TA form 11/16

TENTATIVE AGREEMENT

Between

CHIPPEWA VALLEY SCHOOLS (CVS)

And

CHIPPEWA VALLEY CHAPTER 1884, SECRETARIAL/CLERICAL

UNION COUNCIL 25 AFSCME (AFSCME)

It is agreed that all remains as in the 2013-2016 contract except as indicated below and upon ratification by both parties be effective July 1, 2016 and continue in effect through June 30, 2018:

Effective July 1, 2016, it is agreed to upgrade the Clerk II – Adult and Community Education/Little Turtle position that is currently a Grade 2 to a Grade 3 (Keefe).

SALARY:

The 6-Step salary schedule (0-5) is being eliminated. The 8-step (0-7) salary schedule will eliminate Step 0 and be equated to an 8-step (1-8) salary schedule.

Employees with a longevity date prior to June 30, 2013 will be placed on the new scale to the closest hourly rate to what they were paid in the 2015-16 school year and then will receive one step for the 2016-17 school year effective July 1, 2016.

Employees with a longevity date of July 1, 2013 or after will be placed on the new scale to the next higher hourly rate to what they were paid in the 2015-16 school year effective July 1, 2016.

For the 2016-17 those employees on the top step will be paid a 1.5% off-schedule lump sum payment for all hours paid during the 2016-17 school year to be paid on June 30, 2017.

For the 2017-18 school year employees will move and be paid one step on their classification date. Those employees on the top step will be paid a 1% off-schedule lump sum payment for all hours paid during the 2017-18 school year to be paid on July 30, 2018.

In addition, for the 2017/18 school year, should enrollment and/or state unrestricted funding vary from estimates used for budgeting purposes, the following formula will be used to calculate amount to be distributed to employees as a lump sum payment. Lump sum payment will not be subject to retirement and will be reduced by FICA taxes. There will be no distribution for total distribution amounts below zero.

The revenue exceeding expenses payment that was to be paid for the 2013-2016 contract will not be paid as part of the salary package for the 2016-2018 contract.

ARTICLE 13 A(2) - HOURS OF WORK

Permanent 10-Month Employees: Those whose normal work day is eight (8) hours and whose normal work week is forty (40) hours, and who report for work not less than forty (40) nor more than forty-four (44) **WORK** weeks per year. Time off during the summer will be considered a period between two successive academic years or terms for which the affected Employees normally do not perform service. If, by special permission, an Employee is allowed to work during a Christmas and/or spring break vacation period, which extends the Employee's work year beyond 44 **WORK** weeks, the Employee will still be considered a permanent 10-month Employee.

ARTICLE 13 B - HOURS OF WORK – OVERTIME

B. The Board agrees to pay time and one-half for any time in excess of ~~eight (8) hours per day or~~ forty hours per scheduled week, except as provisions for compensable time are agreed to by the Employee and the Employee's supervisor in accordance with administrative procedures, if any.

ARTICLE 13 F - HOURS OF WORK – ACT OF GOD DAYS

In the event school is closed due to unavoidable conditions such as severe weather, breakdown of equipment, or when otherwise prevented by an Act of God, Employees covered by the terms of this agreement who are scheduled to work may not be required to report to work, but shall not suffer a loss pay day for the scheduled days **UP TO SIX (6) DAYS. IF DAYS EXCEED THE SIX (6) DAYS THE EMPLOYEE MAY ELECT TO USE A PERSONAL BUSINESS OR VACATION DAY FROM THEIR ANNUAL ALLOTMENT BY NOTIFYING THE PAYROLL DEPARTMENT IN WRITING NO LATER THAN TWO DAYS AFTER THE SCHOOL CLOSURE. IF NOTIFICATION IS NOT RECEIVED WITHIN THIS TIMEFRAME THE DAY(S) WILL BE UNPAID.** Supervisors retain the right to request Employees to report for work, but those who report at the request of their supervisors shall receive pay at time and one-half or compensable time off within the pay period or as determined by the supervisor. In the event a school or building is closed during the day due to unavoidable conditions, Employees may leave work early and shall not have the loss of time charged against their regular pay or leave days. The decision to close schools or buildings due to unavoidable conditions shall be the superintendent's sole discretion.

ARTICLE 14 E- VACANCIES, TRANSFERS, DEMOTIONS, AND PROMOTIONS - DEMOTION

Any Employee moving to a lower classification shall be paid on a step of the lower classification that is at an hourly rate closest to the Employee's current hourly rate of the step the Employee is assigned in the higher classification **WITHOUT BEING HIGHER THAN THE EMPLOYEE'S CURRENT HOURLY RATE.**

ARTICLE 14 F- VACANCIES, TRANSFERS, DEMOTIONS, AND PROMOTIONS - PROMOTION

The Employee granted a promotion shall be placed on the salary step of the new position which will grant the Employee **THE NEXT HIGHER** ~~an~~ hourly rate ~~increase more~~ than the hourly rate the Employee is receiving on the salary schedule for the Employee's present job assignment.

ARTICLE 14 – G-6 – TRIAL PERIOD

During the trial period, an Employee shall have an opportunity to revert back to the Employee's former position within **TEN (10) WORK** ~~fourteen (14) calendar~~ days or beyond that time if their **PREVIOUSLY HELD** position is available. Such an Employee shall not be considered for the position the Employee reverted from for a period of one (1) year.

ARTICLE 14- I

Temporary Employees may be used to fill vacancies for a period not to exceed twelve (12) weeks, unless extended by mutual agreement of the parties. ~~Ten (10) month Employees interested in extra work will notify the Human Resources Department in writing each year of the Employee's availability. Assignments will be made by the Human Resources Department. The rate of pay for extra work will be at Step I of the classification or the Employee's current rate of pay, whichever is greater.~~

ADD J. Temporary assignments or extra work opportunities will be posted for three (3) work days, listing the Grade Level, if any and Hours of the assignment. Employees interested shall submit a letter of interest to the Human Resources Department during the posting period. Employees interested in these assignments must be able to work the posted hours without conflicting with the Employee's primary assignment. Temporary assignments or extra work shall not exceed eight (8) hours per day. Assignments will be filled by the employee who meets the qualifications listed in the job description, if any. Seniority shall be the basis for selecting from among equally qualified candidates and shall be offered in a seniority rotation if applicable. Temporary assignments or extra hours shall not be added to the employee's regular hours for bumping, insurance, holiday pay, sick accrual, personal business and vacation purposes. Employees selected for temporary assignments will be paid at the pay grade of the position at the rate closest to the hourly rate the employee is currently paid without being higher than the employee's current hourly rate if the position is a lesser pay grade. Employees selected for extra hour assignments will be paid at the Employee's current rate of pay.

