



VYNFORD LOCAL SCHOOLS

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NEGOTIATED AGREEMENT

BETWEEN

THE WYNFORD CLASSIFIED EMPLOYEES

AND

**THE WYNFORD LOCAL BOARD OF
EDUCATION**

A decorative graphic consisting of two overlapping, blue, trapezoidal shapes that resemble a stylized arrow or a banner. The text "2017-2020" is centered within the overlapping area.

2017-2020

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NEGOTIATED AGREEMENT

Between the Wynford Board of Education and the Wynford Classified Staff

I. PREAMBLE

Recognizing that providing a high quality education for the children of the Wynford Local School District is the paramount aim of this school district and that good morale in the classified staff is necessary for the best education for the children, we do hereby declare:

1. The Board of Education, under law, has the final responsibility of establishing the policies for the district.
2. The Superintendent and his staff have the responsibility of carrying out the policies established.
3. The classified staff has the responsibility of providing the best possible environment to the students. The Wynford Board of Education also recognizes that the best interests of public education will be served by establishing procedures to provide an orderly method for the Board of Education and representatives of the classified staff to discuss matters of common concern, and to reach a mutually satisfactory agreement on these matters.

II. PRINCIPLES

- A. Objectives: Attainment of objectives for the educational program of the Wynford School District requires mutual understanding and cooperation among the Board of Education, the Superintendent and the classified staff. Therefore, free and open exchange of views is desirable and necessary in the negotiations process.

- B. Right to Join or Not to Join: The Board of Education further recognizes that classified personnel have the right to join, or not to join, any organization for their personal or economic improvement. Membership in any organization shall not be required as a condition of employment nor shall any person be assessed any fee or be required to give financial support to any organization of which such person is not a member.
- C. Rights of Minorities and Individuals: The legal right inherent in the Revised Code of the State of Ohio and in the rulings and regulations of the Department of Education affecting classified personnel are in no way abridged in this agreement. Furthermore, nothing contained in this document shall deny the right of the individual person or minority classified employee organization to present their views and recommendations to the Board of Education, provided that negotiations shall be conducted only with the recognized classified organization.
- D. Good Faith: Both parties agree to conduct negotiations in “Good Faith”. “Good Faith” requires that the recognized classified employee organization and the Board be willing to react to each other’s proposals with the intent of reaching agreement. If a proposal is unacceptable to one of the parties, along with either rejecting or offering a counter proposal, the party must give reasons for said action. “Good Faith” does not mean that either negotiation team is given authority to make final commitment for the Board or the classified employee organization.
- E. Management Rights: The Board shall retain all the rights, powers, duties, and authority granted by law and shall adopt, rescind or modify such policies, rules and regulations as it deems appropriate provided, however, that such policy rules and regulations shall not be in contravention of a lawful term of this agreement.

III. RECOGNITION

The Wynford Board of Education shall recognize a classified employees' organization as the exclusive representative of classified personnel as long as the organization's paid membership contains at least 55% or more of the total employees in the negotiating unit. Evidence that the organization is, in fact, one that represents 55% of such included employees, shall be in the form of a membership list that shall include an identification of the officers of said organization and the names and positions of each eligible member. Such membership list must be filed with the Superintendent of Wynford Local School District on or before November 15th of each school year. By virtue of such submission of satisfactory evidence that the Classified Employee Organization membership does represent 55% of the eligible classified personnel in the district, the Board hereby recognizes the Classified Employee Organization as the official negotiating agent for all classified personnel exclusive of the following individuals:

- A. All supervisors
- B. Central Office personnel (assistant treasurer/payroll; accounts payable-receivable specialist/document management; secretary to the Superintendent/Board of Education)
- C. Bus Mechanic
- D. Food service personnel
- E. Substitutes

IV. SCOPE OF NEGOTIATIONS

Issues pertaining to salary, fringe benefits, hours and other such items, which are mutually agreed to by both parties, shall be negotiated.

V. NEGOTIATION SESSIONS

During the term of this agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by the agreement, except by mutual consent of both parties.

VI. PROCEDURE FOR CONDUCTING NEGOTIATIONS

- A. Either the Board or the Wynford Classified Employees (WCE) may cause negotiations for a successor agreement to commence by giving written notification to the other party that it desires to open negotiations for the purpose of making modification(s) to the existing Collective Bargaining Agreement that will result in a new successor agreement. Such notice by the WCE shall be served on the Superintendent of Schools and notice by the Board shall be served on the President of the WCE.
- B. Submission of Issues: Issues proposed for negotiations shall be exchanged in writing between the Board of Education, through its designated representative, and the president of the recognized classified employee organization on or before January 15th of any one year. A mutually accepted meeting date shall be set no more than fifteen (15) days following such request.
- C. Agenda: The first item of business at each and every bargaining session shall be the establishment of a mutually agreeable time, date, and place of the next session between said teams. The second item of business at the first bargaining session shall be the exchange of items requested for negotiation. New items shall be added after the first session if mutually agreed to by the recognized classified employee organization and the Wynford Board of Education bargaining teams. All negotiations shall be

conducted in executive sessions exclusively between said representatives unless both parties mutually agree to waive this provision.

- D. Representatives: The Board or designated representative(s) of the Board (such as Superintendent, treasurer or principal) will meet with representatives of the recognized classified employee organization (classified staff members employed by the Wynford Board of Education) to negotiate in good faith. There shall be no more than six (6) representatives on each team; nor shall more than four (4) non-participating observers representing each team be permitted to attend a single session. Either team may call upon professional and lay consultants for assistance in matters dealing with negotiations. Such professional and lay consultants will serve as non-participating observers during the negotiation process and shall not be seated at the negotiations table. The expense of such consultant shall be borne by the party requesting them.

- E. Negotiation Procedures: Designated representative(s) of the Board shall meet at mutually-agreed-upon places and times with representatives of the recognized classified employee group for the purpose of affecting a free exchange of facts, opinions, and proposals in an effort to reach an agreement. Both parties agree to conduct such negotiations in good faith and to deal openly and fairly with each other on all matters. Following the initial meetings as described in paragraphs A and B above, such additional meetings shall be held as the parties may require to reach an agreement on the issue(s) or until an impasse is reached. As the parties tentatively agree to each item, it shall be reduced to writing and shall be initialed by each party.

- F. Caucus: Upon request of either party, the negotiations meeting shall be recessed to permit the requesting party a period of time, not to exceed thirty (30) minutes, to caucus unless extended time is mutually agreed upon.

- G. Access To Information: Upon request by the recognized classified employee organization, the Board shall supply, within ten (10) school days, all public information, financial or otherwise relative to the operation of the school district. Also upon request by the recognized classified employee group, the Board agrees to furnish, in a reasonable period of time, such other information as will assist the recognized classified employee organization in developing intelligent, accurate, and constructive proposals on behalf of the staff members, the student and the educational programs. Recognized classified employee organization agrees to furnish all available information on its proposals to the Board's negotiating team to support the development of the aforementioned programs for the school district. However, personal notes and/or rationale developed to support proposals shall not be construed as information available for exchange except as may be developed as part of a proposal or as otherwise may be released by the respective parties. The charge to the recognized classified employee organization shall not exceed the actual copying machine cost per page.
- H. Progress Reports: Periodic written progress reports may be issued during negotiations to the public provided that any such release shall have the prior approval of both parties.

VII. AGREEMENT

As tentative agreement is reached on each issue, it shall be so noted and initialized by each party. When consensus is reached covering the areas under discussion, the entire proposed agreement shall be reduced to writing as a tentative agreement and submitted to the recognized classified employee organization for ratification. If ratified by the recognized classified employee organization, it shall be submitted to the Board for ratification. If approved, both parties shall sign the agreement. The official policy may be changed only through renegotiation.

VIII. DISAGREEMENT

Advisory Panel: In the event an agreement is not reached by negotiation after full consideration of proposals and counter-proposals, either of the parties shall have the option of declaring impasse, and thereby creating an Advisory Panel of three (3) persons within ten (10) days of said declaration. One member shall be designated by the Board, one member by the recognized classified employee organization, and these shall select a third person. The third person, who shall act as chairperson, shall be named by the first two appointed members. If the two cannot agree on the third, the third person shall be selected from the list or lists of arbitrators from the American Arbitration Associations in accordance with their voluntary rules and regulations. The Advisory Panel shall act as fact-finders, conferring with both parties and making recommendations for settlement of the issue(s) in question. Each party will pay the expenses of its own representative on the Advisory Panel. However, the expenses of the chairman will be shared equally by the Board and the recognized classified employee organization. The recommendations of the Advisory Panel shall be submitted to the negotiators for consideration. If agreement is not reached within ten (10) days, or a mutually agreed upon date, it shall be submitted to the recognized classified employee organization for action and the Board for action within ten (10) days after being submitted. Said report shall be made public after the action of both parties. If the two parties agree on the panel's recommendation for settlement, it shall be approved in accordance with Article VII Agreement.

IX. PROVISION CONTRARY TO LAW

If any provision of this document or any application of the document to any classified person or persons shall be found contrary to law, then this provision or application shall be deemed invalid, except to the extent permitted by law, but all other provisions shall continue in full force and effect.

X. DURATION, IMPLEMENTATION, AND PUBLISHING OF THE AGREEMENT

- A. Duration: This agreement shall be effective for a three (3) year term beginning July 1, 2017 to June 30, 2020, both dates inclusive. For the purpose of this agreement, a school year shall be defined as that time between July 1st and June 30th, inclusive.
- B. Re-Opener: A meeting to re-open this contract to discuss wages, hours and other terms and conditions of employment may be requested by either party. The first meeting for such purpose shall be held within ten (10) business days of the request, and additional meeting(s) will be scheduled as needed by mutual consent of both parties.
- C. Implementation: When notice is given as provided above, the negotiation process shall begin in accordance with the provisions of this contract.
- D. Printing and Providing Copies of the Contract: The Board will provide a copy of this contract to each classified employee and additional copies as requested by the association.

XI. ADDITIONAL LANGUAGE TO AGREEMENT

The policy statements and regulations attached hereto in the form of articles are made a part of this document, and shall be in the future negotiated in conformance with the procedures described above provided that such articles constitute the entire agreement between the parties and any document, agreement, memorandum, salary schedule or any other previously negotiated item shall be void.

ARTICLE I PROCEDURE FOR GRIEVANCE

A. Definitions:

1. A grievance is a claim whereby one or more classified employee(s):
 - a. Allege an infringement or privation of his or her personal, professional, or other rights under the terms of this contract;
or
 - b. Allege a misinterpretation or misapplication of Board Policy or administrative rules and regulations; or
 - c. Allege a misrepresentation, misapplication or violation of any provision of Statute.
2. An “aggrieved person” is the person(s) making the claim.
3. A “party of interest” is the aggrieved person(s) and any person(s).

B. Purpose and Objectives:

1. The primary purpose of this procedure shall be to obtain at the lowest administration level and in the shortest period of time, equitable solutions to grievances that may arise from time to time. Both the Board of Education and the classified employee organization agree that grievance proceedings shall be handled in a confidential manner.
2. Nothing contained herein will be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and to have the grievance adjusted without intervention by the organization, provided that the adjustment is not inconsistent with the terms of this agreement.

C. Procedure:

1. Since it is important that grievances be processed as rapidly as possible, the time table specified at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. In the event a grievance is filed at such a time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein will be reduced so that the procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
3. Level One – Before submission of a written grievance, the aggrieved person shall first discuss such grievance with his immediate supervisor. If such grievance is not initiated within ten (10) calendar days following the act or condition, which is the basis of said grievance, the grievance shall no longer exist. (See Grievance form Appendix A1)
4. Level Two – If informal discussion does not resolve the grievance to the satisfaction of the employee, aggrieved party shall have the right to lodge a written grievance with such employees, building principal or immediate supervisor. If said grievance is not submitted within fourteen (14) calendar days following completion of Level One, said grievance no longer exists.

Written grievance shall be on a standard form supplied by the Board of Education and shall contain a concise statement of facts upon

which the grievance is based and a reference to the specific provision of the agreement, contract, statute, board policy or written administrative rule, regulation, evaluation, or reprimand already violated, misinterpreted or misapplied shall be included. Copy of such grievance shall be filed with the Superintendent and with the Organization President.

Classified employees shall have the right to request a hearing before the building principal or supervisor. The hearing is to be conducted within seven (7) calendar days after receipt of the request. The aggrieved person shall be advised in writing of the time, place and date of the hearing and shall have the right to representation at such meeting. The building principal shall take action on the written grievance within seven (7) calendar days after conclusion of the hearing. Action taken and reasons for the action shall be reduced to writing and copies sent to classified employee and Superintendent.

5. Level Three – If action taken by the building principal or immediate supervisor does not resolve the grievance to the satisfaction of the classified employee or if no response is received after submission of the grievance to the principal or supervisor, such classified employee may appeal in writing to the Superintendent or his designated representative. Failure to file appeal within seven (7) calendar days from date of receipt of written disposition shall be deemed a waiver of right to appeal. The Superintendent shall take action on appeal of grievance within fourteen (14) calendar days after conclusion of hearing. Aggrieved person shall have the right to be represented at the hearing by counsel, and/or representative of the Organization. The Superintendent shall also have the right to legal representation at such meeting. Action taken and reasons for the action shall be

reduced to writing and copies forwarded to certified employee, building principal and immediate supervisor.

6. Level Four – If action taken by the Superintendent does not resolve the grievance to the satisfaction of the aggrieved, such classified employee may submit the grievance to an Advisory Panel within seven (7) calendar days, which will be formed and financed according to the provisions of the Professional Negotiations Document, except that the aggrieved shall select one of the panel if the association does not choose to represent or support the aggrieved.

Written briefs describing the position of each party shall be submitted to the Advisory Panel at the time of the third member's appointment. Both parties shall select a representative to the Advisory Panel, which shall not be an employee of the school district. The chairman of the panel shall be selected from a list of names submitted by both parties. Each side shall reject names on that list in turn until one remains – that person being agreeable to both parties. The Advisory Panel shall have authority to hold hearings and to confer with any person deemed advisable in seeking to effect recommendations for resolving the grievance within thirty (30) calendar days following appointment of the third member. The panel shall report in writing its finding of fact, reasoning, and conclusions on the issues submitted.

D. Right of Employees to Representation

1. No reprisals of any kind will be taken by the Superintendent or by any member or representative of the Administration or of the Board against any aggrieved person, any party in interest or any Grievance Representative.

2. An employee may be represented at all stages of the grievance procedure by himself, or with, at his option, a grievance representative selected by the Organization.

E. Miscellaneous

1. All documents, communications, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.
2. Forms for filing grievances, serving notices, making appeals, making reports and recommendations, and other necessary documents, will be prepared jointly by the Superintendent and the Organization and given appropriate distribution by the Organization to facilitate operation of the grievance procedure. Costs of same are to be borne jointly by the Board of Education and the classified employee organization.

ARTICLE II PERSONAL LEAVE

1. Employees shall be granted 3 personal days.
2. Personal leave is intended to be used only for personal business which cannot be conducted at any time than during the school day.
3. Personal leave shall be unrestricted. If an employee plans to take a day without pay (dock pay), the employee must obtain approval from the Board or the Board's designee (Superintendent).
4. Notice of intent to use personal leave shall be filed at least forty-eight (48) hours prior to the intended date of use, except in emergency situations. In the case of emergencies, the request shall be completed upon return of the employee and must have approval of the immediate supervisor.

