



**TO BE COMPLETED BY THE EMPLOYER OF THE SPOUSE OF Westlake City Schools EMPLOYEE:**

\_\_\_\_\_

**SPOUSE'S EMPLOYER INFORMATION**

EMPLOYEE'S NAME (Spouse of Westlake City Schools Employee/Plan Participant)

SPOUSE'S EMPLOYER'S NAME  
\_\_\_\_\_

MAILING ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you offer employer-sponsored group health insurance and/or prescription drug insurance (including, but not limited to, insurance requiring employee premium contributions):

(a) to employees?  YES  NO (b) to retirees?  YES  NO

**HEALTH INSURANCE PLAN INFORMATION**

PLAN/GROUP # \_\_\_\_\_ PLAN YEAR FROM: \_\_\_\_\_ TO: \_\_\_\_\_

INSURANCE COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PRESCRIPTION DRUG PLAN INFORMATION  
(IF SEPARATE FROM HEALTH)**

PLAN/GROUP # \_\_\_\_\_ PLAN YEAR FROM: \_\_\_\_\_ TO: \_\_\_\_\_

INSURANCE COMPANY/PBM NAME: \_\_\_\_\_

MAILING ADDRESS : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYER CERTIFICATION**

I HEREBY CERTIFY THAT THE ABOVE EMPLOYER AND PLAN INFORMATION IS CORRECT.

<b>X</b>	
<b>SPOUSE'S EMPLOYER SIGNATURE</b>	<b>TITLE</b>
<b>DATE COMPLETED</b>	<b>AREA CODE/PHONE</b>

**ATTENTION EMPLOYEE:  
PLEASE RETURN COMPLETED CERTIFICATON TO YOUR DISTRICT TREASURER'S OFFICE**

MEMORANDUM OF UNDERSTANDING

The Westlake City School District Board of Education and the Westlake Teachers Association agree to the following:

An elementary teacher (K-4) may request of his/her building principal that his/her starting and ending times be adjusted by no more than fifteen (15) minutes per day. Approval of this request by the building principal shall not be unreasonably withheld. However, on days when there are staff meetings [and at least five (5) working days notice must be given to teachers about staff meetings unless there is an emergency] the teacher must follow the starting/ending schedule of other teachers at that building.

\_\_\_\_\_  
President (date)  
Westlake City School District  
Board of Education

\_\_\_\_\_  
President (date)  
Westlake Teachers Association