



**MELVINDALE  
NORTHERN  
ALLEN PARK**  
*PUBLIC SCHOOLS*

**MELVINDALE-NORTHERN ALLEN PARK  
PUBLIC SCHOOLS  
18530 Prospect Street  
Melvindale, Michigan 48122-1596**

**TEACHER  
COLLECTIVE BARGAINING CONTRACT**

**2022-23  
2023-24  
2024-25**

**Between The**

**MELVINDALE-NORTHERN ALLEN PARK PUBLIC SCHOOLS**

**And**

**MELVINDALE-NORTHERN ALLEN PARK  
FEDERATION OF TEACHERS  
LOCAL 1051, AFT, AFL-CIO**

**MELVINDALE-NORTHERN ALLEN PARK PUBLIC SCHOOLS  
TEACHER COLLECTIVE BARGAINING CONTRACT**

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**AGREEMENT** between the Board of Education of the Melvindale-Northern Allen Park Public Schools, hereinafter called the "Board" and the Melvindale Federation of Teachers, Local 1051, and the American Federation of Teachers, AFL-CIO, hereinafter called the "Federation." (Headings are for reference only).

## **ARTICLE I PREAMBLE**

WHEREAS, the Board and the Federation believe in the importance of schools as an agency for the preservation and extension of our democracy; and

WHEREAS, the parties to this Agreement have a common goal of providing the best possible education for all children; and

WHEREAS, the Board and the Federation are mutually committed to the human rights and dignities of all, and to policies and programs of racial integration and desegregation as being necessary to good education, good management and good government; and

WHEREAS, the parties to this Agreement are mutually committed to the necessity of equal educational opportunity for all pupils enrolled in the Melvindale-Northern Allen Park Public Schools with no exclusion from any program on the basis of race, religion, creed, social or economic status; and

WHEREAS, the success of the Melvindale-Northern Allen Park Public Schools educational program is directly related to the knowledge, skill and creative ability of teachers; and

WHEREAS, to obtain this goal it is imperative that there be understanding and cooperation between the teachers in the classroom and the Board which is responsible for the operation of the school system; and

WHEREAS, the laws of the State of Michigan authorize public employees and public employers to enter into an exclusive Collective Bargaining Contract relative to rates of pay, wages, hours of employment and other conditions of employment; and

WHEREAS, the Federation has been selected as the exclusive representative for those teachers within the Bargaining Unit;

NOW, THEREFORE, the parties agree as follows:

## **ARTICLE II DEFINITIONS**

- A. "School" includes any work location, functional division or group in which a grievance may arise.
- B. "Principal" includes the immediate supervisor of any work location, functional division or group.
- C. Pronouns are written in the masculine and singular only but will be read as if written in the plural, feminine or neuter.
- D. "Federation Representative" means the Federation building representative or a designee whose name has been disclosed by the building representative to the building principal.
- E. "Transfer" means a change from one teaching position to another teaching position.
- F. "Seniority" shall be defined as total years of contracted service to the Melvindale-Northern Allen Park School District computed from the first day they reported for work. Part-time contractual employment, limited contracted employment, and substituting while on layoff shall not interrupt years of service and shall be prorated. Laid off contracted teachers on the preferred substitute list shall accrue seniority for each day worked as a substitute as per Article XVIII, L. Advanced study, care for a sick member of the immediate family, work experience, maternity leave, military leave, federation position leave, sick leave, personal business leave, and funeral leave, suspension with pay and suspension without pay for ten days or less shall not be considered as interruption of years of service. All other approved leaves including suspension without pay for more than ten days shall not count as years of service but seniority is computed from the first day of employment minus the time of such leave. If a person resigns or otherwise leaves the employ of the district other than on an approved leave of absence and subsequently returns, seniority is computed from the first day they reported to work after returning to the employ of the Board.
  - 1. In the event two (2) or more teachers have equal seniority as defined above, the date of signing of contract by individual teachers will be used to establish the longest seniority.
  - 2. In the event two (2) or more teachers have equal seniority as defined above, the number of degrees and/or certifications will be used to establish the longest seniority.
  - 3. In the event two (2) or more teachers have equal seniority as defined above, the number of hours beyond the bachelor's degree will be used to establish the longest seniority.
- G. "Day" means working school day.
- H. "Teacher" means any member of the Bargaining Unit.
- I. "Preparation period" means a period in which the teacher is not assigned to a regular-programmed responsibility. This period will be self-directed in professional pursuits, and will be contained in the building or buildings in which the teacher has a professional responsibility.
- J. "Increment" means additional pay on the salary schedule for experience.
- K. "Posting" includes written notification to all teachers from the Central Office.

- L. "Board" means Board of Education.
- M. "Preferred Substitute" means a teacher who has been laid-off by the district.
- N. "Vacant" means a position will be considered vacant unless filled by a certified teacher under full contract.
- O. "Teaching position" means any job within the bargaining unit. A teaching position shall be described by a level, (K-5, 6-8, or 9-12), a building and a department, (secondary; social studies, science, etc. or elementary; classroom, art, music, etc.)
- P. "Assignment" is the work performed within a teaching position.
- Q. "Qualified" shall mean:
  - 1. A teacher at the middle and high school level shall:
    - a. Be Michigan certified to teach in the subject and level.
    - b. Meet the present AdvancEd professional standards for the teaching field and/or subject standards.

If the school district is not in compliance with all other AdvancEd Standards, then only (a) above shall apply.
  - 2. A self-contained elementary teacher shall:
    - a. Be Michigan certified to teach in the subject and level.
  - 3. A special subject's elementary teacher shall:
    - a. Be Michigan certified to teach in the subject and level and
    - b. Meet the present North Central Accreditation professional standards for the teaching field and/or subject standards.
- R. Elementary school shall henceforth refer to Kindergarten through grade (5<sup>th</sup>). Junior High School or Middle School shall be used interchangeably and be understood to henceforth refer to grade 6 through grade 8. High School or Secondary School shall be used interchangeably and understood to henceforth refer to grade 9 through grade 12.
- S. "Compensated Time Off" (CTO) means all personal sick leave and all personal business leave.

### **ARTICLE III STATUTORY POWERS OF THE BOARD**

This agreement is not intended to abrogate the statutory powers of the Board to make reasonable rules and regulations, to manage, and to direct all the operations and activities to the full extent authorized by law, relative to anything whatever necessary for the proper establishment, maintenance, management and carrying on of the public school system, subject, however, to any limitations to any such powers imposed by this agreement.

Except as limited by the terms of this agreement, the Board of Education retains and reserves to itself all the rights, powers, authority, duties and responsibilities conferred upon it and vested in the Board of Education by the laws and constitution of the State of Michigan and the United States.

### **ARTICLE IV RECOGNITION**

The Board of Education recognizes the Federation as the exclusive representative of all contracted certified instructional and licensed personnel, including psychologists, social workers, and speech pathologists, and said employees on approved leaves or laid off due to the reduction of personnel, but excluding district nurse, school nurse, psychologist/special education coordinator, supervisory and executive personnel.

All work performed by members of the bargaining unit cannot be assigned to persons outside the bargaining unit. The duties of any teacher, or responsibilities of any position in the bargaining unit, shall not be increased, or transferred to persons not covered by this agreement without the prior written agreement of the Federation.

The Board agrees that supervisors or non-Federation personnel shall not be used at any time to displace teachers regularly employed in the bargaining unit, except in emergencies when teachers are not available or have refused to do the work as assigned. For the purposes of this provision, an emergency shall be defined as an unforeseen circumstance or a combination of circumstances which call for immediate action in a situation which is not expected to recur.

### **ARTICLE V FAIR PRACTICES**

- A. No person or persons, departments or divisions, responsible to the Board or the Federation will discriminate against any teacher on the basis of race, creed, color, national origin, sex, marital status, handicap, family relationship, or membership in or association with the activities of the Federation or any other employee organization.
- B. The Federation will continue to admit persons to membership without discrimination on the basis of race, creed, color, national origin, sex, marital status, handicap, or past membership or past participation in the activities of any employee organization.
- C. The Board shall allow the Federation to attempt to substantiate their claim of any pattern or design, followed by the Board or any of its designees that would cause any individual or group of individuals personal harm or lack of proper consideration, because of his Federation membership or activities.

**ARTICLE VI**  
**QUALIFICATIONS FOR EMPLOYMENT -**  
**NEW TEACHER - SUMMER SCHOOL**

- A. A teacher will meet the requirements of the State of Michigan for the position in which he/she is to be employed.
- B. The place of residence will not be a condition of employment.
- C. If there are more qualified applicants (State Certification) than there are summer school positions (this does not include summer continuation or during school year extra contractual assignments) to be filled, preference shall be given in the following order:
  - 1. Teachers who are properly certified to teach in the general subject area.
  - 2. Teachers teaching position during the school year.
- D. The Board will provide flu shots at Board expense on other than school time at a time and place determined by the Board.
- E. Any individual contract between the Board and the teacher heretofore executed shall be subject to and consistent with the terms and conditions of this agreement. Any individual contract hereafter executed shall be in the form provided in Appendix B and shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with this agreement, this agreement, during its duration, shall be controlling.
- F. A teacher, who has not previously attained tenure, under the Michigan Teachers' Tenure Act, MCLA 38.71 et. seq.; MSA 15.1971 et. seq.; in a position other than as a classroom teacher, who is placed in a position other than a classroom teacher, shall not be deemed to have tenure in such position by virtue of this contract or any individual contract for such non-classroom position but shall be deemed to have continuing tenure as an active classroom teacher.

**ARTICLE VII**  
**RIGHTS AND RESPONSIBILITIES OF BARGAINING AGENT**

- A. EMPLOYEES, UNDER CURRENT MICHIGAN LAW, HAVE THE RIGHT TO JOIN THE UNION AND BELONG, OR NOT. IF MEMBERS, THE EMPLOYEE HAS THE CHOICE TO PAY FULL DUES OR A LESSER SERVICE FEE.
- B. Deductions will be made for the following when authorized by the teacher;
  - 1. Insurance premiums;
  - 2. Michigan Educational Credit Union;
  - 3. Approved Annuity Program

Reduction shall be made for approved annuity programs when authorized by the teacher for either a 21-pay basis or for each pay received. Changes in the amount may be made at any time. A joint committee of representatives from the Federation and Board of Education Teams may be formed to review and recommend to the Board of Education additional acceptable annuity programs to be available for teacher consideration and acceptance.

- C. No union dues will be deducted.
- D. At any time during a meeting with an administrator, a teacher may request Federation representation.
- E. If it is necessary for Federation officers or their alternates to attend a Michigan Administration Board hearing, trial, election, etc. relative to School District business, such absences will not be charged against CTO days.
- F. The President of the Federation will receive five (5) periods of released time per instructional week with pay (non-cumulative). The arrangement of hours will be negotiated between the President and the Building Administrator.
- G. A building representative will have released time to process general teacher grievances, attend meetings called by the Administrator, and aid staff members in professional problems, providing classroom teaching is not interrupted or reduced.
- H. A representative of the Federation Executive Board will, following the first fifteen (15) school days, make an appointment with an appropriate central office secretary to update their bargaining unit directory with names, addresses, and telephone numbers (if not unlisted). The appointment will take place within five (5) days of the request. This procedure may be followed periodically throughout the school year.
- I. The first and second Tuesday of each month will be reserved for after-school meetings of the Federation.
- J. All social activities sponsored by the bargaining representative will be held outside the regular duty day except an opening day luncheon and a retirement luncheon.
- K. The Board will make available, within a reasonable time, to the Federation upon request any information, statistics, and records which it has available or which may be obtained without undue difficulty; and which may be mutually agreed to be necessary to make intelligent decisions relevant to negotiations or necessary for proper enforcement of the terms of this Agreement.
- L. With respect to matters affecting the working conditions, salary, wages and hours of employment, the Board will make no changes without prior negotiations with the Federation.
- M. The Federation will be granted a place on the regular Board agenda upon written request of the Federation, delivered to the superintendent's office not later than 11:00 a.m. of the Wednesday immediately preceding the meeting, consistent with Board policy. This deadline will be waived for grievance requests, if the superintendent's answer in Step 2 of the grievance procedure is required by contract, the Thursday immediately preceding the meeting.
- N. A bulletin board will be provided in each building including central office exclusively for Federation use. Notice placed on the bulletin board and in the teachers' mailboxes will bear the written approval of a Federation building representative as shown by his initials or by his signature.
- O. A visiting Federation representative will notify the principal of his presence in the building.

- P. The Federation will be provided with five (5) copies of any Melvindale-Northern Allen Park School District bargaining unit agreement within ten (10) days of distribution.
- Q. The Board shall give to the Federation president a draft copy of the full minutes of any Board meeting eight (8) days after the Board Meeting (electronic form is acceptable).
- R. The Board shall give in writing to the Federation president the list of extra contractual positions as listed in Appendix E and personnel who hold those positions within twenty (20) days following the placement. After the start of each program, the Board shall give in writing to the Federation president within fifteen (15) days a list of any change in the above list.
- S. Conformity to Law Clause – Should any provision of this Agreement be or become contrary to law such provision shall not be performed or enforced except to the extent allowable by law, and the Parties shall seek to negotiate a substitute provision to comply with the law while preserving the original intent of the provision. All other provisions of the Agreement shall continue in full force and effect.
- T. Law Saving Clause – The contract may only be altered by a final decision of the highest State court or a lower court when no appeal has been made. The Board and Union will immediately negotiate for substitute language in accordance with the decision of the court on the relevant section(s).
- U. Negotiation Procedure - By mutual agreement or upon written request of either party, but no later than ninety (90) days before the expiration of the existing contract, negotiations will be undertaken for a successor contract.

## **ARTICLE VIII TEACHER RIGHTS AND BENEFITS**

### **A. INJURIES AND ILLNESS**

1. During the first days of disability involving Worker's Compensation, arising out of and in the course of employment by the Board, the Board will pay a teacher his full salary until Worker's Compensation insurance benefits for loss of income commence. Thereafter, a teacher sustaining any injury arising out of and in the course of employment by the Board will be compensated in accordance with the provisions of the Michigan Worker's Compensation Act. Further, the Board will pay to the teacher a sum which, inclusive of Worker's Compensation and other disability benefits, will total not to exceed eighty percent (80%) of the teacher's regular salary, while the teacher is unable to return to work, for not to exceed one (1) calendar year. Provided, however, that if the teacher's disability is the result of a student assault that occurs on school property and arises out of and in the course of the teacher's employment, the teacher may draw upon the CTO/leave without waiting for ten (10) days to expire, and whether the teacher has worked a minimum of thirty (30) days for the School District, a sum which inclusive of Worker's Compensation and any other disability benefit provided, will equal 100% of the teacher's straight regular salary according to the Salary Schedule, for not to exceed one (1) calendar year. Absences will not be chargeable against a teacher's sick bank until the teacher has been absent for one (1) calendar year.
2. Before returning to work after an operation, injury or serious illness, a teacher will present to the Board Central Office a statement from his doctor stating that the teacher has satisfactorily recovered and is able to return to work. The Board may direct that the

doctor's statement be corroborated by a statement from a doctor selected by the Board. If the dispute still exists, at the request of the Federation, the school physician and the employee's doctor will agree upon a third doctor to submit a report to the Board and to the teacher and the decision of such third party will be binding on both parties. The expense of the third doctor will be shared equally by the Board and the teacher.

3. A teacher who suffered a school-connected injury or any sickness which causes him to be disabled, will be reinstated with all pay increments he would otherwise have normally earned during the time of disability during the first year following the commencement of the disability. Upon return, the teacher will be assigned to his original position or to a position of like nature, seniority, status and pay.
4. In case of partial disability resulting from either illness or injury, verified by medical certification, which may incapacitate a teacher from discharging his full duties, his position and assignment will be adapted to the disability whenever possible. In such case, salary will be mutually agreed upon by the Board with the teacher and the Federation and nothing herein will preclude such agreement being reached.

## **B. INSURANCE**

1. The Board of Education will provide Life Insurance equal to \$50,000.00 with Accidental Death and Dismemberment (Double indemnity for accidental death).
2. The Board will provide district approved carrier for medical insurance and prescription coverage with co-pay. (See benefit summary attached (Appendix H.) and Part d. below.)
  - a. The Board will pay a pro-rated portion of the hospitalization and medical coverage for a regular part-time teacher desiring hospitalization (50% of Full Day and up).
  - b. Hospitalization, prescription and life insurance premiums will be paid by the Board for two (2) months following the use of all CTO/disability days to which a teacher is entitled (See part d. below.)

Hospitalization, prescription, life/disability, dental and vision insurance premiums will be paid by the Board during the duration of all FMLA leave. Following the expiration of all FMLA leave, the Board will pay these premiums at the COBRA rate, with the employee paying their proportionate share of either hard cap or 20%, depending on what the Board has elected as cost-sharing payment. Should the employee's leave of absence extend beyond two months following the expiration of all FMLA leave, the employee may cost share at the COBRA rate, provided the employee has at least one (1) day available in their sick bank. If an employee is on an unpaid leave of absence and not a disability leave, the employee may only elect full COBRA, regardless of days available in their sick bank.

- c. DCCR-Dependent Child Rider will be in effect. (See benefit summary attached in Appendix H.)
- d. Any other provision of this agreement notwithstanding, should the Board not choose the "Hard Cap," all teachers shall be liable for a portion of the premium payment for their hospitalization, medical and prescription insurance. All teachers shall pay twenty percent (20%) of the total cost of their hospitalization, medical, and prescription insurance.



- e. In an effort to contain costs, both parties agree that the district's health care coverage will be reviewed annually. The Director of Finance will obtain such alternatives to the existing plan as may be necessary to provide affordable insurance, while at the same time providing comparable coverage. The Director of Finance will share said alternatives with the Union President and work to obtain mutually-agreeable coverage.

### 3. Dental Insurance

100% paid dental insurance policy will be provided to a full time teacher by the Board. The full benefit summary is found in Appendix H.

The Board reserves the right to name the carrier.

### 4. Long Term Disability and Managed Sick Leave Policy

The Board shall provide at no cost to the teacher or bargaining agent a policy which will guarantee disability income benefits to a teacher who is unable to perform his or her duties because of illness or conditions physical or mental (excluding the following conditions of Appendix A.) See Appendix A. The Board reserves the right to name the carrier.

The teacher is responsible to use leave days (CTO and sick days) to be paid through the first sixty (60) calendar days of the illness. If the employee does not have leave days to use, these days will be unpaid (docked). On the sixty-first (61<sup>st</sup>) day of illness the insurance program will start and continue payments, according to the specifications of the policy, providing the teacher provides a statement from the doctor stating the illness and that the employee is unable to perform his/her duties.

The coverage and benefits of Appendix A will remain the same; the benefits are of the minimum allowed by the contract and only an increase of benefits will be accepted. All other procedures, definitions and requirements will not be changed or altered. All future policies cannot deviate from the specifications detailed in Appendix A. The carrier will be the sole decision of the Board providing the Federation has the guaranteed right to eliminate or refuse any carrier which does not meet all the specifications in Appendix A before Board adoption of the carrier.

- a. A teacher receiving benefits from the insurance company will be considered on sick leave for the length of the disability. Upon return, seniority and pay step to be determined by Article VIII, Section E (Leave of Absence).
- b. Any forms filled out by the teacher in order to collect benefits from the company or any other processes or procedures required by the insurer, will not be used by the Board or its agents to negate or modify any of the teacher's contractual or statutory rights with the Board of Education, other than those financial rights replaced by the policy. It will be clear that such requirements are being followed for financial benefits only.
- c. Hospitalization and group life insurance premiums will be paid by the Board for two (2) months following the use of all sick leave days to which the teacher is entitled.
- d. The teacher will be able to participate fully in all contractual group fringe benefits at his own expense at the group rate, once the contractual obligations of the Board contributions for these group benefits expire.

Failure of the carrier to meet the provisions of this contract will result in the Board and Federation initiating appropriate legal action to protect this provision of the contract. Costs to be shared equally.

5. The Board will provide vision insurance with the full benefit summary found in Appendix H.

Benefits are available once every twelve (12) months.

6. A teacher who receives hospitalization and prescription benefits from another source may decline hospitalization and prescription benefits under this contract. In lieu of said benefits, the teacher shall receive a stipend of \$2,000.00 per school year (payable in twenty [20] equal installments of \$100.00 each, starting in September). This option must be elected prior to the school year and cannot be revoked during the school year unless the teacher's current hospitalization benefits are changed or terminated (the stipend will then be prorated for the months that it was in effect).
7. The Board shall not provide dual hospitalization and prescription insurance coverage to spouses, both of which are employed by the Board. If both employees are covered by any contract, one spouse shall select the stipend provided in Section B. 6. above, or the cash in lieu of health insurance option in their contract.
8. Eligibility for Hospitalization, Prescription, Dental & Optical Insurance:

Employees hired for four (4) hours and up, their spouse, dependent children to the end of the year in which they turn 19 and dependent full-time college students to age 25 or as required by law.

