
Master Agreement

Between the
Haslett Educational Secretaries
Association, MEA/NEA
and the
Haslett Board of Education

2024-2026

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**Agreement
Between
The Haslett Board of Education
and
The Haslett Educational Secretaries Association, MEA/NEA**

This Agreement is entered into by and between the Board of Education of the Haslett Public Schools, Ingham, Clinton, and Shiawassee counties, Haslett, Michigan, hereinafter called the "Board" and the Haslett Educational Secretaries Association, MEA/NEA, hereinafter called the "Association."

Article 1: Recognition

- A. The Board hereby recognizes the Association as the exclusive bargaining representative as defined in Section II of Act 379, Public Acts of 1965 for all administrative assistants, accounts payable clerks, payroll clerks, media center coordinators, and media center assistant, but excluding the Superintendent's Secretary, Assistant Superintendent's Secretary, payroll accountant and Business Office Manager, all administrators, supervisors and other employees.
- B. The term "employee" when used herein shall refer to all unit members represented by the Association.
- C. The Board agrees not to negotiate with any secretarial organization other than the Association for the duration of this Agreement.

Article 2: Continuity of Operations

- A. The employer agrees that it will not, during the period of this agreement, directly or indirectly engage in or assist in any unfair labor practice as defined by the Public Employment Relations Act.
- B. The Association will not directly or indirectly take reprisals against an Administrative Assistant who continues, or attempts to continue, their contractual duties, or who refuses to participate in any of the activities prohibited by this section.

Article 3: Management Rights

- A. The Board, on its own behalf and on behalf of the electors of the school district, hereby retains and reserves unto itself, without limitation, all powers, duties, and responsibilities conferred upon and vested in it, including but without limiting the generality of the foregoing, the right:
 - 1. To the executive management and administrative control of the school system and its properties and facilities, and the assignment of duties and responsibilities of its employees. It is further recognized that the Board, in meeting such responsibilities and in exercising its power and rights, acts through its administrative staff.
 - 2. To hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote and transfer all such employees.
- B. The exercise of the foregoing powers, rights, authority, duties, and responsibilities of the Employer, the adoption of policies, rules, regulations, and practices in furtherance thereof, shall be limited only by the specific and express terms of this Agreement and then only to the extent that such specific and expressed terms thereof are in conformance with the Constitution and laws of the State of Michigan and the Constitution and laws of the United States.

Article 4: Association and Employee Rights

- A. Pursuant to the Michigan Employment Relations Act, the Board hereby agrees that employees shall have the right to freely organize, join and support the Association for the purpose of engaging in collective bargaining. The Board further agrees not to discourage or deprive employees of the enjoyment of any rights conferred by the Act or other laws; that it will not discriminate against any employee with respect to hours, wages, or conditions of employment by reason of Association membership or participation in collective negotiations with the Board, or the institution of any grievance.
- B. Duly authorized representatives of the Association shall be permitted to transact official Association business on school property, provided that such business does not interfere with the normal work hours.

- C. The Association shall have the right to use school buildings and facilities subject to existing Board policy. Association meetings shall not be scheduled during the unit member's workday.
- D. The Association shall have the right to use school equipment with the approval of the Superintendent or designate. The Association shall provide the materials and supplies necessary for such use. There is no expectation of privacy with the use.
- E. The Association shall have the right to post notices of its activities and matters of concern on bulletin boards, at least one of which shall be provided in each school.
- F. The Association may use the regular interschool mail service and mailboxes for communications to its members provided such mail is marked Haslett Educational Secretaries Association business.
- G. The Association shall be entitled to a maximum of six (6) days of release time each year for the purpose of conducting Association business. Should a substitute be employed, the Association agrees to reimburse the Employer for the normal costs of said substitute.
- H. In response to reasonable requests, the Employer agrees to provide the Association with the information required to administer this Agreement and to formulate contract proposals provided that such requests comply with the Freedom of Information Act.
- I. The parties agrees not to discriminate against or between unit members on the basis of race, color, national origin, sex (including sexual orientation, gender identity or expression), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category (collectively, "Protected Classes").
- J. Normally, progressive correction shall include an oral warning, a written reprimand, suspension with pay, suspension without pay and discharge. It is understood that certain steps in the disciplinary sequence may be omitted when the nature and severity of the offense warrant.
- K. No non-probationary unit member shall be discharged, disciplined, reprimanded or reduced in rank without just cause.

- L. No unit member shall be prevented from wearing insignia, pins, or other identification of membership in the Association either on or off school premises.
- M. Any reasonable complaint directed toward a unit member shall be called to the unit member's attention when such complaint is to be made part of the unit member's personnel file.
- N. Upon request, a unit member shall be entitled to have a representative of the Association present when being reprimanded or disciplined.
- O. Upon request, a unit member shall have the right to review the contents of their personnel file. At the unit member's option, a representative of the Association may accompany the unit member in such review.
- P. A unit member shall sign and date or receive through certified mail any documents of a disciplinary nature that are to be inserted into the personnel file. Should the unit member disagree with the content of the item being placed in the personnel file, they may have their written statements attached to said item.
- Q. After a period of two (2) years from the date a written disciplinary action is issued, a unit member may request that the personnel office remove a disciplinary letter from their personnel file. The decision to remove the letter from the file will be by mutual agreement between the employee and the personnel office, and in the absence of an agreement, is subject to the grievance procedure but is not arbitral.

Article 5: Dues, Fees, and Payroll Deductions

- A. The Board agrees to deduct membership dues for the Association from a unit member's wages upon submission of a voluntary written authorization this is in compliance with the Payment of Wages and Fringe Benefits Act from the unit member to the Superintendent or their designee.
 - 1. If the unit member provides written notice to the Superintendent or designee that they are nullifying their authorization from dues deductions, the Board shall have the right to immediately suspend collection of the membership dues for that specific employee.

2. Deductions will be made in equal amounts from the paychecks of unit members beginning with the second pay following receipt of the voluntary written authorization from the unit member and continuing through the last pay in June of each year.
 3. Unit members who are employed at the start of the school year may elect payroll deduction of dues until the second Friday in September. Unit members who are hired after the start of school will have thirty (30) days to elect for payroll deduction.
- B. Upon receipt of authorized payroll deductions of Association dues, assessments and contributions to the Association, the Board shall transmit these payments promptly to the Michigan Education Association via ACH.
- C. Accompanying the distribution of payments will be a report indicating amounts attributable to each unit member with the member's name and employee ID number. The Association will provide a spreadsheet template for the ease of reporting information.
- D. In the event of any legal action against the Employer brought in a court or administrative agency because it complied with this Article, the Association agrees to defend such action, at its own expense and through its own counsel, provided:
1. The Employer gives timely notice of such action to the Association and permits the Association intervention as a party if it so desires and
 2. The Employer gives full and complete cooperation to the Association and its counsel in securing and giving evidence, obtaining witnesses, and making relevant information available at both trial and appellate levels and
 3. The Association shall have complete authority to compromise and settle all claims which it defends under this section.
- E. The Association agrees to indemnify and save the Board, including each individual school board member, harmless against any and all claims, costs, damages, attorney fees back pay, and all court and administrative agency costs that may arise out of or by reason of action taken for the purpose of complying with dues deduction and collection provided the Board is in substantial compliance with the provision of sections A-E of this Article.

