

# GRANBY PUBLIC SCHOOLS

## Agreement

between the

**GRANBY ASSOCIATION  
OF SCHOOL ADMINISTRATORS**

and the

**GRANBY BOARD OF EDUCATION**



2015 NOV - 5 P 12: 24

**EFFECTIVE JULY 1, 2016 - JUNE 30, 2019**

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**AGREEMENT**

**between the**

**GRANBY BOARD OF EDUCATION**

**and the**

**GRANBY ASSOCIATION OF SCHOOL ADMINISTRATORS**

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**ARTICLE I**

**RECOGNITION**

The Granby Board of Education (Board) recognizes the Granby Association of School Administrators (Association) as the exclusive bargaining representative for those certified professional employees employed by the Board in positions requiring an intermediate administrator or supervisor certificate, or the equivalent thereof, and who are not excluded from the purview of CGS Sec. 10-153a to Sec. 10-153g inclusive. The Board agrees to collect association dues on behalf of the Association. The Association shall indemnify and save the Board harmless against all claims, demands, suits, or other forms of liability, which may arise by reason of any action taken in making deductions and remitting the same to the Association pursuant to this article.

**ARTICLE II**

**BOARD PREROGATIVES**

- A. It is recognized that the Board has and will continue to retain, whether exercised or not, all statutory rights, responsibilities, and prerogatives to direct the operations of the Board in all its aspects as well as (but not limited to) the following rights, responsibilities, and prerogatives:
1. To maintain educational activities and programs as in its judgment will best serve the interest of the students;
  2. To determine the type of work to be performed by all its personnel;
  3. To assign all work to employees or other persons;
  4. To decide the methods, procedures, and means of conducting the work;
  5. To select, hire, and demote employees, including the right to prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work;

6. To discharge or otherwise discipline any employee;
  7. To promote, transfer and lay off employees;
  8. To decide the need for facilities; and,
  9. To establish or continue policies, practices and procedures for the conduct of Board business, and from time to time, to change or abolish such policies, practices or procedures.
- B. These rights, responsibilities and prerogatives are not subject to the arbitration level of the grievance procedure, nor are they subject to delegation in whole or in part, except that the same shall not be exercised in a manner in violation of a specific term of this Agreement.

### ARTICLE III

#### GRIEVANCE PROCEDURES

##### Fair Practices

It is the policy of the Granby Board of Education to forbid acts of discrimination in all matters dealing with employees and applicants for positions with the school district and to further the principle of equal employment opportunity in all actions affecting employees and applicants. The policy covers, but is not limited to, recruiting, hiring, training, and promotion of persons in all job classification without regard to race, creed, color, religion, sex, gender identification, or expression, national origin, age or handicap.

Any individual who wishes to inquire or to register a complaint concerning alleged discrimination in the Granby Public Schools shall have an opportunity to bring such concerns to the attention of the Compliance Coordinators as described in the Granby Policies and Procedures for Equal Employment and Educational Opportunity.

##### A. Definition

A grievance shall mean a complaint by an Administrator that rights under the specific language of this Agreement have been violated, or that there is a misinterpretation or misapplication of the specific provisions of this Agreement. As used in this Article, the term "Administrator" shall mean either (a) an individual Administrator or (b) a group of Administrators having the same grievance.

##### B. Procedure

At any point in the formal grievance procedure, a representative of the Association may accompany the Administrator.

An Administrator with a grievance shall first discuss it with the Superintendent of Schools (Superintendent) in an effort to resolve the matter informally.

In the event the grievance is not resolved in the previous step, it shall be presented in writing to the Superintendent within ten (10) workdays of the event giving rise to the grievance. Within five (5) workdays after the receipt of the written grievance, the Superintendent shall meet with the Administrator in an effort to resolve the grievance. The Superintendent shall render a decision to the Administrator and the Association, in writing, within five (5) workdays after the conclusion of said meeting.

In the event the aggrieved Administrator is not satisfied with the disposition of the grievance in the previous step, or in the event no decision has been rendered within five (5) work days after the conclusion of said meeting with the Superintendent, the Administrator shall file the grievance in writing with the Board within ten (10) work days of the meeting with the Superintendent. Within ten (10) workdays after the receipt of the written grievance, the Board, or its designated representative, shall meet with the aggrieved Administrator in an effort to resolve the grievance. The decision shall be rendered in writing to the Administrator and the Association within ten (10) workdays after the conclusion of said meeting.

