



MASTER AGREEMENT

Between the

HASLETT EDUCATION ASSOCIATION
MEA/NEA

and the

HASLETT BOARD OF EDUCATION



2024-2026

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WITNESSETH:

WHEREAS the Board and the Association recognize that mutual effort in education programs can lead to improvement in the Haslett Public Schools and tends to improve the morale of the teaching staff;

WHEREAS the members of the teaching profession are qualified and have a responsibility to assist in improving education; and

WHEREAS the Board and Association are required by law to negotiate with the Association over wages, hours, and the terms and conditions of employment of teachers, and the parties, through negotiations, in good faith, have reached agreement on all such matters and desire to execute this contract covering such agreement, it is hereby agreed as follows:

Article 1 – Recognition

- A. The Board hereby recognizes the ICEA-MEA/NEA as the exclusive bargaining representative as defined in Section 11 of Act 379, Public Acts of 1965, of the State of Michigan Public Employment Relations Act for all professional personnel employed by and under contract with the Board, including: certified teachers in the Pre-K-12 program; occupational therapists; physical therapists; school psychologists; and audiologists. The bargaining unit excludes administrators and supervisory and executive personnel; per diem substitute and part-time teachers not regularly employed; and all other personnel employed by the Board.
- B. The term “Board” shall include its officers and administrative agents. The term “Association” shall include the ICEA-MEA/NEA, its officers, agents and its affiliate, the Haslett Education Association.

The term “bargaining unit member” shall refer to all members of the bargaining unit, as defined in paragraph A above. The term “teacher” shall refer only to those members of this bargaining unit who are certified teachers providing instructional services in the Pre-K-12 program.
- C. The Board agrees not to negotiate with other teacher organizations other than the Association for the duration of this Agreement.
- D. Individuals outside of the bargaining unit holding positions in Appendix B – Extra Duty Salary Schedule, will be paid according to Appendix B, but are not subject to this Agreement.

- E. The Board of Education reserves the right to hire Occupational Therapists, Physical Therapists, Psychologists and Audiologists in the appropriate lane and step based on professional experience and degree(s) in Appendix A.

Article 2 - Association and Teacher Rights

- A. The parties agree that every employee shall have the right to organize freely, join and support the Association, or to choose not to do so, for the purpose of engaging in collective bargaining or negotiations and other concerted activities for mutual aid and protection. The parties undertake and agree that they will not directly or indirectly discourage or deprive or coerce any bargaining unit member in the enjoyment of any rights conferred by the laws of the State of Michigan or the constitutions of Michigan and the United States; that they will not discriminate against any bargaining unit member with respect to hours, wages, or any terms or conditions of employment by reason of membership or non-membership in the Association or collective professional negotiations with the Board, or the institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. The provisions of this Agreement covering wages, hours, terms, and conditions of employment shall be applied, without regard to race, creed, religion, color, national origin, age, sex, and marital status.
- C. The Association shall have the right to use school buildings and facilities at times when the buildings are staffed by members of the custodial staff. Any use of school buildings or facilities by the Association shall not impact the operations of District personnel or students. When special custodial staff is required, the Board may make a charge therefore. The foregoing shall be subject to the Board policy existing at the time of ratification.
- D. The Association shall have the right to use school facilities and equipment with the approval of the Superintendent or his/her designate. The Association shall provide the materials and supplies needed for such use and shall not impact the operations of District personnel or students.
- E. Space for bulletin boards in each building and mailboxes shall be made available to the Association and its members. The Association may use the District mail service provided that (1) mail be properly labeled as Association business; (2) that it be bundled for distribution to the Association Representative; and (3) that the Administration will not be held liable for its safe delivery.

- F. The Association reserves the right to release its president or designate for up to twenty (20) days at the Association's expense (cost of substitute) to conduct Association business.
- G. The President of the Association may use non-instructional time during the school day for official Association business.
- H. The Association and the Board agree to exchange highlights of regular general meetings. Further, the Association agrees to discuss, from time to time, items submitted to it by the Board at regular Association meetings.
- I. The Association may request that the Board place items of interest to it on the Board agenda. These items must be filed with the Superintendent one (1) week before each regular Board meeting, unless agreed otherwise by the Superintendent or his/her designate.
- J. The Board's designate shall meet with the Association's designate at agreed upon times to discuss mutual concerns.
- K. The Superintendent and/or his/her designate shall meet with the officers and representatives of the Association at least once a year to air mutual concerns and problems. The time and place shall be mutually agreed upon by the Superintendent and the Association President.
- L. The Board agrees to furnish to the Association, in response to requests, available public information concerning the financial resources of the District, tentative budgetary requirements and allocation and such other public information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of bargaining unit members and their students, together with public information which may be necessary for the Association to process a pending grievance.
- M. By June 30, the Association President will deliver a schedule of Association meetings for the year to the Superintendent and building principals for the upcoming school year. The schedule of Association meetings will be limited to one (1) Thursday each month. It is agreed that bargaining unit members will not be required to attend district meetings on said days. On all other days, a regular meeting called by the Administration shall have precedence over Association meetings.
- N. Duly authorized representatives of the Association shall be permitted to transact official business on school property, provided that such business shall not interfere with normal operation. When a representative other

than the UniServ Director is to meet with the Association, the Superintendent will be notified.

- O. Telephone facilities shall be provided for staff use. Phone usage shall be for school-oriented business and/or personal business that cannot be conducted at another time. No long-distance calls are permitted unless the principal grants approval.
- P. Existing parking facilities shall be made available to the staff for their use.
- Q. The HEA shall be notified in advance of any pending policy adoption and shall have the opportunity to inform the Board of its position on proposed policy. The Association shall have the opportunity to recommend areas in which policies might be adopted or changed.
- R. The Association shall have the opportunity to inform the Administration of its position on proposed rules and regulations. The Association shall have the opportunity to recommend areas in which administrative rules or regulations might be adopted or changed.
- S. Each bargaining unit member shall have the right upon request to review the contents of his/her own personnel file. Personnel files shall be maintained at the Administration Building only and not at the building level.
 - 1. A representative of the Association may, at the bargaining unit member's request, accompany the bargaining unit member in such a review.
 - 2. The review will be made in the presence of the administrator responsible for the safekeeping of such files.
 - 3. Material excluded from the definition of "personnel record" in the Bullard-Plawecki Employee Right to Know Act is specifically exempt from such review.
 - 4. All communications, including evaluations by the Haslett School District Administration, commendations, or validated complaints directed toward the bargaining unit member which are included in the personnel file shall be called to the bargaining unit member's attention. They shall be given the opportunity to review same at/or prior to the time of its inclusion in the personnel file.
 - 5. The bargaining unit member may respond in writing to any of these

communications and said response shall become part of the file.

6. If a grievance is filed on an item placed in the bargaining unit member's personnel file and the adjudication is in the bargaining unit member's favor, the material will be removed from the bargaining unit member's file.
7. Both the administration and the faculty agree to maintain effective two-way communication in an effort to work on the solution of problems in an atmosphere of good faith and mutual trust. They recognize they are partners in the field of education and that their primary concern must be directed toward the students they teach.

Article 3 - Rights of the Board

- A. The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the State of Michigan, including but without limiting the generality of the foregoing, the right:
 1. To the executive management and administrative control of the system and its properties and facilities, and the assignment of professional duties and responsibilities of its employees. It is further recognized that the Board, in meeting such responsibilities and in exercising its powers and rights, acts through its administrative staff.
 2. To hire all employees subject to the provisions of law, to determine qualifications and the conditions for their continued employment, discipline, or their dismissal.
 3. To establish levels of instruction, marking systems and courses of instruction, including special programs, and provide for athletic, recreational, and social events for students, all as deemed necessary or advisable by the Board.
 4. To decide upon selection and purchase of textbooks and teaching materials.
 5. To determine the assignments of bargaining unit members in curricular and extra-curricular areas.
- B. The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Board, 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 United States.