5. Personnel leave requests must be processed through Employee Kiosk.
6. Leave may be taken prior to or following a holiday pending consent of the supervisor and Superintendent.
7. The request submitted will be reviewed and approved or rejected by the Superintendent. In the latter case, the reason for the rejection shall be stated. In case of an emergency, the entire transaction may be transacted by telephone or in person and done through Employee Kiosk after the fact. The proper form must be completed upon return of the employee.
8. All personal days must be used before using any dock days.
9. Personal leave cannot be used to cover days that an employee is incarcerated or days that an employee cannot work due to the suspension of a license.
10. All classified employees shall have the option of receiving a bonus payment for up to three (3) unused personal leave days, requesting up to two (2) unused personal leave days to be carried over to the subsequent year, and /or having the unused personal leave converted to sick leave.

Any full-time classified employee that chooses the option of receiving a bonus payment for the individual's unused personal leave will be paid at the following rates:

3 days:	\$300.00
2 days:	\$200.00
1 day:	\$100.00

A part-time classified employee that elects to receive a bonus payment for an unused personal leave balance will be reimbursed on a pro-rated basis based on hours worked compared to a full-time employee in the same job classification.

An employee desiring the unused personal leave days to be converted to sick leave or that up to two (2) unused personal days be carried over to the

subsequent year must notify the Treasurer by June 15. Otherwise, a bonus payment shall be included in the second pay in July following the school year in which the personal leave was not used.

ARTICLE III SICK LEAVE

1. Any employee who is employed by the Board shall be entitled to fifteen (15) days of sick leave with pay per school year, for each year under contract, and will be accredited at a rate of one and one-fourth (1 $\frac{1}{4}$) days per month. There is no limit to unused sick leave accumulation. Employees shall be notified by the Treasurer of the Board of the total accumulated days of sick leave on their regular pay stubs or direct deposit form.
2. Current employees who have exhausted their accumulated sick leave shall be credited with sick leave in accordance with ORC 3319.141, not more than five (5) days annually. Such credited leave will be deducted from the final pay of an employee, at his/her per diem rate if the employee leaves the employment of the Board before earning sufficient sick leave to repay the advance. The Board will continue to pay the school-provided insurance premiums of any employee who has exhausted his/her sick leave accumulation and the five (5) days advance and who remains on active contract status with the district.
3. Employees may use sick leave for absence due to illness, pregnancy, injury, exposure to contagious disease, which could be communicated to other employees, and to illness, injury, or death in the employee's immediate family. Regarding illness or injury, the employee's immediate family shall include: spouse, children, parents, or sibling. It may also apply to anyone who has clearly had a relationship to the employee with approval of the Superintendent. Regarding death, the employee's immediate family shall

include: spouse, children, father, mother, brother, sister, in-laws, aunts, uncles, nieces, nephews, grandparents, grandchildren, or other persons who have assumed similar positions, regardless of residence.

4. The previously accumulated sick leave of an employee new to the Wynford Local School District who has been separated from public service shall be placed to his/her credit upon his/her employment with the Board, provided that such employment takes place within ten years of the date of last termination from public service. An employee who transfers from another school district, or other public agency to the Wynford School District shall be credited with the unused balance of his/her accumulated sick leave up to the maximum of sick leave accumulation permitted by the Board.
5. Sick leave requests shall be processed through Employee Kiosk.
6. Sick leave shall not be charged for days on which schools are not in session due to calamity, disease, epidemic, hazardous weather conditions, damage to school building, or other temporary circumstances due to utility failure rendering the school building unfit for school use unless an employee is required to work on such a day.
7. Five (5) days of sick leave will be advanced to a new employee until such time that the employee has earned five days. Five days of sick leave shall not be advanced after that time unless approved by the Superintendent.
8. Sick Leave Transfer: In the event that the Association President and Superintendent agree that a bargaining unit member who has a serious illness or injury needs additional leave, bargaining unit members can directly contribute unused, accumulated sick leave to the ill or injured member. However, the maximum sick leave contributed to the employee from all the other employees shall not exceed sixty (60) days and will be deducted from the contributing employees' accumulated leave. Application

of this provision shall be on a case-by-case basis and bargaining unit members are limited to one (1) approved request per fiscal year. (Appendix A2)

9. Adoption Leave: Sick leave may be used for the adoption of a child.

ARTICLE IV MATERNITY/PATERNITY LEAVE

1. Leave privileges: In addition to the provisions of sick leave provided in Section C, an employee who is pregnant may, upon request, be granted a leave of absence without pay for maternity/paternity reasons. Such leave shall begin at a time between the onset of pregnancy and the delivery of the child, and to continue up to one (1) year after the child is born.

If the employee so elects, maternity/paternity leave may begin when the sick leave expires or is terminated, if applicable.

2. Application for Maternity/Paternity Leave:

Applications for maternity/paternity leave shall state in writing:

- a. expected date of birth
- b. date requested leave is to commence
- c. date employee expects to return to service
- d. name of physician

3. Time Period for Filing Application:

Application for maternity/paternity leave shall be made ten (10) days, if possible, but no less than three (3) days, prior to the requested beginning of maternity/paternity leave or extension of same. The application time period will be waived for adoption.

4. Benefits While on Leave:

Sick leave shall not accrue during maternity/paternity leave. Employees on maternity/paternity leave may continue to participate in employee Board-paid group benefits provided they furnish the Treasurer with the necessary premium payments in advance of when they are due. The employee is ineligible for the HSA Board contributions as outlined in Article VIII.1.b. and the insurance opt-out stipend as outlined in Article VIII.1.c. Since maternity/paternity leave is without pay, the Board-paid group benefits stated herein do not apply to the State Employee Retirement System.

5. Reinstatement:

Upon return from approved maternity/paternity leave, the employee shall be entitled to re-instatement to a position for which certification/license is held. If the said position has been abolished, the returning staff member shall be appointed to a position for which he/she is qualified. This does not include the exempted central office positions.

ARTICLE V LEAVE OF ABSENCE

A. Leave of Absence

1. Upon written request, an employee may be granted a leave without pay for illness or other disability and may be granted such leave for educational or professional purposes if approved by the Superintendent. Such leave may be for a maximum of one (1) consecutive school year. Upon subsequent request, such leave may be renewed.
2. Application must be made to the Superintendent by Employee Kiosk at least thirty (30) calendar days prior to the effective date of the leave. This requirement shall be waived in cases of emergency.

3. Members of the bargaining unit who take any leave under this section shall be eligible to continue in Board-provided insurance plans at the employee's expense. Premiums must be paid to the Treasurer prior to the due date. The employee is ineligible for the HSA Board contributions as outlined in Article VIII.1.b. and the insurance opt-out stipend as outlined in Article VIII.1.c
4. At the expiration of the approved leave, the employee shall resume the contract status, which he/she held prior to such leave. The returning employee may be granted his/her position held prior to the leave if the position is still in existence. If the said position has been abolished, the returning staff member shall be appointed to a position for which he/she is qualified.
5. Should the employee return from a leave of absence and not have enough seniority to bid on a position for which they are qualified, they will be put on a "first to return" list according to the seniority of the RIF list.

B. Military Leave of Absence

Military leave shall be granted in accordance with Section 3319.14 of the Revised Code of Ohio

C. Court Leave

When a staff member's presence is required in a court of law for jury duty or as the result of a subpoena during a contract day, the staff member shall be paid his/her regular salary. Such leave shall not be deducted from any other type of leave. Court leave does not pertain to that employee who brings an action against the Board of Education. Documentation of the request to appear, or the need to appear in a court of law shall be provided when requested by the administration.

D. Assault Leave

In accordance with the provisions of section 3319.143 of the Ohio Revised Code, the Board shall grant assault leave to employees absent due to a physical disability resulting from assault under the following conditions:

1. Any classified employee who must be absent from his/her duties due to a physical disability resulting from an assault while engaged in school-related activities, on or off school premises, before, during, or after school hours, will be paid his/her full schedule compensation for the period of absence in the following manner:
 - a. assault leave for the first fifteen (15) days
 - b. sick leave for the next days needed until accumulated sick leave has been used
 - c. Assault leave for the next ten (10) days
2. Assault shall be defined as an unlawful action that results in bodily injury to the employee.
3. The employee shall furnish to the Superintendent a written, signed statement describing the circumstances and events surrounding the assault, including the location, date, and time of the assault, plus names and addresses of witnesses, if known.
4. The employee shall furnish a written, signed statement to the Superintendent from a licensed medical doctor as to the nature of the disability, its possible duration, and the need to be absent from duty.
5. Assault leave shall not be charged against sick leave earned or earnable by the employee.

E. Family and Medical Leave

1. Notwithstanding other provisions of this agreement, the Board agrees to abide by the provisions of the Family and Medical Leave Act of 1993. The parties to this agreement agree that all benefits guaranteed by the Act will be provided to eligible employees covered by this agreement.
2. Any alleged violations of the Act may be processed through the grievance procedure contained herein; however, if an employee seeks enforcement of FMLA through a regulatory agency or the courts, the decision of the agency or court shall prevail over any grievance or arbitration award.

The employee shall give the Board thirty (30) days notice when need for the leave is foreseeable; otherwise, the notice shall be given as soon as possible. The employee's notice shall specify family leave.

3. Leave Provisions
 - a. Each employee who meets the specified circumstances shall be granted upon request up to 12 weeks of unpaid leave per year for serious health condition of the employee or to care for a new child or a sick child, parent, or spouse. Such leave may be taken for the care of a newly adopted or newly placed foster child, as well as a newborn child.
 - b. Any leave beyond 12 weeks in a year for these combined purposes may be granted pursuant to the other leave provisions of the agreement.
 - c. Eligible employees may choose to substitute paid or unpaid leave granted by other provisions of this agreement for all or part of the unpaid leave granted under this article.

- d. The employee shall give the Board thirty (30) days' notice when need for the leave is foreseeable; otherwise, the notice shall be given as soon as possible. The employee's notice shall specify family leave.
- e. When medically necessary, leave may be taken intermittently.

4. Protection of Employment

- a. The Board shall return the employee taking a leave under this article to the same position he/she occupied prior to the leave.
- b. The taking of a leave under this article shall not result in the loss of any employment benefit accrued prior to the date the leave commenced.

5. Insurance Continuation

During the leave, for up to 12 weeks per 12 month period, the Board shall continue to pay the contribution it makes for an employee on the payroll to continue participation in the district's health insurance plans.

6. Twelve Month Period

Twelve-month period means a rolling 12 month period measured backward from the date leave is taken and continuous with each additional leave day taken.

- 7. If any part of this provision conflicts with federal law, rules or regulations, Provision Contrary to Law shall apply. (Negotiated Agreement #IX page 7)

F. Extended Leave

- A. Definition of Extended Leave:

1. Leave of five (5) or more consecutive days constitutes extended leave.
 2. This does not include “day to day” sickness regardless of the number of days.
- B. Procedure for requesting Extended Leave
1. Supervisor must be notified of extended leave.
 2. Supervisor will be responsible for filling the position with a substitute

ARTICLE VI REDUCTION IN FORCE (RIF)

1. When by reason of decreased enrollment of pupils, return to duty of regular employees after leaves of absence, by reason of suspension of schools or territorial changes affecting the district, serious financial difficulties in which the general fund anticipates a deficit two years from the current year, reorganization or other circumstances approved by statute, or court decision, a reasonable reduction of staff will be made. It is understood that only after the position is eliminated will the staff in that particular department be looked at in reference to the following procedure.
2. Procedures
 - a. The type of contract is the deciding factor. Continuing contract personnel would be listed in order of seniority followed by limited contract personnel in order of seniority. RIF would begin with the lowest seniority.
 - b. To the extent that reductions are not achieved through attrition including the non-renewal of contracts, reductions will be achieved

by suspension of contract. Suspension of contract shall mean that an employee will be on an inactive employment status with this district.

- c. The length of continuous service in the district shall determine seniority. Among those with the same length of continuous service, seniority shall be determined by the date of the Board meeting at which the employee was hired.
- d. Length of continuous service will not be interrupted or affected by any authorized leave of absence.
- e. In case of a tie, the Superintendent of schools taking into account all factors affecting the school district will make the decision.
- f. Written notification will be given to all staff members affected by RIF, by May 1st.
- g. The staff members lowest on the seniority list in that department will be subject to the provisions of this policy.
- h. R.I.F. employees shall remain on the seniority list, but it is understood that the R.I.F. employee does not gain seniority credit for the time they are on the R.I.F. list.
- i. A seniority list will be available in each building office. In addition the association president shall receive two (2) copies of the seniority list(s) by January 15th of each year.

3. Recall

- a. R.I.F. employees shall be advised of any non-certified job opening, and be given the opportunity to apply for it before the job is open to the public. It is understood that the employee is not guaranteed to be hired for the job.

- b. An employee whose name appears on the Reduction in Force List shall be returned to active employment when a vacancy becomes available for which he/she is qualified.
- c. Employees on the Reduction in Force List shall be returned to active employment in order of seniority at the time of their layoff. They do not accumulate seniority time during the time of lay off.
- d. In the event a vacancy (cies) becomes available, the Board shall recall the employee to active employment status by giving written notice to the employee. Said written notice shall be sent to the employee's last known address. It shall be the responsibility of each employee to notify the Board of any change in address.
- e. If an employee fails to accept full-time active employment status within ten (10) calendar days from the date said notification was mailed in accordance with the above, said employee shall be removed from the Reduction in Force List.
- f. An employee on the Reduction in Force List shall, upon acceptance of the notification to resume active employment status, return to active employment status and will resume the contract status held at the time of the layoff.
- g. A staff member will remain on the recall list for 24 months or until he/she accepts a position either within the Wynford School District, another school district, or asks to be removed.
- h. Employees not employed as a result of the RIF program will be given first consideration as casual day-to-day or long-term substitutes as the need occurs for the period of time their names remain on the recall list.

- i. Laid-off employees shall have the right to pay the total group premium for group life, hospitalization, and other group benefits through COBRA.
- j. Sick leave and seniority will be restored effective at the time of RIFing. No sick leave or seniority can be accumulated during the RIF'ed period except according to state statute.
- k. The administration will aid the RIF'ed staff member in obtaining a position in another school district if requested.

ARTICLE VII SALARY AND FRINGE BENEFITS

A. Regular Salary

- 1. For the life of this contract 2017-2018, 2018-2019, 2019-2020, employees shall receive a 6% increase for year 2017-2018, 0% for year 2018-2019, and 0% for year 2019-2020 on the previous year's salary.
- 2. Salary Schedule for new employees (contractual days consistent with current employees) - (Appendix B)
- 3. All Classified employees shall be compensated at the rate of 1 ½ times their regular hourly rate for all time worked beyond 40 hours per week.
- 4. The regular work day for a full-time custodian shall be limited to eight hours per day including a 30-minute lunchtime.
- 5. All employee lunch breaks will be taken in the middle of their assigned shift.
- 6. For the purpose of computing overtime pay, holidays listed in the contract shall be counted as days and hours worked.

B. Miscellaneous Provision Related to Salary

Pay Procedure

- a. Payroll will be issued on every other Friday for a total of twenty-six (26) pays per year. If more than 26 pays fall within a calendar year an adjustment will need to be made to this schedule to maintain the proper number and amount of pay. In this event, the pay dates, beginning with the first pay in June, will be moved by one day each. This will affect four pay dates.

If the payday falls on a holiday of two days or less, payroll will be issued the last district work day prior to such holiday.

If the payday falls on a holiday of more than two days, payroll will be issued on the regularly scheduled pay date.

- b. Direct deposit forms will be delivered to the school email address the employee provides to the Treasurer's Office.
- c. Salary paid will be in accordance with the salary schedule adopted by the Board.
- d. Salary Deductions: Federal Withholding Tax, State Income Tax, City Income Tax, School Income Tax – when applicable, and employees respective retirement systems. Other deductions as the Treasurer may be directed providing five (5) or more employees participate in such deduction.

