



CONTRACT BETWEEN

**THE PROFESSIONAL AND SUPERVISORY ALLIANCE
OF JAMESTOWN COMMUNITY COLLEGE**

AND

**THE BOARD OF TRUSTEES
OF JAMESTOWN COMMUNITY COLLEGE**

SEPTEMBER 1, 2016 – AUGUST 31, 2019

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1. RECOGNITION

The college recognizes the Professional and Supervisory Alliance as the sole and exclusive representative for the professional and supervisory employees of the college for the collective bargaining negotiations with respect to salaries, terms, and conditions of employment, and the administration of grievances. The bargaining unit shall consist of all non-instructional professional and supervisory personnel including the following titles:

• Academic Technology Support Specialist	• Director of College Connections
• Admissions Coordinator	• Director of College Health Services
• Arts Administrator	• Director of Continuing Education
• Assistant Director of Athletics & Athletic Compliance	• Director of External Resources
• Assistant Director of Buildings and Grounds	• Director of Financial Aid
• Assistant Director of Buildings and Grounds/NCEC	• Director of Galleries/Curator of Collections and Exhibitions
• Assistant Director of Continuing Education	• Director of Hardware and Network Services
• Assistant Director of Custodial Services	• Director of Liberty Partnership Program
• Assistant Director of Health Services/Campus Nurse	• Director of Marketing and Branding
• Assistant Director of Student Recruitment	• Director of MIS
• Athletic Trainer	• Employment Development Specialist
• Coordinator of Academic Technology Support	• Financial Analyst
• Coordinator of Accessibility Services	• Institutional Research Assistant
• Coordinator of Athletics	• Liberty Partnership Navigator
• Coordinator of Campus Safety & Security	• Navigator
• Coordinator of College Connections	• Network Systems Administrator
• Coordinator of Community Relations	• Outreach Coordinator/Liberty Partnership Program
• Coordinator of Computer Training	• Program Coordinator
• Coordinator of Events and Sports Information	• Programmer Analyst
• Coordinator of Experiential Learning	• Project Coordinator/Hispanic Success Center
• Coordinator of Honors Program	• Project Manager
• Coordinator of International Outreach	• Recruitment Specialist
• Coordinator of the Student Services Center	• Scharmann Theatre Manager
• Coordinator of Sustainability	• Senior Programmer/Analyst
• Coordinator of Technology Training	• Senior Project Manager
• Director of Admissions	• Student Success Coach/Hispanic Success Center
• Director of Athletics	• Web Content Manager
• Director of Buildings and Grounds	• Web Technologist
• Director of Campus Life	

Excluded from the bargaining unit are titles which are completely funded externally, are JCC Foundation employees, or have significant supervision over PASA members. For purposes of this section, “significant supervision” shall be as defined by PERB Case Law and require a significant role in directing, evaluating, hiring, and terminating PASA members. The college will discuss any newly created, non-instructional, professional, and supervisory personnel positions with the Alliance prior to final determination of unit placement.

INACTIVE TITLES	
• Achievement Coach	• Coordinator of Web Technology
• Assistant Controller	• Director of Academic Initiatives
• Assistant Coordinator of Admissions and Recruitment	• Director of Admissions and Recruitment

• Assistant Director of Admissions and Recruitment	• Director of Business Services
• Assistant Director of Computer Training-Continuing Education	• Director of Bridge College to Work
• Assistant Director of Hardware and Network Services	• Director of Campus Children's Center
• Assistant Director of Financial Aid	• Director of Campus Life/Athletic Director
• Assistant Registrar	• Director of Collaborative Learning
• Associate Director of Admissions	• Director of Community Cultural Center
• Associate Director of Buildings and Grounds	• Director of Distance Learning
• Associate Director of Continuing Education	• Director of Finance
• Community Relations Assistant	• Director of Northwestern Pennsylvania Outreach/Warren Center
• Computer Systems Manager	• Director of Instructional Computing and Software Services
• Computer Trainer/Coordinator	• Director of Student Recruitment
• Coordinator of Campus Life	• Gear Up Coordinator
• Coordinator of Recruitment/ESL	• Graphic Design Branding Specialist
• Coordinator of the Scharmann Theatre	• Instructional Research Analyst
• Coordinator of Student Recruitment	• Professional Instructional Technologist
• Coordinator of Student Support Services	

2. ALLIANCE RIGHTS

- 2.1** The Alliance and its representatives shall have the right to use appropriate space for its business meetings without charge.
- 2.2** The Alliance shall have the right to post notices of its activities and matters concerning the Alliance on bulletin boards or in lounges and departments. The Alliance may use campus mail service, electronic messaging, and members' mailboxes for communication to members.
- 2.3** Duly authorized representatives of the alliance shall be permitted to transact official business, to a reasonable degree, on college property at all reasonable times, provided that this shall not interfere with or interrupt normal college operations.
- 2.4** The Alliance shall have the right to use college office machines and equipment at times when such equipment is not in use. The Alliance shall pay for the cost of all materials and supplies.
- 2.5** Alliance members shall incur no loss in pay for administrating this agreement including processing grievances, negotiating contracts, and other items limited to the administration of this agreement. The college may grant Alliance members and/or officers leave time to attend labor management conferences or workshops, on an event-by-event basis.
- 2.6** The college agrees to furnish the Alliance, in response to reasonable requests from time to time, all necessary information for grievances and negotiations regarding the staffing and the financial resources of the college, including annual financial reports and audits, register of Alliance personnel, tentative budgetary requirements and allocations, treasurer's reports, names and addresses, and position on the salary schedule of all members and such other information as will be needed to assist the Alliance in processing grievances or in contract negotiations.
- 2.7** A copy of the agenda of the Board of Trustees meetings will be sent to the president of the Alliance prior to each regular meeting. Minutes of all Board of Trustee meetings will be sent to the president of the Alliance after approval by the Board.

3. EMPLOYEES AND ALLIANCE RIGHTS

3.1 An employee is expected to give at least four (4) weeks' notice when terminating employment. In the event less than four (4) weeks' notice is given, JCC shall be authorized to reduce any payment for accrued benefits to offset the shortened period of notice.

3.2 Should a permanent employee be terminated except for performance reasons, the employee shall be given six (6) weeks' notice if the employee's years of continuous service are fewer than five years, or eight (8) weeks' notice if service is five years or more. Should a non-benefit-eligible part-time employee be terminated except for performance reasons, they shall be given four (4) weeks' notice. At the discretion of the administration, severance pay may be substituted for all or a portion of the period of the notice.

3.3 When professional and supervisory vacancies occur, the human resources office will post the position on departmental bulletin board and notify PASA.

3.4 Individual personnel files shall be open to the individual employee. There will be only one official personnel file and it shall be retained by the human resources office. When an item concerning work performance, employee evaluation, or discipline is placed in an employee's personnel file, the employee shall be offered the opportunity to read and sign the item. The employee's signature shall indicate that the employee has read the item but does not indicate that the employee agrees with the content therein. If an employee refuses to sign the item, it shall be noted before being placed in the folder. The employee shall have the right to attach a written response to any item in their personnel folder. The employee shall be provided a copy of the item.

4. JUST CAUSE/DISCIPLINE/DISCHARGE

4.1 No employee shall be disciplined, reprimanded, reduced in rank or compensation, suspended, dismissed, or denied continuous service without just cause.

4.2 "Discipline." The parties affirm the concept of progressive discipline including oral warning, written warning, written reprimand, suspension, and termination.

4.3 "Progressive Discipline." Employees committing the following actions shall be warned in writing for a first offense, receive three (3) days suspension without pay for a second offense, and shall be terminated for a third offense:

- Failure to follow proper safety procedures
- Repeated tardiness
- Abuse of sick leave
- Insubordination
- Misuse of college property
- Repeated absence from worksite without permission
- Discourteous treatment of the public or other employees
- Threatening physical harm to any individual on campus
- Gross incompetence

4.3.1 Any employee committing a first offense in the above areas, who has no second offense within a thirty (30) month period, will have the warning removed from their personnel file and again be considered eligible for first offender status. The employee shall be responsible for notifying the human resources office that the thirty (30) month period has expired.

4.4 Employees committing the following actions will receive three (3) days suspension without pay and shall be terminated for a second offense:

- Neglect of duty
- Drunkenness while on duty
- Manufacturing, distributing, possession, and/or using controlled drugs on any college owned or controlled property
- Destroying college property
- Dishonesty resulting in harm to individuals or the college

4.5 Employees who commit a second alcohol or drug use offense may avoid termination by agreeing to a rehabilitation program approved by the college. A subsequent offense following rehabilitation will result in termination.

4.6 Employees convicted of a drug-related offense committed on college-owned or controlled property must notify the college within five (5) days.

4.7 Employees committing the following actions shall be terminated:

- Fraud in securing employment
- Theft of college property
- Conviction of a felony
- Causing physical harm to any individual on campus except for just cause
- Three (3) days absence without notice.

4.8 Documentation of any offense and a description of the actions taken shall be placed in the employees personnel file.

4.9 Employees who are using an excessive amount of sick leave may be required to provide a written doctor's certificate at the employees expense in order to receive payment for the sick day in question.

5. AGENCY FEE

The college agrees to deduct from the wages of all employees in the bargaining unit an agency fee and promptly transmit the funds to the Alliance account. The Alliance will provide a list of officers and the amount of dues to be deducted annually. PASA shall defend and save the college harmless against any and all such claims, suits, or other forms of liability that shall or may arise by reason of action taken by the college to comply with the article.

6. WORK WEEK/ATTENDANCE AND ABSENCE

6.1 The normal work week for all full-time employees shall be 35 hours per week.

6.2 Summer Hours: During the summer, full-time employees will work a four-day work week, totaling 32 hours, with compensation based on 35 hours.

6.2.1 With the approval of the supervisor, an employee may work a five-day work week with shorter hours each day.

6.2.2 Memorial Day will be recognized as a holiday, reducing the 4-day work week to a 3-day work week during that week.

6.2.3 Summer hours, four (4) day week, will begin the week after graduation and end three (3) weeks prior to the beginning of the fall semester classes.