In the event that the aggrieved Administrator is not satisfied with the disposition of the grievance at the previous step, or in the event no decision has been rendered within ten (10) work days after the conclusion of the meeting with the Board, the Administrator may, within five (5) work days after a decision by the Board or ten (10) work days after the conclusion of the meeting with the Board, whichever is sooner, request in writing that the Association submit the grievance to arbitration. If the Association determines that the grievance has merit, it may submit the grievance to the American Arbitration Association, with a copy to the Board, within five (5) workdays after receipt of the request from the aggrieved Administrator.

The arbitration shall be conducted in accordance with the administrative procedures, practices and rules of the American Arbitration Association. The Arbitrator shall hear and decide only one grievance in each case. The Arbitrator shall be bound by, and must comply with, all the terms of this Agreement. The Arbitrator shall have no power to add to, delete from, or modify in any way any of the provisions of this Agreement. The decision of the Arbitrator shall be binding on the parties to the dispute. The cost for the services of the Arbitrator, including per diem expenses, if any, and actual travel and subsistence, shall be borne equally by the Board and the Association.

An Administrator may be represented at the arbitration by himself/herself, an attorney of his/her choice, or a member of the Association.

**ARTICLE IV**

**HOLIDAYS**

- A. The following paid holidays will be granted:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	Day before Christmas (If it is a work day)

Plus two (2) floating holidays

- B. If school is in session on any paid holiday, it will be a work day for administrators, and, the paid holiday will be replaced by a floating holiday.
- C. State Statute shall be used to determine the dates where designated holidays are recognized.

**ARTICLE V**

**VACATIONS**

- A. Each Administrator shall be entitled to a vacation of twenty (20) days, which shall be earned and used within the life of a given fiscal year (July 1 - June 30). Each year thereafter, one (1) vacation day shall be added up to a maximum of twenty-five (25) days of vacation. Vacation days will be prorated for twelve month administrators who work less than full-time.
- B. If an Administrator leaves the employ of the Granby Board of Education, the last salary payment shall reflect a pro-rata adjustment for any vacation time earned during the current fiscal year prior to the date of termination which had not been taken, or for any vacation time unearned but taken prior to termination.
- C. In the case of unused vacation time carryover of up to eight (8) days shall be allowed.
- D. All vacation schedules must be approved by the Superintendent.

## **ARTICLE VI**

### **RETIREMENT BENEFITS**

#### **A. Supplemental Retirement**

Full-time twelve month administrators hired prior to July 1, 2005 who meet established criteria will be eligible for supplemental retirement benefits. Administrators hired after June 30, 2006 will not be eligible for this benefit.

Administrators who qualify for these benefits may elect to retire under the following circumstances:

1. An Administrator whose age and years of teaching total at least eighty (80) and who has been employed for the past fifteen (15) years in Granby may elect to retire under the following circumstances:
  - a. The Administrator must notify the Superintendent of his/her intention to retire on or before January 1 of the school year of retirement. In the case of an unexpected retirement due to health or incapacitating injury, notification shall be waived.
  - b. The Administrator must file for and collect retirement benefits, if eligible, immediately upon leaving the employment of the Granby School System.
  - c. An Administrator eligible for these retirement benefits shall receive payment from the Board for forty (40) percent of the average of the highest three (3) salaried years in Granby. This amount will be paid in two (2) equal payments in July of the first two (2) years following retirement. In the event of the death of the Administrator following retirement, the second payment shall be made to the Administrator's estate.

## **ARTICLE VII**

### **LEAVES OF ABSENCE**

#### **A. Sick Leave**

1. Each Administrator will be allocated twenty (20) sick days per year. Sick leave may be transferred from another district as part of the appointment process upon approval by the Superintendent and with notification to the Board. Sick leave may be accumulated to a maximum of two-hundred twenty (220) days for any given year of the contract.

B. Temporary Leave of Absence

1. Each Administrator shall be entitled to six (6) personal days per year with pay for:
  - a. Religious holidays.
  - b. Sickness or death of close relative or a member of the immediate household.
  - c. Attendance in court or for other legal reasons beyond the Administrator's control.
  - d. Within the discretion of the Superintendent or his/her designee, absence for personal reasons limited to situations not under the control of the Administrator, which cannot be resolved other than during school hours not to exceed two (2) days per year. An extension of two (2) personal days may be made at the discretion of the Superintendent, based on emergency circumstances, provided that the Administrator requesting such extension has used up all his/her vacation days. (Example: multiple deaths in the family within one year).

