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MASTER AGREEMENT

BETWEEN

FORT LORAMIE LOCAL SCHOOLS

CLASSIFIED STAFF

AND THE

FORT LORAMIE BOARD OF EDUCATION

EFFECTIVE

June 30, 2013

THROUGH

June 30, 2016

F O R W A R D

Classified employees covered by this agreement shall include those school employees who are not required to hold a teaching license, such as bus drivers, secretaries, custodians, and instructional aides.

Included in this publication are a number of Board of Education policies relating to non-instructional staff members.

Periodic bulletins for the staff will supplement the contents of this manual as well as advise you of upcoming events.

Communication is a key to running an efficient operation. We encourage you to bring suggestions and concerns to the attention of the administration so that we may have the opportunity to deal with them.

We are very pleased with, and proud of our support staff at Fort Loramie Local Schools. Your contribution to the educational system is an important one.

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Arrival and Departure

Staff members are to arrive at designated work times and remain on duty throughout their scheduled time. Schedules should be followed unless changes are approved by the building principal or superintendent.

Association Dues Deduction

Upon formal request of the treasurer, association dues will be deducted from paychecks.

Bid Procedure

When vacancy occurs in a classification or a location assignment, it shall be posted in a conspicuous place for a period of five (5) days. Any employee may request the vacant position in writing. In selecting the replacement employee, the Board shall apply the following formula:

- a) The vacant position shall first be offered to the employees within the classification of the position.
- b) If more than one employee within the same classification requests the position in writing, the employee with the highest seniority date may be awarded the position.
- c) The highest seniority date shall be determined by the employee's last date of hire by the Board.
- d) The administration reserves the right to consider the qualifications of each individual, including background, previous work, and suitability to the particular position.
- e) In the event any employee is not selected through the above process, he/she may request the reason for not being selected in writing within five (5) working days.
- f) The administration reserves the right to select the most qualified person for any position.

Board Of Education Policies

Board of Education policy manuals are available in both the Elementary and Jr/Sr High School principals' offices as well as the school libraries and on-line through the district's website.

All employees are expected to know and are responsible for observing the provisions of the policies of the board, administrative regulations, and procedures pertinent to their activities as employees of the board.

The policies of the board and administrative regulations and procedures are written to be consistent with the provisions of law, but not necessarily to incorporate the same. All employees are expected to know, and shall be held responsible for observing, all provisions of law pertinent to their activities as employees of the board of education.

Calamity Days

Employees will be paid their regular rate of pay for the number of calamity days as defined by the Ohio Revised Code.

As secretarial, custodial, and cafeteria personnel are most needed on these days, they are to report to work at their normal times unless notified to the contrary by the Superintendent or his/her designee. The Superintendent or his/her designee will notify other employees he/she deems necessary to prepare for reopening school, protecting school property, and functioning during the calamity situation.

Compensatory time will be provided for employees scheduled to work during the number of calamity days as defined by the Ohio Revised Code. Compensatory days are to be approved in advance with the building principal or superintendent. Early dismissal or an a.m. delay does not constitute the need for compensatory time.

Clothing Allowance

Cafeteria and Custodial Personnel who work a minimum of 2 1/2 hours a day will be eligible for a clothing allowance of \$65.00 annually. To be eligible for reimbursement, the clothing item(s) must be approved by the immediate supervisor and a receipt submitted to the Treasurer.

Compensatory Time/Extra Time Worked

When an employee works additional time at their regular job(s) beyond the scheduled work day or week, he/she may request either direct payment or compensatory time. However, when additional time worked causes the employee to exceed 40 hours worked per week in his/her regular job(s), wages at the appropriate overtime rate will be paid and no compensatory time will be granted. Compensatory time will also be provided for employees required to work during calamity days (see Calamity Days).

Extra time worked, whether paid or earning compensatory time must be approved in advance by the building principal or superintendent. Employees should not assume that compensation will be granted for time worked at their own discretion. In the case where frequent small amounts of additional time are needed by the employee, a written proposal may be submitted by the employee for approval by the building principal (where appropriate) and the superintendent. Such proposal must state the underlying reason(s) for the situation and an estimated amount of time per day/week that will be needed.

Extra time worked will be documented by the employee on the designated forms and submitted with the time sheet for the pay period in which it was earned and/or used. Late submission of this form may invalidate the claim.

Use of compensatory time earned must be approved in advance by the building principal or superintendent.

All compensatory time sheets must be returned to the central office at the end of the employee's contract year, no later than June 30 each year. All unused compensatory time will be paid at the employee's normal hourly rate of pay on the next feasible pay day.

Complimentary Admissions

All classified staff will receive complimentary admission to all (home) school activities. This privilege is for the classified staff member and one guest when the classified staff member is in attendance.

Confidential And Administrative Personnel

All confidential and administrative personnel will not be a part of the bargaining unit. (cafeteria manager, fiscal assistant and superintendent's secretary, library/media coordinator).

Employment Of Personnel

An employee, at the date of hire shall be provided:

1. his/her rate of pay
2. his/her hours
3. his/her length of contract

Evaluation

Employees may be evaluated on a yearly basis by the supervisor in charge. All personnel whose contract expires will be evaluated by both the supervisor and Superintendent.

The evaluation will be continuous. It will be based upon observation of the employee in the total school setting and his/her performance in relation to other designated duties. Records will be kept to support the evaluation. For the purpose of communication, a written report following the initial conference at the beginning of the evaluation period, and a final written evaluation will be required.

Evaluation Process

Non-instructional employees with the exception of bus drivers shall be evaluated each year until a continuing status is achieved. Employees on continuing status will be evaluated a minimum of once every three years. However, employees may be evaluated at other times when the building principal or supervisor deems necessary.

PROCEDURE:

"Evaluation" as used in this form, refers to the processes involved in rating a non-instructional employee in terms of competence and effectiveness in the position which employed. The building principal will be responsible for conducting evaluations of building personnel such as aides, custodians, and secretaries. The cafeteria manager will evaluate cafeteria personnel with assistance from the building principal. The superintendent will evaluate the head maintenance person, the cafeteria manager, and his secretary. He/she will also evaluate bus drivers as he/she deems necessary. The superintendent may also become involved in the evaluation process of all employees.

GUIDELINES:

1. A copy of the evaluation form with the statement of philosophy, objectives, and definition of terms, shall be provided to each non-instructional employee of the district in the Administrative Manual.
2. Employees on continuing contracts shall be notified prior to November 1 if they are to be evaluated during that school year.
3. If the evaluator sees a need for improvement, he should plan with the employee ways to correct the deficiency.
4. Areas that do not apply to a particular individual's performance are to be marked "not applicable."
5. Qualities or characteristics which are rated unsatisfactory on the evaluation form are to be substantiated by comments.
6. The evaluator should comment on noteworthy achievements.
7. The employee shall receive a duplicate copy of the evaluation report.
8. When possible, employee and evaluator should agree on some definite goals to be attained during the year.
9. Explanations and comments may be attached to the evaluation document by the evaluated employee.

Employee Discipline

The Administration may take progressive disciplinary action against any employee for violation of or failure to comply with, any provisions of this contract or any reasonable rules and regulations adopted by the Board of Education. Such disciplinary action shall be imposed as follows:

- Step 1 First offense - Verbal warning to the employee in a conference with the supervisor.

