

ALPINE SCHOOL DISTRICT  
&  
ALPINE EDUCATION ASSOCIATION

**Certified Negotiated Agreement  
2011 - 2012**

May 2, 2011

The enclosed items are additions or corrections or deletions to the 2011-2012 Negotiated Agreement

Negotiations Teams:

AEA Team

Mike Gowans, Spokesman  
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Board Team

John R. Spencer, Spokesman  
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Settlement Package  
2011-2012

1. Salary Schedule to remain the same.
2. Preservation of step and lane for each employee, with step and lane increases for eligible employees.
3. A 2%, one-time addition to the base salary to be given to all employees who will not have a step increase for the 2011-2012 school year. This amount will be added to eligible employees checks for the November check.
4. A change in employee benefits as outlined:
  - a. Specific Rx Changes: RRA, Drug Step Therapy, Specialty Rx, Mandatory Generic, Change mail order benefit from \$20/\$30/\$30 to \$20/\$30/\$50
  - b. Change Specific Co-Pays: Chiropractic to \$25, ER to \$200, Outpatient and Major Diagnostic to \$100
  - c. Change Deductible to \$500/\$1000 (In-Network and \$1000/\$2000 (Out of Network).
  - d. Discontinue EAP
5. Language Change on Policy 4019, see attachment A.
6. Language Change on Policy 4020, see attachment B.
7. Language Change on Policy 4033, see attachment C. A retirement window ending at 5:00 p.m, May 20, 2011, will be opened for eligible employees to submit for retirement.
8. Language Change on Policy 4057, see attachment D.
9. Language Change on Policy 4080, see attachment E.
10. Language Change on Policy 4086, see attachment F
11. Language Change on Policy 4096, see attachment G

Policy No. 4019

(Ref) Procedure No. 4019

**PERSONNEL CERTIFIED**

**1.0 HEALTH AND DISABILITY LEAVE**

- 1.1 Educators with less than three years continuous current experience in the District, are granted health and disability leave as follows:
  - 1.1.1 A maximum of up to seven working days may be granted annually in the event of health or disability absence.
  - 1.2.1 Health and disability may accumulate up to a maximum of twenty-one working days at the beginning of the third year of employment.
    - 1.2.1.1 During the absence of an educator for health or disability reasons, the educator's full salary shall be paid for the cumulative days used.
  - 1.3.1 Beyond the cumulative health and disability leave, when an educator is absent because of health or disability reasons, an educator's salary shall be paid as follows:
    - 1.3.1.1 A certified educator's salary shall have the cost of a substitute salary deducted for any health or disability leave taken beyond the earned cumulative days up to a combined maximum of 180 calendar days.
- 1.2 Educators who have completed three or more current consecutive years of employment with the District, are granted health and disability leave for 180 calendar days beginning with the first day of disability. An educator absent from work for a period of fifteen(15)consecutive working days for health or disability reasons must, upon request of his/her supervisor, supply the supervisor with a medical doctor's statement regarding the exact nature of the disability and shall include the doctor's prognosis of when the employee can return to work. An educator who has taken fifteen (15) days or more of health and disability leave in any one school year or who establishes a pattern of sick leave use which might indicate a possible misuse, may have the reasons for leave reviewed by a panel consisting of three administrators to be appointed by the Superintendent. The employee will be asked to appear before the panel. In the event it is determined that the benefit is being misused, the panel will make recommendations for action to the Superintendent and to the employee.
- 1.3 Educators shall be provided with a long-term disability insurance policy with the full cost of the premium being paid by the Board of Education. The benefits of this policy become effective following the expiration of the 180 days health and disability leave. The employee must apply and meet the qualification of Educators Mutual (EMIA-EMI Health). ~~Employees who qualify for Long Term Disability and qualify to stay on Long Term Disability beyond the initial two (2) years shall be provided a supplemental~~

~~conversion policy to their Medicare coverage for health and accident insurance for a three (3) year period. This benefit will discontinue five (5) years from the date the individual qualified for Long-Term Disability. This is a benefit to the employee only and is effective to those employees qualifying subsequent to the 1988-89 school year.~~

- 1.4 Fitness to return to work after prolonged illness or disability will be determined by the educator's attending physician. In the event of a conflict with the attending physician and the District administration, a second physician may be consulted at school board expense. In the event of a disagreement between the two doctors, a third doctor may be consulted to determine disposition of the case.
- 1.5 After one period of 180 days used disability leave, an educator shall be granted health and disability leave not to exceed 15 days annually for a period of two years. Upon successful completion of the two years sick leave probation, the full 180 days shall be restored.
- 1.6 When poor health seems to impair an educator's ability to carry on work in a satisfactory manner, the Board of Education may request the educator to have a complete physical examination by a competent doctor of medicine.
- 1.7 Educators should plan their work and provide lesson plans so that their work will progress normally whenever they must absent themselves from school.
- 1.8 Sick leave data shall be compiled on a monthly basis by the Alpine School District and submitted to the Alpine Education Association for review. The District shall work with the A.E.A. using this and other data to consider a positive cash incentive program related to the use of sick leave.

\*See Policy No. 4047, Item 1.61

Negotiated: November 1, 1985

Negotiated Revision: August 25, 1987

Negotiated Revision: June 16, 1989

Negotiated Revision: November 26, 1991

Negotiated Revision: May 24, 2011

Information Item: Re: Long-Term Disability

1. Individuals who were on Long-Term Disability prior to the 1988-89 contract year and who qualify to stay on Long-Term Disability beyond the initial two (2) years shall have a waiver of premium to age 65.
2. Individuals who qualify for Long-Term Disability during the 1988-89 contract year and qualify to stay on Long-Term Disability beyond the initial two (2) years shall be provided a conversion policy for health and accident insurance only to age 65. This benefit will discontinue at the close of the

employee's 1988-89 contract year, but no later than August 31, 1989.  
Negotiated: September 27, 1988

3. Employees who qualify for Long-Term Disability and qualify to stay on Long-Term Disability beyond the initial two (2) years shall be provided a supplemental conversion policy to their Medicare coverage for health and accident insurance for a three (3) year period. This benefit will discontinue five (5) years from the date the individual qualified for Long-Term Disability. This is a benefit to the employee only and is effective to most employees qualifying subsequent to the 1988-89 school year.
4. Employees who qualify for Long-term Disability after June 30, 2011 will no longer be provided a supplemental conversion policy to their Medicare coverage for health and accident insurance for a three (3) year period.

Negotiated: June 16, 1989

Negotiated Revision: June 16, 1989

Negotiated Revision: May 24, 2011

## ATTACHMENT B

Policy No. 4020

### PERSONNEL CERTIFIED

#### 1.0 BEREAVEMENT LEAVE

1.1 Absence caused by the death of members of the immediate families may be construed as health/disability leave. Members of the immediate family include spouse, mother, father, child, brother, sister, aunt, uncle, father-in-law, mother in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandmother-in-law, grandfather-in-law, and grandchildren.