### **C. TEACHER'S PROPERTY**

1. The Board will reimburse a teacher within fifty (50) days of a claim made to the Board for the teacher's property loss sustained under the following conditions:
  - a. Personal property, used for educational instruction when written approval for such use is obtained in advance from the Principal.
  - b. Clothing torn or damaged by children in the classroom in school or on a field trip.
  - c. Teacher's automobile damaged on school property.
2. Three (3) descriptive copies of a claim will be given to the Board by the teacher within five (5) days upon receiving information that damage occurred on school property.
3. Decision by the Board will be made within thirty (30) days of their filing of the claim. If the claim is granted, payment by the Board will be made within twenty (20) days.
4. A determination by the Board relative to such a claim will be final.

### **D. MISCELLANEOUS TEACHER RIGHTS AND BENEFITS**

1. Teacher will have an assigned desk and an adequate filing cabinet. A rotary pencil sharpener and computer will be provided in each classroom in both the elementary and secondary schools.

2. A teacher will not be required to transport students.
3. A teacher will have a duty-free lunch period. A teacher may leave the building to which he is assigned during his lunch period except that on inclement weather days, in the elementary schools, a teacher will be available for assigned duties after the lunch period. Inclement weather days will be defined as days when the temperature, rain, snow, mud or icy conditions on the playground present a hazard to the health or safety of the students.

The definition of inclement weather days shall be consistent throughout the district. All inclement weather days will be recorded at the school. This record will be available to the Federation upon request.

4. The regular duty day of teachers, including lunch period, shall consist of 7 hours and 20 minutes; 7 Hours and 25 minutes for K-8. Beyond the regular day, teachers will be required to be in attendance at least five (5) hours per year in the school district. It shall be the responsibility of the teacher to log his/her hours of attendance and report such hours to the building principal at the end of the school year on a form provided by the Superintendent.
5. a. The scoring and recording of standardized tests that are Board of Education assigned shall not be the responsibility of the classroom teacher.  

The principal's office staff will complete the preparations of CA-60.
- b. Clerical help will be provided kindergarten teachers at the beginning and end of each year. Additional time for Parent-Kindergarten teacher conferences will be provided at the discretion of the principal.
6. Nothing in this section shall violate information whose confidentiality is provided for by law.
  - a. Teachers shall have the right to inspect, comment upon and shall be given a duplicate of the material in their own individual personnel file.
  - b. A copy of administrative or parental compliments, complaints, evaluations or any other material shall be given to a teacher whenever such material is placed in the teacher's personnel file. If there is a written follow-up to such material, the teacher shall receive a copy.
  - c. A teacher shall have the right to submit a written response to any material filed. Such response shall be included in the teacher's individual personnel file and attached to the copy of the related material.
  - d. The personnel file shall constitute the official employment record of the teacher. It is recognized that only material which has been placed in the teacher's personnel file following the above procedure may be used as a basis for official action against a teacher.
  - e. All documents, communications and records dealing with a grievance shall be filed separately from the personnel file.

- f. The teacher shall have the right to remove any material in his own individual personnel file that is four (4) or more years old providing the teacher is not currently involved in corrective action.
  - g. If the Board receives a Freedom of Information Act request concerning materials contained in a bargaining unit member's personnel file, it will notify the Federation and the bargaining unit member prior to or at the time of fulfilling the request of the materials requested and if requested by the bargaining unit member, furnish copies of the materials. The Board reserves the right to charge the Federation the same amount for copies as it charges the person making the request under the Freedom of Information Act. If other requested materials are not in the personnel file and the bargaining unit member is named in the F.O.I.A. request, then the foregoing shall also apply.
7. a. A teacher shall have at least five (5) preparation periods per week totaling not less than 275 minutes. Whenever feasible, the Board will provide for a location within each school that is private and equipped with a telephone for teachers to use in carrying out their professional duties requiring communications by telephone.
- b. Elementary classroom teachers will arrive 30 minutes before the start of the school day.
- c. A secondary teacher will not be responsible for more than three (3) different class preparations per day without his consent.
8. Building meetings will be scheduled on school time whenever possible, without infringing upon class time.
- a. Building meetings, when called by the principal, will begin fifteen (15) minutes after school on the third (3rd) Tuesday of each month.
- 1. An agenda of the meeting shall be provided to each teacher no later than the end of the school day on the 3rd Monday of each month.
  - 2. An additional three (3) meetings may be called at the discretion of the principal.
  - 3. The meetings shall be scheduled to be one hour in length. Additional time, (one hour) shall be used for curriculum and planning.
  - 4. Teacher attendance will be mandatory.
- b. The date of 'Open House' shall be at the discretion of the building principal but will not be held on the first or second Tuesday of the month because of Union meetings.
- 1. On the day of 'Open House', school will be dismissed two (2) hours early.
  - 2. Teacher attendance will be mandatory.
  - 3. Teachers shall arrive no later than fifteen (15) minutes prior to the start and shall remain at least fifteen (15) minutes after the close of the scheduled time.
  - 4. The scheduled duration of 'Open House' shall not exceed one and one-half (1½) hours.

9. Assignment and Transfer:
  - a. Posting will be made available within fifteen (15) days from the date a vacancy is filled as to whether the request was granted or denied.
  - b. A teacher will be informed of his tentative teaching assignment for the following school year prior to summer recess.
  - c.
  - d. No teacher shall hold two or more extra contractual positions that require his supervision or presence at the same time.
  - e. When an appropriate room is vacated by a leaving teacher or a transfer, teachers in the building will be allowed to request the room. The teacher with the most seniority will be given the room unless circumstances make the move unfeasible.
10. When a teacher leaves the building during the school day, he must first notify the principal or designee, except at regularly scheduled lunchtime.
11. On any day during which a teacher is engaged in activity or business under the direction and approval of the Board, he will not be regarded as absent, even though such activity might require the teacher to be present in a place other than that of his regular assignment. The following items are listed as examples (inclusive but not exclusive).
  - a. Attendance at institutes or conferences.
  - b. Serving on educational committees or commissions such as those established by the Legislature or State Department of Public Instruction.
  - c. Visiting days to other schools or school sponsored trips.
  - d. Absence occasioned by programs of the Michigan Federation of Teachers and the Melvindale Federation of Teachers for educational activities.
12. CLASS SIZE
  - a. A week beyond Count Day, if the maximum number of students in a regular classroom exceeds the limits stated in paragraph d. (below), except for specialized instruction or subject matter which permits larger class sizes such as chorus, band, and physical education, the affected classroom teacher will receive one (1) hour of secretarial help on a cumulative basis each week per student in excess of the limits.
  - b. A Federation representative may meet with the principal to review class size and the schedule. The principal shall make himself/herself available within two (2) days of notification by the Federation.
  - c. In reimbursable Special Education classes, class size will not exceed Michigan Department of Education standards.
  - d. It is recognized by the Board and the Federation that the pupil-teacher ratio is an important aspect of an effective program. Therefore, they agree that every effort will be made to keep class size at an acceptable number taking into

consideration the building and classroom facilities available and the best interest of the district as deemed administratively and educationally feasible.

The maximum number of students in a teacher's class during the term of this agreement shall be:

1. The kindergarten classes will be held within a range of 25-31 with an overall class average between 28 and 29 students.
  2. The 1-6 classes will be held within a range of 26-31 for grades 1 through 3 and 26-32 for grades 4 through 6 with an overall class average per building between 29 and 30 students except in the areas of chorus and band.
  3. In cases where split classes are unavoidable, the class size will be held within a range of 20-26 students.
  4. All secondary schools with a six (6) hour day will hold the classes within a range of 18-36 with a maximum of 160 students assigned to any teacher except physical education, chorus, band and study hall. If a teacher has fewer than five (5) classroom teaching periods, then the maximum per day shall be thirty-two times the number of teaching periods. All secondary schools with a seven (7) hour day will hold ELA classes within a range of 18-36 with a maximum of 180 students assigned to any teacher and all other classes except physical education, chorus, band and study hall will be held within a range of 18-36 students with a maximum of 190 students assigned to any teacher. If a teacher has fewer than six (6) classroom teaching periods, then the maximum per day shall be thirty-two times the number of teaching periods. These class sizes may be exceeded with consent from the teacher. During the school year, special efforts will be made to equalize class counts in similar areas (example - 6th grade, Basic Math, Typing I, Advanced English, etc.)
13. A payroll schedule will be distributed at the commencement of the school year giving a full-time teacher the option of choosing a ten or twelve month pay plan. This option will be available no later than Friday of the first week of school and will be irrevocable for that year. In the absence of such a timely election, a teacher will be paid according to the ten-month pay plan.
  14. Whenever possible, the Board will provide for the handling, by non-certified personnel, of lunchroom responsibilities. The Board will provide for the handling of non-teaching duties (such as playground supervision, money collection and routine clerical chores) by non-certified personnel.
  15.
    - a. A teacher will furnish the Central Office his address and telephone number and promptly notify the office of any change. The teacher's telephone number will not be published in the directory if a teacher so requests.
    - b. The Board will issue an identification card to a teacher which will serve as a pass for the teacher and his family to all athletic events and other events sponsored by the School District.
  16.
    - a. No position will be permanently filled by a substitute teacher.
    - b. A substitute will be provided for a special teacher who is scheduled for one building, while another building at which he teaches is having a workshop applicable to him.

- c. A teacher will not have his normal class load increased by acting as substitute for an absent teacher unless he agrees to do so and no other substitute is available. If a teacher relinquishes his regular preparation period on a continuous basis for financial remuneration, he must make up his preparation time on a daily basis immediately following the regular school day. A teacher may substitute only during his designated preparation period. In the case of emergency, counselors may be used as substitutes at any time. A teacher's regular assignment shall not be canceled to act as a substitute.
17. A kindergarten pupil will receive a minimum of thirty (30) minutes of gym instruction each week.
18. Requisitioning and budgeting will be categorized as follows:
- a. K through 1
  - b. 2 through 5
  - c. 6 through 8
  - d. 9 through 12
- Upon reasonable request, daily teaching supplies (pencils, staples, Scotch tape, folders, chalk, etc.) shall be given the teacher within budget limits.
19. Regularly scheduled testing will be scheduled at times which are least disruptive to the instructional program.
20. A student teacher will be assigned only to a tenured teacher who is permanently certified for the grade level and subject, who voluntarily accepts the assignment.
- No teacher will be assigned more than one (1) student teacher in a period of four (4) consecutive semesters when other teachers in that subject are willing and available. The Federation will be provided with a list containing all assignments.
21. The Board will provide a copy of the Collective Bargaining Contract to each teacher within forty-five (45) days after execution. An electronic copy will be acceptable.
22. Elementary and middle school report cards will be distributed every ten (10) weeks. High school report cards will be distributed three (3) times in a semester. It will be the professional responsibility of the teacher to notify the parents in advance if the student is not meeting the class requirements. A standardized form will be available in the office.
23. The Board of Education agrees to use and maintain a district wide call-in system for absences.
24. The Board shall provide a safe working station, free of hazards, to the health and safety of the teachers and students.
25. Monitoring - All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, closed circuit television, public address or audio systems and any similar devices, shall not be used without the full knowledge and consent of the teacher.

26. During the period of a teacher's employment and thereafter, a teacher shall have and retain all property and copyright interests in and to any book, article, publication, motion picture filmstrip, recording musical composition, curricular outline, teaching materials, or other creative or copyrightable work, written, composed, created or devised by such teacher. The Board reserves the right to use the material without cost or royalties which might be incurred due to copyright interests.
27. In the absence of the principal or secretary, or in exceptional situations, a teacher may be required to administer medication to a student. The teacher must have access to a form minimally indicating parental consent, physician's signature, amount to be given at school, and a description of the medications. The Board will carry a minimum of \$1,500,000 liability insurance for members of the bargaining unit.
28. a. The Board will provide one (1) one-half (1/2) day to hold Parent/Teacher Conferences in both the fall and spring and offer two (2) evening teacher/parent conference sessions with one (1) full day of no instruction as compensation for evening sessions at the elementary and middle school levels (see calendars for determined date.) The Board will provide two (2) one-half (1/2) day sessions in both the fall and spring and offer one (1) evening teacher/parent conference session with one (1) full day of no instruction as compensation for the evening session at the high school level. The teacher/parent conferences shall occur the last three days of the 2nd week following the end of the 1st and 3rd marking periods. Teacher attendance will be mandatory.

The three (3) days for elementary and middle school schedule of teacher/parent conferences shall be as follows:

- 1st day: Regular day of student instruction.  
Evening available for teacher/parent conferences from 5:30 - 8:00 P.M.
- 2nd day: Regular day of student instruction.  
Evening available for teacher/parent conferences from 5:30 – 8:00 P.M.
- 3rd day: Morning with regular student instruction.  
One (1) hour lunch period.  
Afternoon available for teacher/parent conferences until regular dismissal time.

See calendar for determined date of no student instruction/no teachers report (as compensation for two (2) evening conference sessions.)

The two (2) days allotted for high school teacher/parent conferences shall be as follows:

- 1st day: Morning with regular student instruction.  
One (1) hour lunch period.  
Afternoon available for teacher/parent conferences until regular dismissal time.
- 2nd day: Morning with regular student instruction.  
One (1) hour lunch period.  
Afternoon available for teacher/parent conferences until regular dismissal time.  
Evening available for teacher/parent conferences from 5:30 - 8:00 P.M.

See calendar for determined date of no student instruction/no teachers report.



- b. Any and all IEPs, METs, REEDs or any meeting pertaining to the Special Education Program or 504s may be held during fall and spring teacher/parent conferences. (The teacher will have the 15-minute allotted conference time to discuss the student with the parents/guardians and the 15 minutes after will be handled by the case manager without the general education teacher present.) Scheduling will be done by the teacher and case manager.
- c. Any and all IEPs, METs, REEDs or any meeting pertaining to the Special Education Program or 504s that are not able to be held in sections "a" will be scheduled either before or after school.
- d. Any and all IEPs, METs, REEDs or any meeting pertaining to the Special Education Department or 504s will be scheduled by the administration in two ways:
  - 1. During regular teaching time with a substitute teacher being provided for the classroom teacher.
  - 2. Mandatory before or after school with 24-hour notice.

Every effort will be made to schedule all IEPs, METs, REEDs or any meeting pertaining to the Special Education Program, or 504s so that all parties involved can easily attend the meetings. Meetings held after school shall begin with fifteen (15) minutes after teacher dismissal time, unless a member of the bargaining unit is not present.

The administrator will log in the time the IEP, MET, REED or meeting pertaining to the Special Education Program or 504 begins and ends.

Teachers will be paid for any time spent beyond the length of the regular teaching day.

## **E. LEAVE OF ABSENCE**

An extended absence will be applied for and granted in writing. The superintendent will submit teacher's application for leave to the Board for approval. A teacher returning from leave will be placed by the administration. If a teacher gives written notice at least sixty (60) days before the commencement of school that he is returning from a leave at the commencement of school, he will be returned to a position of like seniority, pay and status. If a teacher returns from a leave during the school year, he will be placed in a position of like seniority, status and pay, as the position he held at the commencement of the leave. In categories 4, 5, and 7 below, not more than 2% of the members of the bargaining unit may participate in any one school year.

A teacher on leave who wishes to return will notify the Central Office of his intent to return, at least sixty (60) days (calendar) before the commencement of the school year.

The Family Medical Leave is available for leaves regarding personal illness or injury, care for a sick member of the immediate family, and maternity leaves. In reference to the Board Policy, the FMLA may be used by employees with at least one full year of service and at least 1,250 hours of work in the last 12 months. These requirements entitle the employee to a leave of up to 12 weeks in any rolling year period. The leave may be continuous or intermittent contingent on the agreement between the employee and the CEO/Superintendent.

During the FMLA, the employee must use accumulated sick leave and/or personal leave prior to going on an unpaid status. Benefits will continue during the FMLA upon payment of appropriate contributions.

At the expiration of a leave of absence, including FMLA, if an employee has not notified the district of his intent to return to work and no extension has been granted, the Board shall hold a hearing and determine if the teacher has abandoned the employment of the district.

1. Care for a sick member of the immediate family:

Not more than one (1) school year for the care of a sick member of his/her immediate family, without pay and without increment ("Immediate family" is defined under the section on CTO/Leave). Sufficient proof that such leave is necessary, such as certification by attending physician, will be required by the superintendent before such leave shall be granted.

2. Personal illness or injury:

The Board will grant a leave of absence to a teacher who is unable to perform his regular duties for an extended period of time, not to exceed one (1) school year, for personal injury or illness, without increment and without pay, providing written certification of illness is received from a physician.

3. Childcare leave/Maternity leave:

Childcare leave without pay shall be granted for up to one (1) full year (unless mutually extended) to all full-time tenure teachers who desire to return to employment in a similar capacity at a time consistent with the needs of the District as determined by the Board. Each approved childcare/maternity leave of absence shall be of a reasonable duration required to meet the purpose of the leave consistent with a reasonable continuity of instruction of students. Leaves of absence for the purpose of childcare shall be granted under the following conditions:

Request for childcare leave must be made in writing to the Superintendent at least ninety (90) calendar days before the leave is to begin, stating the beginning and ending dates of the requested leave.

Requested dates of departure and return must be acceptable to the administration and the Board. Such leave shall not be allowed after the first day of school following the child's first birthday, or in case of adoption, the first day of school following the anniversary date of the adopted child's reception into the family.

In case of adoption the Superintendent of Schools will be notified in writing within ten (10) days of filing an application for a child with an adoption agency.

In the case of an adoption the Superintendent of Schools will be notified in writing immediately upon notification to the teacher that child placement or custody is about to take place. (Specific date, if known, must be indicated.)

4. Advanced Study:

The Board of Education will grant a leave of absence for one (1) year or one (1) semester, without pay, but with increment, for advanced study in an educational institution of recognized rank upon written request.

5. Work Experience:

The Board of Education will grant a leave of absence, without pay but with increment, for work experience directed by the Board of Education (i.e., teaching in governmental programs as a foreign exchange teacher).

6. Military Leave:

A tenure teacher, who may enlist for one (1) period not to exceed four (4) years or to be conscripted into the defense forces of the United States for service or training, will be re-employed, but not necessarily in the same position, with full credit for annual increments under the salary schedule.

If not fulfilling previous reserve commitment, he/she will be on a leave of absence with pay after severing teacher duties during the first twenty (20) teaching days after severance.

7. Travel Experience:

The Board will grant a leave of absence, without pay or increment, for cultural travel, unless such absence will adversely affect the instructional program.

8. Federation Position:

Teacher who is appointed or elected to a full-time position with the Federation will be granted a leave of absence without pay but with salary increment upon return. Such leave will be limited to one (1) staff member not to exceed two (2) school years.

9. Central Sick Leave Bank (CSLB)

a. The purpose of this bank is to provide income continuation of any participating MFT member who has suffered a catastrophic illness and/or injury after exhausting his/her CTO/disability bank. Participating members will be defined as any member having contributed to the CSLB as determined by the Melvindale Federation of Teachers. Those receiving the CSLB benefits will be treated as if using days from their personal CTO/disability bank until that employee can begin a disability sick leave.

b. Criteria for the CSLB benefits are:

- i. A person is eligible for these benefits only if he/she is a participating member of CSLB prior to suffering a catastrophic illness or injury.
- ii. Any participating member suffering a catastrophic illness or injury (approved for CSLB) will immediately become eligible to draw from the CSLB once his/her personal CTO/disability bank has been exhausted.

- iii. To be eligible for consideration to receive CSLB benefits, the participating member must submit a statement of verification from two (2) health care professionals, one of whom is the doctor, describing the nature of illness or injury, the treatment required, and duration of care.
- iv. This illness/injury is so disabling or life threatening that the personal requires extensive treatment or convalescence.
- c. The CSLB will be funded by voluntary contributions from existing CTO/disability banks of the Federation Members. Each member of the Melvindale Federation wishing to participate will be able to do so in writing annually. The Melvindale Federation of Teachers will be responsible to establish, maintain and administer the CSLB. The CSLB records will be shared with Central Office.
- d. The CSLB distribution ends immediately upon the start of a disability sick leave.
- e. Denial of access to the CSLB benefit is not subject to the grievance procedure.
- f. The Melvindale Federation of Teachers agree to indemnify and hold the District harmless, and to release and forever discharge the District and its Board Members, officers, agents, employees and assigns from any and all complaints, expenses, claims for damage or injury, contribution and/or indemnification, judgments and causes of action of any kind, at law or in equity, including the payment of damages or judgments, and the provision of legal services or the payment of fees and costs incurred therefore, arising out of, or in consequence of this provision.