- Step 2 Second offense - The offense shall be reduced to writing by the supervisor and copies given to the employee and Superintendent. The written warning shall be initialed and dated by the employee. The initials shall not indicate agreement with the warning's content, but show only the employee has received a copy of the written warning.
- Step 3 Third offense - A written reprimand may be placed in the employee's personnel file after a conference has been held by the Superintendent with the affected parties.
- Step 4 Fourth offense - After a meeting before the Superintendent, the Administration has the right to suspend an employee with or without pay for disciplinary purposes. The length of the suspension shall be for up to five days maximum.

Upon the initiative of the Superintendent, with good cause shown, Steps 1, 2, and 3 above may be omitted and an employee brought before the Superintendent directly for disciplinary action. Prior to any such suspension, the Administration shall conduct an investigation of the incident or infraction(s) upon which any such suspension will be based. The results of the investigation shall be reduced to writing and given to the employee along with a recommendation for a possible suspension with or without pay.

Upon request of the employee and within five (5) days of the employee's receiving written notification of a possible suspension with or without pay, the employee may request a meeting before the board of education in executive session. The employee and the board shall have the right to representation at the meeting.

The employee shall be notified of his/her right to representation at each step. Disciplinary action is subject to the grievance procedure as set forth in this Agreement.

Nothing herein shall preclude the Board of Education from omitting the foregoing steps and procedures and instituting suspensions or termination proceedings pursuant to the applicable sections of the Ohio Revised Code at any time when, in the sole and exclusive discretion of the Board, it is determined such action is warranted.

Grievance Procedure (Definition)

A grievance is defined as any complaint of an employee, employees or the Association involving the interpretation, application or alleged violation of this Agreement or a violation, application or interpretation of any law, Board policy, rule, regulation or practice.

It is the intent of the parties to equitably resolve grievances at the lowest possible administrative level. It is the intention of the parties to encourage as informal and confidential an atmosphere as is possible in the resolution of grievances.

PROCEDURE:

Grievances shall be handled in the following manner:

Step One: An aggrieved employee may present directly, or through the employee's representative, the grievance to the immediate supervisor. The grievance shall be submitted orally. If the grievance is not satisfactorily adjusted informally, the grievance may proceed to Step Two.

Step Two: An aggrieved employee may present directly, or through the representative, the grievance to the Superintendent of Schools in writing. If the grievance is not satisfactorily adjusted within five (5) working days after the submission of the grievance, the grievance may be submitted to Step Three.

Step Three: An aggrieved employee may present directly, or through the representative, the grievance to the Board of Education in writing. The Board shall hear the grievance at its next scheduled Board meeting after the submission of the grievance. All grievances shall be heard in executive session. The Board shall give its answer in writing to the employee within ten (10) working days after the grievance hearing.

Nothing in this procedure shall prohibit the parties from agreeing to adjusting the time limits herein by mutual consent.

Holidays

There are six paid holidays for all classified employees:

Labor Day
Thanksgiving
Christmas
New Years Day
Martin Luther King Day
Memorial Day

There are seven paid holidays for twelve-month employees; the six holidays listed above, plus Independence Day.

In addition, there are two 1/2-day holidays for employees scheduled to work on December 24 and December 31. When these days fall on Saturday or Sunday, the half-day holidays may be taken at a mutually agreed upon time during the school holiday vacation. These dates must be approved in advance by the Superintendent.

In-service

All classified personnel will participate in in-service activities during the school year; employees will be involved in planning and prior input to in-service activities.

Insurance – Coverage

The following insurance coverage will be provided to classified employees working more than four hours a day, for five (5) or more days per week.

The Board may offer two insurance options from which the employee may choose the plan that best suits his/her coverage needs. Beginning September 1, 2011, the Option IV plan and a Health Savings Account (H.S.A.) plan shall be available. The cost of the hospitalization and medical insurance expenses shall be shared by the Board and covered employee as follows:

2013-2014, 2014-2015, 2015-2016 School Years:

Plan Type:	Health Savings Account PLAN	PLAN IV
	Board/Employee	Board/Employee
Individual	100%	92%/8%
Family	100%	92%/8%

Insurance – Coverage (Continued)

Health Savings Account:

The Board will pay the full premium of the Health Savings Account insurance coverage and make a contribution to the employee's Health Savings account. The contribution will be based on the difference between the Board's cost for Option 4 and the cost of the H.S.A. Option 6.

Dental The cost of dental insurance shall be paid by the Board, with coverage at the level in effect as of the effective date of this Agreement.

Optical The cost of optical insurance shall be paid by the Board, with coverage at the level in effect as of the effective date of this Agreement.

Life The Board shall provide for a plan of term life and AD&D insurance in the face amount of \$35,000. Such coverage shall be provided at no cost to the employee.

Upon retirement, a current member of the group covered by this policy may convert and individually purchase this life insurance policy. This policy may be issued without additional benefits at the standard rate at the current age of the insured. The policy shall be issued regardless of the age or health of the insured. Applications must be submitted within thirty-one days of the insured separation date of the group policy.

Employees working 4 hours daily are eligible for the following:

Single Plan Health Insurance, costs shared as above.
Dental Insurance
Optical Insurance
\$35,000 Term Life, AD & D Insurance

Employees working 2 to less than 4 hours daily are eligible for one of the following options:

- a) \$190 per month toward health insurance coverage or
- b) Payment of dental insurance or
- c) Cash payment in lieu of either coverage.

The Board shall provide employees the opportunity to allocate money into a Section 125 Plan for healthcare expenses. Such coverage shall be provided at no cost to the employees and follow IRS regulations.

Insurance - Liability

Provided by the Board of Education

Insurance - Cash Payment In Lieu Of Health Coverage

A cash payment in lieu of health insurance coverage will be paid to regular, non-teaching personnel who choose not to participate in the group health plan. These full time employees shall be those personnel who regularly work two (2) hours per day, for five (5) days per week, or more.

The Board will pay up to \$2,280 per year, based on \$190.00 per month. Any employee working less than the full contract year would receive said payment prorated according to the number of months worked. An employee rejoining the group policy would receive payment prorated on the number of months not covered by the group policy.

Such supplemental payment will be made in a lump sum on the last paycheck of August. Such payments do constitute taxable income.

The option to receive payment in lieu of coverage will be offered once annually, before the beginning of the school year. Re-entry in the group will be governed by the regulations of the insurance carrier.

Insurance - Committee

A district insurance committee shall be formed to study plans and specifications for all forms of insurances; available options for employee costs, changes in rates, and alternatives and options for employee insurance plans.

1. This Committee shall be composed of representatives groups: three (3) teachers, two (2) Board representatives, one (1) non-teaching employee and consultants from each organization, if desired by their representing party.
2. The Committee shall meet on a quarterly basis unless members of the committee mutually agree otherwise. All meetings shall begin at noon in the Board office and employees serving on this Committee shall be released from their duties without loss of pay to attend said meetings. Only three such meetings shall occur during the school year.
3. The Committee shall be charged with the ongoing responsibility of investigating insurances as specified above and shall prior to May 30 of each year, make a summary of their findings and recommendations available to all concerned parties.

