seniority starting with the most senior eligible employee on layoff in that job category (Instructional vs. Non-instructional.)
- B. The Board shall give written notice of recall from layoff by sending a certified letter to the employee at the employee's last known address. It shall be the responsibility of each employee to notify the Board of any change in address. If an employee fails to report to work at the specified time, which time shall not be less than ten (10) days from the date of the mailing of the recall notice, if no time was specified in the notice of layoff, unless an extension is granted in writing by the

Aides Agreement

2005-2008

Page 9

Board, the employee shall be considered a voluntary quit and shall thereby terminate the employee's individual employment contract and any other

employment relationship with the Board. The obligation to rehire an employee shall terminate twelve (12) months following such layoff.

6.4 Seniority. Full time and part time employees shall accrue seniority according to Article 6.41.

In the event, however, an employee is reassigned to a different classification as a result of a reduction in force, the employee shall continue to accrue seniority in the classification from which the employee left; and shall not accrue seniority in the classification to which the employee is assigned.

Probationary days worked will be credited toward seniority following acceptance of full-time employment.

6.41 Seniority

Each aide shall accrue seniority by counting beginning dates of employment and continuous service as an aide in the district. Substitute time does not count toward seniority status.

There shall be two (2) classifications of aides. They are Instructional and Non-Instructional. An aide shall accrue seniority only in the category he/she is hired into.

Probationary days worked will be credited toward seniority following acceptance of full-time employment.

6.5 Disciplinary Action & Discharge. The Board shall not discharge any employee without cause. In respect to discharge or suspension, the Board shall first give at least one (1) warning notice of the complaint against the employee in writing. No warning notice need first be given to an employee before being discharged if the cause for such discharge is for reasons such as dishonesty, willful destruction of property, insubordination or conviction of a felony.

6.51 Disciplinary Action Procedure.

- A. Recorded verbal warning by administrator/supervisor.
- B. Written notice by administrator/supervisor. This notice shall include the date of the above-recorded verbal warning.
- C. Second written notice (Noting A & B above). This notice shall be given by the administrator/supervisor.
- D. The employee may file a written rebuttal of charges within five working days of verbal or written notices.

ARTICLE VII
NEGOTIATIONS PROCEDURES

7.1 Scope, Waiver, & Alteration Agreement. This agreement constitutes the sole and entire existing agreement between the parties and supersedes all prior practices, whether oral or written, and expresses all obligations of, and restrictions imposed upon, the District and the employee. This agreement is subject to amendment, alterations or additions, only by a subsequent written agreement between, and executed by the Board and the employees. The waiver of any breach, term of condition of the agreement by either party shall not constitute a precedent and the future enforcement of all its terms and conditions.

ARTICLE VIII
AUTHORIZED BENEFITS

8.1 Health Insurance.

- A. Employees shall be provided health insurance as set forth in this Agreement.
- B. Health insurance will be set forth on Schedule B.
- C. All employees shall be required to prepay for summer coverage.
- D. Those employees not choosing health insurance shall be provided with the benefits set forth in Schedule B.

8.2 Mileage. Any employee required by his immediate supervisor to use his/her automobile for employer's business shall be paid the approved mileage rate as established by the Board of Education.

8.3 **Other Board Reimbursement.** All other Board reimbursement must have prior approval.

8.4 **Retirement.** An Early Resignation Incentive may be established outside the CBA.

ARTICLE IX **GRIEVANCE PROCEDURE**

9.1 **General Provisions.** A claim by an employee that there has been a violation, misinterpretation, or misapplication of any provision of this agreement may be processed as a grievance as hereinafter provided.

Exclusions. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article.

- A. The termination of services or of failure to re-employ any probationary employee.
- B. Any claim of complaint that may be subject to appeal to the state or federal Civil Rights Commission(s), or the Michigan Employment Relation Commission.
- C. Any matter involving employee evaluation other than procedure.