- C. The Board continues to reserve the right to transfer bargaining unit work to the extent that such rights have been exercised historically. Included by way of illustration, are the participation in consortium type programs, the movement of Haslett students between the K-12 general and alternative education programs, the leasing of space, and the issuance of credit for classes taken by students at various colleges and universities.
- D. Nothing in this Agreement prevents or limits the Board from entering and/or participating in cooperative educational or operational programs with any entity. The parties agree to meet to discuss and agree upon staffing impact for said programs when appropriate.

Article 4 - Payroll Deductions

- A. Upon appropriate written authorization from the bargaining unit member, the Board shall deduct from the salary of such bargaining unit member and make appropriate remittance for any programs not fully paid by the Board, credit union and any other plans or programs as provided in this Agreement.
- B. Should the Board consider a new annuity company in accordance with Board Policy, it will seek recommendations from the Association through its President.
- C. Upon appropriate written authorization from the bargaining unit member, the Board shall deposit the bargaining unit member's bi-weekly paychecks into the account designated by the bargaining unit member and held with any financial institution participating in direct deposit.
- D. This Article shall become effective on August 1 of the year the Association notifies the Superintendent, as the Board's designee, of its intent to implement payroll deduction of Association dues.
- E. The Board agrees to deduct membership dues for the Association from a bargaining unit member's wages upon submission of a voluntary written authorization that is in compliance with the Payment of Wages and Fringe Benefits Act from the bargaining unit employee to the Superintendent or their designee.

1. If the bargaining unit employee provides written notice to the Superintendent or designee that they are nullifying their authorization for 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 the bargaining unit employee beginning with the second pay following receipt of the voluntary written authorization from bargaining unit employee and, unless the Board receives a written request from the bargaining unit employee to discontinue deductions, continuing through the last pay in June of each year.
 3. Association members who are employed at the start of the school year may elect dues for payroll deduction until the second Friday in September. Association members who are hired after the start of school will have 30 days to elect for payroll deduction.
- F. Upon receipt of authorized payroll deductions for Association dues, assessments, and contributions to the Association, the Employer shall transmit these payments promptly to the Michigan Education Association via provided ACH.
- G. Accompanying the distribution of payments will be a report indicating amounts attributable to each bargaining unit employee with the employee's name and employee ID number. The Association will provide a spreadsheet template for the ease of reporting this information.
- H. The Association agrees to indemnify and save the Board, including each individual school board member, harmless against any and all claims, costs, damages, attorneys 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 Article 4 dues deduction and collection provided the Board is in substantial compliance with the provisions of paragraphs D-G.

Article 5 - Negotiations Procedures

- A. Representatives of the Board and the Association bargaining committees will meet at the request of either party for the purpose of reviewing the administration of the contract, 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.

1. All meetings between the parties will be scheduled to take place as promptly as possible and at times when the bargaining unit members involved are free from assigned instructional responsibilities unless otherwise mutually agreed.
 2. Any agreements resulting from such meetings shall be written up in the form of letters of understanding that shall be added to and considered part of the Agreement.
- B. The Association shall designate a bargaining unit member or two (2) bargaining unit members at each school building as Association Representatives (AR). The principal and the Association Representative shall meet at least once each month for the purpose of reviewing the administration of the contract and to resolve problems which may arise, unless they mutually agree that such meetings are not necessary. These meetings are not intended to bypass the grievance procedure.
- C. At least sixty (60) days prior to the expiration of this Agreement, the parties shall initiate negotiations for the purpose of entering into a successor agreement. All meetings between the parties will be scheduled to take place as promptly as possible and at times when the bargaining unit members involved are free from assigned instructional responsibilities unless otherwise mutually agreed.
- D. Both parties agree to adhere to the laws of the State of Michigan in the negotiation process.
- E. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement. Notwithstanding the above, the Board and the Association will negotiate the salary of any newly created position not placed within the existing salary schedule.

Article 6 - Professional Grievance Procedure

A. A grievance shall be defined as an alleged violation of the expressed terms of this Agreement. The following matters shall not be the basis of any grievance filed under the procedure in this Article:

1. The termination of services or failure to re-employ any bargaining unit member to a position on the extra-curricular schedule.
2. It is expressly understood that the grievance procedure shall not apply to those areas in which the Tenure Act prescribes a procedure or authorizes a remedy (discharge and/or demotion).

B. A written grievance, as required herein, shall contain the following:

1. It shall be signed by the grievant(s).
2. An Association grievance shall be signed only by the Association's designee.
3. It shall contain a synopsis of the facts giving rise to the alleged violation.
4. It shall cite the section 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 requested relief.

Any written grievance not in accordance with the above requirements may be rejected as improper. Such a rejection shall not extend the time limitations hereinafter set forth.

C. If, in the judgment of the Association, a grievance involves bargaining unit members from more than one building, said grievance shall be defined as an "Association Grievance."

1. An Association grievance shall include the names of the bargaining unit members involved.
2. Such a grievance shall be subject to all conditions of the professional grievance procedure.
3. Association grievances shall be reduced to writing and shall commence

at Level Two.

- D. The names of the Association Representatives and their alternates in each building shall be listed with the Superintendent by the close of the first week of school. The Board hereby designates the principal of each building to act as its representative at Level One as hereinafter described.
- E. The term "days" as used herein shall mean days on which school is in session except that during the summer months when school is not in session, the term "days" shall mean Monday through Friday excluding holidays.
- F. Should a bargaining unit 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.
- G. The time limits provided in this Article shall be strictly observed but may be extended by mutual written agreement between the parties.
- H. A grievance filed prior to the expiration of this Agreement may be processed through the grievance procedure until final resolution.
- I. All preparation, filing, presentation or consideration of grievances shall be held at times other than when a bargaining unit member and/or a participating Association Representative are to be at their assigned duty stations unless otherwise mutually agreed.
- J. Any adjustment made during the grievance procedure shall be consistent with the terms of this Agreement and at each step a bargaining unit member may have an Association Representative present if they so choose.
- K. The Association shall file a grievance on behalf of an individual bargaining unit member only with his/her written consent.
- L. The grievance form is attached to this Agreement as Appendix D.
- M. Level One

A bargaining unit member or the Association believing that an alleged violation of the express terms of this Agreement has occurred, shall within ten (10) days of its alleged occurrence orally discuss the grievance with the

building principal in an attempt to resolve the same. If no resolution is obtained within three (3) days of the discussion, the bargaining unit member shall reduce the grievance to writing and provide copies to the building principal and the Association.

Within five (5) days of the receipt of the grievance, the building principal shall render a decision in writing and provide copies to the grievant and the Association. If no decision is rendered or the decision is unsatisfactory, the grievant may, within five (5) days, proceed to Level Two.

N. Level Two

The written grievance shall be filed with the Superintendent or a designated agent with copies of the grievance going to both the building principal and the Association.

1. Within five (5) days of the receipt of a grievance, the Superintendent or designated agent shall arrange a meeting with the grievant and/or the designated Association Representative, at the option of the grievant, to discuss the grievance.
2. Within five (5) days of the discussion, the Superintendent or a designated agent shall render a decision in writing transmitting a copy of same to the grievant, the Association President and the building principal and place a copy of same in the central office grievance file.

O. Level Three

An individual bargaining unit member shall not have the right to process a grievance beyond Level Two-

If the Association is not satisfied with the disposition of the grievance at Level Two, or if no disposition is rendered, it may within fifteen (15) days after receipt of the disposition or within fifteen (15) days of the close of the Level Two hearing when no disposition is rendered, request the selection of an arbitrator either by mutual agreement or through the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration proceeding.

