

Collective Bargaining Agreement

Between

**Ypsilanti Community Education Association, MEA-NEA
“YCEA”**

And the

**Board of Education
Ypsilanti Community Schools**

July 1, 2021 – June 30, 2024

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ARTICLE 1 - RECOGNITION

- Section 1. The Ypsilanti Community Schools ("District") hereby recognizes the Ypsilanti Community Education Association, MEA-NEA ("Association") as the exclusive representative for the purpose of collective bargaining for all salaried certified teachers, psychologists, social workers, speech and language pathologists, teacher consultants, occupational and physical therapists, nurses, counselors, adult education teachers and family support specialists employed by the District; but excluding all substitute or temporary teachers, administrators, managers, directors, executives, supervisors, coordinators, computer/IT staff, community liaisons, behavior interventionists, business office staff, human resources staff, temporary employees, seasonal employees, substitutes, non-teaching adult education staff, extra-curricular staff not otherwise included in the unit, staff in pilot programs who are not employees already in the bargaining unit due to their other regular assignments (not to exceed two years), paraprofessionals, associate teachers, security staff, non-certified library staff, all employees included in any other bargaining unit of the District, and all other employees of the District.
- Section 2. The term "employee" when used in this Agreement shall refer to the employees in the bargaining unit described in Section 1, above.
- Section 3. It is expressly understood that non-bargaining unit employees may perform bargaining unit work only in emergencies, in circumstances not resulting in the layoff of bargaining unit members, and otherwise as agreed to by the parties.

ARTICLE 2 - BOARD RIGHTS

- Section 1. Except as specifically stated to the contrary in this Agreement, nothing in this Agreement is to be construed as limiting the District's or its Board of Education's rights as provided by Michigan law. Therefore, the District retains all rights it had prior to the making of this Agreement except as specifically provided in this Agreement.
- Section 2. Among those rights the district retains, by example and without limitation except as provided above, are the right: to manage District operations and to direct and assign the work force; to determine and change the methods and manner services are provided; to introduce new methods or improved methods of instruction, operations or equipment (including on-line/distance learning); to determine the curriculum and means for educating students, including to determine qualifications; to determine and modify the size of the workforce, including the right to determine when vacancies exist and the means for filling vacancies; to determine the extent to which and the manner and means its business will be operated or shut down in whole or in part; to determine whether and to what extent any work shall be performed by employees and how it shall be performed; to maintain order and efficiency in the school facilities and its programs including the right to select, hire, promote, schedule, demote, discipline, lay off, assign, transfer, train and terminate employees; instruction; to determine performance evaluation instruments and standards and to evaluate employees; to make and change work assignments, and to transfer or reassign employees; to determine and change starting times, quitting times, schedules; to establish and operate pilot programs; to determine and change methods and means by which operations are to be carried on; to establish, change and abolish its policies, work rules, regulations, practices and standards/codes of conduct and to adopt new policies, work rules, regulations, and practices; and to assign duties to employees in accordance with

the needs and requirements of the District, as determined by the District and as required by law.

Section 3. The District shall retain the sole right to suspend, discipline and discharge employees subject only to the express and specific terms of this Agreement and the Teachers' Tenure Act.

ARTICLE 3 - ASSOCIATION AND TEACHER RIGHTS

Section 1. The provisions of this Agreement represent the wages, hours, and terms and conditions of employment negotiated between the Board and the Association pursuant to the Public Employment Relations Act, Act No. 336 of the Public Acts of 1947, as amended.

Section 2. The Association shall have the right to use the school buildings and facilities at reasonable hours outside of the regular schools' hours for meetings, providing that arrangements are made sufficiently beforehand (normally at least five work days) with the building principal or appropriate administrator and such use does not interfere with the regular school or scheduled school activities. The Association agrees to promptly pay the District for any labor costs incurred by the District due to the Association's use of the facility, including the cost of any custodial or maintenance staff the District requires to be present during such use.

Section 3. Bulletin board, e-mail, mailboxes, and other media of communication shall be made available for the Association's reasonable use for official Association business. Such use must conform to District policies and procedures, and shall not be used to disparage the District or its staff or programs or to interfere with District operations.

Section 4. Representatives from the Association and District shall meet once a month during the school year to discuss issues that relate to the contract and workings conditions, and collaborate on solutions for these issues unless canceled by mutual agreement.

Section 5. The District recognizes the principle of progressive discipline. Progressive discipline shall mean a progression whereby the discipline may become more severe with each subsequent instance in which discipline is determined to be appropriate. The steps of progressive discipline may include (1) discussion of the problem or a verbal reprimand with written documentation, (2) written reprimand, (3) suspension, and (4) discharge. The level of discipline given in any instance shall be determined by the District, including immediate discharge.

Section 6. Any formal disciplinary reprimand or other disciplinary action shall be issued in private.

Section 7. Any disciplinary document or individualized counseling or corrective directive placed in a teacher's personnel file shall be shown to the teacher before it is placed in the file.

Section 8. YCEA bargaining unit members will dress in a professional manner according to their assignment.

Section 9. The District shall provide reasonable assistance in preparation for and moving a classroom. If a teacher is involuntarily transferred and the move must be done outside of the regular workday, the teacher shall receive a \$300 stipend.

Section 10. Student Violence against a YCEA bargaining unit member:

- a. Neither actual physical violence toward YCEA bargaining unit members, nor intimidation by threat of violence will be tolerated from students.
- b. If a YCEA bargaining unit member is unable to work as a result of an injury from a violent student, as determined by the District's Health Service Provider, the YCEA bargaining unit member will be held harmless for the loss of wages for the first 5 scheduled work days following the incident providing the YCEA bargaining unit member's actions were in conformance with existing school policies. The YCEA bargaining unit member must report to Concentra, the district determined health provider or designee within one (1) to three (3) hours of the incident. In the event the YCEA bargaining unit member does not report to Concentra or the District determined designee, all loss of wages is null and void.
- c. A YCEA bargaining unit member may exclude a pupil from one (1) class period when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the YCEA bargaining unit member will furnish the principal, as promptly as his/her teaching obligations will allow, full particulars of the incident in writing. In general, the pupil shall not be returned to the class until after consultation by the principal with the YCEA bargaining unit member, and if necessary, parent or Guardian.
- d. In the event there is a perceived student pattern of abuse, the bargaining member must request a meeting (in writing) with the administration and the union within 72 hours to address the issue.
- e. Personal property reimbursement at a cap of \$300 annually. Reimbursement is available only to the extent property damage is not reimbursed by all applicable insurance policies. Employees must provide documentation of personal insurance coverage available and provide documentation of the cost of each item prior to obtaining reimbursement. Reimbursement is further conditioned upon a YCEA bargaining unit member following proper professional standards and all district policies regarding student/YCEA bargaining unit member relationships and have a written statement including the official incident report signed by the building administrator.

ARTICLE 4 - PROBATION AND OTHER JOB STATUS

Section 1. All employees in positions and whose employment is covered by the Teachers' Tenure Act shall serve probationary periods as required by that Act, and to the extent they are awarded tenure under that Act, their employment shall be administered in accordance with that Act. Accordingly, the termination, demotion, layoff and denial of tenure of these employees shall not be subject to the Grievance Procedure in this Agreement or arbitration under their individual contracts.

Section 2. Employees whose positions are not covered by the Teachers' Tenure Act shall serve a probationary period of up to five years as determined appropriate by the District. Once said employees have successfully completed, in the sole discretion

of the District, their probationary periods, said employees may only be terminated or demoted for reasons that are not arbitrary or capricious.

Section 3. In the event the arbitrary and capricious standard applicable to tenured employees under the Teachers' Tenure Act is modified by the Legislature, then the District agrees that it will meet with the Association for the purpose of negotiating over the standard(s) which shall be applied to employees under this Article.

ARTICLE 5 - WORK SCHEDULES

Section 1. The normal scheduled work week for employees shall not exceed 37.5 hours based on a maximum 7.5 hour day, 5 days a week, except for negotiated holidays and break periods. Each employee shall be allowed a daily, minimum 30-minute duty-free lunch. When classes are in session, employees are to report to work at least 15 minutes before the start of the school day for students at that building or facility. Employees also may be required to attend during, before or after the student school day: meetings; programs; after school or evening special events such as fun nights, curriculum nights, interest fairs, and other building/extra-curricular events; PTO and school board meetings; open houses; and parent-teacher conferences. All employees (excluding high school) are required to attend fall open house and three (3) other events per academic year. High school employees are required to attend fall open house and graduation ceremony, plus two (2) additional evening events per academic year. Employees will not be required to attend more than four (4) events per academic year during times other than the normal workday, exclusive of parent-teacher conferences. Staff will normally be given at least 3 days' notice of a need to attend such an event.

Section 2. Three (3) staff meetings a month will be required unless an emergency arises. Student Support Services will attend 2 meetings with the general population per month and 1 required meeting per month with student support services department.

Section 3. The parties will negotiate a traditional calendar structure which shall be in place for the life of this Agreement unless changed through further bargaining at the request of either party. The calendar will follow the county wide common calendar for breaks. Schedules for staff may vary by position/assignment.

Section 4. The District may reschedule days schools are closed for students and employees covered by this Agreement due to power outages or other reasons not in the District's control if the amount of these days causes the District to go below the state minimum number of required instructional hours and/or student days. Said rescheduled days shall be worked without additional compensation provided said employees were not required to report to work on the closed days.

Section 5.

- a. All full-time classroom teachers shall normally receive no less than 250 minutes of preparation and planning time per week with no less than an average of 50 minutes of this time to be for daily preparation and planning time. During each day, there shall be at least one block of individual planning time which shall be no less than 25 consecutive minutes. The District shall endeavor to keep individual planning times equal among the elementary schools.
- b. If any classroom teacher does not receive his or her individual planning time due to providing coverage for another teacher, or if a non-classroom teacher employee is assigned to provide coverage for a classroom teacher, the employee shall be compensated at the rate of \$30.00 per missed planning time.

- Section 6. Ford and Perry YCEA bargaining unit member will receive Flex-time to alleviate 15 minute time due to compliance for Head Start and GSRP as follows:
- a. Flex-time must be used in the school year accrued and cannot be carried over to the next school year.
 - b. Flex-time has no monetary value upon resignation or retirement.
 - c. This time will be used for additional preparation time.