C. Training Reimbursement

Classified employees may be reimbursed for special training at the technical school or college level if this training pertains to the assigned job and the Superintendent approves it prior to taking the course. The total reimbursement for this section shall not exceed five hundred dollars

(\$500.00) per school year nor more than four hundred fifty (\$450.00) per semester hour.

Employees are expected to attend all required seminars and may be requested to attend seminars related to their positions as determined by their supervisor.

All regular classified and regular substitute employees shall be reimbursed for local, state, or federally mandated tests, licenses, medical exams, and fees required for their current position, excluding any reimbursement provided on their behalf by local, state, or federal agencies. The Board will arrange a plan to do the medical physical.

D. Bus Driver Hours

1. Bus drivers shall be compensated for the hours they work including 30 minutes pre-inspection, cleaning, and fueling time.
2. Bus driver hours will be verified by October 15th each year. This will be done by the Transportation Director, or the Superintendent's designee in cooperation with the drivers.
3. Bus drivers may be compensated for time driving beyond the above approved hours with approval of the Superintendent.
4. Substitute drivers on any day and regular drivers on non-school days shall be allotted 30 minutes additional driving time for extracurricular trips for pre-inspection, clean up and fueling as per new trip ticket. (Appendix A3b)
5. A minimum field trip will be two hours at the current rate of pay.
6. The Administration has the final decision over route assignments.
7. Bus drivers are required to stay at the site of the field trip for the duration of the field trip unless excused by the Superintendent.

E. Admission to Extracurricular Events

Each employee shall receive a pass to all Wynford extracurricular activities that is non-transferable and admits the employee to Wynford sponsored events where admission is charged or a discounted pass will be extended to the employee's family member(s). This discounted pass will be for 50% of the current year's cost of a season pass.

ARTICLE VIII INSURANCE PROGRAM

1. Comprehensive Health Plan (Hospitalization/Surgical/Major Medical):

The Board shall provide through a carrier or third party administer licensed by the State of Ohio, comprehensive health insurance coverage using a Health Savings Account Plan ("HSA Plan") which meets or exceeds the coverage that was in effect during the 2007-08 school year. The Board will provide said coverage for each eligible employee, now or hereinafter employed, and his/her eligible dependents with the following stipulations.

- a. Payments by the Board to the HSA Plan employee accounts will be made in two equal distributions. Every effort will be made to ensure that the bank receives the first Board contribution by the first business banking day after January 1. The second distribution will be made by the first pay in July. Advances will be made with the approval of the Superintendent on an as needed basis upon receipt of proper documentation and may be for up to the maximum amount.
- b. For full-time employees, the amount deposited in the account shall be \$1,350.00 for each employee enrolled in a single insurance plan and \$2,000.00 for each employee enrolled in a family plan. For part-time

employees working at least 15 hours per week, the Board contribution to his/her HSA account shall be prorated according to the percentage of employment based on full-time status for that position as outlined in d. below.

For employees that begin employment subsequent to January 1, the employee will receive the pro-rata portion of the Board's HSA contribution based on the number of full months the employee is enrolled in the district's HSA plan.

An employee may contribute to his/her HSA Plan an additional amount equal to the current IRS limits. These additional contributions shall be tax sheltered and may be made in equal bi-weekly distributions through payroll deduction. Elections to make contributions to an employee's HSA account via payroll deduction during the established open enrollment dates of the year preceding the calendar year for which the deduction(s) will be made by completing a HSA employee contribution form provided by the Treasurer's Office.

- c. Full-time employees employed for the 2008-2009 school year and prior will not pay a monthly contribution for medical/prescription coverage. New employees hired for the 2009-2010 school year and subsequent school years will contribute 10% of the medical/prescription premium through payroll deduction. In addition, regardless of the hire date, less than full-time employees will pay insurance premiums on a prorated basis using the number of hours of employment divided by the number of full-time hours for the position defined as:

Custodial	-	8 hours per day
Secretarial 197-day	-	7 ½ hours per day
Secretarial 207-day	-	8 hours per day
Library aide	-	7 hours per day

Teacher's aide	-	7 hours per day
Bus drivers	-	4 ½ hours per day
Bus driver (Pioneer)	-	3 ½ hours per day (3/4 ratio for insurance)

(Example: a two hour employee would have one-third of the insurance premium paid by the Board). All new employees, as of October 18, 1993, working less than 15 hours per week are not eligible for any type of insurance.

- d. Each employee will agree to a per policy in-network deductible. An employee may choose a physician or hospital out-of network which will require a 70/30 co-insurance.

	<u>Single</u>	<u>Family</u>
In-network	\$2,325	\$4,500
Out-of-network	\$3,325	\$6,500

- e. An eligible employee and/or dependent enrolled in Medicare may participate in the health insurance plan as outlined in this section. However, (s)he cannot contribute to a tax-sheltered HSA bank account. Therefore, the Board contribution will be paid directly to the enrolled employee in two equal distributions, in the first pay in January and in the first pay in July. The Board contributions will be included in the employee's W-2 as taxable income.
- f. The current negotiated agreement will be re-opened for health insurance renegotiation if one or more of the following situations occur during the time period covered by this agreement:
 - (1) The Board is notified that self-employed dependents cannot be covered under stop loss insurance or by doing so causes a significant increase in the Board's medical and prescription stop loss premiums.

(2) The Board identifies a health insurance plan that improves the financial condition of the District.

g. Effective January 1, 2015, spouses of Wynford employees who have health insurance available to them at their place of employment on a full-time basis will not be eligible for health insurance coverage on the Wynford health insurance plans (medical, prescription, dental, and vision insurance). A stipend of \$1,650.00 per year will be paid to each employee whose spouse is forced off of the Wynford insurance plan as of January 1 of each year as a result of this provision. All Wynford employees that are enrolled in the Wynford Health Plan must sign an affidavit that documents his/her marital and spousal employment statuses. The affidavit will also serve as a certification of the spouse's ineligibility for full-time based health insurance coverage at his/her place of employment, if applicable (Appendix A7). This document must be submitted to the Treasurer's Office by the established open enrollment dates.

SPECIFICATIONS: See Appendix C1

2. Dental Insurance:

- a. The Board shall purchase, through a carrier licensed by the State of Ohio, dental insurance coverage which meets or exceeds the coverage that was in effect during the 2007-2008 school year for each employee, now or hereinafter employed, and his/her eligible dependents. The full cost of this coverage and any increases thereof shall be paid by the Board.
- b. At the employee's option, the Board shall provide additional coverage as follows:
 - Increase lifetime maximum orthodontic services per person to \$2,000

- Increase percentage of payment of reasonable and customary charges for Complex services to 70% and Orthodontic services to 60%

If this option is elected by an employee, the Board will pay five dollars (\$5) per month towards the additional cost of said improved dental insurance. Any additional premiums will, through payroll deduction, be purchased by the employee. The employee may choose to take a single policy, a family policy, or no policy.

SPECIFICATIONS: See Appendix C2 – C3

3. Vision Insurance Plan

The Board will pay \$5.00 per month toward the additional cost of said approved vision insurance plan. The employee will, through payroll deduction, purchase any additional premiums. The employee may choose to take a single policy, a single plus one policy, a family policy, or no policy.

SPECIFICATIONS: See Appendix C4

4. Life and Accidental Death and Dismemberment:

The Board shall purchase through a carrier licensed by the State of Ohio, a \$20,000 policy. The Board thereof shall pay the full cost of this coverage and increases. Every employee shall have the opportunity to purchase additional Life and Accident Death and Dismemberment coverage and other insurance coverage established by the carrier, within coverage and cost limits set by the carrier, through payroll deduction. Employees must enroll for additional coverage in writing, to the Treasurer during the established open enrollment period for additional coverage to be provided in the next contract year.

5. Non-Participation Stipend:
- a. Any Non-Certified staff member may decline taking the medical and prescription coverage and receive a reimbursement, except employees with one or more of the following criteria:
 - 1. An employee whose spouse has 100% Board medical coverage under the Wynford Insurance Plan.
 - 2. An employee who works 15 hours per week or less.
 - b. Upon annual written application to the Treasurer by the established open enrollment dates of the year preceding the election, any eligible employee electing to not enroll in single or family medical and prescription coverage will receive a \$1,650 stipend. The employee shall be paid the stipend in December at the end of the plan year. If the eligible employee is less than full-time, the reimbursement stipend shall be prorated accordingly to the percentage of employment.
 - c. If the employee is not covered by any other medical and prescription insurance plan, the eligible employee will be able to re-enroll in the Wynford Insurance Plan during the plan year. The re-enrollment must be for a qualifying event recognized by the IRS and consistent with the terms of the insurance carrier's contract. No pre-existing clause will be applied. The employee will not be eligible in whole or in part for the stipend.
6. The Board will offer all employees a Section 125 Plan that will only shelter the employees' contribution to their insurance premiums. Additional 125 Plan shelters will be offered if there are no additional costs to the Board.

ARTICLE IX PAID HOLIDAYS

The Wynford Board of Education recognizes the legal holidays for pay as follows: New Year's Day, Martin Luther King Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas. Eleven and twelve month employees will receive credit for the 8 holidays; all other employees will receive credit for 7 holidays. Twelve-month employees shall be granted ten (10) paid holidays including President's Day and the day after Thanksgiving. If an employee is requested to attend a required training seminar on either of those days, he/she shall be compensated.

ARTICLE X SEVERANCE PAY

Classified employees who choose to retire are eligible for severance pay upon evidence of proof that they have retired. The severance pay is based upon the accumulated sick leave remaining to their credit. Each employee is entitled to one-fourth of their accumulated sick leave for severance pay calculations not to exceed two hundred eighty (280) days. This gives a maximum of 70 days on July 1, 2000 based upon each employee's daily rate at the time of his or her retirement (regular and supplemental). Payment shall be made within sixty (60) days after verification of retirement.

ARTICLE XI MILEAGE

Employees who are required to travel as a result of their assignment shall be compensated at the current IRS rate for mileage as of July 1 for each subsequent fiscal year.

ARTICLE XII SERS PICK-UP

The Board agrees to continue to recognize the tax-deferred treatment of employees’ contributions to the State Employees Retirement System on behalf of the employees in the bargaining unit on the following terms and conditions:

1. The amount to be picked-up and paid on behalf of each employee shall be equal to the amount of the employee’s contribution. The employee’s annual compensation shall be reduced for tax purposes only, by an amount picked-up and paid by the Board.
2. The pick-up percentage shall apply uniformly to all members of the bargaining unit.
3. No employee covered by this provision shall have the option to elect a wage increase or other benefit in lieu of the employer pick-up.
4. The pick-up shall continue without interruption and shall apply to all compensation including supplemental earnings thereafter.
5. This provision shall not result in additional costs to the Board with regard to SERS premium amounts.

ARTICLE XIII PAID VACATION

The Wynford Board of Education shall have a paid vacation schedule for all 12 month employees as follows:

- | | |
|--|-------------------------------|
| 1 – 6 years service to the district - | Two (2) weeks paid vacation |
| 7-12 years service to the district - | Three (3) weeks paid vacation |
| 13 or more years service to the district - | Four (4) weeks paid vacation |

All classified staff eligible for vacation shall use earned vacation under the following guidelines:

One week earned vacation – may be used at any time with permission of the immediate supervisor.

Two weeks earned vacation – at least one week shall be used during the summer break.

Three weeks earned vacation – at least one week shall be used during the summer break.

Four weeks earned vacation – at least two weeks shall be used during the summer break.

A twelve-month employee may add up to no more than five (5) unused vacation days from his/her previous work year to his/her total vacation days for the current work year. An employee may not accrue more than 25 days of vacation in any work year.

ARTICLE XIV FREE DEPENDENT TUITION

1. The Board will maintain a policy of free dependent tuition.
2. The Superintendent shall assign the dependent of an employee to a building and class in accordance with past records from previous schools or local testing.
3. Request for free dependent tuition shall be made prior to the opening of the school year except for extenuating circumstances which may occur during the school year and are approved by the Board of Education.

ARTICLE XV BUS DRIVER RECRUITMENT

The Board shall pay a recruitment incentive of one hundred (\$100) to the first person who submits, in writing to the transportation supervisor, the name of any prospect, trained or untrained, for the position of substitute or full-time bus driver, provided the recruit acknowledges his/her recruiter on the employment application

form and proceeds to meet all requirements necessary to fulfill the position and subsequently provides the Wynford District with at least seventy-five (75) hours of active service as a bus driver.

ARTICLE XVI DIRECT DEPOSIT

An employee's salary shall be paid electronic transfer to a bank(s) and/or savings and loan institution(s) of the employee's choosing not later than 8:00 A.M. each pay date. The Board shall not be held liable or accountable for mistakes and/or late deposits due to errors made by any financial institution.

This benefit will be available at no cost to the employee. Employees shall be able to select and change bank(s)/financial institution(s) at their individual options.

ARTICLE XVII PAY DOCKS

If an employee uses more than two days of docked pay for absence from the assigned job at Wynford Schools over the period of one year, that employee is subject to disciplinary action including dismissal. (An extended illness, other similar absence where sick leave is totally used, a vacation scheduled for spouse by another company, religious observations or other similar reasons, will be taken into consideration).

Requests for a pay dock will be submitted to the immediate supervisor who will approve or disapprove the request and submit it to the Superintendent for final consideration.

Dock days will not be approved until all personal days have been used or will be used in conjunction with dock days.

If an employee takes more than two dock days for a reason not listed for consideration, the employee shall be docked his/her daily rate plus the per diem

rate of all insurances taken by the employee for each dock day used. The per diem rate will be your annual insurance expense divided by the number of contract days.

ARTICLE XVIII DURATION OF AGREEMENT

- A. The terms and conditions of this contract shall be effective July 1, 2017, and shall continue in full force and effect until twelve o'clock, midnight, June 30, 2020 at which time it shall expire.
- B. The Board shall change its personnel policies and practices as may be necessary in order to give full force and effect to this contract.
- C. By January 1, 2018 each classified employee shall have the opportunity to receive a copy of this contract.
- D. 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 agreement arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement.

This agreement supersedes and cancels all previous agreements verbal or written between the Board of Education and the Association and constitutes the entire agreement between both parties. Therefore, for the life of this agreement each party voluntarily waives the right and each agrees that the other shall not be obligated to bargain collectively on any subject or matter referred to or covered, not referred to, or not covered in this agreement including subjects which could have been bargained but were either discussed or not discussed, but not included in this agreement. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by parties hereto.

ARTICLE XIX LIABILITY PROTECTION

The Wynford Classified staff and the Wynford Local Board of Education in an effort to deal with liabilities placed on the Board of Education by Ohio Revised Code 3313.203 (Sovereign Immunity) agree to the following stipulations.

1. The Board of Education shall provide for the defense of a member of the bargaining unit in any civil action or proceedings in any state or federal court arising out of an alleged act or omission in connection with a governmental or proprietary function which occurs or is alleged to have occurred while the employee was acting in good faith and not manifestly outside the scope of his employment or duty. The duty to provide for an employee's defense required by this section shall not arise when the civil action or proceeding is brought by or on behalf of the Wynford Local Board of Education.

2. The Wynford Local Board of Education shall indemnify and hold harmless all members of the bargaining unit in the amount of any judgment, other than punitive damages, obtained against any such employees in any state court, federal court, or as a result of a law of a foreign jurisdiction, provided that the act or omission connected with either a governmental or proprietary function from which such judgment arose occurred while the employee was acting in good faith within the scope of his employment of duty. This duty to indemnify and hold harmless or pay prescribed by this subdivision shall not arise if the injury or damage resulted from the employee acting or failing to act with malice of purpose, in bad faith, or in a wanton and reckless manner, and/or if a statute specifically imposes liability.