C. Family Medical Leave

After at least twelve months of employment and at least 1,250 hours of service during 12 months prior to the commencement of leave, employees are eligible for unpaid leave under provisions of the Family Medical Leave Act. See the Department of Labor poster located in your building for more information regarding your eligibility and rights under the Family and Medical Leave Act. Family and Medical Leave Act information is also available on the Granby Public Schools' website, and can be obtained through the Human Resources Office.

D. Child-Rearing Leave

1. An Administrator shall be entitled, upon written request submitted to the Superintendent at least thirty (30) days prior to the date Child-Rearing Leave may commence, to an extended leave without pay or benefits for purposes of child-rearing apart from any period of childbirth disability leave with pay and benefits. Such Administrator shall be entitled to such leave for the remainder of the school year in which the child is born, adopted, or fostered.
2. Upon a request to return to active duty made at least thirty (30) days prior to the expiration of the Child-Rearing Leave, the Administrator shall receive re-appointment to his/her former position for which he/she is qualified provided his/her position has not been eliminated. The specific re-appointed position shall be at the discretion of the Superintendent.
3. The Administrator returning from a Child-Rearing Leave shall be placed on the salary schedule at the appropriate level and shall be credited with the accrued sick leave earned prior to the leave-taking.
4. During Child-Rearing Leave, the cost of insurance coverage, in which the Administrator is eligible to participate and payments to the State Teachers' Retirement System, will be borne by the Administrator.



E. Sabbatical Leave of Absence

A Sabbatical Leave of Absence is considered a privilege to the recipient and a benefit to the school system. The Leave Program is specifically designed to provide stimulating professional growth opportunities for the administrative staff and, as a consequence, enhances their ability to fulfill their responsibilities more effectively. Administrators on Sabbatical Leave one-half (1/2) year or less shall be paid his/her normal salary for the leave period. For leaves greater than one-half (1/2) year, the Administrator will be paid two-thirds (2/3) of his/her normal salary for the leave period. (See Board of Education Policy).

**ARTICLE VIII**

**INSURANCE BENEFITS**

The health insurance plan set forth in this Article shall include a health risk appraisal-based wellness program, provided through the health insurance provider, and subject to individual patient/provider confidentiality, designed to provide early diagnosis and appropriate information to patients so that they and their health care professionals can determine appropriate, timely course of treatment as needed. Participation in the Health Risk Appraisal (HRA) shall be voluntary. The Board of Education will provide a cash incentive of \$50 per person or \$100 per family, annually, for enrolled employees who elect to participate. This incentive shall be in addition to the \$50 "Healthy Rewards" deposit incentive already included in the HDHP.

- A. The Board shall provide health and dental plans to all Administrators. The first year of the plans are described in Appendix A.
- B. An optional high deductible HSA plan is described in Appendix B.
- C. The Board may offer a network dental option.
- D. Administrators may participate in either medical or dental or both insurances offered under this Agreement.
- E. Administrators will be able to select individual, two person, or family plan options
- F. The Board will provide life insurance at three times the Administrator's annual salary. Administrators will share in the cost of their life insurance premium at a level of twenty-five (25) percent each year. Any GASA member premium must be documented and explained by the Board prior to September 1 of each contract year.
- G. The Board shall provide full premium payment for a Long-Term Disability Insurance Plan with a one hundred eighty day (180) waiting period.
- H. All Administrators will be required to have a comprehensive physical examination upon initial employment at the Board's expense.
- I. A 125 (A), (B), and (C) plan will be available as allowed by Internal Revenue Code.

