

AGREEMENT

BETWEEN THE

OTTAWA AREA INTERMEDIATE SCHOOL DISTRICT

AND THE

CAREERLINE TECH CENTER TEACHERS' ASSOCIATION

JULY 1, 2024 - JUNE 30, 2029



Ottawa Area ISDSM

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ARTICLE 1
AGREEMENT

This agreement is entered into this the 1st day of July, 2024, by and between the Ottawa Area Intermediate School District, Holland, Michigan, hereinafter called the "District", and the Careerline Tech Center Teachers' Association, hereinafter called the "Association".

ARTICLE 2

DEFINITIONS

Teacher”:	Any bargaining unit member.
“District”:	Ottawa Area Intermediate School District
“Careerline Tech Center Administrator”:	Includes Building Director and other members of the Building Leadership Team, the composition of which is determined by the Building Director. Current Leadership Team includes the Building Director, Curriculum Associate, Student Management Associate and Student Support Associate.
“Director”:	Building Director of the Careerline Tech Center
“Association”:	Careerline Tech Center Teachers’ Association

ARTICLE 3

RECOGNITION

The district hereby recognizes the Careerline Tech Center Teachers' Association as the exclusive bargaining representative for:

- All regular full-time and regular part-time (those under contract for a full school year on a one-half time basis or more) employees of the Ottawa Area Intermediate School District employed in its regular vocational education programs at its Careerline Tech Center in the following classifications (but only if such employees' positions require teacher certification or annual authorization and if their assignment is to service secondary [grades 11 and 12] students):

Teachers or instructors, and student advocates; but excluding all administrators, supervisors, media specialists, aides, paraprofessionals, all other part-time employees, clerical or secretarial employees, confidential employees, custodial employees, temporary or casual or substitute employees, and all other employees.

ARTICLE 4
TEACHERS' RIGHTS

The Board and the Association agree to abide by Act 379 of the Public Acts of Michigan for 1965 and to all the amendments thereto and to all applicable laws and the statutes pertaining to teachers' rights and responsibilities. They further agree that they will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of rights granted to him/her under the laws, including religious or political preferences or the lack thereof and the right to privacy or the personal life of a teacher, providing however that there is no adverse affect on job performance.

ARTICLE 5
ASSOCIATION RIGHTS

- A. The Association and/or its representative shall have the right to use the Careerline Tech Center at reasonable hours for meetings, provided that advance approval has been obtained from the Superintendent or his designee at least forty-eight (48) hours prior to the scheduled meeting. No charge shall be made for the use of school rooms during school days from the hours 7:00 a.m. to 10:00 p.m. Outside of said hours, the District may also reasonably charge and be paid by the Association for: special custodial service when necessary, damages to District equipment, facilities, and other properties attributable to such use.
- B. Duly authorized representatives of the Association shall be permitted to transact official Association business on school property before and after school hours, provided that such business shall not interfere with or interrupt normal school operations.
- C. The Association shall have the privilege of using school facilities and equipment including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and audio visual equipment at reasonable times (as approved by the Superintendent or his designee). The Association shall pay for the cost of all materials and supplies.
- D. Copies of the Agreement will be available electronically. It will be the responsibility of the Association to see that its members each receive a copy of the Agreement.
- E. The Association may request up to three general membership meetings per year to be held during non-student contact time subject to the approval of the Superintendent or his/her designee.

ARTICLE 6

DISTRICT RIGHTS

- A. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the District, except those which are clearly and expressly relinquished herein by the District, shall continue to vest exclusively and be exercised exclusively by the District without prior negotiations with the Association, as to the taking of action under such rights or with respect to the consequence of such action, during the terms of this Agreement. Such rights shall include by way of illustration and not by way of limitation, the right to:
1. Manage and control the school's business, the equipment and the operations and to direct the working forces and affairs of the Employer.
 2. Continue its rights and past practice of assignment and direction of work to all of its personnel, determine the number of shifts and hours of work and starting times and scheduling of all the foregoing and the right to establish, modify or change any work or business hours or days, but not in conflict with the specific provisions of the Agreement.
 3. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees, assign work or extra duties to employees (if above the employee's classification, such assignment will be temporary and of short duration), determine the size of the work force and to lay off employees.
 4. Determine the services, supplies, and equipment necessary to continue its operation and to determine the methods, schedules and standards of operation, the means, methods, and processes of carrying on the work including automation thereof or changes therein, the instruction of new and/or improved methods or changes therein.
 5. Adopt reasonable rules and regulations.
 6. Determine the qualifications of employees, including physical condition.
 7. Determine the number and location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
 8. Determine the placement of operations, production, service, maintenance or distribution of work, and the source of materials and supplies.
 9. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
 10. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization provided that the Employer shall not abridge any rights from employees as specifically provided for in this Agreement.

Article 6, District Rights (Continued)

11. Determine the policy affecting the selection, testing or training of employees, providing that such selection shall be based upon lawful criteria.
- B. The matter contained in this Agreement and/or the exercise of any such rights of the Employer are not subject to further negotiations between the parties during the term of this Agreement.

ARTICLE 7

WORKING HOURS

- A. It is agreed that the classroom teachers' work day shall normally be as outlined below. Time not allocated to student contact or meetings is considered preparation time.

Instructors may choose between two work schedules:

Schedule A:	7:45 a.m. to 3:15 p.m. Monday
	7:45 a.m. to 3:15 p.m. Tuesday through Thursday
	7:45 a.m. to 2:45 p.m. Friday
Schedule B:	7:30 a.m. to 3:00 p.m. Monday
	7:30 a.m. to 3:00 p.m. Tuesday through Thursday
	7:30 a.m. to 2:45 p.m. Friday

For the duration of the contract, class times are as follows:

8:00 a.m. to 10:45 a.m.

12:00 (noon) to 2:45 p.m.

(This class time schedule may be re-opened if substantial changes are anticipated based on local district need.)

Meetings, Development and Other Professional Activities – It is understood that the teaching hours in Paragraph A are minimum requirements. As part of their professional role, staff will be required to participate in meetings, professional development and other professional activities. Every effort will be made to schedule informational staff meetings following the conclusion of the instructional day.

Evening Events – Staff will also be expected to participate in planned evening events. This includes:

1. One parent orientation meeting during the second week of school (timing to be determined through discussion with the Building Director)
 2. One student walk-thru during orientation week (timing to be determined through discussion with Building Director)
 3. Annual Student Awards Event
 4. Two Open House Events (fall and early spring)
 5. Parent Teacher Conferences
 - 2 evenings in fall
- B. Calendar days equal 183 staff and 180 student. The equivalent of one and a half records days will be provided as determined by the Director with input from CTCTA.
- C. Under normal circumstances, the teachers shall have an uninterrupted, duty free lunch period of 35 minutes.

ARTICLE 8

STAFF MEETINGS

- A. Staff meetings, excluding in-services, called by the Director shall be agenda driven, with agenda presented to staff 24 hours prior to meeting. Staff meetings called for emergency purposes may be announced, and agenda shared with less than 24 hours notice. So far as practical (barring unusual circumstances) staff meetings are to be planned to begin shortly after students depart in the afternoon and to be one and one-half (1 ½) hours or less duration and no more than one (1) such staff meeting is to be scheduled per month. For the purpose of the Agreement, a staff meeting shall be defined as a meeting requiring the presence of the entire professional staff and at least one administrator.
- B. All Ad Hoc Committees set up by the administration shall be voluntary and, under normal circumstances, not meet more than 45 minutes per week. These committee meetings shall have a start and end time, with specific issues identified. Meeting time may be extended by mutual agreement. Whenever possible, the chairperson will be a professional staff member.
- C. Standing Committees (i.e., Attendance, Safety, Recruitment, Technology), shall be set up at the discretion of the administration. Staff input and involvement on standing committees is required. However, no professional staff member shall be required to sit on more than two standing committees. In the event participation in, or activities of, a standing committee violates, contradicts, or is inconsistent with this collective bargaining agreement, the collective bargaining agreement shall prevail.
- D. New committees (i.e., School Improvement) will be formed within the previously cited conditions whenever possible. Should conditions warrant exception, administration and C.T.C.T.A. representatives shall meet to discuss and reach agreement on the exception.

ARTICLE 9

TEACHING CONDITIONS

A. Under normal circumstances, curriculum reviews will not be conducted during the student day. Advance arrangements will be made if possible, if review is conducted during the student day.

B. Class Size: If the number of students enrolled in a morning or afternoon class exceeds 25 on the spring and/or fall student count day, the teacher will be compensated in the form of an off-salary stipend of \$500 per student per count day that the student is present, up to a maximum of \$2,000 per semester or \$4,000 per school year.

In general, no more than 26 students will be enrolled in a morning or afternoon session unless the teacher and Administration agree.

No students will be added after the third week of the student calendar unless they meet the basic requirements for entrance into the class as determined by the instructor in consultation with CTC Administration.

Stipends will be paid out on the last pay in June.

There will be no penalty for any instructor whose classroom design/furnishings prevent the enrollment of more than 24 students.

In the event that a program experiences low enrollment for two consecutive years, administration retains the right to reduce the teacher's schedule and related compensation to one session per day. Continued enrollment decline may necessitate the reformulation or closing of the program, as determined by CTC Administration.