10. CTO/Leave:

- a. A teacher covered by this agreement will accumulate one and one-fifth (1.2) days of CTO/leave allowance, as defined herein, for each month the teacher receives pay in his regular yearly position but not to exceed twelve (12) days per year. Unused CTO leave days will accumulate and after the current year be designated as "Sick Bank." A teacher's absence will be first chargeable to his/her current CTO leave allowance, then "Sick Bank." A teacher, while on CTO leave, will be deemed to be on continued employment for the purpose of computing all benefits referred to in this agreement, except as herein stated.
- b. CTO leave will be advanced at the beginning of the school year. A deduction will be made from a teacher's final salary check for CTO leave used in excess of earned CTO leave if a teacher's employment is terminated prior to the end of the school year.
- c. The superintendent, or if s/he directs, each building principal, will establish a procedure for reporting expected absences to a central reporting point. The procedure will set forth the number of hours notice the teacher must give before returning to duty.
- d. A statement of his/her accumulated (CTO allowance/sick bank) days will be given to all teachers by the first pay period in October.

- e. No deduction in pay will result from absence from duty while a teacher is on CTO leave until his absence exceeds his CTO leave allowance and Sick Bank.
- f. Upon proper notice, indicating the cause, a teacher's absence, due to the following, may be charged against CTO leave:
  - i. Absence occasioned by a teacher's illness or injury;
  - ii. Absence occasioned by an emergency, illness or injury in the teacher's immediate family: "Immediate family" means spouse, child, parent, father-in-law, mother-in-law, grandparents, and any other relative or non-relative living or making his home in the household of the teacher. Nursing and babysitting services are not covered by this provision. This leave will not exceed three (3) consecutive days nor ten (10) days in a school year.
  - iii. Religious observance:  
All teachers shall be granted such days as shall be required by their religion for holy observance and abstention from work. Such days shall be deducted from CTO day accumulation. The teacher shall give five (5) days' notice to his administrator.
- g. CTO leave allowance will not accrue, be used or granted for additional service such as night school, summer school, and supplemental positions and/or assignments. If a teacher's employment is terminated, all accumulated CTO leave allowance and Sick Bank will be forfeited. However, if a teacher resumes his employment and his absence has been through approved leave of absence or reduction of personnel, accumulated sick leave allowance will be restored.
- h. In case of absence, the teacher will notify the superintendent, or the principal, of his absence and return as noted in the contract. Failure of proper notice when a substitute has been placed on duty will result in deduction of one (1) day from the teacher's accumulated CTO leave allowance or Sick Bank.
- i. A teacher will not accumulate CTO leave during any month in which the teacher receives pay for less than the majority of the scheduled working days in that month.
- j. Any unused CTO days will be converted and placed into a bank from one contract year to the next contract year. This bank will be called the Sick Bank. Once a day is in this bank it can only be used for illness or injury. If three (3) or more consecutive days are used out of this Sick Bank, a doctor's script shall be required. No compensation or severance will be paid for any of these days.
- k. Any teacher that has exhausted all CTO and sick bank days must submit a doctor's script for each day of absence upon returning to work.
- l. Any teacher needing to exhaust three (3) or more consecutive CTO days for personal business (vacation) must request the time off from the Superintendent with two weeks advanced notice. Days will be permitted at the Superintendent's discretion.
- m. At the time of retirement, any teacher that has taught in the district for a minimum of 15 years will be paid \$50 per each day remaining in his/her sick bank. A teacher must have a minimum of 35 days banked in order to receive this payment.

11. Involuntary leave:

A teacher may be requested to take Involuntary Leave when it has become apparent to the superintendent that the teacher is no longer able to physically and/or mentally discharge the duties of his position in a competent professional manner.

- a. Upon the recommendation of the superintendent and the approval of the Board, the superintendent may request in writing that a teacher take a physical or mental examination at Board expense, the results of which may be used for determining Involuntary Leave.
- b. When an examination is requested, a report of three (3) physicians will be required; one (1) physician will be selected by the teacher, one (1) selected by the Board and a third will be mutually agreed upon by both parties.
- c. Should the examination prove sickness, the teacher will be entitled to apply for personal illness or injury leave.
- d. A teacher requesting return from Involuntary Leave may return only upon the recommendation of the superintendent and approval of the Board. The Board may require verification of the teacher's ability to perform their essential job functions.
- e. Reinstatement will occur no later than the beginning of the semester following the approval of the superintendent's recommendation by the Board.

12. Public office leave

The Board will grant a leave of absence up to two (2) years, or the length of the term of office, without pay or increment, to any teacher to campaign for himself or serve in a public office.

13. Funeral leave

A teacher will be allowed four (4) consecutive days as funeral leave days, not to be deducted from sick leave, for a death in the teacher's immediate family. The leave shall be within 30 days of the date of death and inclusive of the ceremony, unless approval is granted by the Superintendent, or designee. The immediate family will be defined as spouse, child, step-child, parent, step-parent, father-in-law, mother-in-law, grandparents, brother, sister, son-in-law, daughter-in-law, grandchild and other individuals, including life partner and significant other, living in the household of the employee being included in the definition under funeral leave.

14. Additional leave of absence will be granted for participation in: Armed Forces Dependents, school programs Peace Corps, or Department of Health, Education and Welfare Teachers exchange programs, with prior Board approval.

15. If the Board can find certified replacements, the Board shall grant up to two members leave of absence for one year, without pay or increment, or seniority to a teacher wishing to seek an alternative career outside the field of education. Seniority will be the basis for awarding. Employment, during the leave, in the field of education will result in disciplinary action. Applications must be received no later than March 15th for Board consideration.

**ARTICLE IX**  
**SALARY AND OTHER PAY BENEFITS**

- A. Consideration of outside classroom teaching experience on the salary schedule shall only be given for actual work experience in the field of education but the salary step which shall be no greater than work experience will be at the discretion of the Board.
- B. After commencement of school, if a teacher earns credit before January 31st, that entitles him /her to additional salary. According to the salary schedule, he/she will receive the additional salary at the termination of the school year, retroactive to February 1st of that year. An additional earned degree must be from a Michigan-recognized fully-accredited university. Any teacher who begins an advanced degree program must notify the Board of Education of the estimated completion date for budget purposes.
- C. A teacher (including counselors) may substitute only during his/her designated preparation period. The rate of pay will be \$35.00 per designated preparation periods during which a teacher substitutes. Requests for substitute teaching during a teacher's preparation period will be made upwards from the bottom of the seniority list.
- D. Salary Schedules for the duration of the contract. (See Salary Appendix D.)

Any teacher on the 5<sup>th</sup> Step or higher who completes a 2<sup>nd</sup> Masters, Ed. Specialist or Doctorate degree after 9/1/11 will receive compensation per the 2<sup>nd</sup> Master's salary schedule.

For recognition on the degree salary scale, the teacher must be certified and furnish official transcripts as required.

- E. Extra Contractual Pay Schedule
  - 1. The Board shall give in writing to the Federation president the list of extra contractual positions as listed in Appendix E and the personnel who hold those positions within twenty (20) days following the placement. After the start of each program, the board shall give in writing to the Federation president within fifteen (15) days a list of any changes in the above list.
  - 2. The following activities are to be paid on a prorated basis of the teacher's salary. Prior approval of the activity and its scheduled time must be obtained from the person in charge. The rate of pay will be based upon a pro-rata portion of the teacher's salary (Ex.: 6.75 hours per day times 200 days equals 1,350 hours, divided into his/her base annual salary).
    - a. Counseling (Saturday test program) - except when financial arrangements are made by an outside agency.
    - b. IEP meetings that extend beyond the regular working day.
  - 3. Building School Improvement Teams/NCA will be eligible for "club" stipends as follows:
    - a. Five (5) teachers per building at Melvindale High, Strong Middle, and Allendale Elementary schools.
    - b. Three (3) teacher at Rogers Early Elementary School.
    - c. One (1) Chairperson at each building will receive an \$1000 stipend per year.

- d. Four (4) remaining teachers will each receive a \$700 stipend per year.
  - e. Three (3) days of School Business will be granted to building team members per year.
  - f. The District School Improvement Chair will receive a \$4,000 stipend per year.
4. A teacher who is entitled to remuneration under items in Appendix E will be paid twice a year; the first pay of the second semester and the last pay of the second semester based on a 21 pay (payroll schedule). Only the last pay of the second semester will include the club stipends. A teacher who is entitled to remuneration under items E-8 a-d will also be paid during these two pays (payroll schedule).
  5. In instances where released time is provided as in Robotics, Student Council, etc., the remuneration is for time spent above and beyond the released time.
  6. Any regular contractual teacher position and/or assignment which extends beyond the school day will be paid on a prorated basis of the teacher's contractual salary.
  7. The extra contractual hourly pay scale for members of this bargaining unit will be \$35.00. If no members of this bargaining unit choose to participate in the above-mentioned Extra Contractual activities, the hourly pay will be \$35.00.

All Summer School Teachers will be paid \$35.00 with the understanding that teachers in the bargaining unit will be hired first for these positions.

8. In the event a teacher is unable to complete an extra contractual assignment, the remuneration received will be based upon the percentage of the activity completed and the amount allocated for the assignment.
9. Rates of pay and classification of new positions or functions related to instruction must be negotiated before positions can be filled.
10. All items in Article IX. E. will have the option of being paid as a 0-9 pay split on a regular paycheck. Teacher will select said option upon application for extra contractual remuneration.

#### F. Mileage Allowance

Regular duty within or outside the school district will be reimbursed at a rate per the Internal Revenue Service standard mileage allowance for that calendar year.

#### G. Attendance Bonus

Employees that do not use CTO Leave Days during a school year shall be paid a bonus, as below. All payments shall be equated to scheduled hours in relation to a full day at \$100.00 per day. All attendance bonuses shall be paid the last pay in June at the end of each school year.



<u>Unused Days</u>	<u>Payment (Equated)</u>
10	\$1,000
9	\$900
8	\$800
7	\$700
6	\$600
5	\$500
4	\$400
3	\$300
2	\$200
1	\$100
0	\$0

## **ARTICLE X SPECIAL CONFERENCE**

An Administrator will meet informally with a Federation representative, or teacher, at a mutually agreed time to discuss a contract issue. A special conference for important matters will be arranged between the Federation President and a designated representative of the Board upon the request of either party. Such meeting will be between not more than two (2) representatives of each party unless additional representation is mutually agreed upon by the parties. Arrangements for such special conference will be made in advance and a written agenda of the matters to be considered will be presented at the time the conference is requested. A special conference may be held during the instructor's preparation period or after school. A Federation member will not lose time or pay for the amount of time spent in such special conference held during working hours.

The Federation has the right and responsibility to present matters which it believes are detrimental to the educational processes of the district to the Board after discussing the situation with the Superintendent of Schools.

## **ARTICLE XI GRIEVANCE AND GRIEVANCE PROCEDURE**

- A. "Teacher" includes the Federation acting on behalf of a teacher. A grievance is defined as a complaint about an act or condition which a teacher conceives to be contrary to this contract. If a grievance arises, there will be no stoppage or suspension of work because of such grievance, but such grievance will be processed pursuant to the grievance procedures.
- B. A teacher may present a grievance to the Board or its designated representative, without the intervention of the Federation or its representatives, as long as any adjustment is not contrary to the terms of this agreement. However, when a teacher decides to process a grievance in his own behalf, the Federation will be entitled to have a representative present at any time.

A teacher will not be accompanied by, nor represented by an officer, executive, delegate or employee in any capacity of a teacher organization other than the Federation. An organization, other than the Federation, cannot lodge a grievance in its own behalf or in behalf of a teacher.

- C. The teacher with a grievance will discuss the matter with the principal informally.

**D. Step 1:**

In the event the matter is not resolved informally, the grievance, in writing, may be lodged with or submitted to the principal of the school in which the grievance arises, within five (5) days following the act or discovery of the act or condition which is the basis of the grievance.

Within three (3) days after receiving the complaint, the principal will answer the teacher, in writing with his reasons or reason therefore, with a copy to the Federation. The principal's reasons will not be legally binding on the Board.

**Step 2:**

Within five (5) days after the principal has delivered his answer, a written appeal from the decision may be made to the superintendent with a copy of the decision of the principal.

The grievance will be in writing and will set forth specifically the act or condition and the contract clauses allegedly violated on which the grievance is based, and signature of the teacher.

The superintendent, or acting superintendent, will give the teacher an answer in writing no later than five (5) days after the receipt of the grievance.

**Step 3:**

If the grievance is not resolved in Step 2, and the teacher within five (5) days after receipt of the answer from the superintendent requests a meeting, the Board and the teacher will meet within a reasonable time, not less than seven (7) calendar days nor more than fourteen (14) calendar days from the receipt of the request. Three (3) days notice of such meeting will be given to the teacher, the Federation representative and the local Federation president and they will have an opportunity to be heard at this meeting.

The Board will mail or deliver its decision in writing, together with supporting reasons to the teacher and the Federation within ten (10) days of the date of the meeting.

**Step 4:**

If a satisfactory disposition of the grievance is not made as a result of the meeting provided for in Step 3 above, only the Federation will have the right to appeal the dispute to an impartial arbitrator. Such appeal must be filed with the American Arbitration Association within fifteen (15) days from the date of the receipt of the Board's answer by the Federation. Arbitration will be conducted under and in accordance with the rules of the American Arbitration Association.

1. The arbitrator will limit his decision strictly to the application and interpretation of the provisions of this contract, and he will have no authority to act in the following matters:
  - a. Where a complaint is being processed, at the initiation of the teacher through other legal procedures. (Example: Teacher Tenure Act).
  - b. Any matter stated in this contract in which the Board's decision is final.
2. The arbitrator's decision will be accepted as binding by the teacher and the Board. There will be no appeal by either party from an arbitrator's decision, if the decision is within the scope of the authority of the arbitrator. If the scope of the arbitrator's authority is litigated, the losing party will pay to the other party the cost of litigation and reasonable attorney fees.

3. In the event a case is appealed to an arbitrator and he has no power to rule, it will be referred back to the parties without decision or recommendation on its merits.

4. Expedited Arbitration

a. If the Federation is not satisfied with the disposition of the grievance by the Board or if no disposition has been made within the period provided, the Federation may submit the grievance to expedited arbitration before an impartial arbitrator upon mutual agreement of the Federation and the Board. The arbitrator shall be selected by the American Arbitration Association in accordance with its rules, which shall govern the proceeding. The arbitrator shall have no power to alter, add to, or subtract from the terms of this agreement. Both parties agree to be bound by the award of the arbitrator.

b. The fees and expenses of the arbitrator shall be shared equally by the parties.

c. Upon notification by the Federation of its intention to go to expedited arbitration, the Board will make its decision by the next regularly scheduled Board meeting.

E. Time Limit

Any grievance not advanced to the next step within the time limit in that step will be deemed abandoned. If the superintendent or Board does not respond or perform any other required act relative to a grievance within the time specified, the grievance will be awarded without prejudice. Time limits may be extended mutually by the Board and the Federation, in writing, and if so, the new time limits will prevail. The time provisions are mandatory and are of the essence for this grievance procedure.

F. Hearing held pursuant to this grievance procedure will be conducted at a time and place which will afford a reasonable opportunity for all persons, including witnesses, entitled to be present, to attend. If such hearings are conducted during school hours, all employees who are required to be present at the hearing will be excused with pay for that purpose.

G. If a grievance arises from action by an authority higher than the principal or if it involves more than one building, the teacher or Federation may present a grievance at Step 2.

H. No decision in any one case will require a retroactive salary or wage adjustment in any other case.

I. Notwithstanding the expiration of this agreement, any claim or grievance arising hereunder may be processed by the grievant through the grievance procedure until resolution.

## **ARTICLE XII STUDENT DISCIPLINE**

A. The teacher is immediately responsible for student supervision in the classroom, and except for emergencies and excused absences will be in the classroom.

B. A child will be suspended from his class when, in the opinion of the principal and the teacher, the child is causing serious disruption. Within twenty-four (24) hours, a written report by the teacher will be delivered to the principal's office. The child may be readmitted by the principal after some adjustment has been made or the principal may hold a conference at which at least two (2) of the parties will be present:

1. The principal or assistant principal
2. A counselor
3. Social worker, school psychologist or attendance officer
4. The child
5. A parent or parents of the child
6. The teacher will be present at the conference if his presence is deemed necessary by the principal.

A teacher may temporarily suspend a pupil from a classroom when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish the principal as promptly as his teaching obligations will allow, full particulars of the incident in writing. A teacher may use such restraints as necessary to protect himself from physical abuse or to prevent injury to another student so long as they are not inconsistent with existing legal statutes.

- C. The teacher will be informed of the results of the conference and/or adjustment by the principal. If the teacher disagrees with the principal's decision, the teacher may request an immediate hearing with the superintendent, who after hearing from both the teacher and principal, will make a decision which will be final and conclusive.
- D. If the Board determines that a teacher has been assaulted by a student on school property while the teacher is in the course of his employment, and if requested by the teacher, the Board will provide legal counsel as selected by the Board to advise the teacher of his rights. The Board's determination is final.
- E. If an action, civil or criminal, is instituted by a student against a teacher by reason of an act or acts committed by the teacher on school property and arising out of and in the course of the teacher's employment, and if requested, the Board will select and provide legal counsel to assist the teacher in his defense, provided the Board first determines that the teacher did not violate the rules, regulations or policies of the school district. The Board's determination is final.

### **ARTICLE XIII CONTINUITY OF OPERATIONS**

There will be no strikes by the Federation, its officers, representatives, or members. Nothing contained herein will be construed to limit, impair, or affect the right of any public employee to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public employment or their betterment.

When the schools in the district are closed to the students because of severe inclement weather or an act of God, teachers shall not be required to report.

### **ARTICLE XIV WAIVER CLAUSE AND AMENDMENTS**

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. Any amendment or agreement supplemental hereto will not be binding upon either party unless executed in writing by the parties hereto.

This agreement shall constitute a binding obligation of both the Board and the Federation and for the duration hereof may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the Board and the Federation in written and signed amendment to this agreement.

## **ARTICLE XV VETERANS RIGHTS**

Veteran's reinstatement and re-employment rights will be governed by applicable Federal and State laws.

## **ARTICLE XVI JURY DUTY**

Notice of jury duty will be communicated immediately to the Central Office. If a teacher is compelled to serve, the Board will pay the difference between jury duty remuneration and his basic salary.

## **ARTICLE XVII SCHOOL CALENDAR**

Rescheduled Instructional Days

1. If the number of hours or days of pupil instruction falls below the number of hours or days as required for State funding due to conditions not within the control of school authorities, then sufficient day(s) or hours of pupil instruction may be rescheduled on a day(s) mutually agreed upon between the District and the Federation.
2. On such day(s) when pupil instruction is not provided, Union members will not be required to work. Federation members will be required to work on the rescheduled day(s) as if it were a regularly-scheduled day(s).
3. On the rescheduled work day(s), the School District will not pay nor will Federation members receive any additional compensation, insurance benefits or fringe benefits under the contract.
4. It is understood and agreed that current/future legislation may mandate additional student instruction hours or days. Should legislation or rule increase days or hours beyond those required by this contract, the parties shall meet to negotiate all ramifications and compensations for said instructional days or hours.

## **ARTICLE XVIII REDUCTION IN PERSONNEL - FOR LAYOFF ONLY**

Should changes in student population or financial conditions warrant an adjustment or reduction in staff the following procedures shall prevail:

- A. Before official action on layoff or reduction of bargaining unit members is taken by the Board, it will give notice to the Federation of the contemplated reduction and afford the Federation the opportunity to discuss it with the Superintendent. As soon as the names of the bargaining unit members to be laid off are known, a list of such names shall be given to the Federation.

A bargaining unit member who moves to an administrative or supervisory position shall retain, but not accumulate, seniority. Administrators hired from outside the bargaining unit employed shall not have seniority in the bargaining unit.

- B. Layoff means removal from the payroll with no employment rights, other than retention of seniority status.
- C. "Seniority" shall be defined as total years of contracted service to the Melvindale-Northern Allen Park School District computed from the first day they reported for work. Part-time contractual employment, and substituting while on layoff shall not interrupt years of service and shall be prorated. Laid-off contracted teachers on the preferred substitute list shall accrue seniority for each day worked as a substitute as per Article XVIII, "L". Advanced study, care for sick member of the immediate family, work experience, maternity leave, military leave, federation position leave, sabbatical leave, sick leave, personal business leave, funeral leave, suspension with pay and suspension without pay for ten (10) days or less shall not be considered as interruption of years of service. All other approved leaves, including suspension without pay for more than ten (10) days, shall not count as years of service but seniority is computed from the first day of employment minus the time of such leave. If a person resigns, or otherwise leaves the employ of the district other than on an approved leave of absence and subsequently returns, seniority is computed from the first day they reported to work after returning to the employ of the Board.
  - 1. In the event two (2) or more teachers have equal seniority as defined above, the date of signing of contract by individual teachers will be used to establish the longest seniority.
  - 2. In the event two (2) or more teachers have equal seniority as defined above, the number of degrees will be used to establish the longest seniority.
  - 3. In the event that two (2) or more teachers have equal seniority as defined above, the number of hours beyond the bachelor's degree will be used to establish the longest seniority.
- D. Following any teacher layoff and/or at the beginning of each school year, all teachers who have been laid off will be placed on the preferred substitute list in order of seniority. These preferred list teachers shall be called for substituting on identified or mutually agreed upon days of availability before any other substitutes.