- J. Details of all insurance plans under this Agreement are filed with the Superintendent and may be examined during regular office hours. The terms and conditions of these plans shall determine the benefits to which Administrators may be eligible, and this Agreement will not be construed to alter these terms or grant additional benefits not provided in them.
- K. Retired Administrators may continue to participate in the Granby Employee Health Plan for a period of two years following retirement at Board expense as long as the coverage is uninterrupted. Upon completion of this two-year period, retired employees may continue in these insurance plans at their own expense under the Granby insurance group rates as long as their coverage is uninterrupted.
- L. The Board shall have the right to change insurance carriers, make changes in the plan which result in a comparability of benefit and/or to self-insure in whole or in part in order to provide the insurance coverage and no increase in expenses to any bargaining unit members, and provided further that coverage which results in change in carriers and/or self-insurance are at least equal to the coverage described above, in terms of coverage, benefits and administration. The President of the Association shall be notified in writing within thirty (30) days of any intention to change carriers and/or to self-insure and shall have an opportunity to review the proposed changes.
- M. The Board may offer additional medical plan alternatives to Medicare eligible participants. Such plan options would include supplemental coverage to Medicare Parts A and B as well as a prescription provision. Such plan options may provide a different benefit structure than that provided to Active participants, subject to insurance carrier requirements.
- N. The Board will make available an optional vision benefit program. Participation in the program will be voluntary and all membership costs will be paid by the participant. The program will provide participants with access to services, materials and supplies at pre-determined prices when obtained from participating providers. Open enrollment will coincide with other health benefits offered by the Board.
- O. Employee premium sharing contributions to health insurance options for each year of the Agreement are specified below:

	<b>2016-2017</b>	<b>2017-2018*</b>	<b>2018-2019*</b>
<b>PPO</b>	21.5%	21.5%	Buy-up
<b>HSA</b>	16.25%	16.5%	16.5%
<b>Dental</b>	21%	21%	21%

\*If the total cost of any of the Board of Education's group health plans offered under this agreement triggers an excise tax under Internal Revenue Code Section 4980I, otherwise known as the Affordable Care Act, or any other local, state or federal statute or regulation, the parties agree to open negotiations over the health insurance plan design, premium cost share and the introduction of additional optional health insurance plan.

The Board will contribute fifty percent (50%) of the annual Health Savings Account deposit based on an annual total deposit of two thousand dollars (\$2,000) for an employee plan and four thousand dollars (\$4,000) for an employee plus one or family plan. The Board will pay set-up and monthly maintenance fees for Health Savings Account plans. Employees will assume responsibility for all other transaction fees.

## **ARTICLE IX**

### **PROFESSIONAL DAYS AND PROFESSIONAL DEVELOPMENT FUND**

- A. Professional days may be granted and the duration determined at the discretion of the Superintendent of Schools, for such events as
1. Educational visits
  2. Professional conferences
  3. Curriculum workshops
  4. Any other professional activity deemed by the Superintendent to be of value to the Granby Public Schools

The Board agrees to establish a professional development fund of \$18,500 in the first year of this Agreement. The fund will increase by \$500 per year each year thereafter for the duration of the Agreement. This fund is to be distributed at the discretion of the Superintendent. This discretion will extend to course completion and reimbursement of tuition, books and fees. The Superintendent must approve such courses prior to enrollment. Requests for funding of conferences with a cost in excess of \$500 and multiple funding requests will be forwarded to members of the Association. The Superintendent will consider such Association input in the approval process.

## **ARTICLE X**

### **STAFF REDUCTION AND RECALL**

It is recognized that the Board has the role and exclusive prerogative to eliminate administrative positions consistent with the provisions of the General Statutes. Elimination of administration positions may result from decreases in the student enrollment, changes in curriculum, financial restraints, or other circumstances as determined by the Board.

A. Reductions

1. The Board may, in the first instance, exercise its right and power to reduce the number of administrative positions without determining which staff members, if any, will be dismissed or what other staffing changes will be made to effectuate the purpose of position elimination. Whenever the Board considers it practicable, notification of elimination of position shall be made one year prior to the termination of the present work year assignment. It is expressly understood and agreed to by the parties that the decision to eliminate any administrative position and to dismiss any Administrator as a result will not be subject to the grievance procedure set forth in this Agreement.