ARTICLE 10

ILLNESS/DISABILITY/FAMILY HEALTH CARE

- A. Upon initial employment, each teacher will be credited with twelve (12) days sick/disability leave. Each year of employment thereafter, each teacher shall be credited with an additional ten (10) days. Teachers beginning employment after the beginning of the year will be prorated. If an employee terminates his/her services before the end of the contract term, a deduction will be made at the time that services terminate for all sick leave used in excess of sick leave earned on a prorated basis. The unused portion of sick/disability days shall accumulate from year to year to a maximum of thirty (30) days. All sick time will cap at the time it is rolled from one year to the next (as opposed to when it is accrued).

In the event that an employee experiences two qualifying personal (as defined by FMLA standards) disabilities in one school year, any sick days earned at the beginning of the school year, but not credited due to the 30-day cap, will be made available to cover the latter disability's 30-day waiting period. These days can only be used during the specific school year in which the qualifying situation occurs and are not cumulative from year to year.

- B. Teachers may use sick/disability leaves as follows:

1. To recover from a period of personal illness/disability provided, however, that the sick leave payments be subject to the teacher having performed all duties until physically sick/disabled and returns to service as soon as physically able to perform all duties.
2. Up to seven (7) days of leave per year may be used for a non-FMLA qualifying illness to the employee's spouse, children, mother, father, mother-in-law, father-in-law or grandchildren.
3. For FMLA /LTD qualifying leave related to the employee's own health condition, the employee will be responsible for the first 30 calendar days of illness/disability. Credit toward the 30 day count will be suspended during unpaid break periods such as holidays, spring break and summer. The 30-day count will resume following these periods. Credit toward the 90-day LTD count is determined and applied by the LTD carrier.
4. For FMLA qualifying leaves not related to the employee's own health condition (for example: care of a critically ill member of the employee's immediate family) all accumulated sick leave will be exhausted.
5. Up to three (3) personal days per year as provided in Article 13 may be requested by a teacher, if such days are available, to utilize under the terms and conditions of this section (B.2).

- C. The District may require a physician's certificate verifying an illness/disability when said illness/disability has caused a teacher to be absent from his/her teaching responsibility

Article 10, Illness/Disability/Family Health Care (Continued)

five (5) consecutive days, or when the District has cause to believe there has been an abuse of sick leave privileges. Physician's verification is required for a qualifying FMLA leave and/or long-term disability leave. A physician authorized "return to work" slip is required before a teacher on FMLA leave (for his/her own health condition) and/ or disability leave can return to the job.

D. For the purposes of leave use/accrual, a day is equal to seven (7) hours.

ARTICLE 11

CHILD CARE LEAVE

Child care leave without pay, fringe benefits or experience credit not exceeding one (1) year in length, shall be granted a teacher who does not choose to use sickness/disability leave or FMLA leave as it relates to birth/adoption and the provisions of Article 10. Such leave is renewable at the discretion of the Superintendent if requested by the teacher in writing at least three (3) months prior to the expiration of the leave. It is further provided that:

1. The teacher shall notify the Superintendent in writing at least three (3) months prior to the requested beginning date of the leave. Said notification shall request a beginning date and ending date for the leave. This may be waived in cases of emergency.
2. The dates and request shall be referred to the Superintendent for approval. It is understood that each request for child care will be considered on an individual basis.
3. The reinstatement shall be to the teacher's former position or a position of like nature. Placement in a position of like nature shall be temporary unless approved by the teacher. Reinstatement to the former position shall be made no later than the beginning of the next school year.
4. A teacher may terminate said child care leave upon approval of the Superintendent.
5. In the event of the death of the object child of the leave, the leave of absence may be terminated upon the request of the teacher and the Superintendent's approval.

ARTICLE 12

FUNERAL LEAVE

While each situation is different, employees are generally granted funeral leave in lengths from a few hours, to a few days, depending on the relationship of the employee to the deceased. Funeral leave must be approved by the supervisor.

In the event of the death of a family member as defined below, an OAISD staff person may take up to three days of paid leave to attend the funeral/memorial service. In the event of the death of a parent (including step or in-law), spouse, child (including a step or foster child), or grandchild (including step or foster), the employee may take up to an additional seven days of sick leave for bereavement.

In the event of the death of a close friend or other family member not identified below, an OAISD staff person may take one day of paid leave to attend the funeral/memorial service. If additional time is needed, personal days may be used.

Definition of Family Member - Includes all the following family relationships whether established by marriage, court order, or common residence: Spouse, child, mother, father, brother, sister, grandparent, and grandchild. Examples include but are not limited to husband/wife, parents and parents-in-law, brother/sister, brother-in-law/sister-in-law, grandmother or grandfather, father- or mother-in-law, step-child/step-grandchild, half-brother/sister, foster child, or any family member who lives with you or whom you raised.

ARTICLE 13

PERSONAL LEAVE

Time off will be credited at the beginning of each year to be used for personal reasons as follows:

- For staff with 9 or fewer school years of CTCTA service – two days per year. One unused personal day per year will roll over for use in the subsequent year for a maximum accumulation of 3 days in one year. No more than two days may be taken consecutively.

For staff with 10 or more years of CTCTA service – three days per year with a maximum accumulation of three days in one year. No more than two days may be taken consecutively. Requests for personal days shall be submitted to the Building Director, not less than three (3) working days prior to the date the employee desires to use such leave. Approval may be given by the Director or his/her designee. The Director or his/her designee may allow a personal day with less than three (3) working days notice only in the event of extenuating circumstances.

Emergency leave may be granted at the discretion of the building director, in consultation with the Assistant Superintendent of Human Resources. If the day(s) cannot reasonably be considered as sick leave, FMLA leave, conference travel, etc. a teacher's pay may be docked.

If a personal day is scheduled on a day in which the building is closed due to inclement weather or health/safety reasons, the employee may posthumously cancel the request utilizing the employee self-service portal.

For the purposes of leave use/accrual, a day is equal to seven (7) hours.

ARTICLE 14

SABBATICAL LEAVE

A Sabbatical Leave of up to one school year may be granted upon application and approval by the Ottawa Area Intermediate Board of Education. The following regulations govern requests for such leaves:

1. The employee must have completed not less than seven years of continuous fulltime service before he/she can be a candidate for consideration.
2. Sabbatical Leaves may be granted for research, study, writing, employment or travel, and they must be related to the employee's professional position.
3. Requests for leave must be submitted to the administration not later than April 1st of the preceding school year.
4. The employee receives no pay, fringe benefits, or experience credit and does not receive a salary increase, but will receive health insurance benefits as allowed by the carrier at no expense to the District.
5. Following the leave, the employee must return to the Ottawa Area Intermediate School District and render a minimum of two consecutive calendar years of satisfactory service. (An employee who takes a Sabbatical Leave for 1/2 contract year shall be required to render a minimum of one calendar year of satisfactory service.)
6. The employee is required to furnish periodic reports to the administration to demonstrate that all requirements of the leave are being met.
7. Up to two Sabbatical Leaves could be granted each year for this employee group.

ARTICLE 15

GRIEVANCE PROCEDURE

- A. A grievance shall be an alleged violation of the expressed terms of this contract.
- B. The Association shall handle grievances when requested by the grievant. The District hereby designates the Building Director to act as its representative at Level One as hereinafter described and the Superintendent or his designated representative to act at Level Two as hereinafter described.
- C. The term “days” as used herein shall mean days in which school is in session, unless another definition is mutually agreed upon by both parties.
- D. Written grievances as required herein shall contain the following:
 - 1. It shall be signed by the grievant;
 - 2. It shall be specific;
 - 3. It shall contain a synopsis of the facts giving rise to the alleged violation;
 - 4. It shall cite the section or subsections of this contract alleged to have been violated;
 - 5. It shall contain the date of the alleged violation;
 - 6. It shall specify the relief requested.
- E. Level One - A teacher alleging a violation of the express terms of this contract shall, within five (5) days of the alleged violation(s) occurrence, or such date as the teacher should have reasonably become aware of the alleged violation, orally discuss the grievance with the Building Director in an attempt to resolve same.

If no resolution is obtained within three (3) days after the oral discussion with the Building Director, the teacher shall, within eight (8) days of such oral discussion, reduce the grievance to writing and deliver it to the Building Director. If the teacher does not receive an answer within five (5) days thereafter, or if the written answer is unacceptable, the teacher shall within ten (10) days of the date on which the written grievance was submitted to the Building Director, file his/her grievance at Level Two.

A copy of the written decision of the Building Director shall be forwarded to the Superintendent of Schools for permanent filing.

Level Two - A copy of the written grievance shall be filed with the Superintendent or his designated agent as specified in Level One with the endorsement thereon of the approval or disapproval of the Association. Within five (5) days of receipt of the grievance, the Superintendent or his designated agent shall arrange a meeting with the grievant and/or the designated Association representative, at the option of the grievant, to discuss the grievance. Within five (5) days of the discussion, the Superintendent or his designated agent shall render his decision in writing, transmitting a copy of the same to the grievant, the Association secretary, and the Building Director, and place a copy of the same in a permanent file in his office.

Article 15, Grievance Procedure (Continued)

If no decision is rendered within five (5) days of the discussion or the decision is unsatisfactory to the grievant and the Association, the grievant may appeal same to the Board of Education by filing the written grievance along with the decision of the Superintendent with the secretary of the Board in charge of drawing up the agenda for the Board's meetings not less than five (5) days prior to one of the next two regularly scheduled Board meetings.