Starting with the most senior teacher on the list, each teacher will be given a complete choice of all positions available for substituting at that time, eliminating each one as it is chosen.

Each teacher on the preferred substitute list will begin at \$100.00 per day at the beginning of each school year.

One day seniority for each day worked as a substitute will be earned only by a teacher on the preferred substitute list.

If a teacher has worked 5-days-a-week substituting, then at the end of the school year each teacher on the preferential substitute list who has worked 90% of the days he/she was needed to substitute shall be awarded 200 days seniority in that school year. Under no circumstances shall any teacher accrue more than 200 days of seniority for one school year.

- E. The Board shall direct the superintendent or his designee to keep the Federation fully informed of all matters involving any condition or conditions brought about by this Article.

**ARTICLE XIX**  
**TIME-SHARED TEACHING ASSIGNMENTS**

**A. PURPOSE**

A time-shared teaching program is to allow pairs of tenured teachers to voluntarily share full time assignments in order to increase work options, prevent possible lay-offs, to enable the employees to better meet the dual responsibilities of work and family, and to bring greater educational experiences to the District's students.

**B. PROCEDURE**

1. Each time-share teaching team (known hereafter as TST) submits a plan to the Building Administrator, Curriculum Director, Superintendent and the Board of Education for review with the following considerations:
  - a. partnerships (names of the team)
  - b. when each will teach
  - c. how the curriculum will be divided
  - d. when joint planning will take place
  - e. various duties/responsibilities divided (teacher meetings, IEPs, report cards)
  - f. specify how parent/teacher conferences and open house will be handled
  - g. how the one benefit package will be distributed by the partnership
2. Each plan will be individually evaluated by the Board of Education, have the final authority, will grant or deny the implementation of each TST. The decision rendered by the Board will be final and is not grievable or reviewable.
3. One representative from administration (Curriculum Director, Principal) and one representative from the Melvindale Federation of Teachers will facilitate the implementation of the program, when the TST plan is approved. The building principal will have the opportunity to interview teachers wanting to time-share in his/her building.

**C. CONDITIONS FOR TIME-SHARE TEACHING**

1. Positions that are available for time-share teaching may be determined by the Representatives of the Administration and Melvindale Federation of Teachers.
2. All TST positions will be for one (1) year, unless a TST team requests a renewal for the following year and the same is approved by the Board of Education.
3. At the termination of TST, both teachers will be assigned to their former building, positions, departments or a comparable assignment as is available given their certification.
4. TST teachers will be able to share at a 50%/50% at the elementary level, or a 40%/60% at the secondary level, or as agreeable to the Board, to complete a full-time position.

5. For each teacher on a shared teaching assignment, the granting of seniority and experience on the salary schedule will be determined on a case by case basis. Retirement credit is prorated by the State Retirement Office in relation to the hours worked per day.
6. Full preparation time will be provided and divided as equitably as possible within the assigned position.

**ARTICLE XX  
DURATION OF CONTRACT**

This agreement will become effective July 1, 2022 and will continue in force and effect through June 30, 2025. However, at any time during this agreement a duly authorized representative of the Melvindale Northern-Allen Park Board of Education or a duly-authorized representative of the Melvindale Board of Teachers may request a meeting to discuss the contents of the contract. The results of that meeting may, in fact, result in changes of the contract with agreement between the Melvindale-Northern Allen Park Board of Education and the Melvindale Federation of Teachers. The contract may have a reopener for consideration of wages the third year.

IN WITNESS WHEREOF, the parties have hereunto executed this agreement by their duly-authorized representatives.

Dated: NOVEMBER 14, 2022

MELVINDALE FEDERATION OF  
TEACHERS; LOCAL 1051  
AFT, AFL-CIO

BOARD OF EDUCATION  
MELVINDALE-NORTHERN  
ALLEN PARK PUBLIC SCHOOLS

By: Nicole Gores  
Nicole Gores, MFT President

By: Mathew Rader  
Mathew Rader, BOE President

By: Michael Maffesoli  
Michael Maffesoli, MFT Treasurer

By: Ryan Vranesich  
Ryan Vranesich, Superintendent



**APPENDIX A**

**LONG TERM  
DISABILITY INSURANCE AND  
LIFE INSURANCE POLICY SUMMARIES**

## SCHEDULE OF BENEFITS

Employer(s):	Melvindale Northern Allen Park Public Schools
Plan Number:	7294
Original Plan Effective Date:	July 1, 2012
Benefits Revised Date:	July 1, 2021
Eligible Class:	Class 01: Teachers
Employer Premium Contribution:	100%
Elimination Period:	60 consecutive calendar days
Minimum Hourly Work Requirement:	600 hours per year
Waiting Period:	None
Evidence of Insurability:	Required for Late Enrollees, Increases and amounts exceeding the Guarantee Issue
Employee Eligibility Date:	First of month following completion of the Waiting Period
Minimum Participation Requirement:	100%
Leaves and Sabbaticals:	Coverage with premium payment while on FMLA leave; Coverage with premium payment for up to 1 month while on Paid or Unpaid Leave; Coverage with premium payment for up to 3 months while on Layoff; Coverage with premium payment for up to 3 months while on Strike, Locked Out or General Work Stoppage; Coverage with premium payment for up to 1 month on Paid or Unpaid Leave of Absence due to Physical Illness or Injury
Definition of Disability:	Zero Day
Own Occupation Period:	24 months following the end of the Elimination Period
Any Occupation Period:	From the end of the Own Occupation Period to the end of the Maximum Benefit Period
Cumulative Elimination Period:	30 Working Days
Recurrent Disability:	6 months
Predisability Earnings:	Base pay only

Maximum Monthly Covered Salary: \$10,000  
 LTD Benefit Percentage: 66-2/3%  
 Maximum Monthly Benefit: \$6,667  
 Guarantee Issue: \$6,667  
 Minimum Monthly Benefit: \$50  
 Maximum Benefit Period:

Age at Disablement	Benefit Duration*
61 or younger	to age 65
62	3-1/2 years
63	3 years
64	2-1/2 years
65	2 years
66	1-3/4 years
67	1-1/2 years
68	1-1/4 years
69 or older	1 year
*To the later of: 1) the specified length of time as stated above, or 2) the day before attaining the Social Security Normal Retirement Age under the United States Social Security Act, as revised.	

Work Incentive Period: First 12 months of Disability with Work Earnings  
 LTD Benefit Calculation: Standard – Non-Contract Day  
 Social Security Integration: Full Family  
 Freeze Type: General Freeze  
 Mental Disorder Limitation: 24 Months Lifetime unless hospital confined, with recovery  
 Substance Abuse Limitation: 24 Months  
 Claim Payment Method: Monthly  
 Activities of Daily Living Benefit: Included  
 Child-Family Care Expense Adjustment: Included  
 Reasonable Accommodation Expense Benefit: Included  
 Rehabilitation Benefit: Included  
 Specific Loss Benefit: Included  
 Survivor Benefit: Included

## SCHEDULE OF BENEFITS

Employer(s):	Melvindale Northern Allen Park Public Schools
Plan Number:	7294
Original Plan Effective Date:	July 1, 2012
Benefits Revised Date:	July 1, 2021
Eligible Class:	Class 03: Superintendent, Administrators, Directors, and Executive Secretaries
Employer Premium Contribution:	100%
Elimination Period:	60 consecutive calendar days
Minimum Hourly Work Requirement:	17.5 hours per week
Waiting Period:	None
Evidence of Insurability:	Required for Late Enrollees, Increases and amounts exceeding the Guarantee Issue
Employee Eligibility Date:	First of month following completion of the Waiting Period
Minimum Participation Requirement:	100%
Leaves and Sabbaticals:	Coverage with premium payment while on FMLA leave; Coverage with premium payment for up to 1 month while on Paid or Unpaid Leave; Coverage with premium payment for up to 3 months while on Layoff; Coverage with premium payment for up to 3 months while on Strike, Locked Out or General Work Stoppage; Coverage with premium payment for up to 1 month on Paid or Unpaid Leave of Absence due to Physical Illness or Injury
Definition of Disability:	Zero Day
Own Occupation Period:	24 months following the end of the Elimination Period
Any Occupation Period:	From the end of the Own Occupation Period to the end of the Maximum Benefit Period
Cumulative Elimination Period:	30 Working Days
Recurrent Disability:	6 months

Predisability Earnings: Base pay only  
 Maximum Monthly Covered Salary: \$15,417  
 LTD Benefit Percentage: 66-2/3%  
 Maximum Monthly Benefit: \$10,278  
 Guarantee Issue: \$10,278  
 Minimum Monthly Benefit: \$50  
 Maximum Benefit Period:

Age at Disablement	Benefit Duration*
61 or younger	to age 65
62	3-1/2 years
63	3 years
64	2-1/2 years
65	2 years
66	1-3/4 years
67	1-1/2 years
68	1-1/4 years
69 or older	1 year
*To the later of: 1) the specified length of time as stated above, or 2) the day before attaining the Social Security Normal Retirement Age under the United States Social Security Act, as revised.	

Work Incentive Period: First 12 months of Disability with Work Earnings  
 LTD Benefit Calculation: Standard – Non-Contract Day  
 Social Security Integration: Full Family  
 Freeze Type: General Freeze  
 Mental Disorder Limitation: 24 Months Lifetime unless hospital confined, with recovery  
 Substance Abuse Limitation: 24 Months  
 Claim Payment Method: Monthly  
 Activities of Daily Living Benefit: Included  
 Child-Family Care Expense Adjustment: Included  
 Reasonable Accommodation Expense Benefit: Included  
 Rehabilitation Benefit: Included  
 Specific Loss Benefit: Included  
 Survivor Benefit: Included

### SCHEDULE OF BENEFITS

Employer(s):	Melvindale Northern Allen Park Public Schools
Plan Number:	7294
Original Plan Effective Date:	July 1, 2012
Benefits Revised Date:	July 1, 2021
Eligible Class:	Class 03: Superintendent, Administrators, Directors, and Executive Secretaries
Employer Premium Contribution:	100%
Elimination Period:	60 consecutive calendar days
Minimum Hourly Work Requirement:	17.5 hours per week
Waiting Period:	None
Evidence of Insurability:	Required for Late Enrollees, Increases and amounts exceeding the Guarantee Issue
Employee Eligibility Date:	First of month following completion of the Waiting Period
Minimum Participation Requirement:	100%
Leaves and Sabbaticals:	Coverage with premium payment while on FMLA leave; Coverage with premium payment for up to 1 month while on Paid or Unpaid Leave; Coverage with premium payment for up to 3 months while on Layoff; Coverage with premium payment for up to 3 months while on Strike, Locked Out or General Work Stoppage; Coverage with premium payment for up to 1 month on Paid or Unpaid Leave of Absence due to Physical Illness or Injury
Definition of Disability:	Zero Day
Own Occupation Period:	24 months following the end of the Elimination Period
Any Occupation Period:	From the end of the Own Occupation Period to the end of the Maximum Benefit Period
Cumulative Elimination Period:	30 Working Days
Recurrent Disability:	6 months

Predisability Earnings: Base pay only

Maximum Monthly Covered Salary: \$15,417

LTD Benefit Percentage: 66-2/3%

Maximum Monthly Benefit: \$10,278

Guarantee Issue: \$10,278

Minimum Monthly Benefit: \$50

Maximum Benefit Period:

Age at Disablement	Benefit Duration*
61 or younger	to age 65
62	3-1/2 years
63	3 years
64	2-1/2 years
65	2 years
66	1-3/4 years
67	1-1/2 years
68	1-1/4 years
69 or older	1 year
*To the later of: 1) the specified length of time as stated above, or 2) the day before attaining the Social Security Normal Retirement Age under the United States Social Security Act, as revised.	

Work Incentive Period: First 12 months of Disability with Work Earnings

LTD Benefit Calculation: Standard – Non-Contract Day

Social Security Integration: Full Family

Freeze Type: General Freeze

Mental Disorder Limitation: 24 Months Lifetime unless hospital confined, with recovery

Substance Abuse Limitation: 24 Months

Claim Payment Method: Monthly

Activities of Daily Living Benefit: Included

Child-Family Care Expense Adjustment: Included

Reasonable Accommodation Expense Benefit: Included

Rehabilitation Benefit: Included

Specific Loss Benefit: Included

Survivor Benefit: Included

## SCHEDULE OF BENEFITS

A. Administrative	
1. Employer:	Melvindale Northern Allen Park Public Schools
2. Plan Number:	3994
3. Initial Plan Effective Date:	July 1, 2012
4. Revised Effective Date:	September 1, 2018
5. Evidence of Insurability Requirements:	Applies to Late Enrollees, Increases in Benefits and Amounts over Guarantee Issue Amounts
6. Eligible Class:	06 Closed Class of Grandfathered Teachers with current elected supplemental Life
7. Minimum Hourly Work Requirement:	600 hours per year
8. Waiting Period for Insurance Coverage:	None
9. New Employee Eligibility Date:	First of month following completion of the Waiting Period
10. Leaves / Layoffs:	Coverage with premium payment while on FMLA leave; Coverage with premium payment for up to 1 month while on Paid or Unpaid Leave; Coverage with premium payment for up to 12 months while not Actively at Work due to Physical Disease or Injury; Coverage with premium payment for up to 3 months while on Layoff; Coverage with premium payment for up to 3 months while on Strike, Lockout or other General Work Stoppage
11. Employee Premium Contribution	
Employee Basic Insurance:	0%
Employee Supplemental Insurance:	100%
12. Participation Requirements	
Employee Basic Insurance:	100%
Employee Supplemental Insurance:	0%
13. Insurance Reduction Schedule	
Employee Basic Insurance:	Basic Life and AD&D Insurance reduces to 50% at age 70 and terminates at retirement
Employee Supplemental Insurance:	Supplemental Life Insurance reduces to 50% at age 70 and terminates at retirement
B. Basic Life Insurance	
Employee Basic Life:	\$50,000
Guarantee Issue:	\$50,000
C. Supplemental Life Insurance	
Employee Supplemental Life:	Amounts as currently grandfathered*
Guarantee Issue:	Amounts as currently grandfathered*
	*Current elected amounts will be grandfathered and cannot be increased
D. Additional Benefits	
1. Conversion of Insurance Benefit:	Included
2. Waiver of Premium Benefit:	Included
3. Living Benefit:	Included
E. Accidental Death and Dismemberment (AD&D) Insurance	
1. Basic AD&D Insurance	
Employee Basic AD&D Insurance:	Equal to Basic Life amount
Guarantee Issue:	Equal to Basic Life amount
F. Additional AD&D Benefits	
1. Seat Belt Benefit:	Included
2. Air Bag Benefit:	Included
3. Spouse Training Benefit:	Included
4. Education Benefit:	Included



## SCHEDULE OF BENEFITS

A. Administrative	
1. Employer:	Melvindale Northern Allen Park Public Schools
2. Plan Number:	3994
3. Initial Plan Effective Date:	July 1, 2012
4. Revised Effective Date:	September 1, 2018
5. Evidence of Insurability Requirements:	Applies to Late Enrollees, Increases in Benefits and Amounts over Guarantee Issue Amounts
6. Eligible Class:	01 Teachers
7. Minimum Hourly Work Requirement:	600 hours per year
8. Waiting Period for Insurance Coverage:	None
9. New Employee Eligibility Date:	First of month following completion of the Waiting Period
10. Leaves / Layoffs:	Coverage with premium payment while on FMLA leave; Coverage with premium payment for up to 1 month while on Paid or Unpaid Leave; Coverage with premium payment for up to 12 months while not Actively at Work due to Physical Disease or Injury; Coverage with premium payment for up to 3 months while on Layoff; Coverage with premium payment for up to 3 months while on Strike, Lockout or other General Work Stoppage
11. Employee Premium Contribution	
Employee Basic Insurance:	0%
12. Participation Requirements	
Employee Basic Insurance:	100%
13. Insurance Reduction Schedule	
Employee Basic Insurance:	Basic Life and AD&D Insurance reduces to 50% at age 70 and terminates at retirement
B. Basic Life Insurance	
Employee Basic Life:	\$50,000
Guarantee Issue:	\$50,000
C. Additional Benefits	
1. Conversion of Insurance Benefit:	Included
2. Waiver of Premium Benefit:	Included
3. Living Benefit:	Included
D. Accidental Death and Dismemberment (AD&D) Insurance	
1. Basic AD&D Insurance	
Employee Basic AD&D Insurance:	Equal to Basic Life amount
Guarantee Issue:	Equal to Basic Life amount
E. Additional AD&D Benefits	
1. Seat Belt Benefit:	Included
2. Air Bag Benefit:	Included
3. Spouse Training Benefit:	Included
4. Education Benefit:	Included

## SCHEDULE OF BENEFITS

A. Administrative	
1. Employer:	Melvindale Northern Allen Park Public Schools
2. Plan Number:	3994
3. Initial Plan Effective Date:	July 1, 2012
4. Revised Effective Date:	September 1, 2018
5. Evidence of Insurability Requirements:	Applies to Late Enrollees, Increases in Benefits and Amounts over Guarantee Issue Amounts
6. Eligible Class:	02 Superintendent, Administrators, Directors and Executive Secretaries
7. Minimum Hourly Work Requirement:	17.5 hours per week
8. Waiting Period for Insurance Coverage:	None
9. New Employee Eligibility Date:	First of month following completion of the Waiting Period
10. Leaves / Layoffs:	Coverage with premium payment while on FMLA leave; Coverage with premium payment for up to 1 month while on Paid or Unpaid Leave; Coverage with premium payment for up to 12 months while not Actively at Work due to Physical Disease or Injury; Coverage with premium payment for up to 3 months while on Layoff; Coverage with premium payment for up to 3 months while on Strike, Lockout or other General Work Stoppage
11. Employee Premium Contribution	
Employee Basic Insurance:	0%
12. Participation Requirements	
Employee Basic Insurance:	100%
13. Insurance Reduction Schedule	
Employee Basic Insurance:	Basic Life and AD&D Insurance reduces to 50% at age 70 and terminates at retirement
B. Basic Life Insurance	
<u>Employee Basic Life:</u>	2 x Annual Salary rounded to the next \$1,000
Guarantee Issue:	\$350,000
Maximum Issue:	\$350,000
C. Additional Benefits	
1. Conversion of Insurance Benefit:	Included
2. Waiver of Premium Benefit:	Included
3. Living Benefit:	Included
D. Accidental Death and Dismemberment (AD&D) Insurance	
1. Basic AD&D Insurance	
<u>Employee Basic AD&amp;D Insurance:</u>	Equal to Basic Life amount
Guarantee Issue:	Equal to Basic Life amount
Maximum Issue:	Equal to Basic Life amount
E. Additional AD&D Benefits	
1. Seat Belt Benefit:	Included
2. Air Bag Benefit:	Included
3. Spouse Training Benefit:	Included
4. Education Benefit:	Included

## SCHEDULE OF BENEFITS

A. Administrative	
1. Employer:	Melvindale Northern Allen Park Public Schools
2. Plan Number:	3994
3. Initial Plan Effective Date:	July 1, 2012
4. Revised Effective Date:	March 1, 2020
5. Evidence of Insurability Requirements:	Applies to Late Enrollees, Increases in Benefits and Amounts over Guarantee Issue Amounts
6. Eligible Class:	03 Non-Certified Employees except Paraprofessionals working 7 hours per day or more
7. Minimum Hourly Work Requirement:	35 hours per week
8. Waiting Period for Insurance Coverage:	None
9. New Employee Eligibility Date:	First of month following completion of the Waiting Period
10. Leaves / Layoffs:	Coverage with premium payment while on FMLA leave; Coverage with premium payment for up to 1 month while on Paid or Unpaid Leave; Coverage with premium payment for up to 12 months while not Actively at Work due to Physical Disease or Injury; Coverage with premium payment while on Strike or Locked Out; Coverage with premium payment for up to 3 months while on Layoff
11. Employee Premium Contribution	
Employee Basic Insurance:	0%
12. Participation Requirements	
Employee Basic Insurance:	100%
13. Insurance Reduction Schedule	
Employee Basic Insurance:	Basic Life and AD&D Insurance reduces to 50% at age 70 and terminates at retirement
B. Basic Life Insurance	
Employee Basic Life:	\$30,000
Guarantee Issue:	\$30,000
C. Additional Benefits	
1. Conversion of Insurance Benefit:	Included
2. Waiver of Premium Benefit:	Included
3. Living Benefit:	Included
D. Accidental Death and Dismemberment (AD&D) Insurance	
1. Basic AD&D Insurance	
Employee Basic AD&D Insurance:	Equal to Basic Life amount
Guarantee Issue:	Equal to Basic Life amount
E. Additional AD&D Benefits	
1. Seat Belt Benefit:	Included
2. Air Bag Benefit:	Included
3. Spouse Training Benefit:	Included
4. Education Benefit:	Included