Article 6: Negotiation Procedures

- A. Representatives of the Board and the Association will meet at the request of either party for the purpose of reviewing the administration of this Agreement and to resolve problems that may arise or other matters not specifically covered by this Agreement. These meetings are not intended to bypass the grievance procedure. All meetings between the parties will be scheduled to take place as promptly as possible and unless otherwise mutually agreed upon, at times when the unit members involved are free from assigned responsibilities. The result of such meetings shall be written up in the form of letters of understanding that shall be added to the Master Agreement upon ratification by the Board and the Association.
- B. On or before May 1, prior to the expiration of this Agreement, the parties will begin negotiations on a successor agreement to cover wages, hours and conditions of employment.
- C. Neither party shall have any control over the selection of the bargaining representatives of the other party and each party may select its representatives from within or outside of the school district. It is recognized that no final agreement between the parties may be enacted without ratification by a majority of the Board and by a majority of the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals and concessions in the course of negotiations or bargaining, subject only to such ultimate ratification.

Article 7: Grievance Procedure

- A. A grievance shall be defined as an alleged violation of this Agreement.
 - 1. Nothing contained in this Agreement shall be construed to prevent a unit member from presenting a grievance and having the grievance adjusted without the intervention of the Association, provided that such adjustment is consistent with the terms of this Agreement; and provided further that the Association is notified of such adjustment.
 - 2. If the Association has a grievance, the Association shall submit the same in writing to the Superintendent or designee.
- B. The time limits in this Article shall be strictly observed but may be

extended by mutual agreement between the parties.

C. For processing grievances, the term "days" as used herein shall be defined as Monday through Friday excluding holidays.

D. A written grievance shall contain the following:

1. It shall be signed by the grievant(s).
2. It shall be specific.
3. It shall contain a synopsis of the facts giving rise to the alleged violation.
4. It shall cite the sections or sub-sections of this Agreement alleged to have been violated.
5. It shall contain the date of the alleged violation.
6. It shall specify the relief requested.

E. If a grievance arises, the following procedure shall be followed:

Step 1: The unit member and/or their representative will discuss the alleged violation verbally with the immediate supervisor within five (5) days of the discovery of the alleged violation.

The unit member and/or their representative will notify the immediate supervisor that this may be the beginning of the grievance procedure.

Step 2: If no resolution is obtained within five (5) days of the discussion, the grievance shall be reduced to writing and submitted to the immediate supervisor.

Within five (5) days of the receipt of the grievance, the immediate supervisor shall render a decision in writing and provide copies to the grievant(s) and the Association President.

Step 3: If the grievance is not resolved at Step 2, it may, within five (5) working days of receipt of the answer in Step 2, be submitted to the Superintendent or a designated representative. The Superintendent shall arrange and hold a meeting for the purpose of discussing said grievance with the

unit member and the Association at a mutually agreeable time and place on the school premises not later than five (5) working days from the receipt of the written grievance. The Superintendent or designated representative shall give the Association Representative and the unit member an answer no later than five (5) working days after the meeting. If further investigation is needed, additional time may be allowed upon mutual agreement between the Superintendent and the Association.

Step 4: If the Association is not satisfied with the disposition of the grievance by the Superintendent, the grievance may, at the option of the Association, be submitted to arbitration within ten (10) days after receipt of the written decision of the Superintendent.

1. If the parties cannot agree as to the arbitrator, one shall be selected by the American Arbitration Association in accordance with its rules and regulations which shall likewise govern the arbitration proceeding.
2. Neither party shall be permitted to assert in an arbitration proceeding any ground or to rely on any evidence not previously disclosed to the other party at other levels of the grievance procedure.
3. No more than one (1) grievance may be considered by the arbitrator at the same time except upon written mutual consent.
4. The cost of the arbitrator shall be equally shared by the parties except each party shall assume its own cost for representation including any expenses of witnesses.
5. The Association shall reimburse the Employer for the cost of a substitute for its witnesses, should any be hired, so that regularly employed unit members may be released from normal responsibilities without loss of salary.
6. The decision of the arbitrator shall be final and conclusive and binding upon unit members, the Board and the Association, and subject to judicial review, the lawful decision of the arbitrator shall be forthwith

placed into effect.

- F. The powers of the arbitrator are subject to the following limitations:
1. They shall have no power to add to, subtract from, disregard, alter, or modify any terms of this Agreement.
 2. They shall have no power to establish salary scales or to change any salary.
 3. They shall have no power to interpret State or Federal law.
 4. They shall not hear any grievance previously barred from the scope of the grievance procedure.
 5. They shall have no power to rule on the discipline or termination of a probationary unit member.
 6. No back pay shall be awarded for any period prior to the date the alleged violation occurred. No claim for back wages shall exceed the amount of the wages the unit member would otherwise earn.
 7. Should the Employer dispute the arbitrability of a grievance, the arbitrator shall first rule on the question of arbitrability. In the event the arbitrator rules that the grievance is not arbitrable, they shall return said grievance to the parties without decision or recommendation on its merits.
- G. Should a member fail to institute a grievance or appeal a decision within the time limits specified, or leave the employ of the Board, all further proceedings on a previously instituted grievance (except a claim involving a remedy directly benefiting the grievant regardless of employment) shall be barred.
- H. All preparation, filing, presentation or consideration of grievances shall be held at times other than when a unit member or participating Association Representative is to be at their duty station unless mutually agreed otherwise.
- I. Any adjustment made during the grievance procedure shall be consistent with the terms of this Agreement.
- J. At each step of the grievance procedure, the unit member may have an

Association Representative or legal counsel present at all times.

- K. A grievance filed prior to the expiration of this Agreement, may be processed through the grievance procedure until final resolution.
- L. The grievance form is attached to this Agreement as Appendix D.

Article 8: Working Conditions

- A. In buildings where there are two (2) or more unit members performing the same job, overtime will be distributed as equally as possible.
- B. The Employer will attempt to provide a substitute, where appropriate, for absent unit members.
- C. The immediate supervisor will meet with unit member(s) to develop plans and/or procedures to be implemented regarding the general operation of the building when the immediate supervisor is absent from the building.
- D. The Board recognizes that proper equipment, in good working order, is necessary for both efficient performance and proper morale. Upon the written recommendation of the immediate supervisor, equipment repair, service or purchase will be referred to the Superintendent for approval. The Association will receive a written copy of the immediate supervisor's request.
- E. All substitute work will be offered first to unit members who notify Administration that they are interested in substituting for District secretary positions.

Article 9: Work Hours and Work Year

- A. The Employer will set forth work schedules and assignments which can be reasonably completed within the unit member's normal work week.
- B. All unit members shall be entitled to a duty-free, uninterrupted lunch period of at least thirty (30) minutes in duration.
- C. A fifteen (15) minute break shall be allowed both in the a.m. and in the

p.m.

