

## LETTER OF AGREEMENT RE MESSA ESSENTIALS

### LETTER OF AGREEMENT

The Wayland Union Schools, "District" and the Wayland Union Education Association, "Union" agree that:

- Effective January 1, 2022, the District will offer an additional health insurance benefit to all employees covered by the agreement.
- This is an additional health insurance option, it does not take the place of the currently negotiated benefit levels.
- The new plan benefits will include:
  - a low deductible plan, \$375.00 individual,
  - 20% co insurance
  - \$25.00 co pay for office visits
  - \$10.00 online visit copay
  - Prescription coverage

Current provider is BCBS of Michigan, and the plan is MESSA Essentials Plan. The benefit levels will remain in effect for the 2022 benefit plan year.

Essentials Overview is attached for current plan benefits.

DocuSigned by:  
*Dr. Christina M. Hinds*  
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DocuSigned by:  
*Erin Koopman*  
0F463F48DF3E485

For the District

For the WUEA

Date: 11/2/2021

Date: 10/29/2021

LETTER OF AGREEMENT

using PTO  
PD days

BETWEEN

WAYLAND UNION EDUCATION ASSOCIATION  
AND  
WAYLAND UNION BOARD OF EDUCATION

The Wayland Union Schools and the Wayland Union Education Association agree that for the duration of the 2021-2026 agreement, the parties will clarify the language in Article 10, Leaves of Absence:

1. If an Employee needs to use PTO, due to an extenuating circumstance, and/or Employee illness on a scheduled Professional Development Day(s), the Employee will submit a physician statement, or documentation of the need for the absence.
2. The physician statement or documentation must be submitted to the building principal and to Human Resources within 5 school days from the Employee's return to work. If a physician statement or documentation is not received within this time frame, the day will be a full Dock Day, as defined in Article 10.
3. This language may be included for clarification in future CBA's.

*Christina Hinds*  
For the District

*Erin J. Koopman*  
For the WUEA

4/12/2022

4/13/2022

LETTER OF AGREEMENT

BETWEEN

WAYLAND UNION EDUCATION ASSOCIATION

AND

WAYLAND UNION BOARD OF EDUCATION

The Wayland Union Schools and the Wayland Union Education Association agree that for the duration of the 2021-2026 agreement, the parties will clarify the language in Article 10, Leaves of Absence:

1. Winners of the Association-lottery are permitted to use only one PTO day preceding or following each holiday or vacation period.
2. Employees will not be permitted to use consecutive PTO days immediately leading up to, or following a holiday or vacation period without a doctor's note.
3. If a doctor's note is presented it must cover all consecutive days taken in conjunction with the holiday or vacation period. All days not covered by the doctor's note will be full Dock Days.
4. No Dock Days can be used between consecutive PTO days and the start, or end, of a holiday or vacation period.
5. This language may be included for clarification in future CBA's.

Christina Hinds  
For the District

Erin J. Koopman  
For the WUEA

4/12/2022  
Date

4/13/2022  
Date

LETTER OF AGREEMENT

The Wayland Union Schools, "District" and the Wayland Union Education Association, "Union" agree that:

- Effective August 20, 2022, the Union and the District agree to remove the Schedule B stipends for School Improvement Chair and Pre-K-6 Grade Level Chair.
- This change is to facilitate the new MICIP process for school improvement.
- The stipend funds will be utilized to pay staff for participation on newly formed committees as required by the new MICIP process.
- Funds will be paid through completion of Schedule C meeting documentation.