Level Three - Upon proper application as specified in Level Two, the Board of Education shall allow the teacher or his/her Association representative an opportunity for a private hearing at their next regular meeting, to the extent permitted by the Open Meetings Act MCLA 15.261 et. seq. Within fifteen (15) days from the hearing of the grievance the Board shall render its decision in writing. The Board of Education may hold future hearings therein, may designate one or more of its members to hold future hearings therein, or otherwise investigate the grievance, provided, however, that in no event except with express written consent of the Association shall final determination of the grievance be made by the Board of Education more than fifteen (15) days after the initial hearing. A copy of the written decision of the Board of Education shall be forwarded to the Superintendent for permanent filing, the Building Director, the grievant, and the secretary of the Association.

Level Four - Individual teachers shall not have the right to process a grievance at Level Four:

1. If the Association is not satisfied with the disposition of the grievance at Level Three, it may within fifteen (15) days after the decision of the Board has been rendered refer the — matter for arbitration to the American Arbitration Association in writing, and request the appointment of an arbitrator to hear the grievance. If the parties cannot agree upon an arbitrator, he shall be selected in accordance with the rules of the American Arbitration Association.
2. Neither party may raise a new defense or ground at Level Four not previously raised or disclosed at other written levels. Each party shall submit to the other party not less than three (3) days prior to the hearing a pre-hearing statement alleging facts, grounds and defenses which will be proven at the hearing and hold a conference at that time, in an attempt to settle the grievance.
3. The decision of the arbitrator shall be final and conclusive and binding upon employees, the District and the Association. Subject to the right of the District and the Association to judicial review, any lawful decision of the arbitrator shall be forthwith placed into effect.
4. Powers of the arbitrator are subject to the following limitations:
 - a. He shall have no power to add to, subtract from, disregard, alter or modify any of the terms of this Agreement.
 - b. He shall not hear any grievances barred from the scope of the grievance procedure.

Article 15, Grievance Procedure (Continued)

- c. Where no financial loss has been caused by the action of the District complained of, the District shall be under no obligation to make monetary adjustments and the arbitrator shall have no power to award punitive damages.
 - d. Arbitration awards or grievance settlements will not be made retroactive beyond the date of the occurrence or non-occurrence of the event upon which the grievance is based.
 - e. He shall have no power to neither change any practice, policy or rule of the District nor substitute his judgment for that of the District as to the reasonableness of any such practice, policy, rule or action taken by the District unless such practice, policy, rule or action of the District is in violation of this Agreement.
 - f. He shall have no power to decide any question which, under this Agreement, is within the responsibility of the management to decide.
 - g. Not more than one grievance may be considered by the arbitrator at one time except by mutual consent.
- F. The fees and expenses of the arbitrator shall be equally shared between the parties.
- G. Should a teacher or the Association fail to institute a grievance within the time limits specified, the grievance will not be processed. Should a teacher or the Association fail to appeal a decision within the limits specified, or leave the employ of the District (except a claim involving a remedy directly benefiting the grievant regardless of his employment or the Association), all further proceedings on a previously instituted grievance shall be barred.
- H. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the participants.
- I. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties.
- J. The following matter shall not be subject to the grievance procedure:
 - 1. Failure to re-employ a probationary teacher;
 - 2. The placing of a non-tenure teacher on a third year of probation;
 - 3. Any non-procedural matter involving teacher evaluation (excluding the dismissal of non-probationary, non-tenure teachers through the third step of the grievance procedure).
 - 4. Any matter in which the Teacher Tenure Act prescribes a procedure or authorizes a remedy (i.e., discharge and/or demotion).
 - 5. Any claim or complaint in which the teacher has initiated remedial procedures via a forum established by law or by regulation having the force of the law.

ARTICLE 16

PAYMENT OF TUITION

The Intermediate District will reimburse the cost of tuition for courses and/or competency tests required in a professional employee's education program, or appropriate subjects related to his/her specialization or discipline with the following conditions:

1. Appropriate course work must be approved, by class, by administration. Ideally this approval should be sought prior to the start of the class, but, exception will be given for late registrations or unforeseen changes in class availability, as long as the class meets the criteria for reimbursement.
2. Total reimbursement is limited to the total dollar amount derived by annually averaging the tuition rates, per semester hour, for GVSU, WMU, and FSU and multiplying by six. Costs for tuition and related course or admission fees are eligible for reimbursement up to the dollar limit, which will be determined and announced by September 1. Expenses incurred for books, transportation/parking or late registration are not eligible for reimbursement.
3. Claim for reimbursement will be submitted with expense report after successful completion of course. A copy of the transcript or passing grade report showing course credit, and evidence of actual cost (itemized college billing statement) must accompany submission of claim. Other proof of successful completion may be accepted by the administration until transcripts and/or grade reports are available for submission. Under no circumstances will the District pay for the same course twice for the same employee.
4. No reimbursements will be granted by the Intermediate District if tuition and/or fees were covered by some other grant or fellowship.
5. Reimbursement will be prorated for part time employees.
6. The tax liability for any reimbursed tuition expense is the responsibility of the employee.
7. Teachers who leave employment voluntarily (for reasons other than retirement) during the fiscal year (July 1 – June 30), in which tuition costs are reimbursed, must refund the district the amount of tuition reimbursement incurred and paid in that fiscal year. The district reserves the right to deduct the refund from the employee's final paycheck.

ARTICLE 17
INSURANCE PROTECTION

A. Upon receipt of written application by the teacher to the District, and its acceptance by the appropriate carrier, the District agrees:

1. For 2024, the District will contribute up to the following amounts toward group medical coverage:

- \$7,702.85 Single Subscriber Coverage
- \$16,109.06 Two Person Coverage
- \$21,007.83 Full Family Coverage

These amounts will increase based on medical inflation (as referenced in PA 152) for subsequent years. The remaining cost will be the responsibility of the employee.

All employee premium contributions will be deducted monthly on a pre-tax basis from employee pay.

In addition to contribution toward the health care premium, for teachers employed prior to 12-31-94, the Board will contribute \$360 per year to "125" Flexible Spending Plan on behalf of covered employee (Policy #G 19,300).

Teachers who do not apply for said health insurance coverage shall be entitled to a cash benefit, paid monthly, at the rate of \$242.00 per month. Payments will be prorated for less than full time employees.

2. To pay premium towards \$50,000 life insurance coverage with AD & D (Policy #G 5050-1).
3. To pay a premium toward dental care coverage for employee or employee and family, whichever is applicable, per the attached schedule. Employees who choose not to apply for dental coverage shall be entitled to a cash benefit, paid monthly, per the attached schedule.
4. To pay a premium toward long term disability coverage for employee equivalent to the SET program Policy #G 5050-5. This policy to provide 90 calendar day waiting period, 70% benefit level. The covered employee shall be responsible for the first 30 calendar days of illness/disability with the Board as employer providing additional sick days for coverage through the 90th calendar day.
5. To pay a premium toward vision care coverage for employee or employee and family, whichever is applicable, per the attached schedule. Teachers who choose not to apply for vision coverage shall be entitled to a cash benefit, paid monthly, per the attached schedule.

Article 17, Insurance Protection (Continued)

- B. The District reserves unto itself the right to determine insurance carriers and the right to change insurance carriers.
- C. Employees who have Board provided term life insurance, have a 30-day conversion option upon termination of employee. Any employee electing his/her right of conversion in order to keep their life insurance in force must contact the insurance carrier within 30 days of their last day of employment.

ARTICLE 18
CONTINUITY OF OPERATIONS

The Association and the District recognize that strikes (including slow downs and work stoppages) by teachers are contrary to law. The Association and District subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program.

ARTICLE 19
CONFORMITY TO LAW

This Agreement is subject in all respects to Federal and State laws with respect to the powers, rights, duties, and obligations of the District, the Association and employees in the Bargaining Unit, and in the event any provision of this Agreement shall at any time be held to be contrary to law by a court of competent jurisdiction from whose final Judgement or decree no appeal has been taken within the time provided for doing so, such provision shall be null and void. At the option of either party to the contract, the specific provision thus voided and that provision only shall be immediately subject to negotiations. All other provisions of this Agreement shall continue in effect.

ARTICLE 20
WAIVER

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the District and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement even though such subjects or matters may not have been within the knowledge of contemplation of either or both of the parties at the time they negotiated or signed this Agreement. Any mutually agreed upon letter of understanding shall become part of this Agreement.

ARTICLE 21

CALENDAR

The Association and the District agree to establish a calendar that includes 183 days, with at least 180 days of student instruction for the duration of the contract. Under normal circumstances, a calendar will be developed by the Association and building administration by March 1. Individual calendars for Association Members may be mutually agreed to by the building administration and the employee, upon notification to the Association. Individually altered schedules will not exceed the equivalent of 183 full time days.

New teachers will work an additional 15 days for training purposes (as required by law) during the first three years of their employment.

In addition, teachers may be asked to work up to an additional five days (or the equivalent hours) over three years. Those days/hours will be compensated at the summer rate. To the extent possible, a schedule of additional days/hours for each teacher will be mutually agreed to by the teacher and the building administration. Teachers will be notified of additional requested time by February 1.

Opportunities for voluntary additional time will be posted, with work given to the most qualified interested candidate. Voluntary time will be paid at the summer rate.

Professional staff will devote the necessary time for meetings, training, and professional development, in addition to that indicated above, to comply with Article 7, Paragraph A.