6.3 Extended Work Year: If an individual is assigned work beyond the length of their regular work year, a per diem rate will be established based on their regular work year salary, and said rate will be paid for each and every day worked beyond the aforementioned regular work year. Any and all benefits afforded an individual that accrue as a result of their work schedule will also be pro-rated if additional work time is scheduled. JCC shall have the right to assign up to two (2) weeks of extended work per year per employee upon at least thirty (30) days notice provided that the employee and supervisor jointly establish the schedule for such extended work. Work time beyond two (2) weeks of extended work per year may be scheduled if both the employee and supervisor agree to it.

6.4 Jury Duty: An employee shall be entitled to their usual salary for the days they serve as a juror in any court, less any jury pay received.

6.5 Inclement Weather: If the college is closed due to inclement weather prior to the beginning of the employee's workday, employees shall be paid for that day and shall not be expected to report for work unless their duties require their appearance. If the college is closed due to inclement weather during the workday, employees will be released from their duties at the earliest opportunity and shall be compensated for the entire workday. (Note: cancellation of classes does not mean that the college has been closed).

6.6 Flex Time: Employees in the Professional and Supervisory Alliance, by the nature of their positions, are expected to work more than the normal hours of their department. Subject to approval of their supervisors, PASA members may be allowed to flex reasonable amounts of time without regard to their vacation, paid time off, or sick leave. Flex time is not payable to the employee. Management shall not unreasonably deny such request to flex a schedule.

7. PROFESSIONAL DEVELOPMENT

A fund will be established for professional staff development totaling \$8,000 per year. An individual may apply for a maximum of \$1,000 every other year. Decisions on disbursement of these funds will be made by a committee consisting of two Alliance members and two Administrators.

8. FRINGE BENEFITS FOR FULL-TIME EMPLOYEES

8.1 Vacation

8.1.1 Full-time, 12-month appointment, employees shall be entitled to one month (22 working days) of vacation per year.

8.1.2 For PASA members hired after 9/1/14, on less than 12-month appointments, vacation is accumulated for the number of months of the employee's assignment.

8.1.3 On September 1 each year 2.75 vacation days will be posted on employee records; thereafter, vacation days will accrue at the rate of 1.75 days per month for the number of months of the employee's assignment.

8.1.4 Newly hired PASA employees who are in the first six months of their employment shall have 1.75 days per month posted to employee records. An additional 1 day (2.75 total) shall be posted during their seventh month of service, and thereafter they shall have days posted to employee records in the same manner as existing employees.

8.1.5 Vacation time must be approved by the employee's supervisor and normally shall be scheduled in blocks of two weeks or less. Requests which deviate from this norm must be reviewed by the appropriate Vice President. No reasonable request shall be denied, so long as normal operations of the college and complete discharge of duties is not compromised. However, all vacation time must be taken in half-day blocks or more.

8.1.6 The employee's anniversary date shall be used to determine years of service.

8.1.7 An employee may carry over from year-to-year up to fourteen (14) unused vacation days and be paid a maximum of one (1) year's accumulation when leaving the college. The number of carry-over days may not exceed fourteen (14).

8.1.8 By no later than July 31 of each year, Alliance employees may opt to cash in up to a maximum of ten (10) days unused vacation in full-day increments. Alliance members may cash in vacation days twice during the period between September 1 and July 31 of each year. Any requests to cash in unused vacation days made between August 1 and August 31 will not be honored.

8.2 Holidays: All full-time, 12 month, employees will have fourteen (14) paid holidays, which may include New Year's, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. **PASA members hired after 9/1/14, and on less than a 12-month assignment, will have those holidays that fall within the months the employee is regularly scheduled to work.**

8.3 Paid Time Off (PTO): All full-time, 12-month employees shall be eligible for five (5) days of paid time off for religious holidays, weddings, funerals, emergencies, legal matters, immediate family illness, medical and dental appointments, and other legitimate reasons requiring employees to be absent from the workplace.

8.3.1 PASA members hired after 9/1/14, and on less than 12-month assignment, shall be eligible for three (3) PTO days annually.

8.3.2 PTO may be taken with prior approval of an employee's supervisor.

8.3.3 PTO may be taken in 1-hour blocks or more.

8.3.4 PTO cannot be accumulated and must be used in the year that it is earned.

8.4 Sick Leave: Sick leave for full-time employees will accumulate at the rate of one and one half (1-1/2) days each month without limit. Sick leave is accumulated only for months when the employee is actually working. All sick leave must be taken in half-day blocks or more.

8.4.1 Sick leave may be used for doctor's or dental appointments, sickness of an immediate family member, or for bereavement purposes. In the case of a prolonged illness, a physician's certificate may be required.

8.4.2 The pay out of sick leave shall not exceed ninety (90) calendar days, at which time Long Term Disability becomes effective. The cost of Long Term Disability Insurance shall be borne by the college.

8.4.3 After one (1) year of service, all full-time employees are eligible for long-term disability insurance, beginning ninety (90) calendar days after the disability begins.

8.5 Sick Leave Payout at Retirement: Subject to the following schedule, all accumulated sick leave, up to one hundred twenty (120) days, will be paid in a lump sum to the employee upon retirement. Days

in excess of one hundred twenty (120) and up to one hundred sixty-five (165) additional, shall be used for the 41J retirement rider for ERS covered employees.

8.5.1 Group “A”

1. Group A consists of individuals whose age + years of service as of 9/1/05 is 65 or greater.
2. Group A is grandfathered as follows “All accumulated sick leave, up to one hundred twenty (120) days, will be paid in a lump sum to the employee upon retirement. Days in excess of one hundred twenty (120) and up to one hundred sixty-five (165) additional, shall be used for the 41J retirement rider for ERS covered employees. Any members of ERS with over two hundred eighty-five (285) days of accumulated leave and any member of TIAA-CREF with over one hundred twenty (120) days of accumulated sick leave will be paid at retirement at the rate of .20 of their final year’s salary for their days in excess of two eighty-five (285) or one hundred twenty (120), respectively.
3. Effective 9/1/16, Group will receive an additional .5% matching annuity contribution.
4. There is no current contract language regarding individuals in TRS and their sick leave payout options at retirement. The College proposes to treat them equal to TIAA-CREF participants for purposes of sick leave payout at retirement per the language in the current contract.
5. Any future TRS participants would be treated according to the terms of this sick leave payout proposal based on the group they fall into.

8.5.2 Group “B”

1. Group B consists of individuals whose age + years of service as of 9/1/05 is between 50 and 64.99.
2. Group B will receive an additional .5% matching annuity contribution effective 9/1/05.
3. If an individual requires an additional amount contributed in a lump sum to make sure they are kept whole, the negotiated lump sum payment adjustment will be deposited as soon as practicable on or after 9/1/05 and 9/1/06 respectively.
4. Continuation of payment up to a maximum of 120 days of sick leave at retirement.
5. Members of ERS with over two-hundred eighty-five (285) days of accumulated leave and any member of TIAA-CREF and TRS with over one hundred twenty (120) days of accumulated sick leave will be paid at retirement at the rate of .10 of their final year's salary for their days in excess of 285 or 120 respectively.

8.5.3 Group “C”

1. Group C consists of individuals whose age + years of service as of 9/1/05 is less than 50 and their date of hire is before 9/1/00.
2. Group C will receive an additional .5% matching annuity contribution effective 9/1/05.
3. If an individual requires an additional amount contributed in a lump sum to make sure they are kept whole, the negotiated lump sum payment adjustment will be deposited as soon as practicable on or after 9/1/05 and 9/1/06 respectively.
4. Members of ERS, TRS, and TIAA-CREF will be paid up to a maximum of one hundred twenty (120) days of accumulated sick leave at retirement.

8.5.4 Group “D”

1. Members of ERS, TRS, and TIAA-CREF will be paid up to a maximum of one hundred twenty (120) days of accumulated sick leave at retirement. Their date of hire is after 9/1/00.
2. Group D will receive an additional .5% matching annuity contribution effective 9/1/05.

8.6 Paid and Unpaid Child Care Leave: A paid childcare leave may be granted to a male or female employee for reasonable periods of up to four (4) weeks.

8.6.1 This leave must be taken within six (6) months of the birth or adoption of a child and all such time must be taken in half-day blocks or more.

8.6.2 If both parents are college employees, only one shall be eligible for this leave.

8.6.3 The college shall continue to furnish said employee with full insurance benefits on the same basis as if they had been actively at work.

8.6.4 At the conclusion of either childcare leave, the employee shall be reinstated to the status which they held when the leave began or to a comparable position, without decrease in the rate of compensation or loss of promotional opportunities, or any rightful privilege of employment.

8.6.5 Additional unpaid leaves may be granted in accordance with the Family Medical Leave Act (FMLA).

8.7 Health Insurance: Full-time employees shall be eligible for coverage for themselves and all of their eligible dependents.

8.7.1 Eligibility: New employees shall become eligible on the first day of employment.

8.7.2 Premium Contribution: Effective January 1, 2017, the employer contribution for medical and prescription coverage for full-time PASA members is set at 85% of the cost of the \$20 copay Plan. Those employees electing to enroll in the high deductible plan will be responsible for the difference in premium cost. The cost of the plan is subject to change on a yearly basis. Representatives of PASA, other employee groups, and the administration will meet annually, before such rates are announced.

8.7.3 Plan: Effective January 1, 2017, the college will offer full-time PASA members the choice of a high deductible plan with a \$20 copay or a high deductible health plan.

8.7.3.1 \$20 Copay plan: The chart below outlines the contribution of the full-time PASA member and the college to cover the cost of the deductible:

\$20 Copay Plan:

	Single	Family
Employee paid deductible	\$0	\$0
Health Reimbursement Arrangement funded by JCC	\$2,500	\$5,000
Total Deductible	\$2,500	\$5,000

After the deductible is met, the employee is responsible for paying the co-pay for prescriptions and other services as outlined in the schedule of benefits.