1.1.1 Provisional educators may take one bereavement day per year without dock. It shall not count as a personal or sick day.

1.2 An educator may be absent up to three days at the death of an immediate family member without loss of salary. In instances where extenuating circumstances warrant additional time off, the principal may recommend to the superintendent additional consideration which may be granted.

1.3 Two additional days at the cost of a substitute may be granted upon approval of the principal or other supervisor for absence caused by the death of spouse, child or parent.

1.4 Absence for bereavement covers only the immediate family, and absence for bereavement of others, unless cleared in advance with the superintendent by the principal, must be taken as personal leave.

1.4.1 In the event that bereavement leave is needed for other legitimate reasons not covered above, requests should be made in writing directly to the superintendent.

1.5 Bereavement leave may be taken at anytime during the school year, including the first and last weeks of school, and before and after Christmas break.

1.6 For the 2010-2011, and the 2011-2013, school years only; a pilot will be run which will allow employees to use one bereavement day per year for a close personal friend. ~~No more than one day involving a close personal friend may be used during the 2010-2011, 2011-2013, school years.~~

Negotiated: 1980

Negotiated Revision: October 14, 1986

Negotiated Revision: September 8, 1993

Negotiated Revision: June 19, 2001

Negotiated Revision: June 12, 2007

Negotiated Revision: May 20, 2008

Negotiated Revision: May 18, 2010

Negotiated Revision: May 24, 2011

## ATTACHMENT C

Policy No. 4033

### PERSONNEL CERTIFIED

#### 1.0 RETIREMENT INCENTIVES & ELIGIBILITY

- 1.1 To accommodate certificated educators who elect to retire early and to comply with the requirements of the Age Discrimination in Employment Act, the following policy has been adopted.
- 1.2 A certificated educator of the Alpine School District shall receive this benefit if he/she:
- (a) submits the written application form to the Superintendent of the District by March 1 of the contract year in which the educator retires, (In the event the Utah State Legislature makes substantial changes to service requirements or the amount of benefit for full retirement under the Utah State Retirement System, the deadline will be extended to April 1st.)
  - (b) is employed by the District as a certificated educator for the required time period immediately preceding retirement,
  - (c) retires at the end of a contract (although, for verified health problems the Board may allow an educator to retire prior to the end of a contract year and receive this benefit),
  - (d) agrees to, if requested by the District, substantiate the unreduced old age insurance benefits (Social Security) and
  - (e) meets one of the following criteria:

#### 2.0 STIPEND ELIGIBILITY

- 2.1 Has completed immediately preceding retirement, a minimum of ~~40~~ 15 current, consecutive, full-time years with Alpine School District to qualify for a stipend, and is or will be, during the contract year of retirement at least 60 years of age, or
- 2.2 Has completed immediately preceding retirement, a minimum of ~~40~~ 15 current, consecutive, full-time years to qualify for a stipend and has accumulated sufficient years of service under the Utah State Retirement System rules to qualify for full, unreduced pension benefits.\*\*
- 2.3 Educators who are contracted at .5 or greater, and have completed immediately preceding retirement, a minimum of ~~40~~ 15 years of current, consecutive, service with Alpine School District, and are or will be, during the contract year of retirement, at least 60 years of age, shall be eligible for the stipend using the prorated formula defined in 2.4.1. or
- 2.4 Educators who are contracted at .5 or greater, and have completed immediately preceding retirement, a minimum of ~~40~~ 15 years of current,

consecutive, service with Alpine School District, and have accumulated sufficient years of service under the Utah State Retirement System rules to qualify for full, unreduced pension benefits,\*\* shall be eligible for the stipend using the prorated formula defined in 2.4.1.

2.4.1 The prorated formula for calculating the retirement incentives for partial contract service is as follows:

2.4.1.1 The partial contract portion for each of the ~~ten~~fifteen consecutive years immediately preceding the retirement shall be added together (e.g. .5 + .6 + .714 etc.).

2.4.1.2 The composite total shall then be divided by ~~40~~ 15 to arrive at the average percentage of contract over the ~~ten~~fifteen year period.

2.4.1.3 The average percentage shall then be multiplied by the benefit/stipend of a teacher who is full-time, and on the same step and lane as the part-time contracted retiree.

### 3.0 STIPEND CALCULATION

3.1 Educators who qualify under this policy shall receive benefits as described below provided that any monthly, unreduced old age insurance benefits under the Social Security Act 42 U.S.C. (401 et seq.), which the educator is eligible to receive, whether actually applied for and received or not, shall be incorporated into the stipends paid under this policy. The result that the amount paid by the District plus such unreduced old-age insurance benefits the educator is eligible to receive shall equal the stipend amount described below:

3.1.1 Educators retiring after January 1, 2001, will receive a stipend equal to 53% of the difference between the salary schedule base of the Teacher's Salary Schedule, and the Educator's basic contract amount multiplied by four, plus the insurance benefit described in 5.0. Part-time contracted employees refer to 5.1.1.1.

3.1.2 Educators who have less than four years remaining to qualify for full Social Security benefits, will have the benefit described in 3.0 offset by the Social Security benefits which the retired educator is entitled to receive when the individual is eligible to receive full unreduced Social Security.

3.1.3 If death of the retired educator receiving benefits should occur, insurance benefits shall continue and stipend benefits shall be paid to the retired educator's designated beneficiary for the remainder of the time entitled as if the employee were still living. If there is no designated beneficiary, the stipend benefits will be paid to the retired educator's estate.

3.1.4 For purposes of paragraph 4.1 "year" means the consecutive twelvemonth period beginning with the month benefits start under this policy and each anniversary thereafter.

#### 4.0 INSURANCE ELIGIBILITY- Including Post COBRA Benefits

4.1 Has completed, immediately preceding retirement, a minimum of 20 years (15 of which must be current and consecutive) qualify for the 4, 5, or 6 years of retired insurance articulated in 5.0, \*(1) full-time professional service with Alpine School District, and is, or will be, during the contract year of retirement at least sixty years of age.

4.2 Has completed immediately preceding retirement a minimum of 20 years, 15 must be current, consecutive, to qualify for the 4, 5, or 6 years of retired insurance in 5.0, \* (2) full-time professional service with Alpine School District, and has accumulated sufficient years of service under the Utah State Retirement System rules to qualify for full, unreduced pension benefits\*\*. This does not include temporary retirement window special rules.

4.3 Educators who are contracted at .5 or greater and have completed immediately preceding retirement a minimum of 20 years, 15 of which must be current, consecutive to qualify for the 4,5 or 6 years of retired insurance in 5.0 professional service with Alpine School District and are, or will be, during the contract year of retirement, at least 60 years of age, shall be eligible for retirement incentives under the prorated formula defined in 2.4.1 or

4.4 Educators who are contracted at .5 or greater and have completed immediately preceding retirement a minimum of 20 years, 15 of which must be current, consecutive to qualify for the 4,5 or 6 years of retired insurance in 5.0 professional service with Alpine School District and have accumulated sufficient years of service under the Utah State Retirement System rules to qualify for full, unreduced pension benefits.\*\* , shall be eligible for retirement incentives under the prorated formula defined in 2.4.1.