- D. The beginning and ending time of the workday, time for lunch period, and specific times for breaks shall be established by the immediate supervisor.
 - 1. Unit members shall receive at least seven (7) calendar days notice of a change in their daily starting and quitting time for work schedule.
 - 2. During the summer months the unit member and their immediate supervisor may arrange for flex time.
- E. In the event a unit member is requested to work beyond eight (8) hours in a day, they shall be compensated at time and one-half of their regular hourly rate of pay.
- F. When schools are closed to students the following procedures will take effect:
 - 1. Unit members will not be required to report for work on the first cancelled instructional day, but will receive their normal pay.
 - 2. On consecutive cancelled days, the unit member who works twelve (12) months shall report to work if possible. If the unit member is unable to report for work, they shall contact their immediate supervisor. If the unit member is unable to report for the day or any portion thereof, they shall suffer no loss of pay.
 - 3. Unit members not identified in F.2 above are subject to the provisions in F.3.a.
 - a.) If cancelled days are rescheduled unit members shall report for work.
 - 1.) Should additional days be added for students, it is understood that unit members will report for the requisite number of days after the close of the student school year.
 - 4. Notwithstanding the foregoing, if the Legislature and/or the Department of Education does not require cancelled days be rescheduled for the receipt of state aid, unit members shall not be required to report for work and shall suffer neither loss of leave time nor loss of salary.

5. In the event that the District announces that the student arrival time will be delayed due to unforeseen circumstances, unit members shall report to work at their regularly scheduled starting time if possible. If the unit member is unable to report for work at their regular time, they shall contact their immediate supervisor. If the unit member is unable to report for the portion of the day that is delayed, they shall suffer no loss of pay.
- G. Library/Media Center coordinators shall work 189 days. Work days before and after the instructional calendar of students will be scheduled in collaboration with the building principal and may be worked as days or equivalent hours.
- H. Additional days and hours for projects or events during or after the instructional year may be authorized by the Superintendent or designee. Library/Media Center coordinators who have had their hours reduced shall have the first opportunity to accept the additional days and hours, and the extra work shall be paid at their regular rate of pay.
- I. The Board, while stating its intent to provide the maximum employment possible, agrees that each unit member shall be notified regarding changes in assignment prior to the beginning of the fiscal year (July). The notice shall state the number of hours to be worked and the hourly rate of pay. A copy of the form is attached hereto as Appendix E.
- J. The parties agree that compensatory time for unit members shall be in accordance with the following:
 1. Work which will require compensatory time or additional pay shall be arranged in advance of same between the unit member and their immediate supervisor.
 2. Prior to the first student day in each school year, the unit members and principals who are assigned to an elementary building shall agree on arrangements for students who are stranded at school after instructional hours.
 3. The use of compensatory time shall be arranged between the unit member and their immediate supervisor.
 4. When the time worked beyond the unit member's normal working hours is at the request of the immediate supervisor, the unit

member may elect to be paid or to take compensatory time. When the time worked beyond the unit member's normal working hours is at the request of the unit member, the election of pay or compensatory time shall be by mutual agreement between the unit member and their immediate supervisor.

5. After eight (8) hours of work in any workday or after forty (40) hours of work in any work week, unit members shall be compensated at one and one-half (1 1/2) times their regular rate of pay.
 6. All hours which are in excess of the unit member's regularly assigned hours, but which are less than eight (8) hours in any workday or less than forty (40) hours in any work week, shall be paid at the unit member's regular hourly rate of pay.
 7. After eight (8) hours of work in any workday or after forty (40) hours of work in any work week, the unit member shall be entitled to compensatory time equal to one and one-half (1 1/2) times the time worked.
 8. All hours which are in excess of the unit member's regularly assigned hours, but which are less than eight (8) hours in any workday or less than forty (40) hours in any work week, shall entitle the unit member to compensatory time on an hour for hour basis.
 9. Compensatory time may accumulate to a maximum equal to two (2) days at the unit member's regularly assigned hours. Additional time shall either be taken or paid in full as provided herein.
 10. Compensatory time shall not accrue from year to year but shall be used and/or paid as specified herein.
- K. Unless otherwise determined, the employees workdays are as follows (excluding paid holidays and paid vacations for less than year-round positions):

Administrative Assistant (Year-Round)-all weekdays excluding holidays (~249-252)

Administrative Assistant to the Principal – 204

Administrative Assistant – 194

Administrative Assistant (Counseling) – 194

Administrative Assistant (Special Education) – 204

Administrative Assistant (Community Education/Technology) – 220

Media Center Coordinator – 189

Secondary/Media Center Assistant - 189

- L. The following positions will have standardized annual calendars. Employees who wish to alter their standardized calendar must receive approval from their supervisor. This applies to assistants who work during the school year ONLY.
1. Administrative Assistant to the Principal & Administrative Assistant to the Director of Special Education
 - a. In the example of a 180 day student calendar, these positions will report to work fifteen (15) days prior to the first student day of school and complete their annual assignment nine (9) days after the last student day of school.
 2. Office Administrative Assistants & Counseling Administrative Assistant
 - a. In the example of a 180 day student calendar, these positions will report to work ten (10) days prior to the first day of school and complete their annual assignment four (4) days after the last student day of school.
 3. Secondary Media Center Assistant & Media Center Coordinator
 - a. In the example of a 180 day student calendar, these positions will report to work five (5) days prior to the first student day of school and complete their annual assignment four (4) days after the last student day of school.

Article 10: Conferences

A leave of absence may be granted by the Superintendent for members of the unit to attend conferences and workshops which are scheduled during working hours.

- A. At the beginning of each year, the Employer agrees to contribute \$750.00 to a conference fund to be administered by the Association for the purpose

of defraying conference and workshop expenses. The appropriate receipts shall accompany any request for conference funds.

- B. Conference funds will not be used for conferences or workshops sponsored by the MEA or its affiliates except as mutually agreed between the Superintendent and the Association President; or when the content of such conferences and workshops is reasonably related to the unit member's employment responsibilities.

Article 11: Unit Member Evaluation

- A. New employees hired into the unit shall serve a probationary period of ninety (90) working days.

- 1. In the event that the unit member's work is less than satisfactory as a result of a written evaluation of their job performance, the probationary period may be extended for an additional thirty (30) calendar days.
- 2. Should the probationary period be extended, the Employer shall provide written notice to the unit member together with the reasons therefore. The Association President shall be notified of any such action by the Employer.

- B. Non-probationary unit members will be evaluated at least once every other year by their immediate supervisor.

In the event the employee receives an overall "unsatisfactory" or "needs improvement" rating, the employee will be reevaluated within a period not to exceed twelve (12) months.

- C. All evaluations shall be in writing with a copy provided to the unit member.

- 1. A conference will be held within ten (10) calendar days after each evaluation to discuss the contents of the evaluation.
- 2. The unit member shall sign the evaluation. Their signature shall not be interpreted to mean that they necessarily agree with the content of the evaluation but that they have reviewed it.
- 3. A unit member may submit additional comments to be attached to the file copy of the written evaluation if they choose.