ARTICLE 22

Compensation

For all unit members, performance rating labels from the previous year will correspond to range increases as follows:

- Needing Support– No Range Increase (Base only)
- Developing (Probationary) – Full Increase (Base and Range)
- Developing (Tenured) – No Range Increase (Base only)
- Effective – Full Increase (Base and Range)

Summer Pay: Rate to be increased by percent of increase (base and range) from the previous year. Example: 2024 summer rate is determined by taking the 2023 summer rate and increasing by the base and range increase on the base from the 2023-24 school year.

- A. Teachers that are laid - off and receive unemployment compensation during the summer, and are then called back to work at the beginning of the next school year shall have their salary adjusted so that the teacher's unemployment benefits plus his/her annual salary rate will be equal to the rate of salary he/she would have earned for the school year had he/she not been laid off.

Compensation for all unit members will be aligned with OAISD non-union professional salary grade level ranges as noted below. Annual adjustments to the ranges are based on market data (average pay rate for the current market conditions as determined by looking at both education industry and the West Michigan employer community) with the goal of maintaining both internal pay equity and external competitiveness.

INSTRUCTIONAL STAFF

Grade Level 15	Includes all instructors who do not meet the criteria for grade level 16
Grade Level 16	Must have at least three full years of teaching experience at CTC with no less than a "Developing" rating on two most recent evaluations, AND
	Hold a Standard/Professional CTE Certification (are no longer teaching on an ACA or AACT)

Grade Level 17	Must meet criteria for GL 16 AND one of the following: A) Have been rated “Effective” in CTC teaching role for not less than three consecutive years* and Demonstrable leadership (building, community, profession and/or CTE) as determined by the CTC Director in consultation with the Human Resources Administrator and with recommendation and rationale provided from <i>CTCTA Recommendation/Review Team</i> B) Have been rated “Effective” in CTC teaching role for not less than 12 consecutive years*
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COUNSELORS AND SPECIAL EDUCATION CONSULTANTS

Grade Level 16	Less than fully credentialed for position (i.e., on a permit or authorization)
Grade Level 17	Fully credentialed for position

**Less than full-time service will count on a pro rata basis toward requirement*

New Hires

In consultation with Human Resources, The CTC administrator has discretion to offer new unit members a competitive salary commensurate with their experience and credentials, keeping within the low to high of the appropriate grade level range, and with consideration given to maintaining internal equity.

Compensation Increases

Professional staff pay increases (base plus range) are made annually, effective July 1st, based on HR recommendation and Board approval. CTCTA members will receive the same increase as salaried, non-union staff in the above-noted grade levels. The District agrees to share CTCTA-related compensation increase information annually with union leadership at the time of submission to the OAISD Board of Education.

Any salaries that fall below grade level minimums will be adjusted to the low of the range. Any salaries that reach or exceed the high of the range will be held to a base increase only (no range increase) for that compensation year.

Individual Compensation Adjustments

The District agrees to review compensation annually (prior to June 1st) and make any necessary and affordable upward adjustments to individual salaries to reflect market conditions, internal equity and district retention goals and after considering recommendation and rationale provided from the *CTCTA Recommendation/Review*

Article 22, Compensation (Continued)

Team. Any salary adjustments will be effective with the next employment contract following the compensation review.

Range Movement

❖ *Advancement to Grade Level 16*

Advancement to Grade Level 16 will be made at the beginning of the year following eligibility (as noted previously) for advancement.

❖ *Advancement to Grade Level 17*

Prior to the end of the school year, the CTC Director, in consultation with the Human Resources Administrator, will evaluate and determine staff advancement to Grade Level 17.

For teachers, advancement related to Criterion A will be assumed based on having fulfilled the requirements; for advancement based on Criterion B leadership, *CTCTA Recommendation/ Review Team* may provide recommendations or rationale for advancement, however, the final determination will be made jointly by the CTC Director and HR Administrator.

For special education consultants and counselors, advancement to GL 17 will be effective for the school year following attainment of full credential for the position.

While upward movement from one grade level to another broadens the range for compensation, it is understood that this type of movement does not, in and of itself, prompt a pay adjustment.

ARTICLE 23

REGULAR PART-TIME TEACHERS

Regular part-time teachers are subject to all the terms and conditions of this Agreement and all other requirements covering a full time staff member. Salary and all benefits will be prorated based on individual work schedules. Insurance benefits are subject to minimum carrier qualifications.

Regular teachers working a minimum of one half of the student contact days during a given school year as provided in the calendar will be eligible for a salary increase in the succeeding school year.

Regular teachers working less than one-half of the student contact days during a given school year as provided in the calendar will receive the same salary the succeeding year.

ARTICLE 24
EMERGENCY FINANCIAL MANAGER

Section 15(7) of the Public Employment Relations Act (PERA) mandates that any contract entered into include a statement that allows an Emergency Manager appointed under the Local Government and School District Fiscal Accountability Act to reject, modify, or terminate the collective bargaining agreement as provided in the Local Government and School District Fiscal Accountability Act. This provision is intended to satisfy this requirement. No grievances may be processed contesting actions taken by an Emergency Manager.

ARTICLE 25
MENTOR TEACHERS

In accordance with Section 1526 of the School Code, teachers in their first three years of employment as a classroom teacher shall be assigned a mentor.

The district will establish the qualifications and expectations for mentors and will, in most cases, choose mentors from CTCTA teachers interested in the position and meeting the qualifications. Mentor assignments are made on an annual basis, and all mentors will be notified in writing no later than October 1 (or February 1 in the case of a mid-year hire) of their new or continuing assignment for that year.

For a teacher rated as “needing support” or “developing”, the District may assign an instructional or curricular coach in addition to the mentor. The coach’s role is to assist the assigned teacher in improving instructional practices and is not intended to serve an evaluative role. The Coach may, however, make suggestions to Administration regarding additional supports or training that may be of assistance to the assigned teacher.

While the main role of the mentor is to provide new teachers with assistance, resources, and information, mentors may be asked by administration to provide an informal assessment of the mentee’s progress and orientation to the position/district.

Teachers assigned as mentors, and fulfilling the expectations of the position, will be paid as follows for the 2024-25 year:

\$1,000 Mentoring first year teacher

\$700 Mentoring second- or third-year teacher

\$500 Mentoring teacher on ACA (continuing authorization)

Every year of the contract thereafter, the rate will be increased by the current year percent increase (base and range).

ARTICLE 26

VACANCIES AND TRANSFERS

The District will post all vacancies of Association positions per District practice.

An Association member not awarded a vacant Association position shall, upon request, receive a written explanation of the reason(s) why the applicant was not chosen for the position.

ARTICLE 27
EXTRA DUTY PAY

- A. All off-site student leadership activities and competitions must be approved by the Building Director.
- B. In the event of a student leadership competition, teachers involved in the approved competition will be compensated at the most recent summer's curriculum rate for each hour of time devoted to travelling to/from or participating in the competition (limit 4 hours per day on contract days and 7 hours per day on weekends or non-contract days). An estimated number of hours of staff work time must be submitted with the request to participate in the competition.

B. Department Head

Each Pathway or Department Head, as nominated annually by their respective department and approved by CTC Administration, will be paid an end-of-year stipend of \$700. Teachers who are nominated by their peers may decline the role.

The department heads will be responsible for attending steering committee meetings and reporting back the information and/or training the department at the pathway meeting, based on what was presented at the steering committee meeting. The department head is responsible for making sure their pathway is represented at the steering committee, in the event they are unable to attend.

ARTICLE 28

EVALUATION

The District will evaluate teachers as defined by Section 1249 of the Revised School Code in accordance with Section 1249, the Teacher Tenure Act and Board Policy.

The parties acknowledge that teacher of record (as defined by MCL 380.1249(6)(b)) placement, layoff/recall, and evaluation are governed by Board policies. Teacher of record, placement and layoff/recall procedures are guided by clear and transparent factors as identified in the Board Policies and consider effectiveness. The Evaluation tool shall be the Marzano Tool.

Prior to conducting an unscheduled observation, administration will provide a range of dates during which the observation may take place and get feedback from the teacher on preferred dates.

Student growth measures will include results from at least two student assessment that are relevant to the teacher's specific occupation/pathway and approved by Administration. One assessment will be the CTC Basic Math assessment.

Non-probationary teachers rated Effective on three consecutive evaluations who have also not been subject to discipline and for whom there are no documented performance concerns, will be evaluated triennially by Administration.

ARTICLE 29

DURATION

This Agreement shall be effective July 1, 2024 and shall continue in full force and effect until **June 30, 2029**.