ADJUST LETTERING

ARTICLE 14 K – TESTING

Testing of applicants may be required prior to the vacancy being filled. Employees may request to be tested at the time of application.

1. Test results evidencing improved skills will be placed in the Employee's personnel file. When the test results are lower than those recorded in the Employee's personnel file, test papers or results will not be placed in the file unless higher than those required for the Employee's current position.

2. The Employee will be given the scores of the testing, in writing, ~~within ten (10) working days of the testing~~ **UPON WRITTEN REQUEST**.

ARTICLE 18 B– LEAVES OF ABSENCE-PERSONAL BUSINESS

Personal Business: **EIGHT (8)** ~~Ten (10)~~ days of an Employee's sick leave balance shall be allowed for any business at the Employee's discretion. Personal business days are available for personal business and not to be used for vacation-type activities.

A maximum of three (3) personal business days may be used consecutively without the approval of the superintendent/designee. Request is required seven (7) calendar days in advance by submitting the request using AESOP reporting. These days may not be used the day before or the day after a holiday or the first or the last week of school, without the approval of the superintendent/designee. A reason is required at the time of the request for approval. **PERSONAL BUSINESS DAYS SHALL NOT BE GRANTED IN CONJUNCTION WITH VACATION DAYS TO EXTEND A HOLIDAY OR VACATION PERIOD FOR VACATION PURPOSES.**

Emergency personal business requested less than seven (7) days in advance requires a reason **OR DOCUMENTATION, IF REQUESTED** for the emergency approval of the superintendent/designee. **IF A REASON OR DOCUMENTATION IS NOT PROVIDED WITHIN TWO DAYS OF THE EMPLOYEE'S RETURN THE DAY WILL BE UNPAID.**

The superintendent/designee, on a case-by-case basis, may consider exceptions for the use of personal business days in excess of three (3) consecutive days for pleasure trips, or vacation.

Personal business days shall not accumulate if not used in a fiscal year.

ARTICLE 18 C– LEAVES OF ABSENCE-VACATION

Vacation: If a ten-(10) month Employee's regular **ASSIGNMENTS'** work year exceeds **235** ~~225~~ paid days, such Employee will be eligible for three (3) paid vacation days for that year. Twelve-(12) month Employees shall earn vacations at the rate of:

1. Credit will be earned only for those months in which an Employee receives pay for majority of the scheduled working days of that month.
2. Vacation for twelve-(12) month Employees will be scheduled at a time when it will not interfere with or hamper normal operations of the school system. Vacations may be scheduled throughout the year based upon approval and as determined by the Employer. Employees are eligible to take only those days they have accrued.
    a. While on vacation, if an Employee becomes seriously ill and is hospitalized, the Employee may draw upon earned sick leave days and have the vacation rescheduled.
    b. Upon separation, the Employee will be paid in full any earned vacation credit days **PRORATED BASED ON THE EMPLOYEE'S WORK YEAR** and, in case of death, be paid to the beneficiary. **IF AN EMPLOYEE SEPARATES PRIOR TO THE END OF THE YEAR AND HAS UTILIZED A FULL WORK YEAR'S ACCRUAL THE EMPLOYEE'S FINAL PAY WILL BE ADJUSTED BY DEDUCTING THE DAYS TAKEN BEYOND THEIR PRORATION.**
    c. **THERE SHALL BE NO ACCUMULATION OF VACATION DAYS FROM YEAR-TO-YEAR. UP TO THREE (3) ANNUALLY PROVIDED VACATION DAYS WHICH ARE NOT**

USED WITHIN THE SCHOOL YEAR WILL BE PAID OUT AT THE EMPLOYEE'S CURRENT HOURLY RATE.

3. Vacation preferences will be granted to Employees on a seniority basis, subject to operating requirements.

ARTICLE 18 D **CHANGE TO E**– LEAVES OF ABSENCE-~~BEREAVEMENT~~ **FUNERAL LEAVE**

UP TO A maximum of five (5) days **MAY BE USED BEGINNING THE DAY OF THE DEATH AND WITHIN ONE WEEK AFTER DEATH,** for the purpose of making **FUNERAL** arrangements ~~for~~ and **FOR** attending the funeral of a person in the Employee's immediate family defined as: spouse, child, parent, grandparent, grandchild, brother, sister, father-in-law, mother-in-law, **DAUGHTER-IN-LAW, SON-IN-LAW,** step relations as described herein as immediate family and persons living and making their home in the Employee's household. **DOCUMENTATION MAY BE REQUESTED TO SUBSTIANTIATE THE EMPLOYEE'S ATTENDANCE AT THE FUNERAL IF THERE IS SUSPECTED ABUSE.**

One (1) day will be allowed **TO ATTEND THE FUNERAL** ~~for the death~~ of an aunt, uncle, niece, nephew, first cousin, brother-in-law, ~~daughter-in-law~~, **OR** sister-in-law ~~or son-in-law~~.

The superintendent/designee may consider exceptions for the use of **FUNERAL** ~~bereavement~~ days other than in a consecutive and continuous manner immediately following the death of an immediate family member on a case-by-case basis subject to approval **AND PROVIDED FUNERAL DOCUMENTATION IS PROVIDED TO SUPPORT THE REASON FOR REQUESTING DELAYED FUNERAL DAYS.**

ARTICLE 18 – ADD – H. ATTENDANCE GUIDELINES

PUNCTUAL AND REGULAR ATTENDANCE IS AN ESSENTIAL FUNCTION OF EACH EMPLOYEE. THE DISTRICT HAS AN ATTENDANCE GUIDELINES OUTLINING ATTENDANCE EXPECTATIONS AND REPROCUSSION OF VIOLATING THE GUIDELINES. THE GUIDELINES WILL BE DISTRIBUTED ANNUALLY TO EACH EMPLOYEE AND WILL BE AVAILABLE AT ANY TIME ON THE HUMAN RESOURCES WEBPAGE.

THE EMPLOYER WILL MEET WITH THE UNION AND DISCUSS ANY CHANGES THAT MAY BE MADE TO THE GUIDELINES PRIOR TO THE CHANGES TAKING PLACE.

ARTICLE 19– INSURANCE BENEFITS

PLAN CHOICES – MESSA CHOICES II PLAN WITH $10/$20 PRESCRIPTION PLAN, $500/$1,000 DEDUCTIBLE OR MESSA CHOICES II PLAN WITH RX SAVER, $500/$1,000 DEDUCTIBLE.