4.5 Retirees-who exhaust COBRA benefits may purchase insurance for 106% of the premium.

#### 5.0 RETIRED EMPLOYEE INSURANCE BENEFIT

5.1 There are no retired insurance benefits for employees hired on or after March 1, 2006. The retired insurance benefits for employees and/or their eligible dependents hired before March 1, 2006 are as follows:

5.1.1 Employees who were hired prior to March 1, 2006, and who have not retired prior to July 1, 2006, will have the following post retirement insurance benefit for themselves and/or their eligible dependents. The years of experience are as of July 1, 2006.

1-10 years in Alpine: 4 yrs. of insurance 11-19 years in Alpine: 5 yrs. of

insurance 20 or more years in Alpine: 6 yrs. of insurance  
5.1.1.1 Part time contracted employees may obtain the insurance benefits accorded full-time employees by paying the percent of the premium which represents the difference between 100% (full-time) and the average percent of contract as defined in 2.4.1.

5.1.2 If the coverage in 5.1.1 expires before the employee is eligible to join Medicare the employee may purchase the District designated group health insurance policies at 106% of the regular district rate, after exhausting any COBRA rights, until he/she is eligible to join Medicare. The payments for such extended coverage must be in advance and paid at least quarterly. The employee must maintain continuous coverage, including any COBRA rights of purchase, with the District's designated group health insurance policies for benefits under this policy. Part-time contracted employees qualify for this benefit at the 106% rate.

5.1.3 For those educators hired prior to July 1, 2000 the insurance coverage will continue for the number of eligible years regardless of eligibility to join Medicare. Coverage for the retired employee eligible to join Medicare shall consist only of a supplement to Medicare as outlined in Policies 4011 and 4016.

## 6.0 RETIRED EMPLOYEE DEPENDENT INSURANCE BENEFIT: Including Post-COBRA Benefits

6.1 Insurance benefits for spouse and/or dependents can be earned by educators who qualify for eligibility as defined in 4.0. The benefits for spouse and dependent coverage are defined in 5.0. Spouse and dependent coverage may not exceed what is granted to the retiring employee. Part-time contracted employees may obtain benefits for spouse and dependent coverage by paying the percent of the premium which represents the difference between 100% (full-time) and the average percent of a contract as defined in 2.4.1.

6.1.2 If the spouse or dependent becomes eligible to join Medicare (except as noted in 6.1.5) or is enrolled in another employer sponsored health insurance plan or is eligible for another employer sponsored health insurance plan that is fully funded by the employer, the benefits cease until the spouse is no longer eligible for coverage under the other plan and again applies for coverage under HIPPA, which allows for a special enrollment period to maintain continuous coverage when insurance is lost. The years of spouse and dependent eligibility begin running upon the date the insurance terminates as a result of the educator retirement regardless of eligibility or membership in another health insurance plan.

6.1.3 The spouse and dependent coverage in 6.0 shall consist of the District designated group insurance policies. If the spouse and/or

dependent becomes eligible to join Medicare, the insurance coverage for the dependent shall consist of the District's supplement to Medicare.

6.1.4 If the spouse and dependent coverage expires under 6.0, the spouse and/or dependent may purchase the District's designated health insurance policies at 106% of the regular district rate after exhausting any COBRA rights, until they cease to be a dependent under health insurance rules or are eligible to join Medicare or another employee-sponsored health insurance plan. The payments for such extended coverage must be in advance and paid at least quarterly. The spouse and/or dependent must maintain continuous coverage, including any COBRA rights of purchase, with the District's designated group health insurance policies for benefits under this policy.

6.1.5 For those employees hired prior to July 1, 2000, the insurance coverage for the spouse in 6.0 will continue for the period of coverage regardless of eligibility to join Medicare. The insurance coverage for the spouse of those employees hired prior to July 1, 2000 who are eligible to join Medicare shall consist of a supplement to Medicare.

6.2 Benefits of the early retirement incentive program provided by the District are independent of the Utah State Retirement System. Retirees should carefully consider the effect of early retirement as it relates to Social Security, State Retirement, Income Taxes, Medical and Life Insurance, etc.

6.3 Nothing in this policy should be construed to violate any rights an employee or dependent has under COBRA, ADEA or similar law.

6.4 All retirees will participate in a special pay plan until the agreement is terminated by mutual agreement of the Alpine School District and the professional association representing the majority of the teachers. If an individual purchases years of service from the State, this shall be paid without going through the special pay plan. An individual may elect to withhold funds from the special pay plan to be placed in a flexible spending account.

6.4.1 Calculations for the retirement incentive will be calculated once at the time of retirement. The total amount will be deposited at the time of the first retirement payment.

6.4.2 A supplement to MEDICARE Contingency Fund will be established to help insure the solvency of this benefit. The contingency fund will consist of two separate funds, the "A" fund and the "B" fund.

6.4.2.1 The "A" fund will contain the current finances that are set aside for the supplement to MEDICARE. It will also contain the District's annual savings from the retirees participation in the special pay plan. The District may add additional funds as it deems necessary. These funds may be accessed to help fund in part any one or all of the following post retirement benefit costs:

- A) Six year post retirement medical benefit program,
- B.) Retirement stipend costs, or
- C) Supplement to MEDICARE costs.

6.4.2.2 The "B" fund will contain the finances currently set aside to fund a return to self-insured medical plan, should that become a viable option in the future. These funds may be accessed for that purpose if necessary. Interest will accrue on these funds. It is intended that the necessity of continuing these funds be reviewed, by the negotiations teams, at least every five (5) years.

\*An approved leave of absence will not constitute a break in service if the educator returned immediately following the leave.

\*\*Currently, this means to retire with 30 qualifying years of service at any age.

\*\*\*The word "another" refers to insurance coverage other than that provided by Alpine School District so long as the district's insurance carrier continues to require only a single premium payment on the spouse with the later birthday when dual insurance coverage exists, i.e. both spouses are employed by Alpine School District.