## SCHEDULE OF BENEFITS

A. Administrative	
1. Employer:	Melvindale Northern Allen Park Public Schools
2. Plan Number:	3994
3. Initial Plan Effective Date:	July 1, 2012
4. Revised Effective Date:	March 1, 2020
5. Evidence of Insurability Requirements:	Applies to Late Enrollees, Increases in Benefits and Amounts over Guarantee Issue Amounts
6. Eligible Class:	04 Non-Certified Employees except Paraprofessionals working at least 4 but less than 7 hours per day or more
7. Minimum Hourly Work Requirement:	20 hours per week
8. Waiting Period for Insurance Coverage:	None
9. New Employee Eligibility Date:	First of month following completion of the Waiting Period
10. Leaves / Layoffs:	Coverage with premium payment while on FMLA leave; Coverage with premium payment for up to 1 month while on Paid or Unpaid Leave; Coverage with premium payment for up to 12 months while not Actively at Work due to Physical Disease or Injury; Coverage with premium payment while on Strike or Locked Out; Coverage with premium payment for up to 3 months while on Layoff
11. Employee Premium Contribution	
Employee Basic Insurance:	0%
12. Participation Requirements	
Employee Basic Insurance:	100%
13. Insurance Reduction Schedule	
Employee Basic Insurance:	Basic Life and AD&D Insurance reduces to 50% at age 70 and terminates at retirement
B. Basic Life Insurance	
Employee Basic Life:	\$25,000
Guarantee Issue:	\$25,000
C. Additional Benefits	
1. Conversion of Insurance Benefit:	Included
2. Waiver of Premium Benefit:	Included
3. Living Benefit:	Included
D. Accidental Death and Dismemberment (AD&D) Insurance	
1. Basic AD&D Insurance	
Employee Basic AD&D Insurance:	Equal to Basic Life amount
Guarantee Issue:	Equal to Basic Life amount
E. Additional AD&D Benefits	
1. Seat Belt Benefit:	Included
2. Air Bag Benefit:	Included
3. Spouse Training Benefit:	Included
4. Education Benefit:	Included

GTL-C700-0608

Rev 4/27/2020

## SCHEDULE OF BENEFITS

A. Administrative	
1. Employer:	Melvindale Northern Allen Park Public Schools
2. Plan Number:	3994
3. Initial Plan Effective Date:	July 1, 2012
4. Revised Effective Date:	March 1, 2020
5. Evidence of Insurability Requirements:	Applies to Late Enrollees, Increases in Benefits and Amounts over Guarantee Issue Amounts
6. Eligible Class:	05 Non-Certified Employees except Paraprofessionals working at least 2 but less than 4 hours per day or more
7. Minimum Hourly Work Requirement:	10 hours per week
8. Waiting Period for Insurance Coverage:	None
9. New Employee Eligibility Date:	First of month following completion of the Waiting Period
10. Leaves / Layoffs:	Coverage with premium payment while on FMLA leave; Coverage with premium payment for up to 1 month while on Paid or Unpaid Leave; Coverage with premium payment for up to 12 months while not Actively at Work due to Physical Disease or Injury; Coverage with premium payment while on Strike or Locked Out; Coverage with premium payment for up to 3 months while on Layoff
11. Employee Premium Contribution	
Employee Basic Insurance:	0%
12. Participation Requirements	
Employee Basic Insurance:	100%
13. Insurance Reduction Schedule	
Employee Basic Insurance:	Basic Life and AD&D Insurance reduces to 50% at age 70 and terminates at retirement
B. Basic Life Insurance	
Employee Basic Life:	\$10,000
Guarantee Issue:	\$10,000
C. Additional Benefits	
1. Conversion of Insurance Benefit:	Included
2. Waiver of Premium Benefit:	Included
3. Living Benefit:	Included
D. Accidental Death and Dismemberment (AD&D) Insurance	
1. Basic AD&D Insurance	
Employee Basic AD&D Insurance:	Equal to Basic Life amount
Guarantee Issue:	Equal to Basic Life amount
E. Additional AD&D Benefits	
1. Seat Belt Benefit:	Included
2. Air Bag Benefit:	Included
3. Spouse Training Benefit:	Included
4. Education Benefit:	Included

**APPENDIX B**  
**INDIVIDUAL TEACHER CONTRACTS**

**CONTRACT FOR PROFESSIONAL SERVICES IN THE  
MELVINDALE-NORTHERN ALLEN PARK PUBLIC SCHOOLS**

**TENURE TEACHER CONTRACT FOR USE 2022 - 2025**

This contract entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the Board of Education of the School District of Melvindale-Northern Allen Park, County of Wayne, State of Michigan, (hereinafter termed the District) and \_\_\_\_\_, (hereinafter called the Teacher).

WITNESSETH:

1. The Board of Education of the School District of Melvindale-Northern Allen Park has, through formal resolution, appointed you as a teacher/employee on continuing contract/tenure in the public schools of the District. The term of your employment shall be permanent after the commencement of the opening of the 20\_\_ school year.
2. The Teacher and District recognize that wages, hours, terms and conditions of the continuing employment relationship are subject to and governed by the collective bargaining agreement between the District and the Melvindale Federation of Teachers, which for the 2022- 2025 school years, is the agreement between the District and said Federation of the date of \_\_\_\_\_. Said collective bargaining agreement being incorporated herein by reference as though specifically fully set forth in this agreement. By accepting and signing this contract the Teacher agrees to be bound by all such terms - PAYROLL DEDUCTIONS thereof.
3. The Teacher and the District agree to obey the provisions of the School Code, including the provisions of the Tenure Act (Act 4 of the P.A. (Ex. Sess), 1937, as amended).
4. The Teacher agrees to perform duties required by law and to obey and fulfill the rules and regulations and educational programs or policies established by the District consistent with the above-mentioned collective bargaining agreement during the entire term of this agreement.
5. The Teacher represents that he/she holds all certificates and other qualifications required by law to teach in the District. It being understood and agreed that this contract may be terminated if the Teacher is without certification to legally qualify him/her to hold a teacher's contract.
6. A Teacher, who has not previously attained tenure in a position other than as a classroom teacher, shall not be deemed to have tenure in such a position by virtue of this contract, but shall be deemed to have continuing tenure as an active classroom teacher.
7. The District agrees to pay the Teacher a salary in the amount of \$\_\_\_\_\_ during the current school year in accordance with the current salary schedule with such deductions as are required by law and/or the collective bargaining agreement; and/or authorized by the Teacher.
8. The District agrees to provide all other compensation and fringe benefits specified by the current collective bargaining agreement and that the assignment and/or transfer of the Teacher is subject to the terms of said agreement.

In witness whereof the parties have set their hands and seals this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Ryan Vranesich, Superintendent

**CONTRACT FOR PROFESSIONAL SERVICES IN THE  
MELVINDALE-NORTHERN ALLEN PARK PUBLIC SCHOOLS  
PROBATIONARY TEACHER CONTRACT FOR USE 2022- 2025**

This contract entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the Board of Education of the School District of Melvindale-Northern Allen Park, County of Wayne, State of Michigan, (hereinafter termed the District) and \_\_\_\_\_, (hereinafter called the Teacher).

WITNESSETH:

1. The Board of Education of the School District of Melvindale-Northern Allen Park has, through formal resolution, appointed you as a probationary teacher in the public schools of the District for the \_\_\_\_ school year.
2. The Teacher and District recognize that wages, hours, terms and conditions of the continuing employment relationship are subject to and governed by the collective bargaining agreement between the District and the Melvindale Federation of Teachers, which for the 2022- 25 school years, is the agreement between the District and said Federation of the date of \_\_\_\_\_. Said collective bargaining agreement being incorporated herein by reference as though specifically fully set forth in this agreement. By accepting and signing this contract the Teacher agrees to be bound by all such terms - PAYROLL DEDUCTIONS thereof.
3. The Teacher and the District agree to obey the provisions of the School Code, including the provisions of the Tenure Act (Act 4 of the P.A. (Ex. Sess), 1937, as amended).
4. The Teacher agrees to perform duties required by law and to obey and fulfill the rules and regulations and educational programs or policies established by the District consistent with the above-mentioned collective bargaining agreement during the entire term of this agreement.
5. The Teacher represents that he/she holds all certificates and other qualifications required by law to teach in the District. It being understood and agreed that this contract may be terminated if the Teacher is without certification to legally qualifies him/her to hold a teacher's contract.
6. A Teacher, who has not previously attained tenure in a position other than as a classroom teacher, shall not be deemed to have tenure in such a position by virtue of this contract, but shall be deemed to have continuing tenure as an active classroom teacher upon completion of the appropriate probationary period.
7. The District agrees to pay the Teacher a salary in the amount of \$\_\_\_\_\_ during the current school year in accordance with the current salary schedule with such deductions as are required by law and/or the collective bargaining agreement; and/or authorized by the Teacher.
8. The District agrees to provide all other compensation and fringe benefits specified by the current collective bargaining agreement and that the assignment and/or transfer of the Teacher are subject to the terms of said agreement.

In witness whereof, the parties have set their hands and seals this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Ryan Vranesich, Superintendent



**APPENDIX C**  
**PAYROLL SCHEDULES**

## APPENDIX C

<b>2022-2023 PAYROLL SCHEDULE</b>					
<b>22-23 MONTH</b>	<b>Scheduled Pay Date</b>	<b>21 Pay Periods</b>	<b>26 Pay Periods</b>	<b>Medical Insurance</b>	<b>Optionals – Aflac, Life Insurance</b>
September	9/9/2022	1	1	1	1
September	9/23/2022	2	2	2	2
October	10/7/2022	3	3	3	3
October	10/21/2022	4	4	4	4
November	11/4/2022	5	5	5	5
November	11/18/2022	6	6	6	6
December	12/2/2022	7	7	7	7
December	12/16/2022	8	8	8	8
December	12/30/2022	9	9	9	
January	1/13/2023	10	10	10	9
January	1/27/2023	11	11	11	10
February	2/10/2023	12	12	12	11
February	2/24/2023	13	13	13	12
March	3/10/2023	14	14	14	13
March	3/24/2023	15	15	15	14
April	4/7/2023	16	16	16	15
April	<u>4/21/2023</u>	17	17	17	16
May	5/5/2023	18	18	18	17
May	5/19/2023	19	19	19	18
June	6/2/2023	20	20	20	19
June	6/16/2023	21	21	21	20
June	6/30/2023		22		
July	7/14/2023		23		
July	7/28/2023		24		
August	8/11/2023		25		
August	8/25/2023		26		
<b>**TSA deductions are taken out of every bi-weekly pay.</b>					

## APPENDIX C

2023-2024 PAYROLL SCHEDULE					
23-24 MONTH	Scheduled Pay Date	21 Pay Periods	26 Pay Periods	Medical Insurance	Optionals-Aflac, Life Insurance
September	9/8/2023	1	1	1	1
September	9/22/2023	2	2	2	2
October	10/6/2023	3	3	3	3
October	10/20/2023	4	4	4	4
November	11/3/2023	5	5	5	5
November	11/17/2023	6	6	6	6
December	12/1/2023	7	7	7	7
December	12/15/2023	8	8	8	8
December	12/29/2023	9	9	9	
January	1/12/2024	10	10	10	9
January	1/26/2024	11	11	11	10
February	2/9/2024	12	12	12	11
February	2/23/2024	13	13	13	12
March	3/8/2024	14	14	14	13
March	3/22/2024	15	15	15	14
April	4/5/2024	16	16	16	15
April	4/19/2024	17	17	17	16
May	5/3/2024	18	18	18	17
May	5/17/2024	19	19	19	18
May	5/31/2024	20	20	20	19
June	6/14/2024	21	21	21	20
June	6/28/2024		22		
July	7/12/2024		23		
July	7/26/2024		24		
August	8/9/2024		25		
August	8/23/2024		26		
<b>**TSA deductions are taken out of every bi-weekly pay.</b>					

**APPENDIX D**  
**SALARY SCHEDULES**

## SALARY SCHEDULE

MELNAP SALARY SCHEDULE					
2022-2023					
Step	BA	MA	EDS/2nd MA(2)	EDS/2nd MA(1)	
1	\$44,982	\$50,213			
2	\$46,649	\$52,291			
3	\$49,150	\$55,410			
4	\$52,485	\$59,568		\$63,568	
5	\$55,820	\$63,727		\$67,727	
6	\$59,155	\$67,886		\$71,886	
7	\$62,490	\$72,044		\$76,044	
8	\$65,893	\$76,224		\$80,224	
9	\$69,228	\$80,382		\$84,382	
10	\$71,968	\$83,581		\$87,581	
11	\$74,252	\$85,863		\$89,863	
12	\$79,986	\$92,302		\$96,546	
15+ Longevity	\$81,111	\$93,428		\$97,672	\$101,744
20+ Longevity	\$81,664	\$93,991		\$98,234	\$102,308
25+ Longevity	\$82,236	\$94,554		\$98,798	\$102,870

MELNAP SALARY SCHEDULE					
2023-2024					
Step	BA	MA	EDS/2nd MA(2)	EDS/2nd MA(1)	
1	\$44,982	\$50,213			
2	\$46,649	\$52,291			
3	\$49,150	\$55,410			
4	\$52,485	\$59,568		\$63,568	
5	\$55,820	\$63,727		\$67,727	
6	\$59,155	\$67,886		\$71,886	
7	\$62,490	\$72,044		\$76,044	
8	\$65,893	\$76,224		\$80,224	
9	\$69,228	\$80,382		\$84,382	
10	\$71,968	\$83,581		\$87,581	
11	\$74,252	\$85,863		\$89,863	
12	\$82,367	\$95,071		\$99,442	
15+ Longevity	\$83,545	\$96,231		\$100,602	\$104,797
20+ Longevity	\$84,124	\$96,810		\$101,181	\$105,377
25+ Longevity	\$84,703	\$97,391		\$101,762	\$105,956

\*\*EDS/2nd MA (1) rates are only paid to teachers hired prior to 6/19/2006 who completed a second masters or EdS program by 9/1/2011

**APPENDIX E**  
**EXTRA CONTRACTURAL PAY SCHEDULE**

## Extra Contractual Pay and Stipends

HIGH SCHOOL CLUBS	Min Hours	Amount
(2) Class Coordinator – Freshman	30	\$800.00
(2) Class Coordinator – Sophomore	30	\$800.00
(2) Class Coordinator – Junior	30	\$800.00
(2) Class Coordinator – Senior	30	\$800.00
MHS Plays – Drama Club – Per Play		\$800.00
*Up to 12 Clubs		\$800.00

MIDDLE SCHOOL CLUBS	Min Hours	Amount
*Up to 10 Clubs	30	\$800.00

ELEMENTARY SCHOOL CLUBS	Min Hours	Amount
*Up to 8 Clubs	30	\$800.00

**\*All Clubs = 30-hour minimum. All clubs must be approved by Principal & Superintendent before assignment.**

INSTRUMENTAL MUSIC, VOCAL MUSIC, ART EXHIBITS		
	Max Hours	Amount
All Schools	4 per event	\$35.00 hr.

**Maximum of 4 events per year. Remuneration for the main person responsible for the program ONLY.**

DISTRICT SCHOOL IMPROVEMENT (SI)	Annual Stipend
District School Improvement Chair	\$4,000.00

High School and Middle School SI	
(1) SI Chair – MHS	\$1,000.00
(1) SI Chair – Strong	\$1,000.00
(4) SI Committee Members	\$700.00

Elementary School SI	
(1) SI Chair – Allendale	\$1,000.00
(1) SI Chair – Rogers	\$700.00
(4) SI Committee Members – Allendale	\$700.00
(3) SI Committee Members - Rogers	\$700.00

Extra Contractual hours shall be logged, approved and submitted for payment in the manner and form prescribed by Administration and **shall not** include duties performed during contractual hours/regular work day or preparation period unless specified above.

All activities qualifying for Extra Contractual Pay, including clubs shall require approval by the Principal and Superintendent or Director and Superintendent, whichever is appropriate.

Additional remuneration entitled to an employee in the bargaining unit through any grant program fund shall not reduce or negate the entitlement of payment allowed by this schedule. The employee shall be paid for the activity performed without penalty or reduction in payment.

EXTRA CONTRACTUAL	Rate/ Amount
Summer School Teachers	\$35.00 hr.
<b>IEP Only</b> -After Hours or During Prep	\$35.00 hr.
Selling Prep	\$35.00 hr.
Before/After School Tutoring	\$35.00 hr.
Translation of Document	\$35.00 hr.
Credit Recovery Hours	\$35.00 hr.
Clerical Testing	\$35.00 hr.
After School Detention	\$35.00 hr.

MENTORS	
Teacher & Social Worker Mentor Lead	\$400.00
Teacher & Social Worker Mentor – 1 Mentee	\$350.00
Teacher & Social Worker Mentor – 2 Mentees	\$400.00
Teacher & Social Worker Mentor – 3 Mentees	\$500.00

**All Teacher Mentors require 9 non-contractual hours of logged time annually; can be ½ hour increments. Does not include onboarding. All SW Mentors require 4 hours per month-1 hour being one on one.**

### \*ALL SUMMER AND/OR WEEKEND WORK (after contractual hours) INCLUDING, BUT NOT LIMITED TO:

- How to Write Curriculum
- PD for Pilot Curriculum
- Modules
- Book Studies
- Conferences/Workshops

Rate for Each ½ Day	Rate for Each Full Day
<b>\$75.00</b>	<b>\$150.00</b>

**\*All summer and/or weekend work must be pre-approved by the Superintendent.**

Misc. Extra Contractual	Annual Stipend
District Safety Coordinator	\$4,000.00
MVA Coordinator	\$5,000.00
Website/Social Media Publisher/ BOE Tech Support	\$4,000.00
K-12 School Wellness Liaison	\$3,000.00

**APPENDIX F**  
**LETTERS OF AGREEMENT**



2022-23-03 Additional SMS SI Committee  
Members 2022/23 School Year  
Expires: 6/30/23

## LETTER OF AGREEMENT

By and between the

**Melvindale-Northern Allen Park Board of Education**

**And the**

**Melvindale Federation of Teachers, Local 1051**


**Strong Middle School – Number of School Improvement Committee  
Members for the 2022/2023 School year**

It is hereby agreed by and between the Melvindale-Northern Allen Park Board of Education (Employer), and the Melvindale Federation of Teachers, Local 1051 (Union), that

1. The terms and conditions set forth in Article IX – Salary and Other Pay Benefits, E. Extra Contractual Pay Schedule, 3. a-f. of the Collective Bargaining Agreement provides for (1) SI Chair and (4) SI Committee Members assigned at Strong Middle School.
2. Due to the extensive movement in administrative and professional staff assignments resulting in miscommunication, Strong Middle School shall be awarded one (1) additional SI Committee Member for the 2022/2023 School Year.
3. This Letter of Agreement expires June 30, 2023.

Any contractual provision that is not specifically amended hereby, shall continue in full force and effect.

  
\_\_\_\_\_  
Nicole Gores, Union President

  
\_\_\_\_\_  
Ryan Vranesich, Superintendent

Date: 11/3/22

Date: 11-3-22

  
\_\_\_\_\_  
Mathew Rader, BOE President

Date: 11-3-22

2022-23-02 Appropriate Attire  
Expires: 6/30/25

**LETTER OF AGREEMENT**

By and between the  
**Melvindale-Northern Allen Park Board of Education**  
And the  
**Melvindale Federation of Teachers, Local 1051**  
**Appropriate Attire**

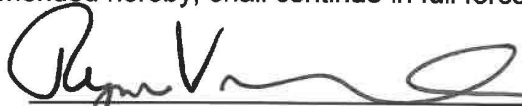
It is hereby agreed by and between the Melvindale-Northern Allen Park Board of Education (Employer), and the Melvindale Federation of Teachers, Local 1051 (Union), that professional staff should discharge their assigned duties in a professional manner. Part of that responsibility includes maintaining a professional image and appearance.

Therefore, it is agreed and understood that jeans are not considered appropriate attire and shall not be worn during the performance of one's professional duties at school.

Exceptions may be made only with the expressed consent of the Building Principal for such occasions as field trips, field days, spirit days or other themed activities sanctioned by the Building Principal.

This Agreement rescinds and replaces all other Agreements relating to appropriate attire and shall remain in effect until the expiration of the current Collective Bargaining Agreement, June 30, 2025. Any contractual provision that is not specifically amended hereby, shall continue in full force and effect.