In witness thereof, the parties have executed this document by their duly authorized representatives this the 21 day of March, **2024**~~5~~


For the Association

For the District


For the Association


For the District

3-27-25
Date

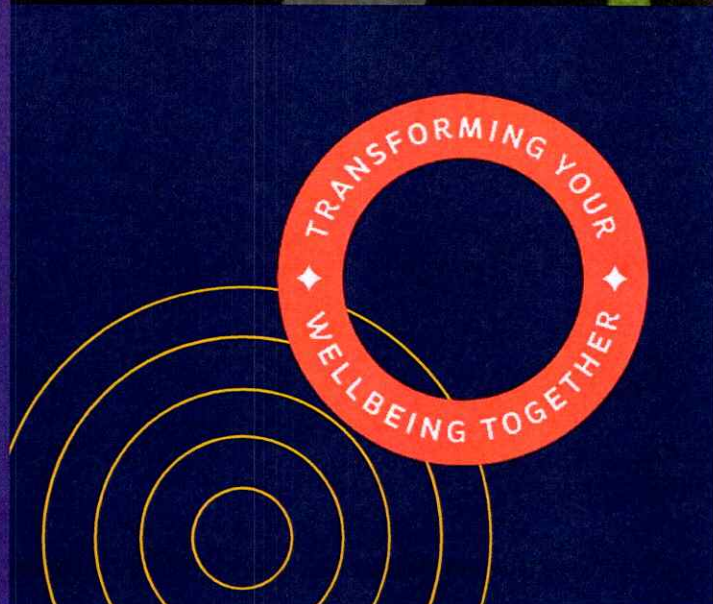
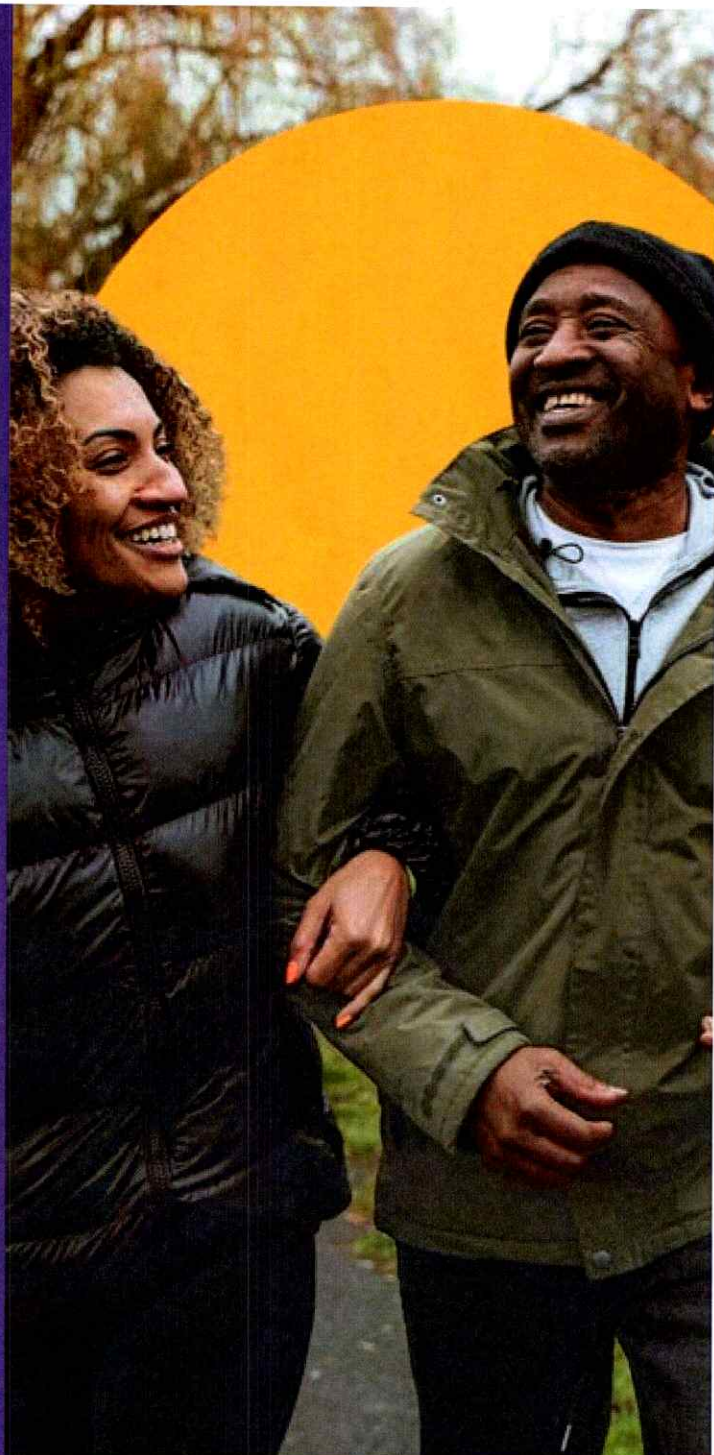
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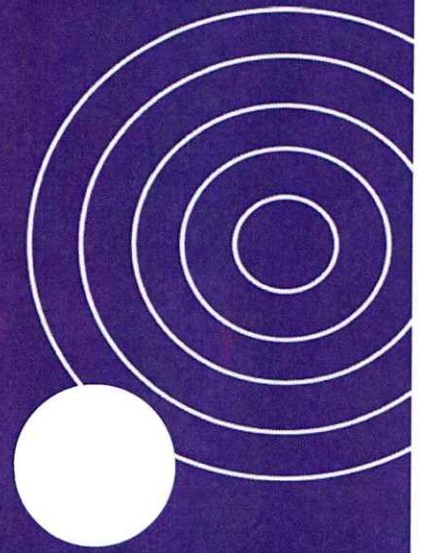
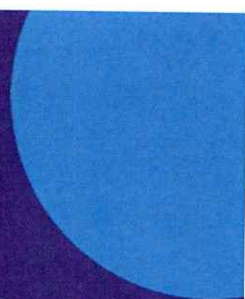
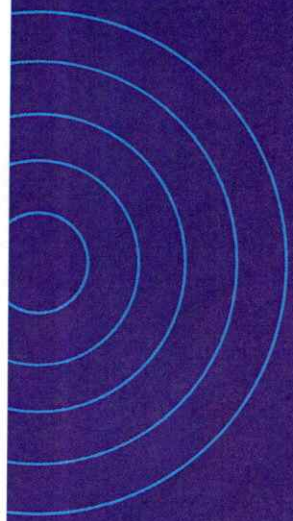
THE POOL

Western Michigan
Health Insurance

2024

**Ottawa Area ISD
Employee
Benefit Guide**





If you or your dependents have Medicare or will become eligible for Medicare in the next 12 months, a federal law gives you more choices about your prescription drug coverage. Refer to your legal notices packet for more details.

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About Your Benefits

At Ottawa Area ISD, we are committed to providing a comprehensive and affordable benefits package to you and your family. Review this guide to learn about your options so you can make the most of your Ottawa Area ISD benefits. If you have any questions, reach out to Annie Flowers by phone at (616) 738-8940 ext 4114 and email aflowers@oaisd.org or hr@oaisd.com.

Eligibility and Enrollment

You are eligible to participate in Ottawa Area ISD's benefits if you are a full-time employee working at least 30 hours per week. If you enroll in benefits, you may also cover your:

- Legal spouse
- Children up to age 26
- Unmarried children of any age who are mentally or physically disabled

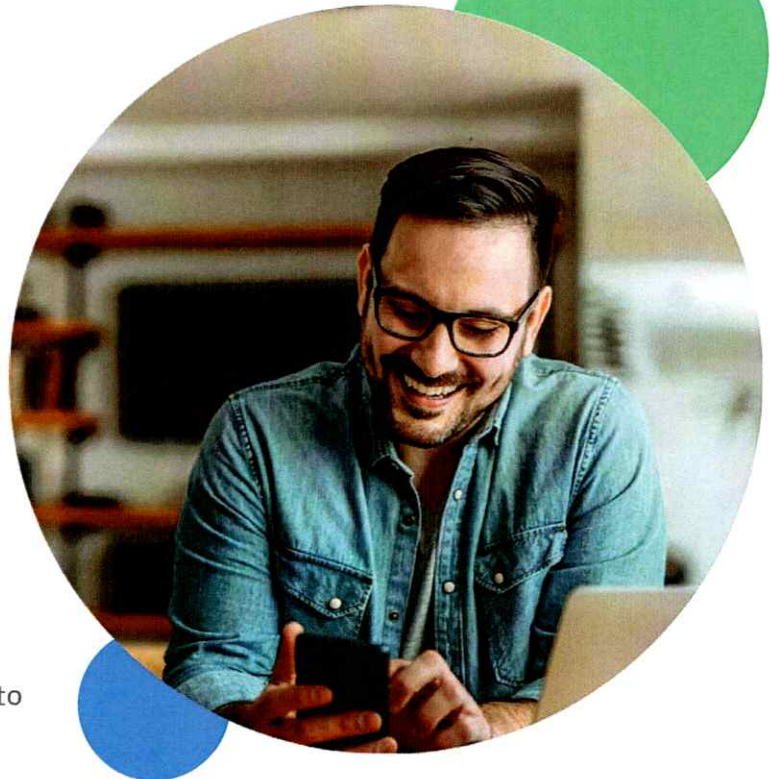
You have 30 days from your hire date to enroll. Your benefits begin on the Date of Hire (DOH).

Making Changes to Your Benefits

Each year, you have the opportunity to make changes to your benefits during open enrollment. You may make mid-year changes to your benefits only if you have a qualifying life event. Examples of qualifying life events include:

- Marriage or divorce
- Birth or adoption of a child
- Change in a dependent's eligibility status
- Change in employment status for you or your dependents resulting in the loss/gain of coverage
- A significant change in the cost or coverage of your dependent's benefits
- Change in the cost of dependent care (for dependent care flexible spending accounts only)
- Death of a dependent

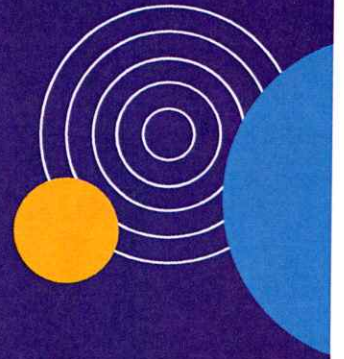
You have 30 days from the date of the event to notify the HR team and make the change. Keep in mind, the change you make must be directly related to the event.