Board Representatives. The Board hereby designates the principal of each building to act as its representative at Step One as hereinafter described and the Superintendent or his/her designated representative to act at Step Two as hereinafter described.

Definition. The term "days" as used herein shall mean days in which school is in session. However, during summer break the term "days" shall mean Monday through Friday, with the exception of observed state and federal holidays.

Content of Written Grievance. Written grievances as required herein shall contain the following:

- A. It shall be signed by the grievant or grievants;
- B. It shall be specific;
- C. It shall contain a synopsis of the facts giving rise to the alleged violation;

Aides Agreement

2005-2008

Page 12

D. It shall cite the section or subsections of this contract alleged to have been violated;

E. It shall contain the date of the alleged violation;

F. It shall specify the relief requested.

Any written grievance not in accordance with the above requirements may be rejected as improper. Such a rejection shall not extend the limitations hereinafter set forth.

Step One. An employee alleging a violation of the express provisions of this agreement shall within ten (10) days of its alleged occurrence orally discuss the grievance with the building principal in an attempt to resolve same. If no resolution is obtained from this discussion, the employee will file a written grievance with the same principal within two (2) days of the discussion. Within five (5) days of the receipt of this written grievance, said principal will respond to the grievance in writing.

Step Two. If no resolution is obtained from the above step, the written grievance shall be filed with the Superintendent in Step One. Within five (5) days of receipt of the grievance, the Superintendent or his designated agent shall arrange a meeting with the grievant. Within five (5) days of the discussion, the Superintendent or his designated agent shall render his/her decision in writing, transmitting a copy of the same to the grievant, the building principal, in which the grievance arose, and place a copy of the same in a permanent file in his office.

Step Three. If no decision is rendered within five (5) days of the discussion in Step Two, or the Superintendent's decision is unsatisfactory to the grievant, the grievant may appeal same to the Board by filing a written grievance along with the decision of the Superintendent with the Secretary of the Board for the Board's meeting within five (5) days after the Superintendent's disposition in Step Two.

Upon the application as specified above, the grievant will be heard at the meeting for which the grievance was scheduled. Within ten (10) days from the hearing of the grievance, the Board shall render its decision in writing. However, in the event the Board wishes to hold future hearings therein, or otherwise investigate the grievance provided, they shall issue their decision no later than thirty (30) days following the hearing. In no event shall their decision of the grievance be made by the Board more than thirty (30) days after the hearing.

A copy of the written decision of the Board shall be forwarded to the Superintendent for permanent filing, the building principal for the building in which the grievance arose, and the grievant.

Step Four. Individual employees shall not have the right to process a grievance to Step Four.

A. If the grievant is not satisfied with the disposition of the grievance at Step Three, and both the grievant and the Association agree to proceed to Step 4, they may within ten (10) days after the decision of the Board refer the matter for arbitration to the American Arbitration Association, in writing, and request the appointment of an arbitrator to hear the grievance. The arbitrator shall be selected and the hearing conducted in accordance with the rules and regulations of the American Arbitration Association.

B. Neither party may raise a new defense or ground at Step Four not previously raised or disclosed at the other written steps.

C. The decision of the arbitrator shall be final and conclusive and binding upon employees, the Board and the Association; subject to the right of the Board or the Association to judicial review, any lawful decision of the Arbitrator shall be forthwith placed into effect.

D. Where no wage loss has been caused by the action complained of, the Board shall be under no obligation to make monetary adjustments and the arbitrator shall have no power to order one.

E. The cost of the arbitrator shall be borne equally by the parties except each party shall assume its own cost for representation including any expense of witnesses.

ARTICLE X GENERAL PROVISIONS

10.1 Full Time Employment. All employees who work more than six and one half (6½) or more hours per day and thirty-two and one half (32½) or more hours per week will be considered full time. The provisions of full-time employment shall apply to twelve (12) month and ten (10) month employees. All other employees shall be considered as part-time employees.