  
\_\_\_\_\_  
Nicole Gores, Union President

  
\_\_\_\_\_  
Ryan Vranesich, Superintendent

Date: 11/3/22

Date: 11-3-22

  
\_\_\_\_\_  
Mathew Rader, BOE President

Date: 11-3-22

**LETTER OF AGREEMENT**

By and between the  
**Melvindale-Northern Allen Park Board of Education**  
And the  
**Melvindale Federation of Teachers, Local 1051**

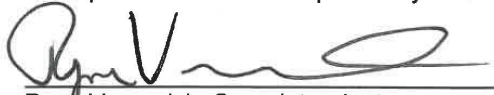
**Limited Contractual Employment of Licensed Professional Personnel  
by a Third Party for the 2022/2023 School Year**

It is hereby agreed by and between the Melvindale-Northern Allen Park Board of Education (Employer), and the Melvindale Federation of Teachers, Local 1051 (Union), that due to the additional mental health issues caused by the pandemic and a shortage of licensed professional personnel, the Employer may contract not more than five (5) Social Workers, two (2) Speech Pathologists and one (1) Occupational Therapist for the 2022/2023 school year. The individuals shall be employees of a third party. The Union waives objection to the work transfer pursuant to the terms, conditions and duration of this Letter of Agreement and the provisions as follows:

1. The persons contracted through the third party shall provide services to students not to exceed the equivalent of eight (8) full-time equated licensed professional employees as outlined above.
2. The persons contracted through the third party shall work for the duration of the 2022/2023 school year, only.
3. The persons contracted by the third party shall not be members of the bargaining unit represented by the Melvindale Federation of Teachers, Local 1051.
4. The Union waives enforcement of the relevant provisions of Article IV of the Collective Bargaining Agreement to the extent described by this Agreement.
5. This Letter of Agreement expires on June 30, 2023.

This Agreement rescinds and replaces all other Agreements relating to contractual employment of licensed professional personnel and shall be effective upon the date of signing and in full effect for the 2022/23 school year. This Agreement shall not be extended beyond the 2022/23 school year without the prior written agreement of the Federation. Any contractual provision that is not specifically amended hereby, shall continue in full force and effect.

  
\_\_\_\_\_  
Nicole Gores, Union President

  
\_\_\_\_\_  
Ryan Vranesich, Superintendent

Date: 11/3/22

Date: 11-3-22

  
\_\_\_\_\_  
Mathew Rader, BOE President

Date: 11-3-22

**LETTER OF AGREEMENT**

By and between the  
**Melvindale-Northern Allen Park Board of Education**  
And the  
**Melvindale Federation of Teachers, Local 1051**  
**Establishment of Virtual Academy**

The Melvindale-Northern Allen Park Board of Education (Employer) and the Melvindale Federation of Teachers, Local 1051 (Union) hereby agrees to the establishment of the Melvindale Virtual Academy (MVA) as an alternative virtual learning option versus face to face learning for students attending the Melvindale-Northern Allen Park Pubic Schools (District).

The Employer retains the right to expand MVA to students residing outside the District, in compliance with state and federal guidelines.

All MVA teachers shall be recognized as members of the bargaining unit and shall be entitled to all rights, salaries and benefits in accordance with the Collective Bargaining Agreement (CBA).

The Union hereby agrees that teachers assigned to the MVA shall:

- 1. Follow the school calendar,
- 2. Be in attendance for staff meetings,
- 3. Be in attendance for professional development,
- 4. Attend school events, and
- 5. Check email daily.

Furthermore, to ensure minimal disruption to the educational process, students and school, reasonable notice shall be made to the Employer if a teacher assigned to the MVA elects to return to a face to face classroom.

The Employer agrees that, should the MVA program dissolve, the Employer will attempt to restore the teacher(s) to his/her original assignment(s) to ensure minimal disruption to the educational process, students and school. ARTICLE XVIII, REDUCTION IN PERSONNEL - FOR LAYOFF ONLY of the CBA shall be followed for all teachers hired specifically for the MVA. Regardless, the Employer shall comply with MCL 380.1248.

This Agreement shall be effective upon the date of signing. Any contractual provision that is not specifically amended hereby, shall continue in full force and effect.

Michelle Kirk

Michelle Kirk, Union President

Date: 3-4-22

Mary Ann Cyr

Dr. Mary Ann Cyr, Interim Superintendent

Date: 3/4/22

Mathew Rader

Mathew Rader, BOE President

Date: 3/4/22

**LETTER OF AGREEMENT**

The Melvindale Federation of Teachers is in agreement that Article VII – Teachers Rights & Benefits, Letter E – Leave of Absence #10-CTO/Leave, Letter m:

At the time of retirement, any teacher that has taught in the district for a minimum of ten years will be paid \$150 per each day remaining in his/her sick bank, not to exceed 100 days paid. There is no minimum number of days required to be in the teacher sick banks in order to be eligible for the payout. In order to qualify, the teacher must notify the district no later than October 1 for a January retirement, and March 1 for a June retirement. An exception will be made on a case-by-case basis for a teacher who cannot provide advance notice due to unforeseen medically-necessary retirement.

This Letter of Agreement expires June 30, 2023.

Michelle Kirk  
Michelle Kirk, Union President

Date: 2-19-20

Kimberly Soranno  
Kimberly Soranno, Superintendent

Date: 2.19.2020



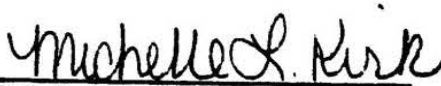
**LETTER OF AGREEMENT  
BETWEEN THE MELVINDALE NORTHERN ALLEN PARK BOARD OF EDUCATION  
AND  
FEDERATION OF TEACHERS LOCAL 1051**

On behalf of the Melvindale Northern Allen Park Federation of Teachers and Board of Education, this agreement signifies a one-time, non-precedent setting agreement between the parties as follows:

1. The following language shall be added to the collective bargaining agreement:

This entire agreement or specific provisions of the agreement may be rejected, modified or terminated by an emergency manager under conditions provided in the Local Government and School District Accountability Act, 2011 PA 4.

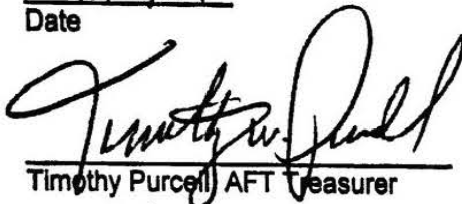
2. The Union's agreeing to this does NOT signify its acceptance of PA 4's constitutionality and will not impede the Union from initiating or being a party to actions against PA 4.



Michelle Kirk, AFT President

9/25/17

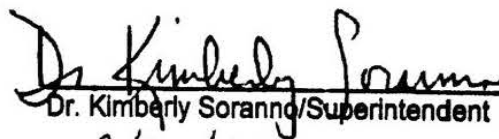
Date



Timothy Purcell, AFT Treasurer

10-4-17

Date



Dr. Kimberly Soranno/Superintendent

9/25/17

Date



James Ben, President, MELNAP BOE

9/25/17

Date

**APPENDIX G**  
**TEACHER'S CALENDAR**

# MELVINDALE-NORTHERN ALLEN PARK PUBLIC SCHOOLS

## 2022/2023 DISTRICT SCHOOL YEAR CALENDAR

2022	
August 23	Teacher Work Day – <b>No Students (K-12)</b>
August 24	District Professional Development Day – Full Day – <b>No Students (K-12)</b>
August 25	District Professional Development Day – Full Day – <b>No Students (K-12)</b>
August 26	No Teachers / <b>No Students</b>
August 29	First Day of Classes for Students
September 2	No Teachers / <b>No Students</b>
September 5	<b>District Closed</b> – Labor Day
September 6	Classes Resume
October 3	District Professional Development Day – Full Day – <b>No Students (K-12)</b>
October 7	MHS Progress Report 1 – PM Record Day – <b>Half Day (9-12) Students</b>
October 13	MHS PM (Afternoon & Evening) Parent/Teacher Conferences – <b>Half Day (9-12) Students</b>
October 14	MHS PM (Afternoon Only) Parent/Teacher Conferences – <b>Half Day (9-12) Students</b>
October 31	Teacher Work Day for assessment platform PM – <b>Half Day (K-8) Students AM</b>
November 4	K-8 End of 1 <sup>st</sup> Card Marking – PM Record Day – <b>Half Day (K-8) Students</b>
November 8	District Professional Development Day – Full Day – <b>No Students (K-12)</b>
November 16	K-8 PM (Evening Only) Parent/Teacher Conferences
November 17	K-8 PM (Evening Only) Parent/Teacher Conferences
November 18	K-8 (Afternoon Only) Parent/Teacher Conferences – <b>Half Day (K-8) Students</b>
November 22	MHS Progress Report 2 – PM Record Day – <b>Half Day (9-12) Students</b>
November 23	No Teachers / <b>No Students</b>
November 24	<b>District Closed</b> – Thanksgiving Holiday Recess
November 28	Classes Resume
December 9	District Professional Development Day – Full Day – <b>No Students (K-12)</b>
December 23	<b>District Closed at End of Day</b> for Holiday Recess
2023	
January 9	Classes Resume
January 16	No Teachers / <b>No Students</b> (Martin Luther King, Jr. Day)
January 18	MHS Semester Finals – <b>Half Day (9-12) Students</b>
January 19	MHS Semester Finals – <b>Half Day (9-12) Students</b>
January 20	MHS Semester Finals – <b>Half Day (9-12) Students</b>
	K-8 End of 2 <sup>nd</sup> Card Marking – PM Record Day – <b>Half Day (K-8) Students</b>
	K-12 End of First Semester – PM Record Day – <b>Half Day (9-12) Students</b>
January 27	District Professional Development Day – Full Day – <b>No Students (K-12)</b>
February 1	K-8 PM (Evening Only) Parent/Teacher Conferences
February 2	K-8 PM (Evening Only) Parent/Teacher Conferences
February 3	K-8 (Afternoon Only) Parent/Teacher Conferences – <b>Half Day (K-8) Students</b>
February 20-21	<b>District Closed</b> – Winter Recess
February 22	Classes Resume
March 10	MHS Progress Report 3 – PM Record Day – <b>Half Day (9-12) Students</b>
March 16	MHS PM (Afternoon & Evening) Parent Teacher Conferences – <b>Half Day (9-12) Students</b>
March 17	MHS PM (Afternoon Only) Parent/Teacher Conferences – <b>Half Day (9-12) Students</b>
March 24	K-8 End of 3 <sup>rd</sup> Card Marking – PM Record Day – <b>Half Day (K-8) Students</b>
	<b>District Closed at End of the Day for Spring Recess</b>
April 3	Classes Resume
April 7	<b>District Closed</b> – Good Friday/Easter
April 11	Classes Resume
April 20-21	<b>District Closed</b> – Eid Holiday Recess
April 24	Classes Resume
April 28	MHS Progress Report 4 – PM Record Day – <b>Half Day (9-12) Students</b>
May 26	School Closed / <b>No Students</b>
May 29	<b>District Closed</b> – Memorial Day
June 12	MHS Semester Finals – <b>Half Day (9-11) Students</b>
June 13	MHS Semester Finals – <b>Half Day (9-11) Students</b>
June 14	MHS Semester Finals – <b>Half Day (9-11) Students</b>
	<b>Last Day of School</b>
June 15	Placement Day / Record Day (K-8) / Record Day (9-12)
June 16	Teacher Workday

Revised: 6/23/22



**APPENDIX H**  
**HEALTH INSURANCE BENEFIT SUMMARIES**



Your NVA Vision Benefit Summary

Melvindale Northern  
Allen Park Schools

Effective 07/01/2010

Revised 07/01/2018

Group Number# 51388

How Your Vision Care Program Works

Schedule of Vision Benefits

Benefit Frequency	Participating Provider	Non-Participating Provider
<b>Examination</b> Once Every 12 Months	<ul style="list-style-type: none"> <li>Covered 100% After \$20 copay</li> </ul>	Reimbursed Amount <ul style="list-style-type: none"> <li>Up to \$37</li> </ul>
<b>Lenses</b> Once Every 12 Months <ul style="list-style-type: none"> <li>Single Vision</li> <li>Bifocal</li> <li>Trifocal</li> <li>Lenticular</li> <li>Polycarbonates (under age 19)</li> </ul>	Standard Glass or Plastic <ul style="list-style-type: none"> <li>Covered 100% After \$20 copay</li> <li>Covered 100%</li> </ul>	<ul style="list-style-type: none"> <li>Up to \$35</li> <li>Up to \$50</li> <li>Up to \$60</li> <li>Up to \$95</li> <li>Up to \$10</li> </ul>
<b>Frame</b> Once Every 12 Months	Retail Allowance <ul style="list-style-type: none"> <li>Up to \$100 (20% discount off balance)**</li> </ul>	<ul style="list-style-type: none"> <li>Up to \$50</li> </ul>
<b>Contact Lenses</b> Once Every 12 Months  Elective Contact Lenses	In lieu of Lenses <ul style="list-style-type: none"> <li>Up to \$100 Retail (15% discount (Conventional) or 10% discount (Disposable) off balance)**</li> </ul>	In lieu of Lenses <ul style="list-style-type: none"> <li>Up to \$100</li> </ul>
Medically Necessary***	<ul style="list-style-type: none"> <li>Covered 100%</li> </ul>	<ul style="list-style-type: none"> <li>Up to \$200</li> </ul>
<b>Low Vision Aids***</b> Once Every 24 Months	<ul style="list-style-type: none"> <li>Up to \$999</li> </ul>	<ul style="list-style-type: none"> <li>Up to \$500</li> </ul>

Eligible members and dependents are entitled to receive a vision examination and one pair of lenses and a frame or contact lenses once every 12 months from last date of service.

At the start of the program, if authorized by your employer you may receive identification cards with participating providers in your zip code area listed on the back. At the time of your appointment, you must indicate that your benefit is administered by NVA. The provider will contact NVA to verify eligibility.

Be sure to inform the provider of your medical history and any prescription or over-the-counter (OTC) medications you may be taking.

To verify your benefit eligibility prior to calling or visiting your eye care professional, please visit our website at [www.e-nva.com](http://www.e-nva.com) or contact NVA's Customer Service Department toll-free at 1.800.672.7723 (TDD line 1-888-820-2990) or NVA's Interactive Voice Response (IVR). Customer Service is available 24 hours a day, 7 days a week, 365 days a year. Any question any time.

If you are not a registered subscriber, you can still search our providers online by selecting the "Find a Provider" link on our home page. Enter group number **51388000001** or the group number on the identification card and enter in your search parameters. It's that easy!

\*Does not apply to Wal-Mart / Sam's Club locations or for certain proprietary brands.. \*\*Does not apply to Wal-Mart/Sam's Club or Contact Fill (NVA Mail Order and may be prohibited by some manufacturers. \*\*\*Pre-approval from NVA required.

⊕Additional professional services related to contact lenses (also known as fitting fees) would be included in the contact lens allowance shown above.

Due to their everyday low prices (EDLP) the amounts listed below may not be applicable at Wal-Mart/Sam's Club.

Lens options purchased from a participating NVA provider will be provided to the member at the amounts listed in the fixed option pricing list below:

- \$10 Solid Tint
- \$12 Fashion / Gradient Tint
- \$10 Standard Scratch-Resistant Coating
- \$12 Ultraviolet Coating
- \$40 Standard Anti-Reflective
- \$20 Glass Photogrey (Single Vision)
- \$30 Glass Photogrey (Multi-Focal)
- \$75 Polarized
- \$50 Progressive Lenses Standard\*
- \$65 Transitions Single Vision Standard
- \$70 Transitions Multi-Focal Standard
- \$25 Polycarbonate (Single Vision) 19 & over
- \$30 Polycarbonate (Multi-Focal) 19 & over
- \$30 Blended Bifocal (Segment)
- \$55 High Index
- \$100 Progressive Lenses Premium\*

\*Fixed pricing not available on certain brands.

Options not listed will be priced by NVA providers at their R&C retail price less 20%.

Participating providers are not contractually obligated to offer sale prices in addition to outlined coverage. Regardless of medical or optical necessity, vision benefits are not available more frequently than specified in your policy.

Get a Better View



**Plan Specific Details Online:** The NVA website is easy to use and provides the most up to date information for program participants:  
 -Locate a nearby participating provider by name, zip code, or City/State, Verify eligibility for you or a dependent  
 -View benefit program and specific detail, Review claims, Print ID cards (when applicable), Nominate a non-participating provider to join the NVA network

**Examinations:** The comprehensive exam includes case history, examination for pathology or anomalies, visual acuity (clearness of vision), refraction, tonometry (glaucoma test) and dilation (if professionally indicated).

**Lenses:** NVA provides coverage in full for standard glass or plastic eyeglass lenses.

**Frames:** Select any frame from the participating provider's inventory. Any amount in excess of your plan allowance is the member's responsibility. Frame choices vary from office to office. (Visit NVA's website to view the Benefit maximizer Program)

**Contact Lenses:** The contact lens benefit includes all types of contact lenses such as hard, soft, gas permeable and disposable lenses. Medically necessary contact lenses includes fitting and follow up and may be covered with prior authorization.

**Non-Participating Providers:** You will be responsible for one hundred percent (100%) of the cost at the time of service at a non-participating provider. You can request a claim form from NVA via the website [www.e-nva.com](http://www.e-nva.com) or you may submit receipts along with a letter containing the member's full name, patient's full name, address, ID# and sponsoring organization to NVA, P.O. Box 2187, Clifton, NJ 07015.

**Laser Eye Surgery:** NVA has chosen **The National LASIK Network** to serve their members. This network was developed by **LCA Vision** in 1999 and is one of the largest panels of LASIK surgeons in the U.S. Members are entitled to significant discounts and a free initial consultation with all in-network providers.

**Discounts:** In addition to your funded benefit you are eligible to access the **EyeEssential® Plan discount** (in Network Only) on additional purchases during the plan period. Please see table for more detail regarding NVA's discount plan:

\*Discount is not applicable to mail order; however, you may get even better pricing on contact lenses through Contact Fill.

Your NVA EyeEssential® Plan Discount – In Network Only		
Service	Participating Provider	Lens Options
<b>Eye Examination:</b>	<b>Member Cost:</b> Retail Less \$10	\$12 Solid Tint/ Gradient Tint \$50 Standard Progressive Lenses \$75 Polarized Lenses \$65 Transitions Single Vision Standard \$70 Transitions Multi-Focal Standard \$15 Standard Scratch Coating \$12 UV Coating \$35 Polycarbonate \$45 Standard Anti-Reflective
<b>Contact Lens Fitting:</b>	Retail Less 10%	
<b>Lenses:</b>	<b>Glass or Plastic</b>	
Single Vision \$35.00 Bifocal \$55.00 Trifocal or Lenticular \$70.00		
<b>Frame:</b>	Retail Less 35%	
<b>Contact Lenses*:</b>	<b>Member Cost:</b>	
Conventional	Retail Less 15%	
Disposable	Retail Less 10%	

Lens options purchased from a participating NVA provider will be provided to the member at the amounts listed in the fixed option price list above.

Options not listed will be priced by NVA providers at their reasonable & customary retail price less 20%.

Wal-Mart / Sam's Club Stores: Due to their everyday low prices (EDLP) Wal-Mart / Sam's Club stores do not provide additional discounts.

### At NVA, We Work Only for Our Clients.

The proposed vision insurance program is insured through Fidelity Security Life Insurance Company (FSL) Kansas City, MO. Fidelity Security Life Insurance Company brings over 45 years of underwriting experience in the insurance industry since 1969.

Fidelity Security Life Insurance Company has been rated A- (Excellent), based on an analysis of financial position and operating performance, by A.M. Best Company, an independent analyst of the insurance industry. For the latest rating, access [www.ambest.com](http://www.ambest.com).

Some provisions benefits, exclusions or limitations listed herein may vary depending on your state of residence.

**Exclusions:** The following benefits are not payable under this Policy for services or materials connected with or charges arising from (unless otherwise indicated in the Proposed Schedule of Benefits): Aniseikonic Lenses; Subnormal visual aids; Orthoptics, vision training, and any associated supplemental testing; Broken, lost or stolen lenses, contact lenses, or frames will not be replaced except in the next Benefit Frequency when Vision Materials would next become available; Services or materials provided as a result of any Workers' Compensation law, or similar legislation, or required by any governmental agency or program whether federal, state or subdivisions thereof; Services rendered after the date an insured Person ceases to be covered under the policy, except when Vision Materials ordered before coverage ended are delivered, and the services rendered to the Insured Person are within 31 days from the date of such order; Corrective eyewear required by an employer as a condition of employment, and safety eyewear unless specifically covered under plan; Medical and/or surgical treatment of the eye, eyes or supporting structures; Two pair of glasses in lieu of bifocals; Plano (non-prescription) lenses; non-prescription sunglasses

**Limitations:** Fees charged by a Provider for services other than a covered benefit must be paid in full by the Insured Person to the Provider, such fees or materials are not covered under the Policy. For Contact Lenses, any remaining balance may be used within the same Benefit Frequency. Where the Insured Person previously utilized an In-Network Provider, the remaining balance must be used with the same or any other In-Network Provider. Where the Insured Person previously utilized an Out-of-Network Provider, the remaining balance must be used with the same or any other Out-of-Network Provider.