3. The Board of Education further agrees not to enter into any consent judgment or settlement of claim on behalf of the employee unless the member of the bargaining unit has given express written consent to the same. Nothing herein shall be construed as limiting the Board's authority

as a party defendant to settle, compromise, and dismiss claims filed against the Board of Education.

4. The Board of Education further agrees that should there be any claim or liability or damages against any member of the bargaining unit pursuant to Ohio Revised Code 3313.203 that said employee shall have the right to employ co-counsel, at the employee's cost, in any and all actions to defend his or her interests.
5. The Board further agrees that any member of the bargaining unit shall have the right to be represented by an attorney of his or her choice and expense at any meeting between Board attorney, the insurance company representatives, the attorney representing the insurance company and/or the Board of Education, any deposition relevant to the claim of liability or damages, any meeting between the Board of Education and the person claiming any alleged act or omission in connection with any liability suit.
6. The Board further agrees that unless discovered and proven by independent inquiry none of the materials provided in confidence to the Board's attorney or investigator in an attempt to indemnify the Board, excluding incident reports developed by the administration or an admitted crime, relevant to any claim or damages, or allegation or admission of wrongdoing will be placed in the employee's personnel file and further that no records of relevancy to any employee's alleged culpability in any liability claim may be made part of any employee personnel records or utilized in any way that will adversely impact on the employee's wages, hours, or terms and conditions of employment at the time the complaint is filed or at some future date after the complaint has been filed.
7. The Board further agrees that there will be no media release, except that information which would be available to any person attending a public board meeting, regarding any liability suit which involved the alleged act or

omission of a member of the bargaining unit and that any publicity or media release will require the express written concurrence of the member of the bargaining unit involved.

8. Following notification of an incident, the Board of Education agrees to provide any member of the bargaining unit with a minimum of three (3) hours to secure professional advice before he or she is required to file a written accident report or to give an oral account to the employer or anyone else of the incident that could result in a claim of liability.

The Board further agrees that the employee shall have the right to representation of his/her choice at any meeting involving any such complaint or incident that could result in a claim or liability.

9. The Board of Education should provide adequate release time for any employee who is required to attend any deposition, any pre-trial hearing, and any or all state and federal court hearings involving any and/or all claims or liability. The Board of Education agrees that such release time will not result in the employee's loss of wages or deduction from any Board approved leave.
10. The Wynford classified staff will encourage all members of the bargaining unit to cooperate with the Board of Education in any defense to all claims of liability.
11. The Wynford Local Board of Education will purchase liability coverage.

ARTICLE XX EVALUATION AND CONTRACTS

EMPLOYEE'S CAREER WITH THE SCHOOL SYSTEM

1. EMPLOYMENT: The Board of Education shall initially employ the classified staff of the schools, upon the recommendation of the Superintendent. The salary shall recognize the training and experience of the employee and shall be in conformity with a salary schedule duly adopted by the Board of Education.
2. EVALUATION: Purpose: to assess an employee's work performance, to help the employee to achieve greater effectiveness in the performance of his/her work assignment, and to constitute the basis for personnel decisions including promotions, reassignments, continuing contract status, limited contract renewal, or contract non-renewal.
 - a. Each employee will receive one formal evaluation during the school year completed by the building administrator or employee supervisor.
 - b. Evaluations are to be placed into employee personnel files and the employee will be given a copy of their evaluation.
3. PROMOTIONS: Promotions within the district will follow the Board policy that existing employees will be considered for any promotions, based upon their service, performance and qualifications. This is at the discretion of the administration.
4. An employee shall retain the same job title for which they were hired unless new responsibilities of the job necessitate a change. The seniority list shall identify the job title of each employee and shall only be changed when a new job title is officially approved by the Board of Education.

ARTICLE XXI BETTER LINE OF COMMUNICATION BETWEEN BOARD, ADMINISTRATION AND STAFF

1. Labor-Management Committee. A Labor Management Committee shall be formed each school year composed of one representative from bus drivers, secretaries, library/teachers' aides, custodians, and the Superintendent and his designees. This committee will meet once per grading period during the school year and more often, if requested, by either the Association or Administration.

ARTICLE XXII POSTINGS

All contracted position openings, for classified positions and supplemental positions shall be posted conspicuously on the bulletin board in each office near the teachers' mailboxes in every building during the school year, mailed (in the school mail) to each full and/or part-time bus driver, and mailed by U.S. Postal Service to any classified R.I.F.'d employee and employees on an extended leave. Such notices will be indelibly dated at the time of posting. When school is not in session such notices shall be posted in the Board of Education office and shall be emailed to each classified employee. Interested employees shall apply within ten (10) calendar days of the date on the posting.

If the position becomes vacant on or after July 10, then the posting time shall be reduced to one week until school resumes again. After school resumes, the 10 calendar day posting time goes into effect.

ARTICLE XXIII ADMINISTERING MEDICATION

Prior to, or at the beginning of each school year, communication shall be sent to all parents of school students discouraging the administration of medication at school. The form which parents obtain from their doctors to provide for administration of medication shall include a provision that requires the doctor to certify that the dosage of the medication in question cannot be reconfigured in such a way that the medication would not need to be administered during the school day. School district employees are covered for liability as described in ORC 2744.07, and as described in Article XX.

ARTICLE XXIV BUS DRIVING PROCEDURES; EXTRA-CURRICULAR TRIPS

1. As much as can possibly be followed, field trips shall be assigned on a rotation basis to all regular bus drivers. If a regular driver cannot be found, then a substitute driver will be used.
2. All forms for extra-curricular field trips shall be turned in within five (5) days of date of occurrence.
3. All drivers are required to attend one annual safety workshop sponsored by the Wynford Local Board of Education.
4. New buses will be assigned according to route need. The decision will be made by the Director of Transportation and the Superintendent. Seniority will not be a factor.
5. New buses will be used for field trips on a rotation basis when available and with the approval of the Director of Transportation and the Superintendent.
6. A "trip" shall be defined as transporting riders to and from the same activity on the same day.

7. Trips are to be assigned according to seniority, one trip per rotation. The eligible driver is to be offered the trip at the top of the list (there will be no picking and choosing of trips and locations in advance).
8. Trip lists – sign-up sheet should continue as is presently being done
 1. Drivers are given the opportunity to select the type of activity for which they wish to have the opportunity to drive. (Appendix A6)
 2. The rotation schedule for field trip bidding by bus drivers shall begin on a seniority basis, on the first regularly scheduled day of the year for students and shall end on the day before the regular beginning day of school for students.
9. Bus drivers shall not trade field trips among themselves. If field trip cannot, for some reason, be taken, turn the trip back into the board office.
10. A regular bus driver who accepts a trip and turns it back more than three times in one year will be removed from the rotation for the balance of the year.
11. Breakdown of activities (varsity boys basketball, varsity girls basketball, freshmen boys basketball, band, etc.) should continue as is presently being done in accordance with Appendix A6 and activities chosen by the driver.
12. Rotation is based on seniority – The seniority list is established by the Board of Education.
13. Full-time drivers are not to take off their route to drive trips.
14. An organization requesting a school bus to be used for a field trip will be responsible for the admission of the bus driver into the event, if the event doesn't already let the bus driver in with a complimentary pass. The exception to this rule will be if the advisor/chaperones are paying admission, the bus drivers will also pay and will be notified in advance.

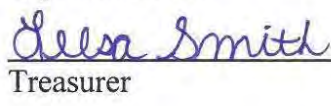
WYNFORD BOARD OF EDUCATION



President



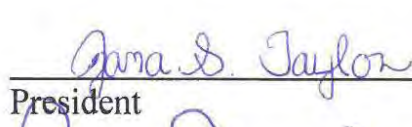
Superintendent



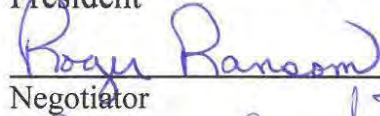
Treasurer

Negotiator

WYNFORD CLASSIFIED STAFF



President



Negotiator



Negotiator

Negotiator

Grievance Report Form
(To be filed in triplicate)

Grievance # _____ Date Filed: _____

Name of Aggrieved _____

Building _____ Assignment _____

LEVEL ONE

A. Problem discussed:

Signature of Aggrieved

Signature of Supervisor/Principal

Date

Date

LEVEL TWO

(Submitted to Immediate Supervisor/Principal)

A. Date cause of grievance occurred _____

B. 1. State of grievance:

2. Relief sought:

C. _____
Signature of Aggrieved

Date

D. Disposition by Supervisor/Principal:

Signature of Supervisor/Principal

Date

LEVEL THREE
(Submitted to Superintendent)

A. Position of Aggrieved or Association:

Signature of Aggrieved

Date

B. Disposition by Superintendent:

Signature of Superintendent

Date

LEVEL FOUR
(Submitted to Board)

A. Position of Aggrieved or Association:

Signature of Aggrieved

Date

B. Disposition by Board:

Signature of Board

Date

LEVEL FIVE
(Submitted to Arbitrator)

A. Position of aggrieved or Association:

Signature of Aggrieved

Date

B. Disposition of the Arbitrator:

Signature of Arbitrator

Date

WYNFORD LOCAL
 TRIP MILEAGE REPORT
REGULAR DRIVERS/SCHOOL DAY

Date of trip: _____
 Bus report Time: _____
 Group Taken: _____
 Destination: _____

Athletic Team _____ Field Trip _____

Lunch: Sack _____ Fast Food _____ School _____ Driver Admission Fee _____

This section to be completed by driver

Driver's Name _____

Bus Number _____

Mileage:

Return: _____

Time

Actual start time at H.S. or Elem. School _____

Start: _____

Actual finish time at H.S. or Elem. School _____

Trip Mileage: _____

TOTAL _____

Driver's Signature _____

Employee ID Number _____

This section to be completed by treasurer's office

Regular Hours: _____ Rate: _____ Total: _____

Overtime Hours: _____ Rate: _____ Total: _____

Total for _____

Acct. number: _____

****Completed form must be returned to Treasurer's Office for payment****

WYNFORD LOCAL
TRIP MILEAGE REPORT

SUBSTITUTE/NON-SCHOOL DAY

Date of trip: _____
 Bus report Time: _____
 Group Taken: _____
 Destination: _____

Athletic Team _____ Field Trip _____
 Lunch: Sack _____ Fast Food _____ School _____ Driver Admission Fee _____

This section to be completed by driver

Driver's Name _____			Bus Number _____
Mileage:	Return: _____	Time	Actual start time at H.S. or Elem. School _____
	Start: _____		Actual finish time at H.S. or Elem. School _____
	Trip Mileage: _____		Pre-trip, fueling, cleaning, etc. <u>+30 minutes</u>
			TOTAL _____

Driver's Signature

Employee ID Number

This section to be completed by treasurer's office

Regular Hours: _____	Rate: _____	Total: _____
Overtime Hours: _____	Rate: _____	Total: _____
Total for _____		Acct. number: _____

****Completed form must be returned to Treasurer's Office for payment****

TRANSPORTATION REQUEST

WYNFORD LOCAL SCHOOLS

1. Requests must be submitted prior to each trip to the superintendent's office.
2. A copy will be returned to the person requesting transportation.

This section to be completed by teacher/principal

Date of trip:	School:	Destination:	Lunch: Sack _____ Fast Food _____ School _____
---------------	---------	--------------	--

Driver Admission Fee _____

Bus report time _____	Group: _____
Departure time: _____	Number of riders: _____
Return time to school _____	Teacher in Charge: _____
	Date submitted: _____

When van is used - mark mileage after trip and return your copy to superintendent's office.

Comments: (Directions and Special Instructions) VAN MILES DRIVEN

****Notify transportation department immediately if trip is cancelled****

Principal's Approval: _____ Date: _____

THIS SECTION TO BE COMPLETED BY SUPERINTENDENT

Vehicle: _____ Bus _____ Van _____ Granted _____ Not Granted _____

Comments: _____

Superintendent: _____ Date: _____

WYNFORD LOCAL SCHOOLS
UNUSED PERSONAL LEAVE FORM

SCHOOL YEAR 20 ____ /20 ____

Please elect one of the following options and return to the Treasurer's Office by June 15th.

_____ I wish to carryover _____ unused personal leave days up to a maximum of 5 (five) for next school year

_____ I wish to have my unused personal leave days from the current school year converted to sick leave.

According to my records, I have _____ unused personal leave days left.

Employee Signature

Identification #

Date

BUS DRIVERS - EXTRA CURRICULAR

MAY 20__

TO: All regular drivers

SUBJECT: Extra curricular driving

Below is a list of the extra curricular categories. Please check **only the categories you are willing to drive.** Forms will be put in seniority order. Forms returned after **August 1st** will automatically go to the bottom of the seniority list.

- Football, Varsity
- Football, J.V. and Freshman
- Football, Junior High
- Volleyball, High School
- Volleyball, Junior High
- Basketball, Boys High School
- Basketball, Boys Freshman
- Basketball, Boys Junior High
- Basketball, Girls High School
- Basketball, Girls Junior High
- Baseball
- Softball
- Swimming
- Track, Boys and Girls High School
- Track, Boys and Girls Junior High
- Cross Country
- Golf (Boys)
- Golf (Girls)
- Music Department
- Field Trips - High School
- Field Trips - Elementary

I am **not** willing to drive on Saturday.

I am **not** willing to drive on Sunday.

Signature

Date

WYNFORD BOARD OF EDUCATION
NON-CERTIFIED SALARY SCHEDULES

FY2018 – Base 6% w/steps
FY2019 – Base 0% w/steps
FY2020 – Base 0% w/steps

	BASE 2017	1ST YR %	NEW BASE 2018	2ND YR %	NEW BASE 2019	3RD YR %	NEW BASE 2020
BUS DRIVER	12,947	1.060	13,724	1.000	13,724	1.000	13,724
CUSTODIAN	25,171	1.060	26,681	1.000	26,681	1.000	26,681
PRESCHOOL ASSISTANT	17,542	1.060	18,595	1.000	18,595	1.000	18,595
SECRETARY-197	15,859	1.060	16,811	1.000	16,811	1.000	16,811
SECRETARY-207	17,775	1.060	18,842	1.000	18,842	1.000	18,842
LIBRARY/TEACHER AIDE	13,008	1.060	13,788	1.000	13,788	1.000	13,788
BUS DRIVER LONGEVITY	455	1.060	482	1.000	482	1.000	482

BUS DRIVER PERSONNEL		BASE FY 2018	
HOURS PER DAY	INDEX	HOURLY RATE	YEARLY RATE
4.50	1.000	16,309	13,724
4.75	1.056	16,309	14,486
5.00	1.111	16,309	15,249
5.25	1.167	16,309	16,011
5.50	1.222	16,309	16,774
5.75	1.278	16,309	17,536
6.00	1.333	16,309	18,298
6.25	1.389	16,309	19,061
6.50	1.444	16,309	19,823
7.50	1.667	16,309	22,873
8.00	1.778	16,309	24,398

BUS DRIVER PERSONNEL		BASE FY 2019	
HOURS PER DAY	INDEX	HOURLY RATE	YEARLY RATE
4.50	1.000	16,309	13,724
4.75	1.056	16,309	14,486
5.00	1.111	16,309	15,249
5.25	1.167	16,309	16,011
5.50	1.222	16,309	16,774
5.75	1.278	16,309	17,536
6.00	1.333	16,309	18,298
6.25	1.389	16,309	19,061
6.50	1.444	16,309	19,823
7.50	1.667	16,309	22,873
8.00	1.778	16,309	24,398

BUS DRIVER PERSONNEL		BASE FY 2020	
HOURS PER DAY	INDEX	HOURLY RATE	YEARLY RATE
4.50	1.000	16,309	13,724
4.75	1.056	16,309	14,486
5.00	1.111	16,309	15,249
5.25	1.167	16,309	16,011
5.50	1.222	16,309	16,774
5.75	1.278	16,309	17,536
6.00	1.333	16,309	18,298
6.25	1.389	16,309	19,061
6.50	1.444	16,309	19,823
7.50	1.667	16,309	22,873
8.00	1.778	16,309	24,398