Section 7. Preschool Friday Compensation

Preschool staff work Monday through Thursday with no breaks or planning time to meet the Licensing and Regulatory Affairs (LARA) guidelines. Due to this practice all preschool staff will receive a ½ day for planning and a ½ day for lunch on Fridays. In the event that Preschool has students on Friday to adjust for necessary hours of instruction preschool staff will be compensated at their regular hourly rate for those functions in addition to their regular compensation for those hours. All Preschool staff must report for their allotted preparation time on Friday.

If the district schedules professional development on Friday's, Preschool staff will be compensated at their regular compensation a full day for a full day and a half day for a half day in addition to their regular salary. Staff must be present at professional development to receive compensation. Timesheets will be submitted to payroll by the building administrator to validate these extra hours.

Fall home visits are built into the preschool calendar prior to face to face instruction. If the district schedules spring home visits on Fridays, staff will be compensated. Preschool staff will be compensated at their regular compensation for the day in addition to their regular salary. Staff must be present at home visits to receive compensation.

ARTICLE 6 - CLASS SIZE AND STUDENT PLACEMENT

- Section 1. Subject to the provisions below, the District class sizes per regularly assigned class shall be subject to the following maximum numbers of students attending (i.e., physically present during the days preceding the count day) the class:

Transitional Kindergarten – 20 students per class

Kindergarten – 25 students per class

1st and 2nd grade – 28 students per class

3rd through 6th grades – 32 students per class

7th through 12th grades – 32 student average not to exceed 35 in a class

Alternative Education classes – 16 students

Virtual classes – are the same as above class sizes.

- Section 2. The count of students for the purposes of this provision shall be the count in the classrooms on the tenth (10th) school day after the official State count day for each semester. Any overage stipends payable under this Article shall be paid on or before the end of the semester to which the stipend is applicable, provided the teacher completes that semester.
- Section 3. An elementary teacher who is a split-level classroom teacher shall receive a stipend of \$400 per applicable semester. The District shall endeavor to keep the maximum number of students to two (2) less than whichever grade level has the lowest class size limit.
- Section 4. The above class size limits do apply to the unified arts (physical education, art, music, technology, etc.) at all levels, or co-teaching arrangements.
- Section 5. The above class size limits do not apply to the performing arts (band, choir, orchestra, etc.) or special education classes. If any performing arts class exceeds 60 students, there shall be an additional teacher assigned to the classroom.
- Section 6. The District shall endeavor to have equal or close to equal numbers in the same grade level classrooms at the elementary level. If the class size of self-contained classroom exceeds the applicable class size limit for a given semester, and subject to the following, the classroom teacher shall receive \$500 per extra student per semester. In the event the overage is due to space limitations in the building, however, in lieu of an overage stipend the District may provide partial relief through such means as the provision of an intervention teacher.
- Section 7. If the class size of a non-self-contained class exceeds the applicable class size limit for a given semester, the teacher shall receive \$100 for the term including the Fall count, and \$100 for the term including the Spring count, for each student over the class size limit as defined in Section 2, above.
- Section 8. When the number of students on Teacher Consultant or Resource Room caseloads in an elementary class is seven or more, co-teaching may be considered to provide additional support. Any co-teaching arrangement must be voluntary and shall be subject to the ongoing approval by the District.
- Section 9. Within each building, during the initial scheduling and on an ongoing basis, the District shall endeavor to reasonably balance students who are on IEPs or 504 plans, who are in the same grade level or in a specific class, among all sections of that grade or class. This does not apply to situations involving co-teaching or other alternate teaching settings.
- Section 10. The District shall inform teachers about placement of students who have an IEP or who have qualified for Section 504 accommodations by at least the day prior to receipt of the students, if feasible, unless the day is student count day. The purpose is to provide information to the receiving teacher(s) and get information regarding the conditions of the classroom(s) where the placement is contemplated pertaining to the appropriateness of the placement.
- Section 11. A meeting shall be scheduled within 10 days after the final counts are reported to the state (Nov. and March) in order to address options for solving class size problems.
- Section 12. No teacher shall have a class with both virtual and in person students at one time. A teacher may choose to do so by contacting administration in written form of that choice.

ARTICLE 7 - PAID LEAVES

Section 1. Paid leaves are absences from scheduled workdays during which eligible employees are paid. A statement of paid time off can be found on each employee's pay check stub. Said days shall have no cash value upon termination for any reason.

Section 2. Paid Time Off

- a. Full-time employees shall earn the equivalent of 12 days of paid time off ("PTO") per academic year. For District record-keeping purposes, each day of PTO shall be 7.5 hours. Part-time employees shall receive PTO on a pro-rated basis based on the percentage of their regular assignment of a full-time assignment. When employment begins after the beginning of an academic year, PTO accrual shall be prorated for that academic year. Employees in their first year of employment with the District shall be credited with half of their PTO at the beginning of each semester. In subsequent years, employees shall be credited with all of their PTO at the beginning of the school year. In the event of separation for any reason during a regular academic year, however, any prorated portion of such accrual used but not earned shall be due to the District as an overpayment, and shall be deducted from the employee's last pay, if possible.
- b. PTO may be used for any reason other than for the purpose of extended vacation or travel (e.g., week long vacations, pre-planned leisure travel, etc.) unless otherwise approved by the Superintendent. Except in cases of illness or when the PTO is used to care for someone else who is ill, the employee shall provide the District with at least 3 days prior written notice of the PTO to be used. In other circumstances, the employee shall provide the District with at least two hours prior notice, if possible. Notwithstanding the above, PTO may not be used the day before or after a holiday unless approved by the Human Resource or his/her designee. PTO must be used in half-day (i.e., 3.75 hour) increments.
- c. The proper procedures for securing substitute coverage must be followed by any employee using PTO.
- d. The maximum PTO accrual shall be 60 days. If an employee has at least 30 days in his or her PTO bank, then he or she may cash-in up to 6 days a year at the daily substitute rate. Employees will be allowed to do so once per year as determined by the District. Days used in excess of 12 in one school year may only be used for sick leave. A doctor's note may be required if an employee uses more than 12 PTO days in a school year or has a pattern of absences suggesting an abuse of the PTO program (e.g., frequent use for sick leave purposes or frequent extensions of weekends).

Section 3. Paid Bereavement Leave Days

- a. Full-time and regular part-time employees shall be granted bereavement leave necessary for attending the funeral and dealing with the deceased's affairs when a death occurs in the employee's immediate and extended family as described below. Bereavement leave shall not be deducted from an employee's PTO.
- b. Up to 5 days shall be granted if needed for this purpose with respect to a member of the employee's immediate family. "Immediate family" is defined as parent, child, step-child, spouse, and domestic partner.

- c. Up to 3 days of bereavement shall be granted if needed for attending the funeral and dealing with the deceased's affairs when a death occurs in the employee's extended family shall be granted. "Extended family" shall be defined as grandparent, sibling, step-sibling, brother/sister-in-law, mother/father-in-law, and step parent.
- d. Bereavement leave may be extended beyond the above allotments with the approval of the Superintendent or designee. Any additional days that are approved must be taken as leave without pay if the employee has no PTO available, or taken as PTO if it is available.

Section 4. Jury Duty

- a. Full-time and regular part-time employees called to serve on a jury at a court of record will be granted paid leave from their regularly scheduled workdays for this purpose upon notification and presentation of proper documentation. The employee shall keep his/her supervisor informed as to the dates of jury duty, and the supervisor will in turn inform the Human Resources Office so that proper accountability is provided.
- b. Any per diem compensation received for jury service by the employee on paid jury duty leave will be turned over to the District or, at the District's discretion, offset against the employee's pay.
- c. The employee must keep his/her supervisor informed as to the dates of jury duty, and the supervisor will in turn inform the Human Resources Office so that proper accountability is provided.

Section 5. Military Duty

- a. Full-time and regular part-time employees who must serve two weeks per year with the National Guard or Army Reserve will be granted leave from work with pay for this purpose.
- b. Any per diem compensation received by the employee will be turned over to the District or, at the District's discretion, offset against the employee's pay.

ARTICLE 8 - UNPAID LEAVES OF ABSENCE

Section 1. General Unpaid Leave Policy

All employees may be granted unpaid leaves. Whenever possible, requests for unpaid leave must be made in advance, in writing, to the Human Resources Office and include a statement of the reason for the request. The granting of such requests for unpaid leave is at the District's discretion, and such factors as the employee's record and the impact such a leave will have on operations, will be considered.

- a. Unpaid leaves will normally be for a fixed duration of no more than 30 calendar days, with exceptions due to recovery from illness or disability or other extenuating circumstances considered. Leaves may be extended if requested before their expirations when possible, but for no longer than for a total of one school year, and not in addition to FMLA leave. The employee will normally be returned to his or her former position upon the conclusion of the leave, if it is available, or a substantially similar position. Failure to return to work as scheduled by the expiration of the leave will be deemed to be voluntary termination of employment.

- b. Subject to the terms, conditions, and limitations of applicable health plans, District sponsored health insurance benefits will continue for the duration of the leave. Employees on unpaid leave, greater than 14 calendar days, are responsible for a prorated monthly premium, based on the amount of unpaid leave, toward health insurance and must forward that contribution to the District on a monthly basis. Sick benefits, as may be applicable, will not continue to accrue during an unpaid leave of absence. Earning resumes upon return to active status.
- c. Employees may not engage in any other employment during any leave of absence unless approved by the District in advance. Violation of this requirement may result in termination.
- d. If an employee fails to report to work promptly at the end of the approved leave, the employee may be subject to corrective action up to and including termination of employment.

Section 2. Family and Medical Leaves of Absence

The District follows the federal Family and Medical Leave Act ("FMLA"). The U.S. Department of Labor's general description of those rights is provided in Appendix C of this Agreement.

Section 3. Educational/Sabbatical Leave

- a. The District provides educational leaves of absence without pay or benefits to full time faculty and administrative employees who wish to take time off from work duties to pursue course work that is applicable to their job duties with the District. Eligible employees may apply for such leaves by submitting an application to the Human Resources Office.
- b. The leave may be granted at the District's discretion. When an educational leave ends, a reasonable effort will be made to return the employee to the same position or to a similar available position for which the employee is qualified.

Section 4. Other Unpaid Leaves

A leave of absence without pay and fringe benefits for up to one year may be granted at the District's discretion upon written application for (a) pursuing studies, travel, research, or a special teaching assignment resulting in potential advantage to the school system; (b) campaigning or serving in elected public office; (c) personal illness; (d) providing care for another person; (e) serving as President of the NEA, MEA, or WCEA; or (g) any other reason under the following conditions:

- a. Application for such leave must be filed in writing with the Superintendent or designee at least 3 months in advance whenever possible. The Superintendent or designee may request information documenting the purpose of the leave.
- b. If the leave is approved, the applicant shall be given written notice by the District stating that failure to notify the Superintendent or designee by 60 days prior to the expiration of the leave of intent to return or requesting an extension of the leave constitutes an irrevocable voluntary resignation.
- c. No salary schedule increments nor service credits shall be accrued while on leave without pay of more than one month.