The co-pay on prescriptions for a 30-day supply will be as follows:

\$10.00 for generic drugs

\$30.00 for brand name drugs

\$75.00 for specialty drugs

8.7.3.2 High Deductible plan: The chart below outlines the contribution of the full-time PASA member and the college to cover the cost of the deductible:

High Deductible Plan:

	Single	Family
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Employee paid deductible	\$150	\$250
Health Reimbursement Arrangement funded by JCC	\$2,350	\$4,750
Total Deductible	\$2,500	\$5,000

After the deductible is met, the employee is responsible for paying the co-pay for prescriptions as outlined in the schedule of benefits.

The co-pay on prescriptions for a 30-day supply will be as follows:

\$10.00 for generic drugs
 \$30.00 for brand name drugs
 \$75.00 for specialty drugs

8.8 Health Insurance Waiver: Employees shall have the annual right to waive group health insurance coverage for themselves and/or their dependents, after certification that the employee has coverage through sources other than JCC and has obtained spousal consent for waiver of their dependent coverage. Rebates will not influence base salary.

8.8.1 An employee may rejoin either plan at the beginning of each Plan Year or at any time either coverage through other sources is lost.

8.8.2 The college shall pay employees waiving group insurance a rebate equal to one-third of the cost of such coverage, payable over the portion of the Plan Year in which the waiver exists in the biweekly paycheck.

8.8.3 COBRA benefit entitlements at the time of separation will be affected by the rebate since the employee is not effectively insured by the college.

8.9 PASA will be given representation on a coalition of faculty, staff, and administration representatives who will meet periodically during the term of the contract to review the college insurance plan and examine alternatives.

8.10 Dental Insurance

8.10.1 The college shall pay the cost of an employee dental insurance coverage plan (separately described) beginning on the first day of employment.

8.10.2 Optional dental coverage for dependents shall be available at the employee's expense.

8.10.3 An employee may opt out of the dental insurance plan.

8.11 Early Retirement Health Insurance Continuation: In the case of early retirement of an employee at the age of 55 years or over who has been employed at the college for 10 years or more, full insurance coverage will be provided for the employee and their eligible dependents for one year upon the same terms and conditions as for an active employee. The college shall continue payment of its portion of the health insurance (retiree only) until the retiree reaches the age of 65 or qualifies for Medicare. Insurance benefits for the employee's dependents after the first year may be purchased from the college at the employee's expense for 100% of the dependent coverage.

8.12 Life Insurance – The College shall pay the cost of two (2) times the salary, not to exceed \$50,000, for term life insurance for each full-time employee, beginning on the first day of employment.

8.13 Retirement Benefits

8.13.1 The Employees’ Retirement System of New York State is available for all full-time non-teaching staff.

8.13.2 Contributions (if any) to retirement by an employee are dependent on the date an employee enters the system.

8.13.3 Four optional plans through TIAA-CREF, ING, VALIC, and MetLife are available.

8.14 Early Retirement Incentive

8.14.1 A PASA employee who is between the ages fifty-five (55) and sixty-two (62) and who has completed at least ten years of continuous service may request an early retirement incentive.

8.14.2 The amount of the incentive shall be \$10,000 plus \$1,500 for each year of service over ten years, not to exceed a total of \$30,000.

8.14.3 At the employee’s option, a lump sum payment will occur within one (1) month after their final working day or the employee may choose three (3) equal cash payments at approximately one (1) month, thirteen (13) months, and twenty-five (25) months following their final working day.

8.15 Tuition Waivers

8.15.1 Tuition is waived for all employees of Jamestown Community College and their immediate families (spouses and dependent children) for course work at JCC.

8.15.2 Disabled or retired long-term employees are also eligible for tuition to be waived.

8.15.3 Tuition is waived for spouses and dependent children of a long-term (after 5 years) employee who retires from, or who, while employed at JCC, becomes disabled or deceased.

8.15.4 The amount of the tuition waived shall equal the tuition minus New York State Tuition Assistance Program (TAP) monies.

8.16 Flex Plan: The College shall offer a flex plan in which employees may, on a pre-tax basis, establish flexible spending accounts for uncovered medical expenses, for employee premiums for medical benefits, and for dependent care expenses.

9. Longevity Award: A longevity award shall be paid in a separate check in the first payroll in November to those full-time employees reaching the following years of service prior to October 31 of the following year:

10 years = \$500

20 years = \$1,000

30 years = \$1,500

40 years = \$2,000

10. FRINGE BENEFITS FOR PART-TIME EMPLOYEES (MINIMUM 15 HRS. PER WEEK)

10.1 Vacation

10.1.1 Part-time, 12-month, employee's vacation accrues vacation at the rate of one (1) day per month for the number of months of the employee's assignment.

10.1.2 For PASA members hired after 9/1/14, and on less than a 12-month assignment, vacation is accumulated for the number of months of the employee's assignment.

10.1.3 An employee may accumulate up to the amount which he/she earns annually.

10.1.4 All vacation time must be taken in half-day blocks or more.

10.2 Holidays: Part-time employees shall be paid for up to fourteen (14) holidays listed by the college for days on which the employee is normally scheduled to work. **For PASA members hired after 9/1/14, and on less than a 12-month assignment will have those holidays that fall within the months the employee is regularly scheduled.**

10.3 Paid Time Off (PTO): Part-time, 12-month, employees are eligible for two (2) days of paid time off for religious holidays, weddings, funerals, emergencies, legal matters, immediate family illness, medical and dental appointments, and other legitimate reasons requiring employees to be absent from the workplace.

10.3.1 For PASA members hired after 9/1/14, on less than 12-month appointments, PTO will be pro-rated based on the employee's assignment.

10.3.2 PTO may be taken with prior approval of an employee's supervisor. PTO may be taken in 1-hour blocks or more.

10.3.3 PTO cannot be accumulated and must be used in the year that it is earned.

10.4 Sick Leave: Sick leave for part-time employees will accumulate at the rate of one (1) day each month without limit. Up to 90 calendar days may be taken for any single illness. Sick leave is accumulated only for months when the employee is actually working. Sick leave may be used for doctor or dental appointments, sickness of an immediate family member, or for bereavement purposes. In the case of a prolonged illness, a physician's certificate may be required. All sick leave must be taken in half-day blocks or more.

10.5 Health Insurance: Part-time employees shall be eligible for coverage for themselves and all of their eligible dependents.

10.5.1 Eligibility: New employees shall become eligible on the first day of employment.

10.5.2 Premium Contribution: Effective January 1, 2017, the employer contribution for medical and prescription coverage for part-time PASA members is set at 85% of the cost of the \$20 copay Plan. Those employees electing to enroll in the high deductible plan will be responsible for the difference in premium cost. Dependent coverage shall be available with the entire cost borne by the employee. The cost of the plan is subject to change on a yearly basis.

10.5.3 Plan: Effective January 1, 2017, the college will offer part-time PASA members the choice of a high deductible plan with a \$20 copay or a high deductible health plan.

10.5.3.1 \$20 Copay plan: The chart below outlines the contribution of the part-time PASA member and the college to cover the cost of the deductible:

\$20 Copay Plan:

	Single	Family
Employee paid deductible	\$0	\$0
Health Reimbursement Arrangement funded by JCC	\$2,500	\$5,000
Total Deductible	\$2,500	\$5,000

After the deductible is met, the employee is responsible for paying the co-pay for prescriptions and other services as outlined in the schedule of benefits.

The co-pay on prescriptions for a 30-day supply will be as follows:

- \$10.00 for generic drugs
- \$30.00 for brand name drugs
- \$75.00 for specialty drugs

10.5.3.2 High Deductible plan: The chart below outlines the contribution of the part-time PASA member and the college to cover the cost of the deductible:

High Deductible Plan:

	Single	Family
Employee paid deductible	\$150	\$250
Health Reimbursement Arrangement funded by JCC	\$2,350	\$4,750
Total Deductible	\$2,500	\$5,000

After the deductible is met, the employee is responsible for paying the co-pay for prescriptions as outlined in the schedule of benefits.

The co-pay on prescriptions for a 30-day supply will be as follows:

- \$10.00 for generic drugs
- \$30.00 for brand name drugs
- \$75.00 for specialty drugs

10.6 Health Insurance Waiver: Employees shall have the annual right to waive group health insurance coverage for themselves and/or their dependents, after certification that the employee has coverage through sources other than JCC and has obtained spousal consent for waiver of their dependent coverage. Rebates will not influence base salary.

10.6.1 An employee may rejoin either plan at the beginning of each Plan Year or at any time either coverage through other sources is lost.

10.6.2 The college shall pay employees waiving group insurance a rebate equal to one-third of the cost of such coverage, payable over the portion of the Plan Year in which the waiver exists in the biweekly paycheck.

10.6.3 COBRA benefit entitlements at the time of separation will be affected by the rebate since the employee is not effectively insured by the college.

10.7 Dental Insurance

10.7.1 The college shall pay the cost of an employee dental insurance coverage plan (separate described) beginning on the first day of employment.

10.7.2 Optional dental coverage for dependents shall be available at the employee's expense.

10.7.3 An employee may opt out of the dental insurance plan.

10.8 Life Insurance: The College shall pay the cost of two (2) times the salary, not to exceed \$50,000, for term life insurance for each part-time employee, beginning on the first day of employment.

10.9 Tuition Waiver

10.9.1 Tuition is waived for all employees of Jamestown Community College and their immediate families (spouses and dependent children) for course work at JCC.

10.9.2 Disabled or retired long-term employees are also eligible for tuition to be waived.

10.9.3 Tuition is waived for spouses and dependent children of a long-term (after 5 years) employee who retires from, or who, while employed at JCC, becomes disabled or deceased.

10.9.4 The amount of the tuition waived shall equal the tuition minus New York State Tuition Assistance Program (TAP) monies.

10.10 Flex Plan – The College shall offer a flex plan in which employees may, on a pre-tax basis, establish flexible spending accounts for uncovered medical expenses, for employee premiums for medical benefits, and for dependent care expenses.

11. TAX DEFERRED ANNUITIES:

11.1 Full-time Employees

11.1.1 A plan for the purchase of tax-deferred annuities is available to full-time members of the bargaining unit.

11.1.2 The college match will be 2.5% of base salary. Every year thereafter, it will be based on current salary.

11.1.3 Refer to the section entitled “Fringe Benefits For Full-Time Employees: Sick Leave Payout at Retirement,” Section 5, for additional information about tax-deferred contributions.