2. If an Administrator's position is eliminated, the Board shall assign the Administrator to an available administrative position within the level. An available administrative position within the level shall be defined as a vacant position or an administrative position held by an Administrator with less seniority.
3. The Superintendent can approve an Administrator displacing another Administrator with less seniority in a different level if, in the judgment of the Superintendent, such an administrator is qualified to carry out the responsibilities of that position. The Superintendent is permitted to exercise this authority once in each case of a loss of position due to reduction in force.
4. Assistant principals cannot displace principals.
5. Level shall be defined as follows:
  - a. Elementary School Level (K-6)
  - b. Middle School Level (7-8)
  - c. High School Level (9-12)
  - d. Director
6. Seniority shall be defined on the basis of the following criteria:
  - a. Have tenure in Granby as specified in Section 10-151 of the Connecticut General Statutes;
  - b. Total months in contracted service as an Administrator in Granby;
  - c. Total months in contracted service as an Administrator in the level; and,
  - d. Total months of continuous contracted service as an Administrator in public and private education.
7. If an Administrator is moved within or to another administrative level, the Administrator will be paid at the present salary schedule or the highest salary schedule for the position, whichever is lower.
8. Should there be no administrative position available, the Administrator shall then be eligible to be re-assigned to a position in the teacher bargaining unit and acquire such bumping rights as may be provided for administrators in the teacher bargaining unit agreement. Said Administrator may only be assigned to a teaching position at the level of his/her immediately prior administrative experience or in a position for which said Administrator is certified and qualified as determined by the Superintendent.

B. Recall

1. The most senior Administrator whose contract has been non-renewed or terminated or who has been re-assigned to the teachers' unit, shall have the right of first refusal for any open administrative position in the level from which said Administrator was removed, if such opening occurs within two (2) years from the effective date of the Administrator's non-renewal, termination, or re-assignment.
2. If the most senior laid-off Administrator refuses such administrative appointment, he/she shall no longer have any rights under this Agreement, and the next most senior Administrator shall then be entitled to the right of first refusal pursuant to the above-noted conditions. This recall process shall continue as necessary.

## ARTICLE XI

### SALARY SCHEDULE AND PROCEDURES

- A. Newly appointed Administrators shall be placed at a salary rate no lower than the first step for that position. Any placement above the first step is at the discretion of the Superintendent, giving consideration to such factors as education and experience.
- B. Annual step increases, consistent with satisfactory performance, will be granted with each added year of service.
- C. The salary schedule will include five levels:
  - Level 1: Assistant Middle School Principal
  - Level 2: Assistant High School Principal, Language Arts Supervisor K-12
  - Level 3: Elementary Principals
  - Level 4: Middle School Principal, Director of Curriculum, Director of Special Services, Director of Teaching and Talent Development
  - Level 5: High School Principal

The salary for any position that is less than twelve months will be prorated on a per diem basis.

- D. The Board will establish an account to reimburse Administrators for incidental expenses incurred when it is necessary for an Administrator to stay for meetings beyond normal working hours. This account will be funded at a maximum of \$500.00 annually. Administrators may be reimbursed from the fund by submitting receipts to the Business Office until such time as the \$500.00 annual limit is reached.
- E. Administrators who have earned a doctoral degree shall be awarded a stipend of \$1,000 per year.
- F. The Board will make a contribution to a tax sheltered annuity plan 403(b) up to \$3,000 per year per administrator for the duration of this contract. The Board will make this contribution for all administrators who make a matching dollar contribution each school year.

Administrators shall be limited to a plan in which the Board already has employees participating, however, not less than five plans shall be available to an Administrator.

For purposes of reporting total salary compensation to the Teacher Retirement Board (TRB), the Board will report the total of the administrator salary as determined by position and experience as specified in Section G Salary Schedule, including Section E when applicable.

In the event that the TRB does not accept the reported total salary compensation as a valid report of salary, the Board shall not be held responsible for the TRB decision nor shall the Board be subjected to any action by the Granby Association of School Administrators or an individual administrator.

**G. Salary Schedule**

**2016-2017**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
<b>Level 1</b>	115,253	117,694	120,187	122,734	125,334	127,990
<b>Level 2</b>	120,787	123,346	125,959	128,627	131,352	134,137
<b>Level 3</b>	128,260	130,978	133,753	136,587	139,479	142,434
<b>Level 4</b>	132,168	134,967	137,827	140,746	143,731	146,774
<b>Level 5</b>	137,237	140,143	143,113	146,144	149,241	152,404

**2017-2018**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
<b>Level 1</b>	117,789	120,283	122,831	125,434	128,091	130,806
<b>Level 2</b>	123,444	126,060	128,730	131,457	134,242	137,088
<b>Level 3</b>	131,082	133,860	136,696	139,591	142,548	145,568
<b>Level 4</b>	135,076	137,936	140,859	143,843	146,893	150,003
<b>Level 5</b>	140,256	143,226	146,262	149,359	152,524	155,757