- d. Upon return from the leave, the applicant shall be placed in his/her former position, if available. If the position is not available, the applicant shall be placed in a substantially similar position, if available and if the employee is qualified for the position. All benefits earned previous to the leave shall be restored.

Section 5. Fitness for Duty

- a. Nothing in this Agreement limits the District's right to require an employee to undergo a fitness for duty exam or other medical exam (including drug or alcohol testing). Medical exams required by the District, other than with respect to exams required to determine if an employee is able to return from a leave of absence, shall be at the District's expense by a physician or clinic designated or approved by the District.
- b. Nothing in this Agreement limits the District's right to place an employee on a paid or an unpaid leave of absence.

ARTICLE 9 - GRIEVANCE PROCEDURE

Section 1. Purpose and Definitions

- a. For purposes of this Agreement, a grievance shall mean a claimed violation, misinterpretation or misapplication of any provision of this Agreement or the challenge of any disciplinary action taken against an employee. This procedure is the sole recourse employees shall have over such matters.
- b. The term "work days" as used in this procedure shall not include Saturday, Sunday and holidays (as observed by the District). Vacations during the District's traditional academic year (i.e., not the break between traditional academic years) are considered "holidays" for purposes of this provision.

Section 2. Time Limits

- a. The number of days provided for in the presentation and processing of grievances in each step of the grievance procedure shall establish the maximum time allowed for the presentation and processing of a grievance. The time limits specified, however, may be extended by written mutual agreement between the District and the Association.
- b. The failure of a grieving employee to proceed to the next step of the grievance procedure within the time limits specified shall be deemed an acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the grievance. The failure of the District to answer a grievance within the time limits specified shall permit the grieving employee to proceed to the next step of the grievance procedure.
- c. No grievance may be filed or processed based upon facts or events which have occurred more than 15 work days before the grievance is reduced to writing.

Section 3. Procedure

All grievances shall be presented and processed in accordance with the following procedure:

- a. Step One -- Any employee having a complaint, or an employee designated by a group of employees having a complaint, may discuss the complaint with the employee's supervisor.
- b. Step Two -- If the grievance is not resolved at Step One, the grievance shall be reduced to writing and presented to the employee's supervisor within 10 work days from the meeting with the employee occurred. The written grievance shall be signed by the grieving employee and shall set forth the nature of the grievance, the contract provision(s) alleged to have been violated, and the adjustment sought if known. The employee and the supervisor (or designee) shall meet to discuss the grievance. The supervisor shall give a written decision to the employee within 10 work days after receipt of the grievance.
- c. Step Three -- If the grievance is not resolved at Step Two, the grieving employee must refer the grievance, in writing, to Human Resources within 10 work days after the completion of Step Two. A Human Resources designee may meet with the grievant to discuss the grievance. The Human Resources Director shall give a written decision to the grievant within 10 work days after receipt of the grievance.
- d. Step Four -- If the grievance is not resolved at Step Three, the grieving employee must refer the grievance to the Superintendent within 10 work days after the completion of Step Three. The Superintendent (or designee) may meet with the grievant to discuss the grievance. The Superintendent shall give a written decision to the grievant within 15 work days after receipt grievance. The Superintendent's decision shall be final and binding unless the matter is subject to and appealed to Step Five (arbitration), below, in a timely manner.
- e. Step Five -- Except as limited below or otherwise provided in this Agreement, any grievance arising during the term of this Agreement, only, which is not resolved at Step Four may be submitted to arbitration by the Association submitting a written notice to the District's Superintendent within 15 work days after the completion of Step Four.
 - (i) Only the Association (i.e., no individual grievant) may move a grievance to Step Five.
 - (ii) No grievance regarding the discipline or termination of a probationary-employee or any other matters specified in this Agreement as not being grievable shall be within the arbitrator's jurisdiction.
 - (iii) Following the written request for submission to arbitration, representatives of the District and the Association shall attempt to agree on the selection of an arbitrator. If mutual agreement on the selection of an arbitrator cannot be reached within 20 work days after the date of the receipt of the request for arbitration, the arbitrator shall be selected by alternating the option to strike names from a list of nine neutral arbitrators provided by the office of the American Arbitration Association responsible for administering labor arbitrations for southeast Michigan.
 - (iv) The hearing shall be conducted in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association. At the time of the arbitration hearing, either party shall have the right to examine and cross-examine witnesses.

- (v) Neither party may assert a contractual claim or basis in support of its position which was not presented prior to arbitration.
- (vi) The arbitrator's fee and expenses shall be borne equally by the parties to the proceeding. Each party shall be responsible for expense and compensation of its own witnesses or required participants. However, witnesses who are employed by the District shall be released from their duties to the extent necessary to participate as a witness or an aggrieved party to an arbitration proceeding at no expense to the Association. The Association agrees to keep the release time for witnesses to a minimum. Any other expenses, including transcript costs, shall be borne by the party incurring such expenses.
- (vii) The arbitrator shall have no power to: (a) add to, subtract from, alter, or in any way modify the terms of this Agreement; (b) establish or modify any wage rate or benefit; (c) issue any order regarding how or where students may be placed; or (d) construe this Agreement to limit the Board's discretion and rights except only as that discretion and those rights may be specifically limited by the express terms of this Agreement.
- (viii) The arbitrator shall render a decision as soon as possible following the hearing. Decisions of the arbitrator, subject to the limitations set forth in this Agreement, shall be final and binding on the Association, its members, the employee or employees involved and on the District. Any award of back compensation shall not predate the date of the grievance by more than 10 days except to the extent the inability to file a grievance earlier was solely caused by the District. Any award of back compensation shall be offset by all earned income received during the applicable period (including all disability, unemployment and other pay received), as well as being fully adjusted by any failure on the individual's part to attempt to mitigate his/her damages. Interest, punitive damages and attorney fees shall not be awardable by the arbitrator.

Section 4. The Association shall have the right to initiate a group grievance or grievances involving more than one employee at Step 3 of the grievance procedure within 15 days of the event giving rise to the grievance.

Section 5. It is understood that each employee is subject to an individual agreement to arbitrate disputes the employee may have with the District. The right to arbitrate per those individual agreements is subordinate to the right to arbitrate disputes under this Agreement. Therefore, any dispute which may be grieved under this Agreement must be processed through this Grievance Procedure and only this Grievance Procedure, and shall not be subject to any other grievance procedure or arbitration agreement.

ARTICLE 10 - SALARY AND BENEFITS

Section 1. Salaries

- a. Effective upon ratification of this Agreement by both parties, all employees shall receive one step on the new attached salary schedule in the 2021/22 school year, one step in the 2022/23 school year, and one step in the 2023/24 school year.
- b. Noncertified Preschool Teachers will be placed on the noncertified preschool salary scale.

Section 2. Health, Dental, Vision, Life and ADD, and LTD Insurance

The health, dental, vision, life and LTD insurance made available to employees during the term of this Agreement shall be the same as that made generally available to other employees of the District, and on the same terms.

- a. The District Annual Hard Cap rates shall be equal to the State annual hard cap rates.
- b. For each employee not electing coverage under one of the District sponsored health plans during the term of this Agreement, the District shall pay the employee cash in lieu for those benefits of:

\$600 for 2021/22
\$800 for 2022/23
\$1200 for 2023 and following years

Section 3. Extra Duty Compensation

When an employee is assigned to perform an extra duty listed in Appendix B, the employee shall be paid for performing those duties at the rate provided therein. Extra duty assignments and renewals thereof are made at the District's discretion.

Section 4. Longevity

5 – 10 years	\$500.00 per year
11 – 15 years	\$750.00 per year
16 – 20 years	\$1000.00 per year
21 and up	\$1250.00 per year

ARTICLE 11 - CALENDAR

Section 1. Calendar is attached in Appendix E.

- a. Teacher record days may be done from the district or home. It is expected that all report cards are done by scheduled time if teacher chooses to work from home.

ARTICLE 12 - STRIKES AND LOCKOUTS

- Section 1. So long as this Agreement is in effect, and for so long as strikes by employees covered by this agreement are not permitted under Michigan law, the Association will not cause, nor sanction its members to cause, nor encourage any member of the Association take part in any strike against the District, including a sympathy strike, slowdown, stoppage of work, planned inefficiency or any other curtailment of work or restriction or interference with District's operations for any reason whatsoever. Nor will the Association authorize or sanction the same. Upon hearing of any unauthorized strike, slowdown, stoppage of work, planned inefficiency or any other curtailment of work or restriction or interference with the operation of the District, the Association shall take the necessary steps to avert or bring such activity to a prompt termination.
- Section 2. Any employee who violates the proscriptions of this provision will be treated in accordance with applicable State laws.
- Section 3. During the life of this Agreement, the District shall not lockout any employees covered hereunder.

ARTICLE 13 – PARTIAL INVALIDITY, WAIVER, ENTIRE AGREEMENT AND AMENDMENTS

- Section 1. 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 all of 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 waives the right, and each agrees that the other shall not be obligated to, bargain collectively with respect to any subjects or matters referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.
- Section 2. If any provision of this Agreement or any application of this Agreement to any employee or group of employees shall be determined to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. Upon such a determination, either party may seek to bargain with regard to the effect thereof by submitting written notice of an intent to bargain.
- Section 3. This Agreement constitutes the full and complete agreement between the District and the Association, being understood that nothing shall be implied as being binding on the parties hereto except to the extent expressly set forth in this Agreement.
- Section 4. This Agreement can only be modified by the express, written and signed agreement of both parties.

ARTICLE 14 – MENTORING

The district will provide 15 days of professional learning during the first three years of employment for non-tenured classroom teachers.

- a. Mentor Pay – The mentor will be paid \$1000.00 for the first mentee. For each additional mentee, the mentor will receive \$700.00. If a mentor reaches the maximum number of mentees (5), they will receive an additional \$500.00.
- b. Mentee Pay – Mentees will be paid a stipend of up to \$300.00. Pro-rated for each meeting attended.

ARTICLE 15 – TERMINATION

Section 1. This Agreement shall remain in full force and effect upon ratification by both parties through June 30, 2024.

Section 2. This Agreement shall take effect upon its execution by both parties, and it supersedes any and all prior agreements or understandings between the parties.