BUS DRIVER LONGEVITY 187 DAYS		BASE FY 2018	
EXP.	INDEX	HOURLY RATE	YEARLY RATE
1	1.0000	0.573	482
2	1.0947	0.627	528
3	1.1852	0.679	572
4	1.2757	0.731	615
5	1.3661	0.783	659
6	1.4566	0.835	703
7	1.5471	0.887	746
8	1.6376	0.939	790
9	1.7280	0.990	833
10	1.8152	1.040	875
11	1.9023	1.090	917
12	1.9928	1.142	961
13	2.1019	1.205	1,014
14	2.2110	1.267	1,066
15	2.3201	1.330	1,119
17	2.5010	1.433	1,206
20	2.7532	1.578	1,328
23	2.8957	1.660	1,397
25	3.0438	1.745	1,468
27	3.1194	1.788	1,504
30	3.2247	1.848	1,555

BUS DRIVER LONGEVITY 187 DAYS		BASE FY 2019	
INDEX	HOURLY RATE	YEARLY RATE	INDEX
1.0000	0.573	482	1.0000
1.0947	0.627	528	1.0947
1.1852	0.679	572	1.1852
1.2757	0.731	615	1.2757
1.3661	0.783	659	1.3661
1.4566	0.835	703	1.4566
1.5471	0.887	746	1.5471
1.6376	0.939	790	1.6376
1.7280	0.990	833	1.7280
1.8152	1.040	875	1.8152
1.9023	1.090	917	1.9023
1.9928	1.142	961	1.9928
2.1019	1.205	1,014	2.1019
2.2110	1.267	1,066	2.2110
2.3201	1.330	1,119	2.3201
2.5010	1.433	1,206	2.5010
2.7532	1.578	1,328	2.7532
2.8957	1.660	1,397	2.8957
3.0438	1.745	1,468	3.0438
3.1194	1.788	1,504	3.1194
3.2247	1.848	1,555	3.2247

BUS DRIVER LONGEVITY 187 DAYS		BASE FY 2020	
INDEX	HOURLY RATE	YEARLY RATE	INDEX
1.0000	0.573	482	1.0000
1.0947	0.627	528	1.0947
1.1852	0.679	572	1.1852
1.2757	0.731	615	1.2757
1.3661	0.783	659	1.3661
1.4566	0.835	703	1.4566
1.5471	0.887	746	1.5471
1.6376	0.939	790	1.6376
1.7280	0.990	833	1.7280
1.8152	1.040	875	1.8152
1.9023	1.090	917	1.9023
1.9928	1.142	961	1.9928
2.1019	1.205	1,014	2.1019
2.2110	1.267	1,066	2.2110
2.3201	1.330	1,119	2.3201
2.5010	1.433	1,206	2.5010
2.7532	1.578	1,328	2.7532
2.8957	1.660	1,397	2.8957
3.0438	1.745	1,468	3.0438
3.1194	1.788	1,504	3.1194
3.2247	1.848	1,555	3.2247

**WYNFORD BOARD OF EDUCATION
NON-CERTIFIED SALARY SCHEDULES**

FY2018 – Base 6% w/steps
FY2019 – Base 0% w/steps
FY2020 – Base 0% w/steps

	BASE 2017	1ST YR %	NEW BASE 2018	2ND YR %	NEW BASE 2019	3RD YR %	NEW BASE 2020
BUS DRIVER	12,947	1.060	13,724	1.000	13,724	1.000	13,724
CUSTODIAN	25,171	1.060	26,681	1.000	26,681	1.000	26,681
PRESCHOOL ASSISTANT	17,542	1.060	18,595	1.000	18,595	1.000	18,595
SECRETARY-197	15,859	1.060	16,811	1.000	16,811	1.000	16,811
SECRETARY-207	17,775	1.060	18,842	1.000	18,842	1.000	18,842
LIBRARY/TEACHER AIDE	13,008	1.060	13,788	1.000	13,788	1.000	13,788
BUS DRIVER LONGEVITY	455	1.060	482	1.000	482	1.000	482

CUSTODIAN 260 DAYS/8 HOURS*		BASE FY 2018	
EXP.	INDEX	HOURLY RATE	YEARLY RATE
0	1.0000	12.828	26,681
1	1.0640	13.648	28,389
2	1.1010	14.123	29,376
3	1.1285	14.476	30,110
4	1.1775	15.104	31,417
5	1.2165	15.605	32,458
6	1.2375	15.874	33,018
7	1.2580	16.137	33,565
8	1.2790	16.406	34,125
9	1.3035	16.721	34,779
10	1.3285	17.041	35,446
11	1.3500	17.317	36,020
12	1.3720	17.599	36,607
13	1.3757	17.647	36,705
14	1.3794	17.694	36,804
15	1.3830	17.740	36,900
17	1.4152	18.154	37,759
20	1.4473	18.565	38,616
23	1.4788	18.969	39,456
25	1.5111	19.384	40,318
27	1.5440	19.806	41,196
30	1.5769	20.228	42,074

CUSTODIAN 260 DAYS/8 HOURS*		BASE FY 2019	
INDEX		HOURLY RATE	YEARLY RATE
1.0000		12.828	26,681
1.0640		13.648	28,389
1.1010		14.123	29,376
1.1285		14.476	30,110
1.1775		15.104	31,417
1.2165		15.605	32,458
1.2375		15.874	33,018
1.2580		16.137	33,565
1.2790		16.406	34,125
1.3035		16.721	34,779
1.3285		17.041	35,446
1.3500		17.317	36,020
1.3720		17.599	36,607
1.3757		17.647	36,705
1.3794		17.694	36,804
1.3830		17.740	36,900
1.4152		18.154	37,759
1.4473		18.565	38,616
1.4788		18.969	39,456
1.5111		19.384	40,318
1.5440		19.806	41,196
1.5769		20.228	42,074

CUSTODIAN 260 DAYS/8 HOURS*		BASE FY 2020	
INDEX		HOURLY RATE	YEARLY RATE
1.0000		12.828	26,681
1.0640		13.648	28,389
1.1010		14.123	29,376
1.1285		14.476	30,110
1.1775		15.104	31,417
1.2165		15.605	32,458
1.2375		15.874	33,018
1.2580		16.137	33,565
1.2790		16.406	34,125
1.3035		16.721	34,779
1.3285		17.041	35,446
1.3500		17.317	36,020
1.3720		17.599	36,607
1.3757		17.647	36,705
1.3794		17.694	36,804
1.3830		17.740	36,900
1.4152		18.154	37,759
1.4473		18.565	38,616
1.4788		18.969	39,456
1.5111		19.384	40,318
1.5440		19.806	41,196
1.5769		20.228	42,074

*1/2 hour paid lunch in middle of shift

CUSTODIAN 260 DAYS/4 HOURS		BASE FY 2006	
EXP.	INDEX	HOURLY RATE	YEARLY RATE
0	1.0000	12.828	13,341
1	1.0640	13.648	14,194
2	1.1010	14.123	14,688
3	1.1285	14.476	15,055
4	1.1775	15.104	15,709
5	1.2165	15.605	16,229
6	1.2375	15.874	16,509
7	1.2580	16.137	16,783
8	1.2790	16.406	17,063
9	1.3035	16.721	17,390
10	1.3285	17.041	17,723
11	1.3500	17.317	18,010
12	1.3720	17.599	18,303
13	1.3757	17.647	18,353
14	1.3794	17.694	18,402
15	1.3830	17.740	18,450
17	1.4152	18.154	18,880
20	1.4473	18.565	19,308
23	1.4788	18.969	19,728
25	1.5111	19.384	20,159
27	1.5440	19.806	20,598
30	1.5769	20.228	21,037

CUSTODIAN 260 DAYS/4 HOURS		BASE FY 2007	
INDEX		HOURLY RATE	YEARLY RATE
1.0000		12.828	13,341
1.0640		13.648	14,194
1.1010		14.123	14,688
1.1285		14.476	15,055
1.1775		15.104	15,709
1.2165		15.605	16,229
1.2375		15.874	16,509
1.2580		16.137	16,783
1.2790		16.406	17,063
1.3035		16.721	17,390
1.3285		17.041	17,723
1.3500		17.317	18,010
1.3720		17.599	18,303
1.3757		17.647	18,353
1.3794		17.694	18,402
1.3830		17.740	18,450
1.4152		18.154	18,880
1.4473		18.565	19,308
1.4788		18.969	19,728
1.5111		19.384	20,159
1.5440		19.806	20,598
1.5769		20.228	21,037

CUSTODIAN 260 DAYS/4 HOURS		BASE FY 2008	
INDEX		HOURLY RATE	YEARLY RATE
1.0000		12.828	13,341
1.0640		13.648	14,194
1.1010		14.123	14,688
1.1285		14.476	15,055
1.1775		15.104	15,709
1.2165		15.605	16,229
1.2375		15.874	16,509
1.2580		16.137	16,783
1.2790		16.406	17,063
1.3035		16.721	17,390
1.3285		17.041	17,723
1.3500		17.317	18,010
1.3720		17.599	18,303
1.3757		17.647	18,353
1.3794		17.694	18,402
1.3830		17.740	18,450
1.4152		18.154	18,880
1.4473		18.565	19,308
1.4788		18.969	19,728
1.5111		19.384	20,159
1.5440		19.806	20,598
1.5769		20.228	21,037

**WYNFORD BOARD OF EDUCATION
NON-CERTIFIED SALARY SCHEDULES**

FY2018 – Base 6% w/steps

FY2019 – Base 0% w/steps

FY2020 – Base 0% w/steps

	BASE 2017	1ST YR %	NEW BASE 2018	2ND YR %	NEW BASE 2019	3RD YR %	NEW BASE 2020
BUS DRIVER	12,947	1.060	13,724	1.000	13,724	1.000	13,724
CUSTODIAN	25,171	1.060	26,681	1.000	26,681	1.000	26,681
PRESCHOOL ASSISTANT	17,542	1.060	18,595	1.000	18,595	1.000	18,595
SECRETARY-197	15,859	1.060	16,811	1.000	16,811	1.000	16,811
SECRETARY-207	17,775	1.060	18,842	1.000	18,842	1.000	18,842
LIBRARY/TEACHER AIDE	13,068	1.060	13,788	1.000	13,788	1.000	13,788
BUS DRIVER LONGEVITY	455	1.060	482	1.000	482	1.000	482

SECRETARIAL GROUP I 197 DAYS/7.5 HOURS*		BASE FY 2018	
EXP.	INDEX	HOURLY RATE	YEARLY RATE
0	1.0000	11.378	16,811
1	1.0530	11.982	17,701
2	1.0870	12.369	18,273
3	1.1100	12.630	18,660
4	1.1340	12.903	19,063
5	1.1570	13.165	19,450
6	1.1800	13.426	19,836
7	1.2030	13.688	20,223
8	1.2270	13.960	20,627
9	1.2550	14.279	21,097
10	1.2820	14.587	21,551
11	1.3070	14.872	21,971
12	1.3320	15.156	22,392
13	1.3353	15.194	22,447
14	1.3386	15.231	22,503
15	1.3420	15.270	22,560
17	1.3732	15.625	23,084
20	1.4044	15.980	23,609
23	1.4349	16.327	24,121
25	1.4662	16.683	24,648
27	1.4981	17.046	25,184
30	1.5300	17.409	25,720

		BASE FY 2019	
INDEX		HOURLY RATE	YEARLY RATE
1.0000		11.379	16,811
1.0530		11.982	17,701
1.0870		12.369	18,273
1.1100		12.629	18,660
1.1340		12.903	19,063
1.1570		13.165	19,450
1.1800		13.426	19,836
1.2030		13.688	20,223
1.2270		13.960	20,627
1.2550		14.279	21,097
1.2820		14.587	21,551
1.3070		14.871	21,971
1.3320		15.156	22,392
1.3353		15.194	22,447
1.3386		15.231	22,503
1.3420		15.270	22,560
1.3732		15.625	23,084
1.4044		15.980	23,609
1.4349		16.327	24,121
1.4662		16.682	24,648
1.4981		17.046	25,184
1.5300		17.409	25,720

		BASE FY 2020	
INDEX		HOURLY RATE	YEARLY RATE
1.0000		11.378	16,811
1.0530		11.982	17,701
1.0870		12.368	18,273
1.1100		12.630	18,660
1.1340		12.903	19,063
1.1570		13.164	19,450
1.1800		13.426	19,836
1.2030		13.688	20,223
1.2270		13.961	20,627
1.2550		14.279	21,097
1.2820		14.587	21,551
1.3070		14.872	21,971
1.3320		15.156	22,392
1.3353		15.194	22,447
1.3386		15.231	22,503
1.3420		15.269	22,560
1.3732		15.625	23,084
1.4044		15.979	23,609
1.4349		16.327	24,121
1.4662		16.683	24,648
1.4981		17.046	25,184
1.5300		17.408	25,720

*1/2 hour paid lunch in middle of shift

SECRETARIAL GROUP II 207 DAYS/8 HOURS*		BASE FY 2018	
EXP.	INDEX	HOURLY RATE	YEARLY RATE
0	1.0000	11.378	18,842
1	1.0530	11.981	19,840
2	1.0870	12.368	20,481
3	1.1100	12.629	20,914
4	1.1340	12.902	21,366
5	1.1570	13.164	21,800
6	1.1800	13.426	22,233
7	1.2030	13.687	22,666
8	1.2270	13.960	23,119
9	1.2550	14.279	23,646
10	1.2820	14.586	24,155
11	1.3070	14.871	24,626
12	1.3320	15.155	25,097
13	1.3353	15.193	25,159
14	1.3386	15.230	25,221
15	1.3420	15.269	25,285
17	1.3732	15.624	25,873
20	1.4044	15.979	26,461
23	1.4349	16.326	27,036
25	1.4662	16.682	27,625
27	1.4981	17.045	28,226
30	1.5300	17.408	28,827

		BASE FY 2019	
INDEX		HOURLY RATE	YEARLY RATE
1.0000		11.378	18,842
1.0530		11.981	19,840
1.0870		12.368	20,481
1.1100		12.629	20,914
1.1340		12.902	21,366
1.1570		13.164	21,800
1.1800		13.426	22,233
1.2030		13.687	22,666
1.2270		13.960	23,119
1.2550		14.279	23,646
1.2820		14.586	24,155
1.3070		14.871	24,626
1.3320		15.155	25,097
1.3353		15.193	25,159
1.3386		15.230	25,221
1.3420		15.269	25,285
1.3732		15.624	25,873
1.4044		15.979	26,461
1.4349		16.326	27,036
1.4662		16.682	27,625
1.4981		17.045	28,226
1.5300		17.408	28,827

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1.0000		11.378	18,842
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1.2030		13.687	22,666
1.2270		13.960	23,119
1.2550		14.279	23,646
1.2820		14.586	24,155
1.3070		14.871	24,626
1.3320		15.155	25,097
1.3353		15.193	25,159
1.3386		15.230	25,221
1.3420		15.269	25,285
1.3732		15.624	25,873
1.4044		15.979	26,461
1.4349		16.326	27,036
1.4662		16.682	27,625
1.4981		17.045	28,226
1.5300		17.408	28,827