What will it cost?

Ottawa Area ISD is committed to offering you comprehensive benefits at a fair cost. Talk to your Benefits Team for more information about your costs for coverage.

Common Health Insurance Terms to Know



Deductible

The amount you pay out of pocket for health care services before your plan begins to pay a portion.

Copay

A set dollar amount you pay for a covered health service, typically at the time of receiving the service.

Coinsurance

Your share of the costs of covered health care services after you reach your deductible.

Example: Your plan shows 20% coinsurance for a covered service. If the service costs \$100, you pay \$20.

Out-of-Pocket Maximum

The most you'll have to pay for health care services before your plan begins to pay for 100% of covered costs.

Network

The health facilities and providers your medical plan is contracted with to provide services, typically at a lower, negotiated rate.

Preventive Care

An annual, routine or physical checkup. Preventive care includes immunizations, lab tests, screenings, and other services intended to prevent illnesses. This is 100% covered by your health plan.

Medical Coverage



You have a choice between four medical plans through Blue Cross/Blue Shield of Michigan – three traditional and one HDHP plan. See the table below for an overview of coverages and charges for each plan.

	Versatile Base Plan		Versatile Alternative Base Plan	
	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible	\$250 / \$500	\$500 / \$1,000	\$500 / \$1,000	\$1,000 / \$2,000
Coinsurance	10%	30%*	10%	30%*
Coinsurance Maximum (Individual/family)	10% up to maximum of \$1,000 / \$2,000	30%*	10% up to maximum of \$1,000 / \$2,000	30%*
Out-of-pocket Maximum (Individual/family)	\$2,500 / \$5,000	\$2,500 / \$5,000	\$3,000 / \$6,000	\$3,000 / \$6,000
Preventive Care	0%	Not covered	0%	Not covered
Office Visits				
Telemedicine	\$20 copay	30% after deductible	\$20 copay	30% after deductible
Primary Care	\$20 copay	30% after deductible	\$20 copay	30% after deductible
Urgent Care	10% after deductible	30% after deductible	10% after deductible	30% after deductible
Specialist	\$20 copay	30% after deductible	\$20 copay	30% after deductible
Emergency Room	\$50 copay then 10% after deductible (copay waived if admitted or for an accidental injury)		\$50 copay then 10% after deductible (copay waived if admitted or for an accidental injury)	

*Note: Services without a network are covered at the in-network level.

Medical Coverage



	PPO 12		HSA	
	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible	\$1,000 / \$2,000	\$2,000 / \$4,000	\$3,000 / \$6,000	\$6,000 / \$12,000
Coinsurance	20%	40%*	20%	40%*
Coinsurance Maximum (Individual/family)	20% up to maximum of \$2,500 / \$5,000	40%*	N/A	N/A
Out-of-pocket Maximum (Individual/family)	\$4,500 / \$9,000	\$7,000 / \$14,000	Individual: \$4,000 / Individual in family plan: \$6,550 / Family: \$8,000	\$8,000 / \$16,000
Preventive Care	0%	Not covered	0%	Not covered
Office Visits				
Telemedicine	\$20 copay	40% after deductible	20% after deductible	40% after deductible
Primary Care	\$20 copay	40% after deductible	20% after deductible	40% after deductible
Urgent Care	20% after deductible	40% after deductible	20% after deductible	40% after deductible
Specialist	\$20 copay	40% after deductible	20% after deductible	40% after deductible
Emergency Room	\$50 copay (copay waived if admitted or for an accidental injury)		20% after deductible	

*Note: Services without a network are covered at the in-network level.

Finding providers in-network

You'll save the most money when you choose in-network doctors, hospitals, and pharmacies. Log onto www.bcbsm.com and use the Find a Doctor tool when searching for care.



Medical Coverage

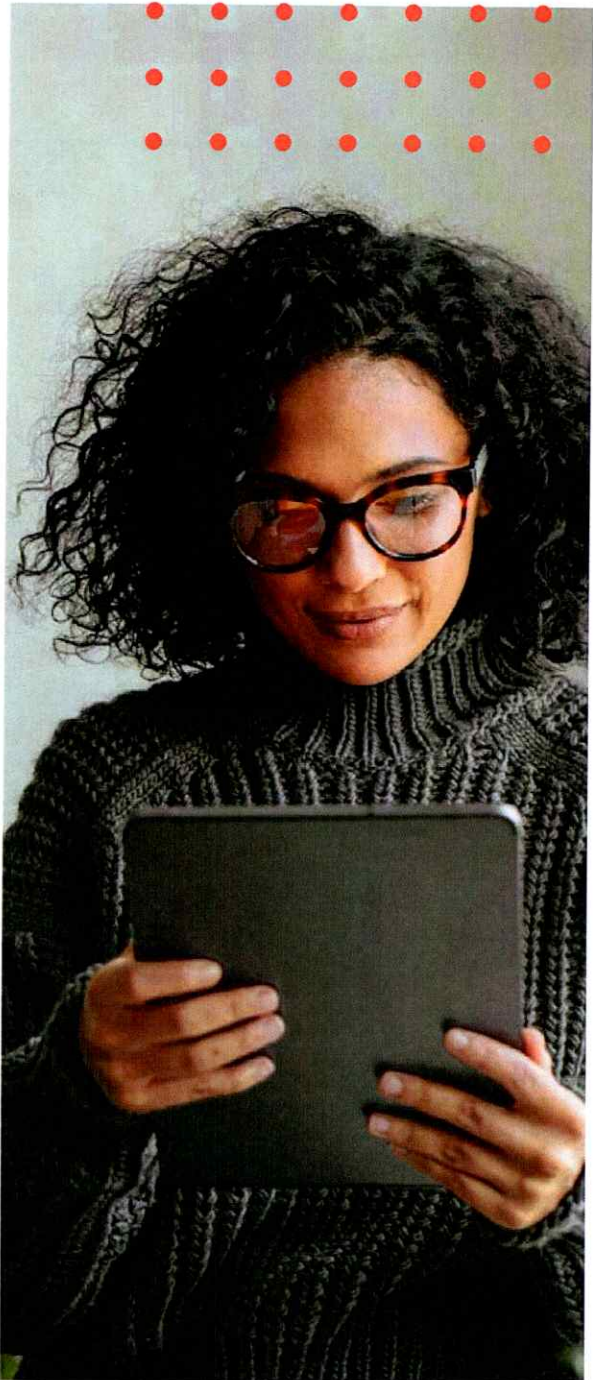
How the Plans Work

Four plans use the Blue Cross/Blue Shield of Michigan network and cover 100% of the cost for preventive care services like annual physicals and routine immunizations. The way you pay for care is different with each plan.

The **traditional plans** have set copays for some services and a deductible and coinsurance for others. Copays do not apply toward your deductible, so you will pay copays until you reach your annual out-of-pocket maximum.

With the **HDHP**, you pay the full negotiated cost for medical services and prescription drugs until you meet your annual deductible. If you meet the deductible, you and the plan share the costs (coinsurance) until you reach the annual out-of-pocket maximum. After that, the plan pays for 100% of your claims for the rest of the year. Your paycheck deductions for this plan are lower than the PPO plans.

	Traditional Plans: Versatile Base, Versatile Alternative, PPO 12	HDHP Plan: HSA
Per-paycheck cost for coverage	Highest	Lowest
Annual Deductible	Lowest	Highest
Annual Out-of-Pocket Maximum	Lowest	Highest
Using the Plan	Pay more with each paycheck and less when you need care	Pay less with each paycheck and more when you need care
Spending Account Options	Health care FSA Dependent care FSA	Health savings account Dependent care FSA



Telemedicine

Getting to the doctor when you're sick is never easy. That's why Ottawa Area ISD offers telemedicine through Blue Cross Blue Shield of MI. You can connect with a U.S. board-certified doctor 24 hours a day, seven days a week by phone or video chat. Call BCBSM at (877) 752-1233 if you have a minor physical condition like a cold or fever. To get started, visit www.bcbsm.com and register with your BCBSM member ID number (found on the back of your medical ID card).



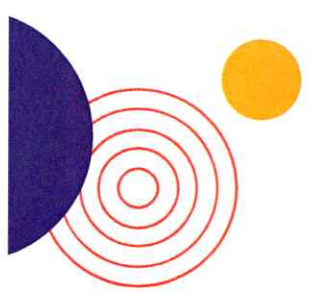
Prescription Drug Coverage

Prescription drug coverage through Blue Cross/Blue Shield of Michigan is included with four of our medical plans. Review the chart below for the amount you will pay for the prescription drug service listed.