**YPSILANTI COMMUNITY EDUCATION
ASSOCIATION, MEA/NEA**

YPSILANTI COMMUNITY SCHOOLS

Charlotte Tillerson, President

Sue McCarty, Director of HR

Kelly Powers, MEA UniServ Director

Alena Zachery-Ross, Superintendent

Date:

Date:

APPENDIX A – SALARIES

- a. The Salary Schedule for all employees in the bargaining unit shall be

Classification and Level	Non-Certified Preschool*	Bachelor's	Master's	Ancillary
1	\$36,750	\$39,900	\$43,400	\$43,400
2	\$37,485	\$41,650	\$45,150	\$45,150
3	\$38,235	\$43,400	\$46,900	\$46,900
4	\$38,999	\$45,150	\$48,650	\$48,650
5	\$39,779	\$47,900	\$51,400	\$51,400
6		\$49,900	\$53,400	\$53,400
7		\$51,650	\$55,150	\$55,150
8		\$53,400	\$56,900	\$56,900
9		\$55,150	\$58,650	\$58,650
10		\$56,900	\$60,400	\$60,400
11		\$58,650	\$62,150	\$62,150
12		\$62,200	\$65,700	\$65,700
13		\$64,400	\$67,900	\$67,900
14		\$66,150	\$69,650	\$69,650
15		\$67,900	\$71,400	\$71,400
16		\$69,650	\$73,150	\$73,150
17		\$71,400	\$74,900	\$74,900
18		\$73,150	\$76,650	\$76,650
19		\$74,900	\$78,400	\$78,400
20		\$76,650	\$80,150	\$80,150

*Pre-school employees who are not certified only, shall start at this rate.

Ancillary Staff includes: Nurses, Speech and Language Pathologists; School Social Workers; School Psychologists; Occupational Therapists; Physical Therapists; and Counselors.

The following terms apply to the administration of and placement on the Salary Schedule.

- I. **Initial Placement (for new hires into the District)-** As a practice for initial placement, the District will consider the number of years of experience, divided by two, to determine the starting step, at a maximum of five steps (starting at Step 1), excluding hard to fill areas.
2. An ineffective rating on the most recent final evaluation will result in no movement on the salary scale until the rating has moved to minimally effective. Any teacher who remains minimally effective for two years will not move on the salary scale for the following year.
3. **Movement Between Lanes Due to Earning of In Subject Advanced Degree/Certification**

During the term of this Agreement, employees advancing from Bachelor's to Master's lanes of the above schedule because of a newly earned in-subject Master's Degree will move from the Bachelor's lane to the Master's lane upon the beginning of the semester following the earning of that degree. The course of study for the Master's program must be approved by the Human Resources Director.

APPENDIX B – EXTRA DUTY STIPENDS

ACCE

SLC Leader*	\$3000
School Improvement	\$1440
Technology/Website Coordinator	\$720
Senior Class Sponsor	\$720
After-School Enrichment (2)	\$360
School Activities Coordinator/Sponsor	\$360
Yearbook	\$720
Testing Coordinator	\$1080

Beatty

Lead Teacher	\$1440
Technology/Website Coordinator	\$720

Erickson

Lead Teacher	\$1440
Safety Patrol	\$720
School Improvement*	\$1440
Science Olympia	\$720
Student Council	\$720
Technology/Website Coordinator	\$720
Testing Coordinator	\$1080

Estabrook

Lead Teacher	\$1440
Safety Patrol	\$720
School Improvement*	\$1440
Science Olympia	\$720
Student Council	\$720
Technology/Website Coordinator	\$720
Testing Coordinator	\$1080

Ford

Lead Teacher	\$1440
School Improvement*	\$1440
Student Council	\$720
Technology/Website Coordinator	\$720

Holmes

Lead Teacher	\$1440
Safety Patrol	\$720
School Improvement*	\$1440
Science Olympia	\$720
Student Council	\$720
Technology/Website Coordinator	\$720
Testing Coordinator	\$1080

Perry

Lead Teacher	\$1440
School Improvement*	\$1440
Student Council	\$720
Technology/Website Coordinator	\$720

Y.I.E.S

Lead Teacher	\$1440
Safety Patrol	\$720
School Improvement*	\$1440
Science Olympia	\$720
Student Council	\$720
Technology/Website Coordinator	\$720
Testing Coordinator	\$1080

Middle School

Band Director (Evening/Parades)	\$1080
Choir Director (Evening Concerts)	\$1080
Math Club/Academic Games	\$360
School Improvement Chair	\$1440
SLC Leader (4)	\$3000
Student Council	\$720
Yearbook	\$1080
Musical Director	\$1080
Testing Coordinator	\$1080
Web Tech/Technology	\$720

High School

Band Camp Director	\$720
Band Director {Evenings/Parades}	\$1080
Calendar/Web Tech X 2 (ACTech/STEMM)	\$720
H.S. Science Olympiad	\$720
Freshman Class Sponsor (2)	\$540
Sophomore Class Sponsor (2)	\$540
Junior Class Sponsor (2)	\$540
Senior Class Sponsor (2)	\$540
Math Department Chair	\$3000
Social Studies Department Chair	\$3000
Science Department Chair	\$3000
ELA Department Chair	\$3000
Elective Department Chair	\$3000
Special Ed Department Chair	\$3000
Concert Choir Camp	\$720
Marching Band	\$1080
NSBE Or. Coordinator	\$720
Musical Director (Vocal)	\$720
National Honors Society	\$720
Robotics Team Sponsor	\$5000
Robotics Team Assistant	\$2000
School Improvement Chair (2, ACTech and STEMM)	\$2160
Skills USA Sponsor	\$720
Science Club/Field Trips	\$360
SLC Leaders (1STEMM, 3 ACTech, 1 9 th Grade, 1 10 th Grade, 1 11-12 th Grade)	\$3000
Drama Performance Director	\$1080
Yearbook	\$2160
DECCA	\$1080
Student Government	\$1080
Testing Coordinator	\$1080

Summer School

Teaching \$30/scheduled hour of work

District-Wide Assignments

ELL	\$3000
CTE Coordinator	\$3000
Reading Apprenticeship Trainer**	\$2500
Restorative Practices Trainer	\$2500
Special Olympics Coordinator	\$720
Unified Arts Department Chairs	
Art	\$1080
Music	\$1080
Physical Education	\$1080

Amounts in this Appendix B are per position, which can be shared by multiple employees.

*Requires documentation of attendance at required meetings.

**Requires documentation of successful completion of required training.

Medicaid Billing

\$1000

Employees must complete entire monthly caseload billing to receive end of the school year payment

APPENDIX C – Family Medical Leave Act

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:



1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16

APPENDIX D – EMPLOYEE INSURANCE

MESSA In-Network Plan Comparison - Effective 7/1/2021 Ypsilanti Community Schools - Princ & NU Admin, SS, Teachers

	MESSA Choices \$500/\$1,000 0% MESSA Saver Rx	MESSA Choices \$500/\$1,000 20% 3-Tier Rx with Mandatory Mail	MESSA ABC Plan 1 \$1,400/\$2,800 HSA 0% MESSA ABC Rx	Essentials by MESSA \$375/\$750 20% Essentials by MESSA
In-Network Cost Share After Deductible				
Deductible	\$500/\$1,000	\$500/\$1,000	\$1,400/\$2,800	\$375/\$750
Coinsurance	0%	20%	0%	20%
Blue Cross online visit copay/coinsurance	\$20	\$20	0%	\$10
Office visit copay/coinsurance	\$20	\$20	0%	\$25
Specialist visit copay/coinsurance	\$20	\$20	0%	\$50
Urgent care copay/coinsurance	\$25	\$25	0%	\$50
Emergency room copay/coinsurance	\$50	\$50	0%	\$200
Total out-of-pocket maximum	\$2,500/\$5,000	\$4,500/\$9,000	\$2,400/\$4,800	\$8,550/\$17,100
Certain Benefit Differences				
Chiropractic manipulations	Up to 38 visits per calendar year, including therapeutic massage; Covered 100% after deductible; \$20 office visit copay may apply	Up to 38 visits per calendar year, including therapeutic massage; Covered 80% after deductible; \$20 office visit copay may apply	Up to 38 visits per calendar year, including therapeutic massage; Covered 100% after deductible	Up to a combined 12 visits per calendar year; \$25 office visit copay applies after deductible
Osteopathic manipulations	Up to 38 visits per calendar year; Covered 100% after deductible; \$20 office visit copay may apply	Up to 38 visits per calendar year; Covered 80% after deductible; \$20 office visit copay may apply	Up to 38 visits per calendar year; Covered 100% after deductible	
Outpatient physical, occupational and speech therapy	Up to a combined 60 visits per calendar year; Covered 100% after deductible	Up to a combined 60 visits per calendar year; Covered 80% after deductible	Up to a combined 60 visits per calendar year; Covered 100% after deductible	Up to a combined 30 visits per calendar year, including therapeutic massage by a chiropractor; Covered 80% after deductible
Bariatric surgery	Covered 100% after deductible	Covered 80% after deductible	Covered 100% after deductible	Not covered
Acupuncture	Covered 100% after deductible	Covered 80% after deductible	Covered 100% after deductible	Not covered
Hearing aids	Covered 100% up to a maximum benefit after deductible	Covered 80% up to a maximum benefit after deductible	Covered 100% up to a maximum benefit after deductible	Not covered

MESSA In-Network Plan Comparison - Effective: 7/1/2021
Ypsilanti Community Schools - Princ & NU Admin, SS, Teachers

	MESSA Choices \$500/\$1,000 0% MESSA Saver Rx	MESSA Choices \$500/\$1,000 20% 3-Tier Rx with Mandatory Mail	MESSA ABC Plan 1 \$1,400/\$2,800 HSA 0% MESSA ABC Rx	Essentials by MESSA \$375/\$750 20% Essentials by MESSA
Prescription Drugs	MESSA Saver Rx	3-Tier Rx with Mandatory Mail	MESSA ABC Rx (after deductible)	Essentials by MESSA
34-day supply				
Generic drug	\$2 or \$10	\$10	Free, \$2 or \$10	\$10
Preferred brand drug	\$20 or \$40	20% coinsurance (\$40 min - \$80 max)	Free, \$20 or \$40	20% coinsurance (\$40 min - \$80 max)
Non-preferred brand drug		20% coinsurance (\$60 min - \$100 max)		20% coinsurance (\$60 min - \$100 max)
90-day supply				
Generic drug, Preferred brand drug, Non-preferred brand drug	2x copay of applicable 34- day supply; Available via retail or mail order	2.5x copay of applicable 34-day supply; Only available via mail order	2x copay of applicable 34- day supply; Available via retail or mail order	3x copay of applicable 34- day supply; Available via retail or mail order
Additional Rx Information				
Free preventive drug lists	Affordable Care Act (ACA) Free Preventive Drug Coverage	Affordable Care Act (ACA) Free Preventive Drug Coverage	Affordable Care Act (ACA) Free Preventive Drug Coverage and the extended list of ABC Free Preventive Prescriptions; These are FREE before you pay your deductible	Affordable Care Act (ACA) Free Preventive Drug Coverage

~ The Essentials by MESSA Rx plan has several drugs and drug categories that are excluded from coverage, including, but not limited to brand-name drugs that have generic equivalents, lifestyle drugs (drugs for erectile dysfunction or weight loss), drugs used to treat heartburn and acid reflux (except select generic versions), drugs that treat coughs and colds, including most antihistamines and prenatal vitamins.