Insurance - Differential Salary Schedule

Employees opting to participate in a medical insurance plan (health, dental, vision) shall be paid according to Regular Salary Schedules as per Addendum A-1, A-2 and A-3. Employees who decline to participate in these Board-sponsored medical insurance plans shall be paid according to Insurance Differential Salary Schedules as per Addendum B-1, B-2 and B3. Employees who decline to participate in the medical insurance program and are paid on the Insurance Differential Schedule receive no medical insurance benefits or cash payment in lieu of medical insurance coverage.

Employees will select the desired schedule at the time of initial employment. Employees can only choose to switch to or from the Insurance Differential Schedule at insurance open enrollment or when experiencing a qualifying event for obtaining insurance coverage.

Job Descriptions

Job descriptions will be reviewed and upgraded periodically.

Jury Duty

When a classified staff member has been selected for jury duty, he/she shall notify the Superintendent. The money received from jury duty will be signed over to the Board Treasurer with no pay deduction and said staff member will receive regular salary. Jury duty shall not be deducted from the classified staff member's personal leave, sick leave or other leaves of absence. While on jury duty, the certificated/licensed staff member's sick leave, severance pay, and all other benefits shall accrue the same as any other regularly employed classified staff member.

Lay Off And Recall

Whenever it becomes necessary to lay off employees, affected employees shall be laid off according to seniority within the classification, with the least senior employee laid off first. Seniority shall be defined as the uninterrupted length of continuous service with the Board in a particular classification computed from the latest date of hire. Authorized leaves of absence do not constitute an interruption in continuous service. In the case of identical seniority, the Association and Board shall meet to determine a fair and equitable means of deciding seniority status.

Each employee to be laid off shall be given two (2) weeks advance notice in writing.

Recall from lay-off shall be in order of classification seniority. Any openings which occur in the classification from which employees are laid off shall be offered to the most senior employee on the lay-off list before the next employee on the list may be considered. Any employee who declines reinstatement shall be removed from the reinstatement name list. Recalled employees must report for work within ten (10) days of notification unless an extension is granted by the Board.

The employee's name shall remain on the recall list for two years. When reinstated from lay-off, such employee shall retain all previous accumulated seniority in addition to accruing seniority during the lay-off. (However, seniority is not to be confused with experience.) The notice of reinstatement shall be made by certified mail.

Leave Benefits for Partial Positions

Leave benefits for employees working a partial position shall be prorated based on the percent of the calendars worked, unless otherwise defined in this contract. This shall apply to sick leave accrual, annual personal leave, and annual vacation leave. A partial position is defined as one in which the employee works fewer days than are specified in the annual contract year.

Longevity

An annual lump sum payment will be granted to employees with 15 or more years of service to the district working under a regular annual contract. This lump sum will be paid on the employees last pay in June, commencing with the last pay of the 15th year. In the contract year being awarded longevity, the lump sum will be determined by multiplying the number of contracted hours worked in a normal workday by the following hourly rates:

15-19 years of experience	-	\$40.00 per hour
20-24 years of experience	-	\$45.00 per hour
25 or more years of experience	-	\$50.00 per hour

Meetings

Various meeting of the non-instructional employee classifications will be held from time to time.

Mileage

An employee who is required, as part of his/her job, to use his/her own vehicle for transportation in order to perform his/her duties shall be reimbursed at the IRS mileage rate for each mile driven. Procedures for implementation shall be established by the administration.

Mutual Concerns Committee

1. The Board, or its designated representative, and the non-instructional staff, or its representative, agrees to meet and discuss matters of mutual concern.
2. Such meetings shall be held upon request. Advance request shall be made at least five (5) days before a proposed meeting date. Meetings will be called by a member of the non-instructional staff or the Superintendent.
3. The committee will consist of one representative for each of the four basic classifications.

Negotiations Agreement

The Board of Education agrees to negotiate with a committee of non-instructional employees made up of one representative from each of the five categories (secretarial, aide, custodial, cafeteria, and bus drivers)

Overtime

Overtime will be paid at the rate of one and one-half (1 1/2) times the regular rate for all hours over forty (40) hours worked or forty (40) hours paid. Time and one-half will be paid for cafeteria workers for banquets outside the regular school day. An employee may request compensatory time off in lieu of overtime pay. The workweek shall begin at 12:01 a.m. on Monday.

Personal Leave

Unrestricted Personal leave will be granted to each employee of the Board at the rate of three (3) days per year. Employees will be allowed to carry over one personal day to the following year, but never exceeding four (4) personal days in one year. Personal leave shall be administered in the following manner:

1. The days listed under this category are designated to cover those situations not covered by sick leave.
2. Unauthorized leave - Full deductions will be made from regular salary payments for all unauthorized leave.
3. Personal leave should not be used to work at another job including self employment.
4. Personal days that are solely for vacation purposes will be approved on a first come first serve basis within the classification. Leave may be granted to more than one employee on a given day as long as substitutes are available as needed.

Requests for personal leave shall be presented to the Superintendent at least three (3), preferably five (5), days prior to the requested leave day, when possible. All applications for personal leave must be approved as soon as possible by the Superintendent. The administration reserves the right to deny personal leave based on a large number of requests on the same calendar day.

Applications for personal leave shall not be made during the first or last day of school or for "teacher work days." If a break period consists of a day off or contains an additional day off due to a schedule change caused by employees participating in parent-employee conferences, such additional day off shall be considered as part of the break period.

Each regular employee who uses less than his/her entitlement of personal leave time during the school year shall receive a payment equal to their per diem rate up to a maximum of three (3) personal days. Payment shall be prorated for partial days unused.

Personnel Files

The personnel file of each employee shall be maintained in the Superintendent's office. Employees shall be provided copies of information placed in their personnel file. Upon request employees will be given opportunity to view such files. A written response may be attached to the material.

Public Relations

Staff members can be a powerful public relations element in the school district. We have an excellent staff. Morale must be high and remain that way when we have a positive attitude, this reflects on others.

It is crucial that school problems remain at school and not be taken to the community or Board of Education. Problems should be referred to the principal and then the Superintendent. Issues are to be presented to the board only if satisfactory solutions to problems cannot be reached by administration.

Let us give a united front to our students and community by working together harmoniously. Many improvements have been made as well as goals achieved.

Purchasing Procedures

1. All Funds - Board
 - a. Completed requisition to supervisor (where applicable), upon approval-
 - b. To Superintendent, upon approval-
 - c. To Treasurer
 - 1) White copy of P.O. sent to order
 - 2) Yellow copy of P.O. to Supervisor
 - 3) Pink copy of P.O., Treasurer retains
 - d. Upon receipt and checking of material, etc., Supervisor returns yellow copy of P.O. to Treasurer for payment. (Itemized bill should accompany P.O. if purchase is picked up.)

Reduction of Hours

Employees will be informed of their daily hours of work prior to the start of each school year. An employee's daily hours shall not be reduced during the school year except by mutual agreement between the administration and the employee affected. The administration, however, reserves the right to reduce hours or eliminate positions when circumstances beyond its control dictate such a change.

Reimbursements

The Board shall pay for or reimburse classified employees for 100% of any costs incurred related to state and federal background checks required by the Ohio Revised Code. Such reimbursement shall be made within 30 calendar days of the Board's receipt of evidence that the employee has paid for the background checks.