1. Neither party may raise a new defense or ground at Level Three which was not previously raised or disclosed at other levels.
2. Not less than ten (10) days prior to the arbitration hearing, the parties will hold a conference for the purpose of exchanging the facts, grounds and defenses which will be used at the hearing.

3. The decision of the arbitrator shall be final and conclusive and binding upon the bargaining unit member(s), the Board, and the Association. Subject to judicial review, any lawful decision of the arbitrator shall be forthwith placed into effect.
4. Both parties shall equally bear the cost of the arbitrator.
5. The Association shall reimburse the Board 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 pay.
6. No more than one (1) grievance may be considered by the arbitrator at the same time except upon written mutual consent.

P. The powers of the arbitrator are subject to the following limitations:

1. The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
2. The arbitrator shall have no power to establish salary scales or to change any salary.
3. The arbitrator shall have no power to change a practice, policy, or rule of the Board, nor substitute judgment for that of the Board as to the reasonableness of any such practice, policy, rule, or any action taken by the Board, except when such practice or policy violates this Agreement.
4. The arbitrator shall have no power to decide any question which, under this Agreement, is within the responsibility of the Board to decide. In rendering a decision, the arbitrator shall give due regard to the responsibility of management and shall so construe the Agreement that there will be no interference with such responsibilities except as they may be specifically conditioned by this Agreement.
5. The arbitrator shall have no power to interpret state or federal law.
6. The arbitrator shall not hear any grievance previously barred from the scope of the grievance procedure.

7. If either party disputes the arbitrability of a grievance, the arbitrator shall first rule on the question of arbitrability. In the event that the arbitrator rules that the grievance is not arbitrable, the arbitrator shall return said grievance to the parties without decision or recommendation on its merit.

Article 7 - Calendar

- A. The calendar is set forth in Appendix C which is attached hereto and incorporated as part of this Agreement.
- B. When weather conditions or other conditions identified in the State School Aid Act close school to students, bargaining unit members shall not be required to report for work; and shall suffer neither loss of leave time nor loss of salary provided that the law does not require that such days and hours of student instruction be rescheduled in order to receive state aid for the cancelled day(s) and hours.

The rescheduling of lost days/hours of instruction shall not result in additional compensation.

- C. When weather conditions or other unforeseen circumstances close school to students for more day(s)/hour(s) than are permitted under the State Aid Act, said day(s)/hour(s) shall be rescheduled to provide the minimum number of day(s)/hour(s) of student instruction required under said Act.
 1. When school is closed for the reasons stated above, bargaining unit members shall be notified electronically or by telephone.
 2. In the event a bargaining unit member has requested the use of a paid leave day when school is not in session for the reasons stated above, he shall suffer neither loss of leave time nor loss of salary.

- D. If students are dismissed due to severe weather, bargaining unit members will be dismissed shortly thereafter.

In the event a bargaining unit member has requested the use of a paid leave day on a day when school is dismissed early, deductions from salary or leave time, whichever is appropriate, shall be made in half-day segments.

- E. When school is closed to some, but not all of the District's students for the reasons stated herein, bargaining unit members assigned to the closed

school shall not be required to work. Said days/hours shall be rescheduled to provide the minimum number of days/hours of instruction for the students so affected, provided that the law requires the same in order to receive state aid for the day(s)/hour(s).

The rescheduling of lost days/hours of instruction shall not result in additional compensation.

- F. When school is closed to some but not all of the district's students for the reasons stated herein and the State Aid Act does not require that said days be rescheduled, the Board may designate an alternate work site for bargaining unit members.
- G. Bargaining Unit Members will be informed at least one month in advance if a calendar day will be an asynchronous virtual learning day. The building principal will meet with the building ARs to discuss parameters.
 - 1. Building Principals will work with Bargaining Unit Members who need assistance with asynchronous days.

Article 8 - Teaching Conditions

A. Professional Hours

The Board and the Association recognize that teaching has many responsibilities that demand bargaining unit members' time over and above the instructional day. These responsibilities include, by way of illustration, but not by way of limitation, attending faculty meetings and IEPC's; conducting student and parent conferences; preparing for effective teaching; evaluating student performance and progress; working on committees and committee assignments; correcting and evaluating student papers and themes; developing instructional materials; professional reading and study, and advanced college study. Therefore, the normal day for bargaining unit members shall be considered to be those hours required by the instructional day as well as the hours required to perform their other professional responsibilities, which will include by way of illustration, arriving on site ten (10) minutes before the start of school and remaining ten (10) minutes after students are dismissed, performing professional duties. The ten (10) minutes before and after school illustration is not intended for non-instructional days.

- 1. Part-time bargaining unit members shall have those hours that are stipulated by the Board at the time they are hired.

- a. Part-time bargaining unit members shall attend parent/teacher conferences and professional development days scheduled on the calendar with no additional compensation. The responsibility for instruction on said days will be rotated or otherwise shared equally between bargaining unit members sharing a single assignment if those days are half days of instruction.
 - b. Part-time bargaining unit members who are directed to attend professional development activities which are beyond the part-time bargaining unit member's normal hours of work and beyond those scheduled in the district calendar shall be compensated at the rate of forty dollars (\$40.00) per one-half day at elementary, and fifteen dollars (\$15.00) per hour at secondary.
2. Planning time is subject to the following provisions:
- a. The teacher's individual planning period is intended as a time when bargaining unit members are to be available in the buildings for calls from parents, conferences with parents or students, etc., and professional development in consensus with affected HEA members.
 - b. All specials and shared staff teachers at the elementary level shall have their planning time scheduled in blocks of not less than fifteen (15) minutes in duration. Every effort will be made to provide thirty (30) minute blocks when possible.
 - c. A member shall have access to a phone and computer to allow for communication and planning.
 - d. IEP team members may be required during their planning time to prepare for and attend special education meetings, including IEP's and REED's, and complete other related reports and duties.
3. When a bargaining unit member must leave the building, they will notify the principal.

B. Instructional Day

1. The elementary teachers' instructional day shall not be less than 367 minutes and shall be increased when required by law, or to receive full state aid funding. Kindergarten students will attend school on all scheduled days of instruction.
 - a. Elementary teachers shall have a minimum of 30 minutes duty free lunch.

- b. Elementary teachers may use for planning all the time during which their classes are receiving instruction from various teaching specialists.
 - c. A reasonable effort will be made to provide qualified substitutes for special teachers at the elementary level, i.e., music, physical education, and art.
 - d. Elementary teachers shall be provided with an average of at least three hundred (300) minutes of planning time during the student instructional day each week. The averaging of the released planning time shall not exceed a normal two (2) week period. Part time teachers shall receive a prorated share of planning time.
 - e. When released planning periods are being scheduled at the elementary level, consideration will be given to arranging said periods daily for elementary teachers.
2. The middle school instructional day shall not be less than 367 minutes and shall be increased when required by law or to receive full state aid funding.
 - a. Middle School teachers shall have one class period and a passing time as an individual planning period, and a duty-free lunch for a total of 90 minutes each day.
 3. The instructional day at Haslett High School shall not be less than 367 minutes and shall be increased when required by law or to receive full state aid funding. Haslett High School teachers shall have one class period for preparation and a duty-free lunch of 35 minutes.
 4. Any change in the instructional day, length of class periods, or lunch period will be mutually agreed upon by the HEA and the Board of Education.
 5. Bargaining unit members who are given teaching assignments where daily travel between buildings is required will be assigned fifteen (15) minutes less instructional time per day per building site change. If a shared staff member is given less than fifteen (15) minutes (in one block), the member shall be compensated as follows: given 12-14 minutes = \$600, given 10-11 minutes = \$850. If a shared staff member is given less than 10 minutes to travel between buildings, the Association and Administration will reach an agreement on behalf of the HEA member. Staff traveling between the middle school and high school will not have a Viking Time in their schedule.