4. All written evaluations shall be placed in the unit member's personnel file.
- D. All probationary unit members shall be evaluated upon completion of the probationary period.
- E. Should a unit member not be continued in employment, the Employer will advise the unit member of the reasons therefore in writing. The Association President will be notified of any such action by the Employer.

Article 12: Vacancies, Promotions and Transfers

- A. A vacancy shall be defined as a newly created position or a present position that is unfilled which the Employer intends to fill.
- B. Whenever any vacancy occurs or new position is created in the unit, the Board shall publicize the same by giving written notice of such vacancy or new position to unit members.
- C. A vacancy shall be posted in each building for a minimum of five (5) working days before the position is permanently filled. Vacancies may be filled on a temporary basis but for no more than thirty (30) working days except when an unpaid leave of absence has been granted under Article 13, Section B.1 of this Agreement. The thirty (30) day time period referenced above may be modified upon mutual agreement between the Superintendent and the Association President.
- D. Interested unit members may submit a written application for a vacancy to the Superintendent or designee within the five (5) day posting period.
- E. Vacancies shall be filled on the basis of seniority, qualifications, the needs of the District and experience of the applicants from within the affected classification.

A less senior applicant may be awarded a vacancy only when said applicant's qualifications are demonstrably superior.

1. Should no unit member from the affected classifications apply, preference will be given to the most senior qualified applicants from other classifications before personnel from outside of the unit are hired.

2. If a vacancy is to be filled with a unit member on layoff status, the Employer shall not post the position.
- F. Within ten (10) working days after the expiration of the posting period, the Employer shall make known its decision as to which applicant has been selected to fill a posted position. Each applicant from within the unit shall be notified.
- G. When a unit member moves to a position within the unit which is significantly different from the one previously held, the unit member shall be given a fifteen (15) workday trial period in which to demonstrate their ability to perform on the new job.
1. The Employer will give the unit member reasonable assistance to enable them to perform to the Employer's standards.
 2. If a unit member is unable to demonstrate ability to perform the work required during the trial period, the unit member shall be returned to their previous assignment.
- H. The parties agree that involuntary transfers of unit members are to be affected only for reasonable and just cause.
- I. A unit member's rate of pay shall not be reduced as a result of any temporary change in duties.
- J. When job descriptions are changed and/or developed, the Employer will provide the Association with an opportunity to review such job descriptions and to submit its recommendations to the Employer. The Association President will be provided with a copy of the job description for all positions within the unit.
- K. A unit member intending to resign shall provide the Employer with written notice at least two (2) weeks prior to the effective date of said resignation.
- L. Unit members who are regularly assigned less than a full twelve (12) month period shall have the first opportunity for seasonal employment or special assignments which are funded by the Employer. Unit members who accept such employment shall receive the rate of pay listed on the job posting. Such rates of pay shall be as established in the Master Agreement.

- M. A unit member who accepts the type of employment outlined in Section L above, shall be entitled to any and all benefits that have accrued to them under the terms and conditions of the Master Agreement except that said employment shall not entitle the ten (10) month unit member to benefits which are specifically reserved for twelve (12) month unit members.

Article 13: Seniority, Layoff and Recall

- A. Seniority shall be defined as the length of continuous employment in a unit position. Seniority will begin with the last date of hire and shall accrue within the classifications listed in Appendix A of this Agreement.
1. A unit member who works in more than one (1) classification shall be entitled to accrue seniority in all such classifications for as long as they work in more than one (1) classification.
 2. A unit member who changes from one (1) classification to another shall take all accrued seniority to the new classification.
 3. Temporary employees shall not establish a date of hire for purposes of accruing seniority in the unit.
 4. Part-time unit members shall accrue seniority as if they were employed full time.
 5. A unit member who has been laid off, whether in full or in part, shall accrue seniority as if they were employed full time.
 6. Leaves of absence shall not constitute an interruption in continuous service. Seniority shall continue to accrue except when the period of the leave exceeds ninety (90) working days. Seniority shall not be credited beyond the 90th day of an unpaid leave but shall be frozen until the unit member returns to a position within the unit.
 7. A probationary unit member shall have no seniority until the completion of the probationary period at which time seniority shall revert to their first day of work.
 8. Seniority shall be lost should the unit member resign, retire or be discharged.

9. Days worked in non- unit classifications shall not be used for seniority purposes or for establishing a date of hire.
 10. Should a unit member transfer to a non- unit position within the Haslett Public Schools, seniority shall not continue to accrue; however, the unit member shall have their seniority accrual frozen until such time as they may return to the unit.
 11. The Employer shall prepare, maintain and post a seniority list. The seniority list will be posted in all of the buildings by October 15 each year. A copy of the seniority list and subsequent revisions shall be provided to the Association President.
- B. It is within the Board's right to lay off staff and/or reduce or eliminate positions.
1. Layoff shall be defined as a reduction in the work force due to an economic necessity, but shall not include the temporary or normal reduction during the summer months of secretaries, library coordinators or general office personnel.
 2. Unit members to be laid off shall be provided with written notice at least fourteen (14) calendar days prior to the effective date of said layoff.
 3. If it becomes necessary for a layoff, the following procedures shall apply:
 - a. All temporary employees shall be laid off within the affected classification first.
 - b. Should further reduction be necessary, probationary unit members shall be laid off within the affected classification unless there is no qualified non-probationary unit member to perform the work.
 - c. Should further reduction be necessary, unit members shall be laid off within classification in accordance with their seniority status with the least senior unit members to be laid off first.
 - d. Unit members whose positions have been eliminated shall be notified of such elimination.

- e. Unit members whose positions have been eliminated or who have been affected by a layoff shall have the right to assume a position in their classification(s) for which they are qualified and which is occupied by the least senior unit member in said classification(s).
 - f. Laid off unit members who are qualified for a vacancy or newly-created position shall be offered such positions before new employees are hired.
4. Should two (2) or more unit members share the same seniority, the following procedure shall be used at the time of layoff to determine who will be laid off:
- a. If one (1) unit member has more paid service to the District, that unit member shall remain.
 - b. If the unit members remain equal after a., a drawing shall be conducted by the Superintendent and the Association President to determine who shall remain.
5. In the event of a layoff, the Association and the Employer may mutually agree to allow individual unit members to waive their seniority rights for the purpose of layoff.
- a. A unit member may at their option, without prejudice to their seniority and other rights under this Agreement, waive their seniority in the event that the Employer institutes a layoff during the term of this Agreement.
 - b. Should the unit member elect to waive their seniority rights, such waiver shall not be construed to be a waiver of the unit member's right to be recalled from such layoff.
 - c. If such an agreement is reached, the Individual Agreement Form which is attached to and incorporated into this Agreement as Appendix B shall be completed by the unit member and filed by the Employer.
6. Before the Employer takes official action to reduce or lay off staff, it will provide the Association with an opportunity to discuss such reduction or layoff.
7. At their option, a laid off unit member shall be granted priority

status on the substitute list in accordance with their seniority.