The Board shall pay for or reimburse classified employees for 100% of the fees for any license/certificate renewal or upgrade required for their position, within 30 calendar days of the Board's receipt of a copy of the renewed or upgraded license/certificate.

If a staff member receives reimbursement for fees associated with license/certificate renewal or upgrade from the Board and then leaves the District, prior to the term of the license/certificate, he/she will reimburse the District a pro-rated amount. The amount (arrived at by dividing the cost of the license by the years of effect) shall be withheld from the staff member's final pay check.

Regular employees shall be reimbursed at the current substitute rate for classroom hours needed for certification, attended outside the regular work day.

Residency Incentive

Employees who live within the Fort Loramie Local School District shall receive an annual residency incentive payment. Employees working the equivalent of 2 up to 4 hours daily will receive a payment of \$150.00. Employees working the equivalent of 4 or more hours daily will receive a payment of \$300.00. This payment does not impact severance pay or SERS contributions. Payment will be prorated for partial year residency and/or service of less than a full contract year, and will be made on the last paycheck in June each year.

Saving Clause

If during the course of this agreement any legal or legislative changes should occur or circumstances of an extremely unusual nature, either side may petition the other for a hearing to review these.

Second Shift

There shall be a .50 cents per hour premium for second shift employees as determined by the Superintendent. There will be no loss of second shift pay premium to custodial staff when they are required to work a day shift following a night shift.

Seniority

Seniority is established on the date of hire on a regular basis by the Board of Education. The administration reserves the right to select the most qualified person for any position. Seniority shall be lost when a bargaining unit member retires or resigns; is non-renewed or terminated; or otherwise leaves the employment of the Board.

SERS

Qualified classified employees will be provided with annuitized SERS deductions.

Severance

Severance shall be paid to an employee upon proof of retirement as defined by the School Employees Retirement System. The number of days received shall be based upon twenty-five percent (25%) of a maximum of two hundred and twenty-five (225) days (56.25 days maximum) of unused accumulated sick leave. Severance will be increased by one extra day for every ten days above the maximum total days set above. The maximum will increase by one additional day for every ten days accumulated above 225. The total severance shall not exceed 60.25.

In the case where the employee is serving in multiple jobs involving varying rates of compensation at the time of retirement, the pay rate used to calculate the severance benefit will be prorated in accord with the hours and rates in effect during the last contract held by the employee. Employees eligible for severance shall be those who retire from active service or approved leave of absence.

Sick Leave

Sick leave accumulation for non-instructional personnel shall be kept on an hourly basis. For this purpose, a day shall be defined to contain the number of hours worked on a regular daily basis in the current contract year.

Non-instructional personnel will be granted sick leave at the rate equivalent to 1¼ days per month each calendar month of employment. There will be no limit on the number of sick days that may accumulate.

Sick leave may be allowed for employee absences caused by: Personal illness, pregnancy, injury, exposure to contagious disease which would be communicated to others, and for illness, injury, or death in the employee's immediate family.

For the purpose of this sick leave policy, with the exception of death in the immediate family, the "immediate family" shall include husband, wife, children, and any other relative permanently living in the home of the employee.

Death in the immediate family shall be defined as death of father, mother, brother, sister, son, daughter, husband, wife, grandfather, grandmother, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, niece, nephew, uncle, aunt, fiancée or any other relative permanently living in the home of the employee.

Employees may expend up to five (5) days of sick leave annually for care and attendance of an injured or ill mother, father, or child living outside the home.

All sick leave forms are to be completed by the staff member on the first day back from absence; failure to do so may result in pay deduction.

Student Discipline

Student discipline problems and acts of destruction and vandalism are to be reported to the building principal.

Tax Sheltered Annuities

Tax sheltered annuity deductions may be authorized pursuant to the Ohio Revised Code. The amount to be deducted may be changed only once during the calendar year in accordance with IRS regulations. Cancellations of deductions may occur at any time. Employees newly hired with an existing plan shall have their existing plan continued, subject to applicable IRS regulations. The Board will sponsor and implement a section 403(B) plan. All staff members are eligible to participate in any given contract year. Retiring staff members may tax shelter their severance through participation in this plan to the extent allowed by law.

Time Slips

All classified personnel will complete the District bi-weekly Time Slips. Time slips will indicate days worked, sick or personal days and hours worked daily for each 2-week period. The immediate supervisor will review each time slip before submission to the Central Office.

Failure to complete the required time slip can result in an indefinite delay in payroll procedures. Individual payroll will not be processed without the time slip.

Transportation

C.D.L.: Bus drivers who renew their Commercial Drivers' License shall be reimbursed for the cost by which the C.D.L. exceeds the cost of a normal driver's license if they have driven a minimum of 20 hours in the prior twelve-month period. Receipts verifying the expense should be submitted to the central office.

Field Trip: When a bus driver misses a regularly assigned route due to driving a co-curricular field trip, the driver shall receive the normal compensation for the regularly assigned route. The time allotted for the regularly assigned route shall be deducted from the total time paid in calculating payment for the co-curricular/field trip.

In-services: The Board will provide compensation for mandated in-services at the driver's regular hourly rate. Substitute drivers will be compensated at the substitute rate for attendance at mandated in-services.

Routing: Bus routing will be reviewed annually and opportunities for input will be provided to regular route drivers.

Re-certification: Bus drivers shall be reimbursed at the current substitute (non-route) rate for classroom hours attended and time needed to complete the required driving test in order to meet state required re-certification.

Route Sub Driver: Substitute bus drivers driving a regular or special education route, will be paid at an hourly rate of \$20.

Bus drivers shall be reimbursed at the current substitute (non-route) rate for washing buses when it is approved in advance by the superintendent.

Unpaid Leave

Unpaid leave may be granted to employees for purposes not covered by sick leave, personal leave, family medical leave and when vacation time is not available. Unpaid leave must be approved in advance and is contingent on the availability of substitute personnel. When the employee has exhausted all personal and vacation days, they may take up through five days of pre-approved unpaid days without any insurance premium consequence. Beyond five days, employees granted unpaid leave will have deducted from their paycheck 1/260 per day of the Board's costs of their insurance benefits in addition to all wages for the time missed.

Vacation

Vacation dates should be scheduled in advance through the immediate supervisor and be approved by the Superintendent. Eleven and twelve month employees are entitled to vacation as detailed in Ohio Revised Codes:

After one year	-	Two weeks per year
After ten years	-	Three weeks per year
After twenty years	-	Four weeks per year

Twelve-month employees should use all accumulated vacation days within 60 days of their contract anniversary date or the days will be paid out at the rate in which they were earned. Less than twelve-month employees should use all vacation days by the end of their work year or the days will be paid out at the rate in which they were earned. Payment when necessary will be made on the next feasible paycheck.

All classified employees will be eligible for additional vacation time equal to 1/5 of their average workweek.

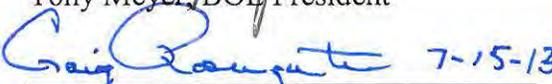
Contract Duration

This contract is to be effective from June 30, 2013, through June 30, 2016.