Negotiated: June 19, 1979  
Negotiated Revision: October 14, 1986  
Negotiated Revision: August 25, 1987  
Negotiated Revision: June 16, 1989  
Negotiated Revision: September 8, 1993  
Negotiated Revision: August 16, 1996  
Negotiated Revision: July 26, 2000  
Negotiated Revision June 19, 2001  
Negotiated Revision May 24, 2002  
Negotiated Revision: June 15, 2004  
Negotiated Revision: May 8, 2006  
Negotiated Revision: June 12, 2007  
Negotiated Revision: May 24, 2011

#### EXCEPTION TO EARLY RETIREMENT BENEFIT (Refer to Policy 4033)

Educators who moved from full to part time prior to 1993 will be permitted the following exception to the early retirement policy: If they have obtained 10 or more full time, contracted, years prior to retirement, and will be at least 60, or if they have obtained 15 years of full time, contracted, employment with Alpine School District prior to retirement and have accumulated sufficient years of service under the Utah State Retirement rules to qualify for full defined benefit planned pension benefits under the Utah State Retirement they will not have consecutiveness broken by years of part time employment. They will receive a

full time benefit because they will be required to be full time at the time of retirement. Since this solution does not encompass individuals who moved from full to part time pre-1993 and are currently part time, the district would agree to ask the 29 individuals we have identified to commit to whether or not they would go full time. They would have a 30 day period to make this commitment. We would then facilitate obtaining full time employment for these individuals. Beginning with the 1997-98 school year, any who have not been offered a full time job would be able to count that year and any succeeding years as full time qualifying years toward the full time benefit. When a full time contracted position is offered and rejected, the district's obligation to obtain full time employment for that individual and therefore, district obligation to provide any Alpine School District retirement incentive ceases.

Negotiated August 1996

# ATTACHMENT D

Policy No. 4057

(Ref:) Procedure No. 4057

## PERSONNEL CERTIFIED

### 1.0 EDUCATOR EVALUATION

1.1 Teacher evaluation is for the purpose of recognizing and encouraging teacher behaviors which contribute to student progress. Evaluations should unify faculties in working toward common school goals for effective instruction.

1.2 Teacher evaluation should promote the professional growth of the teacher by identifying and reinforcing strengths and establishing goals for improvement. Teacher evaluation will provide assistance for those whose performance is marginal or ineffective.

#### 1.3 Evaluation of provisional educators:

1.3.1 Provisional educators. Principals shall conduct a minimum of two evaluations (1 formative-summative) of all provisional educators annually. The educators shall complete one self-evaluation (formative) and have students complete one student evaluation (formative) during each of the first three years of teaching. The principal and educator shall use the District Scales for Effective Teaching "SET" (14 scales). The SET evaluation must be finalized and submitted to the personnel Human Resource office on or before May March 1st.

~~1.3.2 A newly hired educator who has previously completed two or more successful years of teaching experience within or outside of the district need only be evaluated as per the procedure in 1.3.1 above for one year if that year is completed successfully.~~

#### 1.4 Evaluation of probationary educators:

1.4.1 Probationary educators. Principals shall conduct a minimum of two evaluations (1 formative - 1 summative) of all probationary educators during the term of probation (at least annually). The educators shall complete one self-evaluation (formative) and have students complete one student evaluation (formative). The principal and educator shall use the District Scales for Effective Teaching "SET" (14 scales). The SET evaluation must be finalized and submitted to the personnel Human Resource office on or before May March 1st. If the future employment of a career educator is being questioned, the formative evaluation form shall be submitted

to the Assistant Superintendent over Personnel Services  
Administrator of Human Resources by March 7<sup>th</sup> 1st.

## 1.5 Evaluation of career educators.

1.5.1 Educators with three or more years of teaching experience (at least one of which is in Alpine School District) shall be evaluated every third year using the SET instrument (14 scales Scales of Effective Teaching). These evaluations shall include one self and one summative by the principal, or assistant principal.

1.5.1.1 Alpine School District's full evaluation program will consist of using the SET instrument during year one. Year two of the evaluation rotation will require educators to be evaluated by using a self-evaluation tied to goals related to the last SET observation. It is intended that the educator will develop these goals during year one of the evaluation process, following post evaluation conference. The third year of the evaluation rotation will require the educator to show evidence of professional growth such as; convention/conference attendance, furthering education, or attending District professional development classes during the course of the three year evaluation rotation. Specific requests for other professional development options may be approved by the principal.

1.5.1.2 In the event that the educator and principal or assistant principal are unable to agree upon goals in year two, or professional development plan in year three, a full SET evaluation will be implemented for that year.

## 1.6 Evaluation procedure

### EDUCATOR'S EVALUATION PROCESS

Check with District Office/Personnel Human Resources to access a copy of the Flow Chart.

1.6.1 Teachers may add a response to the supervisor's evaluation within ten days of the review of the score.

Note: All reference to days will mean calendar days with the exception of those marked with an asterisk (\*). Those marked with an asterisk (\*) will mean calendar days excluding Board of Education approved holidays. Negotiated: September 13, 1983

Negotiated Revision: October 14, 1986

Negotiated Revision: September 22, 1988

Negotiated Revision: August 21, 1995

Negotiated Revision: June 19, 2001

Negotiated Revision: May 24, 2011

## Evaluation Year Two

Year two of the evaluation rotation will require educators to be evaluated by using a self-evaluation tied to goals related to the last SET Evaluation.

Teacher Name:

School:

Teaching Assignment:

Please list up to eight goals that were set for your self-evaluation year: (Please list the SET Scale number to which the goal is related.)

SET Scale	Goal
-----------	------

\_\_\_\_\_ 1.

\_\_\_\_\_ 2.

\_\_\_\_\_ 3.

\_\_\_\_\_ 4.

\_\_\_\_\_ 5.

\_\_\_\_\_ 6.

\_\_\_\_\_ 7.

\_\_\_\_\_ 8.

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please explain how your goals were accomplished:

1.

2.

3.

4.

5.

6.

7.

8.

Principal's Approval or Disapproval and Comments: (Please circle approval or disapproval)

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Evaluation Form Third Year**

Year three of the evaluation rotation will require educators show evidence of professional growth such as; convention/conference attendance, furthering education, or attending District professional development classes during the course of the three-year evaluation rotation.

Teacher Name:

School:

Teaching Assignment:

Please list and describe your professional growth over the past three years: (you must provide evidence of your professional growth activities.)

1.

2.

3.

4.

Principal's Recommendations and Comments: (Please circle approval or disapproval)

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ATTACHMENT E

Policy No. 4080

(Ref:) Procedure No. 4080

### PERSONNEL CERTIFIED

#### 1.0 SUBSTITUTE EDUCATORS

- 1.1 When educators need substitutes for their classes, they will notify the affiliated substitute teacher provider and call their principal, or principal's designee. ~~It is recommended that the educators call the principals or designees in sufficient time to allow the principals to arrange for substitutes. It is the responsibility of the principals to arrange for the substitutes.~~

Negotiated: May 15, 1984

Negotiated: May 24, 2011

## ATTACHMENT F

Policy No. 4086

### PERSONNEL CERTIFIED

#### 1.0 RELEASED TIME FOR PROFESSIONAL ASSOCIATION LEADERS WHO REPRESENT THE MAJORITY OF TEACHERS.

1.1 The professional association president (hereafter referred to as president) may take time off for his/her professional duties according to the following provisions:

- 1.1.1 The president may be out of the classroom 50% of his/her school day from the second month through the ninth month of the school year. The President will be in the classroom working with the teaching assistant during September unless there is an emergency. The president will clear with the principal prior to leaving the school during September.
- 1.1.2 The Board and administrative staff will avoid interrupting the president in the classroom except for emergency reasons.
- 1.1.3 ~~The president will not have a telephone in the room or conduct any association business while at his/her teaching duties.~~
- 1.1.4 All time taken by the president or the association designee for workshops, conferences, conventions, meetings and all other activities required of the association will be within the provisions outlined in 1.1.1 above.
- 1.1.5 ~~A half-time intern will be employed to teach in place of the president while the president attends to professional association business. If an intern cannot be secured, the president and the superintendent will agree on a plan to cover the president's released time.~~

The district and association will work together to hire a full-time teaching assistant who shall teach in place of the president while the president attends to association business.