11.2 Part-time Employees: Effective January 1, 2013 the college match will be 2% of base salary.

12. MANAGEMENT RIGHTS

It is recognized that the management of the college, the control of its properties, and the maintenance of order and efficiency are solely responsibilities of the college. Accordingly, the college retains all rights, except as they may be specifically modified by this agreement, including, but not limited to, selection and direction of the working forces; to hire, to discipline, reduce in rank or compensation, suspend or discharge for just cause; to make reasonable and binding rules which shall not be inconsistent with this agreement; to assign, promote or transfer; to relieve employees from duty because of lack of work or financial exigency; to decide on the number and locations of facilities and stations; to determine the work to be performed, amount of supervision necessary, equipment, methods, schedules, together with the selections, procurement, designing, engineering and the control of equipment and materials; except as may be otherwise specifically limited by this agreement.

The college may make temporary, short-term assignments of work exclusively performed by bargaining unit members to employees or organizations not represented by the Association. Such assignments will never result in the permanent reduction of the workforce represented by PASA and will last no more than twelve (12) months and will not be initiated in response to a layoff. Written notice of the short-term assignment of work pursuant to this clause will be given to the Association president at least thirty (30) calendar days before such assignment is made, except in emergency circumstances (for example, but not limited to: the sudden termination of employment of a unit member without proper notice to the college and/or without sufficient time to replace such a unit member without substantial detriment to college operations). Should JCC wish to extend such assignment of work past the initial twelve-month period, it will meet with the Association president at least sixty (60) calendar days prior to the end of such twelve-month period. The Association shall not unreasonably withhold approval of the request for an extension of said assignment. This paragraph is not intended to affect or curtail in any way JCC's right to subcontract under the parameters set forth in PERB caselaw, including, but not limited to: (1) the subcontracting of non-exclusive bargaining unit work; and (2) the subcontracting of work where there has been a significant change in the qualifications for the work.

13. PROBATIONARY APPOINTMENTS

13.1 New Hires

13.1.1 All new employees will serve a probationary period of up to 26 weeks after which time they will be considered to be appointed on a permanent basis (unless the position is a temporary assignment).

13.1.2 For a new hire, the supervisor can extend the probationary period if the probationary period provided insufficient time for the staff member's job suitability to be determined.

13.2 Transfers/Reassignments

13.2.1 All employees who have completed their initial probationary period upon hire and transfer to a new position within the bargaining unit shall serve a probationary period of ninety (90) days after which time they will be considered to be appointed on a permanent basis.

13.2.2 For purposes of this section, employees who are merely promoted to a higher title within the same field, or moved to a different site, shall not be considered "transferred."

14. PASA EVALUATION PROCESS

14.1 The college and PASA are committed to an evaluation system that assists in developing the highest quality of performance among professional staff in an environment of support and mutual respect. This purpose is achieved by:

- a. Establishing clarity regarding the functions and responsibilities of the position and the supervisor's expectations of performance.
- b. Assessment of the performance to support continuous improvement in the quality of service offered by the staff member.
- c. Aligning the work of each staff member to the strategic plan.
- d. Reevaluation of job functions, when appropriate.

14.2 Initial Reviews

14.2.1 New staff members serve a probationary period of up to 26 weeks.

14.2.2 All employees who have completed their initial probationary period upon hire and transfer to a new position within the bargaining unit shall serve a probationary period of ninety (90) days after which time they will be considered to be appointed on a permanent basis.

14.2.3 Process

14.2.3.1 During the first week of employment or transfer to a new position, the supervisor will conduct a performance planning meeting to review the job description with the staff member and determine the most important duties to be learned and goals to be accomplished during the probationary period.

14.2.3.2 During this probationary period, the supervisor will complete two evaluations of the staff member's work performance. For new hires, at the third and fifth months of employment. For transferred employees at 6 weeks and 10 weeks of employment. Probationary evaluations assess the new staff member's progress in learning the job.

14.2.3.3 The probationary evaluations are primarily developmental and help the supervisor identify staff member strengths and weaknesses and areas where more emphasis is required.

14.2.3.4 For a new employee, the supervisor can extend the probationary period if the probationary period provided insufficient time for the staff member's job suitability to be determined.

14.3 Elements and Responsibilities for Annual Evaluations

14.3.1 Developing Goals

14.3.1.1 At the end of the academic year the staff member and supervisor will meet to review goals established from the previous year and develop goals for the following year as well as conduct a review of the job description. The goals should consist of operational responsibilities that relate to the strategic plan (functional area goals) and areas for professional development.

14.3.1.2 The goals will reflect a balance between work load and work schedule, will respond to college/department needs for the year, and will be mutually agreed upon by the staff member and the supervisor.

14.4 Annual Evaluations

14.4.1 Evaluations are done for all staff members annually.

14.4.2 The evaluation process shall begin no earlier than May 1 and be completed by August 31 of each academic year.

14.4.3 The staff member shall be responsible for developing and submitting a self-evaluation to the supervisor.

14.4.4 The supervisor shall prepare a written preliminary evaluation report. The supervisor will make their assessment of the overall performance of the individual, taking into account:

- a. The supervisor's assessment of the quality of the professional's performance in carrying out the responsibilities of their position.
- b. The supervisor's assessment of the accomplishment of goals and objectives established for the year.
- c. The professional's personal assessment of their own performance.
- d. Circumstances which may have affected the professional's performance or attainment of objectives, and any special accomplishments on the part of the professional.
- e. Areas in need of improvement shall be identified where appropriate.
- f. Recommendations regarding changes in job function should also be identified if appropriate.

14.4.5 The supervisor and the staff member shall meet to discuss the preliminary report. The supervisor will provide the staff member with a written draft of this report. Prior to conclusion of the discussion, the staff member and the supervisor shall discuss and proposed goals for the next year.

14.4.6 Based on the various evaluation components and the discussion with the staff member, the supervisor shall prepare a final written evaluation. The final version of the annual evaluation package will contain:

- a. Performance review form
- b. A self-evaluation

14.4.7 The staff member and the supervisor will sign-off on the performance review form. The staff member may attach clarifying or rebuttal comments to the final report. A copy will be placed in the staff member's personnel file. A staff member's signature does not imply agreement with the performance evaluation.

14.4.8 The supervisor and staff member will meet at least once during the year to review progress on goals.

15. GRIEVANCE PROCEDURES

Definition: A grievance is claim by the Alliance, an employee or group of employees based upon any claimed violation, misinterpretation, misapplication, or inequitable application of the following: a) laws, b) rules or regulations having the force of law, c) this agreement, and d) policies, rules, bylaws, and regulations of the board and/or the president.

STAGE 1 – SUPERVISOR/INFORMAL:

A grievant will reduce the grievance to writing and present to the supervisor for resolution. Within ten (10) working days, the supervisor shall render a written decision and present it to the grievant.

STAGE 2 – PRESIDENT OR DESIGNEE

If the aggrieved party is not satisfied with the decision and wishes to proceed further, the grievant, within ten (10) working days, shall file a written appeal with the president of the college. Within five (5) working days after receipt of the appeal, the president of the college, or their duly authorized representative, shall set a date for a hearing and notify the grievant, the grievance chairperson and all other parties in interest of said date. The hearings on said grievance shall commence within ten (10) working days after issuance of the notice of the hearing date. The president shall render a decision in writing to the grievant and the grievance chairperson within five (5) working days after the conclusion of the hearing.

STAGE 3 – NON-BINDING MEDIATION

If the aggrieved party represented by the Alliance and the Alliance are not satisfied with the decision and the Grievance Committee determines the grievance is meritorious, it may refer the matter to non-binding dispute mediation through the Alternative Dispute Resolution Center (ADR) located in City Hall in Jamestown, or any other mutually agreeable mediator. The cost of the services of the mediation, if any, will be borne equally between the Alliance and the college.

STAGE 4 – BINDING ARBITRATION

- a. If the aggrieved party represented by the Alliance and the Alliance are not satisfied with the result of the mediation process and the Grievance Committee determines the grievance is meritorious, the Grievance Committee of the Alliance may submit the grievance to arbitration, utilizing the arbitration services of the American Arbitration Association by written notice to the president of the college within ten (10) working days after the mediation session ends.
- b. The decision of the arbitrator shall be final and binding upon both parties.
- c. The cost of the services of the arbitrator, if any, will be borne equally between the Alliance and the college.
- d. The arbitrator shall have no power to add to, subtract from, or modify any terms of this Agreement.

16. SALARY/TERM OF AGREEMENT

This agreement shall be effective September 1, 2016 and shall terminate August 31, 2019.

Effective September 1, 2016, 0% will be added to base salaries and the salary matrix.

Effective September 1, 2017, 0% will be added to base salaries and the salary matrix.

Effective September 1, 2018, 1.0% will be added to base salaries and the salary matrix.