THE "BRONZE" PLAN WILL BE OFFERED TO THOSE WHO ARE ELIGIBLE UNDER ACA REQUIREMENTS.

Continue language from 2013-16: If the eligible Employee's spouse has or is eligible for any type of health insurance which is equal to or better than the health plan described above said Employee shall not receive Board-paid health insurance. It is understood that double coverage is prohibited.

T.A-
Rpm
6/6/16

ARTICLE 20 - COMPENSATION

A. Holidays:
Seniority Employees are eligible for the following holidays with pay:

Labor Day
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Eve
Christmas Day
Four (4) additional Christmas break days
New Year's Eve
New Year's Day
Two winter break days
Good Friday
Two spring break days
One additional spring break day for 10-month only
Memorial Day
Independence Day (July 4th)
**One (1) additional day during Independence Day holiday (12-month Employees only)

****The district shall be closed the week of Independence Day. Two days are paid holidays as indicated above. The other three days are non-scheduled days. Employees may choose to utilize unpaid time, personal business (as exception in this instance), or vacation time for these three (3) days if they notify the payroll department and enter the personal business or vacation time in AESOP no later than July 1st of each year of their request. If no notification is received by this date the employee's vacation bank shall be deducted three (3) days for paid days.**

Update the following job classification titles on salary schedule:

- Remove Vocational Ed Clerk –Preschool
- CTE/Ed Services Clerk IV to Clerk IV Grants
- Secretary CTE remove Grants
- Clerk IV – Mohegan not Clerk II
- Clerk III-Community Education not Clerk II (Keefe)
- Bookkeeper – Community/Adult Education Grade 5 not 4
- Community Relations Clerk Grade 6 not 5
- Clerk IV-Special Education not Clerk II
- Clerk IV – Accounts Payable – Add (Ayan)

THE LETTER OF AGREEMENT REGARDING TEMPORARY LONG TERM AND SHORT TERM ASSIGNMENTS WILL CONTINUE. (See attached)

ANY VACANT BARGAINING UNIT POSITIONS NOT FILLED BY CURRENT BARGAINING UNIT MEMBERS MAY BE FILLED WITH SUBSTITUTES. THE NUMBER OF SUBSTITUTES SHALL NOT EXCEED 13% OF THE TOTAL NUMBER OF THE BARGAINING UNIT POSITIONS AT ANY TIME.

6-1-16

Henry Lazarecki, AFSCME President Date
Secretarial/Clerical

6-1-16

Russell Maranzano, Director of HR Date

6-1-16

Ronda Trouse, AFSCME Uniserv Director Date

Chippewa Valley Schools
Secretarial/Clerical Salary Schedule

2016-17 and 2017-18

PAY GRADE	CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
1	Voc Education Clerk (Cul Arts, Market)	$10.29	$10.94	$11.59	$12.24	$12.88	$13.53	$14.18	$14.83
2	Clerk Typist II - Food Service Elementary Clerk General Clerk Media Clerk II (9th Grd, HS) Receptionist	$11.44	$12.18	$12.91	$13.65	$14.39	$15.13	$15.86	$16.60
3	Clerk Typist III - Community Education - 9th Grd Center - Accounts Payable - Athletics - Guidance - Human Resources - Middle School - Adult Ed/Little Turtle	$12.84	$13.67	$14.50	$15.33	$16.17	$17.00	$17.83	$18.66
4	Bookkeeper - Athletics Building Support Technician Clerk IV(FS,MHS,Grants,Spec Ed,AP) Curriculum/Instructional Clerk Dispatcher Clerk Media Clerk IV (Elm, MS) Media Tech Clerk Payroll Clerk Scheduling Clerk Secretary (HS AP,9th,Guidance,Trans) Secretary/Bookkeeper (HS)	$13.93	$14.92	$15.90	$16.89	$17.88	$18.87	$19.85	$20.84
5	Bookkeeper - Community/Adult Ed Pupil Accounting Clerk Secretary (Maint,Elem,MS,CTE)	$14.42	$15.46	$16.49	$17.53	$18.57	$19.61	$20.64	$21.68
6	Accounts Payable Network Support Technician Payroll Clerk Community Relations Clerk Secretary (Ed Serv, Spec Ed, HS, Business)	$15.02	$16.09	$17.15	$18.22	$19.29	$20.36	$21.42	$22.49
7	District Bookkeeper Bookkeeper	$15.62	$16.73	$17.84	$18.95	$20.07	$21.18	$22.29	$23.40

Funding/Enrollment Variance Lump Sum Payment - AFSCME Clerical (4% represents % of total expenditures)

For the 2017/18 school year, should enrollment and/or state unrestricted funding vary from estimates used for budgeting purposes, the following formula will be used to calculate amount to be distributed to employees as a lump sum payment. Lump sum payment will not be subject to retirement and will be reduced by FICA taxes. There will be no distribution for total distribution amounts below zero.

Formula:

Foundation Allowance * (Actual Blended Enrollment - Projected Blended Enrollment) * 4%
Plus
Actual Blended Enrollment * (Actual Per Pupil Unrestricted Foundation Allowance - Projected Per Pupil Unrestricted Foundation Allowance) * 4%
Times 50% =
Amount to be distributed to employees before taxes

Projected Blended Enrollment FTE - 17/18	16,053
Projected State Unrestricted Funding Per Pupil - 17/18	$7,491

Example 1:

Actual Blended Enrollment FTE	16,200
Projected Blended Enrollment FTE	16,053
Actual State Unrestricted Funding Per Pupil	$7,511
Projected State Unrestricted Funding Per Pupil	$7,491

($7,511 * (16,200-16,053) * 4%) + (16,200 * ($7,511-$7,491) * 4%) = $44,165 + $12,960 = $57,125 @ 50% = $28,563 to be distributed

Example 2:

Actual Blended Enrollment FTE	16,000
Projected Blended Enrollment FTE	16,053
Actual State Unrestricted Funding Per Pupil	$7,541
Projected State Unrestricted Funding Per Pupil	$7,491

($7,541 * (16,000-16,053) * 4%) + (16,000 * ($7,541-$7,491) * 4%) = -$15,987 + $32,000 = $16,013 @ 50% = $8,007 to be distributed

MESSA Choices/Choices II
Medical Plan Highlights

MESSA
Good health. Good business. Great schools.
1475 Kendale Blvd. P.O. Box 2560
East Lansing, Michigan 48826-2560
517.332.2581 • 800.292.4910
www.messa.org