DocuSigned by:

*Tim Reeves*

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For the District

Date: 10/14/2022

DocuSigned by:

*Erin Koopman*

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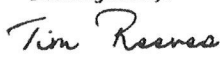
For the WUEA


Date: 10/16/2022

LETTER OF AGREEMENT

The Wayland Union Schools, "District" and the Wayland Union Education Association, "Union" agree that:

- Effective September 1, 2022, the Union and the District agree to allow new hire employees who are hired for less than a full 1.00 FTE to completely opt out of all insurances, health, dental, vision, Life, AD&D and LTD and receive a prorated cash in lieu equivalent to the prorated FTE.
- This change is to align needs for the employee and not increase the burden of cost for unwanted insurance coverage.
- The "opt out" would be open to change at the open enrollment period each year or if the FTE was increased to a full 1.00 FTE at any other time outside open enrollment as a qualifying event.
- The Letter of Agreement would allow a new hire for less than 1.00 FTE three coverage options:
  - Opt in to full coverage: health, dental, vision, life, AD&D, and LTD insurances. Paying the appropriate portion for the FTE.
  - Opt for ancillary insurances only: dental, vision, life, AD&D, and LTD insurances with Cash in lieu, at the proration.
  - Opt out of all insurances and receive just the cash in lieu at the proration. An example is outlined below.
- This letter will sunset with the current contract in August 2026, unless it is negotiated by the District and Union to continue in the agreement.

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For the District

For the WUEA

Date: 10/14/2022

Date: 10/16/2022

.50FTE

Option A--- per pay cost to employee for single full coverage (ABC) - \$178.73, plus HSA \$700 for year

Option B--- per pay cost to employee for single ancillary only - \$15.56 receive \$104.16 CIL

Option C--- per pay cost to employee for full opt out. - \$0.00 receive \$104.16 CIL

BAI per pay gross at .50FTE--- \$872.79

## LETTER OF AGREEMENT

The Wayland Union Schools and the Wayland Union Education Association agree for the duration of the 2021-2023 agreement to the following Schedule II

1. Splitting of assistant coaching positions as follows
  - a. Sports listed with assistants in the contract may split each assistant position in half
  - b. The pay would be half of the percentage in the contract at the applicable step for each individual coach
2. No Varsity, Junior Varsity or freshman coaching positions can be split with the following understanding
  - a. In the event there is not a JV or freshman team and the "assistant in lieu of" clause is used to field a coach, the assistant position can then be split
3. All coaches are to be evaluated by the Varsity coach each year in writing. The completed evaluation will be filed with the Athletic office
4. The decision to allow these "split" assistant positions will be at the discretion of the Varsity coach but must follow the following protocol
  - a. Varsity coach must inform the Athletic Director in advance of the season so positions can be posted and filled correctly
  - b. All coaches must complete all onboarding paperwork prior to the season, or before acting in the coaching capacity if a late hire
  - c. Limitations by sport of number of splits is as follows
    - i. Football- 3 splits (max of 12 coaches)
    - ii. Basketball- 1 split per gender (max of 5 coaches)
    - iii. Volleyball- 1 split (max of 5 coaches)
    - iv. Softball- 1 split (max of 5 coaches)
    - v. Baseball- 1 split (max of 5 coaches)
    - vi. Track- 1 split per gender (max of 4 coaches)
    - vii. Wrestling- 1 split (max of 4 coaches)
    - viii. Swim- 1 split per gender (max of 3 coaches)
    - ix. Soccer- 1 split per gender (max of 4 coaches)
    - x. Tennis, Golf, Bowling, Dance, Cheer and Cross Country will not have split contracts



5. For teams that currently offer an assistant coach "in lieu of a freshman coach", the same "assistant in lieu coach" would be applicable if a junior varsity team is not established for the season. Maximum number of coaches per sport still applies as stated above.
6. A split contract can be maintained from year to year OR the varsity coach must have/do one of the following:
  - a. Accept a resignation from one of the "split" coaches. The other "split" would assume the full contract.
  - b. Accept a resignation from one of the "split" coaches, and post for a "split" contract.
  - c. Accept resignations from both of the "split" coaches, and post for a full or split.
7. It is understood that this temporary coach staffing adjustment does not set a precedence for future coach staffing levels and does not modify Schedule B of the WUEA collective bargaining agreement. This language may be negotiated in future Collective Bargaining Agreements.