In addition:

- If JCC finishes the 2016-17 fiscal year with a net operating expense in its current unrestricted operating fund (excludes restricted and plant funds) of a breakeven or better (i.e. revenues

equal or exceed expenses) as noted in the audited financial statements, then for members of the PASA Unit who were active employees during said fiscal year:

- If the amount of the fund balance at the end of said fiscal year is between 15 and 17% of the current unrestricted operating fund, all eligible unit members will receive a one-time lump sum payment, equivalent to 1% of the member's base salary. This amount will not be added to the employee's base salary
- If the amount of the fund balance at the end of said fiscal year is between 17.01 and 19% of the current unrestricted fund, all eligible unit members will receive a one-time lump sum payment, equivalent to 2% of the member's base salary. This amount will not be added to the employee's base salary
- If the amount of the fund balance at the end of said fiscal year is greater than 19% of the current unrestricted fund, all eligible unit members will receive a one-time lump sum payment, equivalent to 3% of the member's base salary. This amount will not be added to the employee's base salary
- If JCC finishes the 2017-18 fiscal year with a net operating expense in its current unrestricted operating fund (excludes restricted and plant funds) of a breakeven or better (i.e. revenues equal or exceed expenses) as noted in the audited financial statements, then for members of the PASA Unit who were active employees during said fiscal year:
 - If the amount of the fund balance at the end of said fiscal year is between 15 and 17% of the current unrestricted operating fund, all eligible unit members will receive a one-time lump sum payment, equivalent to 1% of the member's base salary. This amount will not be added to the employee's base salary
 - If the amount of the fund balance at the end of said fiscal year is between 17.01 and 19% of the current unrestricted fund, all eligible unit members will receive a one-time lump sum payment, equivalent to 2% of the member's base salary. This amount will not be added to the employee's base salary
 - If the amount of the fund balance at the end of said fiscal year is greater than 19% of the current unrestricted fund, all eligible unit members will receive a one-time lump sum payment, equivalent to 3% of the member's base salary. This amount will not be added to the employee's base salary
- If JCC finishes the 2018-19 fiscal year with a net operating expense in its current unrestricted operating fund (excludes restricted and plant funds) of a breakeven or better (i.e. revenues equal or exceed expenses) as noted in the audited financial statements, then for members of the PASA Unit who were active employees during said fiscal year:
 - If the amount of the fund balance at the end of said fiscal year is between 15 and 17% of the current unrestricted operating fund, all eligible unit members will receive a one-time lump sum payment, equivalent to 1% of the member's base salary. This amount will not be added to the employee's base salary
 - If the amount of the fund balance at the end of said fiscal year is between 17.01 and 19% of the current unrestricted fund, all eligible unit members will receive a one-time lump sum payment, equivalent to 2% of the member's base salary. This amount will not be added to the employee's base salary
 - If the amount of the fund balance at the end of said fiscal year is greater than 19% of the current unrestricted fund, all eligible unit members will receive a one-time lump sum payment, equivalent to 3% of the member's base salary. This amount will not be added to the employee's base salary

17. PASA Salary Grades by Title shall be as follows:

Title	Salary Grade	Title	Salary Grade
Academic Technology Support Specialist	17	Director of College Connections	20
Admissions Coordinator	16	Director of College Health Services	18
Arts Administrator	14	Director of Continuing Education	20
Assistant Director of Athletics & Athletic Compliance	16	Director of External Resources	18
Assistant Director of Buildings and Grounds	16	Director of Financial Aid	22
Assistant Director of Buildings and Grounds/NCEC	14	Director of Galleries/Curator of Collections and Exhibitions	18
Assistant Director of Continuing Education	16	Director of Hardware and Network Services	22
Assistant Director of Custodial Services	18	Director of Liberty Partnership Program	20
Assistant Director of Health Services/Campus Nurse	16	Director of Marketing and Branding	18
Assistant Director of Student Recruitment	16	Director of MIS	22
Athletic Trainer	17	Employment Development Specialist	11
Coordinator of Academic Technology Support	17	Financial Analyst	17
Coordinator of Accessibility Services	17	Institutional Research Assistant	17
Coordinator of Athletics	16	Liberty Partnership Navigator	14
Coordinator of Campus Safety & Security	22	Navigator	12
Coordinator of College Connections	17	Network Systems Administrator	20
Coordinator of Community Relations	16	Outreach Coordinator/Liberty Partnership Program	19
Coordinator of Computer Training	14	Program Coordinator	17
Coordinator of Events and Sports Information	12	Programmer Analyst	17
Coordinator of Experiential Learning	14	Project Coordinator/Hispanic Success Center	17
Coordinator of Honors Program	12	Project Manager	12
Coordinator of International Outreach	14	Recruitment Specialist	12
Coordinator of the Student Services Center	16	Scharmann Theatre Manager	14
Coordinator of Sustainability	14	Senior Programmer/Analyst	19
Coordinator of Technology Training	14	Senior Project Manager	14
Director of Admissions	22	Student Success Coach/Hispanic Success Center	12
Director of Athletics	22	Web Content Manager	16
Director of Buildings and Grounds	22	Web Technologist	14
Director of Campus Life	16		

INACTIVE TITLES			
Title	Salary Grade	Title	Salary Grade
Achievement Coach	12	Coordinator of Web Technology	16
Assistant Controller	17	Director of Academic Initiatives	18
Assistant Coordinator of Admissions and Recruitment	14	Director of Admissions and Recruitment	20
Assistant Director of Admissions and Recruitment	16	Director of Business Services	22
Assistant Director of Computer Training-Continuing Education	16	Director of Bridge College to Work	17
Assistant Director of Financial Aid	16	Director of Campus Children's Center	17
Assistant Director of Hardware and Network Services	21	Director of Campus Life/Athletic Director	16
Assistant Registrar	16	Director of Collaborative Learning	17
Associate Director of Admissions	20	Director of Community Cultural Center	16
Associate Director of Buildings and Grounds	20	Director of Distance Learning	20
Associate Director of Continuing Education	20	Director of Finance	22
Community Relations Assistant	9	Director of Northwestern Pennsylvania Outreach/Warren Center	18
Computer Systems Manager	19	Director of Instructional Computing and Software Services	22
Computer Trainer/Coordinator	14	Director of Student Recruitment	22
Coordinator of Campus Life	12	Gear Up Coordinator	17
Coordinator of Recruitment/ESL	17	Graphic Design Branding Specialist	16
Coordinator of the Scharmann Theatre	12	Instructional Research Analyst	17
Coordinator of Student Recruitment	16	Professional Instructional Technologist	17
Coordinator of Student Support Services	12		

18. Salary Plan:

1. New hires would normally be placed in Tier I, exception; presidential waiver.
2. PASA matrix would consist of grades 2 to 22
3. Grade for a new position would be set by supervisor and the Director of Human Resources, with a PASA representative sitting in. The president will have final approval on all new positions.
4. Grid ranges are increased by no more than the percent increase in salary each year
5. Movement into Tier II Range A, B, and C is based on YIT (Years in Title) only. If a PASA member does not reach Tier II Range A, B, or C according to the following schedule, any identified equity adjustments would be subject to negotiation between the College and PASA
 - a. Range A 6-8 Years in Title
 - b. Range B 9-12 Year in Title
 - c. Range C 13-15 Years in Title
 - d. Tier III Range A 16+ Years in Title

Tier Placement Grid

2016-2018

Grade	Tier I Range A	Tier I Range A	Tier I Range B	Tier I Range B	Tier I Range C	Tier I Range C	Tier II Range A	Tier II Range A	Tier II Range B	Tier II Range B	Tier II Range C	Tier II Range C	Tier III Range A	Tier III Range A
	1-3	1-3	4-6	4-6	7-9	7-9	6-7-8	6-7-8	9-10-11- 12	9-10-11- 12	13-14- 15	13-14- 15	16+	16+
2	\$20,044	\$20,882	\$20,883	\$21,717	\$21,719	\$22,555	\$22,553	\$24,221	\$24,222	\$25,892	\$25,893	\$27,561	\$27,562	\$30,066
3	\$21,099	\$21,978	\$21,979	\$22,859	\$22,860	\$23,738	\$23,736	\$25,494	\$25,495	\$27,251	\$27,252	\$29,010	\$29,011	\$31,649
4	\$22,209	\$23,135	\$23,136	\$24,062	\$24,063	\$24,988	\$24,986	\$26,835	\$26,836	\$28,686	\$28,687	\$30,535	\$30,536	\$33,312
5	\$23,379	\$24,353	\$24,354	\$25,328	\$25,330	\$26,302	\$26,300	\$28,248	\$28,249	\$30,195	\$30,196	\$32,142	\$32,143	\$35,066
6	\$24,610	\$25,636	\$25,638	\$26,663	\$26,665	\$27,689	\$27,687	\$29,735	\$29,736	\$31,786	\$31,787	\$33,836	\$33,837	\$36,911
7	\$25,904	\$26,984	\$26,985	\$28,066	\$28,067	\$29,146	\$29,144	\$31,300	\$31,301	\$33,459	\$33,460	\$35,617	\$35,618	\$38,854
8	\$27,268	\$28,402	\$28,403	\$29,540	\$29,541	\$30,678	\$30,676	\$32,945	\$32,946	\$35,217	\$35,219	\$37,491	\$37,492	\$40,900
9	\$28,702	\$29,899	\$29,901	\$31,095	\$31,096	\$32,292	\$32,290	\$34,680	\$34,681	\$37,074	\$37,075	\$39,465	\$39,466	\$43,053
10	\$30,545	\$31,818	\$31,819	\$33,092	\$33,093	\$34,366	\$34,364	\$36,908	\$36,909	\$39,451	\$39,452	\$41,998	\$41,999	\$45,317
11	\$31,802	\$33,128	\$33,130	\$34,455	\$34,456	\$35,780	\$35,778	\$38,428	\$38,430	\$41,078	\$41,079	\$43,727	\$43,728	\$47,702
12	\$33,475	\$34,872	\$34,873	\$36,268	\$36,270	\$37,664	\$37,662	\$40,449	\$40,450	\$43,238	\$43,239	\$46,028	\$46,029	\$50,212
13	\$35,238	\$36,708	\$36,709	\$38,178	\$38,179	\$39,646	\$39,644	\$42,578	\$42,579	\$45,516	\$45,517	\$48,450	\$48,451	\$52,856
14	\$37,092	\$38,638	\$38,639	\$40,185	\$40,186	\$41,731	\$41,729	\$44,819	\$44,820	\$47,909	\$47,911	\$50,999	\$51,000	\$55,635
15	\$39,045	\$40,670	\$40,671	\$42,300	\$42,301	\$43,928	\$43,925	\$47,176	\$47,177	\$50,430	\$50,434	\$53,685	\$53,686	\$58,565
16	\$41,099	\$42,812	\$42,813	\$44,526	\$44,528	\$46,240	\$46,238	\$49,661	\$49,662	\$53,086	\$53,087	\$56,511	\$56,512	\$61,647
17	\$43,262	\$45,066	\$45,067	\$46,869	\$46,870	\$48,675	\$48,673	\$52,272	\$52,273	\$55,877	\$55,878	\$59,482	\$59,483	\$64,891
18	\$45,538	\$47,435	\$47,436	\$49,335	\$49,336	\$51,235	\$51,232	\$55,026	\$55,027	\$58,820	\$58,821	\$62,613	\$62,614	\$68,306
19	\$47,935	\$49,933	\$49,934	\$51,932	\$51,933	\$53,930	\$53,928	\$57,921	\$57,922	\$61,916	\$61,917	\$65,910	\$65,911	\$71,902
20	\$51,122	\$53,251	\$53,252	\$55,383	\$55,384	\$57,514	\$57,512	\$61,770	\$61,771	\$66,031	\$66,032	\$70,290	\$70,292	\$75,685
21	\$53,115	\$55,327	\$55,328	\$57,543	\$57,544	\$59,756	\$59,753	\$64,180	\$64,181	\$68,605	\$68,606	\$73,029	\$73,030	\$79,668
22	\$55,909	\$58,238	\$58,239	\$60,571	\$60,572	\$62,902	\$62,900	\$67,555	\$67,556	\$72,214	\$72,215	\$76,872	\$76,873	\$83,863