~ The out-of-pocket maximum (OOPM) for Essentials by MESSA, is subject to change each Jan. 1 according to the maximum limit allowed by the Affordable Care Act.

~ For Saver Rx and ABC Rx, the reduced cost Generic drugs at \$2 and Brand Name drugs at \$20, include medications for Asthma, Diabetes, Coronary Artery Disease, High Blood Pressure and High Cholesterol.

~ The MESSA ABC Plan 1 deductible is subject to change each Jan. 1 to remain HSA-compatible according to IRS rules governing HSAs.

If you have any questions, please contact your MESSA Field Representative, Monica McKay, at 800.292.4910.

Information on this document is a general overview. Refer to MESSA.org and the plan booklets for additional information.

MESSA Choices
Medical plan highlights



Effective Date: 7/1/2021

MESSA Account: Ypsilanti Community Schools

Employee Group: 967A Principals & NonUnion Admins

In-network health care benefits for you and your covered dependents

All services must be **medically necessary** and performed by a payable provider.

This is a brief summary of in-network benefits. If you obtain medical services from an out-of-network provider without a referral from an in-network provider, you may have to pay 100 percent of the cost or the applicable out-of-network cost share amounts. For coverage details, go to messa.org to log in to your member account or call the MESSA Member Service Center at 800.336.0013 or TTY 888.445.5614.

Plan features	In-network
Annual deductible - The amount you pay for health care services before your health insurance begins to pay. If one member of the family meets the individual deductible, but the family deductible has not been met, MESSA will pay for covered services for that member only. Covered services for the remaining family members will be paid when the family deductible has been met. The annual deductible is based on the calendar year, Jan. 1 to Dec. 31.	\$500 individual/\$1,000 family
Medical copayment - A fixed amount you pay for a medical visit.	\$20 Blue Cross online visit, \$20 office visit, \$20 specialist visit, \$25 urgent care, \$50 emergency room
Medical coinsurance - A fixed percentage you pay for a medical service.	0%
Prescription drug coverage - Subject to prescription copayments and coinsurance.	Saver Rx
Annual out-of-pocket maximums Medical: The most you have to pay for covered services in a calendar year, including deductible, applicable coinsurance and copayments. Charges above approved amount and charges for services not covered under the plan do not count toward the out-of-pocket maximums. Prescription: The most you have to pay for prescription copayments and coinsurance in a calendar year.	Medical: \$1,500 individual/\$3,000 family Prescription: \$1,000 individual/\$2,000 family
Covered service	In-network cost share
Preventive care - Certain services such as annual exams, screenings, childhood and adult immunizations and certain preventive medications.	No cost to you
Prenatal and postnatal care - Prenatal and postnatal doctor visits.	
Blue Cross online visit	Subject to deductible and Blue Cross online visit copayment
Office visit - e.g. primary care physician, obstetrics and gynecology and pediatric visits	Subject to deductible and office visit copayment
Specialist visit	Subject to deductible and specialist visit copayment
Urgent care - Copayment waived if services are required to treat a medical emergency or accidental injury.	Subject to deductible and urgent care copayment
Hospital emergency room (ER) - Copayment waived if admitted or due to an accidental injury.	Subject to deductible and emergency room copayment If copayment is waived, then coinsurance may apply
Allergy testing and therapy	Subject to deductible and coinsurance Specialist visit copayment may apply
Osteopathic manipulations - Performed by an Osteopathic physician. Up to 38 visits per calendar year.	Subject to deductible and office visit copayment

Covered service	In-network cost share
Chiropractic services including modalities - Up to 38 visits per calendar year.	Subject to deductible and coinsurance Office visit copayment may apply
Acupuncture - Must be performed by an M.D. or D.O.	Subject to deductible and coinsurance Office visit copayment may apply
Mental health and substance abuse - outpatient care	Subject to deductible and coinsurance
Mental health and substance abuse - inpatient care	
Inpatient hospital	
Outpatient physical, occupational and speech therapy - Up to a combined benefit max of 60 visits per individual per calendar year.	
Diagnostic lab and X-ray	
Radiation and chemotherapy	
Autism - applied behavior analysis (ABA) services	
Hearing care - Hearing related services performed by an M.D. or D.O.	
Hearing aids - There is a maximum benefit, adjusted annually based on the Consumer Price Index (CPI), for a hearing aid for each ear during a 36-month period.	
Ambulance	
Bariatric surgery	
Medical supplies	
Durable medical equipment (DME)	
Prosthetics and orthotics	
Home health care	
Skilled nursing facility - Up to a max of 120 days per calendar year.	
Human organ transplant - Must be performed at an approved facility.	
Home delivery of prescription medications	
MESSA members can save time and money by ordering prescription medications through the Express Scripts mail order pharmacy. If your coverage includes a mandatory mail prescription rider, you must obtain most long-term maintenance medications from Express Scripts. For more information, go to messa.org to log in to your member account and link to the Express Scripts website. For general questions about your prescription coverage, call MESSA at 800.336.0013 or TTY 888.445.5614. For questions about a prescription order, call Express Scripts at 800.903.8346	
Medical care outside the U.S.	
MESSA members have access to doctors and hospitals with the BCBS Global Core program. You may want to visit the BCBS Global Core program's website (www.bcbsglobalcore.com) to find in-network providers prior to your departure.	
Covered services and approved amounts	
In-network providers bill BCBSM directly. Payments for covered services are based on BCBSM's approved amounts. Your liability is limited to the plan deductible, copayment and coinsurance requirements.	
Out-of-network providers may or may not bill BCBSM directly. The member is responsible to the provider for any deductibles, copayments, coinsurance and amounts that are in excess of the approved amount for the services as predetermined by MESSA and BCBSM. These amounts may be substantial.	
<i>Medical benefits underwritten by Blue Cross Blue Shield of Michigan (BCBSM) & 4 Ever Life Insurance Company. BCBSM is an independent licensee of the Blue Cross and Blue Shield Association.</i>	
Life and accidental death & dismemberment insurance	
Life insurance: \$5,000 policy for you.	
Accidental death & dismemberment insurance (AD&D): \$5,000 policy for you.	
AD&D terminates at age 65 or when employment ends, whichever comes later. <i>Life and AD&D insurance underwritten by Life Insurance Company of North America.</i>	

MESSA Choices
Medical plan highlights



Effective Date: 7/1/2021

MESSA Account: Ypsilanti Community Schools

Employee Group: 967A Principals & NonUnion Admins

In-network health care benefits for you and your covered dependents

All services must be **medically necessary** and performed by a payable provider.

This is a brief summary of in-network benefits. If you obtain medical services from an out-of-network provider without a referral from an in-network provider, you may have to pay 100 percent of the cost or the applicable out-of-network cost share amounts. For coverage details, go to messa.org to log in to your member account or call the MESSA Member Service Center at 800.336.0013 or TTY 888.445.5614.

Plan features	In-network
Annual deductible - The amount you pay for health care services before your health insurance begins to pay. If one member of the family meets the individual deductible, but the family deductible has not been met, MESSA will pay for covered services for that member only. Covered services for the remaining family members will be paid when the family deductible has been met. The annual deductible is based on the calendar year, Jan. 1 to Dec. 31.	\$500 individual/\$1,000 family
Medical copayment - A fixed amount you pay for a medical visit.	\$20 Blue Cross online visit, \$20 office visit, \$20 specialist visit, \$25 urgent care, \$50 emergency room
Medical coinsurance - A fixed percentage you pay for a medical service.	20%
Prescription drug coverage - Subject to prescription copayments and coinsurance.	3-Tier Rx with mandatory mail
Annual out-of-pocket maximums Medical: The most you have to pay for covered services in a calendar year, including deductible, applicable coinsurance and copayments. Charges above approved amount and charges for services not covered under the plan do not count toward the out-of-pocket maximums. Prescription: The most you have to pay for prescription copayments and coinsurance in a calendar year.	Medical: \$2,500 individual/\$5,000 family Prescription: \$2,000 individual/\$4,000 family
Covered service	In-network cost share
Preventive care - Certain services such as annual exams, screenings, childhood and adult immunizations and certain preventive medications.	No cost to you
Prenatal and postnatal care - Prenatal and postnatal doctor visits.	
Blue Cross online visit	Subject to deductible and Blue Cross online visit copayment
Office visit - e.g. primary care physician, obstetrics and gynecology and pediatric visits	Subject to deductible and office visit copayment
Specialist visit	Subject to deductible and specialist visit copayment
Urgent care - Copayment waived if services are required to treat a medical emergency or accidental injury.	Subject to deductible and urgent care copayment
Hospital emergency room (ER) - Copayment waived if admitted or due to an accidental injury.	Subject to deductible and emergency room copayment If copayment is waived, then coinsurance may apply
Allergy testing and therapy	Subject to deductible and coinsurance Specialist visit copayment may apply
Osteopathic manipulations - Performed by an Osteopathic physician. Up to 38 visits per calendar year.	Subject to deductible and office visit copayment