8. For purposes of this Agreement, qualifications shall be defined as possessing the skills and requirements as listed on the job description.
- C. Laid off unit members shall be recalled in order of seniority, with the most senior being recalled first, to any position within their classification for which they are qualified.
1. Notices of recall shall be sent by certified or registered mail to the last known address as shown on the Employer's records. The recall notice shall state the time and date on which the unit member is to report back to work.
 2. A recalled unit member shall be given five (5) working days from receipt of notice to report to work unless an extension is granted by the Board.
 3. The Employer may fill the position on a temporary basis until the recalled unit member can report for work, provided the unit member reports within the above five (5) day period.
 4. Unit members who are offered a position equivalent to that occupied on the effective date of layoff are obligated to accept such work. A unit member who declines recall to equivalent work for which they are qualified shall forfeit their seniority and employment rights under this Agreement.
 5. It shall be the unit member's responsibility to keep the Employer notified as to their current mailing address.
- D. The recall list shall be maintained by the Employer for a period not to exceed two (2) years from the date of layoff. A unit member who is laid off for more than two (2) years shall lose their seniority rights and all other rights under this Agreement.

Article 14: Leaves of Absence

A day and hour bank will be kept throughout the year. At the beginning of the 2009-10 school year, the status of days and hours were calculated for each unit member. For purposes of a beginning calculation, all unit members were

grandfathered in at the maximum number of hours they have worked at any time during their tenure in the district. Beginning with the 2009-10 school year, hours will be added or subtracted from the original calculation based on actual number of hours worked.

A. Paid Leaves of Absence

1. On July 1st of each year for year round employees and the beginning of each school year for all others, each unit member shall be credited with sick leave at the rate of one (1) day of leave for each month worked, the unused portion of which shall accumulate from year to year. One day will equal the number of hours per day in their current assignment for the year.
 - a. The unit member may use all or any portion of their leave to recover from their own illness or disability.
 - b. The unit member may use up to ten (10) days of sick leave per year for illness among members of their immediate family – spouse, children, parents, siblings, in-laws and members of the immediate household. The Superintendent may, at their discretion, extend the period of the leave in special and/or emergency circumstances.
 - c. Sick leave days which were earned prior to an unpaid leave of absence shall be held in reserve pending the return of the unit member from such leave.
 - d. A unit member who is absent due to an injury incurred during the course of their employment shall be considered to be on paid leave; however, such leave shall not

be charged against the unit member's accumulated sick leave except as provided below:

1. The unit member shall notify the immediate supervisor of an injury as soon as possible. Should medical attention be necessary, that will be obtained first and a report to the immediate supervisor will follow.
 2. An injured unit member shall complete the appropriate worker compensation form as soon as they are physically able.
 3. The unit member's inability to work shall be verified by their physician, the District's physician or a hospital.
 4. A unit member shall be entitled to the benefits outlined herein regardless of whether they qualify for worker compensation benefits except that upon qualification for worker compensation benefits, the unit member shall be on leave without pay. The Employer's liability with regard to continuing the unit member's pay shall be limited to five (5) workdays for each injury. After the five (5) workday period, Article 17-h will apply.
- e. Unit members may exchange sick leave days in order to prevent loss of income and benefits to another unit member who has exhausted all of their own accumulated sick leave, personal leave days and vacation days.
1. A unit member shall be eligible for said exchange after they have been absent for six (6) consecutive working days.
 2. A unit member who is eligible for sick leave exchange shall notify the Association President.
 3. Any exchange of sick leave shall be on a voluntary and confidential basis.
- f. The Employer reserves the right to require a doctor's certification as to the unit member's illness or disability.

2. Bereavement:

- 5 days – Spouse, child, parents and/or grandchild (also includes step-children, step-parents, and corresponding in-laws).
 - 3 days – Siblings, grandparents, aunts, uncles (also includes corresponding step-grandparents, aunts, uncles, and in-laws).
 - The superintendent at their discretion may extend the bereavement period provided that such extension shall not exceed the amount of accrued sick leave.
3. On July 1st of each year for year-round employees and the beginning of each school year for all others, each unit member shall be credited with two (2) days of personal leave. Personal leave days shall be cumulative to a maximum of five (5) days. Unit members who have accumulated more than three (3) personal leave days at the end of the school year shall have said days credited to their sick leave accumulation before receiving the personal day allotment for the next school year. Personal leave will be calculated according to Article 14 A 1.
- a. A unit member planning to use a personal day(s) shall notify their immediate supervisor at least five (5) days in advance except in cases of emergency. The Superintendent may extend personal leave provided such extension shall not exceed the amount of accrued sick leave.
 - b. The District reserves the right to limit the number of members granted personal days if it affects the operational efficiency of the District. The District reserves the right to revert to the 2003-05 contract language if this language puts an additional financial burden on the District.
 - c. During the school year, personal leave shall not be taken on the workday immediately preceding or following a holiday, vacation, or the first and last day of the school year. Unit members may not use more than three (3) personal days consecutively. Friday and Monday are considered consecutive days. The superintendent may, at their discretion, extend the number of days taken.
 - d. The Superintendent reserves the right to limit the number of employees taking personal leave days to not more than one (1) per building per day. The Superintendent or agent, may,

at their discretion, make exceptions to this language should an emergency arise.

4. An employee who serves on jury duty or is subpoenaed as a witness will be paid the difference between their regular pay and the fee, provided proof of service is submitted. Such service will not be charged against sick leave or vacation time.
5. Full time unit members who appear before a court of competent jurisdiction or an administrative body on behalf of the Employer shall suffer neither loss of leave time nor loss of salary.

Unit members who work less than full time or less than a full twelve (12) month period, shall be paid at their regular hourly rate for all time spent in appearing on behalf of the Employer.

B. Unpaid Leaves of Absence

1. Upon written request of the unit member, the Employer may grant an unpaid leave of absence for up to ninety (90) working days. At the discretion of the Employer, the leave period may be extended an additional thirty (30) working days.
2. Any unit member whose personal illness extends beyond the period compensated under Section A of this Article shall be granted a leave of absence without pay for such time as is necessary for complete recovery, but not to exceed one (1) calendar year from the expiration of the period of compensated sick leave.
3. The Employer may grant an unpaid leave of absence for up to one year for any reason upon written application from the unit member.
4. When a unit member needs to take time off without pay, they shall apply in writing to the Superintendent at least two (2) weeks in advance. Time off without pay shall be granted with no deduction in seniority provided:
 - a. That the period of time off shall not be more than ten (10) working days;
 - b. That no unit member may apply for more than one (1) leave of absence under these provisions in any school year;

- c. That a qualified substitute is available for the period in question; and
 - d. That the unit member's absence shall not, as determined by the Superintendent or designee, unduly impair the operation of the school district.
5. Upon proper and timely application, an eligible employee will be granted a qualified leave of absence as required under the Family and Medical Leave Act of 1993 (29 USC 2601) and Board Policy 5660, for a total period of up to twelve (12) weeks per year.