2018-2019

Grade	Tier I	Tier I	Tier I	Tier I	Tier I	Tier I	Tier II	Tier II	Tier II	Tier II	Tier II	Tier II	Tier III	Tier III
	Range A	Range A	Range B	Range B	Range C	Range C	Range A	Range A	Range B	Range B	Range C	Range C	Range A	Range A
	1-3	1-3	4-6	4-6	7-9	7-9	6-7-8	6-7-8	9-10-11-12	9-10-11-12	13-14-15	13-14-15	16+	16+
2	\$20,245	\$21,091	\$21,092	\$21,935	\$21,937	\$22,781	\$22,779	\$24,464	\$24,465	\$26,151	\$26,152	\$27,837	\$27,838	\$30,367
3	\$21,310	\$22,198	\$22,199	\$23,088	\$23,089	\$23,976	\$23,974	\$25,749	\$25,750	\$27,524	\$27,525	\$29,301	\$29,302	\$31,966
4	\$22,432	\$23,367	\$23,368	\$24,303	\$24,304	\$25,238	\$25,236	\$27,104	\$27,105	\$28,973	\$28,974	\$30,841	\$30,842	\$33,646
5	\$23,613	\$24,597	\$24,598	\$25,582	\$25,584	\$26,566	\$26,563	\$28,531	\$28,532	\$30,497	\$30,498	\$32,464	\$32,465	\$35,417
6	\$24,857	\$25,893	\$25,895	\$26,930	\$26,932	\$27,966	\$27,964	\$30,033	\$30,034	\$32,104	\$32,105	\$34,175	\$34,176	\$37,281
7	\$26,164	\$27,254	\$27,255	\$28,347	\$28,348	\$29,438	\$29,436	\$31,613	\$31,615	\$33,794	\$33,795	\$35,974	\$35,975	\$39,243
8	\$27,541	\$28,687	\$28,688	\$29,836	\$29,837	\$30,985	\$30,983	\$33,275	\$33,276	\$35,570	\$35,572	\$37,866	\$37,867	\$41,309
9	\$28,990	\$30,198	\$30,201	\$31,406	\$31,407	\$32,615	\$32,613	\$35,027	\$35,028	\$37,445	\$37,446	\$39,860	\$39,861	\$43,484
10	\$30,851	\$32,137	\$32,138	\$33,423	\$33,424	\$34,710	\$34,708	\$37,278	\$37,279	\$39,846	\$39,847	\$42,418	\$42,419	\$45,771
11	\$32,121	\$33,460	\$33,462	\$34,800	\$34,801	\$36,138	\$36,136	\$38,813	\$38,815	\$41,489	\$41,490	\$44,165	\$44,166	\$48,180
12	\$33,810	\$35,221	\$35,222	\$36,631	\$36,633	\$38,041	\$38,039	\$40,854	\$40,855	\$43,671	\$43,672	\$46,489	\$46,490	\$50,715
13	\$35,591	\$37,076	\$37,077	\$38,560	\$38,561	\$40,043	\$40,041	\$43,004	\$43,005	\$45,972	\$45,973	\$48,935	\$48,936	\$53,385
14	\$37,463	\$39,025	\$39,026	\$40,587	\$40,588	\$42,149	\$42,147	\$45,268	\$45,269	\$48,389	\$48,391	\$51,509	\$51,510	\$56,192
15	\$39,436	\$41,077	\$41,078	\$42,723	\$42,725	\$44,368	\$44,365	\$47,648	\$47,649	\$50,935	\$50,939	\$54,222	\$54,223	\$59,151
16	\$41,510	\$43,241	\$43,242	\$44,972	\$44,974	\$46,703	\$46,701	\$50,158	\$50,159	\$53,617	\$53,618	\$57,077	\$57,078	\$62,264
17	\$43,695	\$45,517	\$45,518	\$47,338	\$47,339	\$49,162	\$49,160	\$52,795	\$52,796	\$56,436	\$56,437	\$60,077	\$60,078	\$65,540
18	\$45,994	\$47,910	\$47,911	\$49,829	\$49,830	\$51,748	\$51,745	\$55,577	\$55,578	\$59,409	\$59,410	\$63,240	\$63,241	\$68,990
19	\$48,415	\$50,433	\$50,434	\$52,452	\$52,453	\$54,470	\$54,468	\$58,501	\$58,502	\$62,536	\$62,537	\$66,570	\$66,571	\$72,622
20	\$51,634	\$53,784	\$53,785	\$55,937	\$55,938	\$58,090	\$58,088	\$62,388	\$62,389	\$66,692	\$66,693	\$70,993	\$70,995	\$76,442
21	\$53,647	\$55,881	\$55,882	\$58,119	\$58,120	\$60,354	\$60,351	\$64,822	\$64,823	\$69,292	\$69,293	\$73,760	\$73,761	\$80,465
22	\$56,469	\$58,821	\$58,822	\$61,177	\$61,178	\$63,532	\$63,529	\$68,231	\$68,232	\$72,937	\$72,938	\$77,641	\$77,642	\$84,702

19. OUTSIDE EMPLOYMENT

An employee may not accept outside employment or additional contractual work for the college that would interfere with the full and complete discharge of their current job duties. This includes PASA members serving as adjunct faculty. Employees who accept additional employment must notify and receive approval in writing from the appropriate vice president.

20. SABBATICALS

The parties agree to establish a committee to investigate and make recommendations regarding sabbatical leaves.

21. LEGISLATIVE ACTION

It is agreed by and between the parties that any provision of this agreement requiring legislative action to permit its implementation by amendment of law or by providing additional funds therefore, shall not become effective until the appropriate legislative body has given approval.

22. AGREEMENT VALIDITY

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law by a court of competent jurisdiction, then such application or provision shall not be deemed valid, but all other provisions or applications shall continue to be in full force and effect.

23. DURATION OF THIS AGREEMENT

This contract shall be in effect from September 1, 2016 to August 31, 2019.

**PROFESSIONAL & SUPERVISORY ALLIANCE
·JAMESTOWN COMMUNITY COLLEGE**

JAMESTOWN COMMUNITY COLLEGE





Univera PPO Signature Deduct 4 - Copay Plan

\$10/\$30/\$75 Integrated Rx

Benefit Time Period: 01/01/2018 - 12/31/2018

Jamestown Community College

General Information

Cost Sharing Expenses

Benefit Name	In Network	Out of Network	Limits and Additional Information
Deductible - Single	\$2,500	\$5,000	
Deductible - Family	\$5,000	\$10,000	
Coinsurance	0%	20%	
Annual Out of Pocket Maximum - Single	\$5,000	\$10,000	Out-of-pocket maximums accumulate coinsurance, copays and the deductible. Out-of-pocket maximums exclude balances over allowable expense and non-covered services.
Annual Out of Pocket Maximum - Family	\$10,000	\$20,000	Out-of-pocket maximums accumulate coinsurance, copays and the deductible. Out-of-pocket maximums exclude balances over allowable expense and non-covered services.
Annual Out of Pocket Maximum - Per Person Cap	\$6,650	\$20,000	The Out-of-Pocket Maximum Per Person Cap includes deductible, coinsurance, copays and prescription drugs. If a member under a family contract meets the Out-Of-Pocket Maximum Per Person Cap amount, the individual will no longer pay for covered services and claims will be paid at 100% of the allowable amount by the Health Plan for the remainder of the plan year. The remaining annual out-of-pocket maximum still needs to be met by any combination of family members on the contract before claims are paid at 100% for the whole family.

Office Visit Cost Shares

Benefit Name	In Network	Out of Network	Limits and Additional Information
Cost Share - Primary Care	\$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Cost Share - Specialist	\$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Cost Share - Sick Kids	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	

Plan Limits Benefit Name

Benefit Name	In Network	Out of Network	Limits and Additional Information
Plan/Calendar Year			Calendar Year Benefits
Diabetic Preauthorization and Step Therapy			Applies

Who is Covered

Benefit Name	In Network	Out of Network	Limits and Additional Information
Domestic Partner Coverage			Covered

Inpatient Services

Inpatient Facility

Benefit Name	In Network	Out of Network	Limits and Additional Information
Inpatient Hospital Services	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Mental Health Care	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Substance Use Detoxification	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Skilled Nursing Facility	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	60 Days per contract year Limits are combined INN and OON.
Physical Rehabilitation	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	60 Days per contract year Limits are combined INN and OON.
Maternity Care	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	

Inpatient Professional Services

Benefit Name	In Network	Out of Network	Limits and Additional Information
Inpatient Hospital Surgery	PCP/Specialist - \$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Anesthesia	PCP/Specialist - \$0 Copayment Subject to Deductible	0% Coinsurance Subject to \$2,500 Deductible	Includes anesthesia rendered for Inpatient, Outpatient, Office Visit, and Maternity services. Anesthesia does not require a preauth or referral.