10.2 Immunizations. All employees shall have evidence of adequate immunization from communicable diseases as required by the Michigan Department of Health.

10.3 **Classification.** All employees shall be classified in their area of work as set forth in Section 6.41.

SCHEDULE A - COMPENSATION

2005-2006 BASIC COMPENSATION:

Step	1	2	3	4	5	6	7	8	9	10	15	25
	10.06	10.29	10.53	10.80	11.07	11.36	11.65	11.83	11.98	12.13	12.39	12.61

2006-2007 BASIC COMPENSATION

Step	1	2	3	4	5	6	7	8	9	10	15	25
	10.26	10.50	10.75	11.02	11.29	11.59	11.88	12.07	12.22	12.37	12.63	12.86

SCHEDULE B
HEALTH INSURANCE

Eligible Aides may purchase health insurance through the Board carrier by making arrangements with the Central Office. Eligibility requirements for health insurance shall be as follows:

Option 1. Health Insurance Allowance.

A. Full-time Employees hired before June 7, 1996. A full-time Aide who has completed the probationary period is eligible to receive a health insurance allowance that may be applied toward the purchase of health insurance through a board-selected carrier. Each full-time Aide is eligible to receive a sum equivalent to the single subscriber monthly premium for 10 months.

B. Part-time Employees hired before June 7, 1996. An Aide who works more than three (3) hours per day or more than fifteen (15) hours per week, but less than six and one-half (6½) hours per day or thirty two and one-half (32½) hours per week is eligible to receive a proration of the single subscriber monthly premium rate which may be applied toward the payment of the applicable monthly premium of the coverage plan.

Option 2. Section 125 Plan. In lieu of electing insurance coverage, an otherwise eligible Aide may elect to receive a Section 125 Plan benefit as follows:

A. Full-time Employees hired before June 7, 1996. . During the 2005-2008 school year, the sum of \$1,149 payable in two (2) installments of \$574.50 each on pay dates closest to December 15 and May 15 respectively. If requested at the beginning of any school year, IN WRITING, this amount may be distributed equally among the eligible members regular pay periods. The member will be required to notify the employer of their choice between two (2) lump sums or equal disbursement of cash in lieu of money each year. Once notification has been given, the decision may not be changed until the next school year.

B. Part-time Employees hired before June 7, 1996. A prorated sum consistent with the number of hours worked by the Aide in relation to the payment in A., above, payable in two substantially equivalent payments on pay dates closest to December 15 and May 15 respectively.

Conditions and Limitations.

A. Insurance Plan. The insurance plan shall be Blue Cross Blue Shield's PPO Plan 1, 2, or 3, (see Appendix 1 attached) or a substantially equivalent plan as determined by the Board.

B. Elections. Each Aide must elect either Option 1 or Option 2 not later than September 15, which election is not subject to change. Arrangements for prepayment of the unpaid balance of the insurance plan selected by the employee must be made at the time of election. An Aide who elects Option 2 must be regularly employed by the board on the scheduled payment dates in order to be eligible to receive any such payment.

C. Premium Adjustments. It is understood and agreed by the parties that in no event shall the Board be required to increase the 2005-2008 monthly premium contribution rates after the expiration of this Agreement except as the parties may mutually agree otherwise.

D. Insurance Year. The insurance year shall be deemed to begin on October 1st and to terminate on September 30th.

Effective Date and Termination. This Agreement shall commence as of July 1, 2005 and shall remain in full force and effect until midnight, June 30, 2008.

THE TERMS OF EMPLOYMENT COVERED BY THIS AGREEMENT WILL BE IN EFFECT UNTIL June 30, 2008, with wage openers only, for the 2006-07 and 2007-08 contract years.