*1/2 hour paid lunch in middle of shift

WYNFORD BOARD OF EDUCATION NON-CERTIFIED SALARY SCHEDULES

FY2018 – Base 6% w/steps

FY2019 – Base 0% w/steps

FY2020 – Base 0% w/steps

	BASE	1ST YR	NEW BASE	2ND YR	NEW BASE	3RD YR	NEW BASE
	2017	%	2018	%	2019	%	2020
BUS DRIVER	12,947	1.060	13,724	1.000	13,724	1.000	13,724
CUSTODIAN	25,171	1.060	26,681	1.000	26,681	1.000	26,681
PRESCHOOL ASSISTANT	17,542	1.060	18,595	1.000	18,595	1.000	18,595
SECRETARY-197	15,859	1.060	16,811	1.000	16,811	1.000	16,811
SECRETARY-207	17,775	1.060	18,842	1.000	18,842	1.000	18,842
LIBRARY/TEACHER AIDE	13,008	1.060	13,788	1.000	13,788	1.000	13,788
BUS DRIVER LONGEVITY	455	1.060	482	1.000	482	1.000	482

		BASE 13,788	
		FY 2018	
LIBRARY/TEACHER AIDE		HOURLY RATE	YEARLY RATE
187 DAYS/7 HOURS*			
EXP.	INDEX		
0	1.0000	10.534	13,788
1	1.0430	10.987	14,381
2	1.0620	11.187	14,643
3	1.0770	11.345	14,850
4	1.0990	11.576	15,154
5	1.1160	11.755	15,388
6	1.1350	11.956	15,650
7	1.1590	12.208	15,981
8	1.1820	12.451	16,298
9	1.2110	12.756	16,698
10	1.2400	13.062	17,098
11	1.2660	13.336	17,456
12	1.2930	13.620	17,829
13	1.2963	13.655	17,874
14	1.2996	13.689	17,920
15	1.3030	13.725	17,966
17	1.3333	14.044	18,384
20	1.3635	14.363	18,801
23	1.3931	14.674	19,209
25	1.4235	14.995	19,628
27	1.4545	15.321	20,055
30	1.4855	15.648	20,483

		BASE 13,788	
		FY 2019	
INDEX		HOURLY RATE	YEARLY RATE
1.0000		10.534	13,788
1.0430		10.987	14,381
1.0620		11.187	14,643
1.0770		11.345	14,850
1.0990		11.576	15,154
1.1160		11.755	15,388
1.1350		11.956	15,650
1.1590		12.208	15,981
1.1820		12.451	16,298
1.2110		12.756	16,698
1.2400		13.062	17,098
1.2660		13.336	17,456
1.2930		13.620	17,829
1.2963		13.655	17,874
1.2996		13.689	17,920
1.3030		13.725	17,966
1.3333		14.044	18,384
1.3635		14.363	18,801
1.3931		14.674	19,209
1.4235		14.995	19,628
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		FY 2020	
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1.0620		11.187	14,643
1.0770		11.345	14,850
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1.1160		11.755	15,388
1.1350		11.956	15,650
1.1590		12.208	15,981
1.1820		12.451	16,298
1.2110		12.756	16,698
1.2400		13.062	17,098
1.2660		13.336	17,456
1.2930		13.620	17,829
1.2963		13.655	17,874
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1.3030		13.725	17,966
1.3333		14.044	18,384
1.3635		14.363	18,801
1.3931		14.674	19,209
1.4235		14.995	19,628
1.4545		15.321	20,055
1.4855		15.648	20,483

*7 1/2 hr. day with unpaid 30 min. lunch in middle of shift

		BASE 18,595	
		FY 2018	
PRESCHOOL ASST		HOURLY RATE	YEARLY RATE
187 DAYS/7 HOURS*			
EXP.	INDEX		
0	1.0000	14.205	18,595
1	1.0430	14.816	19,394
2	1.0620	15.086	19,747
3	1.0770	15.299	20,026
4	1.0990	15.611	20,435
5	1.1160	15.853	20,751
6	1.1350	16.123	21,105
7	1.1590	16.464	21,551
8	1.1820	16.790	21,979
9	1.2110	17.202	22,518
10	1.2400	17.614	23,057
11	1.2660	17.984	23,541
12	1.2930	18.367	24,043
13	1.2963	18.414	24,104
14	1.2996	18.461	24,165
15	1.3030	18.509	24,229
17	1.3333	18.940	24,792
20	1.3635	19.369	25,354
23	1.3931	19.789	25,904
25	1.4235	20.221	26,469
27	1.4545	20.661	27,046
30	1.4855	21.102	27,622

		BASE 18,595	
		FY 2019	
INDEX		HOURLY RATE	YEARLY RATE
1.0000		14.205	18,595
1.0430		14.816	19,394
1.0620		15.086	19,747
1.0770		15.299	20,026
1.0990		15.611	20,435
1.1160		15.853	20,751
1.1350		16.123	21,105
1.1590		16.464	21,551
1.1820		16.790	21,979
1.2110		17.202	22,518
1.2400		17.614	23,057
1.2660		17.984	23,541
1.2930		18.367	24,043
1.2963		18.414	24,104
1.2996		18.461	24,165
1.3030		18.509	24,229
1.3333		18.940	24,792
1.3635		19.369	25,354
1.3931		19.789	25,904
1.4235		20.221	26,469
1.4545		20.661	27,046
1.4855		21.102	27,622

		BASE 18,595	
		FY 2020	
INDEX		HOURLY RATE	YEARLY RATE
1.0000		14.205	18,595
1.0430		14.816	19,394
1.0620		15.086	19,747
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1.0990		15.611	20,435
1.1160		15.853	20,751
1.1350		16.123	21,105
1.1590		16.464	21,551
1.1820		16.790	21,979
1.2110		17.202	22,518
1.2400		17.614	23,057
1.2660		17.984	23,541
1.2930		18.367	24,043
1.2963		18.414	24,104
1.2996		18.461	24,165
1.3030		18.509	24,229
1.3333		18.940	24,792
1.3635		19.369	25,354
1.3931		19.789	25,904
1.4235		20.221	26,469
1.4545		20.661	27,046
1.4855		21.102	27,622

*7 1/2 hr. day with unpaid 30 min. lunch in middle of shift

SUPPLEMENTAL CONTRACT SCHEDULE FOR FY18 SCHOOL YEAR
BASE RATE - \$30,957

	1	2	3	5	10	15	20	25
LEVEL A	\$7,430	\$7,739	\$8,049	\$8,358	\$8,668	\$8,978	\$9,287	\$9,597
ATHLETIC DIRECTOR	24.00%	25.00%	26.00%	27.00%	28.00%	29.00%	30.00%	31.00%
LEVEL B	\$5,572	\$5,882	\$6,191	\$6,501	\$6,811	\$7,120	\$7,430	\$7,739
HEAD FOOTBALL HEAD MENS BASKETBALL HEAD LADIES BASKETBALL	18.00%	19.00%	20.00%	21.00%	22.00%	23.00%	24.00%	25.00%
LEVEL C	\$4,334	\$4,644	\$4,953	\$5,263	\$5,572	\$5,882	\$6,191	\$6,501
JUNIOR HIGH ATHLETIC DIRECTOR HEAD HIGH SCHOOL VOLLEYBALL DISTRICT TEST COORDINATOR	14.00%	15.00%	16.00%	17.00%	18.00%	19.00%	20.00%	21.00%
LEVEL D	\$3,715	\$4,024	\$4,334	\$4,644	\$4,953	\$5,263	\$5,572	\$5,882
SUMMER BAND MARCHING BAND	12.00%	13.00%	14.00%	15.00%	16.00%	17.00%	18.00%	19.00%
LEVEL E	\$3,096	\$3,405	\$3,715	\$4,024	\$4,334	\$4,644	\$4,953	\$5,263
ASST. HIGH SCHOOL FOOTBALL (6) MENS JUNIOR VARSITY BASKETBALL LADIES JUNIOR VARSITY BASKETBALL GIRLS/BOYS FRESHMAN BASKETBALL HEAD BASEBALL HEAD TRACK HEAD HIGH SCHOOL SOFTBALL WEIGHTLIFTING & FITNESS COORDINATOR MENS VARSITY ASST BASKETBALL LADIES VARSITY ASST BASKETBALL HEAD SWIM COACH	10.00%	11.00%	12.00%	13.00%	14.00%	15.00%	16.00%	17.00%
LEVEL F	\$2,477	\$2,786	\$3,096	\$3,405	\$3,715	\$4,024	\$4,334	\$4,644
HEAD CROSS COUNTRY HEAD BOYS GOLF HEAD GIRLS GOLF YEAR BOOK ADVISOR ROYAL SINGERS/DINNER THEATRE ATHLETIC TRAINER VARSITY/JV BASKETBALL CHEERLEADING ASST HIGH SCHOOL VOLLEYBALL JUNIOR VARSITY VOLLEYBALL	8.00%	9.00%	10.00%	11.00%	12.00%	13.00%	14.00%	15.00%
LEVEL G	\$2,167	\$2,477	\$2,786	\$3,096	\$3,405	\$3,715	\$4,024	\$4,334
HEAD JUNIOR HIGH FOOTBALL B & G JUNIOR HIGH BASKETBALL JUNIOR HIGH VOLLEYBALL MEN & LADIES JUNIOR HIGH TRACK ASST. HIGH SCHOOL TRACK ASST BASEBALL ASST SOFTBALL FRESHMAN VOLLEYBALL PEP BAND/ROYAL BRASS ASST SWIM COACH	7.00%	8.00%	9.00%	10.00%	11.00%	12.00%	13.00%	14.00%
LEVEL H	\$1,857	\$2,167	\$2,477	\$2,786	\$3,096	\$3,405	\$3,715	\$4,024
VARSITY/JV FOOTBALL CHEERLEADING	6.00%	7.00%	8.00%	9.00%	10.00%	11.00%	12.00%	13.00%

SUPPLEMENTAL CONTRACT SCHEDULE FOR FY18 SCHOOL YEAR
BASE RATE - \$30,957

	1	2	3	5	10	15	20	25
LEVEL I	\$1,594	\$1,913	\$2,232	\$2,551	\$2,870	\$3,189	\$3,507	\$3,826
ASST. JUNIOR HIGH FOOTBALL CROSS COUNTRY ASSISTANT ASST. BAND DIRECTOR (60+ MEMBERS) ASST. PERCUSSION DIRECTOR (60+ MEMBERS)	5.00%	6.00%	7.00%	8.00%	9.00%	10.00%	11.00%	12.00%
LEVEL J	\$1,594	\$1,754	\$1,913	\$2,073	\$2,232	\$2,391	\$2,551	\$2,710
FALL PLAY ADVISOR FLAG CORP ADVISOR JUNIOR CLASS AND PROM DRAMA/MUSICAL NEWSPAPER ADVISOR ASST BASKETBALL CHEER COACH	5.00%	5.50%	6.00%	6.50%	7.00%	7.50%	8.00%	8.50%
LEVEL K	\$1,275	\$1,435	\$1,594	\$1,754	\$1,913	\$2,073	\$2,232	\$2,391
JUNIOR HIGH BASKETBALL CHEERLEADING JUNIOR HIGH DRAMA ADVISOR ASST FOOTBALL CHEER COACH ASST DRAMA/TECHNICAL DIRECTOR	4.00%	4.50%	5.00%	5.50%	6.00%	6.50%	7.00%	7.50%
LEVEL L	\$957	\$1,116	\$1,275	\$1,435	\$1,594	\$1,754	\$1,913	\$2,073
ATHLETIC BOARD TREASURER CONCESSION STAND MANAGER JUNIOR HIGH FOOTBALL CHEERLEADING	3.00%	3.50%	4.00%	4.50%	5.00%	5.50%	6.00%	6.50%
LEVEL M	\$877	\$957	\$1,036	\$1,116	\$1,196	\$1,275	\$1,355	\$1,435
PEP CLUB ADVISOR WEIGHTLIFTING (5) BOWLING ADVISOR	2.75%	3.00%	3.25%	3.50%	3.75%	4.00%	4.25%	4.50%
LEVEL N	\$638	\$717	\$797	\$877	\$957	\$1,036	\$1,116	\$1,196
SENIOR CLASS ADVISOR SPANISH CLUB ADVISOR STUDENT COUNCIL ADVISOR NAT. HONOR SOCIETY ADVISOR ASST DRAMA/MUSICAL VOCAL ASST DRAMA/MUSICAL INSTRUMENTAL ASST JUNIOR HIGH DRAMA ASST DRAMA ADVISOR	2.00%	2.25%	2.50%	2.75%	3.00%	3.25%	3.50%	3.75%
LEVEL O	\$319	\$399	\$478	\$558	\$638	\$717	\$797	\$877
FRESHMAN CLASS ADVISOR SOPHMORE CLASS ADVISOR J.H. STUDENT COUNCIL ADVISOR ELEMENTARY TECH CONTACT SECONDARY TECH CONTACT MUSICAL ACCOMPANIST 6TH GRADE MOHICAN ADVISOR ELEMENTARY CONCESSION ROYAL SCRIBES	1.00%	1.25%	1.50%	1.75%	2.00%	2.25%	2.50%	2.75%

SUPPLEMENTAL CONTRACT SCHEDULE FOR FY19 SCHOOL YEAR
BASE RATE - \$31,885

	1	2	3	5	10	15	20	25
LEVEL A	\$7,652	\$7,971	\$8,290	\$8,609	\$8,928	\$9,247	\$9,566	\$9,884
ATHLETIC DIRECTOR	24.00%	25.00%	26.00%	27.00%	28.00%	29.00%	30.00%	31.00%
LEVEL B	\$5,739	\$6,058	\$6,377	\$6,696	\$7,015	\$7,334	\$7,652	\$7,971
HEAD FOOTBALL HEAD MENS BASKETBALL HEAD LADIES BASKETBALL	18.00%	19.00%	20.00%	21.00%	22.00%	23.00%	24.00%	25.00%
LEVEL C	\$4,464	\$4,783	\$5,102	\$5,420	\$5,739	\$6,058	\$6,377	\$6,696
JUNIOR HIGH ATHLETIC DIRECTOR HEAD HIGH SCHOOL VOLLEYBALL DISTRICT TEST COORDINATOR	14.00%	15.00%	16.00%	17.00%	18.00%	19.00%	20.00%	21.00%
LEVEL D	\$3,826	\$4,145	\$4,464	\$4,783	\$5,102	\$5,420	\$5,739	\$6,058
SUMMER BAND MARCHING BAND	12.00%	13.00%	14.00%	15.00%	16.00%	17.00%	18.00%	19.00%
LEVEL E	\$3,189	\$3,507	\$3,826	\$4,145	\$4,464	\$4,783	\$5,102	\$5,420
ASST. HIGH SCHOOL FOOTBALL (6) MENS JUNIOR VARSITY BASKETBALL LADIES JUNIOR VARSITY BASKETBALL GIRLS/BOYS FRESHMAN BASKETBALL HEAD BASEBALL HEAD TRACK HEAD HIGH SCHOOL SOFTBALL WEIGHTLIFTING & FITNESS COORDINATOR MENS VARSITY ASST BASKETBALL LADIES VARSITY ASST BASKETBALL HEAD SWIM COACH	10.00%	11.00%	12.00%	13.00%	14.00%	15.00%	16.00%	17.00%
LEVEL F	\$2,551	\$2,870	\$3,189	\$3,507	\$3,826	\$4,145	\$4,464	\$4,783
HEAD CROSS COUNTRY HEAD BOYS GOLF HEAD GIRLS GOLF YEAR BOOK ADVISOR ROYAL SINGERS/DINNER THEATRE ATHLETIC TRAINER VARSITY/JV BASKETBALL CHEERLEADING ASST HIGH SCHOOL VOLLEYBALL JUNIOR VARSITY VOLLEYBALL	8.00%	9.00%	10.00%	11.00%	12.00%	13.00%	14.00%	15.00%
LEVEL G	\$2,232	\$2,551	\$2,870	\$3,189	\$3,507	\$3,826	\$4,145	\$4,464
HEAD JUNIOR HIGH FOOTBALL B & G JUNIOR HIGH BASKETBALL JUNIOR HIGH VOLLEYBALL MEN & LADIES JUNIOR HIGH TRACK ASST. HIGH SCHOOL TRACK ASST BASEBALL ASST SOFTBALL FRESHMAN VOLLEYBALL PEP BAND/ROYAL BRASS ASST SWIM COACH	7.00%	8.00%	9.00%	10.00%	11.00%	12.00%	13.00%	14.00%
LEVEL H	\$1,913	\$2,232	\$2,551	\$2,870	\$3,189	\$3,507	\$3,826	\$4,145
VARSITY/JV FOOTBALL CHEERLEADING	6.00%	7.00%	8.00%	9.00%	10.00%	11.00%	12.00%	13.00%