DocuSigned by:

*Tim Reeves*

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For the District

10/14/2022

Date

DocuSigned by:

*Erin Koopman*

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For the WUEA

10/16/2022

Date

**LETTER OF AGREEMENT  
BETWEEN WAYLAND UNION SCHOOLS  
AND  
WAYLAND UNION EDUCATION ASSOCIATION, MEA/NEA**

With the implementation of a new MESSA plan option known as MESSA Balance +, the Wayland Union Schools Board of Education (“Board”) and the Wayland Union Education Association, MEA/NEA hereby agree to add MESSA Balance + to the contractual list of MESSA Medical plan options available during the open enrollment period in the fall of 2023 with a January 1, 2024, implementation.

MESSA will provide training (virtual or in-person) to educate employees on aspects of the new Balance + plan prior to open enrollment. Open enrollment will extend from October 30, 2023 to November 9, 2023 for a plan implementation of January 1, 2024.

**WAYLAND UNION SCHOOLS**

DocuSigned by:  
*Leslie Wagner*  
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For the District: Leslie Wagner  
Assistant Superintendent of Finance & Operations

10/10/2023  
\_\_\_\_\_  
Date

**WAYLAND UNION EDUCATION ASSOCIATION, MEA/NEA**

DocuSigned by:  
*Erin Koopman*  
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\_\_\_\_\_  
For the Association: Erin Koopman

10/10/2023  
\_\_\_\_\_  
Date

DocuSigned by:  
*Christine G Anderson*  
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\_\_\_\_\_  
For the Association: Christine Anderson

10/10/2023  
\_\_\_\_\_  
Date



**LETTER OF AGREEMENT**

**BETWEEN**

**WAYLAND UNION EDUCATION ASSOCIATION**

**AND**

**WAYLAND UNION BOARD OF EDUCATION**

The Wayland Union Schools and the Wayland Union Education Association agree that for the duration of the 2021-2026 agreement, the parties will clarify the language in Article 10, Leaves of Absence, Bereavement:

1. The Employee shall be entitled to receive up to three (3) days leave with pay due to the death of his/her spouse/domestic partner, mother, father, child, brother, sister, niece, nephew, grandparent, grandchild or his/her current mother-in-law, father-in-law, brother-in-law, sister-in-law, or grandparent-in-law to the extent reasonably required to take time to grieve, manage the affairs and/or attend funeral/memorial services of the deceased person. Up to three (3) additional days deducted from accumulated PTO leave may be granted with the prior approval of the building administrator. If the three (3) additional days precede or follow a holiday or vacation period, or on the first or last day of school, or on a scheduled Professional Development Day(s) PTO will be allowed with approval of the building administrator.
2. An employee may attend a funeral for either a student or the student's parent(s) with prior approval from their building principal. With approval, the absence will be documented as up to one (1) school business day. The substitute teacher must be available and present in the classroom prior to the employee attending the funeral. The employee must attend the funeral of the deceased to be granted said day.
3. An employee may attend a funeral for someone other than immediate family with approval from their building principal, in the event that the death is preceding or following a holiday or vacation period, or on the first or last day of school, or on a scheduled Professional Development Day(s). With approval, the absence will be documented as one (1) PTO day.
4. This language may be included for clarification in future CBA's.



For the District



For the WUEA

10/20/23  
Date

10/30/23  
Date

## LETTER OF AGREEMENT

The Wayland Union Schools and the Wayland Union Education Association, "Union" agree that for the duration of the 2021-2026 agreement, the parties will clarify the language in Article 4, Calendar and Article 18, Duration of Agreement:

### ARTICLE 4: CALENDAR

A. Calendar schedules for the 2022-2023 and the 2023-2024 school years are attached on page 44 and 45

B. Employee days for 2024-2025 and 2025-2026 will be 184 days and student days shall be no more than 180 days.

2024-2025: Five (5) Teacher Days:

- August 19, 2024- 1 day
- August 20 2024- 1 day
- Conferences/Open House-2 days
- Six (6) hours of PLC time as scheduled by PLC teams as coordinated by team and administrator. PLC time shall be no longer than two logged hours per session.