Outpatient Facility Services

Outpatient Facility Services

Benefit Name	In Network	Out of Network	Limits and Additional Information
SurgiCenters and Freestanding Ambulatory Centers Surgical Care	\$75 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Diagnostic X-ray	\$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Diagnostic Laboratory and Pathology	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Radiation Therapy	\$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Chemotherapy	\$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Infusion Therapy	Inclusive of Primary Service	Inclusive of Primary Service	Is inclusive in the Home Care benefit and not covered as a separate benefit.
Dialysis	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Mental Health Care	\$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	Includes Partial Hospitalization
Substance Use Care	\$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	Includes Partial Hospitalization

Home and Hospice Care

Home Care

Benefit Name	In Network	Out of Network	Limits and Additional Information
Home Care	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	

Hospice Care

Benefit Name	In Network	Out of Network	Limits and Additional Information
Hospice Care Inpatient	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	

Outpatient and Office Professional Services

Professional Services

Benefit Name	In Network	Out of Network	Limits and Additional Information
Office Surgery	PCP/Specialist - \$20 Copayment Subject to Deductible \$0 PCP Copay for members to age 19.	20% Coinsurance Subject to Deductible	
Diagnostic X-ray	PCP/Specialist - \$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Diagnostic Laboratory and Pathology	PCP/Specialist - \$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Radiation Therapy	PCP/Specialist - \$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Chemotherapy	PCP/Specialist - \$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Infusion Therapy	PCP/Specialist - Inclusive of Primary Service	Inclusive of Primary Service	Is inclusive in the Home Care benefit and not covered as a separate benefit.
Dialysis	PCP/Specialist - \$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Mental Health Care	PCP/Specialist - \$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Maternity Care	PCP/Specialist - \$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
TeleMedicine Program	PCP/Specialist - \$10 Copayment Subject to Deductible \$0 PCP Copay for members to age 19.	Not Covered	Covers online internet consultations between the member and the providers who participate in our telemedicine program for medical conditions that are not an emergency condition.
Chiropractic Care	PCP/Specialist - \$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	

Allergy Testing	PCP/Specialist - \$20 Copayment Subject to Deductible \$0 PCP Copay for members to age 19.	20% Coinsurance Subject to Deductible	Allergy Testing includes injections and scratch and prick tests.
Allergy Treatment Including Serum	PCP/Specialist - \$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	Includes desensitization treatments (injections & serums).
Hearing Evaluations Routine	PCP/Specialist - \$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	1 Exam per contract year Limits are combined INN and OON.

Rehab and Habilitation Outpatient Facility

Benefit Name	In Network	Out of Network	Limits and Additional Information
Physical Rehabilitation	\$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	45 Visits per contract year Includes aggregate of visits for INN and OON and professional and facility covered services for physical, speech, and occupational therapy.
Occupational Rehabilitation	\$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	45 Visits per contract year Includes aggregate of visits for INN and OON and professional and facility covered services for physical, speech and occupational therapy
Speech Rehabilitation	\$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	45 Visits per contract year Includes aggregate of visits for INN and OON and professional and facility covered services for physical, speech, and occupational therapy.

Outpatient Professional Services

Benefit Name	In Network	Out of Network	Limits and Additional Information
Physical Rehabilitation	PCP/Specialist - \$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	45 Visits per contract year Includes aggregate of visits for INN and OON and professional and facility covered services for physical, speech, and occupational therapy.
Occupational Rehabilitation	\$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	45 Visits per contract year Includes aggregate of visits for INN and OON and professional and facility Covered services for physical, speech and occupational therapy.
Speech Rehabilitation	PCP/Specialist - \$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	45 Visits per contract year Includes aggregate of visits for INN and OON and professional and facility covered services for physical, speech, and occupational therapy.

Preventive Services

Preventive Professional Services Meeting Federal Guidelines*

Benefit Name	In Network	Out of Network	Limits and Additional Information
Adult Physical Examination	PCP/Specialist - Covered in Full	20% Coinsurance Subject to Deductible	1 Exam per contract year
Adult Immunizations	PCP/Specialist - Covered in Full	20% Coinsurance Subject to Deductible	
Well Child Visits and Immunizations	PCP/Specialist - Covered in Full	0% Coinsurance	
Routine GYN Visit	PCP/Specialist - Covered in Full	20% Coinsurance Subject to Deductible	

Pre/Post-Natal Care	PCP/Specialist - Covered in Full	20% Coinsurance Subject to Deductible
Mammography Screening Professional	PCP/Specialist - Covered in Full	20% Coinsurance Subject to Deductible
Colonoscopy Screening Professional	PCP/Specialist - Covered in Full	20% Coinsurance Subject to Deductible
Bone Density Screening Professional	PCP/Specialist - Covered in Full	20% Coinsurance Subject to Deductible

Preventive Facility Services Meeting Federal Guidelines*

Benefit Name	In Network	Out of Network	Limits and Additional Information
Cervical Cytology Preventative	Covered in Full	20% Coinsurance Subject to Deductible	
Mammography Screening Facility	Covered in Full	20% Coinsurance Subject to Deductible	
Colonoscopy Screening Facility	Covered in Full	20% Coinsurance Subject to Deductible	
Bone Density Screening Facility	Covered in Full	20% Coinsurance Subject to Deductible	

Preventive services in addition to those required under Federal Guidelines - Professional

Benefit Name	In Network	Out of Network	Limits and Additional Information
Prostate Cancer Screening	PCP/Specialist - Covered in Full	20% Coinsurance Subject to Deductible	
Mammography Screening Professional	PCP/Specialist - Covered in Full	20% Coinsurance Subject to Deductible	
Colonoscopy Screening Professional	PCP/Specialist - Covered in Full	20% Coinsurance Subject to Deductible	
Bone Density Screening Professional	PCP/Specialist - \$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	

Preventive services in addition to those required under Federal Guidelines - Facility

Benefit Name	In Network	Out of Network	Limits and Additional Information
Mammography Screening Facility	Covered in Full	20% Coinsurance Subject to Deductible	
Colonoscopy Screening Facility	Covered in Full	20% Coinsurance Subject to Deductible	
Bone Density Screening Facility	\$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	

Other Benefits

Additional Benefits

Benefit Name	In Network	Out of Network	Limits and Additional Information
Treatment of Diabetes Insulin and Supplies	PCP/Specialist - \$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	Limited to a 90 day supply for retail pharmacy or a 90 day supply for mail order pharmacy.
Diabetic Equipment	PCP/Specialist - \$20 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	

Durable Medical Equipment (DME)	PCP/Specialist - 50% Coinsurance Subject to Deductible	50% Coinsurance Subject to Deductible	
Medical Supplies	PCP/Specialist - 50% Coinsurance Subject to Deductible	50% Coinsurance Subject to Deductible	
Acupuncture	PCP/Specialist - Not Covered	Not Covered	Not Covered
Private Duty Nursing	PCP/Specialist - Not Covered	Not Covered	Not Covered

Emergency Services

ER Facility

Benefit Name	In Network	Out of Network	Limits and Additional Information
Facility Emergency Room Visit	\$50 Copayment Subject to Deductible	\$50 Copayment Subject to \$2,500 Deductible	Prior Authorization may not apply to any emergency care services. Emergency services are covered worldwide if provided by a hospital facility.

Transportation

Benefit Name	In Network	Out of Network	Limits and Additional Information
Prehospital Emergency and Transportation - Ground or Water	\$50 Copayment Subject to Deductible	\$50 Copayment Subject to \$2,500 Deductible	

Urgent Care

Benefit Name	In Network	Out of Network	Limits and Additional Information
Urgent Care Center Facility Visit	\$35 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	

Ancillary Benefits

Vision

Benefit Name	In Network	Out of Network	Limits and Additional Information
Adult Eye Exams - Routine	Covered in Full	Not Covered	1 Exam per contract year
Adult Eyewear - Routine	Not Covered	Not Covered	Not Covered
Pediatric Eye Exams - Routine	Covered in Full	Not Covered	1 Exam per contract year
Pediatric Eyewear - Routine	Not Covered	Not Covered	Not Covered

Rx Benefits

Rx Plan

Benefit Name	In Network	Out of Network	Limits and Additional Information
Rx Plan			\$10/\$30/\$75 Integrated Rx

Rx Benefits**Benefit Name****In Network****Out of Network****Limits and Additional Information**

Days Supply Per Retail Order	30		
Days Supply Per Mail Order	90		
Copays Per Mail Order Supply	2		

This document is not a contract. It is only intended to highlight the coverage of this program. Benefits are determined by the terms of the contract. Any inconsistencies between this document and the contract shall be resolved in favor of the contract in effect at the time services are rendered. All benefits are subject to medical necessity. All day and visit limits are combined limits for both in and out of network benefits.

* For non-grandfathered groups, Preventive Services coverage required by the Patient Protection and Affordable Care Act are not quoted herein. Please refer to the United States Preventive Services Task Force list of items and services rated "A" or "B" that are covered pursuant to the Patient Protection and Affordable Care Act requirements.



Univera PPO Signature Deduct 4 – High Deductible Plan

\$10/\$30/\$75 Integrated Rx

Benefit Time Period: 01/01/2018 - 12/31/2018

Jamestown Community College

General Information

Cost Sharing Expenses

Benefit Name	In Network	Out of Network	Limits and Additional Information
Deductible - Single	\$2,500	\$5,000	
Deductible - Family	\$5,000	\$10,000	
Coinsurance	0%	20%	
Annual Out of Pocket Maximum - Single	\$5,000	\$10,000	Out-of-pocket maximums accumulate coinsurance, copays and the deductible. Out-of-pocket maximums exclude balances over allowable expense and non-covered services.
Annual Out of Pocket Maximum - Family	\$10,000	\$20,000	Out-of-pocket maximums accumulate coinsurance, copays and the deductible. Out-of-pocket maximums exclude balances over allowable expense and non-covered services.
Annual Out of Pocket Maximum - Per Person Cap	\$6,650	\$20,000	The Out-of-Pocket Maximum Per Person Cap includes deductible, coinsurance, copays and prescription drugs. If a member under a family contract meets the Out-Of-Pocket Maximum Per Person Cap amount, the individual will no longer pay for covered services and claims will be paid at 100% of the allowable amount by the Health Plan for the remainder of the plan year. The remaining annual out-of-pocket maximum still needs to be met by any combination of family members on the contract before claims are paid at 100% for the whole family.