- 1.1.6 The cost required to provide released time for the association president will be borne paid by the president's professional association. The profession association will reimburse the district the cost of a ~~half-time intern~~ full-time teaching assistant.

- 1.2 The professional association president and Board of Directors and state/local professional association officers who work in Alpine School District shall be released as needed and approved in advance by the superintendent or designee. The cost of needed substitutes will be paid by the professional association.

Rationale: The Alpine School District agrees that the association's involvement in working on district committees (i.e., insurance, calendar, sabbatical leave, negotiations) is considered a benefit to Alpine School District.

Negotiated: May 15, 1984

Negotiated Revision: October 14, 1986

Negotiated Revision: September 18, 1990

Negotiated Revision: May 24, 2002

Negotiated Revision: June 12, 2007

Negotiated Revision: May 24, 2011

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# ATTACHMENT G

Policy No. 4096

## PERSONNEL CERTIFIED

### 1.0 GENERAL GUIDELINES FOR REDUCTION IN FORCE

#### 1. 1.1 Needs for Reduction in Force

1. 1.1.1 ~~In accordance with Utah Public School Law No. 53-51-8, The Board of Education may begin a reduction in force only under the following statutory provisions:~~

1. 1.1.1.1 Enrollment decline
2. 1.1.1.2 Budget reduction
3. 1.1.1.3 School consolidation
4. 1.1.1.4 Elimination of a particular service

#### 2. 1.2 Notification of Need for a Reduction in Force

1. 1.2.1 In the event the Board anticipates a lay-off of educators, the Superintendent or his designee will notify the teacher's association of this plan by March 1 and shall provide the association with a report outlining the need. Nothing in this paragraph shall limit the ability of the Alpine School District to undertake a reduction in force for which notification occurred after March 1 in response to the significant and unforeseen loss of anticipated revenues. Any reduction in force must be preceded by a minimum notice of 60 calendar days.

2. 1.2.2 Reductions other than personnel will be made before a reduction in personnel is effected.

3. 1.2.3 The Board of Education shall use every reasonable means to keep the reduction as low as possible.

#### 3. 1.3 Alpine School District School System Seniority Priority List

~~1. 1.3.1 In the event a reduction is necessary, an Alpine School District school system seniority list of the required size will be prepared from personnel office records. The seniority list will be based on date of hire. Date of hire is interpreted to be the date a contract for employment was signed. In the event that information is not available, the date of hire will be the date employment began in Alpine School District. The personnel office will keep a record of newly hired educators beginning with teachers hired for the 1985-86 school year. This list will include the date the contract was signed and the numerical order in which it was signed. If more than~~

~~one educator signs a contract on a given day, they will be numbered beginning with the number one (1) in the order they were offered their contracts.~~

1.1.3.1 In the event that a reduction is necessary, an Alpine School District priority list of the required size will be prepared, by school, from the personnel office records. The priority list may be based on the results of an employee's performance evaluation; and a school's personnel needs.

~~1.3.2 If an educator signs a contract subsequent to actually beginning regular contract employment, the date of hire will be the earlier of the two dates.~~

~~2. 1.3.3 In the event an educator was hired, served, left district service through resignation or termination then returned prior to January 1, 1997, seniority will be based on the number of years of actual service in the Alpine School District.~~

~~3. 1.3.4 If an educator is employed on a one year contract and continues beyond that year to a standard contract, the educator's position on the seniority list will be determined by the date of hire of the one year contract.~~

~~4. 1.3.5 An Alpine School District rehired retiree's seniority commences on the day their new contract is signed.~~

#### 4. 1.4 Recall Rights

1. 1.4.1 The recall rights of laid-off certificated personnel will be eliminated two years following layoff.

#### 5. 1.5 Option for Half-Time Employment

1. 1.5.1 In the event of a reduction in force, the opportunity of half-time employment will be offered, as half-time vacancies are identified, to any educator interested in changing to half-time employment. Teachers who accept half-time employment will retain their position on the seniority list for recall to full employment. The fringe benefits provided for a period of two years during lay-off will be limited to the following:

1. 1.5.1.1 For the first year contract Health and Life Insurance benefits will be paid in full by the district. After the first year Policy 4080.1 (half-time educators) will be in effect.

2. 1.5.1.2 All other fringe benefits shall be in accordance with Policy 4080.1.

~~6. 1.6 Options for Contract Substitute Teacher Employment~~

- ~~1. 1.6.1 Educators selected for layoff may be offered at District option a contract position of substitute teacher at a reduced rate of pay. Educators selecting this option would retain their position for recall to their rightful status as if they had been laid off through the reduction in force process.~~

7. 1.7 Recall of Staff After a Reduction in Force

1. 1.7.1 When Alpine School District educators are on lay-off status and there is a total district student enrollment and revenue increase, the Superintendent or designee will meet with the Association officers prior to budget adoption to review the effect each increase may have on the recall section of this policy.
2. 1.7.2 Increase in certified staff will be made from the seniority priority list in the reverse order of their reduction as outlined in sections 1.3, 4.0 and 6.6 of this policy.

2.0 PROCEDURE FOR EFFECTING A GENERAL LAYOFF

1. 2.1 In the event that a general reduction in force becomes necessary, the district staff and teachers' association representative shall cooperate in the following procedure to insure that the reduction will take place in the following order:
  1. 2.1.1 Self-initiated resignations, early retirements and half-time assignments, and ~~contract substitute positions.~~
  2. 2.1.2 Educators not holding a valid teacher's certificate or authorization.
  3. 2.1.3 ~~Provisional educators in the reverse order of hire.~~
  4. 2.1.4 ~~Probationary educators in the reverse order of hire.~~
  5. 2.1.5 ~~Career educators in the reverse order of hire.~~
2. 2.2 In the event that a general reduction in force becomes necessary in accordance with this policy, the following procedure will take place.
  1. 2.2.1 The staff requirements and projected student enrollment for all schools in the district shall be listed by building for the forthcoming school year.