SUPPLEMENTAL CONTRACT SCHEDULE FOR FY19 SCHOOL YEAR
BASE RATE - \$31,885

	1	2	3	5	10	15	20	25
LEVEL I	\$1,548	\$1,857	\$2,167	\$2,477	\$2,786	\$3,096	\$3,405	\$3,715
ASST. JUNIOR HIGH FOOTBALL CROSS COUNTRY ASSISTANT ASST. BAND DIRECTOR (60+ MEMBERS) ASST. PERCUSSION DIRECTOR (60+ MEMBERS)	5.00%	6.00%	7.00%	8.00%	9.00%	10.00%	11.00%	12.00%
LEVEL J	\$1,548	\$1,703	\$1,857	\$2,012	\$2,167	\$2,322	\$2,477	\$2,631
FALL PLAY ADVISOR FLAG CORP ADVISOR JUNIOR CLASS AND PROM DRAMA/MUSICAL NEWSPAPER ADVISOR ASST BASKETBALL CHEER COACH	5.00%	5.50%	6.00%	6.50%	7.00%	7.50%	8.00%	8.50%
LEVEL K	\$1,238	\$1,393	\$1,548	\$1,703	\$1,857	\$2,012	\$2,167	\$2,322
JUNIOR HIGH BASKETBALL CHEERLEADING JUNIOR HIGH DRAMA ADVISOR ASST FOOTBALL CHEER COACH ASST DRAMA/TECHNICAL DIRECTOR	4.00%	4.50%	5.00%	5.50%	6.00%	6.50%	7.00%	7.50%
LEVEL L	\$929	\$1,083	\$1,238	\$1,393	\$1,548	\$1,703	\$1,857	\$2,012
ATHLETIC BOARD TREASURER CONCESSION STAND MANAGER JUNIOR HIGH FOOTBALL CHEERLEADING	3.00%	3.50%	4.00%	4.50%	5.00%	5.50%	6.00%	6.50%
LEVEL M	\$851	\$929	\$1,006	\$1,083	\$1,161	\$1,238	\$1,316	\$1,393
PEP CLUB ADVISOR WEIGHTLIFTING (5) BOWLING ADVISOR	2.75%	3.00%	3.25%	3.50%	3.75%	4.00%	4.25%	4.50%
LEVEL N	\$619	\$697	\$774	\$851	\$929	\$1,006	\$1,083	\$1,161
SENIOR CLASS ADVISOR SPANISH CLUB ADVISOR STUDENT COUNCIL ADVISOR NAT. HONOR SOCIETY ADVISOR ASST DRAMA/MUSICAL VOCAL ASST DRAMA/MUSICAL INSTRUMENTAL ASST JUNIOR HIGH DRAMA ASST DRAMA ADVISOR	2.00%	2.25%	2.50%	2.75%	3.00%	3.25%	3.50%	3.75%
LEVEL O	\$310	\$387	\$464	\$542	\$619	\$697	\$774	\$851
FRESHMAN CLASS ADVISOR SOPHMORE CLASS ADVISOR J.H. STUDENT COUNCIL ADVISOR ELEMENTARY TECH CONTACT SECONDARY TECH CONTACT MUSICAL ACCOMPANIST 6TH GRADE MOHICAN ADVISOR ELEMENTARY CONCESSION ROYAL SCRIBES	1.00%	1.25%	1.50%	1.75%	2.00%	2.25%	2.50%	2.75%

SUPPLEMENTAL CONTRACT SCHEDULE FOR FY20 SCHOOL YEAR
BASE RATE - \$32,842

	1	2	3	5	10	15	20	25
LEVEL A	\$7,882	\$8,211	\$8,539	\$8,867	\$9,196	\$9,524	\$9,853	\$10,181
ATHLETIC DIRECTOR	24.00%	25.00%	26.00%	27.00%	28.00%	29.00%	30.00%	31.00%
LEVEL B	\$5,912	\$6,240	\$6,568	\$6,897	\$7,225	\$7,554	\$7,882	\$8,211
HEAD FOOTBALL HEAD MENS BASKETBALL HEAD LADIES BASKETBALL	18.00%	19.00%	20.00%	21.00%	22.00%	23.00%	24.00%	25.00%
LEVEL C	\$4,598	\$4,926	\$5,255	\$5,583	\$5,912	\$6,240	\$6,568	\$6,897
JUNIOR HIGH ATHLETIC DIRECTOR HEAD HIGH SCHOOL VOLLEYBALL DISTRICT TEST COORDINATOR	14.00%	15.00%	16.00%	17.00%	18.00%	19.00%	20.00%	21.00%
LEVEL D	\$3,941	\$4,269	\$4,598	\$4,926	\$5,255	\$5,583	\$5,912	\$6,240
SUMMER BAND MARCHING BAND	12.00%	13.00%	14.00%	15.00%	16.00%	17.00%	18.00%	19.00%
LEVEL E	\$3,284	\$3,613	\$3,941	\$4,269	\$4,598	\$4,926	\$5,255	\$5,583
ASST. HIGH SCHOOL FOOTBALL (6) MENS JUNIOR VARSITY BASKETBALL LADIES JUNIOR VARSITY BASKETBALL GIRLS/BOYS FRESHMAN BASKETBALL HEAD BASEBALL HEAD TRACK HEAD HIGH SCHOOL SOFTBALL WEIGHTLIFTING & FITNESS COORDINATOR MENS VARSITY ASST BASKETBALL LADIES VARSITY ASST BASKETBALL HEAD SWIM COACH	10.00%	11.00%	12.00%	13.00%	14.00%	15.00%	16.00%	17.00%
LEVEL F	\$2,627	\$2,956	\$3,284	\$3,613	\$3,941	\$4,269	\$4,598	\$4,926
HEAD CROSS COUNTRY HEAD BOYS GOLF HEAD GIRLS GOLF YEAR BOOK ADVISOR ROYAL SINGERS/DINNER THEATRE ATHLETIC TRAINER VARSITY/JV BASKETBALL CHEERLEADING ASST HIGH SCHOOL VOLLEYBALL JUNIOR VARSITY VOLLEYBALL	8.00%	9.00%	10.00%	11.00%	12.00%	13.00%	14.00%	15.00%
LEVEL G	\$2,299	\$2,627	\$2,956	\$3,284	\$3,613	\$3,941	\$4,269	\$4,598
HEAD JUNIOR HIGH FOOTBALL B & G JUNIOR HIGH BASKETBALL JUNIOR HIGH VOLLEYBALL MEN & LADIES JUNIOR HIGH TRACK ASST. HIGH SCHOOL TRACK ASST BASEBALL ASST SOFTBALL FRESHMAN VOLLEYBALL PEP BAND/ROYAL BRASS ASST SWIM COACH	7.00%	8.00%	9.00%	10.00%	11.00%	12.00%	13.00%	14.00%
LEVEL H	\$1,971	\$2,299	\$2,627	\$2,956	\$3,284	\$3,613	\$3,941	\$4,269
VARSITY/JV FOOTBALL CHEERLEADING	6.00%	7.00%	8.00%	9.00%	10.00%	11.00%	12.00%	13.00%

SUPPLEMENTAL CONTRACT SCHEDULE FOR FY20 SCHOOL YEAR
BASE RATE - \$32,842

	1	2	3	5	10	15	20	25
LEVEL I	\$1,642	\$1,971	\$2,299	\$2,627	\$2,956	\$3,284	\$3,613	\$3,941
ASST. JUNIOR HIGH FOOTBALL CROSS COUNTRY ASSISTANT ASST. BAND DIRECTOR (60+ MEMBERS) ASST. PERCUSSION DIRECTOR (60+ MEMBERS)	5.00%	6.00%	7.00%	8.00%	9.00%	10.00%	11.00%	12.00%
LEVEL J	\$1,642	\$1,806	\$1,971	\$2,135	\$2,299	\$2,463	\$2,627	\$2,792
FALL PLAY ADVISOR FLAG CORP ADVISOR JUNIOR CLASS AND PROM DRAMA/MUSICAL NEWSPAPER ADVISOR ASST BASKETBALL CHEER COACH	5.00%	5.50%	6.00%	6.50%	7.00%	7.50%	8.00%	8.50%
LEVEL K	\$1,314	\$1,478	\$1,642	\$1,806	\$1,971	\$2,135	\$2,299	\$2,463
JUNIOR HIGH BASKETBALL CHEERLEADING JUNIOR HIGH DRAMA ADVISOR ASST FOOTBALL CHEER COACH ASST DRAMA/TECHNICAL DIRECTOR	4.00%	4.50%	5.00%	5.50%	6.00%	6.50%	7.00%	7.50%
LEVEL L	\$985	\$1,149	\$1,314	\$1,478	\$1,642	\$1,806	\$1,971	\$2,135
ATHLETIC BOARD TREASURER CONCESSION STAND MANAGER JUNIOR HIGH FOOTBALL CHEERLEADING	3.00%	3.50%	4.00%	4.50%	5.00%	5.50%	6.00%	6.50%
LEVEL M	\$903	\$985	\$1,067	\$1,149	\$1,232	\$1,314	\$1,396	\$1,478
PEP CLUB ADVISOR WEIGHTLIFTING (5) BOWLING ADVISOR	2.75%	3.00%	3.25%	3.50%	3.75%	4.00%	4.25%	4.50%
LEVEL N	\$657	\$739	\$821	\$903	\$985	\$1,067	\$1,149	\$1,232
SENIOR CLASS ADVISOR SPANISH CLUB ADVISOR STUDENT COUNCIL ADVISOR NAT. HONOR SOCIETY ADVISOR ASST DRAMA/MUSICAL VOCAL ASST DRAMA/MUSICAL INSTRUMENTAL ASST JUNIOR HIGH DRAMA ASST DRAMA ADVISOR	2.00%	2.25%	2.50%	2.75%	3.00%	3.25%	3.50%	3.75%
LEVEL O	\$328	\$411	\$493	\$575	\$657	\$739	\$821	\$903
FRESHMAN CLASS ADVISOR SOPHMORE CLASS ADVISOR J.H. STUDENT COUNCIL ADVISOR ELEMENTARY TECH CONTACT SECONDARY TECH CONTACT MUSICAL ACCOMPANIST 6TH GRADE MOHICAN ADVISOR ELEMENTARY CONCESSION ROYAL SCRIBES	1.00%	1.25%	1.50%	1.75%	2.00%	2.25%	2.50%	2.75%

UMR: WYNFORD LOCAL SCHOOLS: 7670-00-410942 001 002 Coverage Period: 01/01/2017 – 12/31/2017

Summary of Benefits and Coverage: What this Plan Covers & What it Costs Coverage for: Individual + Family | Plan Type: HDHP



This is only a summary. If you want more detail about your coverage and costs, you can get the complete terms in the policy or plan document at www.umar.com or by calling 1-800-826-9781.

Important Questions	Answers	Why this Matters:
What is the overall deductible?	\$2,325 person / \$4,500 Family In-network \$2,325 person / \$4,500 Family Out-of-network	You must pay all the costs up to the deductible amount before this plan begins to pay for covered services you use. Check your policy or plan document to see when the deductible starts over (usually, but not always, January 1st). See the chart starting on page 2 for how much you pay for covered services after you meet the deductible .
Are there other deductibles for specific services?	No.	You don't have to meet deductibles for specific services, but see the chart starting on page 2 for other costs for services this plan covers.
Is there an out-of-pocket limit on my expenses?	Yes. \$2,325 person / \$4,500 Family In-network \$3,325 person / \$6,500 Family Out-of-network	The out-of-pocket limit is the most you could pay during a coverage period (usually one year) for your share of the cost of covered services. This limit helps you plan for health care expenses.
What is not included in the out-of-pocket limit ?	Copayments for out-of-network medical services, penalties, premiums, balance-billed charges, and health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the out-of-pocket limit .
Is there an overall annual limit on what the plan pays?	No.	The chart starting on page 2 describes any limits on what the plan will pay for <i>specific</i> covered services, such as office visits.
Does this plan use a network of providers ?	Yes. For a list of preferred providers , see www.umar.com . If you are unsure which network list to select, please call 1-800-826-9781.	If you use an in-network doctor or other health care provider , this plan will pay some or all of the costs of covered services. Be aware, your in-network doctor or hospital may use an out-of-network provider for some services. Plans use the terms in-network, preferred , or participating for providers in their network . See the chart starting on page 2 for how this plan pays different kinds of providers .
Do I need a referral to see a specialist ?	No.	You can see the specialist you choose without permission from this plan.
Are there services this plan doesn't cover?	Yes.	Some of the services this plan doesn't cover are listed on page 5. See your policy or plan document for additional information about excluded services .
<ul style="list-style-type: none"> • Copayments are fixed dollar amounts (for example, \$15) you pay for covered health care, usually when you receive the service. 		

Questions: Call 1-800-826-9781 or visit us at www.umar.com.

If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at www.dol.gov/ebsa/healthreform or www.cciio.cms.gov or call 1-800-826-9781 to request a copy.

UMR: WYNFORD LOCAL SCHOOLS: 7670-00-410942 001 002 Coverage Period: 01/01/2017 – 12/31/2017

Summary of Benefits and Coverage: What this Plan Covers & What it Costs Coverage for: Individual + Family | Plan Type: HDHP



- **Coinsurance** is *your* share of the costs of a covered service, calculated as a percent of the **allowed amount** for the service. For example, if the plan's **allowed amount** for an overnight hospital stay is \$1,000, your **coinsurance** payment of 20% would be \$200. This may change if you haven't met your **deductible**.
- The amount the plan pays for covered services is based on the **allowed amount**. If an out-of-network **provider** charges more than the **allowed amount**, you may have to pay the difference. For example, if an out-of-network hospital charges \$1,500 for an overnight stay and the **allowed amount** is \$1,000, you may have to pay the \$500 difference. (This is called **balance billing**.)
- This plan may encourage you to use In-network **providers** by charging you lower **deductibles**, **copayments** and **coinsurance** amounts.