6. Any teacher who is shared between Haslett High School and Haslett Middle School who loses planning time due to their shared assignment will only be compensated for the loss of planning time if the loss is greater than five (5) minutes per day.
7. A change in state requirements that pertain to instructional hours or professional development days/hours will require a joint meeting between the Association and Administration to review the calendar.

C. Pupil Teacher Ratio and Class Size

1. When an individual secondary class size exceeds 150 students per day, the Board will, at its option, either reduce the class size to less than thirty (30) pupils or pay an overload stipend, according to Article 8Cf.

When an individual elementary class size exceeds the following, the Board will, at its option either reduce the class size to less than the amount or pay an overload stipend, according to Article 8C.

Grade	Number of Students Exceeding
Young 5's	16
K-1	25
2-3	26
4-5	28

Pupil/Teacher ratio and class size are an important aspect of an effective educational program. The parties agree that class size will be a priority, and the Board will make every effort to maintain a class of fifteen (15) or less at Young Fives (Y5), of twenty (20) or less at Kindergarten and Grade 1, twenty two (22) Grade 2 and 3, and twenty-five (25) or less at Grades 4-5.

- a. It is expressly understood that all special subjects at the secondary level such as physical education, vocal and instrumental music, and other traditional large group instructional classes are exempt from the class size provisions of this clause, but the programs are subject to review by the principal and teachers involved. The Administration may, at its discretion, provide aides and/or reduce class size in these programs.
- b. The parties recognize the need for experimentation and innovation in educational programs. New approaches to staffing and scheduling may involve changes in the length and number of class

periods taught and the number of students in each class; however, such changes shall be implemented only upon mutual agreement between the building administrator and the affected staff.

- c. In consideration of students with special needs, it is agreed that the composition of elementary classrooms will be developed to accommodate the best interests of said students. The classroom teacher(s) will provide the building principal with his/her recommendations and/or suggestions.
- d. Every effort will be given to equalize overloads by the first count day of each semester.
 1. Overloads for K-12 staff shall be paid at the end of each semester for each day or hour the overload has occurred.
 2. Teachers shall be paid 1.35% per year of the MA 20 scale for each student per hour per day.
 3. Teachers absent for a period of ten (10) consecutive working days or longer shall not be paid overload for that period of time. Student absences shall not affect remuneration.
 4. Overloads shall not be paid for the first ten (10) school days of each semester at the secondary level, unless the overload exists for the entire ten (10) day period and continues. If the overload exists for the entire ten (10) day period, a secondary teacher will be paid retroactively to the first scheduled day of each semester.
 5. Verification forms of overload will be developed for submission at the end of each semester.

D. Special Education

1. Copies of deviation requests for special education class loads will be provided to the Association President upon submission to the Department of Education.
2. The parties acknowledge that the policy of least restrictive environment is legally mandated. It is also recognized that the extent to which any special education student should participate in regular education programs and services involves consideration of that student's unique needs as determined by an Individual Educational Planning Committee (IEPC). It is further acknowledged and recognized that the general education classroom teacher shall be responsible for the implementation of the I.E.P. and for attending to the educational needs

of special education students assigned to the teacher's class.

3. The student's special education teacher will have the responsibility of contacting the general education teacher(s) for purposes of sharing pertinent information, discussing the special needs of said students and addressing other appropriate issues as same may arise.

Time during August Professional Development will be given for Special Education Caseload Teachers to communicate with grade level teachers to discuss student IEP goals, supports and service time.

4. The district agrees to follow Michigan rules and regulation concerning special education services and to consult with the Association and affected teacher(s). When an IEP team member is above the recommended size cap established by the Ingham Intermediate School District (IISD), affected teachers will be paid an overload stipend as outlined in the above Section C with a 1.5% multiplier.
5. When a general education classroom teacher is assigned a student from a special education program for severely impaired students [Physically and Otherwise Health Impaired (POHI), Severely Multiply Impaired (SXI), Cognitively Impaired (CI) and Autism Spectrum Disorder (ASD), the teacher shall not be expected to perform routine, scheduled maintenance of an apparatus used by the student to sustain his/her bodily functions nor render routine scheduled care or maintenance of exceptional bodily functions (e.g. tracheotomy, etc.) related to the student's disability. The teacher shall be informed and instructed as to emergency measures which may be necessary on occasion due to the student's disability. Otherwise, it shall be the teacher's responsibility to implement the student's individualized educational plan and for attending to the educational needs of the student while in the teacher's class.
6. The Administration agrees to reasonable attempts to provide for a substitute in the absence of the regularly assigned special education aide.
7. It is understood as part of this Agreement that the parties will continue to work cooperatively to find alternatives to classes that have large student numbers and/or special needs students including the more effective utilization of current paraprofessional staff, as well as other solutions.

E. Materials and Supplies

1. All classroom teachers will be provided with a plan book in which to enter general lesson plans for a week in advance and updated plans for at least one (1) day in advance. Written lesson plans will be available for a substitute teacher to use.
2. The Board agrees at all times to keep the school reasonably equipped and maintained.
3. The Board recognizes that proper equipment and supplies are necessary tools for teaching. The parties agree to confer from time to time for the purpose of improving the selection and use of equipment and supplies; and the Board agrees to consider all joint decisions of its representative and the Association as soon as possible.
4. Teachers shall be involved in the selection of textbooks and teaching materials.
5. The Board, in setting school curriculum, agrees to provide a textbook for each pupil in courses or subject areas where a basic textbook is used.
6. The Board will attempt to provide reasonable budgets for materials and supplies to enable bargaining unit members to implement the educational program and curriculum adopted by the Board of Education.

F. General Teaching Conditions

1. A reasonable effort will be made to secure a substitute for each teacher who is absent, including teachers of physical education, music, art, and library.
2. The use of bargaining unit members for the purpose of substituting for absent bargaining unit members shall be discouraged.
3. Bargaining unit members shall not be required to work under unsafe or hazardous conditions nor to perform tasks which endanger their health, safety, or well-being. The building principal will decide in consultation with the Association Representatives when these conditions exist.
4. Staff meetings shall be scheduled by the first day of school. The number of staff meetings will be established by the contractual

calendar.

- a. Bargaining unit members shall have an opportunity to submit agenda items to the principal for discussion and/or action at the meeting up to three (3) days prior to the meeting.
 - b. Other staff meetings may be scheduled in the same manner as above if the building principal, after consultation with the Association Representatives, considers them necessary.
 - c. Voluntary emergency meetings may be scheduled as needed.
 - d. All professional meetings shall be held at a time scheduled in advance and shall end at the time designated (no more than 60 minutes).
5. Once a bargaining unit member has reported unavailability for work, it is the Administration's responsibility to procure a substitute. For conferences and Personal Days, a bargaining unit member shall notify or remind the principal five (5) working days prior to the anticipated day of absence.
6. The following will apply to Spring and Fall parent-teacher conferences:
- a. At the elementary school, there will be parent conferences scheduled near the end of terms one (1) and three (3) in each building. During these conferences, teachers will share written reports with parents. Grade level teachers will develop report templates collaboratively with their building principals. In addition, the teacher will issue a written student evaluation/reports at the end of terms two (2) and four (4).
 - b. In the Middle and High School, a report card will be issued approximately at the end of each of the first nine (9) weeks of each semester as well as at the end of the semester. The bargaining unit members agree to report any significant change in the student's progress or failure in writing to the principal at the end of the fourth week of each semester and at such other times as may be determined by the teacher.
 - c. Elementary teachers shall schedule their own parent teacher conferences twice each school year, in October and February, over a one-week period designated by administration. Conferences will be offered either virtually or in-person.