A rolling twelve (12) month period will be utilized in all cases by the Board in assessing the amount of time an eligible employee has available for qualified leaves under the Act.

Employees shall be required to utilize available paid time off (i.e., sick leave, vacation, etc.) and such time will be utilized in computing available time off under the Act.

In general, intermittent and reduced schedules will not be approved absent mutual agreement between the employee and the Board. Consideration of intermittent or reduced schedule leave requests attributable to a medical necessity will be made as required by law and alternate assignments(s) may be instituted by the Board in such instances.

In the event an employee and their spouse are employed by the District, whether within or outside of the unit, an aggregate of twelve (12) weeks will be provided, unless the leave time is attributable to a serious health condition that makes the employee unable to perform the functions of their position. In such instances, the total amount of time for each spouse will not exceed twelve (12) weeks for all leaves covered by the Act.

Existing insurance benefit payments will continue for an employee absent on a qualified leave under this section.

Employees returning from such leaves will be returned to the same or an equivalent position.

In the event this Article or other portions of this Agreement extend greater benefits to an eligible employee in relationship to qualified

leaves, the provisions of the Agreement shall prevail.

6. The following general provisions will apply to all leaves of absence under this Article:
 - a. Except as set forth in Section 5, the leaves of absence under this Article shall be without pay and benefits.
 - b. The position of an employee absent on an unpaid leave of absence may be filled with a substitute.
 - c. Employees may be required to provide periodic status reports while on leave under this Article and will be required to provide medical verification or other certification in support of an initial request for leave.
 - d. Failure to return to work at the end of an approved leave of absence will be considered a voluntary resignation.

The Board may require the employee to repay insurance premiums issued during a leave under Section 5 if the employee fails to return from the leave for reasons other than the continuation of the health condition that initially gave rise to the leave.

- e. Except as set forth in Section 5 above, all requests for unpaid leave, including requests for extensions of approved leaves, are to be directed to the employee's supervisor in writing, with a copy to be supplied by the employee, to the Personnel Office. Where leaves of absence are foreseeable, employees are required to provide at least thirty (30) calendar days notice. Where not foreseeable, employees are required to provide notice as soon as practicable.
- f. Employees are expected to provide thirty (30) calendar days notice of intent to return from an approved leave of absence under this Article, unless the duration of the leave is less than thirty (30) days.

C. General Leave Provisions

1. Upon return from an unpaid leave of absence of more than ninety (90) days, a unit member shall be placed in the position held at the

time the leave was granted, if available, or if not, the first vacancy for which they are qualified. The Employer agrees to fill a position for ninety (90) working days or less on a temporary basis.

2. Unpaid leaves of absence granted pursuant to this Agreement may be extended for a period not to exceed one (1) year at the discretion of the Employer.

Article 15: Holidays and Vacation Time

- A. The following days shall be paid holidays for all unit members: Friday before Labor Day, Labor Day, Thanksgiving Day and the Friday following, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, MLK Jr. Day, Presidents' Day, and Memorial Day.
 1. Unit members whose annual work schedule incorporates July 4, will receive the day as a paid holiday.
 2. In the event Presidents' Day is scheduled as a day of student instruction, an alternate holiday will be designated.
 3. Employees scheduled to work less than a five (5) day work week, will receive holiday pay providing they work their last scheduled day prior to the holiday during the months they are scheduled to work. Holiday pay will be based on their average daily hours.
 4. Employees do not receive holiday pay while on unpaid leave.
 5. Holiday pay for less than five (5) day work week members will receive holiday pay based on their average daily hours.
- B. Unit members shall receive paid vacation time.
 1. Fifty-two (52) week unit members will be granted vacations at such times during the year as are suitable considering both the wishes of the unit member and the efficient operation of the building.
 2. Should more than one (1) fifty-two (52) week unit member request the same vacation dates, the unit member having the greatest seniority shall be granted their preferred vacation dates.

3. A year of service for purposes of vacation credit, shall be defined as the years of continuous service to the District from the employee's last date of hire and will include service outside of the unit. Substitute service and prior service rendered by those unit members who are rehired, will not count for vacation purposes.
- C. A maximum of two weeks (10 days) unused vacation time shall be allowed to carry over from year to year.
- D. Vacation time shall be computed from July 1 to June 30 in accordance with the following:
1. After six (6) months of service to the District, the fifty-two (52) week unit member shall be credited with five (5) days of paid vacation.

If the unit member's anniversary is not July to July, the unit member will be credited with an equivalent number of vacation days prorated to July 1.
 2. After the first year of service to the District, the fifty-two (52) week unit member shall be credited with eleven (11) days of paid vacation each year.
 3. On the sixth (6th) anniversary date, the fifty-two (52) week unit member shall be credited with an additional five (5) days of paid vacation to be taken between the unit member's anniversary date and the end of the vacation year as referenced in Section D of this Article. Thereafter, the unit member shall be credited with sixteen (16) days of paid vacation each year.
 4. On the date of their fifteenth (15th) anniversary, the fifty-two week unit member shall be credited with an additional five (5) days of paid vacation to be taken between the unit member's anniversary date and the end of the vacation year as referenced in Section D of this Article. Thereafter, the unit member shall be credited with twenty-one (21) days of paid vacation each year.
 5.
 - a. Unit members scheduled to work less than forty- six (46) work weeks per year shall be credited with six (6) days of paid vacation each year which shall be taken during spring break.
 - b. Unit members scheduled to work forty-six (46) work weeks or more but less than fifty-two (52) weeks shall be credited with

an additional five (5) days of paid vacation after the first year of service to the District. The pay for such days will be based upon the unit members summer work schedule and will be issued for unscheduled work time in the summer. For the position of Technology Secretary, the paid vacation days can be taken when mutually agreed upon between the Director of Technology and Technology Secretary.

Article 16: Salary and Longevity

- A. The salaries of unit members covered by this Agreement are set forth in the Salary Schedule, Appendix A, which is attached to and incorporated in this Agreement.
- B. Any unit member employed by the Haslett School District during the summer months or on a temporary basis shall be paid according to the job posting, which shall be in accordance with this Agreement.
- C. The Board shall place newly hired unit members on the salary step which it deems appropriate after due consideration of the skill, abilities and experience of the unit member. Upon completion of the probationary period, the unit member shall be moved to the next step on the salary schedule at least once in each year.
- D. Unit members shall have the option of receiving their pay over twenty-one (21) or twenty-six (26) pay periods. Unit members who elect to be paid in twenty-six (26) equal installments may further elect to be paid the balance of salary that would otherwise be paid during the months of July and August in a lump sum by notifying the Superintendent's office by May 1. Said lump sum payment shall be remitted on the last pay day in June.
 - 1. Salary elections shall be made not later than the first Friday of September for the ensuing school year.
 - 2. Unit members assigned to fifty-two (52) week positions shall be paid in twenty-six (26) equal installments.
- E. Any unit member who is temporarily assigned to the duties of another unit member in another classification which earns a lower rate of pay shall receive their regular rate of pay for the period they assume such assignment.