Covered service	In-network cost share
Chiropractic services including modalities - Up to 38 visits per calendar year.	Subject to deductible and coinsurance Office visit copayment may apply
Acupuncture - Must be performed by an M.D. or D.O.	Subject to deductible and coinsurance Office visit copayment may apply
Mental health and substance abuse - outpatient care	Subject to deductible and coinsurance
Mental health and substance abuse - inpatient care	
Inpatient hospital	
Outpatient physical, occupational and speech therapy - Up to a combined benefit max of 60 visits per individual per calendar year.	
Diagnostic lab and X-ray	
Radiation and chemotherapy	
Autism - applied behavior analysis (ABA) services	
Hearing care - Hearing related services performed by an M.D. or D.O.	
Hearing aids - There is a maximum benefit, adjusted annually based on the Consumer Price Index (CPI), for a hearing aid for each ear during a 36-month period.	
Ambulance	
Bariatric surgery	
Medical supplies	
Durable medical equipment (DME)	
Prosthetics and orthotics	
Home health care	
Skilled nursing facility - Up to a max of 120 days per calendar year.	
Human organ transplant - Must be performed at an approved facility.	
Home delivery of prescription medications	
MESSA members can save time and money by ordering prescription medications through the Express Scripts mail order pharmacy. If your coverage includes a mandatory mail prescription rider, you must obtain most long-term maintenance medications from Express Scripts. For more information, go to messa.org to log in to your member account and link to the Express Scripts website. For general questions about your prescription coverage, call MESSA at 800.336.0013 or TTY 888.445.5614. For questions about a prescription order, call Express Scripts at 800.903.8346	
Medical care outside the U.S.	
MESSA members have access to doctors and hospitals with the BCBS Global Core program. You may want to visit the BCBS Global Core program's website (www.bcbsglobalcore.com) to find in-network providers prior to your departure.	
Covered services and approved amounts	
In-network providers bill BCBSM directly. Payments for covered services are based on BCBSM's approved amounts. Your liability is limited to the plan deductible, copayment and coinsurance requirements.	
Out-of-network providers may or may not bill BCBSM directly. The member is responsible to the provider for any deductibles, copayments, coinsurance and amounts that are in excess of the approved amount for the services as predetermined by MESSA and BCBSM. These amounts may be substantial.	
<i>Medical benefits underwritten by Blue Cross Blue Shield of Michigan (BCBSM) & 4 Ever Life Insurance Company. BCBSM is an independent licensee of the Blue Cross and Blue Shield Association.</i>	
Life and accidental death & dismemberment insurance	
Life insurance: \$5,000 policy for you.	
Accidental death & dismemberment insurance (AD&D): \$5,000 policy for you.	
AD&D terminates at age 65 or when employment ends, whichever comes later. <i>Life and AD&D insurance underwritten by Life Insurance Company of North America.</i>	

MESSA ABC Plan 1
Medical plan highlights



Effective Date: 7/1/2021

MESSA Account: Ypsilanti Community Schools

Employee Group: 967A Principals & NonUnion Admins

In-network health care benefits for you and your covered dependents

All services must be **medically necessary** and performed by a payable provider.

This is a brief summary of in-network benefits. If you obtain medical services from an out-of-network provider without a referral from an in-network provider, you may have to pay 100 percent of the cost or the applicable out-of-network cost share amounts. For coverage details, go to messa.org to log in to your member account or call the MESSA Member Service Center at 800.336.0013 or TTY 888.445.5614.

Plan features	In-network
<p>Annual deductible The amount you pay for health care services and prescription drug purchases before your health insurance begins to pay. The annual deductible is based on the calendar year, Jan. 1 to Dec. 31.</p>	<p>Single coverage: \$1,400 2-Person & Family coverage: \$2,800 <i>*Your deductible is subject to change each Jan. 1 according to IRS rules governing HSA-qualified plans.</i> <i>*When two or more lives are covered under this plan, the entire family deductible must be met before claims are paid for any individual.</i></p>
<p>Medical coinsurance A fixed percentage you pay for a medical service.</p>	<p>0%</p>
<p>Prescription drug coverage Under federal law governing HSA-qualified plans, prescription drugs are subject to the deductible (other than MESSA's free preventive prescriptions). After deductible is met, applicable prescription copayments and/or coinsurance apply. See <i>Free preventive prescriptions below</i>.</p>	<p>ABC Rx</p>
<p>Annual out-of-pocket maximums The most you have to pay for covered medical services and prescriptions in a calendar year, including deductible, copayments and coinsurance. Charges above approved amount and charges for services not covered under the plan do not count toward the out-of-pocket maximum.</p>	<p>Single coverage: \$2,400 2-Person & Family coverage: \$4,800</p>
<p>In-network services covered at no cost to you</p>	
<p>Free preventive prescriptions MESSA ABC covers an extensive list of FREE preventive prescriptions that have no deductible, copayment or coinsurance, including cholesterol and blood pressure medications, weight loss medications, prenatal vitamins, contraceptives and many more.</p>	
<p>Preventive care and prenatal care Certain services such as annual exams, screenings, childhood and adult immunizations, certain preventive medications and prenatal doctor visits.</p>	

In-network services subject to deductible and applicable coinsurance	
Blue Cross online visit	Urgent care
Office visit	Hospital emergency room (ER)
Chiropractic services including modalities Up to 38 visits per calendar year.	Osteopathic manipulations Performed by an Osteopathic physician. Up to 38 visits per calendar year.
Inpatient hospital	Autism - applied behavior analysis (ABA) services
Outpatient physical, occupational and speech therapy Up to a combined benefit maximum of 60 visits per individual per calendar year.	Hearing aids There is a maximum benefit, adjusted annually based on the Consumer Price Index (CPI), for a hearing aid for each ear during a 36-month period.
Hearing care Hearing related services performed by an M.D. or D.O.	Acupuncture Must be performed by an M.D. or D.O.
Diagnostic lab and X-ray	Radiation and chemotherapy
Allergy testing and therapy	Bariatric surgery
Mental health and substance abuse - inpatient and outpatient care	Ambulance
Medical supplies	Durable medical equipment (DME)
Prosthetics and orthotics	Home health care
Skilled nursing facility Up to a maximum of 120 days per calendar year.	Human organ transplant Must be performed at an approved facility.
Home delivery of prescription medications	
MESSA members can save time and money by ordering prescription medications through the Express Scripts mail order pharmacy. If your coverage includes a mandatory mail prescription rider, you must obtain most long-term maintenance medications from Express Scripts. For more information, go to messa.org to log in to your member account and link to the Express Scripts website. For general questions about your prescription coverage, call MESSA at 800.336.0013 or TTY 888.445.5614. For questions about a prescription order, call Express Scripts at 800.903.8346	
Medical care outside the U.S.	
MESSA members have access to doctors and hospitals with the BCBS Global Core program. You may want to visit the BCBS Global Core program's website (www.bcbsglobalcore.com) to find in-network providers prior to your departure.	
Covered services and approved amounts	
In-network providers bill BCBSM directly. Payments for covered services are based on BCBSM's approved amounts. Your liability is limited to the plan deductible, copayment and coinsurance requirements.	
Out-of-network providers may or may not bill BCBSM directly. The member is responsible to the provider for any deductibles, copayments, coinsurance and amounts that are in excess of the approved amount for the services as predetermined by MESSA and BCBSM. These amounts may be substantial.	
<i>Medical benefits underwritten by Blue Cross Blue Shield of Michigan (BCBSM) & 4 Ever Life Insurance Company. BCBSM is an independent licensee of the Blue Cross and Blue Shield Association.</i>	
Life and accidental death & dismemberment insurance	
Life insurance: \$5,000 policy for you.	
Accidental death & dismemberment insurance (AD&D): \$5,000 policy for you.	
AD&D terminates at age 65 or when employment ends, whichever comes later. <i>Life and AD&D insurance underwritten by Life Insurance Company of North America.</i>	

Essentials by MESSA Medical plan highlights



Effective Date: 7/1/2021

MESSA Account: Ypsilanti Community Schools

Employee Group: 967A Principals & NonUnion Admins

In-network health care benefits for you and your covered dependents

All services must be **medically necessary** and performed by a payable provider.

This is a brief summary of in-network benefits. If you obtain medical services from an out-of-network provider without a referral from an in-network provider, you may have to pay 100 percent of the cost or the applicable out-of-network cost share amounts. For coverage details, go to messa.org to log in to your member account or call the MESSA Member Service Center at 800.336.0013 or TTY 888.445.5614.

Plan features	In-network
Annual deductible The amount you pay for health care services before your health insurance begins to pay. If one member of the family meets the individual deductible, but the family deductible has not been met, MESSA will pay for covered services for that member only. Covered services for the remaining family members will be paid when the family deductible has been met. The annual deductible is based on the calendar year, Jan. 1 to Dec. 31.	\$375 individual/\$750 family
Medical copayment A fixed amount you pay for a medical visit.	\$10 Blue Cross online visit, \$25 office visit, \$50 specialist visit, \$50 urgent care, \$200 emergency room
Medical coinsurance A fixed percentage you pay for a medical service.	20%
Prescription drug coverage Subject to prescription copayments and coinsurance.	Essentials by MESSA
Annual out-of-pocket maximums The most you have to pay for covered medical services and prescriptions in a calendar year, including deductible, copayments and coinsurance. Charges above approved amount and charges for services not covered under the plan do not count toward the out-of-pocket maximum.	\$8,550 individual/\$17,100 family
Covered service	In-network cost share
Preventive care Certain services such as annual exams, screenings, childhood and adult immunizations and certain preventive medications.	No cost to you
Prenatal and postnatal care Prenatal and postnatal doctor visits.	
Blue Cross online visit	Subject to deductible and Blue Cross online visit copayment
Office visit e.g. primary care physician, obstetrics and gynecology and pediatric visits	Subject to deductible and office visit copayment
Specialist visit	Subject to deductible and specialist visit copayment
Urgent care	Subject to deductible and urgent care copayment
Hospital emergency room (ER) Copayment waived if admitted or due to an accidental injury.	Subject to deductible and emergency room copayment
Chiropractic and Osteopathic manipulations Up to a combined 12 visits per calendar year.	Subject to deductible and office visit copayment
Allergy testing and therapy	Subject to deductible and coinsurance Specialist visit copayment may apply