- d. Kindergarten and Young 5 teachers will have a soft start to their school year by attending in smaller groups for a shortened period of time, on the first day of school. Bargaining unit members desiring to attend soft start for their child who is in kindergarten at Haslett Public Schools will be given an exception to use personal time to attend this event. Staff able to find coverage will not be docked personal time, as provided under Article 14.C.8.
 - e. Two weeks prior to conferences, elementary creative arts teachers will notify parents of their availability during conference weeks. A conference will be scheduled upon parent request to discuss student progress. Elementary creative arts teachers will provide their building principals with a list of their conference schedule.
 - f. District shared staff will divide their conference times between their assigned buildings and shall give their administrators a schedule of their conference times and locations.
 - g. High School counselors will extend their contracts by ten (10) days between July 1 and July 30 of the given school year. Six (6) of such days are to be paid at the counselor's daily rate and four (4) of such days shall be flexed at the discretion of the counselor with the approval of the building administrator. It is expected that each counselor will attend one (1) day of High School Registration in August. The six (6) paid days are dependent on the counselor utilizing four (4) flex days.
7. Clerical assistance will be provided for teachers.
8. All professional staff required to complete Medicaid documentation shall be released, with approval from the Director of Special Education, from their professional responsibilities, when necessary, throughout the school year to complete all tasks required to document Medicaid reimbursements. Released time for this purpose shall not exceed three (3) days each school year.
- a. All staff billing for Medicaid must inform the district of the intended date for billing. Staff may be asked to change the date based on guest teacher availability. Staff will complete the Medicaid billing during the school day in Haslett Public Schools.
 - b. Medicaid billing completed after the scheduled release day will be compensated at \$35 per hour with approval from the Director of Special Education.

G. Academic Freedom

The parties seek to educate young people in the democratic tradition to foster a recognition of individual freedom and social responsibility; to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights; and to instill appreciation of the values of individual personality. It is recognized that these democratic values can best be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning, and in which academic freedom for teacher and student is encouraged.

1. The teacher should be acting within their certified area and within the curriculum.
2. The teacher should discuss the issue and the planned approach that they feel might be controversial with their immediate supervisor.
3. The teacher should realize that teaching in an elementary or a secondary school places special responsibility upon the teacher to carefully consider the maturity level of the student and the special circumstances that surround the teacher/student learning relationship.
4. If an issue is presented that the teacher feels might be controversial, it shall be the responsibility of the teacher to have all sides presented.

Article 9 - School Improvement

The Board, Administration, teachers, and Association recognize the necessity of maintaining ongoing district-wide school improvement plans and the importance of quality educational services as a fundamental priority and shared goal of the parties.

The Board recognizes that the terms and conditions of the collective bargaining agreement will govern with respect to wages, hours, and other conditions of employment and that those terms shall not be altered or modified through the school improvement process, absent written mutual agreement, and ratification by the parties.

To the extent any proposed element of the district's school improvement plan conflicts with the terms of the master agreement, the identified provisions will be subject to negotiations between the parties. Any amendments to the Agreement will be subject to ratification by the parties.

Article 10 – Assignments

- A. All bargaining unit members shall be given notice of their tentative assignment for the forthcoming year by July 1. Bargaining unit members shall be notified in writing when changes in assignment are made after July 1.
 - 1. In addition, maintenance services shall be provided to move any equipment and/or supplies required in the new assignment.
- B. Any assignment in addition to the normal teaching schedule, such as summer school courses and the extra-duty assignments enumerated in Appendix B shall not be obligatory but shall be with the bargaining unit member's consent.
 - 1. Qualified bargaining unit members shall be given preference for such assignments before personnel from outside of the bargaining unit are employed.
 - 2. Should such an assignment require a teaching certificate, the unit member shall be assigned in accordance with section A of this Article.

Article 11 – Vacancies and Promotions

- A. For purposes of this Agreement, a vacancy shall be defined as a newly created position or a position which is presently unfilled and for which the Superintendent or designee intends to fill permanently. There is no unit member with a contractual right to return.
- B. Whenever a permanent vacancy shall occur within the bargaining unit, the Superintendent shall post notice of the vacancy on bulletin boards in all teacher workrooms, online, and provide an electronic copy of such posting to the Association President.
 - 1. No vacancy shall be permanently filled until such vacancy has been posted for at least ten (10) working days unless mutually agreed to by the Association president.
 - 2. Working days shall mean days when school is in session except that during the summer month's working days shall mean Monday through Friday excluding holidays.

- C. Any Bargaining Unit Member shall apply for a vacancy within the bargaining unit by submitting a written request to the Associate Superintendent or designee, the building principal, and the building principal for the vacancy, if applicable.
 - 1. The District and the building team will support current bargaining unit members in their desire to move positions by providing them with an interview.
 - 2. The District and Building Team agree to interview external and internal candidates simultaneously upon the closing of the posting, while allowing internal candidates to fulfill the interview slots first. Or the District may choose to interview internal candidates who have expressed interest in the vacancy prior to the closing of the posting.
 - 3. The District and the Building Team will select the final candidates to be sent to the Superintendent or designee.
- D. The Board declares its support of the principle of filling vacancies in supervisory positions from within its own teaching staff.
- E. Vacancies which occur in administrative or supervisory positions shall be posted as provided herein.
 - 1. Any qualified unit member may apply for such a position by submitting a written application to the Superintendent.
 - 2. The Board will give consideration to qualified applicants from within the bargaining unit.
 - 3. The determination of appointments to positions under this Section rests solely with the Board of Education and is not subject to the grievance procedure.
- F. The Board shall notify bargaining unit members who have applied for any vacancy as to which applicant has been selected to fill a posted position. In addition, the Association President will be notified of the same.
- G. A request by a bargaining unit member for transfer to a different class, building or position shall be made in writing, one copy of which shall be filed with the Superintendent and one copy shall be filed with the Association. The application shall set forth the reasons for transfer and the school, grade or position sought.

- H. Any bargaining unit member who shall be transferred to an administrative or executive position and shall later return to the bargaining unit shall be entitled to retain such rights (salary, benefit level, personal/sick leave, etc.) as they may have had under this Agreement prior to such transfer. Any bargaining unit member shall maintain seniority, regardless of when they return.
- I. The Board recognizes the contribution that bargaining unit members can make in the selection of building level administrators. It is hereby agreed that the Board shall involve bargaining unit members in the selection of a new building level administrator according to the following procedure except when the need arises to alter this procedure, in which case the Association President shall be notified and be provided with an explanation for the necessary alteration as well as the procedure which will be followed. The Board shall determine the need.
1. A joint committee of three (3) bargaining unit members and three (3) administrators shall do the initial interviewing.
 2. Bargaining unit members shall be chosen from any bargaining unit-by the Association in accordance with its procedures.
 3. Initial qualifications for the position shall be established by the Board in accordance with its policies and procedures.
 4. In the absence of consensus, a majority vote of the joint committee shall determine the status of a candidate at each step in the process. The Superintendent shall be notified of a tie vote.
 5. The committee shall interview candidates and recommend not more than six (6) to the Superintendent for final consideration.
 6. The Superintendent shall recommend a candidate(s) for hire to the Board of Education. They shall notify the committee of their decision.
 7. The Board may elect to utilize the committee process or other means of soliciting recommendations for other administrative positions outside of the building.
- J. The Board and the Association discourage resignations during the school year and agree that they should be tendered only in extreme situations.
- K. The Superintendent or designee has discretion to place and involuntarily transfer a Bargaining Unit member into a position for which they are

certified for, for a reason that is not arbitrary and capricious including, but not limited to, the following clear and transparent factors:

- a. Qualifications and credentials required for district, school or program accreditation, funding source requirements, or other requirements under state or federal law.
- b. Disciplinary Record
- c. Effectiveness based on previous evaluations.
- d. Length of service.
 1. The Bargaining Unit Member and the Association will be notified in person, and outside of the working day, of the anticipated placement change and the reason for the change by the Superintendent or designee.
 2. An involuntary transfer of a Bargaining Unit Member to a different building or where substantially different preparation is required shall be entitled to two (2) days of compensatory time unless the involuntary transfer was motivated in part by the bargaining unit member's misconduct.