T.M. RM 1/1/16

Health Care Benefits for You and Your Covered Dependents

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

	In-Network	Out-of-Network
■ **Annual Deductible** Applies to all services except specific preventive care services and prescription drugs (which are covered under your prescription drug program)	For your specific plan information, check the "My Benefits" link in the Member section of the home page at ***www.messa.org***. This information is also available at your business office and in your collective bargaining agreement, if applicable.	
■ **Annual Out-of-pocket Maximum** Applies to copayments and coinsurance, except prescription drug copayments, which are subject to a separate out-of-pocket maximum. Charges above the approved amount and for services not covered under the medical plan are also excluded from the out-of-pocket maximum	$1,000 Individual / $2,000 Family *(plus your plan deductible)*	$2,000 Individual / $4,000 Family *(plus your plan deductible)*
■ **Lifetime Benefit Maximum**	Unlimited	Unlimited

Type of Service	In-Network Provider *(after deductible)*	Out-of-Network Provider *(after deductible)*
Office Visits *(except preventive and prenatal care)*	Various copayment options are available	80% of the approved amount
Inpatient Hospital ■ Semi-private room and board *(includes supplies and services)* ■ Physician charges	100%	80% of the approved amount
Surgical Services *Includes:* surgeon, assistant surgeon and anesthesiologist charges	100%	80% of the approved amount
Hospital Emergency Room (ER) - *Copayment waived if admitted or due to accidental injury* ■ Hospital charges	Various copayment options are available	Various copayment options are available
■ ER physician charges	100%	80% of the approved amount
Urgent Care - Copayment waived if services are required to treat a medical emergency or accidental injury	Various copayment options are available	80% of the approved amount
Preventive Care - www.messa.org/FreePreventiveCare Services such as annual exams, screenings, childhood and adult immunizations and preventive drugs including contraceptives. Immunizations provided by a public health department or at a MESSA-sponsored event are considered in-network.	100% No deductible No copayment	Not Covered *(except for mammograms)*
Chiropractic Services including Modalities Up to 38 visits *(combination of in-network and out-of-network visits)* per calendar year. Some providers may charge more than the approved amount for MESSA-specific benefits. Office visit copay may apply.	100%	80% of the approved amount

Over→

Type of Service	In-Network Provider (after deductible)	Out-of-Network Provider (after deductible)
Diagnostic Lab and X-Ray	100%	80% of the approved amount
Radiation and Chemotherapy	100%	80% of the approved amount
Allergy Testing and Therapy	100%	80% of the approved amount
Additional Covered Services ■ Medical supplies and equipment ■ Ambulance ■ Hearing care *(plan limits apply)* ■ Skilled nursing facility ■ Hospice ■ Home health care ■ Human organ transplant - when authorized and performed at an approved facility *(plan limits apply)*	100%	100% of the approved amount in-network deductible applies when there is no network for services
Mental Health and Substance Abuse ***Outpatient Care*** ■ Mental health care ■ Substance abuse treatment	Various copayment options are available	80% of the approved amount
Inpatient Care ■ Pre-authorization required	100%	80% of the approved amount
Outpatient Physical, Occupational, and Speech Therapy Up to a combined benefit maximum of 60 visits per individual per calendar year, whether obtained from an in-network or out-of-network provider	100%	80% of the approved amount

■ Medical Case Management (MCM)

MESSA offers Medical Case Management (MCM), a unique program tailored to meet the medical needs of our members who may need extraordinary care if diagnosed with a catastrophic illness or injury. It is designed to help MESSA members and their families through difficult times by providing flexibility, support and direct involvement in the management of their health care.

■ Prescription Drug Coverage

Group prescription drug coverage is included with this plan. MESSA prescription drug plans include a $1,000 individual and $2,000 family out-of-pocket maximum on prescription drug copayments. For your specific plan information, check the "My Benefits" link in the Member section of the home page at ***www.messa.org***. This information is also available at your business office and in your collective bargaining agreement, if applicable.

■ MESSA Help Lines - NurseLine and Healthy Expectations

Plan participants have access to a 24/7 NurseLine for general medical information. To access NurseLine, call 800.414.2014 to speak to a specially trained Registered Nurse who can answer your medical questions and provide health related information. MESSA's prenatal information and support program for expectant mothers is Healthy Expectations. Please call the MESSA Member Service Center at 800.336.0013 for information or to enroll. These services are not intended to replace regular medical care by a doctor or other qualified medical professional.

■ Covered Services and Approved Amounts

In-network providers bill BCBSM and MESSA directly. Payments for covered services are based on BCBSM's approved amounts. Your liability is limited to the plan copayment requirements.

Out-of-network providers may or may not bill BCBSM or MESSA directly. The member is responsible to the provider for any deductibles, coinsurance and **amounts that are in excess of the approved amount** for the service as predetermined by MESSA and BCBSM. **These amounts may be substantial.**

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.

Additional Benefits for You

Life Insurance	$5,000
Accidental Death & Dismemberment Insurance (AD&D)	$5,000

Life and AD&D insurance may be continued following termination of employment by direct payment to MESSA. AD&D terminates at age 65 or when employment terminates, whichever happens last.

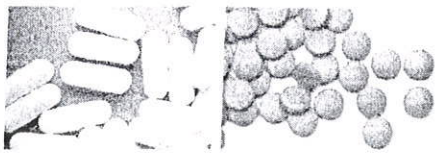
Life and AD&D insurance underwritten by Life Insurance Company of North America.

This is a brief summary of the MESSA Choices/Choices II Plans. For additional information, including eligibility, limitations and exclusions, please contact MESSA at 800.336.0013.

$10/$20 Prescription Drug Program

AT-A-GLANCE

What you need to know to make it work for you



Success Steps

1. **Choose generic drugs when available**
2. **Do not request Dispense as Written (DAW)**
3. **Use Preferred Rx™ Network Pharmacies**
4. **Use a participating 90-Day Retail/Maintenance Network pharmacy OR Express Scripts by Mail for maintenance prescriptions. You'll save a copayment on each prescription every 90 days.**

1. Choosing generic drugs minimizes your out-of-pocket costs and helps stabilize rates for your group.

Generic drugs are the chemical equivalent to brand name drugs and undergo the same FDA approval process.

You have a $0 copayment for generic contraceptives as well as many other preventive medications required by federal law.

Your copayment is $10 for up to a 34-day supply of other generic drugs.

If a generic is not available, you will be given a brand name drug with a $20 copayment for up to a 34-day supply.

If a generic is available but you choose a brand name drug, you will pay the $20 copayment plus the cost difference between the brand-name and generic drug.

This cost difference may be substantial.