**2018-2019**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
<b>Level 1</b>	120,321	122,869	125,472	128,131	130,845	133,619
<b>Level 2</b>	126,098	128,770	131,497	134,284	137,128	140,035
<b>Level 3</b>	133,900	136,738	139,635	142,593	145,613	148,698
<b>Level 4</b>	137,980	140,902	143,888	146,935	150,051	153,228
<b>Level 5</b>	143,272	146,305	149,406	152,570	155,804	159,105

- H. If an administrator is appointed to a summer school position, the stipend for the position shall be negotiated between GASA and the Superintendent of Schools. Agreed funding levels will be determined upon the scope of programs and the number of students and staff.

**ARTICLE XII**

**DURATION OF AGREEMENT**

- A. This Agreement contains the full and complete agreement between the Board and the Association on all bargainable issues, and neither party shall be required during the term hereof to negotiate or bargain upon any issue whether it is covered or not covered in this Agreement. All prior practices, agreements and understandings are void and of no force and effect unless specifically incorporated herein.
  
- B. This Agreement shall be in full force and effect from July 1, 2016 - June 30, 2019.

**Side Letter Number One**

Kimberly Calcasola shall be eligible for benefits included in Article VI, Retirement Benefits in the Agreement between the Granby Board of Education and Granby Association of School Administrators dated July 1, 2006-June 20, 2009.

The Agreement specifies that "Full-time twelve month administrators hired prior to July 1, 2005 who meet established criteria will be eligible for supplemental retirement benefits. Administrators hired after June 30, 2006 will not be eligible for this benefit."

Kim Calcasola was hired as a full-time twelve month administrator prior to July 1, 2005. Although her position has changed to a ten-month position, she will be considered to be a twelve month administrator for the purpose of eligibility for supplemental retirement benefits as long as all other requirements are met.

This Side Letter pertains to only the named individual and is a non-precedent setting agreement. It shall not be cited as precedent or past practice by any party in any other proceeding.

**GRANBY ASSOCIATION OF SCHOOL ADMINISTRATORS**

By 

Date 11-4-15

**GRANBY BOARD OF EDUCATION**

By 

Date 11-4-15

**APPENDIX A: PPO Schedule of Benefits July 1, 2016 – June 30, 2019**

**PREFERRED PROVIDER PLAN (PPO) – SCHEDULE OF BENEFITS**

	2016-17	2017-19
<b><u>PPO Plan</u></b>		
<i>In-Network:</i>		
Office Visit Copay	\$30	\$30
Specialist Visit Copay	\$40	\$45
Urgent Copay	\$50	\$50
Emergency Copay	\$125	\$125
Hospital Admit Copay	\$400	\$400
Outpatient Copay	\$300	\$300
High Cost Diagnostic*	\$75*	\$75*
*out of pocket max \$375		
<i>Out-of-Network:</i>		
Deductible	\$600/1200/1800	\$600/1200/1800
Coins. Maximum	\$1500/3000/4500	\$1500/3000/4500
Out-of-Pocket	\$2100/4200/6300	\$2100/4200/6300
<b><u>Prescription Plan</u></b>		
<i>Retail:</i>		
Generic	\$10	\$10
Formulary Brand	\$25	\$30
Non-Formulary Brand	\$40	\$40
<i>Mail Order:</i>		
Generic	\$20	\$20
Formulary Brand	\$50	\$60
Non-Formulary Brand	\$80	\$80
Retail Duration:	30 days	30 days
Mail Order Duration:	90 days	90 days
Annual Maximum:	Unlimited	Unlimited
Generic Substitute	Public Sector	Public Sector



**Appendix B: HSA Schedule of Benefits July 1, 2016-June 30, 2019**

**HIGH DEDUCTIBLE HEALTH PLAN/HEALTH SAVINGS ACCOUNT  
PREFERRED PROVIDER PLAN (PPO)**

The Board of Education will contribute 50% of the annual health Savings Account deposit based on an annual total deposit of \$2,000 for an employee plan and \$4,000 for an employee plus one or family plan. The Board will pay set-up and monthly maintenance fees for Health Savings Account plans. Employees will assume responsibility for all other transaction fees.