APPROVED SIGNATURES:

Rodney D. Chupp, Board President

Date

DiAnne Riley , CESP President

Date

Dave Peterson, Board Secretary

Date

CESP Member

Date

Appendix 1

Centreville Public Schools has implemented a partially self-funded insurance (PSFI) benefit program. The program includes the following:

- 1) The PSFI program includes partially self-funded health, dental and vision insurance. Life insurance of \$15,000 with AD&D is included for employees taking health insurance but is not partially self-funded.
- 2) Those employees who do not avail themselves of the health benefits as provided by the PSFI program will receive a cash in lieu of benefit through a Section 125 plan and will receive the dental and vision insurance provided to all other bargaining unit members and Life Insurance of \$10,000 with AD&D.
- 3) Employees may purchase one or more of the following insurance option plans, namely:
 - a. Hospital Confinement Indemnity
 - b. Group Basic Term Life
 - c. Short Term Disability Income
 - d. Supplemental Term Life
 - e. Survivor Income Insurance
 - f. Dependent Life Insurance
 - g. Long Term Disability Income
- 4) The PSFI program has three levels/plans of health benefits from which an employee can choose. The basis for these three levels/plans will be BCBSM PPO Plans 1, 2 and 10 (See Community Blue PPO Benefits at a Glance documents, Appendix 4). Each level/plan will have different employee premium amounts (see below), deductibles and co-pays.
- 5) The benefits will not be unilaterally changed by the BOE .

2005-08 Employee rates for the three levels/plans will be as follows:

Monthly Insurance Rates for 2005/2008.

	Single	2 P	Family
A) BCBSM PPO Plan 1 -	\$ 470.30	\$ 1009.32	\$ 1231.20
B) BCBSM PPO Plan 2 -	\$ 416.61	\$ 892.22	\$ 1089.52
BCBSM PPO Plan 10 –	\$ 378.33	\$ 810.09	\$ 991.63

In the last full year immediately preceding a layoff, a member must be enrolled in a BC/BS health plan in order to be eligible for the Layoff Benefit.

Aides Agreement
2005-2008
Page 19

<u>Continuous Years of BC/BS Health Coverage Prior to Layoff</u>	<u>Length of Time You can Continue BC/BS Health Insurance</u>
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1-3 years*	3 months
4-6 years*	6 months
7-9 years*	9 months
10 plus years*	12 months

**Parts of years are not added to make full years.*

9) Eligible Dependents.

If you are covered, your eligible dependents include:

- your spouse;
- your unmarried children (including stepchildren, adopted children, and children for whom you are a legal guardian; however, foster children are not included) until the end of the calendar year of the 19th birthday;
- your unmarried children beyond the end of the calendar year of their 19th birthday to the end of the calendar year of their 25th birthday who are dependent on you for a majority of their support (dependency for tax purposes, as determined by the Internal Revenue Service, is not required);
- your unmarried children beyond the end of the calendar year of the 25th birthday (if covered under this plan at the end of the calendar year of their 25th birthday and continuously thereafter) who are mentally retarded or physically disabled, dependent upon you for a majority of their support and who are incapable of self-sustaining employment by reason of their mental retardation or physical disability. (Under no circumstances will mental illness be considered a cause of incapacity nor will it be considered as a basis for continued coverage.) Please contact BC/BS to obtain the appropriate form to continue coverage;
- your unmarried children beyond the end of the calendar year of their 25th birthday (if covered under this plan at the end of the calendar year of their 25th birthday and continuously thereafter), who are full-time students and dependent on you for a majority of their support;
- your sponsored dependents who are members of your family, either by blood or marriage, who qualify as your dependents under the Internal Revenue Code, were declared as dependents on your federal tax return for the preceding tax year and are continuing in that status for the current tax year. (Children who are no longer eligible for coverage as dependent children cannot be covered as sponsored dependents).

Aides Agreement

2005-2008

Page 20

It is your responsibility to notify BC/BS and your employer:

- of any change in your employment status;
- when you wish to add a spouse or dependent(s);
- of any change to a dependent's eligibility for coverage;
- when a spouse or dependent is no longer eligible as defined above.