L. Reduction in Personnel/Layoff and Recall

The Superintendent is responsible for establishing the number and nature of Bargaining Unit Member assignments to implement the approved curriculum, acting within the approved budget. If the Superintendent determines that insufficient funds are budgeted for existing Bargaining Unit Member positions, or that a reduction in Bargaining Unit Member positions are necessary due to program, curricular or other operational factors, the Superintendent will recommend to the Board that the Bargaining Unit Members' positions be reduced. Reductions in personnel will be based on documents on file with the Superintendent's Office. The decisions will be based on the following clear and transparent factors:

1. Qualifications and credentials required for district, school or program accreditation, funding source requirements, or other requirements under state or federal law.
2. Disciplinary Record
3. Effectiveness based on previous evaluations.

4. Length of service

- M. The Association will be notified of the contemplated reduction in personnel at least five (5) days before the layoff notices are distributed to the Bargaining Unit Members. Bargaining Unit Members being laid off for the next school year shall receive a forty-five (45) calendar day notice in writing before the effective date of layoff. For layoffs during the school year, Bargaining unit members shall receive a thirty (30) calendar day notice in writing before the effective date of layoff.
- N. Bargaining Unit Members on layoff are subject to recall for eighteen (18) months from the date of layoff pursuant to the same criteria in paragraph K above unless a Bargaining Unit Member requests removal from the list.
- O. The certification and qualifications of an employee to be laid off shall be the certification and accumulated qualification on file with the Superintendent's office at the time the layoff occurs. The certification and qualification of an employee to be recalled from layoff shall be the certification and qualifications on file with the Superintendent's office at the time the notice of recall from layoff is sent. It is the employee's responsibility to notify the Superintendent, in writing, of any inaccuracies in Board records and/or any changes as they occur.
- P. An alleged violation of this Article is not subject to arbitration but may be grieved up to the arbitration level.

Article 12 - Selection for Appendix B Positions

- A. Should a vacancy occur in any athletic position as enumerated in Appendix B of this Agreement, such vacancy shall be posted in accordance with the provisions of Article 11.
 - 1. Qualified bargaining unit members shall be given preference for such positions before personnel from outside of the bargaining unit are employed.
 - 2. Coaching personnel shall be evaluated at the end of their respective season(s) by the Athletic Director and/or the building principal.
 - a. Evaluations shall be conducted in accordance with the provisions outlined in the Haslett Athletic Handbook.

- b. The criteria for evaluation shall be established and mutually agreed upon by the Athletic Director, principal, and the coaches.
 - c. Should a coach's performance be less than satisfactory, the bargaining unit member will be provided with written notification of any alleged deficiencies; the expected correction; and a reasonable period for correction.
 - d. Any coach who is dismissed from a coaching position shall be notified in writing by the Athletic Director as to the reasons for such dismissal. The coach shall have the right to appeal dismissal with the Superintendent who shall meet with the coach in an effort to resolve the matter. If the matter is not satisfactorily resolved, the coach shall have the right to a hearing with the Board of Education which will make the final decision as to the coach's status. At their option, the coach shall have the right to have a representative of the Association present.
3. Coaches shall be compensated in accordance with the salary schedule set forth in Appendix B of this Agreement.

Article 13 - Seniority

A. Seniority

1. New employees hired into the unit shall be considered as probationary employees as prescribed by the Tenure Act. Those bargaining unit members who are covered by the Tenure Act shall serve a probationary period that is coextensive with that required by the Tenure Act for professional teachers.
2. The term seniority as hereinafter used shall be the length of continuous service with the Haslett Board of Education in bargaining unit positions as defined in Article 1 of this Agreement. Seniority rights for those outside of the bargaining unit are limited to Administrators.
3. The Board shall develop a seniority list and make the appropriate revisions each semester. The Association President shall receive a copy of the same. A copy of the seniority list shall be made available to Bargaining Unit Members by October 15 of each year. Any objections to the accuracy of the posted list must be filed within thirty (30) days of posting.

- a. The unit member's seniority date shall be their last date of hire and seniority shall accrue with the first day of work.
 - b. Days worked in any extra-curricular position shall neither accrue seniority nor establish a date of hire.
 - c. Leaves of absence granted pursuant to this Agreement shall not constitute an interruption in continuous employment and seniority shall continue to accrue.
 - d. A bargaining unit member who has been laid off, whether in full or in part, shall accrue seniority as if they were employed full-time.
 - e. A bargaining unit member who works less than full time shall accrue seniority as if they were employed full time.
 - f. Credit given for teaching experience in other school districts shall not be considered for the purposes of accumulating seniority but shall serve to reduce the probationary period in accordance with the provisions of the Tenure Act.
- B. Any unit member who is employed in a position other than as a classroom teacher shall not have tenure in such position, but upon satisfactory completion of the probationary period, all certificated personnel holding such positions will be granted continuing tenure as classroom teachers.

Article 14 - Leaves of Absence

A. Paid Leaves of Absence

1. Sick Leave

At the beginning of each school year, each bargaining unit member shall be credited with ten (10) days of sick leave, the unused portion of which shall accumulate to a maximum of one hundred eighty (180) days.

- a. The bargaining unit member may use all or any portion of their sick leave to recover from their own illness or disability.
- b. The bargaining unit member may use up to ten (10) days each year for illness in the immediate family. Immediate family shall be

defined as spouse, children (including stepchildren) parents (including step-parents), siblings and any person residing as part of the immediate household. The Superintendent may, at their discretion, extend the period of the leave with the additional days being deducted from accumulated sick leave days.

- c. Bargaining unit members are expected to return to school at the beginning of each school year before the annual allotment of ten (10) days will be credited to their sick leave accumulation. A bargaining unit member who is unable to return to work at the beginning of a school year due to illness and/or disability shall have leave time charged to their sick leave accumulation.
2. Bargaining unit members may access sick leave days from the Sick Bank (Appendix G) to prevent loss of income to a bargaining unit member because of a lengthy illness or disability.
 - a. Bargaining unit members shall be eligible to draw from the Sick Bank when they have been ill or disabled for ten (10) consecutive working days.
 - b. The Board reserves the right to request a doctor's certification of illness or disability in appropriate cases.
 - c. A bargaining unit member who has exhausted all of their accumulated sick leave and personal leave shall be entitled to draw from the Sick Bank to satisfy the waiting period for long term disability insurance. Upon satisfaction of said waiting period, the bargaining unit member shall not be eligible for leave from the Sick Bank but shall be qualified for long-term disability benefits.
 - d. Other implementation procedures shall be mutually agreed upon between the Association President and the Superintendent.
 3. Family support leave may be granted for a spouse or family supporting the birth/arrival of a child in their immediate family for up to four (4) weeks/twenty (20) days.
 - a. A Bargaining Unit Member must inform the Superintendent of the leave and how long they intend to be absent three months in advance.
 - b. Leave will be taken from a Bargaining Unit sick leave balance. If the Bargaining Unit Member does not have enough days to cover the

desired leave, they can request to use up to ten (10) days from the Sick Bank.

- c. Additional leave time would follow under Article 14.B.3.

4. Personal Days

At the beginning of each school year, each bargaining unit member shall be credited with two (2) days of Personal leave, the unused portion of which shall accumulate to a maximum of five (5) days.