2025-2026: Five (5) Teacher Days:

- August 18, 2025- 1 day
- August 19, 2025- 1 day
- Conferences/Open House-2 days
- Six (6) hours of PLC time as scheduled by PLC teams as coordinated by team and administrator. PLC time shall be no longer than two logged hours per session.

#### Conferences/Open House

##### High School

Open house up to 2.5 hours

Parent conferences, two nights, up to-2.5 hours in person, and 1 virtual hour each night.

Parent conferences, 1.5 hours in person, and 1 virtual hour.

High School graduation, up to 3.0 hours

##### Middle School

Open House, up to 3 hours

Parent conferences, four nights up to 1.5 hours in person, and 1 virtual hour each night.

Awards presentation, up to 2.0 hours

##### Elementary Schools

Open House, up to 1.0 hour

Parent conferences, four nights, up to 2.5 hours in person, and 1 virtual hour each

night.

\*All conferences will take place in the classroom

C. The calendar for 2024-2025 and 2025-2026 shall include: 30 hours of Professional Development time required by the state per Section 380.1527 as outlined below:

2024-2025

- August 19, 2024
- August 20, 2024 Counts as student instructional time
- November 1, 2024 Counts as student instructional time
- January 20, 2025 Counts as student instructional time
- March 17, 2025 Counts as student instructional time

2025-2026

- August 18, 2025
- August 19, 2025 Counts as student instructional time
- November 3, 2025 Counts as student instructional time
- January 19, 2026 Counts as student instructional time
- March 16, 2026 Counts as student instructional time

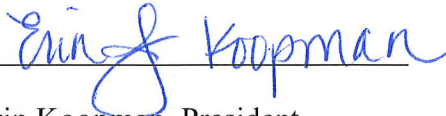
The first and last student day shall be a ½ student day and a ½ staff work day

D. If in the event of an emergency or inclement weather closing days, which are required by the Michigan Department of Education to be rescheduled, PD previously completed and eligible to be used as student instructional days will be used. Remaining make-up days may be scheduled as student instruction days immediately prior to the last student attendance day. However, by mutual agreement of the Employer and Association, rescheduled days may be scheduled at other times. The Superintendent or designee may schedule additional days provided the total does not exceed agreed upon number of student or teacher workdays. Professional compensation to Employees shall not be reduced because of such school closings and make up days shall be rescheduled with no additional salary paid to Employees.

ARTICLE 18: DURATION OF AGREEMENT

- A. This Agreement and any supplements added to it by mutual agreement are immediately effective and shall remain in full force and effect until the dates stated below.
- B. Language Duration
  - a. Language terms expire August 20, 2026
- C. Two-year agreement, calendar only (Article 4 A through C)
  - a. 2024-2025 and 2025-2026, attached as Exhibit A1
  - b. Calendar terms expire August 20, 2026
- D. Economic Duration
  - a. Economics expire August 20, 2025.
- E. Economics negotiated for 2023 through 2025 expire August 20, 2025.
- F. Calendar expires annually on August 20.

WAYLAND UNION EA/MEA/NEA

  
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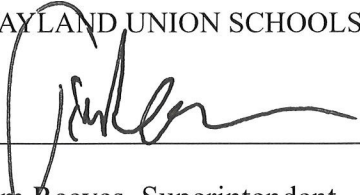
Erin Koopman, President

Date: 7/8/24

\_\_\_\_\_  
Jennifer Bailey, Secretary

Date:

WAYLAND UNION SCHOOLS

  
\_\_\_\_\_

Tim Reeves, Superintendent

Date: 7/8/24