Representatives of the
Board of Education



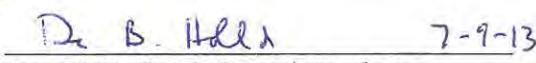
Tony Meyer, BOE President

 7-15-13

Craig Rosengarten, BOE Representative



James Maurer, BOE Representative

 7-9-13

Daniel Holland, Superintendent

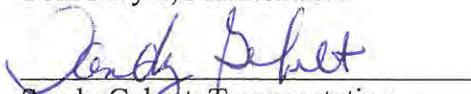
Representatives of the
Classified Employees



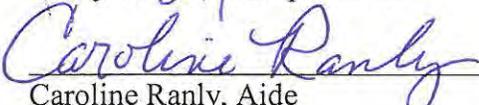
Julie Moeller, Secretary



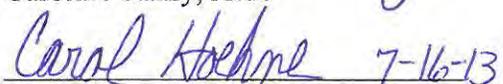
Tom Meyer, Maintenance



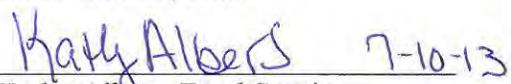
Sandy Gehret, Transportation



Caroline Ranly, Aide

 7-16-13

Carol Hoehne, Aide

 7-10-13

Kathy Albers, Food Service

The Fort Loramie Board of education, the Classified Staff, and the Administrative Staff shall dedicate themselves to maintaining channels of open communications throughout the contract period.

**ADDENDUM A
FORT LORAMIE LOCAL SCHOOL DISTRICT
REGULAR CLASSIFIED SALARY SCHEDULES
2013-2014 & 2014-2015 & 2015-2016**

	2013- 2014	2014- 2015	2015- 2016
Percentage Increase	2.00%	1.95%	1.95%

<u>Bus Drivers</u>					<u>Special Route (Car) Driver</u>				
Years					Years				
Exp	Index	2013- 2014	2014- 2015	2015- 2016	Exp	Index	2013- 2014	2014- 2015	2015- 2016
0	1.000	16.00	16.31	16.63	0	1.000	11.67	11.90	12.13
1	1.045	16.72	17.04	17.38	1	1.045	12.20	12.44	12.68
2	1.090	17.44	17.78	18.13	2	1.090	12.72	12.97	13.22
3	1.135	18.16	18.51	18.88	3	1.135	13.25	13.51	13.77
4	1.180	18.88	19.25	19.62	4	1.180	13.77	14.04	14.31
5	1.225	19.60	19.98	20.37	5	1.225	14.30	14.58	14.86
6	1.270	20.32	20.71	21.12	6	1.270	14.82	15.11	15.41
7	1.315	21.04	21.45	21.87	7	1.315	15.35	15.65	15.95
8	1.360	21.76	22.18	22.62	8	1.360	15.87	16.18	16.50
9	1.405	22.48	22.92	23.37	9	1.405	16.40	16.72	17.04
10	1.450	23.20	23.65	24.11	10	1.450	16.92	17.26	17.59
11	1.495	23.92	24.38	24.86	11	1.495	17.45	17.79	18.13
15	1.540	24.64	25.12	25.61	15	1.540	17.97	18.33	18.68

<u>Coordinator - Building & Grounds</u>					<u>Custodians</u>				
Years					Years				
Exp	Index	2013- 2014	2014- 2015	2015- 2016	Exp	Index	2013- 2014	2014- 2015	2015- 2016
0	1.000	16.17	16.49	16.81	0	1.000	13.84	14.11	14.39
1	1.045	16.90	17.23	17.57	1	1.045	14.46	14.74	15.04
2	1.090	17.63	17.97	18.32	2	1.090	15.09	15.38	15.69
3	1.135	18.35	18.72	19.08	3	1.135	15.71	16.01	16.33
4	1.180	19.08	19.46	19.84	4	1.180	16.33	16.65	16.98
5	1.225	19.81	20.20	20.59	5	1.225	16.95	17.28	17.63
6	1.270	20.54	20.94	21.35	6	1.270	17.58	17.92	18.28
7	1.315	21.26	21.68	22.11	7	1.315	18.20	18.55	18.92
8	1.360	21.99	22.43	22.86	8	1.360	18.82	19.19	19.57
9	1.405	22.72	23.17	23.62	9	1.405	19.45	19.82	20.22
10	1.450	23.45	23.91	24.37	10	1.450	20.07	20.46	20.87
11	1.495	24.17	24.65	25.13	11	1.495	20.69	21.09	21.51
15	1.540	24.90	25.39	25.89	15	1.540	21.31	21.73	22.16

**ADDENDUM A-1
FORT LORAMIE LOCAL SCHOOL DISTRICT**

**REGULAR CLASSIFIED SALARY SCHEDULES
2013-2014 & 2014-2015 & 2015-2016**

<u>Head Cook</u>					<u>Cashier - HS</u>				
Years		2013-2014	2014-2015	2015-2016	Years		2013-2014	2014-2015	2015-2016
Exp	Index				Exp	Index			
0	1.000	11.45	11.67	11.90	0	1.000	10.86	11.07	11.29
1	1.045	11.97	12.20	12.44	1	1.045	11.35	11.57	11.80
2	1.090	12.48	12.72	12.97	2	1.090	11.84	12.07	12.31
3	1.135	13.00	13.25	13.51	3	1.135	12.33	12.56	12.81
4	1.180	13.51	13.77	14.04	4	1.180	12.81	13.06	13.32
5	1.225	14.03	14.30	14.58	5	1.225	13.30	13.56	13.83
6	1.270	14.54	14.82	15.11	6	1.270	13.79	14.06	14.34
7	1.315	15.06	15.35	15.65	7	1.315	14.28	14.56	14.85
8	1.360	15.57	15.87	16.18	8	1.360	14.77	15.06	15.35
9	1.405	16.09	16.40	16.72	9	1.405	15.26	15.55	15.86
10	1.450	16.60	16.92	17.26	10	1.450	15.75	16.05	16.37
11	1.495	17.12	17.45	17.79	11	1.495	16.24	16.55	16.88
15	1.540	17.63	17.97	18.33	15	1.540	16.72	17.05	17.39

<u>Cooks</u>					<u>LR/SH Monitor</u>				
Years		2013-2014	2014-2015	2015-2016	Years		2013-2014	2014-2015	2015-2016
Exp	Index				Exp	Index			
0	1.000	10.22	10.42	10.62	0	1.000	10.86	11.07	11.29
1	1.045	10.68	10.89	11.10	1	1.045	11.35	11.57	11.80
2	1.090	11.14	11.36	11.58	2	1.090	11.84	12.07	12.31
3	1.135	11.60	11.83	12.05	3	1.135	12.33	12.56	12.81
4	1.180	12.06	12.30	12.53	4	1.180	12.81	13.06	13.32
5	1.225	12.52	12.76	13.01	5	1.225	13.30	13.56	13.83
6	1.270	12.98	13.23	13.49	6	1.270	13.79	14.06	14.34
7	1.315	13.44	13.70	13.97	7	1.315	14.28	14.56	14.85
8	1.360	13.90	14.17	14.44	8	1.360	14.77	15.06	15.35
9	1.405	14.36	14.64	14.92	9	1.405	15.26	15.55	15.86
10	1.450	14.82	15.11	15.40	10	1.450	15.75	16.05	16.37
11	1.495	15.28	15.58	15.88	11	1.495	16.24	16.55	16.88
15	1.540	15.74	16.05	16.35	15	1.540	16.72	17.05	17.39