Covered service	In-network cost share
Mental health and substance abuse - outpatient care	Subject to deductible and coinsurance Office visit copayment may apply
Mental health and substance abuse - Inpatient care	Subject to deductible and coinsurance
Inpatient hospital	
Outpatient physical, occupational and speech therapy Up to a combined benefit maximum of 30 visits per individual per calendar year, including massage therapy performed by a chiropractor.	
Diagnostic lab and X-ray	
Radiation and chemotherapy	
Autism - applied behavior analysis (ABA) services	
Hearing care Hearing related services performed by an M.D., D.O. or an audiologist (AUD) performing for the audiogram hearing evaluation and testing.	
Ambulance	
Medical supplies	
Durable medical equipment (DME) Must be obtained from a payable DME provider.	
Prosthetics and orthotics	
Home health care	
Skilled nursing facility Up to a maximum of 120 days per calendar year.	
Human organ transplant Must be performed at an approved facility.	
Home delivery of prescription medications	
MESSA members can save time and money by ordering prescription medications through the Express Scripts mail order pharmacy. For more information, go to messa.org to log in to your member account and link to the Express Scripts website. For general questions about your prescription coverage, call MESSA at 800.336.0013 or TTY 888.445.5614. For questions about a prescription order, call Express Scripts at 800.903.8346.	
Medical care outside the U.S.	
MESSA members have access to doctors and hospitals with the BCBS Global Core program. You may want to visit the BCBS Global Core program's website (www.bcbsglobalcore.com) to find in-network providers prior to your departure.	
Covered services and approved amounts	
In-network providers bill BCBSM directly. Payments for covered services are based on BCBSM's approved amounts. Your liability is limited to the plan deductible, copayment and coinsurance requirements.	
Out-of-network providers may or may not bill BCBSM directly. The member is responsible to the provider for any deductibles, copayments, coinsurance and amounts that are in excess of the approved amount for the services as predetermined by MESSA and BCBSM. These amounts may be substantial.	
<i>Medical benefits underwritten by Blue Cross Blue Shield of Michigan (BCBSM) & 4 Ever Life Insurance Company. BCBSM is an independent licensee of the Blue Cross and Blue Shield Association.</i>	
Life and accidental death & dismemberment insurance	
Life insurance: \$5,000 policy for you.	
Accidental death & dismemberment insurance (AD&D): \$5,000 policy for you.	
AD&D terminates at age 65 or when employment ends, whichever comes later. <i>Life and AD&D insurance underwritten by Life Insurance Company of North America.</i>	

VSP 3 Benefits



Effective Date: 7/1/2021

MESSA Account: Ypsilanti Community Schools

Employee Group: 967ABE Principals & Non Union Admins, Support Staff, Teachers

In-network providers

Most eye doctors are in VSP's Signature network. Staying in-network makes sure you get the most value from your benefits and limits your out-of-pocket costs. In-network doctors bill VSP directly as a convenience to you. A directory of Signature network doctors is available at messa.org/vision or www.vsp.com. Call VSP member services at 800.877.7195 for assistance.

Out-of-network providers

(Maximum reimbursement to patient)

If you choose to see a doctor who is not in the VSP Signature network, your out-of-pocket costs will likely be higher and you must submit the itemized receipts to VSP for reimbursement. For more information, visit www.vsp.com or call VSP member services at 800.877.7195.

Benefit	In-network provider	Out-of-network provider maximum allowance
Examination		
Optometrist	No copayment	\$35
Ophthalmologist	No copayment	\$45
Contact lenses (includes examination)		
Elective lenses to improve vision	\$115 allowance	\$115
Medically necessary - to correct <i>keratoconus, irregular astigmatism, irregular corneal curvature or vision to 20/70 in the better eye</i>	MESSA pays 100% of the approved amount	\$200
Eyeglass frames		
	\$65 allowance	\$55
Eyeglass lenses		
Single vision		\$38
Bifocal	MESSA pays 100% of the approved amount	\$60
Trifocal		\$72
Lenticular		\$108
Eyeglass lens enhancements		
Rose #1 or #2 tint		
Rimless		
Oversize	MESSA pays 100% of the approved amount	Member must pay the difference between the approved amount and the provider charge
Blended		
Photochromic		
Progressive	Not covered	
Tinted		
Single vision		\$42
Bifocal	MESSA pays 100% of the approved amount	\$70
Trifocal		\$84
Lenticular		\$118
Polarized		
Single vision		\$56
Bifocal	MESSA pays 100% of the approved amount	\$90
Trifocal		\$110
Lenticular		\$138

MESSA Dental plan highlights



Effective Date: 07/01/2021

MESSA Account: Ypsilanti Community Schools

Employee Group: 967A Principals & NonUnion Admins

Group/Subgroup: 06493-0003 with medical

MESSA dental plans are underwritten and administered by Delta Dental of Michigan, a non-profit dental care corporation known for its high quality dental programs. Delta Dental contracts with dentists throughout the U.S. to provide high quality care and 90% of Michigan dentists are in the Delta Dental provider network. MESSA members can easily locate Delta Dental contracting providers by visiting www.messa.org and using the provider directory search provided by Delta Dental.

Plan Features			
Diagnostic & Preventive Services 75%	Basic Services 50%	Major Services 50%	Orthodontics 50%
<ul style="list-style-type: none"> • Oral Examination • Prophylaxes • Topical Fluoride* • Brush Biopsy • Emergency Palliative • 2 Cleanings in 12 Months <p>* Fluoride treatments are payable twice in any period of 12 consecutive months for people up to age 19.</p> <p>Rider (If neither box below is checked, you do not have this coverage.)</p> <p><input type="checkbox"/> 3 Cleanings in 12 Months</p> <p><input type="checkbox"/> 4 Cleanings in 12 Months</p>	<ul style="list-style-type: none"> • Radiographs (x-rays)* • Restorative • Crowns** • Oral Surgery • Endodontic Services — treatment for diseased or damaged nerves. • Periodontic Services — treatment for diseases of the gum and teeth-supporting structures. <p>* Bitewing x-rays are payable once in any period of 12 consecutive months. Full mouth panograph is payable once in 5 years.</p> <p>** Payable once in any 5-year period on the same tooth.</p> <p>Rider (If the box below is not checked, you do not have this coverage.)</p> <p><input type="checkbox"/> Sealants: payable on occlusal surface of first permanent molars for patients up to age 9 and for second permanent molars for patients up to age 14 that are free from caries and restorations.</p>	<ul style="list-style-type: none"> • Procedures for the construction of fixed bridgework, enosteal implants, partial and complete dentures. <p>• Payable once in any 5-year period for the same appliances.</p>	<ul style="list-style-type: none"> • Necessary treatment and procedures required for the correction of abnormal bite. • Orthodontic exam, radiographs and extractions are covered under Diagnostic & Preventive Services and Basic Services. <p>Rider (If the box below is not checked, you do not have this coverage.)</p> <p><input type="checkbox"/> Adult orthodontics: removes the age 19 restriction on Orthodontics coverage.</p>
<p>\$1,000 annual maximum per person Diagnostic & Preventive Services, Basic Services, and Major Services</p>			<p>\$500 lifetime maximum per person Orthodontics</p>

For a complete listing of exclusions and limitations that apply to the plan, refer to the Delta Dental of Michigan certificate booklet.

MESSA Dental plan highlights



Effective Date: 07/01/2021
MESSA Account: Ypsilanti Community Schools
Employee Group: 967A Principals & NonUnion Admins
Group/Subgroup: 06493-0004 without medical

MESSA dental plans are underwritten and administered by Delta Dental of Michigan, a non-profit dental care corporation known for its high quality dental programs. Delta Dental contracts with dentists throughout the U.S. to provide high quality care and 90% of Michigan dentists are in the Delta Dental provider network. MESSA members can easily locate Delta Dental contracting providers by visiting www.messa.org and using the provider directory search provided by Delta Dental.

Plan Features			
Diagnostic & Preventive Services 75%	Basic Services 50%	Major Services 50%	Orthodontics 50%
<ul style="list-style-type: none"> • Oral Examination • Prophylaxes • Topical Fluoride* • Brush Biopsy • Emergency Palliative • 2 Cleanings in 12 Months <p>* Fluoride treatments are payable twice in any period of 12 consecutive months for people up to age 19.</p> <p>Rider (If neither box below is checked, you do not have this coverage.)</p> <p><input type="checkbox"/> 3 Cleanings in 12 Months</p> <p><input type="checkbox"/> 4 Cleanings in 12 Months</p>	<ul style="list-style-type: none"> • Radiographs (x-rays)* • Restorative • Crowns** • Oral Surgery • Endodontic Services — treatment for diseased or damaged nerves. • Periodontic Services — treatment for diseases of the gum and teeth-supporting structures. <p>* Bitewing x-rays are payable once in any period of 12 consecutive months. Full mouth panograph is payable once in 5 years.</p> <p>** Payable once in any 5-year period on the same tooth.</p> <p>Rider (If the box below is not checked, you do not have this coverage.)</p> <p><input type="checkbox"/> Sealants: payable on occlusal surface of first permanent molars for patients up to age 9 and for second permanent molars for patients up to age 14 that are free from caries and restorations.</p>	<ul style="list-style-type: none"> • Procedures for the construction of fixed bridgework, enosteal implants, partial and complete dentures. • Payable once in any 5-year period for the same appliances. 	<ul style="list-style-type: none"> • Necessary treatment and procedures required for the correction of abnormal bite. • Orthodontic exam, radiographs and extractions are covered under Diagnostic & Preventive Services and Basic Services. <p>Rider (If the box below is not checked, you do not have this coverage.)</p> <p><input type="checkbox"/> Adult orthodontics: removes the age 19 restriction on Orthodontics coverage.</p>
<p>\$1,000 annual maximum per person Diagnostic & Preventive Services, Basic Services, and Major Services</p>			<p>\$500 lifetime maximum per person Orthodontics</p>

For a complete listing of exclusions and limitations that apply to the plan, refer to the Delta Dental of Michigan certificate booklet.

MESSA Group LTD Plan Benefit Highlights

Underwritten by Life Insurance Company of North America



1475 Kendale Blvd. PO Box 2560
 East Lansing, Michigan 48826-2560
 517.332.2581 • 800.292.4910

Effective Date: 07/01/2021

Account: Ypsilanti Community Schools

Employee Group: 967A Principals & NonUnion Admins

Long Term Disability (LTD) insurance provides benefits at a percentage of a member's salary in the event of total disability. Benefits begin after the satisfaction of a waiting period and continue as long as the member remains totally disabled as described under "Maximum Benefit Period" in the LTD certificate booklet.

This is a brief summary of your coverage available under MESSA's Group LTD Insurance. Refer to the actual certificate booklet for complete information.