2. ~~2.2.2 Staff selection to fill all staffing requirements will be made from the seniority list in descending order from the highest to the lowest position, provided that where assignments require certification or endorsement by state regulations, such assignments will be filled by those educators currently holding the necessary certification, endorsement, or who can obtain a letter of authorization from the Utah State Certification Office. In general, an educator must hold major, minor or a minimum of sixteen (16) semester or twenty four (24) quarter hours in the assigned areas.~~
3. Staff selection to fill all staffing requirements in regards to the reduction in force, will be made from the school specific priority list in descending order from the highest to the lowest position, provided that where assignments require certification or endorsement by State regulations. Such assignments will be filled by those educators currently holding the necessary certification or endorsement. In the event that educators are not available on the school specific priority list, educators with appropriate licensure will be rehired based upon the results of the employee's performance evaluation.
4. 2.2.3 If an educator's assignment will not be available in the forthcoming year, that educator shall be assigned to a position consistent with his certificate or endorsement and in his major or minor field of study.
5. 2.2.4 Individual educators not slotted into a teaching position will be notified of the layoff by one of the following:
  1. 2.2.4.1 Personal contact with written notice given.
  2. 2.2.4.2 By certified mail within (10) ten working days of the decision of layoff. These educators shall be recalled as needed under provisions of this policy.
6. 2.2.5 When a reduction in force takes place, the personnel Human Resource office, in cooperation with the employee being laid off, will assist the employees in finding employment in other districts. The District shall also sponsor a free career planning seminar for those educators being laid off.

### 3.0 PROCEDURE FOR EFFECTING LAYOFFS IN SPECIFIC AREAS

1. 3.1 In the event that it becomes necessary to eliminate or reduce specific positions, each individual affected will be reassigned or laid off according to one of the following guidelines:

1. 3.1.1 The individual will be placed in another position within his own school.
  2. 3.1.2 The individual will be placed in another position within the District.
  3. 3.1.3 The individual will be laid off according to the provisions of this policy.
2. 3.2 The reassignment or layoff will be in accordance with the individual's order on the seniority priority list and in terms of the provisions of this policy. An educator who does not have the proper certification ~~or for whom the District cannot receive a waiver/endorsement~~ cannot replace a professional educator who has the proper certification. Educators who do not have the proper certification will not be moved from secondary to elementary positions or from elementary to secondary positions. ~~If the necessary reassignment requires that the educator obtain an additional certificate or endorsement, he will be given up to three years to obtain it provided such option is approved by the Utah State Certification Office.~~
  3. 3.3 The District may provide an interest free loan to assist in obtaining the certification or endorsement. Before the loan is finalized an agreement will be reached on a payback schedule for the loan. The payback may be handled through payroll deduction. In the event that more than one year is provided for the obtaining of the required certification it will be necessary for the person to earn the fractional part of the total requirement each year of the extension. For example, if three (3) years is allowed to obtain the needed certification, the educator is required to earn twelve (12) semester hours to obtain certification, the educator would be required to accumulate no less than four semester hours before the beginning of the second year of authorization and eight (8) semester hours before the beginning of the third year of the authorization to continue the authorization. Failure to do so will result in the termination of the educator. ~~Fifteen (15)~~ Thirty (30) calendar days advance notice will be given if termination is to be effected.
  4. 3.4 In the event there are more educator lay-offs than there are vacancies created in other programs, the remaining educators will be considered in accordance with the provisions of this policy.

#### 4.0 PROCEDURE FOR RECALL AFTER A REDUCTION IN FORCE

1. 4.1 In the event of a recall, the laid-off educators will be notified by phone as their turn comes. It is the responsibility of each educator to notify the ~~personnel~~ Human Resource office of any change of address, or phone number. In the event that the educator cannot be reached by phone, a registered or certified letter shall be sent to his last known address. Any educator so notified shall respond within five (5) working days from the

receipt of notice that he accepts or rejects the offered position. If a position is offered to an educator and the educator rejects the offered position, he shall be considered to have resigned from the employ of the District and all benefits shall cease at that time.

2. 4.2 All benefits to which the educator was entitled to at the time of his layoff, including but not limited to unused accumulated sick leave and credits toward sabbatical eligibility, will be restored upon the educator's return to active employment. The educator will be placed on the proper step of the salary schedule which corresponds to the educator's experience and education in accordance with negotiated agreement and District policy.

## 5.0 BENEFITS FOR LAID-OFF EMPLOYEES

1. 5.1 It is understood and agreed that although educators properly laid off, according to the terms of this policy and in compliance with existing law, may not have a continuing contract guaranteeing them a teaching position and a salary for the forthcoming school year. Each laid-off educator shall be considered to have employment status with the District for the purposes of seniority of priority, insurance, and other fringe benefits as provided below.
  1. 5.1.1 The Board shall pay the full cost of the current health and life insurance benefit program for all educators on layoff for six months, beginning the day on which the layoff is effective or the first day of the new school year, whichever is later. The insurance benefits will be terminated on the day the educator accepts new employment. If an educator was receiving only part of the cost from the District at the time of lay-off, that amount would be paid during the above described period.
  2. ~~5.1.2 Positions of substitute teachers shall be offered to teachers on layoff before any other person is offered such a position providing the teacher has made an annual, written request to the personnel office. Substitute employment must be consistent with existing state regulations.~~
  3. 5.1.3 A laid-off educator shall be considered to have employment status with the District until he submits a written resignation, fails to respond within five (5) working days of an offered recall as provided in this policy, or two (2) years have transpired since the lay-off.

## 6.0 DEFINITIONS

1. 6.1 Employee's Address and Phone Number: The employee's address and phone number, as they appear on the personnel Human Resource

office's records, shall be used in connection with layoffs, recall, or other notices to the educator. It shall be the responsibility of each educator to notify the personnel Human Resource office of any change of address or phone number.

2. 6.2 General Layoff: A reduction of force in all areas of the District.
3. 6.3 Layoff of Specific Program: A reduction in force because a program or area is:
  1. 6.3.1 no longer funded by the state or federal agencies and for which no other source of funding is available.
  2. 6.3.2 eliminated because of insufficient student enrollment based on district guidelines of teacher/student ratios and other appropriate statistical information.
  3. 6.3.3 consolidated or discontinued.
4. 6.4 Part Time Assignments: When an employee's assignment is less than the regular full time contract, except a contract substitute teacher assignment.
5. 6.5 Recall or Call Back: A system of rehiring educators within the provisions of this policy when a reduction in force is no longer necessary.
6. 6.6 Seniority Ranking List: ~~A list of all certified employees in reverse order of the date of their employment in the District. The only exception to this is a employee who has had a leave of absence. In such an event, he would not accrue additional seniority credit while on leave unless credit was granted according to Policy No. 4026, Section 1.4.3. A part time educator will accrue seniority in direct proportion to the time the educator works. A seniority list for each year's new employees beginning the 1985-86 contract year will be provided to the Association each December.~~

Board Approved: July 8, 1986

Negotiated Revision: July 8, 1997

Negotiated Revision: May 8, 2006

Board Reviewed: December 2008

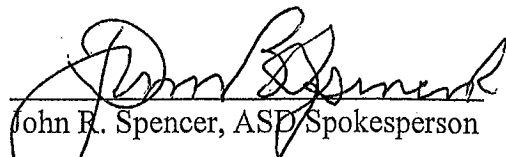
Negotiated Revision: May 24, 2011

\*\*\*\*\*This policy will be renegotiated for the 2011-2012 school year. A committee will study this policy for the upcoming year.