National Vision Administrators, L.L.C. - PO Box 2187 - Clifton, NJ 07015  
 Web: [www.e-nva.com](http://www.e-nva.com) - Toll-Free: 1.800.672.7723  
 NVA® and EyeEssential® are registered marks of National Vision Administrators, L.L.C.

*This document is intended as a program overview only and is not a certified document of the individual plan parameters.*

Policy Nos. VC-108, VC-109, VC-110; Form NOS. M-9142, M-9143, M-9144.

COUNCIL 36  
 (AFL-CIO)  
 INSURANCE  
 051514



**Delta Dental of Michigan**  
**Dental Benefit Highlights for**  
**Melvindale-Northern Allen Park Public Schools #3276**



Delta Dental PPO (Point-of-Service)	Delta Dental	Delta Dental	Non-
	PPO Dentist	Premier	participating
	Plan Pays	Plan Pays	Dentist
	Plan Pays*		
<b>Diagnostic &amp; Preventive</b>			
<b>Diagnostic and Preventive Services -</b> exams, cleanings, fluoride, and space maintainers	100%	100%	100%
<b>Emergency Palliative Treatment -</b> to temporarily relieve pain	100%	100%	100%
<b>Sealants -</b> to prevent decay of permanent teeth	100%	100%	100%
<b>Brush Biopsy -</b> to detect oral cancer	100%	100%	100%
<b>Radiographs -</b> X-rays	100%	100%	100%
<b>Basic Services</b>			
<b>Minor Restorative Services -</b> fillings and crown repair	100%	100%	100%
<b>Endodontic Services -</b> root canals	100%	100%	100%
<b>Periodontic Services -</b> to treat gum disease	100%	100%	100%
<b>Oral Surgery Services -</b> extractions and dental surgery	100%	100%	100%
<b>Other Basic Services -</b> misc. services	100%	100%	100%
<b>Relines and Repairs -</b> to bridges, implants, and dentures	100%	100%	100%
<b>Major Services</b>			
<b>Major Restorative Services -</b> crowns	80%	80%	80%
<b>Prosthodontic Services -</b> bridges, implants, and dentures	80%	80%	80%
<b>Orthodontic Services</b>			
<b>Orthodontic Services -</b> braces	50%	50%	50%
<b>Orthodontic Age Limit -</b>	Up to age 19	Up to age 19	Up to age 19

\* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. The Nonparticipating Dentist Fee may be less than what your dentist charges and you are responsible for that difference.

**Maximum Payment** – \$2,000 per person total per Benefit Year on all services except orthodontics. \$1,500 per person total per lifetime on orthodontic services.

**Deductible** – None.

Note - This document is only intended to provide a brief description of your benefits. Please refer to your Certificate and summary for a complete description of benefits, exclusions, and limitations.

**Welcome to Michigan's largest dental benefits family!**

As a member of Delta Dental of Michigan, you have access to the nation's largest dental networks: Delta Dental PPO and Delta Dental Premier.

- It's easy to find a dentist! Four out of five dentists nationwide participate in our network.
- You have superior access to care and fee savings because of our agreements with participating dentists.
- Our dentists cannot balance bill you, which means more money in your pocket!
- No troublesome paperwork! Network dentists will fill out and file your claims.
- Pay only your copayments and/or deductibles when you receive care from network dentists -- there are no hidden fees.
- You can still visit nonparticipating dentists, but you may be billed the full amount at the time of service and then have to wait to be reimbursed.

**Quality Dental Program**

With our quick and accurate claims processing, we pay more than 90% of claims in 10 days or less. Delta Dental also offers world-class customer service from our Certified Center of Excellence call center, as awarded by Benchmark Portal.

**Online Access**

Our online Consumer Toolkit lets you access your dental plan securely over the Internet. You can find a dentist, check benefits, select paperless notices, review claims and amounts used toward maximums, print ID cards, and more -- all at your own convenience.

**A Healthy Smile**

Keep your smile healthy with dental benefits from Delta Dental. Your smile is a good indicator of your health. Did you know that your dentist can detect up to 120 different diseases, including diabetes and heart disease? Early detection is one of the best ways to prevent further complications.

**Questions?**

If you have questions, please call our Customer Service team at (800) 524-0149 (TTY users call 711) or look online at [www.DeltaDentalMI.com](http://www.DeltaDentalMI.com).

# **Michigan Conference of Teamsters Welfare Fund**



## **Schedule of Benefits Benefit Package 1360**

Date Inquired About: 9/15/2022  
Today's Date: 9/15/2022

**Effective January 2022**



**Michigan Conference of Teamsters Welfare Fund (MCTWF)**  
**Benefit Package 1360**  
**SCHEDULE OF BENEFITS**

New SOA Medical Benefit	BCBS PPO Network	Non-BCBS PPO Network
<b>Annual Deductible</b>	None	None
<b>Annual Out of Pocket Maximum</b> includes medical copay and coinsurance amounts.	\$2,000 per family	\$4,000 per family
<small>MCTWF complies with the Affordable Care Act out-of-pocket cost limits*</small>		
<b>In-Patient Hospital Expenses</b>	Covered 100% of CC after \$250 copay for up to 365 days semi-private room or private room if medically necessary	Covered 90%*** of MAB after \$250 copay for up to 365 days semi-private room or private room if medically necessary
<b>Hospital Emergency Expenses</b> (must meet criteria)	Covered 100% of CC after \$75** copay (waived if admitted)	Covered 100% of MAB after \$75** copay (waived if admitted)
<b>Mental Health &amp; Substance Use Disorder Benefits</b> (must receive prior authorization for inpatient services by calling BCBS at 800-762-2382)	<b>Inpatient Hospital:</b> Covered in full after \$250 copay per admission. <b>Inpatient Physician:</b> Covered in full <b>Outpatient Physician:</b> \$15** copay	<b>Inpatient Hospital:</b> Covered 100% of MAB after \$250 copay per admission. <b>Inpatient Physician:</b> Covered 80%** of MAB <b>Outpatient Physician:</b> Covered 60%** of MAB
<b>Surgical Expenses</b>	Covered 100% of CC	Covered 90%*** of MAB
<b>Specified Organ Transplant Program Expenses</b>	Covered 100% of CC. Must use a designated facility.	Covered 100% of CC. Must use a designated facility.
<b>Maternity Expenses</b> Pre/Post Natal Delivery	Covered 100% of CC	Covered 90%*** of MAB
<b>Anesthesia Expenses</b>	Covered 100% of CC	Covered 90%*** of MAB
<b>Ambulance Expenses</b> Ground/Air/Water	Covered 100% of CC	Covered 100% MAB
<b>X-ray and Diagnostic Testing Expenses</b>	Covered 100% of CC	Covered 90%*** of MAB
<b>Laboratory Expenses</b> Fluids/Pathology/Diagnostic Tests	Covered 100% of CC	Covered 90%*** of MAB
<b>Physician Charges</b> Inpatient	Covered 100% of CC	Covered 80%*** of MAB
Outpatient Primary Care Visit	\$15** copay	Covered 60%*** of MAB
Outpatient Specialist Visit	\$30** copay	Covered 60%*** of MAB
Outpatient Urgent Care Visit	\$35** copay	Covered 60%*** of MAB
MDLIVE Telehealth Consultation	\$10** copay	Not Covered
<b>Wellness Benefit</b> Physical / GYN Exam / Well Child Exam	Covered 100% of CC	Covered 60%*** of MAB
<b>Wellness Benefit</b> Pap Smear Screening & Mammogram Screening	Covered 100% of CC	Covered 90%*** of MAB
<b>Wellness Benefit</b> Child Immunization / Adult Flu Vaccination	Covered 100% of CC	Covered 80%*** of MAB
<b>Injection Expenses</b>	Covered 90%*** of CC	Covered 80%*** of MAB
<b>Chiropractic Expenses</b>	24 spinal manipulations per person annually covered 80% of CC. One mechanical traction per day only with spinal manipulation covered under <i>Physical, Speech &amp; Occupational Therapy Expenses</i> . One "new patient" office visit every 36 months and one "established patient" office visit annually, per chiropractor, covered under <i>Physician Charges - Outpatient/Office Visit</i> .	24 spinal manipulations per person annually covered 70% of MAB. One mechanical traction per day only with spinal manipulation covered under <i>Physical, Speech &amp; Occupational Therapy Expenses</i> . One "new patient" office visit every 36 months and one "established patient" office visit annually, per chiropractor, covered under <i>Physician Charges - Outpatient/Office Visit</i> .
<b>Hearing Aid Expenses</b>	Covered 100% of CC, up to \$1,500 per person, per ear every 2 years	Covered 100% of MAB, up to \$1,500 per person, per ear every 2 years
<b>Outpatient Cancer Treatment</b> (e.g. chemotherapy & radiation therapy)	Covered 90%*** of CC	Covered 80%*** of MAB
<b>Physical, Speech &amp; Occupational Therapy Expenses</b>	Covered 75%*** of CC	Covered 65%*** of MAB
<b>Home Health Care Expenses</b>	Covered 90%*** of CC	Covered 90%*** of MAB

New SOA Medical Benefit	BCBS PPO Network	Non-BCBS PPO Network	
<b>Skilled Nursing Facility Expenses</b>	100% eligible expenses for room and board and other medical services up to 730 days reduced by 2 times the number of days in hospital.	100% eligible expenses for room and board and other medical services up to 730 days reduced by 2 times the number of days in hospital.	
<b>Hospice Care Expenses</b>	Covered 100% of CC	Covered 100% of MAB	
<b>Durable Medical Equipment and Medical Supplies Expenses</b>	Covered 90%** of CC	Covered 90%** of MAB	
<b>Prosthetic Devices and Orthotics Expenses</b>	Covered 75%** of CC	Covered 75%** of MAB	
<b>Survivor Health Benefits</b>	Provides up to 36 months of free medical and prescription drug coverage for eligible spouses and dependent children of participants who die while actively covered under a MCTWF medical benefits package. Coverage will mirror the benefits provided to the deceased participant's MCTWF participating group.	Provides up to 36 months of free medical and prescription drug coverage for eligible spouses and dependent children of participants who die while actively covered under a MCTWF medical benefits package. Coverage will mirror the benefits provided to the deceased participant's MCTWF participating group.	
<b>New Rx2 Prescription Drug Benefit</b>	<b>Caremark Pharmacy Network</b>		
	Covered in full after the below applicable copay at a participating retail or mail order pharmacy.		
	Retail & Mail Up to 34 days	Retail 90 & Mail 35 - 60 days	Retail 90 61 - 90 days
	Mail 61 - 90 days		
<b>Generic</b>	\$10 copay	\$20 copay	\$30 copay
<b>Preferred Brand</b>	\$20 copay	\$40 copay	\$60 copay
<b>Non-Preferred Brand</b>	\$35 copay	\$70 copay	\$105 copay
			\$20 copay
			\$45 copay
			\$80 copay
<b>Dental Benefit</b>	<b>Blue Dental Network</b>	<b>Non-Blue Dental Network</b>	
<b>Dental Package 1</b>	<b>Dental:</b> Class I & II covered in full; Class III 85% of CC. Annual maximum \$2,000 per person. <b>Orthodontic:</b> 85% of CC up to \$3,500 lifetime per adult/child.	<b>Dental:</b> Class I & II 100% of MAB; Class III 85% of MAB. Annual maximum \$2,000 per person. <b>Orthodontic:</b> 50% of MAB up to \$2,000 lifetime per child.	
<b>Standard Vision Benefit</b>	<b>EyeMed Vision Network</b>	<b>Non-EyeMed Vision Network</b>	
<b>Vision</b>	One exam and one vision correction option <sup>1</sup> per person per calendar year. Exam 100% of CC. Frames covered up to retail value of \$150, you are responsible for any charges in excess after a 20% discount. 100% of CC for pair of clear plastic single, bifocal, trifocal or lenticular lenses. 100% of CC for progressive lenses after a copay of \$42 for Standard lenses, \$72 for Premium Tier 1 lenses, \$82 for Premium Tier 2 lenses, \$107 for Premium Tier 3 lenses, or \$42 plus 80% of charges less \$120 allowance for Premium Tier 4 lenses. 100% of CC per pair of polycarbonate lenses under age 19. Up to \$120 for contact lenses; you are responsible for any charges in excess after a 15% discount for conventional contact lenses (no discount for disposable contact lenses). \$20 additional contact lens allowance when lenses are purchased through contactdirect.com. 100% of CC for contact lens fitting; you are responsible up to \$40 for standard contact lens fitting and follow-up, or for the retail price less 10% for premium contacts lens fitting and follow-up. Up to \$250 per eye per lifetime for laser vision correction (Lasik or PRK) from U.S. Laser Network; you are responsible for any charges in excess after a 15% discount of CC or 5% off the promotional price (whichever is lower).  <sup>1</sup> A vision correction option is defined as either (a) one pair of lenses and frames, whether purchased together or separately, (b) contact lenses and fitting, or (c) laser vision correction for one or both eyes. Note: Coverage for one such annual vision option cannot be later replaced with coverage for another vision option.	One exam and one vision correction option <sup>1</sup> per person per calendar year. Exam up to \$50. Frames up to \$75. Up to \$50 for pair of clear plastic single lenses, up to \$60 for pair of bifocal lenses, up to \$70 for pair of trifocal lenses, and up to \$70 for pair of lenticular lenses. No coverage for progressive lenses. Up to \$80 for contact lenses. No coverage for contact lens fitting. Up to \$250 per eye per lifetime for laser vision correction.  <sup>1</sup> A vision correction option is defined as either (a) one pair of lenses and frames, whether purchased together or separately, (b) contact lenses and fitting, or (c) laser vision correction for one or both eyes. Note: Coverage for one such annual vision option cannot be later replaced with coverage for another vision option.	
<b>Other Benefit(s)</b>	<b>Coverage</b>		
<b>Benefit Bank Weeks</b>	Receive 6 benefit bank weeks for the period of 04/01/2021 through 3/31/2024.***		

CC (Contracted Charges) means the agreed upon fees between MCTWF and in-network providers.

MAB (Maximum Allowable Benefit) means the portion of the amount billed by an out-of-network provider that has been established as the benefit package maximum payable amount, subject to deductible, coinsurance and co-payments.

- \* In accordance with the Affordable Care Act, effective January 1, 2017, all MCTWF Actives Plan medical and prescription drug benefits combined in-network out-of-pocket costs are subject to calendar year limits. Out-of-pocket costs refer to deductibles, copay and coinsurance amounts (but not contribution payments, or out-of-network cost-sharing or balance bill payments). Once a calendar year limit is reached, coverage must be provided for the balance of the year without further out-of-pocket costs for in-network medical and prescription drug benefits. The limits for 2022 are \$8,700 per individual and \$17,400 per family member accumulations toward these statutory out-of-pocket cost limits are tracked on each MCTWF Explanation of Benefits (EOB) form and in each MCTWF Participant Portal account.
- \*\* The co-payments and/or coinsurance payments for these services apply toward the annual out-of-pocket maximum.
- \*\*\* Participant receives the noted 6 weeks except in cases where a different arrangement was approved by MCTWF, or the participant is contributed on under a MCTWF benefit package with seasonal eligibility requirements, in which case they do not receive benefit bank weeks.

Eligibility for auto-related accidental injuries or illnesses under your MCTWF benefit package will be available only to the extent that claims resulting from the accident are in excess of the greater of (1) the required insurance coverage or other financial protection required under applicable state law, or (2) the benefit limits of any other insurance under which the individual is entitled to coverage. MCTWF will provide benefits pursuant to a signed *MCTWF Assignment, Subrogation and Reimbursement Agreement*, contingent upon the submission of proof that benefits have been exhausted through the auto carrier and/or other insurance available. MCTWF does not provide Qualified Health Coverage.

If you are the operator or occupant of a rental vehicle and other medical coverage is available, no MCTWF benefits will be paid for auto-related accidental injuries or illnesses.

This Schedule of Benefits is not a full statement of covered services under your benefit package. As a general rule, all procedures or services not deemed experimental by the medical community are covered. Contact MCTWF's Member Services Call Center for any benefit questions you may have.

Michigan Conference of Teamsters Welfare Fund  
2700 Trumbull Avenue, Detroit, Michigan 48216  
(313) 964-2400 or (800) 572-7687  
Alternative Outage Number (800) 482-2219  
[www.mctwf.org](http://www.mctwf.org)



# **Michigan Conference of Teamsters Welfare Fund**



## **Schedule of Benefits Benefit Package 1361**

Date Inquired About: 9/15/2022  
Today's Date: 9/15/2022

**Effective January 2022**



**Michigan Conference of Teamsters Welfare Fund (MCTWF)  
Benefit Package 1361  
SCHEDULE OF BENEFITS**

New Key 2a Medical Benefit	BCBS PPO Network	Non-BCBS PPO Network
<b>Annual Deductible</b>	\$100 per individual \$200 per family	\$300 per individual \$600 per family
<b>Annual Out of Pocket Maximum</b> includes medical copay and coinsurance amounts.	\$1,500 per individual in excess of deductible \$3,000 per family in excess of deductible	\$3,000 per individual in excess of deductible \$6,000 per family in excess of deductible
<small>MCTWF complies with the Affordable Care Act out-of-pocket cost limits*</small>		
<b>In-Patient Hospital Expenses</b>	Covered 85%** of CC subject to deductible for up to 365 days semi-private room or private room if medically necessary	Covered 75%*** of MAB subject to deductible for up to 365 days semi-private room or private room if medically necessary
<b>Hospital Emergency Expenses</b> (must meet criteria)	Covered 100% of CC after \$100** copay (waived if admitted)	Covered 100% of MAB after \$100** copay (waived if admitted)
<b>Mental Health &amp; Substance Use Disorder Benefits</b> (must receive prior authorization for inpatient services by calling BCBS at 800-762-2382)	<b>Inpatient Hospital:</b> Covered 85%** of CC subject to deductible <b>Inpatient Physician:</b> Covered 85%** of CC subject to deductible <b>Outpatient Physician:</b> \$20** copay	<b>Inpatient Hospital:</b> Covered 75%** of MAB subject to deductible <b>Inpatient Physician:</b> Covered 75%** of MAB subject to deductible <b>Outpatient Physician:</b> Covered 70%** of MAB subject to deductible
<b>Surgical Expenses</b>	Covered 85%** of CC subject to deductible	Covered 75%*** of MAB subject to deductible
<b>Specified Organ Transplant Program Expenses</b>	Covered 100% of CC. Must use a designated facility.	Covered 100% of CC. Must use a designated facility.
<b>Maternity Expenses</b> Pre/Post Natal Delivery	Covered 85%** of CC subject to deductible	Covered 75%*** of MAB subject to deductible
<b>Anesthesia Expenses</b>	Covered 85%** of CC subject to deductible	Covered 75%*** of MAB subject to deductible
<b>Ambulance Expenses</b> Ground/Air/Water	Covered 85%** of CC subject to deductible	Covered 85%*** of MAB subject to deductible
<b>X-ray and Diagnostic Testing Expenses</b>	Covered 85%** of CC subject to deductible	Covered 75%*** of MAB subject to deductible
<b>Laboratory Expenses</b> Fluids/Pathology/Diagnostic Tests	Covered 85%** of CC subject to deductible	Covered 75%*** of MAB subject to deductible
<b>Physician Charges</b> Inpatient	Covered 85%** of CC subject to deductible	Covered 75%*** of MAB subject to deductible
Outpatient Primary Care Visit	\$20** copay	Covered 70%*** of MAB subject to deductible
Outpatient Specialist Visit	\$40** copay	Covered 70%*** of MAB subject to deductible
Outpatient Urgent Care Visit	\$45** copay	Covered 70%*** of MAB subject to deductible
MDLIVE Telehealth Consultation	\$10** copay	Not Covered
<b>Wellness Benefit</b> Physical / GYN Exam / Well Child Exam	Covered 100% of CC Deductible & coinsurance waived	Covered 75%*** of MAB subject to deductible
<b>Wellness Benefit</b> Pap Smear Screening & Mammogram Screening	Covered 100% of CC Deductible & coinsurance waived	Covered 75%*** of MAB subject to deductible
<b>Wellness Benefit</b> Child Immunization / Adult Flu Vaccination	Covered 100% of CC Deductible & coinsurance waived	Covered 75%*** of MAB subject to deductible
<b>Injection Expenses</b>	Covered 85%** of CC subject to deductible	Covered 75%*** of MAB subject to deductible
<b>Chiropractic Expenses</b>	24 spinal manipulations per person annually covered 80% of CC. One mechanical traction per day only with spinal manipulation covered under <i>Physical, Speech &amp; Occupational Therapy Expenses</i> . One "new patient" office visit every 36 months and one "established patient" office visit annually, per chiropractor, covered under <i>Physician Charges - Outpatient/Office Visit</i> .	24 spinal manipulations per person annually covered 70% of MAB. One mechanical traction per day only with spinal manipulation covered under <i>Physical, Speech &amp; Occupational Therapy Expenses</i> . One "new patient" office visit every 36 months and one "established patient" office visit annually, per chiropractor, covered under <i>Physician Charges - Outpatient/Office Visit</i> .
<b>Hearing Aid Expenses</b>	Covered 85%** of CC subject to deductible, up to \$1,500 per person, per ear every 2 years	Covered 85%*** of MAB subject to deductible, up to \$1,500 per person, per ear every 2 years
<b>Outpatient Cancer Treatment</b> (e.g. chemotherapy & radiation therapy)	Covered 85%** of CC subject to deductible	Covered 75%*** of MAB subject to deductible
<b>Physical, Speech &amp; Occupational Therapy Expenses</b>	Covered 85%** of CC subject to deductible	Covered 75%*** of MAB subject to deductible