	Versatile Base Plan	Versatile Alternative Base Plan
	In Network	In Network
Deductible	N/A	N/A
Retail (30-day Supply) Generic Drugs Brand Drugs OTC Drugs**	\$10 copay \$40 copay \$0 copay	\$10 copay \$40 copay \$0 copay
Retail and Mail-Order (30-day Supply) Specialty Drugs	\$10 copay / \$40 copay	\$10 copay / \$40 copay
Mail order (90-day Supply) Generic Drugs Brand Drugs	\$20 copay \$80 copay	\$20 copay \$80 copay

** (Only – Zyrtec, Zyrtec D, Prilosec, Claritin, Children's Claritin, Claritin Reditabs and Claritin-D)



Prescription Drug Coverage



	PPO 12	HSA
	In Network	In Network
Deductible	N/A	\$3,000 / \$6,000
Retail (30-day Supply)	Generic Drugs: \$10 copay Brand Drugs: \$40 copay	Generic Drugs: \$10 copay Preferred Brand Drugs: \$40 copay Non-Preferred Brand Drugs: \$80 copay
Retail and Mail-Order (30-day Supply) Specialty Drugs	\$10 copay / \$40 copay	\$10 copay / \$40 copay / \$80 copay
Retail and Mail order (90-day Supply)	Generic Drugs: \$10 copay Brand Drugs: \$40 copay	Generic Drugs: \$20 copay Preferred Brand Drugs: \$80 copay Non-Preferred Brand Drugs: \$160 copay

Generic Drugs

Generic drugs are FDA approved and shown to be just as safe and effective as their more expensive brand-name counterparts. If you choose a brand-name drug when a generic drug is available, you will pay the brand-name copay plus the cost difference between the generic equivalent and the brand-name drug.

Preferred Drugs

Blue Cross/Blue Shield of Michigan regularly reviews the latest prescription drugs on the market and maintains a list of preferred drugs that are clinically effective and not cost-restrictive. These drugs are available at a lower price than those not included on the list, which are called non-preferred drugs.

Specialty Drugs

Specialty drugs are typically used to treat chronic conditions like cancer or multiple sclerosis. These drugs tend to be more expensive and usually require special handling and monitoring. If you take a specialty medication, you could save money by using Blue Cross/Blue Shield of Michigan's mail-order pharmacy. If you have questions about home delivery for specialty medications, please call AllianceRx Walgreens Pharmacy at (866) 515-1355 or visit the website at alliancerxwp.com.





Dental Coverage

Ottawa Area ISD offers dental plan through ADN Administrators. Review the chart below for the amount you will pay for the dental service listed.

	Dental Plan PPO
	In Network
Annual Deductible (Individual/Family)	None
Annual Maximum (Per Person)	\$1,500
Preventive Care (Routine Oral Examinations, Prophylaxis (Cleaning), Topical Application of Fluoride, Bitewing X-Rays, Full-Mouth Series or Panoramic X-Rays, All Other X-Rays, Space Maintainers)	100%
Basic Services (Composite and Amalgam fillings**, Inlays, Onlays and Crowns **, Root Canal Therapy, Periodontal Maintenance, Periodontal Root Planing, Periodontal Surgery, Oral Surgery and Extractions, General Anesthesia or IV Sedation, Occlusal Guards, Denture Repair and Adjustment, Denture Reline or Rebase)	100%
Major Services (Complete and Partial Removable Dentures, Fixed Partial Dentures (Bridges), Addition of Teeth to Partial Dentures)	70%
Orthodontia (Up to age 19)	70%
Orthodontia Lifetime Maximum (Per Person)	\$2,000

**Composite, porcelain and ceramic not covered for posterior teeth, alternate benefit applies
COB - Standard **Prosthetics are considered on delivery date



Finding in-network Dentists

You'll pay less for services when you use a dentist in the ADN Administrators network. Find an in-network dentist by visiting www.adndental.com/ProviderSearch or calling (800) ADN-1100.

Vision Coverage

Ottawa Area ISD's vision plan through National Vision Administrators covers routine eye exams and helps you pay for glasses or contact lenses. Review the chart below for the amount you will pay for the vision service listed.

	Vision Plan	
	In Network	Out of Network
Eye Exam (Once every 12 months)	\$20 copay	Up to \$32 allowance
Lenses (Once every 12 months)		
Single Vision	\$50 copay	Up to \$42 allowance
Bifocal	\$50 copay	Up to \$48 allowance
Trifocal	\$50 copay	Up to \$60 allowance
Lenticular	\$50 copay	Up to \$72 allowance
Frames (Once every 12 months)	Up to \$70 allowance	Up to \$50 allowance
Contact Lenses (Once every 12 months)		
Fitting	Covered in full	Up to \$20 allowance
Elective	Covered in full	Up to \$30 allowance
Medically Necessary	Covered in full	Up to \$30 allowance

Finding in-network Ophthalmologists

Find an in-network eye doctor by visiting www.e-nva.com or calling (800) 672-7723.



Spending Accounts

Paying for Health Care

Ottawa Area ISD offers several ways to set aside pre-tax dollars to pay for medical, prescription drug, dental and vision care expenses. The health care accounts available to you depend on the medical plan you choose.

	Health Care Flexible Spending Account (FSA)	Health Savings Account (HSA)
What medical plan can I choose?	PPO traditional plans (Versatile Base , Versatile Alternative , PPO Plan 12)	HDHP HSA Plan
What expenses are eligible?	Medical, prescription drug, dental and vision care (See IRS publication 502 for a full list of eligible expenses)	
When can I use the funds?	All of the funds you elect for the year are available January 1	Funds are available as you contribute to the account
Can I roll over funds each year?	Yes, funds will rollover per IRS annual max amount.	Yes, funds roll over from year to year and are yours to keep (even if you leave the company or retire)
How do I pay for eligible expenses?	With your Flex Administrators debit card (you can also submit claims for reimbursement online at https://flexadministrators.com)	With your HealthEquity debit card (you can also submit claims for reimbursement online at https://my.healthequity.com)
How much can I contribute each year?	Between \$100 and \$3,200 in 2024	\$4,150 for individual coverage or \$8,300 for family coverage in 2024
Can I change my contributions throughout the year?	No, unless you have a qualifying life event, you choose an annual election amount during open enrollment and that amount is taken out of each paycheck in equal increments throughout the year	Yes, you can log on to https://my.healthequity.com to change your per-paycheck contributions at any time

Note: If you are enrolled in Medicare, by law you are not allowed to contribute to an HSA.



What are the tax implications of an HSA?

Contributions to your HSA reduce your taxable income, and qualified medical expenses are never taxed. All money set aside in an HSA grows tax-deferred until age 65, when funds can be withdrawn for any non-medical purpose at ordinary tax rates, or tax-free when used for medical expenses. You may contribute additional funds to your HSA (\$1,000 per tax year) if you will be 55 years or older by December 31. Learn more at <https://my.healthequity.com>.

Spending Accounts

Paying for Dependent Care

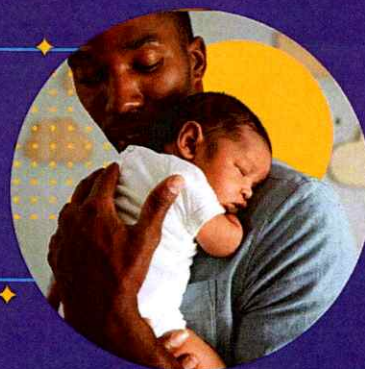
You can contribute pre-tax dollars into a dependent care FSA to pay for eligible child or elderly care expenses.

Dependent Care FSA

What is it?	An account that allows you to set aside pre-tax dollars from each paycheck to pay for eligible child or elder care expenses while you and your spouse work full time
Why should I consider it?	You can lower your taxable income to save some money while you take care of your daycare expenses
What expenses are eligible?	Daycare expenses for your children under age 13 or dependents who are mentally or physically incapable of caring for themselves (including elderly dependents)
When can I use the funds?	Funds are available as you contribute to the account with each paycheck
Can I roll over funds each year?	No, you will lose any funds remaining in your account at the end of the year
How do I pay for eligible expenses?	With your Flex Administrators debit card (you can also submit claims for reimbursement online at http://flexadministrators.com)
How much can I contribute each year?	Between \$100 and \$5,000 in 2024

Important Note

Both the health care and dependent care FSAs have a use-it-or-lose-it rule. You will lose any unused funds at the end of the year.



Life and Disability Insurance

Life Insurance

Ottawa Area ISD provides basic life insurance through National Insurance Services at no cost to eligible employees.

Class	How it Works	Basic Life (Company-paid benefit)
Superintendent, Administrators, Supervisors, Technicians, Instructional Support and Teachers	Your beneficiaries receive this benefit if you pass away	Up to \$50,000
Secretaries, Custodians, Paraprofessionals and Aides	Your beneficiaries receive this benefit if you pass away	Up to \$15,000



Keep your beneficiaries up to date

You must designate a beneficiary (the person who will receive the benefit) for your life insurance. Make sure to keep this person's information updated so your benefit is paid according to your wishes.

Disability Insurance

Ottawa Area ISD provides disability insurance also through NIS. This benefit replaces a portion of your income if you become disabled and are unable to work.

Class	How it Works	Who Pays for the Benefit
Administrators	You receive 70% of your income up to \$11,958 per month. Benefits begin after 90 consecutive calendar days of disability and continue until you reach the Social Security retirement age.	Company
All Other Eligible Employees	You receive 70% of your income up to \$8,458 per month. Benefits begin after 90 consecutive calendar days of disability and continue until you reach the Social Security retirement age.	Company

Additional Benefits

1.

Employee Assistance Program

To help you with personal issues and concerns, Ottawa Area ISD provides you and your family with an employee assistance program (EAP) at no cost to you. Call Mosaic Counseling for 24/7, confidential assistance with personal matters like family, finances, health and work. Experienced consultants are available to listen and help you find solutions. Mosaic will provide you and your dependents with two complimentary in-person sessions with local behavioral health counselors. Find out more information by visiting mosaiccounseling.com or calling (616) 842-9160

2.

Voluntary Life Insurance

Ottawa Area ISD offers you the ability to purchase supplemental Life Insurance through Reliance Standard at a discounted rate.

Talk with the OAISD benefits team to learn more about the benefit, coverage and rates available.