For example:

BRAND	Protonix®.....	$145.80 for 34 days
GENERIC	Pantoprazole.....	$ 92.10 for 34 days
	Cost difference	$ 53.70

YOUR cost for choosing brand instead of generic is $20 + $53.70 = $73.70!

In no circumstance will you pay more than the cost of the drug itself.

Important Note: When a member insists on a brand name drug when a generic is available and medically appropriate, the member must pay the appropriate copayment PLUS the difference in cost between the brand-name and generic drug.

2. Dispense as Written (DAW) will also cost you substantially more.

If you have a current DAW prescription with remaining refills, or you're not sure, please contact your physician immediately.

If your physician writes DAW for a brand name when a generic is available, you could incur substantial costs. The physician can request an exception by calling the Pharmacy Clinical Help Desk. Consideration of an exception is based on documentation that the patient has tried the generic and it is not appropriate due to side effects or lack of efficacy.

3. Use Preferred Rx™ Network Pharmacies.

If you use an out-of-network pharmacy, prescriptions are reimbursed at 75% of the approved amount, minus your copayment.

4. Save more by using a pharmacy in the 90-Day Retail/Maintenance Network.

You can search for participating 90-Day Retail/Maintenance Network pharmacies in the $10/$20 Drug Program section at www.messa.org. Some restrictions may apply.

You may also use Express Scripts for convenient home delivery of your maintenance prescriptions up to a 90-day supply. Learn more at www.messa.org.

Both 90-day prescription services save you money by allowing you to pay only two copayments instead of three for each 90-day prescription.

STOP LOSS: For your protection this program includes a $1,000 per member/$2,000 per family annual copayment maximum. Some restrictions apply. For full details refer to the $10/$20 Drug Rider Booklet available at www.messa.org.

The above is a brief summary of some of the plan highlights. For more information contact your local MESSA Field Representative at 800.292.4910.

MESSA

Good health. Good business. Great schools.

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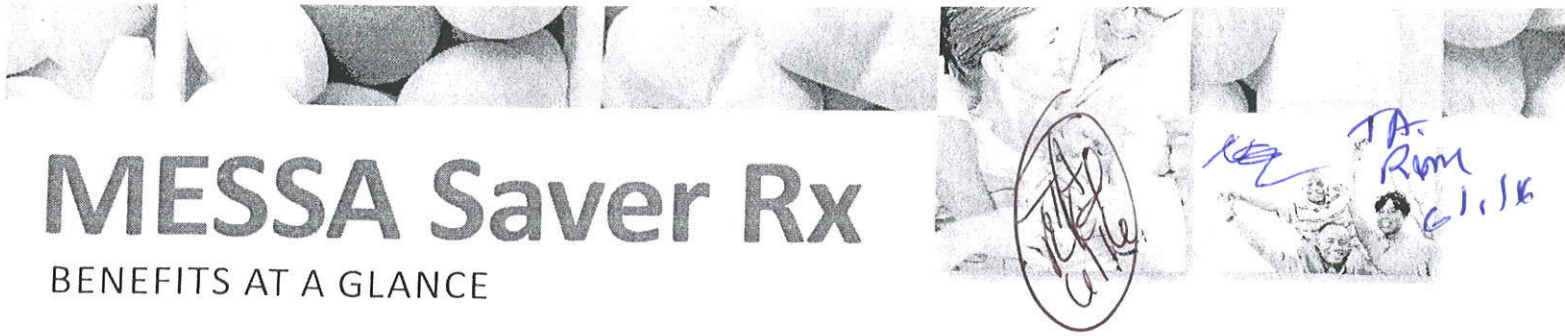


MESSA Saver Rx

BENEFITS AT A GLANCE

The **MESSA Saver Rx** drug program is designed to help MESSA members save money and stay healthy by providing discounted copayments on more than a hundred maintenance drugs prescribed for chronic conditions. **MESSA Saver Rx** will also reduce health care costs over the long term for our members and for their MESSA health plans by providing lower copayments for prescription drugs that are critical to managing chronic conditions and symptoms.

With **MESSA Saver Rx**, copayments range from $0 to $40 (and more than $40 if a patient insists on purchasing a brand name when a generic is available and medically appropriate). **MESSA Saver Rx** provides many cost-effective strategies that help you save money by giving you the power to reduce your copayments and limit your out-of-pocket costs while supporting your good health. Talk with your doctor about generic options, including "therapeutic alternatives," and ask for 90-day prescriptions for maintenance medications.

8 Ways to Save

1. FREE generic contraceptives for women as well as other free preventive medications mandated by federal law.
2. $2 copayment for up to a 34-day supply of generic maintenance medications for specific chronic conditions and diseases, including more than a hundred generics used to treat asthma, diabetes, high blood pressure and high cholesterol.
3. $10 copayment for up to a 34-day supply of all other generics.
4. $10 copayment for up to a 34-day supply of Over-the-Counter (OTC) medications used to treat heartburn and seasonal allergies. A prescription for the OTC drug is required and must be presented and filled at the pharmacy counter in order to be covered. You pay only a $10 copayment and the pharmacy will bill your health plan. Covered OTC drugs are: Allegra®, Allegra D®, Prilosec®, Prevacid®, Zegerid®, Claritin®, Claritin D®, Zyrtec® and Zyrtec D®.
5. $20 copayment (reduced from $40) for up to a 34-day supply for specific brand name maintenance drugs used to treat diabetes and asthma. For diabetes, covered drugs are Insulin and Glucagon emergency kits. For asthma, covered drugs are fast-acting and long-lasting inhalers and Zyflo® and Zyflo CR®.
6. $40 copayment for up to a 34-day supply of brand name drugs when no generic exists. You can reduce your brand name copayment by asking your doctor for a 90-day prescription and about generic "therapeutic alternatives."
7. Whenever possible choose generics. There is a $40 copayment plus the difference between the BCBSM-approved amount and the retail cost of the drug (which can be substantial) when the patient insists on a brand name drug when a generic is available and medically appropriate.
8. Save with a 90-day retail network pharmacy or Express Scripts by mail. Most Michigan pharmacies participate in the BCBSM/MESSA 90-day retail network. Fill a 90-day prescription and only pay two copayments—saving a full copayment every three months. Important note: See #7 above.

   Similar to purchasing from a 90-day retail network pharmacy, Express Scripts provides a 90-day supply (with a 90-day prescription) for the price of two copayments. Full details on mail order purchasing are available in the Pharmacy/Prescriptions area at **www.messa.org**. Important note: See #7 above.