- a. Bargaining unit members who have accumulated more than three 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.
- b. A bargaining unit member shall notify their immediate supervisor (using the personal day form) at least one (1) week in advance of using personal leave except in cases of emergency when shorter notice will be acceptable. If less than a week's (five school days) notice is given, then the district has the right of refusal provided the request is for a non-emergency situation.
- c. If personal days requested on any given day exceed five (5) requests at elementary buildings; or eight (8) requests at HMS or HHS, the Administrator will review the requests for that day with the Association. The Administrator may refuse said requests beyond the allowable number if the requested number of personal days causes undue hardship in the district (i.e., sub availability).
- d. Personal leave shall not be taken on the workday immediately preceding or immediately following a holiday or vacation period or the first and last instructional day of the school year. Bargaining 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 consecutive days taken.
- e. The Superintendent may, at their discretion, extend the personal leave period provided that such extensions shall not exceed the amount of accrued sick leave.
- f. The Personal Leave Form is attached hereto as Appendix F.

5. The bargaining unit member may use up to five (5) days for any death in the immediate family. Immediate family shall be defined as spouse, children, grandchildren, and parents. This also includes stepchildren, stepparents, and corresponding in-laws. The bargaining unit member may use up to three (3) days for the death of siblings, grandparents, aunts, and uncles. This also includes corresponding stepsiblings, grandparents, aunts, uncles, and in-laws. The Superintendent may, at their discretion, extend the bereavement leave period provided that such extension shall not exceed the amount of accrued sick leave.
6. A leave of absence shall be granted when a teacher is called for jury duty. The teacher shall be compensated at their regular rate of pay provided he remits any amounts received as a juror less any mileage.
7. A bargaining unit member, who is called as a witness for the Board in any case connected with the bargaining unit member's employment or the school, shall be granted leave without loss of salary and/or time. Whenever the bargaining unit member is subpoenaed to attend any other proceeding, the bargaining unit member shall be limited to one (1) day with pay. This provision shall not apply when a bargaining unit member sues the Board.
8. Upon approval of the Superintendent, a bargaining unit member shall be entitled to one (1) day each year for the purpose of visiting other schools.
9. For the purposes of any paid leave under this Article, a part-time teacher's day shall be defined as their working day or a portion thereof.
10. References to "day" (sick days, Personal Days, etc.) shall be equated to an individual's day, as defined by their work schedule. A day shall be individually defined as the normal working day for a particular individual at that particular time. Days shall not be recomputed when a person's contract changes from part-time to full-time or vice-versa. Although the length of day may vary, the number of days will not.
11. Absence for any other cause on the part of the bargaining unit member shall result in the loss of the appropriate percentage of the total contracted salary for each day of absence.

B. Unpaid Leaves of Absence

1. Any bargaining unit member whose personal illness or disability extends beyond the period compensated for in section A-1 of this Article may be granted an unpaid leave of absence for such time as is necessary for complete recovery from such illness or disability or for one (1) year whichever is lesser.
2. In the event a bargaining unit member becomes unable to perform because of medical reasons arising from whatever cause, such bargaining unit member may be placed on leave up to one (1) year in accordance with Article V, Section 2 of the Michigan Teachers Tenure Act, provided that such bargaining unit member is afforded full procedural rights under Article IV, section 4 of the Act. Upon return from said leave, the bargaining unit member shall provide the Board with written medical certification from a mutually accepted physician that they are able to return to work.
3. An unpaid leave of absence for up to one (1) year shall be granted upon written application from the bargaining unit member for the purpose of childcare.
 - a. The period of the leave shall commence no later than thirty (30) days from the date of receipt of the written leave request. In the event of an emergency and upon request, the period of the leave may commence immediately. Whenever possible, the bargaining unit member should consider requesting a leave period which coincides with the end of a semester.
 - b. The period of leave for an adoptive parent shall commence with the entry of an order by the probate court awarding custody to the adoptive parent.
4. An unpaid leave of absence for up to one (1) year may be granted upon written application from the bargaining unit member for the purpose of studying at an accredited college or university in a field reasonably related to the unit member's professional responsibilities.
5. An unpaid leave of absence for up to one (1) year may be granted upon written application from the bargaining unit member for the purpose of study, travel, research, or a special teaching assignment which enhances the professional growth of the bargaining unit member.
6. Military leave of absence shall be granted to any teacher who shall be called to active military duty to any branch of the armed forces of the United States, including the reserve components of each armed forces branch. The Board and the members requiring military leave will abide

by the Uniformed Services Employment and Reemployment Rights Act, and other applicable federal and state law.

7. An unpaid leave of absence for up to one (1) year may be granted upon written application from the bargaining unit member in cases where illness or death in the family requires the bargaining unit member's absence for periods beyond that provided for in the sick leave provisions of this Article.
8. The Board may grant an unpaid leave of absence for any reason upon written application from the bargaining unit member.

C. General Leave Provisions

1. The Board may extend any leave of absence upon written application from the bargaining unit member.
2. Upon return from an unpaid leave of absence, the bargaining unit member shall be reinstated to a bargaining unit position for which they are certified and qualified.
3. Upon return from an unpaid leave of absence, the bargaining unit member shall resume all rights and benefits under this Agreement.
4. Upon return from an unpaid leave of absence which was less than a full school year, the bargaining unit member shall be advanced to the next step of the salary schedule provided that they completed a full semester of work in the year in which the leave was taken.
5. The bargaining unit member shall provide the Board with written notice of their intent to return from an unpaid leave of absence at least thirty (30) calendar days prior to the end of the last semester of the leave.

Should the bargaining unit member fail to provide this notice, such failure shall constitute voluntary resignation from employment.

6. It is agreed that the time limits as set forth in section 5 above may be adjusted for a bargaining unit member granted medical leave under the terms of section B-1 and B-2 of this Article.
7. Bargaining unit members shall exercise professional judgment regarding absences from work, whatever the reason.
8. Bargaining unit members shall be charged in increments of .5 and/or

full day for leave time used. For less than .5 absences, a unit member shall not have such leave time deducted if qualified employees of the district voluntarily provide class coverage. If a member is paid for the sub time, then the absence will be deducted in .5-day minimum increments.

D. Family and Medical Leave

This Family and Medical Leave Act (FMLA) provision is an addition to the existing leave of absence policy and implements the legal requirements of FMLA. FMLA leave is concurrent with other leaves. Even if a bargaining unit member does not meet the statutory eligibility requirements for FMLA, they still may utilize other paid or unpaid leave they have earned.

1. Pursuant to the Family and Medical Leave Act as amended, an employee with more than one (1) year of experience and 1,250 hours over the previous twelve (12) month period, is eligible for one or more of the FMLA benefits. FMLA leave may be taken for all circumstances provided by that law. FMLA leave provided in this Agreement shall be unpaid but shall run concurrently with applicable paid leaves.
2. An Employee must ordinarily provide thirty (30) days advance notice when the leave is "foreseeable." Leave requests must be in writing where practical and must set forth the reasons, anticipated duration, and anticipated start of the leave with medical certification attached. Medical treatment must be scheduled to minimize loss of work time.
3. Upon return from such leave, the employee may be required to submit a fitness for duty certification. FMLA may be taken intermittently for serious health conditions and military leave only. The leave year will be calculated on a rolling backward basis; except, military caregiving leave will be rolling forward as required by law.

Article 15 – Workers’ Disability Compensation

- A. A bargaining unit member who is absent due to an illness or injury which is compensable under the Workers’ Disability Compensation Act shall be on paid leave and shall not have such absence charged against their accumulated sick leave when the duration of the absence has not qualified the bargaining unit member for payments under the Act. A bargaining unit member’s leave under the Workers’ Disability Compensation Act shall run concurrently with FMLA.
- B. If a bargaining unit member is entitled to workers’ disability compensation

and is penalized by reaching the cap imposed by workers' 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 gross or 80 percent of their regular net pay for a period of up to 12 months.