Signature page for the 2011-2012 Negotiated Agreement.

  
Mike Gowans, AEA Spokesperson

5-2-2011  
Date

  
John R. Spencer, ASD Spokesperson

May 2, 2011  
Date

Alpine School District  
Teachers' Salary Schedule  
Fiscal Year 2011-2012

Step	Lane I B.S. Degree	Lane II B.S. Degree +20 Sem. Hrs.	Lane III B.S. Degree +37 Sem. Hrs.	Lane IV B.S. Degree +50 Sem. Hrs.**	Lane V B.S. Degree +70 Sem. Hrs.**	Lane VI M.S. Degree	Lane VII M.S. Degree +20 Sem. Hrs.	Lane VIII M.S. Degree +37 Sem. Hrs.	Lane IX Ph.D. Degree
1	1.06655	32,018	1.0023	33,544	1.11738	33,544	1.12596	33,801	1.14312
2	1.09013	32,726	1.13266	34,775	1.15840	34,775	1.17555	35,290	1.20987
3	1.11372	33,434	1.16509	36,006	1.19941	36,006	1.22515	36,779	1.27662
4	1.13737	34,144	1.19752	37,237	1.24042	37,237	1.27474	38,268	1.34347
5	1.18037	35,435	1.21468	38,525	1.28332	38,525	1.31773	39,558	1.40353
6	1.22326	36,722	1.26616	40,589	1.35205	40,589	1.38637	42,632	1.47226
7	1.28332	38,525	1.32631	42,395	1.41221	42,395	1.44652	44,455	1.53242
8	1.34347	40,331	1.38637	44,197	1.47226	44,197	1.50658	46,261	1.59247
9	1.40353	42,134	1.44652	46,003	1.53242	46,003	1.56673	48,064	1.65263
10	1.46368	43,940	1.50658	47,806	1.59247	47,806	1.62685	49,870	1.71268
11	1.52374	45,743	1.56673	49,612	1.65263	49,612	1.68694	51,672	1.77280
12	1.58389	47,548	1.62685	51,419	1.71268	51,419	1.77280	53,219	1.83295
15			1.77280	53,219	1.73849	52,189	1.8870	55,798	1.89301
18			1.87585	56,313	1.82431	54,766	1.94449	58,374	1.94449
21				59,922	1.91017	57,343	1.99606	59,407	2.03038
24				63,315	2.10910	63,315	2.03038	61,982	2.11627
27				66,697	2.19824	65,991	2.12625	64,860	2.21215
Salary Schedule Base				\$ 30,020			2.23266	67,024	2.31845

The salary schedule base for the 2010-11 year will remain the same as the 2009-10 year.

\*\*Hours must be pre-approved. Refer to policy 4032 for qualification requirements

Summer School Rate	2009	2010	2011
	31.46	31.46	31.46



Administered by Educators Mutual Insurance Association  
 EMI Health Customer Service 801-262-7475 or 1-800-662-5851  
 Self Funded Employee Medical Benefit Plan

All services are subject to the EMI Health Table of Allowances. When using a Non-participating Provider, the Covered Person is responsible for all fees in excess of the Table of Allowances.		
Alpine School District #16 575 North 100 East, American Fork, Utah 84003 801-610-8520	Care Plus	
September 1, 2011 - August 31, 2012 Care Plus	Participating Provider Option	Non-Participating Provider Option
<b>GENERAL INFORMATION</b>	<b>YOU PAY</b>	
Lifetime Maximum Benefit	None	
Preexisting Condition Window Period (Age 19 and above)	6 months prior	
Preexisting Condition Waiting Period (Age 19 and above)	First 8 months of coverage / 18 months Late Enrollees	
Benefit Accumulator	Contract Year	
Dependent Age Limit	26	
Coinsurance Maximum (Per Person/Family Per Plan Year)	\$1,250 / \$2,500	\$1,250 / \$2,500
First Dollar Deductible (Per Person/Family Per Plan Year)	*\$500 / *\$1,000	*\$1,000 / *\$2,000
Non-Preauthorization Patient Penalty	Not applicable	50% Reduction in Benefits
Non-Preauthorization Provider Sanction	50% Reduction in Payment	Not applicable
Non-Pre-certification EAP Penalty	Not Applicable	
<b>PRESCRIPTION DRUG BENEFITS</b> (If brand is purchased when generic is available, member pays the copay plus the difference between the generic and the brand price)	<b>YOU PAY</b>	
Participating Pharmacy - Note: Prescriptions for which you can not receive a 90 day fill may be purchased through mail order in three 30 day fills for a total copay of \$30.	*25% Generic *35% Preferred *45% Non-Preferred	
Significant Medication (during first 12 months after FDA approval)	*50%	
New Therapeutic Class of Medication (after a 6-month waiting period following FDA approval)	*50%	
Non-participating Pharmacy	Not Covered	
Mail Order (90 day supply) - Note: Restricted drugs that cannot be mailed may be purchased from a participating pharmacy for a \$18 copay per 30-day supply. Long-term (maintenance) medications must be purchased through mail order to receive coverage.	*20 Generic *30 Preferred *50 Non-Preferred	
<b>DENTAL BENEFITS</b>	<b>YOU PAY</b>	
Impacted Teeth/Cysts/Tumors	♦ Covered 100%	♦ 20%
<b>HOSPITAL/FACILITY BENEFITS</b> (Physician and Professional Services are not included in this section.)	<b>YOU PAY</b>	
Medical/Surgical/Maternity/Intensive Care (semi-private room)	♦ \$200	♦ 20%
Medical/Surgical/Maternity/Intensive Care (Inpatient Ancillary)	♦ Covered 100%	♦ 20%
Skilled Nursing Facility (60 days per Plan year) (Admission must be within 5 days of discharge from Hospital Confinement)	♦ Covered 100%	♦ 20%
Medical/Surgical Care (Outpatient)	♦ \$100	♦ 20%
Major Diagnostic Test, CT Scan, MRI, NMR (Outpatient)	♦ \$100	♦ 20%
Minor Diagnostic Test, X-ray, Lab (Inpatient)	♦ Covered 100%	♦ 20%
Minor Diagnostic Test, X-ray, Lab (Outpatient)	♦ Covered 100%	♦ 20%
Newborn	Covered 100%	♦ 20%
InstaCare Clinic	\$35	♦ 20%
Pre-Admission Testing	♦ Covered 100%	♦ 20%
<b>REHABILITATION THERAPY BENEFIT</b>	<b>YOU PAY</b>	
Inpatient - physical, speech, occupational, cardiac, or pulmonary (1 visit per day, 40 visits per Plan year)	♦ Covered 100%	♦ 20%
<b>EMERGENCY ROOM SERVICES</b>	<b>YOU PAY</b>	
Emergency Room (ER)	\$200	\$200
Minor Diagnostic Test, X-ray, Lab (ER)	♦ Covered 100%	♦ Covered 100%
Physician Visits (ER)	♦ Covered 100%	♦ Covered 100%
Radiology/Pathology (ER)	♦ Covered 100%	♦ Covered 100%
Surgery (ER)	♦ Covered 100%	♦ Covered 100%
Anesthesiology (ER)	♦ Covered 100%	♦ Covered 100%
<b>ACCIDENT AND LIFE THREATENING CONDITION</b>	<b>YOU PAY</b>	
Medical/Surgical - Physician/Facility/ER	Covered as any other condition	Covered as a Participating Benefit subject to the Table of Allowance
Ambulance Land/Air (Accident & Life-threatening)	♦ 20%	
Orthodontic Injury Treatment	♦ Covered 100%	
Dental Injury Treatment	♦ 20%	