Special health care coverage guidelines apply to you and your spouse at age 65 during your active school employment. You should contact your school business office or BC/BS for complete details. The Social Security Administration should be contacted regarding Medicare enrollment 120 days prior to attaining age 65.

10) 2005-08 Centreville Schools Dental Plan Summary of Benefits is outlined in the attached appendix.

11) 2005-08 Centreville Schools Vision Plan Summary of Benefits is outlined in the attached appendix.

12) 2005-08 Centreville School Life Insurance Plan Summary of Benefits is outlined in the attached appendix.

13) Centreville Public Schools will reimburse employees for certain expenses not covered by Blue Cross/Blue Shield. These items are as follows:

- Wigs that are needed due to loss of hair from medical treatment.
- Custom orthotics
- Compression stockings
- Mechanical lifts
- Non-developmental speech therapy

These claims need to be submitted to BCBS. If rejected, the EOB needs to be submitted to the school's TPA for direct reimbursement equal to the coverage that would have been afforded under employees' MESSA plan.

The district also agrees to reimburse 20% of excess charges from an out of network provider when an Eligible Employee has been referred by an in network PPO provider (In network provider must follow BCBS referral procedures). The district will then pay 20% of charges that the out of network physician may bill to Eligible Employee.

APPENDIX 2

**CENTREVILLE PUBLIC SCHOOLS
VISION SUMMARY OF BENEFITS**

Preferred Provider

Vision Examination

Optometrist	Member pays \$6.50
Ophthalmologist	Member pays \$6.50

Lenses

Single Vision	Member pays \$18
Bifocal Lenses	Member pays \$18
Trifocal Lenses	Member pays \$18
Lenticular Lenses	Member pays \$18

Frames	Member pays amount over \$ 65.00
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Contact Lenses

Medically Necessary	Covered in Full
Cosmetic	Covered up to \$90 & additional 20% of balance.

Benefit Frequency = Once every 12 months.

APPENDIX 3

CENTREVILLE PUBLIC SCHOOLS
DENTAL SUMMARY OF BENEFITS

DENTAL PLAN BENEFIT SCHEDULE CO-PAY

Class I	60%
Preventative Care: Oral examinations every six consecutive months Teeth cleaning every six consecutive months Bitewing X-rays every six consecutive months Full-mouth X-rays routinely every three years Fluoride treatment for members of all ages Palliative emergency treatment Tests and Laboratory examinations	
Class II	60%
Restorative Care: Acrylic, amalgam, or silicate fillings Root canal therapy Pulp capping Periodontics treatment Gingivitis treatment Extractions – simple and surgical Repairs to existing dentures and bridge Relining and rebasing of existing dentures General anesthesia	
Class III	60%
Replacement Care: Construction of dentures or bridges Crowns, inlays, and onlays Removable dentures – complete and partial Fixed bridges Bridge pontics and abutment crowns Replacement of dentures and bridges after 5 years and if unserviceable	

Aides Agreement
2005-2008
Page 23

Class IV	60%
Orthodontic Care:	
Habit-breaking appliances	
Appliance construction and installation	
Full banding treatment	
Monthly active treatment visits	
Annual Maximum on Classes I, II, and III	\$ 1,000.00
Lifetime Maximum on class IV	\$ 600.00

APPENDIX 4

**CENTREVILLE PUBLIC SCHOOLS
LIFE AND AD&D PROGRAM**

Schedule of Benefits

<u>Employee Group</u>	<u>Basic</u>	<u>AD&D</u>	<u>Supplemental</u>	<u>Dependent Life</u>
*All	\$10,000	\$10,000	N/A	N/A
Employees Participating In Health Insurance Additional	\$ 5,000	\$ 5,000		

Reduction Schedule

<u>Attained Age</u>	<u>Percentage of Reduction from Amount in Effect at Age 70</u>
70	35%
75	50% of original benefit