<b>COST SHARE PROVISIONS</b>	<b>In-Network Member pays:</b>	<b>Out-of-Network Member pays:</b>
Annual Deductible <i>(individual / aggregate family)</i>	\$2,000 / \$4,000	
Coinsurance	Not Applicable	20% after deductible up to
Coinsurance Maximum <i>(individual / aggregate family)</i>	\$2,000/\$4,000	
Cost Share Maximum <i>(individual / aggregate family)</i>	\$5,000/\$10,000	
Lifetime Maximum	Unlimited	Unlimited

<b>PREVENTIVE CARE</b>	<b>In-Network After Annual Deductible Member pays:</b>	<b>Out-of-Network After Annual Deductible Member pays:</b>
Well child care	\$0, Deductible waived	20%
Periodic, routine health examinations	\$0, Deductible waived	20%
Routine eye exams	\$0, Deductible waived	20%
Routine OB/GYN visits	\$0, Deductible waived	20%
Mammography	\$0, Deductible waived	20%
Hearing screening	\$0, Deductible waived	20%

**MEDICAL CARE**

Office visits	\$0	20%
Outpatient mental health & substance abuse	\$0	20%
OB/GYN care	\$0	20%
Maternity care	\$0	20%
Diagnostic lab and x-ray	\$0	20%
High-cost outpatient diagnostic – <i>prior authorization required</i>	\$0	20%
Allergy services		
Office visits/testing	\$0	20%
Injections—80 visits in 3 years	\$0	20%

**HOSPITAL CARE – Prior authorization required**

Semi-private room <i>(General/Medical/Surgical/Maternity)</i>	\$0	20%
Inpatient mental health & substance abuse	\$0	20%
Skilled nursing facility – <i>up to 120 days per calendar year</i>	\$0	20%
Rehabilitative services – <i>up to 60 days per person per calendar year</i>	\$0	20%
Outpatient surgery – <i>in a hospital or surgi-center</i>	\$0	20%

## HEALTH SAVINGS ACCOUNT PREFERRED PROVIDER PLAN (PPO) (Cont'd)

<b>EMERGENCY CARE</b>	<b>In-Network After Annual Deductible Member pays:</b>	<b>Out-of-Network After Annual Deductible Member pays:</b>
Walk-in centers	\$0	20%
Urgent care – <i>at participating centers only</i>	\$0	Not Covered
Emergency care	\$0	\$0
Ambulance	\$0	\$0
<b>OTHER HEALTH CARE</b>		
Outpatient rehabilitative services <i>50 visit maximum for Chiropractors, PT, OT and ST per year.</i>	\$0	20%
Durable medical equipment / Prosthetic devices	\$0	20%
Diabetic supplies, drugs & equipment <i>Diabetic drugs are covered at in-network benefit level.</i>	\$0	20%
Infertility services ( <i>diagnosis and treatment</i> )	\$0	20%
Home health care	\$0	20%
Prescription drugs – <i>filled at a pharmacy</i>	\$0	20%

### Preventive Care Schedules

#### **Mammography**

- ◆ 1 baseline screening, ages 35-39
  - ◆ 1 screening per year, ages 40+
- Additional exams when medically necessary

**Vision Exams:** 1 exam every 2 calendar years

**Hearing Exams:** 1 exam every 2 calendar years

**OB/GYN Exams:** 1 exam per calendar year

#### **Notes to Benefit Descriptions**

- ◆ In situations where the member is responsible for obtaining the necessary prior authorization and fails to do so, benefits may be reduced or denied.
- ◆ Home Health Care services are covered when in lieu of hospitalization. Includes infusion (IV) therapy.
- ◆ Members must utilize participating Blue Quality Centers for Transplant hospitals to receive benefits for Human Organ & Tissue Transplant services. This network of the finest medical transplant programs in the nation is available to members who are candidates for an organ or bone marrow transplant. A nurse consultant trained in case management is dedicated to managing members who require organ and/or tissue transplants. Covered services are subject to a lifetime maximum of \$1,000,000.
- ◆ Members are responsible for the balance of charges billed by out-of-network providers after payment for covered services has been made by Anthem Blue Cross and Blue Shield according to the Comprehensive Schedule of Professional Services.

**This does not constitute your health plan or insurance policy. It is only a general description of the plan. Please refer to your Subscriber Agreement/Certificate of Coverage/Summary Booklet for more details.**