MOSAICCOUNSELING.COM

We Are Your EAP Provider

-Employee Assistance Program



Ottawa Area ISD.
Learn. Serve. Lead.

An Employee Assistance Program (EAP)
is a way your employer shows that they care about you and your quality of life.

Not only do they care about you—they care about your dependents too! Mosaic Counseling is excited to be your contracted EAP provider and will provide **you and your dependents** with **TWO (2)** complimentary sessions annually with a local professional therapist who specializes in your particular presenting challenge. These sessions will be of no cost to you... no copays, no deductibles. We do not share with your employer when you use our services.

How does it work?

1. Call our office to make an appointment for a personal or over-the-phone intake conversation with one of our intake specialists **(616 842 9160)**.
2. You will be "matched" with a local professional therapist, who specializes in helping people with your type of concern.
3. Go to your appointments and receive the support and help you or a family member are needing.

Locations

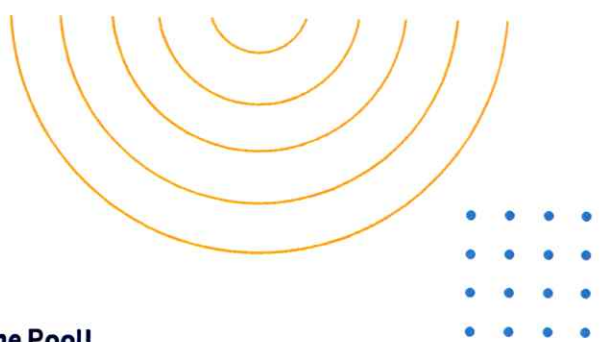
Each of our 140+ therapists have existing private practices. Depending upon who you are referred to, a convenient location for your sessions will be planned.

Why Might I need it?

Many people think going to a counselor means that they have a serious mental illness that requires treatment. That is not true. People meet with counselors all of the time to help them manage any number of issues including:

- Addictions
- Anxiety
- Couples and Marital Counseling
- Covid-19 Related
- Depression
- Eating Disorders
- Grief
- Sexual Abuse
- Substance Abuse
- Thoughts of Suicide
- Trauma
- And More...

 **Mosaic Counseling**
- Connecting you to hope and healing



Additional Benefits

Value Added benefits available at no cost to you as members of the Pool!

1.

Virta

Make meaningful changes to your diet with this new diabetes reversal program. If you or a family member have been diagnosed with type 2 diabetes, Virta can help you lower blood glucose levels, lose weight, and reduce your need for medication entirely.

2.

Livongo

Receive a smart glucose meter, unlimited strips and lancets, and have access to expert coaches who provide advice on diet, lifestyle, and more to help make living with diabetes easier

3.

Omada

Build sustainable habits to improve your health and lose weight with access to interactive, digital lifestyle programs; professional health coaches; and small community groups. Available to those at risk of type 2 diabetes or heart disease.

4.

2nd.MD

Schedule a virtual consult with specialists at top national institutions for a second opinion on diagnoses, upcoming surgeries, chronic conditions or pain, and more.

5.

New!

Hinge Health

This virtual exercise therapy clinic is proven to reduce back, joint, and muscle pain. Hinge gives you the tools to conquer your pain, recover from injuries, prepare for or even avoid surgery, and stay healthy and pain free.

Get Started

Virta

Visit virtahealth.com/join/thepoolmi
or scan this code with your smart phone:



Livongo

Text "GO WMHIP" to 85240 to learn
more and join, visit
Join.Livongo.com/WMHIP/register
or call 800-945-4355 and use
registration code: WMHIP

Omada

Visit omadahealth.com/wmhip to find
out if you're eligible or scan this code
with your smart phone:



2nd.MD

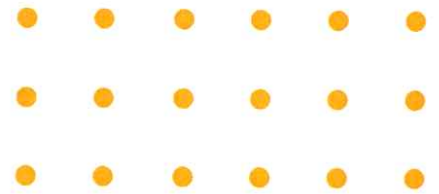
Visit www.2nd.MD/wmhip
or call 1.866.841.2575

Hinge Health

Visit hingehealth.com/thepool
or scan this code with your smart phone:



Contact Information



Benefit	Vendor	Phone	Website / Email
Medical	Blue Cross/Blue Shield of Michigan	877.752.1233	www.bcbsm.com
Rx	OptumRx and AllianceRx Walgreens Pharmacy	866.515.1355	alliancerxwp.com
Dental	ADN Administrators	800.236.1100	www.adndental.com
Vision	National Vision Administrators	800.672.7723	www.e-nva.com
Health Spending Account	HealthEquity	866.346.5800	https://my.healthequity.com
Flexible Spending Account	Flex Administrators	616.456.7908	https://flexadministrators.com/
Life, Disability	National Insurance Services	800.356.9601	Talk with OAISD benefits team
Voluntary Life	Reliance Standard	800.292.5421	Talk with OAISD benefits team
EAP	Mosaic Counseling	616.842.9160	mosaiccounseling.com

Ottawa Area ISD Benefits

The Ottawa Area ISD Benefit Team is available for questions about your employer-sponsored health, welfare and insurance benefits. Check out the Staff Portal online anytime or visit the office to talk about your eligibility, enrollment or your current benefits.

- Phone: 616.738.8940 ext 4114
- Email: aflowe@oaisd.org or hr@oaisd.org
- Hours: Monday - Friday, 8 a.m. - 4:30 p.m.



Notes





This benefit summary was prepared by

THE POOL

Western Michigan Health Insurance



Gallagher

This document is an outline of the coverage provided under your employer's benefit plans based on information provided by your company. It does not include all the terms, coverage, exclusions, limitations, and conditions contained in the official Plan Document, applicable insurance policies and contracts (collectively, the "plan documents"). The plan documents themselves must be read for those details. The intent of this document is to provide you with general information about your employer's benefit plans. It does not necessarily address all the specific issues which may be applicable to you. It should not be construed as, nor is it intended to provide, legal advice. To the extent that any of the information contained in this document is inconsistent with the plan documents, the provisions set forth in the plan documents will govern in all cases. If you wish to review the plan documents or you have questions regarding specific issues or plan provisions, you should contact your Human Resources/Benefits Department.

Approved by
[Signature]
5-3-24

DRAFT 2024-2025 CTC Student/Staff Calendar

August						Staff Days	Student Days	February						Staff Days	Student Days		
M	T	W	TH	F	M			T	W	TH	F						
12	13	14	15	16				3	4	5	6	WB	4	4			
19	IS	IS	IS	23		3	0	WB	11	12	13	14	4	4			
26	27	28	29			4	4	17	18	19	20	21	5	5			
								24	25	26	27	28	5	5			
September								March									
					LD	0	0	3	4	5	6	7	5	5			
LD	3	4	5	6		4	4	10	11	12	13	14	5	5			
9	10	11	12	13		5	5	17	18	19	20	21	5	5			
16	17	18	19	20		5	5	24	25	26	27	28	5	5			
23	24	25	26	27		5	5	31					1	1			
30						1	1										
October								April									
	1	2	3	4		4	4		1	2	3	SB	3	3			
7	8	9	10	11		5	5	SB	SB	SB	SB	SB	0	0			
14	15	16	17	18		5	5	14	15	16	17	18	5	5			
21	22	23	24	25		5	5	21	22	23	24	25	5	5			
28	29	30	31			4	4	28	29	30			3	3			
November								May									
				1		1	1				1	2	2	2			
4	5	6	7	8		5	5	5	6	7	8	9	5	5			
11	12	13	14	15		5	5	12	13	14	15	16	5	5			
18	19	20	21	22		5	5	19	20	21	22	23	5	5			
25	26	TG	TG	TG		2	2	MD	27	28	29	30	4	4			
December								June									
2	3	4	5	6		5	5	2	3	4	5		4	4			
9	10	11	12	13		5	5										
16	17	18	19	20		5	5										
HB	HB	HB	HB	HB		0	0										
HB	HB					0	0										
January																	
		HB	HB	HB		0	0										
6	7	8	9	10		5	5										
13	14	15	16	17		5	5										
20	21	22	23	24		5	5										
27	28	29	30	31		5	5										
						103	100										
Staff Days 183																	
Student Days 180																	
1st Semester																	
2nd Semester																	
Updated: 3/11/24																	
8/26 First day of school-students																	
8/27 Parent Night																	
LD Labor Day Break																	
10/1 AM Conferences-Virtual/Phone (students 1/2 day PM)																	
10/3 PM Conferences-In Person (students 1/2 day AM)																	
10/18 End of 1st Marking Period																	
10/22 Open House																	
TG Thanksgiving Break																	
12/20 End of 1st Semester																	
HB Holiday Break																	
2/4 Open House																	
WB Mid Winter Break																	
3/14 End of 3rd Marking Period																	
SB Spring Break																	
MD Memorial Day																	
June 5 Last Day of School																	

Updated: 3/11/24

8/26	First day of school-students
8/27	Parent Night
LD	Labor Day Break
10/1	AM Conferences-Virtual/Phone (students 1/2 day PM)
10/3	PM Conferences-In Person (students 1/2 day AM)
10/18	End of 1st Marking Period
10/22	Open House
TG	Thanksgiving Break
12/20	End of 1st Semester
HB	Holiday Break
2/4	Open House
WB	Mid Winter Break
3/14	End of 3rd Marking Period
SB	Spring Break
MD	Memorial Day
June 5	Last Day of School