ADDENDUM A-2
FORT LORAMIE LOCAL SCHOOL DISTRICT
REGULAR CLASSIFIED SALARY SCHEDULES
2013-2014 & 2014-2015 & 2015-2016

		<u>Secretary - Principal</u>					<u>Teachers Aide</u>		
Years					Years				
Exp	Index	2013-2014	2014-2015	2015-2016	Exp	Index	2013-2014	2014-2015	2015-2016
0	1.000	11.80	12.03	12.26	0	1.000	10.86	11.07	11.29
1	1.045	12.33	12.57	12.81	1	1.045	11.35	11.57	11.80
2	1.090	12.86	13.11	13.36	2	1.090	11.84	12.07	12.31
3	1.135	13.39	13.65	13.92	3	1.135	12.33	12.56	12.81
4	1.180	13.92	14.20	14.47	4	1.180	12.81	13.06	13.32
5	1.225	14.46	14.74	15.02	5	1.225	13.30	13.56	13.83
6	1.270	14.99	15.28	15.57	6	1.270	13.79	14.06	14.34
7	1.315	15.52	15.82	16.12	7	1.315	14.28	14.56	14.85
8	1.360	16.05	16.36	16.67	8	1.360	14.77	15.06	15.35
9	1.405	16.58	16.90	17.23	9	1.405	15.26	15.55	15.86
10	1.450	17.11	17.44	17.78	10	1.450	15.75	16.05	16.37
11	1.495	17.64	17.98	18.33	11	1.495	16.24	16.55	16.88
15	1.540	18.17	18.53	18.88	15	1.540	16.72	17.05	17.39

ADDENDUM B
FORT LORAMIE LOCAL SCHOOL DISTRICT
INSURANCE DIFFERENTIAL CLASSIFIED SALARY SCHEDULES
2013-2014 & 2014-2015 & 2015-2016

	2013- 2014	2014- 2015	2015- 2016	
Percentage Increase		2.00%	1.95%	1.95 %

Bus Drivers					Special Route (Car) Driver				
Years		2013- 2014	2014- 2015	2015- 2016	Years		2013- 2014	2014- 2015	2015- 2016
Exp	Index				Exp	Index			
0	1.000	17.67	18.01	18.36	0	1.000	13.33	13.59	13.86
1	1.045	18.47	18.82	19.19	1	1.045	13.93	14.20	14.48
2	1.090	19.26	19.63	20.01	2	1.090	14.53	14.81	15.11
3	1.135	20.06	20.44	20.84	3	1.135	15.13	15.42	15.73
4	1.180	20.85	21.25	21.66	4	1.180	15.73	16.04	16.35
5	1.225	21.65	22.06	22.49	5	1.225	16.33	16.65	16.98
6	1.270	22.44	22.87	23.32	6	1.270	16.93	17.26	17.60
7	1.315	23.24	23.68	24.14	7	1.315	17.53	17.87	18.23
8	1.360	24.03	24.49	24.97	8	1.360	18.13	18.48	18.85
9	1.405	24.83	25.30	25.80	9	1.405	18.73	19.09	19.47
10	1.450	25.62	26.11	26.62	10	1.450	19.33	19.71	20.10
11	1.495	26.42	26.92	27.45	11	1.495	19.93	20.32	20.72
15	1.540	27.21	27.74	28.27	15	1.540	20.53	20.93	21.34

Coordinator - Building & Grounds					Custodians				
Years		2013- 2014	2014- 2015	2015- 2016	Years		2013- 2014	2014- 2015	2015- 2016
Exp	Index				Exp	Index			
0	1.000	17.83	18.18	18.53	0	1.000	15.50	15.80	16.11
1	1.045	18.63	19.00	19.36	1	1.045	16.20	16.51	16.83
2	1.090	19.43	19.82	20.20	2	1.090	16.90	17.22	17.56
3	1.135	20.24	20.63	21.03	3	1.135	17.59	17.93	18.28
4	1.180	21.04	21.45	21.87	4	1.180	18.29	18.64	19.01
5	1.225	21.84	22.27	22.70	5	1.225	18.99	19.36	19.73
6	1.270	22.64	23.09	23.53	6	1.270	19.69	20.07	20.46
7	1.315	23.45	23.91	24.37	7	1.315	20.38	20.78	21.18
8	1.360	24.25	24.72	25.20	8	1.360	21.08	21.49	21.91
9	1.405	25.05	25.54	26.03	9	1.405	21.78	22.20	22.63
10	1.450	25.85	26.36	26.87	10	1.450	22.48	22.91	23.36
11	1.495	26.66	27.18	27.70	11	1.495	23.17	23.62	24.08
15	1.540	27.46	28.00	28.54	15	1.540	23.87	24.33	24.81

ADDENDUM B-1
FORT LORAMIE LOCAL SCHOOL DISTRICT
INSURANCE DIFFERENTIAL CLASSIFIED SALARY SCHEDULES
2013-2014 & 2014-2015 & 2015-2016

Head Cook					Cashier - HS				
Years		2013-2014	2014-2015	2015-2016	Years		2013-2014	2014-2015	2015-2016
Exp	Index				Exp	Index			
0	1.000	13.12	13.38	13.64	0	1.000	12.53	12.77	13.02
1	1.045	13.71	13.98	14.25	1	1.045	13.09	13.34	13.61
2	1.090	14.30	14.58	14.87	2	1.090	13.66	13.92	14.19
3	1.135	14.89	15.19	15.48	3	1.135	14.22	14.49	14.78
4	1.180	15.48	15.79	16.10	4	1.180	14.79	15.07	15.36
5	1.225	16.07	16.39	16.71	5	1.225	15.35	15.64	15.95
6	1.270	16.66	16.99	17.32	6	1.270	15.91	16.22	16.54
7	1.315	17.25	17.59	17.94	7	1.315	16.48	16.79	17.12
8	1.360	17.84	18.20	18.55	8	1.360	17.04	17.37	17.71
9	1.405	18.43	18.80	19.16	9	1.405	17.60	17.94	18.29
10	1.450	19.02	19.40	19.78	10	1.450	18.17	18.52	18.88
11	1.495	19.61	20.00	20.39	11	1.495	18.73	19.09	19.46
15	1.540	20.20	20.61	21.01	15	1.540	19.30	19.67	20.05

Cooks					LR/SH Monitor				
Years		2013-2014	2014-2015	2015-2016	Years		2013-2014	2014-2015	2015-2016
Exp	Index				Exp	Index			
0	1.000	11.87	12.10	12.34	0	1.000	12.53	12.77	13.02
1	1.045	12.40	12.64	12.90	1	1.045	13.09	13.34	13.61
2	1.090	12.94	13.19	13.45	2	1.090	13.66	13.92	14.19
3	1.135	13.47	13.73	14.01	3	1.135	14.22	14.49	14.78
4	1.180	14.01	14.28	14.56	4	1.180	14.79	15.07	15.36
5	1.225	14.54	14.82	15.12	5	1.225	15.35	15.64	15.95
6	1.270	15.07	15.37	15.67	6	1.270	15.91	16.22	16.54
7	1.315	15.61	15.91	16.23	7	1.315	16.48	16.79	17.12
8	1.360	16.14	16.46	16.78	8	1.360	17.04	17.37	17.71
9	1.405	16.68	17.00	17.34	9	1.405	17.60	17.94	18.29
10	1.450	17.21	17.55	17.89	10	1.450	18.17	18.52	18.88
11	1.495	17.75	18.09	18.45	11	1.495	18.73	19.09	19.46
15	1.540	18.28	18.63	19.00	15	1.540	19.30	19.67	20.05