Office Visit Cost Shares

Benefit Name	In Network	Out of Network	Limits and Additional Information
Cost Share - Primary Care	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Cost Share - Specialist	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Cost Share - Sick Kids	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	

Plan Limits Benefit Name

Plan/Calendar Year	In Network	Out of Network	Limits and Additional Information
Plan/Calendar Year			Calendar Year Benefits
Diabetic Preauthorization and Step Therapy			Applies

Who is Covered

Benefit Name	In Network	Out of Network	Limits and Additional Information
Domestic Partner Coverage			Covered

Inpatient Services

Inpatient Facility

Benefit Name	In Network	Out of Network	Limits and Additional Information
Inpatient Hospital Services	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Mental Health Care	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Substance Use Detoxification	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Skilled Nursing Facility	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	60 Days per contract year Limits are combined INN and OON.
Physical Rehabilitation	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	60 Days per contract year Limits are combined INN and OON.
Maternity Care	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	

Inpatient Professional Services

Benefit Name	In Network	Out of Network	Limits and Additional Information
Inpatient Hospital Surgery	PCP/Specialist - \$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Anesthesia	PCP/Specialist - \$0 Copayment Subject to Deductible	0% Coinsurance Subject to \$2,500 Deductible	Includes anesthesia rendered for Inpatient, Outpatient, Office Visit, and Maternity services. Anesthesia does not require a preauth or referral.

Outpatient Facility Services

Outpatient Facility Services

Benefit Name	In Network	Out of Network	Limits and Additional Information
SurgiCenters and Freestanding Ambulatory Centers Surgical Care	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Diagnostic X-ray	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Diagnostic Laboratory and Pathology	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Radiation Therapy	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Chemotherapy	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Infusion Therapy	Inclusive of Primary Service	Inclusive of Primary Service	Is inclusive in the Home Care benefit and not covered as a separate benefit.
Dialysis	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Mental Health Care	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	Includes Partial Hospitalization
Substance Use Care	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	Includes Partial Hospitalization

Home and Hospice Care

Home Care

Benefit Name	In Network	Out of Network	Limits and Additional Information
Home Care	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	

Hospice Care

Benefit Name	In Network	Out of Network	Limits and Additional Information
Hospice Care Inpatient	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	

Outpatient and Office Professional Services

Professional Services

Benefit Name	In Network	Out of Network	Limits and Additional Information
Office Surgery	PCP/Specialist - \$0 Copayment Subject to Deductible \$0 PCP Copay for members to age 19.	20% Coinsurance Subject to Deductible	
Diagnostic X-ray	PCP/Specialist - \$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Diagnostic Laboratory and Pathology	PCP/Specialist - \$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Radiation Therapy	PCP/Specialist - \$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Chemotherapy	PCP/Specialist - \$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Infusion Therapy	PCP/Specialist - Inclusive of Primary Service	Inclusive of Primary Service	Is inclusive in the Home Care benefit and not covered as a separate benefit.
Dialysis	PCP/Specialist - \$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Mental Health Care	PCP/Specialist - \$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Maternity Care	PCP/Specialist - \$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
TeleMedicine Program	PCP/Specialist - \$0 Copayment Subject to Deductible \$0 PCP Copay for members to age 19.	Not Covered	Covers online internet consultations between the member and the providers who participate in our telemedicine program for medical conditions that are not an emergency condition.
Chiropractic Care	PCP/Specialist - \$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Allergy Testing	PCP/Specialist - \$0 Copayment Subject to Deductible \$0 PCP Copay for members to age 19.	20% Coinsurance Subject to Deductible	Allergy Testing includes injections and scratch and prick tests.
Allergy Treatment Including Serum	PCP/Specialist - \$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	Includes desensitization treatments (injections & serums).

Hearing Evaluation Routine	PCP/Specialist - \$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	1 Exam per contract year Limits are combined INN and OON.
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Rehab and Habilitation Outpatient Facility

Benefit Name	In Network	Out of Network	Limits and Additional Information
Physical Rehabilitation	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	45 Visits per contract year Includes aggregate of visits for INN and OON and professional and facility covered services for physical, speech, and occupational therapy.
Occupational Rehabilitation	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	45 Visits per contract year Includes aggregate of visits for INN and OON and professional and facility covered services for physical, speech and occupational therapy.
Speech Rehabilitation	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	45 Visits per contract year Includes aggregate of visits for INN and OON and professional and facility covered services for physical, speech, and occupational therapy.

Outpatient Professional Services

Benefit Name	In Network	Out of Network	Limits and Additional Information
Physical Rehabilitation	PCP/Specialist - \$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	45 Visits per contract year Includes aggregate of visits for INN and OON and professional and facility covered services for physical, speech, and occupational therapy.
Occupational Rehabilitation	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	45 Visits per contract year Includes aggregate visits for INN and OON and professional and facility covered services for physical, speech, and occupational therapy
Speech Rehabilitation	PCP/Specialist - \$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	45 Visits per contract year Includes aggregate of visits for INN and OON and professional and facility covered services for physical, speech, and occupational therapy.

Preventive Services

Preventive Professional Services Meeting Federal Guidelines*

Benefit Name	In Network	Out of Network	Limits and Additional Information
Adult Physical Examination	PCP/Specialist - Covered in Full	20% Coinsurance Subject to Deductible	1 Exam per contract year
Adult Immunizations	PCP/Specialist - Covered in Full	20% Coinsurance Subject to Deductible	
Well Child Visits and Immunizations	PCP/Specialist - Covered in Full	0% Coinsurance	
Routine GYN Visit	PCP/Specialist - Covered in Full	20% Coinsurance Subject to Deductible	
Pre/Post-Natal Care	PCP/Specialist - Covered in Full	20% Coinsurance Subject to Deductible	
Mammography Screening Professional	PCP/Specialist - Covered in Full	20% Coinsurance Subject to Deductible	
Colonoscopy Screening Professional	PCP/Specialist - Covered in Full	20% Coinsurance Subject to Deductible	
Bone Density Screening Professional	PCP/Specialist - Covered in Full	20% Coinsurance Subject to Deductible	

Preventive Facility Services Meeting Federal Guidelines*

Benefit Name	In Network	Out of Network	Limits and Additional Information
Cervical Cytology Preventative	Covered in Full	20% Coinsurance Subject to Deductible	
Mammography Screening Facility	Covered in Full	20% Coinsurance Subject to Deductible	
Colonoscopy Screening Facility	Covered in Full	20% Coinsurance Subject to Deductible	
Bone Density Screening Facility	Covered in Full	20% Coinsurance Subject to Deductible	

Preventive services in addition to those required under Federal Guidelines - Professional

Benefit Name	In Network	Out of Network	Limits and Additional Information
Prostate Cancer Screening	PCP/Specialist - Covered in Full	20% Coinsurance Subject to Deductible	
Mammography Screening Professional	PCP/Specialist - Covered in Full	20% Coinsurance Subject to Deductible	
Colonoscopy Screening Professional	PCP/Specialist - Covered in Full	20% Coinsurance Subject to Deductible	
Bone Density Screening Professional	PCP/Specialist – \$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	

Preventive services in addition to those required under Federal Guidelines - Facility

Benefit Name	In Network	Out of Network	Limits and Additional Information
Mammography Screening Facility	Covered in Full	20% Coinsurance Subject to Deductible	
Colonoscopy Screening Facility	Covered in Full	20% Coinsurance Subject to Deductible	
Bone Density Screening Facility	\$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	

Other Benefits

Additional Benefits

Benefit Name	In Network	Out of Network	Limits and Additional Information
Treatment of Diabetes Insulin and Supplies	PCP/Specialist - \$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	Limited to a 90 day supply for retail pharmacy or a 90 day supply for mail order pharmacy.
Diabetic Equipment	PCP/Specialist - \$0 Copayment Subject to Deductible	20% Coinsurance Subject to Deductible	
Durable Medical Equipment (DME)	PCP/Specialist - 0% Coinsurance Subject to Deductible	20% Coinsurance Subject to Deductible	
Medical Supplies	PCP/Specialist - 0% Coinsurance Subject to Deductible	20% Coinsurance Subject to Deductible	
Acupuncture	PCP/Specialist - Not Covered	Not Covered	Not Covered
Private Duty Nursing	PCP/Specialist - Not Covered	Not Covered	Not Covered

Emergency Services

ER Facility

Benefit Name	In Network	Out of Network	Limits and Additional Information
Facility Emergency Room Visit	0% Coinsurance Subject to Deductible	0% Coinsurance Subject to \$2,500 Deductible	Prior Authorization may not apply to any emergency care services. Emergency services are covered worldwide if provided by a hospital facility.

Transportation

Benefit Name	In Network	Out of Network	Limits and Additional Information
Prehospital Emergency and Transportation - Ground or Water	0% Coinsurance Subject to Deductible	0% Coinsurance Subject to \$2,500 Deductible	

Urgent Care

Benefit Name	In Network	Out of Network	Limits and Additional Information
Urgent Care Center Facility Visit	0% Coinsurance Subject to Deductible	20% Coinsurance Subject to Deductible	

Ancillary Benefits

Vision

Benefit Name	In Network	Out of Network	Limits and Additional Information
Adult Eye Exams - Routine	Covered in Full	Not Covered	1 Exam per contract year
Adult Eyewear - Routine	Not Covered	Not Covered	Not Covered
Pediatric Eye Exams - Routine	Covered in Full	Not Covered	1 Exam per contract year
Pediatric Eyewear - Routine	Not Covered	Not Covered	Not Covered

Rx Benefits

Rx Plan

Benefit Name	In Network	Out of Network	Limits and Additional Information
Rx Plan			\$10/\$30/\$75 Integrated Rx

Rx Benefits Benefit Name

Benefit Name	In Network	Out of Network	Limits and Additional Information
Days Supply Per Retail Order	30		
Days Supply Per Mail Order	90		
Copays Per Mail Order Supply	2		

This document is not a contract. It is only intended to highlight the coverage of this program. Benefits are determined by the terms of the contract. Any inconsistencies between this document and the contract shall be resolved in favor of the contract in

effect at the time services are rendered. All benefits are subject to medical necessity. All day and visit limits are combined limits for both in and out of network benefits.

* For non-grandfathered groups, Preventive Services coverage required by the Patient Protection and Affordable Care Act are not quoted herein. Please refer to the United States Preventive Services Task Force list of items and services rated "A" or "B" that are covered pursuant to the Patient Protection and Affordable Care Act requirements.