Common Medical Event	Services You May Need	Your cost if you use an In-network Provider	Your cost if you use an Out-of-network Provider	Limitations & Exceptions
If you visit a health care <u>provider's</u> office or clinic	Primary care visit to treat an injury or illness	No charge	30% Coinsurance	_____none_____
	Specialist visit	No charge	30% Coinsurance	_____none_____
	Other practitioner office visit	No charge Chiropractic care; Not covered Acupuncture	30% Coinsurance Chiropractic care; Not covered Acupuncture	20 Maximum visits per calendar year Chiropractic care
	Preventive care/ screening/immunization	No charge	30% Coinsurance	Deductible Waived
If you have a test	Diagnostic test (x-ray, blood work)	No charge	30% Coinsurance	_____none_____
	Imaging (CT/PET scans, MRIs)	No charge	30% Coinsurance	_____none_____

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UMR: WYNFORD LOCAL SCHOOLS: 7670-00-410942 001 002 Coverage Period: 01/01/2017 – 12/31/2017

Summary of Benefits and Coverage: What this Plan Covers & What it Costs Coverage for: Individual + Family | Plan Type: HDHP

<p>If you need drugs to treat your illness or condition.</p> <p>More information about <u>prescription drug coverage</u> is available at www.umar.com.</p>	Generic drugs	No charge	<p>If you use a Non-Network Pharmacy, you are responsible for payment upfront. You may be reimbursed based on the lowest contracted amount, minus any applicable deductible or copayment amount.</p>	<p>Deductible and Out-of-pocket limit applies</p> <p>Covers up to a 30-day supply (retail & specialty); 31-90 day supply (mail order)</p> <p>Once the annual Out-of-pocket is met, you pay nothing for covered prescription medication</p>
	Preferred brand drugs	No charge		
	Non-preferred brand drugs	No charge		
	Specialty drugs	No charge		
<p>If you have outpatient surgery</p>	Facility fee (e.g., ambulatory surgery center)	No charge	30% Coinsurance	_____none_____
	Physician/surgeon fees	No charge	30% Coinsurance	_____none_____
<p>If you need immediate medical attention</p>	Emergency room services	No charge	No charge True ER; 30% Coinsurance Non-true ER	In-network deductible applies to Out-of-network benefits True ER
	Emergency medical transportation	No charge	No charge	In-network deductible applies to Out-of-network benefits
	Urgent care	No charge	No charge	In-network deductible applies to Out-of-network benefits
<p>If you have a hospital stay</p>	Facility fee (e.g., hospital room)	No charge	30% Coinsurance	Prior authorization is required
	Physician/surgeon fee	No charge	30% Coinsurance	_____none_____

Questions: Call 1-800-826-9781 or visit us at www.umar.com.

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UMR: WYNFORD LOCAL SCHOOLS: 7670-00-410942 001 002

Coverage Period: 01/01/2017 – 12/31/2017

Summary of Benefits and Coverage: What this Plan Covers & What it Costs

Coverage for: Individual + Family | Plan Type: HDHP

If you have mental health, behavioral health, or substance abuse needs	Mental/Behavioral health outpatient services	No charge	30% Coinsurance	Prior authorization is required Partial hospitalization
	Mental/Behavioral health inpatient services	No charge	30% Coinsurance	Prior authorization is required
	Substance use disorder outpatient services	No charge	30% Coinsurance	Prior authorization is required Partial hospitalization
	Substance use disorder inpatient services	No charge	30% Coinsurance	Prior authorization is required
If you are pregnant	Prenatal and postnatal care	No charge	30% Coinsurance	Deductible Waived In-network Prenatal
	Delivery and all inpatient services	No charge	30% Coinsurance	—————none—————
If you need help recovering or have other special health needs	Home health care	No charge	30% Coinsurance	30 Maximum visits per calendar year
	Rehabilitation services	No charge	30% Coinsurance	40 Maximum visits per calendar year OT/PT; 20 Maximum visits per calendar year ST
	Habilitation services	Not covered	Not covered	—————none—————
	Skilled nursing care	No charge	30% Coinsurance	45 Maximum days per calendar year; Prior authorization is required
	Durable medical equipment	No charge	30% Coinsurance	Prior authorization is required for DME in excess of \$500

Questions: Call 1-800-826-9781 or visit us at www.umar.com.

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UMR: WYNFORD LOCAL SCHOOLS: 7670-00-410942 001 002 Coverage Period: 01/01/2017 – 12/31/2017

Summary of Benefits and Coverage: What this Plan Covers & What it Costs Coverage for: Individual + Family | Plan Type: HDHP

	Hospice service	No charge	30% Coinsurance	none
If your child needs dental or eye care	Eye exam	Not covered	Not covered	none
	Glasses	Not covered	Not covered	none
	Dental check-up	Not covered	Not covered	none

Excluded Services & Other Covered Services:

Services Your Plan Does NOT Cover (This isn't a complete list. Check your policy for other excluded services.)		
<ul style="list-style-type: none"> • Acupuncture • Bariatric surgery • Cosmetic surgery • Dental care (adult) 	<ul style="list-style-type: none"> • Hearing aids • Infertility treatment • Long-term care 	<ul style="list-style-type: none"> • Routine eye care (adult) • Routine foot care • Weight loss programs
Other Covered Services (This isn't a complete list. Check your policy for other covered services and your costs for these services.)		
<ul style="list-style-type: none"> • Chiropractic care 	<ul style="list-style-type: none"> • Non-emergency care when traveling outside the U.S. 	<ul style="list-style-type: none"> • Private-duty nursing

Your Rights to Continue Coverage:

If you lose coverage under the plan, then, depending upon the circumstances, Federal and State laws may provide protections that allow you to keep health coverage. Any such rights may be limited in duration and will require you to pay a **premium**, which may be significantly higher than the premium you pay while covered under the plan. Other limitations on your rights to continue coverage may also apply.

For more information on your rights to continue coverage, contact the plan at 1-800-826-9781. You may also contact your state insurance department, the U.S. Department of Labor, Employee Benefits Security Administration at 1-866-444-3272 or www.dol.gov/ebsa, or the U.S. Department of Health and Human Services at 1-877-267-2323 x61565 or www.cciio.cms.gov.

Your Grievance and Appeals Rights:

If you have a complaint or are dissatisfied with a denial of coverage for claims under your plan, you may be able to **appeal** or file a **grievance**. For questions about your rights, this notice, or assistance, you can contact UMR at 1-800-826-9781. Additionally, a consumer assistance program may help you file your appeal. A list of states with Consumer Assistance Programs is available at www.dol.gov/ebsa/healthreform and <http://cciio.cms.gov/programs/consumer/capgrants/index.html>.

Does this Coverage Provide Minimum Essential Coverage?

Questions: Call 1-800-826-9781 or visit us at www.umar.com.

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UMR: WYNFORD LOCAL SCHOOLS: 7670-00-410942 001 002 Coverage Period: 01/01/2017 – 12/31/2017

Summary of Benefits and Coverage: What this Plan Covers & What it Costs Coverage for: Individual + Family | Plan Type: HDHP

The Affordable Care Act requires most people to have health care coverage that qualifies as “minimum essential coverage.” **This plan or policy does provide minimum essential coverage.**

Does this Coverage Meet the Minimum Value Standard?

The Affordable Care Act establishes a minimum value standard of benefits of a health plan. The minimum value standard is 60% (actuarial value). **This health coverage does meet the minimum value standard for the benefits it provides.**

Language Access Service:

Spanish (Español): Para obtener asistencia en Español, llame al 1-800-826-9781.

Tagalog (Tagalog): Kung kailangan ninyo ang tulong sa Tagalog tumawag sa 1-800-826-9781.

Chinese (中文): 如果需要中文的帮助, 请拨打这个号码 1-800-826-9781.

Navajo (Dine): Dinek'ehgo shika at'ohwol ninisingo, kwijijigo holne' 1-800-826-9781.

To see examples of how this plan might cover costs for a sample medical situation, see the next page.

Questions: Call 1-800-826-9781 or visit us at www.umd.com.

If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at www.dol.gov/ebsa/healthreform or www.cciio.cms.gov or call 1-800-826-9781 to request a copy.

About these Coverage Examples:

These examples show how this plan might cover medical care in given situations. Use these examples to see, in general, how much financial protection a sample patient might get if they are covered under different plans.



This is not a cost estimator.

Don't use these examples to estimate your actual costs under this plan. The actual care you receive will be different from these examples, and the cost of that care also will be different.

See the next page for important information about these examples.

Having a baby

(normal delivery)

Amount owed to providers: \$7,540

- Plan pays \$5,240
- Patient pays \$2,300

Sample care costs:

Hospital charges (mother)	\$2,700
Routine obstetric care	\$2,100
Hospital charges (baby)	\$900
Anesthesia	\$900
Laboratory tests	\$500
Prescriptions	\$200
Radiology	\$200
Vaccines, other preventive	\$40
Total	\$7,540

Patient pays:

Deductibles	\$2,300
Copays	\$0
Coinsurance	\$0
Limits or exclusions	\$0
Total	\$2,300

Managing type 2 diabetes

(routine maintenance of)

Amount owed to providers: \$5,400

- Plan pays \$3,100
- Patient pays \$2,300

Sample care costs:

Prescriptions	\$2,900
Medical Equipment and Supplies	\$1,300
Office Visits and Procedures	\$700
Education	\$300
Laboratory tests	\$100
Vaccines, other preventive	\$100
Total	\$5,400

Patient pays:

Deductibles	\$2,300
Copays	\$0
Coinsurance	\$0
Limits or exclusions	\$0
Total	\$2,300

Questions: Call 1-800-826-9781 or visit us at www.umar.com.

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Questions and answers about Coverage Examples:

What are some of the assumptions behind the Coverage Examples?

- Costs don't include **premiums**.
- Costs are based on individual coverage benefit levels.
- Sample care costs are based on national averages supplied by the U.S. Department of Health and Human Services, and aren't specific to a particular geographic area or health plan.
- The patient's condition was not an excluded or preexisting condition.
- All services and treatments started and ended in the same coverage period.
- There are no other medical expenses for any member covered under this plan.
- Out-of-pocket expenses are based only on treating the condition in the example.
- The patient received all care from in-network **providers**. If the patient had received care from out-of-network **providers**, costs would have been higher.
- Prescription drug costs (Prescriptions) shown in the Coverage Examples reflect information provided by the Plan's Prescription Benefits Manager.

What does a Coverage Example show?

For each treatment situation, the Coverage Example helps you see how **deductibles**, **copayments**, and **coinsurance** can add up. It also helps you see what expenses might be left up to you to pay because the service or treatment isn't covered or payment is limited.

Does the Coverage Example predict my own care needs?

***No.** Treatments shown are just examples. The care you would receive for this condition could be different, based on your doctor's advice, your age, how serious your condition is, and many other factors.

Does the Coverage Example predict my future expenses?

***No.** Coverage Examples are **not** cost estimators. You can't use the examples to estimate costs for an actual condition. They are for comparative purposes only. Your own costs will be different depending on the care you receive, the prices your **providers** charge, and the reimbursement your health plan allows.

Can I use Coverage Examples to compare plans?

✓ **Yes.** When you look at the Summary of Benefits and Coverage for other plans, you'll find the same Coverage Examples. When you compare plans, check the "Patient Pays" box in each example. The smaller that number, the more coverage the plan provides.

Are there other costs I should consider when comparing plans?

✓ **Yes.** An important cost is the **premium** you pay. Generally, the lower your **premium**, the more you'll pay in out-of-pocket costs, such as **copayments**, **deductibles**, and **coinsurance**. You should also consider contributions to accounts such as health savings accounts (HSAs), flexible spending arrangements (FSAs) or health reimbursement accounts (HRAs) that help you pay out-of-pocket expenses.

Questions: Call 1-800-826-9781 or visit us at www.umar.com.

If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at www.ebsa.gov/ebsa/healthreform or www.cciio.cms.gov or call 1-800-697-9781 to request a copy.

**Wynford Local Schools
Traditional Dental With Orthodontia
Standard Plan**

Benefit Period	January 1 st through December 31st
Dependent Age Limit	26 Dependent Removal upon End of Year
Benefit Period Maximum (per member)	\$1,000
Benefit Period Deductible (single/family) ¹	\$25/\$75
Orthodontic Lifetime Maximum (per eligible dependent up to age 19)	\$500
Preventive Services	
Oral Exams – two per benefit period	100% UCR
Bite Wing X-Rays – Two sets per benefit period	100% UCR
Prophylaxis (cleaning) – two per benefit period	100% UCR
Fluoride Treatment – one treatment per benefit period, limited to dependents up to age 19	100% UCR
Space Maintainers-limited to eligible dependents up to age 19	100% UCR
Emergency Palliative Treatment—includes emergency oral exam	100% UCR
Restorative Services	
Consultations and Other Exams by Specialist	80% UCR after deductible
Diagnostic X-Rays-including Full Mouth/Panorex, which are limited to one every 36 consecutive months	80% UCR after deductible
Minor Restorative Services	80% UCR after deductible
Endodontics/Pulp Services	80% UCR after deductible
Periodontal Services	80% UCR after deductible
Repairs, Relines & Adjustments of Prosthetics	80% UCR after deductible
Simple Extractions	80% UCR after deductible
Impactions	80% UCR after deductible
Minor Oral Surgery Services	80% UCR after deductible
General Anesthesia	80% UCR after deductible
Complex Services	
Gold Foil Restoration	50% UCR after deductible
Inlays, Onlays – one every five years	50% UCR after deductible
Crowns – one every five years	50% UCR after deductible
Bridgework (Pontics & Abutments)–one every five years	50% UCR after deductible
Partial and Complete Dentures–one every five years	50% UCR after deductible
Orthodontic Services	
Orthodontic Diagnostic Services	50% UCR
Minor Treatment for Tooth Guidance	50% UCR
Minor Treatment for Harmful Habits	50% UCR
Interceptive Orthodontic Treatment	50% UCR
Comprehensive Orthodontic Treatment	50% UCR

Note: Benefits will be determined based on the medical insurance network's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of the medical insurance network may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

In certain instances, the medical insurance network's payment may not equal the percentage listed above. However, the covered person's coinsurance will always be based on the lesser of the provider's billed charges or the medical insurance network's negotiated rate with the provider.

¹ Maximum deductible per member.

**Wynford Local Schools
Traditional Dental With Orthodontia
Enhanced Plan**

Benefit Period	January 1 st through December 31 st
Dependent Age Limit	26 Dependent Removal upon End of Year
Benefit Period Maximum (per member)	\$1,000
Benefit Period Deductible (single/family) ¹	\$25/\$75
Orthodontic Lifetime Maximum (per eligible dependent up to age 19)	\$2,000
Preventive Services	
Oral Exams – two per benefit period	100% UCR
Bite Wing X-Rays – Two sets per benefit period	100% UCR
Prophylaxis (cleaning) – two per benefit period	100% UCR
Fluoride Treatment – one treatment per benefit period, limited to dependents up to age 19	100% UCR
Space Maintainers-limited to eligible dependents up to age 19	100% UCR
Emergency Palliative Treatment—includes emergency oral exam	100% UCR
Restorative Services	
Consultations and Other Exams by Specialist	80% UCR after deductible
Diagnostic X-Rays-including Full Mouth/Panorex, which are limited to one every 36 consecutive months	80% UCR after deductible
Minor Restorative Services	80% UCR after deductible
Endodontics/Pulp Services	80% UCR after deductible
Periodontal Services	80% UCR after deductible
Repairs, Relines & Adjustments of Prosthetics	80% UCR after deductible
Simple Extractions	80% UCR after deductible
Impactions	80% UCR after deductible
Minor Oral Surgery Services	80% UCR after deductible
General Anesthesia	80% UCR after deductible
Complex Services	
Gold Foil Restoration	70% UCR after deductible
Inlays, Onlays – one every five years	70% UCR after deductible
Crowns – one every five years	70% UCR after deductible
Bridgework (Pontics & Abutments) – one every five years	70% UCR after deductible
Partial and Complete Dentures – one every five years	70% UCR after deductible
Orthodontic Services	
Orthodontic Diagnostic Services	60% UCR
Minor Treatment for Tooth Guidance	60% UCR
Minor Treatment for Harmful Habits	60% UCR
Interceptive Orthodontic Treatment	60% UCR
Comprehensive Orthodontic Treatment	60% UCR

Note: Benefits will be determined based on the medical insurance network's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of the medical insurance network may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

In certain instances, the medical insurance network's payment may not equal the percentage listed above. However, the covered person's coinsurance will always be based on the lesser of the provider's billed charges or the medical insurance network's negotiated rate with the provider.

¹ Maximum deductible per member.