ADDENDUM B-2
FORT LORAMIE LOCAL SCHOOL DISTRICT
INSURANCE DIFFERENTIAL CLASSIFIED SALARY SCHEDULES
2013-2014 & 2014-2015 & 2015-2016

Secretary - Principals'					Teachers Aide				
Years					Years				
Exp	Index	2013-2014	2014-2015	2015-2016	Exp	Index	2013-2014	2014-2015	2015-2016
0	1.000	13.45	13.71	13.98	0	1.000	12.53	12.77	13.02
1	1.045	14.06	14.33	14.61	1	1.045	13.09	13.34	13.61
2	1.090	14.66	14.94	15.24	2	1.090	13.66	13.92	14.19
3	1.135	15.27	15.56	15.87	3	1.135	14.22	14.49	14.78
4	1.180	15.87	16.18	16.50	4	1.180	14.79	15.07	15.36
5	1.225	16.48	16.79	17.13	5	1.225	15.35	15.64	15.95
6	1.270	17.08	17.41	17.75	6	1.270	15.91	16.22	16.54
7	1.315	17.69	18.03	18.38	7	1.315	16.48	16.79	17.12
8	1.360	18.29	18.65	19.01	8	1.360	17.04	17.37	17.71
9	1.405	18.90	19.26	19.64	9	1.405	17.60	17.94	18.29
10	1.450	19.50	19.88	20.27	10	1.450	18.17	18.52	18.88
11	1.495	20.11	20.50	20.90	11	1.495	18.73	19.09	19.46
15	1.540	20.71	21.11	21.53	15	1.540	19.30	19.67	20.05

Your Summary of Benefits



Shelby County Schools - Option4
Blue Access® (PPO)
Effective 9/1/2013

Covered Benefits	Network	Non-Network
Deductible (Single/Family)	\$500/\$1,000	\$1,000/\$2,000
Out-of-Pocket Limit (Single/Family)	\$2,000/\$4,000	\$4,000/\$8,000
Physician Home and Office Services (PCP/SCP) Primary Care Physician (PCP)/ Specialty Care Physician (SCP) Including Office Surgeries and allergy serum: <ul style="list-style-type: none"> • allergy injections (PCP and SCP) • allergy testing • MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, and non-maternity related Ultrasounds 	\$25/\$25 \$5 20% 20%	40% 40% 40% 40%
Preventive Care Services Services include but are not limited to: Routine Exams, Pelvic Exams, Pap testing, PSA tests, Immunizations ¹ , Annual diabetic eye exam, Vision and Hearing screenings <ul style="list-style-type: none"> • Physician Home and Office Visits (PCP/SCP) • Other Outpatient Services @ Hospital/Alternative Care Facility 	\$25/\$25 20%	40% 40%
Emergency and Urgent Care Emergency Room Services <ul style="list-style-type: none"> • facility/other covered services (copayment waived if admitted) Urgent Care Center Services	\$150 \$50	\$150 \$50
Inpatient and Outpatient Professional Services Include but are not limited to: <ul style="list-style-type: none"> • Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams 	20%	40%
Inpatient Facility Services (Network/Non-Network combined) Unlimited days except for: <ul style="list-style-type: none"> • 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis) • 90 days for skilled nursing facility 	20%	40%
Outpatient Surgery Hospital/Alternative Care Facility <ul style="list-style-type: none"> • Surgery and administration of general anesthesia 	20%	40%
Blue 3.0		

Your Summary of Benefits

Covered Benefits	Network	Non-Network
Other Outpatient Services (Combined Network & Non-Network limits) including but not limited to: <ul style="list-style-type: none"> Non Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services. Home Care Services 90 visits (excludes IV Therapy) Durable Medical Equipment and Orthotics Prosthetic Devices Prosthetic Limbs Physical Medicine Therapy Day Rehabilitation programs Hospice Care Ambulance Services 	20% 20% 20%	40% 20% 20%
Outpatient Therapy Services (Combined Network & Non-Network limits) <ul style="list-style-type: none"> Physician Home and Office Visits (PCP/SCP) Other Outpatient Services @ Hospital/Alternative Care Facility Limits apply to: <ul style="list-style-type: none"> Physical Therapy: 30 visits Occupational Therapy: 30 visits Manipulation Therapy: 12 visits Speech therapy: 20 visits 	\$25/\$25 20%	40% 40%
Behavioral Health: Mental Illness and Substance Abuse² <ul style="list-style-type: none"> Inpatient Facility Services Inpatient Professional Services Physician Home and Office Visits (PCP/SCP) Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional 	20% 20% \$25/\$25 20%	40%
Human Organ and Tissue Transplants³ <ul style="list-style-type: none"> Acquisition and transplant procedures, harvest and storage. 	No copayment/coinsurance	50%
Prescription Drugs Network Tier structure equals 1/2/3 (and 4, if applicable) <ul style="list-style-type: none"> Network Retail Pharmacies: (30-day supply) Includes diabetic test strip Anthem Rx Direct Mail Service: (90-day supply) Includes diabetic test strip 	\$10/\$40/\$80 \$20/\$80/\$170	50%, min \$80 ⁵ Not covered

Your Summary of Benefits

Covered Benefits	Network	Non-Network
Medicare Rx - Wrap Specialty Medications must be obtained via our Specialty Pharmacy network in order to receive network level benefits.		
Lifetime Maximum	Unlimited	Unlimited

Notes:

- Flat dollar copayments are excluded from the out-of-pocket limits. Also Prescription Drug deductibles/copayments/coinsurance and Non-network Human Organ and Tissue Transplants are excluded from the out-of-pocket limits.
- Deductible(s) apply only to covered medical services listed with a percentage (%) coinsurance. However, the deductible does not apply to Emergency Room Services where a percentage (%) coinsurance applies to other covered services and may not apply to some Behavioral Health services where coinsurance applies
- Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent Age: to end of the month which the child attains age 26
- Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.
- When allergy injections are rendered with a Physicians Home and Office Visit, only the Office Visit cost share applies.
- No copayment/coinsurance means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.
- SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.
- Certain diabetic and asthmatic supplies have no deductible/copayment/coinsurance up to the maximum allowable amount at network pharmacies except diabetic test strips.
- Benefit period = calendar year
- Mammograms Routine and Diagnostic, Diabetic Education and Medical Nutritional Therapy are subject to the PCP/OV cost share in Network office and outpatient facility settings.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.

1 These covered services are not subject to the deductible/copayment if you have a flat dollar copayment and if rendered without an office visit.

2 We encourage you to review the Schedule of Benefits for limitations.

3 Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.