MESSA Saver Rx:

Important Notes and Additional Information

1. Prescriptions are free for women's generic contraceptives, select smoking cessation products (subject to certain requirements) and other preventive medications mandated by federal law.

2. There are more than a hundred generic prescription drugs that are eligible for the $2 copayment provision in **MESSA Saver Rx**. The list can change daily as new generics come to market. Because of the large size of the list and its quick-changing nature, as a member convenience MESSA defines the list of drugs eligible for the $2 copayment based on the medical condition and by large "therapeutic classes" of generics. The conditions and therapeutic classes are listed below:
   a. Asthma
      - Sympathomimetic agents
   b. Diabetes
      - Antidiabetic agents
   c. High blood pressure, high cholesterol and coronary artery disease
      - ACE Inhibitors
      - Alpha Beta Blockers
      - Beta Blockers
      - Calcium Channel Blockers
      - Cardiac Drugs, NEC
      - Loop Diuretics
      - Potassium Sparing Diuretics
      - Thiazide Diuretics

3. Patients cannot combine a coupon or other manufacturer offer with Over-the-Counter drugs (Allegra, Allegra D, Prilosec, Prevacid, Zegerid, Claritin, Claritin D, Zyrtec and Zyrtec D) covered by the $10 copayment. A prescription for the OTC drug is required and must be presented and filled at the pharmacy counter in order to be covered. This list may be updated over time due to market changes.

4. MESSA Saver Rx includes an annual $1,000 per person/$2,000 per family copayment maximum. When a generic is available and the member insists on the brand name drug, the charges above the $40 brand name copayment do not count toward the annual maximum.

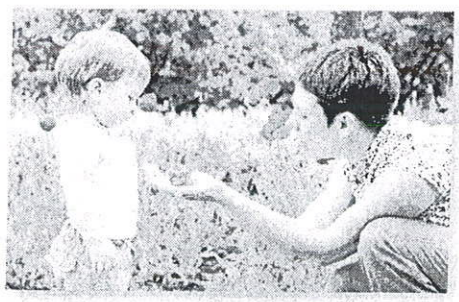
5. Plan coverage is available at out-of-state pharmacies associated with Express Scripts. If a member is outside of Michigan and needs to fill a prescription, she should call ahead or ask the pharmacists to make sure the pharmacy participates with Express Scripts. MESSA members can also search for a participating pharmacy at **www.messa.org** or call the MESSA Member Service Center at 800.336.0013.

6. If a member's physician writes DAW for a brand name when a generic is available, the member could incur substantial costs above the copayment amount. The physician may request an exception for the patient to take the brand name by submitting documentation that the patient has tried the generic and it is not appropriate because of side effects or because it is ineffective.

The information in this program overview of the **MESSA Saver Rx** plan is intended to be general in nature and not definitive. If you have specific questions about plan coverage under **MESSA Saver Rx**, please call MESSA's award-winning Member Service Center at 800.336.0013.

MESSA®

Good health. Good business. Great schools.



MESSA • 1475 Kendale Boulevard • P.O. Box 2560 • East Lansing, MI 48826-2560 • 517.332.2581 • 800.292.4910 • www.messa.org

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MESSA

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MESSA Saver Rx Drug Program

Free Preventive Medication List

Effective Sept. 30, 2014, MESSA will cover medications in the drug categories listed below with NO MEMBER COST SHARE, subject to age and gender requirements. In some cases, special rules for dispensing also apply. **All medications require a prescription from your doctor, including covered over-the-counter (OTC) medications.**

Covered Medications (A prescription is required for all)	Age and Gender Requirements
Aspirin – Generic OTC - 81 mg and 325 mg	To prevent cardiovascular events in men ages 45 to 79 and women ages 55 to 79
Breast Cancer Prevention – Generic tamoxifen and Generic raloxifene	For primary prevention of breast cancer in high-risk women age 35 years or older (special rules apply)
Fluoride – Generic prescription products - .25 mg and .5 mg drops and tablets	Children 6 months through 5 years
Folic Acid – Generic OTC products - 0.4 and 0.8 mg	Women only
Iron Supplements – Generic OTC products - 15 mg drops	Children ages 6 to 12 months who are at risk for iron deficiency anemia
Smoking Cessation Support – Generic OTC patches, gum and lozenges; specific prescription medications	Adults age 18 and older (special rules apply)
Vitamin D – Generic OTC products	Men and women age 65 and older
Women's Contraceptive Coverage 1. Barrier contraception – i.e., caps, diaphragms 2. Hormonal contraception – oral, transdermal, intravaginal, injectable (generic) 3. Emergency contraception 4. Implantable medications 5. Intrauterine contraception 6. OTC contraceptives	Women only

If you have questions about your eligibility for this coverage, call MESSA's East Lansing-based Member Service Center at 800.336.0013.

Rev. 11/13/14
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MESSA Saver Rx – List of Generic Drugs Eligible for the $2 Copayment

This list is organized by medical condition and will change as brand names come off patent and new generic drugs become available. If you do not see your medication listed below or encounter issues filling your prescription at your pharmacy, please contact MESSA's Member Service Center at 800.336.0013.

This list is current as of February 2016.

High Blood Pressure/Coronary

Acebutolol
Amiloride
Amiloride / Hydrochlorothiazide (HCTZ)
Amlodipine
Amlodipine / Atorvastatin
Amlodipine / Benazepril
Atenolol
Atenolol / Chlorthalidone
Benazepril
Benazepril / Hydrochlorothiazide (HCTZ)
Betaxolol
Bisoprolol
Bisoprolol / Hydrochlorothiazide (HCTZ)
Bumetanide
Candesartan
Candesartan / Hydrochlorothiazide (HCTZ)
Captopril
Captopril / Hydrochlorothiazide (HCTZ)
Carvedilol
Chlorothiazide
Chlorthalidone
Cilostazol
Clonidine
Clonidine / Chlorthalidone
Clopidogrel
Digoxin
Diltiazem
Dipyridamole
Doxazosin
Enalapril
Enalapril / Hydrochlorothiazide (HCTZ)
Eplerenone
Eprosartan (600 mg only)
Felodipine
Fosinopril
Fosinopril / Hydrochlorothiazide (HCTZ)
Furosemide
Guanfacine
Hydralazine
Hydralazine/ Hydrochlorothiazide (HCTZ)
Hydrochlorothiazide
Indapamide
Irbesartan
Irbesartan / Hydrochlorothiazide (HCTZ)
Isosorbide
Isradipine
Labetalol
Lisinopril
Lisinopril / Hydrochlorothiazide (HCTZ)
Losartan
Losartan / Hydrochlorothiazide (HCTZ)
Methyclothiazide
Methyldopa
Methyldopa / Hydrochlorothiazide (HCTZ)
Metolazone
Metoprolol
Metoprolol / Hydrochlorothiazide (HCTZ)
Minoxidil
Moexipril
Moexipril / Hydrochlorothiazide (HCTZ)
Nadolol
Nadolol / Bendroflumethiazide
Nicardipine
Nifedipine
Nimodipine
Nisoldipine
Nitroglycerin
Papaverine
Perindopril
Pindolol
Prazosin
Propranolol
Propranolol / Hydrochlorothiazide (HCTZ)
Quinapril
Quinapril / Hydrochlorothiazide (HCTZ)
Ramipril
Reserpine
Sotalol
Spironolactone
Spironolactone / Hydrochlorothiazide (HCTZ)
Telmisartan
Telmisartan / Hydrochlorothiazide (HCTZ)
Terazosin
Ticlopidine
Timolol
Torsemide
Trandolapril
Trandolapril / Verapamil
Triamterene / Hydrochlorothiazide (HCTZ)
Valsartan
Valsartan / Hydrochlorothiazide (HCTZ)
Verapamil