Services designated \* do not accumulate toward your Coinsurance Maximum.

Services designated ♦ are subject to first dollar Deductible.

September 1, 2011 - August 31, 2012 Care Plus	Participating Provider Option	Non-Participating Provider Option
<b>PHYSICIAN &amp; PROFESSIONAL SERVICES</b>	<b>YOU PAY</b>	
Physician Office Visits (primary care)	\$25	♦ 20%
Physician Office Visits (secondary care)	\$40	♦ 20%
Physician Office Visits (after hours)	\$35	♦ 20%
Physician Visits (Inpatient)	♦ Covered 100%	♦ 20%
Physician Visits (Outpatient)	♦ Covered 100%	♦ 20%
Minor Diagnostic Test, X-ray, Lab (office)	Covered 100%	♦ 20%
Minor Diagnostic Test, X-ray, Lab (Inpatient)	♦ Covered 100%	♦ 20%
Minor Diagnostic Test, X-ray, Lab (Outpatient)	♦ Covered 100%	♦ 20%
Radiology/Pathology (office)	Covered 100%	♦ 20%
Radiology/Pathology (Inpatient)	♦ Covered 100%	♦ 20%
Radiology/Pathology (Outpatient)	♦ Covered 100%	♦ 20%
Injections (office)	Covered 100%	♦ 20%
Surgery (office)	Covered 100%	♦ 20%
Surgery (Inpatient)	♦ Covered 100%	♦ 20%
Surgery (Outpatient)	♦ Covered 100%	♦ 20%
Anesthesiology (office)	Covered 100%	♦ 20%
Anesthesiology (Inpatient)	♦ Covered 100%	♦ 20%
Anesthesiology (Outpatient)	♦ Covered 100%	♦ 20%
Routine Prenatal & Delivery (Dependent maternity included)	♦ Covered 100%	♦ 20%
Home Health Care (in lieu of Hospital) (for supplies, see Medical Supplies and Equipment)	♦ Covered 100%	♦ 20%
Rehabilitation Therapy (Outpatient physical, speech, occupational, cardiac, or pulmonary) (20 visits per Plan year)	\$25	♦ 20%
Chiropractic Therapy (20 visits per Plan year)	\$25 (CHP)	\$25
Allergy Testing	Covered 100%	♦ 20%
Allergy Treatment/Serum	\$50 per person per Year, then covered 100%	Not Covered
Chemotherapy / Radiation Therapy	♦ Covered 100%	♦ 20%
<b>PREVENTIVE SERVICES</b>	<b>YOU PAY</b>	
Routine Physical Exam (1 visit per Plan year)	Covered 100%	Not Covered
Routine Gynecological Exam (1 visit per Plan year)	Covered 100%	Not Covered
Family History Exam	Not Covered	Not Covered
Routine Pap Smear & Mammogram (1 per Plan year)	Covered 100%	Not Covered
Routine Well-Baby Exams	Covered 100%	Not Covered
Covered Immunizations	Covered 100%	Not Covered
Routine Vision Exam (1 visit per Plan year)	Covered 100%	Not Covered
Routine Hearing Exam (1 visit per Plan year)	Covered 100%	Not Covered
<b>TRANSPLANT BENEFIT</b>	<b>YOU PAY</b>	
Heart, Liver, Pancreas, Bone Marrow, Cornea, Lung, Kidney	Covered as any other condition	Not Covered
<b>MEDICAL SUPPLIES &amp; EQUIPMENT</b>	<b>YOU PAY</b>	
Medical Supplies	♦ 20%	♦ 20%
Medical Supplies (office)	Covered 100%	♦ 20%
Durable Medical Equipment	♦ 20%	♦ 20%
Orthotic Supplies	♦ 20%	Not Covered
Growth Hormone	♦ 20%	♦ 20%
<b>MENTAL HEALTH &amp; DRUG/ALCOHOL TREATMENT</b>	<b>YOU PAY</b>	
Inpatient Facility Semi-private Room (21 days per Plan year)	♦ *20%	♦ *50%
Inpatient Facility Ancillary (21 days per Plan year)	♦ *20%	♦ *50%
Inpatient Facility Physician Visits (21 visits per Plan year, 1 visit per day)	♦ *20%	♦ *50%
Physician Office Visits (15 visits per Plan year, 1 visit per day)		
Psychologist / Clinical Social Worker / APRN	\$25	♦ *50%
Psychiatrist	\$50	♦ *50%
<b>OTHER LIMITED BENEFITS</b>	<b>YOU PAY</b>	
Adoption Indemnity Benefit	The Plan pays a maximum \$2,500 towards adoption expenses per child	
TMJ Syndrome treatment	Not Covered	Not Covered
Orthognathic/Mandibular Osteotomy	Not Covered	Not Covered
Total Parenteral Nutrition (TPN)	♦ *50%	♦ *50%
Significant Medication (during first 12 months after FDA approval)	*50%	♦ *50%
New Therapeutic Class of Medication (after a 6-month waiting period following FDA approval)	*50%	♦ *50%
Primary Infertility	♦ *50%	Not Covered

PLEASE NOTE: This is a summary only and does not guarantee benefits. All benefits are subject to the terms, limitations, and exclusions set forth in the Plan document and in the Summary Plan Description (SPD)/handbook of the Plan. Any discrepancies between this summary, the SPD/handbook, and the Plan document are resolved in favor of the Plan document. For more information, including Preauthorization, refer to the SPD/ handbook or the Plan document, or contact the EMI Health Customer Service Department.