F. Unit members required in the course of their work to drive their personal automobiles shall be reimbursed for mileage at the rate allowed by the IRS.

G. In addition to the regular hourly salary stated in Appendix A, unit members shall receive longevity pay. Longevity pay shall be paid in a lump sum on the last pay in June. Longevity pay shall be effective with the unit member's employment anniversary date. A year of service for purposes of longevity pay, shall be defined as the years of continuous service to the District from the employee's last date of hire and will include service outside of the unit. Substitute service and prior service rendered for those who are rehired will not be counted for purposes of longevity payments.

1. Longevity for 2024-2025:

- \$1,611.00 (5-9 years)
- \$1,866.00 (10-13 years)
- \$2,118.00 (14-17 years)
- \$2,716.00 (18-21 years)
- \$3,122.00 (22-25 years)
- \$3,427.00 (26-30 years)
- \$3,807.00 (31+ years)

Longevity for 2025-2026:

- \$1,651.00 (5-9 years)
- \$1,913.00 (10-13 years)
- \$2,171.00 (14-17 years)
- \$2,784.00 (18-21 years)
- \$3,200.00 (22-25 years)
- \$3,513.00 (26-30 years)
- \$3,902.00 (31+ years)

*The longevity schedule shall increase at the final percentage salary increase as determined by the salary schedule and formula contained in Appendix A.

2. Unpaid leaves of absence and periods of layoff shall not operate to sever a unit member's accumulated years of service for longevity purposes. During unpaid leaves of absence and periods of layoff, a unit member shall not continue to accrue years of service, but shall have their years of service frozen

until such time as they may return to a unit position.

3. a. Time spent on unpaid leaves and layoffs, will result in a proration of the longevity payment for the year.

The reductions in such instances, will be based upon the percentage of hours worked in comparison to the fiscal year prior to the unpaid leave or layoff.

- b. A reduction in work hours or work weeks for unit members subject to the provisions of Sections 1-3 above, will not result in a prorated reduction in longevity payments unless the unit member has at least a twenty-five (25%) percent reduction in annual hours worked when compared to the 1994-95 fiscal year.

The reductions in such instances, will be based upon the percentage of annual hours worked in comparison to the 1994-95 fiscal year.

H. In the event of a verified overpayment in salary or benefits under the terms of this Agreement, the employee will make repayment to the District. In the event the employee fails to make the repayment, the District may payroll deduct the overpayment as a condition of this contract pursuant to the authority set forth in MCLA 408.477.

I. Employees who are eligible for longevity and vacation pay who work less than their full year (i.e., absent on unpaid leave, hired into a position during the year, retire early, etc.), will have vacation and longevity pay benefits prorated for the year.

Article 17: Insurance Benefits

A. The Board shall provide as determined by the Master Agreement, the unit member and their immediate family (as applicable), a MESSA PAK for a full twelve (12) month period.

B. Full time unit members not electing MESSA PAK Plan A will select MESSA PAK Plan B. For the purposes of this Article, full time shall be defined as thirty-five (35) hours a week.

For the period commencing July 1, 2024, the coverage shall be as follows:

Option A	Option B
LTD: 66 2/3%, 90 day mod fill Delta Dental Plan 80/80/80; \$1000 annual maximum/80% ortho \$1300 lifetime maximum \$20,000 Term Life Insurance Vision Care, VSP-3 Choice of: MESSA ABC PLAN 1 HSA \$1600/\$3200, MESSA ABC PLAN 2 HSA \$2000/4000, MESSA ESSENTIALS \$375/\$750, 20% MESSA Balance+ HSA \$1600/\$3200	LTD: 66 2/3%, 90 day mod fill Delta Dental Plan 80/80/80; \$1000 annual maximum/80% ortho \$1300 lifetime maximum \$20,000 Term Life Insurance Vision Care, VSP-3 \$400 per month (cash in lieu)

The in-network deductible or the deductible minimum for a health benefits plan to comply with HSA eligibility, as determined by the Internal Revenue Service (IRS). In the event that the IRS increases the minimum deductible amount, the above stated deductible shall be adjusted to that amount. However, no increase in the minimum deductible shall result in the District exceeding the spending limitations contained in Publicly Funded Health Insurance Contribution Act (2011 Public Act 152) or an successor enactment.

On or around January 1, of each year the District shall deposit an amount equal to the annual in-network deductible amount for single subscribers, two-person and full-family subscribers into a Health Savings Account (HSA) for each unit member who enrolls in MESSA HSA eligible plans. Provided, however, if a unit member has enrolled in a MESSA HSA eligible plan and is ineligible to receive the HSA contribution specified above due to limitations established by the Internal Revenue Service, the above amount that they would otherwise be eligible to receive shall be paid directly to the unit member as an off-schedule payment which is taxed provided this payment does not violate the law in any way. The District's deductible HSA contribution for new unit members shall be prorated based on the beginning date of employment. The District's deductible HSA contribution for unit members that change enrollment for PAK B to PAK A because of a qualifying event, as defined by the Plan, shall be prorated based on the effective date of the change in coverage.

Unit members who retire in a school year will be responsible to reimburse the District half (six [6] months worth) of the funded HAS money to the district. Unit members can, at their discretion, inform the business office prior to January 1st of their intent to retire and only have half of the HSA deductible funded.

Unit members who resign effective at the end of a school year will be responsible to reimburse the district four (4) months worth of the funded HAS money to the District. Unit members who resign during the school year will be responsible to reimburse the District whatever months remain in the calendar year.

Employees who are eligible for benefits as defined above and elect not to participate in the district's health insurance plan shall be entitled to a monthly cash payment of \$400.00 per month. To qualify, the unit member must present evidence that they already have medical insurance that meets the affordability and coverage requirements of the Affordable Care Act.

- C. Unit members who are employed less than full-time shall receive the appropriate pro-rated share of board-paid benefits in PAK A or PAK B.
- D. Hard Cap increases are based on the State of Michigan effective date.

For 2024 calendar year, the District shall contribute each January in a contract year the following amount for medical insurance:

- Single Subscriber: \$641.90 per month
- Two-Person Subscriber: \$1,342.42 per month
- Full Family Subscriber: \$1,750.65 per month

For the 2025 and 2026 calendar years: increase the cap dollar contribution amounts to the maximum allowed by the state hard caps. If no hard caps exist, increase the dollar contribution amounts to the percentage increase in insurance cost from the previous year and a bargained increase, if applicable.

- E. All other non-medical PAK A and PAK B benefits shall be fully paid by the District. Said benefits include dental, vision, LTD and life insurance.
- F. The fringe benefit year shall be July 1 through June 30.
- G. A unit member who is on an unpaid leave of absence and/or layoff status may continue their fringe benefit coverage through the Employer by paying

the group premium(s) in advance.