Plan Features	Definition	Your Coverage
Pre-Existing Conditions	Medical conditions for which the advice or treatment was received prior to effective date of coverage are included. However, doctor-verified disabilities in effect prior to the effective date would be excluded.	Waived
Waiting Period	<i>Calendar Day (CD):</i> The waiting period is based on actual calendar days. <i>Work Day (WD):</i> The waiting period is based on the consecutive number of contracted work days. <i>Modified Fill (MF):</i> Benefits begin on the latter of exhaustion of sick time/ bank or the specified number of calendar/work day waiting period. <i>Straight Wait (SW):</i> Benefits begin after the specified number of calendar/ work day waiting period.	30 CDMF
Benefit Level	Percent of covered salary.	70%
Maximum Benefit Level	Monthly benefit up to the maximum amount bargained.	\$6,000
Minimum Maximum Benefit	There is a minimum monthly benefit of 5% of the gross monthly benefit or \$50, whichever is greater, after all offsets are applied, not to exceed the maximum monthly benefit.	5%
Offsets	Benefits are reduced by any income the employee receives or is entitled to receive such as vacation pay, salary continuation, workers' compensation, full auto wage loss benefit, any employer-paid group plan, retirement benefits you receive from your employer's retirement or pension plan, including Michigan Public School Employees' Retirement System (MPSERS), short-term disability, and others.	
Social Security Offsets	<i>Primary:</i> Social security retirement and social security disability are offsets. <i>Family:</i> Any social security disability benefits received by the employee's family due to the employee's disability is an offset.	Primary
Freeze on Offsets	Monthly disability benefits will not be reduced because of automatic, statutory or general cost of living increases in income from other sources after MESSA's initial benefit determination for each specified offset has been made. The exception to this is an unsuccessful return to work with increased salary, social security and retirement cost of living.	Yes
COLA	An employee's benefit may be increased while on claim due to increase in the cost of living. The increase is based on changes in the Consumer Price Index as of January 1 each year and is payable on the anniversary of the commencement of benefit payment. There is a maximum annual increase of 3%.	No
Own Occupation Maximum Benefit Period	Disability benefits may be payable during continuous disability. After the own occupation period, a member must be unable to perform any occupation for which he/she is qualified by training, experience or education. Benefits may be payable up to age 65. For benefits commencing at or after age 60, please see your benefit schedule.	2 Years
Mental / Nervous Conditions	These conditions are covered as any other illness unless you have a 2-year aggregate limitation.	Same as any other illness
Alcoholism / Drug Abuse	These conditions are covered as any other illness unless you have a 2-year aggregate limitation.	Same as any other illness

For additional information please call MESSA's Disability Department at 800.247.6951.

MESSA Group Term Life Insurance plan highlights

Underwritten by Life Insurance Company of North America



Effective Date: 07/01/2021

Account: Ypsilanti Community Schools

Employee Group: 967A Principals & NonUnion Admins

This is a brief summary of your coverage available under MESSA's Group Term Life and AD&D policy. Please refer to your Life & Accident Insurance Certificate Booklet for complete information.

Plan features	Definition	Your Coverage
Group Term Life Insurance	The amount of your Group Term Life Insurance coverage.	\$50,000
Group AD&D Insurance	The amount of your Accidental Death and Dismemberment (AD&D) coverage.	\$50,000
Group Dependent Term Life Insurance: SPOUSE	This provides a life benefit equal to 50% of the member's benefit (not to exceed \$25,000) for the spouse and does not contain AD&D benefits.	N/A
Group Dependent Term Life Insurance: CHILD(REN)	This provides a life benefit equal to 25% of the member's benefit (not to exceed \$12,500) for all eligible children and does not contain AD&D benefits.	N/A

It is important to note that Group Term Life Insurance in excess of \$50,000 and Group Dependent Term Life Insurance (if the benefit exceeds \$2,000) are taxable benefits.

APPENDIX E – CALENDARS

2021-2022 School Calendar



1885 Packard Road Ypsilanti, MI 48197
Phone: 734-221-1210 Fax: 734-221-1214

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
S	M	T	W	T	F	S
					3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2022						
S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

School Closed
 PD or Records Day

- Aug. 24-26 District PD
- Aug. 30 First day of school
- Sep. No School - Labor Day
- Sep. 7 First Day of School for Preschool
- Oct. 6 Student Count Day
- Oct. 22 1/2 Day - Records Day
- Oct. 27-28 1/2 Day
Parent Teacher Conferences
- Nov. 2 No School - Election Day/Staff PD
- Nov. 24 No School - Teacher Comp. Day
- Nov. 25-26 No School - Thanksgiving
- Dec. 16 & 17 District-wide 1/2 Day - Records Day
High School Final Exams/End of Semester 1
- Dec. 20-Dec. 31 No School - Winter Break
- Jan. 3 School Resumes
- Jan. 17 No School - Martin Luther King, Jr. Day
- Feb. 9 Student Count Day
- Feb. 18 1/2 Day - District PD
- Feb. 21 No School - Mid-Winter Break
- Mar. 18 1/2 Day - Records Day
- Mar. 23 & 24 1/2 Day
Parent Teacher Conferences
- Mar. 28 - Apr. 1 No School - Spring Break
- Apr. 15 1/2 Day District PD
- Apr. 18 No School - Teacher Comp. Day
- May 27 1/2 Day - District PD
- May 30 No School - Memorial Day
- Jun. 9 1/2 Day
- Jun. 10 1/2 Day - Last Day of School

Bell Schedules

- Beatty, Ford, & Perry 7:30am - 2:30pm
 - Erickson, Estabrook, & Holmes 8:30am - 3:30pm
 - YIES 9:15am - 4:15pm
 - YCMS 7:30am - 2:30pm
 - YCHS (AC-Tech/STEMM) 8:20am - 3:20pm
 - A.C.C.E. 8:00am - 2:55pm
 - YC2S 8:00am - 3:00pm
- ### Half Day Bell Schedules
- Beatty, Ford, & Perry 7:30am - 10:45am
 - Erickson, Estabrook, & Holmes 8:30am - 12:00pm
 - YIES 9:15am - 12:25pm
 - YCMS 7:30am - 10:45am
 - YCHS (AC-Tech/STEMM) 8:20am - 11:45am
 - A.C.C.E. 8:00am - 11:45am
 - YC2S 8:00am - 11:30am

1/2 Day of School
 First & Last Day of School

6/21/2021

2022-2023 School Calendar



1885 Packard Road Ypsilanti, MI 48197
 Phone: 734-221-1210 Fax: 734-221-1214

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Aug. 23-25 District PD
- Aug. 29 First day of school
- Sep. 2-5 No School - Labor Day
- Sep. 6 First Day of School for Preschool
- Oct. 5 Student Count Day
- Oct. 21 1/2 Day - Records Day
- Oct. 26-27 1/2 Day
- Parent Teacher Conferences
- Nov. 8 No School - Election Day/Staff PD
- Nov. 23 No School - Teacher Comp. Day
- Nov. 24 & 25 No School - Thanksgiving
- Dec. 21 & 22 District-wide 1/2 Day - Records Day
- High School Final Exams/End of Semester 1
- Dec. 23-Jan. 8 No School - Winter Break
- Jan. 9 School Resumes
- Jan. 16 No School - Martin Luther King, Jr. Day
- Feb. 8 Student Count Day
- Feb. 17 1/2 Day - District PD
- Feb. 20 No School - Mid-Winter Break
- Mar. 17 1/2 Day - Records Day
- Mar. 22 & 23 1/2 Day
- Parent Teacher Conferences
- Mar. 27 - Mar. 31 No School - Spring Break
- Apr. 7 1/2 Day District PD
- Apr. 10 No School - Teacher Comp. Day
- May 26 1/2 Day - District PD
- May 29 No School - Memorial Day
- Jun. 9 1/2 Day
- Jun. 12 1/2 Day - Last Day of School

- Bell Schedules**
- Beatty, Ford, & Perry 7:30am - 2:30pm
 - Erickson, Estabrook, & Holmes 8:30am - 3:30pm
 - YIES 9:15am - 4:15pm
 - YCMS 7:30am - 2:30pm
 - YCHS (AC-Tech/STEMM) 8:20am - 3:20pm
 - A.C.C.E. 8:00am - 2:55pm
 - YC2S 8:00am - 3:00pm

- Half Day Bell Schedules**
- Beatty, Ford, & Perry 7:30am - 10:45am
 - Erickson, Estabrook, & Holmes 8:30am - 12:00pm
 - YIES 9:15am - 12:25pm
 - YCMS 7:30am - 10:45am
 - YCHS (AC-Tech/STEMM) 8:20am - 11:45am
 - A.C.C.E. 8:00am - 11:45am
 - YC2S 8:00am - 11:30am

School Closed
 PD or Records Day

1/2 Day of School
 First & Last Day of School

6/21/2021

2023-2024 School Calendar



1885 Packard Road Ypsilanti, MI 48197
Phone: 734-221-1210 Fax: 734-221-1214

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

School Closed
 PD or Records Day

Aug. 22-24	District PD
Aug. 28	First day of school
Sep. 1-4	No School - Labor Day
Sep. 5	First Day of School for Preschool
Oct. 4	Student Count Day
Oct. 20	1/2 Day - Records Day
Oct. 25-26	1/2 Day
	Parent Teacher Conferences
Nov. 7	No School - Election Day/Staff PD
Nov. 22	No School - Teacher Comp. Day
Nov. 23 & 24	No School - Thanksgiving
Dec. 21 & 22	District-wide 1/2 Day - Records Day High School Final Exams/End of Semester 1
Dec. 25-Jan. 5	No School - Winter Break
Jan. 8	School Resumes
Jan. 15	No School - Martin Luther King, Jr. Day
Feb. 14	Student Count Day
Feb. 16	1/2 Day - District PD
Feb. 19	No School - Mid-Winter Break
Mar. 15	1/2 Day - Records Day
Mar. 20 & 21	1/2 Day
	Parent Teacher Conferences
Mar. 25 - Mar. 29	No School - Spring Break
Apr. 1	No School - Teacher Comp. Day
Apr. 19	1/2 Day District PD
May 24	1/2 Day - District PD
May 27	No School - Memorial Day
Jun. 5	1/2 Day
Jun. 6	1/2 Day - Last Day of School

Bell Schedules

Beatty, Ford, & Perry	7:30am - 2:30pm
Erickson, Estabrook, & Holmes	8:30am - 3:30pm
YIES	9:15am - 4:15pm
YCMS	7:30am - 2:30pm
YCHS (AC-Tech/STEMM)	8:20am - 3:20pm
A.C.C.E.	8:00am - 2:55pm
YC2S	8:00am - 3:00pm

Half Day Bell Schedules

Beatty, Ford, & Perry	7:30am - 10:45am
Erickson, Estabrook, & Holmes	8:30am - 12:00pm
YIES	9:15am - 12:25pm
YCMS	7:30am - 10:45am
YCHS (AC-Tech/STEMM)	8:20am - 11:45am
A.C.C.E.	8:00am - 11:45am
YC2S	8:00am - 11:30am

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1/2 Day of School
 First & Last Day of School

6/21/2021