Asthma

Albuterol
Azelastine
Budesonide
Cromolyn
Flunisolide
Fluticasone
Ipratropium
Ipratropium / Albuterol
Levalbuterol
Triamcinolone
Zafirlukast

High Cholesterol

Amlodipine / Atorvastatin
Atorvastatin
Cholestyramine
Cholestyramine Light
Colestipol
Fenofibrate
Fenobibrate Acid
Fluvastatin
Fluvastatin ER
Gemfibrozil
Lovastatin
Pravastatin
Simvastatin

Diabetes

Acarbose
Chlorpropamide
Glimepiride
Glipizide
Glipizide / Metformin
Glyburide
Glyburide / Metformin
Metformin
Nateglinide
Pioglitazone
Pioglitazone / Glimepiride
Pioglitazone / Metformin

Diabetes (cont.)

Repaglinide
Repaglinide / Metformin
Tolazamide
Tolbutamide

CHIPPEWA VALLEY SCHOOLS

MEMORANDUM OF UNDERSTANDING
between
CHIPPEWA VALLEY SCHOOLS
And the
SECRETARIAL/CLERICAL AFSCME CHAPTER 1884, COUNCIL 25

November 13, 2015

REVISED 5/24/16

T.A. 6.1.16

This Memorandum of Understanding is to clarify the practice of Article 18 Section C-Vacation between the Chippewa Valley Board of Education and the Chippewa Valley Secretarial/Clerical Employees, Chapter 1884, Council 25 from the date of this agreement moving forward:

- At the conclusion of the 2015/16 school year any and all vacation days remaining in the employees' bank will be paid out at the employee's current hourly rate. **EMPLOYEE'S THAT HAD PREVIOUSLY ARRANGED VACATIONS MAY REQUEST TO THE HUMAN RESOURCES DEPARTMENT NO LATER THAN JUNE 17, 2015 TO CARRYOVER UP TO TEN (10) DAYS TO BE USED FOR JULY AND AUGUST 2016 ONLY. FAILURE TO UTILIZE THOSE DAYS REQUESTED TO BE CARRIED OVER WILL RESULT IN THE LOSS OF THOSE DAYS.**
- Effective the 2016/17 school year vacation days will accumulate in a lump sum at the beginning of each school year **(JULY 1ST)** instead of monthly.
- Effective the 2016/17 school year vacation days not used by June 30th of each school year will be non-cumulative, and up to three (3) days remaining in the employee's vacation day bank will be paid out in July at the employee's current hourly rate.

The undersigned, by affixing their signatures hereto, acknowledge the Agreement between the Chippewa Valley Board of Education and the Chippewa Valley Secretarial/Clerical Employees, Chapter 1884, Council 25 with the above statements.

Dawn Leone — 6/1/16
Dawn Leone — Date
Human Resources
Supervisor

6-1-16
Mr. Henry Lazarecki — Date
President
Chippewa Valley Secretarial/Clerical
AFSCME, Chapter 1884, Council 25

LETTER OF AGREEMENT
between
CHIPPEWA VALLEY SCHOOLS
And the
SECRETARIAL/CLERICAL AFSCME CHAPTER 1884, COUNCIL 25

Revised 05/2016

The following is agreed to by the parties hereto effective March 2012 in regards to the screening, testing and interview process for the Secretarial/Clerical AFSCME group:

Training:

1. Offer annual professional development training.
2. Offer open testing sessions twice a year on professional development days, if no mandatory trainings are being offered on these days for the clerical membership.
    a. This will allow clerical to become comfortable with the testing process, with less pressure to pass. If they do pass the tests during the practice sessions, these tests will be placed in their files for future opportunities. Tests that also show an improved score over tests already on file will be updated in their file.
        i. Employees can attend more than one open testing session per school year, if there are open slots available after those who have not tested yet have registered.
    b. Employees have the freedom to choose what tests they wish to take during open testing.
    c. Testing will be done in a lab with up to 10 participants at a time for position specific tests and up to 5 participants at a time for core tests due to licensing limitations.
3. Employees may continue to be allowed to use Tuition Reimbursement to take continuing education courses pursuant to the collective bargaining agreement.

Testing:

The following are core OPAC tests for all clerical positions:

1. Keyboarding
2. Word – Basic/Intermediate
3. Excel – Basic/Intermediate
4. Basic Math
5. Alpha Filing
6. Customer Service
7. Policies
8. Proofreading
9. Encounter Assessment – Evaluated interpersonal skills, social skills, teamwork, working with others, Ability to handle tasks

In addition, there are position specific tests that may consist of a combination of other OPAC and non-OPAC tests. Please see attached chart for details on tests for each job classification. These are subject to change when position descriptions are changed.

Testing guidelines when applying for positions:

1. Candidates who don't have the tests already on file will be offered the opportunity during the posting period to take the tests that are required for that vacancy. The Human Resources Department will contact the candidate to schedule testing.
    a. Testing is done on personal time or on scheduled PB, or Vacation.
    b. Candidates will be offered 2 opportunities to pass a test. A brief break may be given, upon request, in between tests.

c. Candidates must pass all required tests according to the cut score per each test in order to be considered for the interview.
    i. Those candidates who do not pass any one of the tests will not be considered for that vacancy, however, may apply for any future posted positions and retest at that time.
2. Tests will be timed. If candidates don't finish within the required timing, the unanswered questions will be scored as incorrect.
3. Passed tests will be maintained in the employee's personnel file for 5 years. After 5 years, the employee will be required to retake those tests that have expired when applying for vacancies.
4. The preferred skill set tests will be given and the pass/fail will be taken in consideration to determined who is the most qualified.