- H. Should spouses both be employed in a unit position, one (1) will be eligible to select PAK A and the other will be eligible to select PAK B.
- I. If a unit member is entitled to worker's compensation and is penalized by reaching the cap imposed by the worker's compensation guidelines, the District shall allow the employee to make-up the salary difference using sick leave time so that their pay is $66 \frac{2}{3}$ percent of the gross or 80 percent of their regular net pay for a period of up to one year or 12 months. Such unit members will additionally be entitled to continue their fringe benefit coverage for a period of one (1) year from the date of incurring such disability at board expense.
- J. A unit member who is on an unpaid leave of absence pursuant to Article 14, Section B. 2 shall be entitled to continue their fringe benefit coverage for a period of up to one (1) year from the date of the first day of said leave provided that the unit member continues to pay the group premiums in advance.
- K. Once the unit member has designated insurance coverage, it shall not be altered except as may be required due to a change in family status, marital status and/or economic status, until the next open enrollment period.
- L. By May 1st of each year, if the Association is interested in changing the medical plan, the parties shall meet and confer on plan options. Changes will be made by mutual agreement.

Article 18: Retirement and Termination

- A. Upon termination of employment, the unit member shall be paid for all benefits that have accrued to them as of the date of said termination. In the event of the unit member's death, all such benefits shall be paid to their designated beneficiary.
- B. Upon termination, unit members who have been in a unit position for ten (10) or more years shall receive \$175 for each year of service to Haslett Public Schools.

1. A unit member who has 80 or more days of accumulated sick leave at the point of termination shall receive an additional \$75 per accumulated sick leave day (Prorated at 35 hours = 1.0 FTE).
 2. Termination shall be defined as separation for other than just cause as defined in Article 4, Section K.
 3. A day for purposes of calculating termination payment is defined in Article 14, Leaves of Absence.
- C. Any unit member who submits an unconditional and irrevocable written resignation to the District on or before 4:00 p.m. on the Friday of the second full week in April shall be entitled to receive a one-time payment of one thousand two hundred dollars (\$1,200) (less employee FICA, tax withholding and other legally required deductions).

Any unit member who submits an unconditional and irrevocable written resignation to the District on or before 4:00 p.m. on the last day of the first semester of the school year shall be entitled to receive a one-time payment of one thousand seven hundred dollars (\$1,700) (less employee FICA, tax withholding and other legally required deductions).

Article 19: Miscellaneous Provisions

- A. If any provision of this Agreement or any application of the Agreement to any unit member or group of unit members shall be found contrary to law, then such provision or application shall not be deemed valid except to the extent permitted by law, but all other provisions or applications shall remain in full force and effect.

It is further agreed that within ten (10) calendar days of notification of a final and binding determination of such illegality, the parties will commence negotiations for a new agreement with respect to the provision determined to be illegal. If the parties do not reach and ratify an amendment to this Agreement within thirty (30) calendar days, the matter may be referred to binding interest arbitration by either party. The rules of appointment and procedure of the American Arbitration Association shall govern such arbitration.

- B. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and considered

part of the established policies of the Employer.

- C. In the event that the Haslett Public School District has the ability to give an off-schedule payment, extra money, or a stipend to members the HESA unit members will be included in said payment.

Article 20: Duration of Agreement

This Agreement shall become effective July 1, 2024 and shall remain in effect until June 30, 2026.

Term of Agreement

Two-year agreement.

FOR THE ASSOCIATION

FOR THE BOARD OF EDUCATION

By _____
Association President

By _____
Superintendent

By _____
MEA UniServ Director

Appendix A: Classifications and Salary Schedule

Class I

Administrative Assistant – Elementary and Middle School

Class II

Media Center Assistant
Media Center Coordinator

Class III

Administrative Assistants to:
Accounts Payable
Athletics
Community Education/Technology
Counseling
Payroll
Principal
Special Education

Salary Schedule

The District shall have the ability to grant years of experience for new hires up to Step 2 on the salary schedule. Any further granting of experience will require prior approval from the HSEA executive team.

Employees shall move one step each year.

2024-2025

Step	I	II	III
1	\$16.10	\$16.69	\$17.21
2	\$16.88	\$17.52	\$18.06
3	\$17.77	\$18.32	\$18.88
4	\$18.53	\$19.12	\$19.70
5	\$20.53	\$21.18	\$21.83
6	\$20.94	\$21.60	\$22.27
7	\$21.36	\$22.03	\$22.71
8	\$21.79	\$22.47	\$23.17
9	\$22.23	\$22.92	\$23.63
10	\$22.67	\$23.38	\$24.10

2025-2026

Step	I	II	III
1	\$16.51	\$17.10	\$17.64
2	\$17.30	\$17.96	\$18.51
3	\$18.22	\$18.77	\$19.35
4	\$19.00	\$19.59	\$20.19
5	\$21.04	\$21.71	\$22.38
6	\$21.46	\$22.14	\$22.83
7	\$21.90	\$22.58	\$23.28
8	\$22.34	\$23.03	\$23.74
9	\$22.79	\$23.49	\$24.22
10	\$23.24	\$23.96	\$24.70

Appendix B: Individual Agreement Form

The undersigned hereby agrees to waive their seniority for the purpose of the Haslett Public Schools impending institution of a layoff under this Agreement. This waiver is given, however, without prejudice to the assertion of seniority for all other purposes in this Agreement, including recall rights and other contractual privileges and benefits conferred under the Agreement.

This waiver pertains solely to the order in which said unit member might be laid off during the period of this Agreement.

Signature _____ Date _____
Unit Member

Signature _____ Date _____
Association Representative

Signature _____ Date _____
Employer Representative

Appendix C: Personal Leave Form

Name _____

Date _____

This is to notify the Board that I plan to be absent from work for personal reasons on the following date(s):

This form must be submitted to my immediate supervisor at least one week in advance of using personal leave. If less than a week (five school days) notice is given, then the District has the right of refusal, provided the request is for a non-emergency situation.

Employee's Signature

Date Received: _____

Immediate Supervisor: _____
Signature

FOR BUSINESS OFFICE USE ONLY

of Days Accumulated: _____

of Days Used: _____

of Days Remaining: _____

FILL OUT IN DUPLICATE AND RETURN TO IMMEDIATE SUPERVISOR.

Appendix D: Grievance Report Form

Grievance # _____

Distribution of Form

GRIEVANCE REPORT

- 1. Superintendent
- 2. Principal
- 3. Association
- 4. Grievant(s)

Submit to Principal in Duplicate

Building	Assignment	Name of Grievant	Date Filed
----------	------------	------------------	------------

STEP I

A. Date Cause of Grievance Occurred _____

B. 1. Statement of Grievance _____

2. Relief Sought _____

_____/_____
Signature Date

C. Disposition by Principal _____

_____/_____
Signature Date

Appendix E: Offer of Employment Form

HASLETT PUBLIC SCHOOLS

Haslett, Michigan

TO: _____

DATE: _____ SCHOOL YEAR _____

You are assigned as _____
(Position)

_____ at the hourly rate of _____
(Building)

and will be expected to work a minimum of _____ hours per week, and
the normal work year shall be _____ weeks.

The above shall be subject to the provisions of Article 8, Section L of the Master Agreement.

Signature of Employee

Superintendent

Date

Date