New Key 2a Medical Benefit	BCBS PPO Network	Non-BCBS PPO Network	
<b>Home Health Care Expenses</b>	Covered 85%** of CC subject to deductible	Covered 85%** of MAB subject to deductible	
<b>Skilled Nursing Facility Expenses</b>	85%** eligible expenses subject to deductible for room and board and other medical services up to 730 days reduced by 2 times the number of days in hospital.	85%** eligible expenses subject to deductible for room and board and other medical services up to 730 days reduced by 2 times the number of days in hospital.	
<b>Hospice Care Expenses</b>	Covered 85%** of CC subject to deductible	Covered 85%** of MAB subject to deductible	
<b>Durable Medical Equipment and Medical Supplies Expenses</b>	Covered 85%** of CC subject to deductible	Covered 85%** of scheduled amount subject to deductible	
<b>Prosthetic Devices and Orthotics Expenses</b>	Covered 85%** of CC subject to deductible	Covered 85%** of MAB subject to deductible	
<b>Survivor Health Benefits</b>	Provides up to 36 months of free medical and prescription drug coverage for eligible spouses and dependent children of participants who die while actively covered under a MCTWF medical benefits package. Coverage will mirror the benefits provided to the deceased participant's MCTWF participating group.	Provides up to 36 months of free medical and prescription drug coverage for eligible spouses and dependent children of participants who die while actively covered under a MCTWF medical benefits package. Coverage will mirror the benefits provided to the deceased participant's MCTWF participating group.	
<b>New Rx2 Prescription Drug Benefit</b>	<b>Caremark Pharmacy Network</b>		
	Covered in full after the below applicable copay at a participating retail or mail order pharmacy.		
	Retail & Mail Up to 34 days	Retail 90 & Mail 35 - 60 days	Retail 90 61 - 90 days
	Mail 61 - 90 days		
<b>Generic</b>	\$10 copay	\$20 copay	\$30 copay
<b>Preferred Brand</b>	\$20 copay	\$40 copay	\$60 copay
<b>Non-Preferred Brand</b>	\$35 copay	\$70 copay	\$105 copay
			\$20 copay
			\$45 copay
			\$80 copay
<b>Dental Benefit</b>	<b>Blue Dental Network</b>	<b>Non-Blue Dental Network</b>	
<b>Dental Package 1</b>	<b>Dental:</b> Class I & II covered in full; Class III 85% of CC. Annual maximum \$2,000 per person. <b>Orthodontic:</b> 85% of CC up to \$3,500 lifetime per adult/child.	<b>Dental:</b> Class I & II 100% of MAB; Class III 85% of MAB. Annual maximum \$2,000 per person. <b>Orthodontic:</b> 50% of MAB up to \$2,000 lifetime per child.	
<b>Standard Vision Benefit</b>	<b>EyeMed Vision Network</b>	<b>Non-EyeMed Vision Network</b>	
<b>Vision</b>	One exam and one vision correction option <sup>1</sup> per person per calendar year. Exam 100% of CC. Frames covered up to retail value of \$150, you are responsible for any charges in excess after a 20% discount. 100% of CC for pair of clear plastic single, bifocal, trifocal or lenticular lenses. 100% of CC for progressive lenses after a copay of \$42 for Standard lenses, \$72 for Premium Tier 1 lenses, \$82 for Premium Tier 2 lenses, \$107 for Premium Tier 3 lenses, or \$42 plus 80% of charges less \$120 allowance for Premium Tier 4 lenses. 100% of CC per pair of polycarbonate lenses under age 19. Up to \$120 for contact lenses; you are responsible for any charges in excess after a 15% discount for conventional contact lenses (no discount for disposable contact lenses). \$20 additional contact lens allowance when lenses are purchased through contactsdirect.com. 100% of CC for contact lens fitting; you are responsible up to \$40 for standard contact lens fitting and follow-up, or for the retail price less 10% for premium contacts lens fitting and follow-up. Up to \$250 per eye per lifetime for laser vision correction (Lasik or PRK) from U.S. Laser Network; you are responsible for any charges in excess after a 15% discount of CC or 5% off the promotional price (whichever is lower).  <sup>1</sup> A vision correction option is defined as either (a) one pair of lenses and frames, whether purchased together or separately, (b) contact lenses and fitting, or (c) laser vision correction for one or both eyes. Note: Coverage for one such annual vision option cannot be later replaced with coverage for another vision option.	One exam and one vision correction option <sup>1</sup> per person per calendar year. Exam up to \$50. Frames up to \$75. Up to \$50 for pair of clear plastic single lenses, up to \$60 for pair of bifocal lenses, up to \$70 for pair of trifocal lenses, and up to \$70 for pair of lenticular lenses. No coverage for progressive lenses. Up to \$80 for contact lenses. No coverage for contact lens fitting. Up to \$250 per eye per lifetime for laser vision correction.  <sup>1</sup> A vision correction option is defined as either (a) one pair of lenses and frames, whether purchased together or separately, (b) contact lenses and fitting, or (c) laser vision correction for one or both eyes. Note: Coverage for one such annual vision option cannot be later replaced with coverage for another vision option.	
<b>Other Benefit(s)</b>	<b>Coverage</b>		
<b>Benefit Bank Weeks</b>	Receive 6 benefit bank weeks for the period of 04/01/2021 through 3/31/2024.***		

CC (Contracted Charges) means the agreed upon fees between MCTWF and in-network providers.

MAB (Maximum Allowable Benefit) means the portion of the amount billed by an out-of-network provider that has been established as the benefit package maximum payable amount, subject to deductible, coinsurance and co-payments.

- \* In accordance with the Affordable Care Act, effective January 1, 2017, all MCTWF Actives Plan medical and prescription drug benefits combined in-network out-of-pocket costs are subject to calendar year limits. Out-of-pocket costs refer to deductibles, copay and coinsurance amounts (but not contribution payments, or out-of-network cost-sharing or balance bill payments). Once a calendar year limit is reached, coverage must be provided for the balance of the year without further out-of-pocket costs for in-network medical and prescription drug benefits. The limits for 2022 are \$8,700 per individual and \$17,400 per family member accumulations toward these statutory out-of-pocket cost limits are tracked on each MCTWF Explanation of Benefits (EOB) form and in each MCTWF Participant Portal account.
- \*\* The co-payments and/or coinsurance payments for these services apply toward the annual out-of-pocket maximum.
- \*\*\* Participant receives the noted 6 weeks except in cases where a different arrangement was approved by MCTWF, or the participant is contributed on under a MCTWF benefit package with seasonal eligibility requirements, in which case they do not receive benefit bank weeks.

Eligibility for auto-related accidental injuries or illnesses under your MCTWF benefit package will be available only to the extent that claims resulting from the accident are in excess of the greater of (1) the required insurance coverage or other financial protection required under applicable state law, or (2) the benefit limits of any other insurance under which the individual is entitled to coverage. MCTWF will provide benefits pursuant to a signed *MCTWF Assignment, Subrogation and Reimbursement Agreement*, contingent upon the submission of proof that benefits have been exhausted through the auto carrier and/or other insurance available. MCTWF does not provide Qualified Health Coverage.

If you are the operator or occupant of a rental vehicle and other medical coverage is available, no MCTWF benefits will be paid for auto-related accidental injuries or illnesses.

This Schedule of Benefits is not a full statement of covered services under your benefit package. As a general rule, all procedures or services not deemed experimental by the medical community are covered. Contact MCTWF's Member Services Call Center for any benefit questions you may have.

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Alternative Outage Number (800) 482-2219  
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# **Michigan Conference of Teamsters Welfare Fund**



## **Schedule of Benefits Benefit Package 1362**

Date Inquired About: 9/15/2022  
Today's Date: 9/15/2022

**Effective January 2022**





**Michigan Conference of Teamsters Welfare Fund (MCTWF)  
Benefit Package 1362  
SCHEDULE OF BENEFITS**

New Key 3a Medical Benefit	BCBS PPO Network	Non-BCBS PPO Network
<b>Annual Deductible</b>	\$500 per individual \$1,500 per family	\$1,000 per individual \$3,000 per family
<b>Annual Out of Pocket Maximum</b> includes medical copay and coinsurance amounts.	\$2,500 per individual in excess of deductible \$5,000 per family in excess of deductible	\$5,000 per individual in excess of deductible \$10,000 per family in excess of deductible
<small>MCTWF complies with the Affordable Care Act out-of-pocket cost limits*</small>		
<b>In-Patient Hospital Expenses</b>	Covered 80%** of CC subject to deductible for up to 365 days semi-private room or private room if medically necessary	Covered 60%*** of MAB subject to deductible for up to 365 days semi-private room or private room if medically necessary
<b>Hospital Emergency Expenses</b> (must meet criteria)	Covered 100% of CC after \$125** copay (waived if admitted)	Covered 100% of MAB after \$125** copay (waived if admitted)
<b>Mental Health &amp; Substance Use Disorder Benefits</b> (must receive prior authorization for inpatient services by calling BCBS at 800-762-2382)	<b>Inpatient Hospital:</b> Covered 80%** of CC subject to deductible <b>Inpatient Physician:</b> Covered 80%** of CC subject to deductible <b>Outpatient Physician:</b> \$25** copay	<b>Inpatient Hospital:</b> Covered 60%*** of MAB subject to deductible <b>Inpatient Physician:</b> Covered 60%*** of MAB subject to deductible <b>Outpatient Physician:</b> Covered 60%*** of MAB subject to deductible
<b>Surgical Expenses</b>	Covered 80%*** of CC subject to deductible	Covered 60%*** of MAB subject to deductible
<b>Specified Organ Transplant Program Expenses</b>	Covered 100% of CC. Must use a designated facility.	Covered 100% of CC. Must use a designated facility.
<b>Maternity Expenses</b> Pre/Post Natal Delivery	Covered 80%*** of CC subject to deductible	Covered 60%*** of MAB subject to deductible
<b>Anesthesia Expenses</b>	Covered 80%*** of CC subject to deductible	Covered 60%*** of MAB subject to deductible
<b>Ambulance Expenses</b> Ground/Air/Water	Covered 80%*** of CC subject to deductible	Covered 80%*** of MAB subject to deductible
<b>X-ray and Diagnostic Testing Expenses</b>	Covered 80%*** of CC subject to deductible	Covered 60%*** of MAB subject to deductible
<b>Laboratory Expenses</b> Fluids/Pathology/Diagnostic Tests	Covered 80%*** of CC subject to deductible	Covered 60%*** of MAB subject to deductible
<b>Physician Charges</b> Inpatient	Covered 80%*** of CC subject to deductible	Covered 60%*** of MAB subject to deductible
Outpatient Primary Care Visit	\$25** copay	Covered 60%*** of MAB subject to deductible
Outpatient Specialist Visit	\$50** copay	Covered 60%*** of MAB subject to deductible
Outpatient Urgent Care Visit	\$55** copay	Covered 60%*** of MAB subject to deductible
MDLIVE Telehealth Consultation	\$10** copay	Not Covered
<b>Wellness Benefit</b> Physical / GYN Exam / Well Child Exam	Covered 100% of CC Deductible & coinsurance waived	Covered 60%*** of MAB subject to deductible
<b>Wellness Benefit</b> Pap Smear Screening & Mammogram Screening	Covered 100% of CC Deductible & coinsurance waived	Covered 60%*** of MAB subject to deductible
<b>Wellness Benefit</b> Child Immunization / Adult Flu Vaccination	Covered 100% of CC Deductible & coinsurance waived	Covered 60%*** of MAB subject to deductible
<b>Injection Expenses</b>	Covered 80%*** of CC subject to deductible	Covered 60%*** of MAB subject to deductible
<b>Chiropractic Expenses</b>	24 spinal manipulations per person annually covered 80% of CC. One mechanical traction per day only with spinal manipulation covered under <i>Physical, Speech &amp; Occupational Therapy Expenses</i> . One "new patient" office visit every 36 months and one "established patient" office visit annually, per chiropractor, covered under <i>Physician Charges - Outpatient/Office Visit</i> .	24 spinal manipulations per person annually covered 60% of MAB. One mechanical traction per day only with spinal manipulation covered under <i>Physical, Speech &amp; Occupational Therapy Expenses</i> . One "new patient" office visit every 36 months and one "established patient" office visit annually, per chiropractor, covered under <i>Physician Charges - Outpatient/Office Visit</i> .
<b>Hearing Aid Expenses</b>	Covered 80%*** of CC subject to deductible, up to \$1,500 per person, per ear every 2 years	Covered 80%*** of MAB subject to deductible, up to \$1,500 per person, per ear every 2 years
<b>Outpatient Cancer Treatment</b> (e.g. chemotherapy & radiation therapy)	Covered 80%*** of CC subject to deductible	Covered 60%*** of MAB subject to deductible
<b>Physical, Speech &amp; Occupational Therapy Expenses</b>	Covered 80%*** of CC subject to deductible	Covered 60%*** of MAB subject to deductible

New Key 3a Medical Benefit	BCBS PPO Network	Non-BCBS PPO Network	
<b>Home Health Care Expenses</b>	Covered 80%*** of CC subject to deductible	Covered 80%*** of MAB subject to deductible	
<b>Skilled Nursing Facility Expenses</b>	80%** eligible expenses subject to deductible for room and board and other medical services up to 730 days reduced by 2 times the number of days in hospital.	80%** eligible expenses subject to deductible for room and board and other medical services up to 730 days reduced by 2 times the number of days in hospital.	
<b>Hospice Care Expenses</b>	Covered 80%*** of CC subject to deductible	Covered 80%*** of MAB subject to deductible	
<b>Durable Medical Equipment and Medical Supplies Expenses</b>	Covered 80%*** of CC subject to deductible	Covered 80%*** of scheduled amount subject to deductible	
<b>Prosthetic Devices and Orthotics Expenses</b>	Covered 80%*** of CC subject to deductible	Covered 80%*** of MAB subject to deductible	
<b>Survivor Health Benefits</b>	Provides up to 36 months of free medical and prescription drug coverage for eligible spouses and dependent children of participants who die while actively covered under a MCTWF medical benefits package. Coverage will mirror the benefits provided to the deceased participant's MCTWF participating group.	Provides up to 36 months of free medical and prescription drug coverage for eligible spouses and dependent children of participants who die while actively covered under a MCTWF medical benefits package. Coverage will mirror the benefits provided to the deceased participant's MCTWF participating group.	
<b>New Rx2 Prescription Drug Benefit</b>	<b>Caremark Pharmacy Network</b>		
	Covered in full after the below applicable copay at a participating retail or mail order pharmacy.		
	Retail & Mail Up to 34 days	Retail 90 & Mail 35 - 60 days	Retail 90 61 - 90 days
	Mail 61 - 90 days		
<b>Generic</b>	\$10 copay	\$20 copay	\$30 copay
<b>Preferred Brand</b>	\$20 copay	\$40 copay	\$60 copay
<b>Non-Preferred Brand</b>	\$35 copay	\$70 copay	\$105 copay
			\$20 copay
			\$45 copay
			\$80 copay
<b>Dental Benefit</b>	<b>Blue Dental Network</b>	<b>Non-Blue Dental Network</b>	
<b>Dental Package 1</b>	<b>Dental:</b> Class I & II covered in full; Class III 85% of CC. Annual maximum \$2,000 per person. <b>Orthodontic:</b> 85% of CC up to \$3,500 lifetime per adult/child.	<b>Dental:</b> Class I & II 100% of MAB; Class III 85% of MAB. Annual maximum \$2,000 per person. <b>Orthodontic:</b> 50% of MAB up to \$2,000 lifetime per child.	
<b>Standard Vision Benefit</b>	<b>EyeMed Vision Network</b>	<b>Non-EyeMed Vision Network</b>	
<b>Vision</b>	One exam and one vision correction option <sup>1</sup> per person per calendar year. Exam 100% of CC. Frames covered up to retail value of \$150, you are responsible for any charges in excess after a 20% discount. 100% of CC for pair of clear plastic single, bifocal, trifocal or lenticular lenses. 100% of CC for progressive lenses after a copay of \$42 for Standard lenses, \$72 for Premium Tier 1 lenses, \$82 for Premium Tier 2 lenses, \$107 for Premium Tier 3 lenses, or \$42 plus 80% of charges less \$120 allowance for Premium Tier 4 lenses. 100% of CC per pair of polycarbonate lenses under age 19. Up to \$120 for contact lenses; you are responsible for any charges in excess after a 15% discount for conventional contact lenses (no discount for disposable contact lenses). \$20 additional contact lens allowance when lenses are purchased through contactdirect.com. 100% of CC for contact lens fitting; you are responsible up to \$40 for standard contact lens fitting and follow-up, or for the retail price less 10% for premium contacts lens fitting and follow-up. Up to \$250 per eye per lifetime for laser vision correction (Lasik or PRK) from U.S. Laser Network; you are responsible for any charges in excess after a 15% discount of CC or 5% off the promotional price (whichever is lower).	One exam and one vision correction option <sup>1</sup> per person per calendar year. Exam up to \$50. Frames up to \$75. Up to \$50 for pair of clear plastic single lenses, up to \$60 for pair of bifocal lenses, up to \$70 for pair of trifocal lenses, and up to \$70 for pair of lenticular lenses. No coverage for progressive lenses. Up to \$80 for contact lenses. No coverage for contact lens fitting. Up to \$250 per eye per lifetime for laser vision correction.	
	<sup>1</sup> A vision correction option is defined as either (a) one pair of lenses and frames, whether purchased together or separately, (b) contact lenses and fitting, or (c) laser vision correction for one or both eyes. Note: Coverage for one such annual vision option cannot be later replaced with coverage for another vision option.	<sup>1</sup> A vision correction option is defined as either (a) one pair of lenses and frames, whether purchased together or separately, (b) contact lenses and fitting, or (c) laser vision correction for one or both eyes. Note: Coverage for one such annual vision option cannot be later replaced with coverage for another vision option.	
<b>Other Benefit(s)</b>	<b>Coverage</b>		
<b>Benefit Bank Weeks</b>	Receive 6 benefit bank weeks for the period of 04/01/2021 through 3/31/2024.***		

CC (Contracted Charges) means the agreed upon fees between MCTWF and in-network providers.

MAB (Maximum Allowable Benefit) means the portion of the amount billed by an out-of-network provider that has been established as the benefit package maximum payable amount, subject to deductible, coinsurance and co-payments.

- \* In accordance with the Affordable Care Act, effective January 1, 2017, all MCTWF Actives Plan medical and prescription drug benefits combined in-network out-of-pocket costs are subject to calendar year limits. Out-of-pocket costs refer to deductibles, copay and coinsurance amounts (but not contribution payments, or out-of-network cost-sharing or balance bill payments). Once a calendar year limit is reached, coverage must be provided for the balance of the year without further out-of-pocket costs for in-network medical and prescription drug benefits. The limits for 2022 are \$8,700 per individual and \$17,400 per family member accumulations toward these statutory out-of-pocket cost limits are tracked on each MCTWF Explanation of Benefits (EOB) form and in each MCTWF Participant Portal account.
- \*\* The co-payments and/or coinsurance payments for these services apply toward the annual out-of-pocket maximum.
- \*\*\* Participant receives the noted 6 weeks except in cases where a different arrangement was approved by MCTWF, or the participant is contributed on under a MCTWF benefit package with seasonal eligibility requirements, in which case they do not receive benefit bank weeks.

Eligibility for auto-related accidental injuries or illnesses under your MCTWF benefit package will be available only to the extent that claims resulting from the accident are in excess of the greater of (1) the required insurance coverage or other financial protection required under applicable state law, or (2) the benefit limits of any other insurance under which the individual is entitled to coverage. MCTWF will provide benefits pursuant to a signed *MCTWF Assignment, Subrogation and Reimbursement Agreement*, contingent upon the submission of proof that benefits have been exhausted through the auto carrier and/or other insurance available. MCTWF does not provide Qualified Health Coverage.

If you are the operator or occupant of a rental vehicle and other medical coverage is available, no MCTWF benefits will be paid for auto-related accidental injuries or illnesses.

This Schedule of Benefits is not a full statement of covered services under your benefit package. As a general rule, all procedures or services not deemed experimental by the medical community are covered. Contact MCTWF's Member Services Call Center for any benefit questions you may have.

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Alternative Outage Number (800) 482-2219  
[www.mctwf.org](http://www.mctwf.org)