Testing for Bumping and Recall:

1. ***Bumping:*** If reductions are made which results in a bumping taking place, an open testing session will take place prior to the bumping meeting. Those who may be affected will be deemed meeting the core test requirements and will need to ensure they have all required position specific tests for potential bumps on file. If they don't pass all position specific tests required for a particular position, they do not meet the requirements and will need to move to the next eligible position for bump.

2. ***Recall:*** When an employee is eligible for a recall, prior to being awarded the recall, the employee will have to take and pass all position specific tests for that position. If the employee doesn't pass all position specific test(s) required for the position for which they are eligible to be recalled to, the employee does not meet the requirements and will be bypassed for that recall. The employee will remain on the recall list for the next position for which they are qualified.

Posting and Interview Process

1. Position posted

2. Clerical apply by submitting a job skill inquiry form along with a detailed resume which includes detailed experiences and classes/training in areas indicated on the job description.

3. Posting closes

4. Review applicants based on grade, seniority to determine lateral.

5. If no laterals, then those who have passed all required skill tests and meet all requirements listed on the job description for that position will move forward to an interview.

6. The interview team should take in consideration, in addition to the requirements of the job description, the preferred areas and the job responsibilities on the job description to determine who is the most qualified in the interview. Listen fors will be used during the interview process. Questions should incorporate each preferred and job responsibility area.

7. Interview packet will be forward to HR from the Interview Team with recommendation as to who they think is the most qualified. Rationale will list specific reasons as to why the recommendation is most qualified over other candidates.

8. HR will review all information to make a determination if recommended person is the most qualified.

    a. Things that will be taken in consideration for most qualified are:
        i. Testing
        ii. Encounter Assessment
        iii. Past work experiences
        iv. Interview

v. Evaluations
vi. Attendance

TM jam 6.1.16

b. If HR determines there are two equally qualified candidates when looking at all the criteria listed above, the most senior will be awarded the position. If there are two equally qualified candidates with the same seniority date, then the lottery number will determine who is awarded the position.

Russell Mayo 6/1/16

District Date

Union Date

Union Date

CHIPPEWA VALLEY SCHOOLS
HUMAN RESOURCES

ATTENDANCE GUIDELINES

Attendance is tracked by the Human Resource Department on an annual basis for each employee. Punctual and regular attendance is an essential function of each employee at Chippewa Valley Schools. When an employee is absent, others must perform the work, which diminishes the smooth operation of Chippewa Valley Schools.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. The purpose of this policy is to promote the efficient operation of the District and minimize unscheduled absences.

Any employee who fails to report to work without notification to his/her supervisor for a period of three (3) days or more will be considered to have voluntarily terminated his/her employment with Chippewa Valley Schools.

Employees are required to provide medical documentation to the Human Resources Department for three (3) consecutive days or more of absences because of illness or injury and/or when illness occurs the day before or after a holiday/vacation break no later than the day they return to work. Medical documentation must verify a) the nature of the illness or injury, b) if and when the employee will be able to return to work, if applicable, and c) whether the employee is capable of performing his or her regularly scheduled duties, and if not, what restrictions the employee has. Without an acceptable excuse, the employee absence may be considered unauthorized/unexcused.

REPORTING REQUIREMENTS

Employees are required to report all absences in AESOP and on the employee's timesheet. Absences should be reported no later than two (2) hours prior to the employee's scheduled start time. Employees should only call the substitute coordinator to report an absence after the required reporting time or in an emergency that does not allow the employee to call or report the absence in AESOP.

KEY T.A. Rom 6/1/16

INCIDENTS OF ABUSE:

Abusive Absences are defined as:

1. Unauthorized absence – any absence not preapproved per leave language in the employee's labor agreement.
2. Unpaid leave – Absences that exceed the employee's earned annual paid leave.
3. Sick leave/Personal Business days exceeding annual allotment per school year (based on the accrual per contract)
4. Patterns of absences
5. Consistent late call-ins (consistently calling absence after district cut-off time or a pattern of not providing enough advance notice for coverage of position)
6. Excessive absenteeism due to leaves of absences (other than FMLA approved leaves)

These absences may subject an employee to progressive discipline according to the steps listed below. Employees will not be subject to discipline for the use of accrued leave time pursuant to the applicable collective bargaining agreement except as stated within the applicable bargaining agreement.

Any otherwise qualified employee with a disability which requires additional leave time, sick or otherwise, will be provided a reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act. Please contact the Human Resources Department as soon as practicable to request a reasonable accommodation.

NOTIFICATION OF ABSENCES:

Nine (9) days (10-month) or eleven (11) days (12-month) of abusive absences in a year is cause for a written notice notifying the employee that he/she is getting close to violating these guidelines and if additional abusive absences occur it may result in disciplinary action. This notice will be placed in the employee's personnel file.

STEPS OF DISCIPLINE:

STEP 1

Thirteen (13) days (10-month) or fifteen (15) days (12-month) of abusive absences in the same year will be the basis of a written warning to be signed by the employee and put in the employee's personnel file. This written warning serves to notify the employee that they have violated these guidelines and if there is an additional abusive absence it will result in further disciplinary action up to and including termination.

STEP 2

An additional abusive absence above the number of days listed in Step 1 in the same year may be the basis of a written reprimand to be signed by the employee and put in the employee's personnel file. This written reprimand serves to notify the employee that they have again violated these guidelines and if additional abusive absences occur it will result in further disciplinary action up to and including termination. *(14 days/10mth; 16days/12mth)*

STEP 3

An additional abusive absence above the number of days listed in Step 2 above in the same year may be cause for a one-day suspension (without pay). *(15days/10mth; 17days/12mth)*

STEP 4

An additional abusive absence above the number of days listed in Step 3 above in the same year may be cause for a three (3) day suspension (without pay). *(16days/10mth; 18days/12mth)*

STEP 5

An additional abusive absence above Step 5 in the same year may be cause for termination of employment. *(17days/10mths; 19days/12mth)*

RIGHTS:

Application of these guidelines to any particular absence will be handled on a case-by-case basis. Absences may be grouped as individual days or occurrences of time, depending on the individual case and matter. Human Resources also reserves the right to use its discretion in applying this policy under special or unique circumstances.

Human Resources reserves the right to amend or discontinue these guidelines at any time and will meet with the union and discuss any changes that may be made to the guidelines prior to the changes taking place.