4 If applicable, all prescription drug expenses except tier 1, (Network Retail/Mail-service combined) apply to the per individual RX deductible. Once the RX deductible is met, the appropriate copayment applies. Also if applicable, the Prescription Drug out of pocket maximum applies to Network Retail and Mail-Service combined.

5 Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

Precertification:

Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help avoid any unnecessary reduction in benefits for non-covered or non-medically necessary services.

Grandfathered Health Plan

Anthem Blue Cross and Blue Shield believes this plan is a "grandfathered health plan" under the Patient Protection and Affordable Care Act (the Affordable Care Act). As permitted by the Affordable Care Act, a grandfathered health plan can preserve certain basic health coverage that was already in effect when that law was enacted. Being a grandfathered health plan means that this plan may not include certain consumer protections of the Affordable Care Act that apply to other plans, for example, the requirement for the provision of preventive health services without any cost sharing. However, grandfathered health plans must comply with certain other consumer protections in the Affordable Care Act, for example, the elimination of lifetime limits on benefits.

Questions regarding which protections of the Affordable Care Act apply and which protections do not apply to a grandfathered health plan and what might cause a plan to change from grandfathered health plan status can be directed to Anthem Blue Cross and Blue Shield at the telephone number printed on the back of your member identification card, or contact your group benefits administrator if you do not have an identification card. For ERISA plans, you may also contact the Employee Benefits

Your Summary of Benefits

Shelby County Schools Lumenos Health Savings Accounts Option 6 Effective 09/01/2013

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

Covered Benefits	Network	Non-Network
Deductible Family coverage requires the family deductible to be met before coinsurance applies. The single deductible does not apply to family coverage. Network and Non-Network deductibles are combined. (This only applies to non-embedded deductible designs.)	Single: \$2,000 Family: \$4,000	Single: \$2,000 Family: \$4,000
Out-of-Pocket Limit	Single: \$2,000 Family: \$4,000	Single: \$4,000 Family: \$8,000
Physician Home and Office Services (PCP/SCP) Primary Care Physician(PCP)/Specialty Care Physician (SCP) · Including Office Surgeries, allergy serum, allergy injections and allergy testing	0% /0%	30%
Preventive Care Services Services include but are not limited to: Routine Exams, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Routine Vision and Hearing exams, Routine Mammograms, Diabetic Self Management Training, and Certain Medical Nutritional Therapy (Network only). · Physician Home and Office Visits (PCP/SCP) · Other Outpatient Services @ Hospital/Alternative Care Facility	No Cost Share	30% 30%
Emergency and Urgent Care · Emergency Room Services @Hospital (facility/other covered services) (copayment waived if admitted) · Urgent Care Center Services	0% 0%	0% 0%
Inpatient and Outpatient Professional Services Include but are not limited to: · Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams	0%	30%
Inpatient Facility Services Unlimited days except for: · 60 days Network/Non-Network combined for physical medicine / rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis) · 100 days Network/Non-Network combined for skilled nursing facility	0%	30%
Outpatient Surgery Hospital / Alternative Care Facility · Surgery and administration of general anesthesia	0%	30%
Other Outpatient Services (including but not limited to): · Non Surgical Outpatient Services For example: MRIs, C-Scans, Chemotherapy, Ultrasounds and other diagnostic outpatient services. · Home Care Services (Network/Non-network combined) 100 visits (excludes IV Therapy) · Durable Medical Equipment, Orthotics, and Prosthetics · Physical Medicine Therapy Day Rehabilitation programs · Hospice Care · Ambulance Services	0% 0%	0% 0%

Your Summary of Benefits



Shelby County Schools
Lumenos Health Savings Accounts Option 6
Effective 09/01/2013

Covered Benefits	Network	Non-Network
Outpatient Therapy Services (Combined Network & Non-Network limits apply) <ul style="list-style-type: none"> · Physician Home and Office Visits (PCP/SCP) · Other Outpatient Services @ Hospital/Alternative Care Facility Limits apply to: <ul style="list-style-type: none"> · Physical therapy: 20 visits · Occupational therapy: 20 visits · Manipulation therapy: 12 visits · Speech therapy: 20 visits 	0% /0% 0%	30% 30%
Behavioral Health Services: Mental Health and Substance Abuse (1) <ul style="list-style-type: none"> · Inpatient Facility Services · Physician Home and Office Visits (PCP/SCP) · Other Outpatient Services @ Hospital/Alternative Care Facility 	0% 0% /0% 0%	30% 30% 30%
Human Organ and Tissue Transplants <ul style="list-style-type: none"> · Acquisition and transplant procedures, harvest and storage. 	0%	30%
Prescription Drugs: <ul style="list-style-type: none"> · Network Retail Pharmacies: (30-day supply) Includes diabetic test strip · Anthem Mail Service: (90-day Supply) Includes diabetic test strip 	0% 0%	30%(2) Not Covered

- Notes:**
- All deductibles and coinsurance apply toward the out-of-pocket maximum including prescription drugs. (Excludes Non-network Human Organ and Tissue Transplants).
 - Deductible(s) apply only to covered medical services listed with a percentage (%) coinsurance including prescription drugs.
 - Network and Non-network deductibles are combined. Network and Non-network coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
 - Dependent age: to the end of the month in which the child attains age 26.
 - 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
 - PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/ gynecology, geriatrics or any other Network provider as allowed by the plan.
 - SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.
 - Benefit period = Calendar Year
 - Behavioral Health: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
 - Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.
 - (1) We encourage you to refer to the Schedule of Benefits for limitations.
 - (2) Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.
- Precertification:**
- Members are encouraged to always obtain prior approval when using Non-network providers. Precertification will help avoid any unnecessary reduction in benefits for non-covered or non-medically necessary services.

Your Anthem Benefits



Shelby County Schools Anthem Dental Traditional (group size 51+) Summary of Benefits, Effective 09/01/2013

This is not a contract; it is a partial listing of benefits and services. All covered services are subject to the conditions, exclusions, qualifications, limitations, terms and provisions of the Dental Certificate.

BENEFITS	MEMBER'S RESPONSIBILITY
Annual Deductible (Single/Family)	\$25/\$50 Single/family
Annual Maximum	\$1,500
PREVENTIVE	Covered in full
Diagnostic and Preventive Services (<i>no deductible</i>) <ul style="list-style-type: none"> oral evaluations X-rays (bitewing) cleanings space maintainers palliative treatment other selected diagnostic and preventive services 	
PRIMARY (<i>deductible applied</i>) <ul style="list-style-type: none"> X-ray (full mouth) deductible does not apply general anesthesia (surgical procedures) I.V. sedation (surgical procedures) amalgam and composite restorations pin retention procedures root canal therapy apexification therapeutic pulpotomy other selected endodontic services simple and surgical tooth extractions other selected oral surgery services gingivectomy osseous surgery other selected periodontal services 	20%
COMPLEX (<i>deductible applied</i>) <ul style="list-style-type: none"> crowns/inlays/onlays partial and full dentures other selected prosthodontic services 	40%
ORTHODONTIC <p>Orthodontic Services (<i>no deductible</i>) Dependent child to age 25</p> <ul style="list-style-type: none"> non-surgical dental services related to the supervision, guidance and correction of growing or mature teeth examination records tooth guidance repositioning (straightening) of the teeth post orthodontic retention 	40%
Separate Orthodontic Lifetime Maximum	\$1,000