Article 16 - Protection of Bargaining Unit Members

- A. Bargaining unit members are expected to comply with reasonable rules, regulations, and directions adopted by the Board or its representatives which are consistent with the provisions of this Agreement.
- B. The Association recognizes that abuses of sick leave or other leaves, chronic tardiness or absences, willful deficiencies in professional performance, or other violations of discipline reflect adversely upon the profession and create undesirable conditions in the school building.
- C. The bargaining unit member shall at all times be entitled, upon request, to have a representative of the Association present when they are being investigated, reprimanded, warned, or disciplined for any infraction of rules or delinquency in professional performance.
 - 1. When a request for such representation is made, no action shall be taken with respect to the bargaining unit member until an Association Representative is present. The time shall be arrived at by mutual agreement.
 - 2. Said bargaining unit member and said Association Representative shall not be expected to leave their normal teaching assignments for this meeting.
- D. The Board recognizes its responsibility to continue to give administrative backing and support to its staff, although each bargaining unit member bears the primary responsibility for maintaining proper control and discipline in the classroom.
 - 1. Bargaining unit members achieving tenure status recognize that all disciplinary actions and methods invoked by them shall be reasonable and non-arbitrary or capricious reasons; except, ancillary staff may only be disciplined for just cause after a probationary period of four (4) years.
 - 2. It shall be the responsibility of the bargaining unit member to report to their principal the name of any student who, in their opinion, needs particular assistance from skilled personnel. The bargaining unit member shall, upon request, be advised by the principal of the

disposition of the bargaining unit member's report that a particular student needs such assistance.

- E. Except as provided in section C of this article, as otherwise agreed, or as otherwise required by law, any formal warning, reprimand, or disciplinary action taken against a Bargaining Unit Member shall be done in private.
- F. Progressive correction for tenured teachers and ancillary staff to the extent required by law shall include an oral warning, a written reprimand, suspension with pay, suspension without pay and discharge. It is understood that certain steps in this disciplinary sequence may be omitted when the nature and severity of the offense warrant.
- G. Non-disciplinary counseling statements that are not for unprofessional acts such as acts of immorality, moral turpitude, or inappropriate behavior involving a minor; or commission of a crime involving a minor, shall be removed from a Bargaining Unit Member's personnel file after a three (3) year period.
- H. Any case of assault by or upon a bargaining unit member which has its inception in a school-centered problem shall be reported immediately to the Board or its designated representative.
 - 1. In the event of such an assault, the bargaining unit member may request the assistance of the Board in such matters. These requests shall be made to the Board, or its designee, who shall decide as to whether the conduct of the bargaining unit member making such request justifies any assistance from the Board, and the extent thereof. The decision of the Board, or its designate, shall be final.
 - 2. The Board will provide legal counsel to advise the bargaining unit member of their rights and obligations with respect to such assault and shall render all reasonable assistance to the bargaining unit member in connection with handling of the incident by law enforcement and judicial authorities if it determines that the bargaining unit member has acted within the scope of Board policy.
- I. If any bargaining unit member is complained against or sued by reason of disciplinary action taken by the bargaining unit member against a student, the Board, after review of the case and its determination that the bargaining unit member has acted within the scope of Board policy, shall provide support to the bargaining unit member in their defense.
- J. Time lost by a bargaining unit member in connection with any incident mentioned in this Article, which is not compensable under workers'

disability compensation, shall not be charged against the bargaining unit member unless judged responsible by a court of competent jurisdiction.

- K. Probationary teacher discipline is not subject to the grievance procedure. An alleged violation of this article concerning tenure teacher discipline is not arbitrable but may be grieved up to arbitration.

Article 17 - Curriculum Participation and Professional Development

- A. The Haslett Curriculum Council shall consist of bargaining unit members representing their departments or committees designated by Haslett Public Schools.
- B. Planning Professional Development is a joint effort between Bargaining Unit Members and Administration. Bargaining Unit Members acknowledge that Professional Development attendance is required as part of the Bargaining Agreement.
 - 1. Bargaining Unit Members are responsible for following attendance and reporting procedures for Professional Development.
 - 2. Haslett Public Schools will report teacher attendance for Professional Development to MOECS for teacher certification.
 - 3. If a teacher is absent from the planned district/building professional development activities, the number of hours missed must be made up according to the language outlined in the Professional Development Make-Up Procedure. See Appendix H.
- C. Major curriculum reviews shall be studied through the departments and/or committees reporting to the Board of Education.
- D. Participation on District Committees is encouraged but voluntary.

Article 18 - Mentoring

Bargaining unit members who meet suggested qualifications and who are selected to participate will be compensated for their work. The primary mentor teacher assignment shall be for one (1) year subject to renewal by the mentor teacher, the probationary teacher, and the building principal. If a mentor/mentee relationship is interrupted for any reason during a school year, the compensation will be prorated. Mentors may be assigned to a maximum of two mentees each academic school year.

- A. New teachers to Haslett who have previously earned Tenure in the State of Michigan are entitled to Tenure with Haslett Public Schools after completing two (2) years of employment as a teacher in Haslett. They are to be considered new teachers on the two-year plan.
- B. New teachers to Haslett who have not previously earned Tenure in the State of Michigan are entitled to Tenure with Haslett Public Schools after completing tenure requirements contained in Section 3b of the Teachers' Tenure Act. Regarding the assignment of a mentor teacher, the building administrator will evaluate whether the probationary teacher(s) would be mentored as a year one or year two teacher depending on the experiences they bring to Haslett Public Schools.
- C. New professional Employees in Haslett who have licenses (i.e., social workers, psychologists, speech pathologists and counselors) will be considered on probation for a minimum of four (4) years. Regarding the assignment of a mentor for these professionals, the building administrator will evaluate whether the professionals would be mentored as year one or year two employees depending on the experiences they bring to Haslett Public Schools.
- D. Mentoring positions will be posted each year for non-tenured teachers new to the district. Previous mentor teachers for years 2 and 3 will have the option to continue if the mentor, mentee, and administrator find the relationship advantageous.
- E. Teachers in the first year of their probationary period and Teachers who receive an evaluation rating of "needing support" shall be assigned a mentor.
- F. All mentors and mentee teachers will need to participate in all district directed professional development to receive compensation.
- G. The mentor stipend schedule shall be a part of Appendix B.

Article 19 - Conference Fund

- A. The Board shall provide a conference budget of \$30,000 to be administered by the executives of the HEA.

For every \$5.00 increase in the per diem substitute teacher rate beyond \$125.00 a day, the conference budget will be increased by \$500.00.

- B. The cost of substitutes (minus FICA and MPERS) used to replace

teachers attending conferences shall be deducted from the conference budget.

- C. Should the conference fund be depleted in any year, a bargaining unit member may, at their option, use personal leave to attend conferences, in which case, the provisions governing personal leave shall apply. It is understood that a bargaining unit member who uses a business day to attend a conference shall bear the cost of conference fees and expenses.
- D. It is expressly understood that these monies are not to be used for conferences sponsored by the MEA or NEA. However, a bargaining unit member may apply to attend a conference sponsored by the MEA or NEA provided that no conference funds are requested. These conferences (MEA-NEA) will be jointly agreed to by the President of the HEA and the Superintendent.
- E. The Superintendent reserves the right to limit the number of bargaining unit members attending any one (1) conference during the school week to two (2) per building per conference. The Association's conference representative may request a meeting with the Superintendent, but the Superintendent's decision is final.
- F. Use of the conference fund must relate to a member's teaching assignment or areas in which they are highly qualified.

Article 20 - Professional Compensation/Longevity

- A. The basic salaries of bargaining unit members shall be as set forth in Appendix A which is attached to and incorporated in this Agreement. Said salaries shall remain in effect for the term of this Agreement.
- B. Part-time bargaining unit members will be paid a fraction equal to the ratio of the number of classes they are assigned to the total number a teacher normally teaches at their level.
- C. Upon employment with the district, bargaining unit members may be given up to fourteen (14) years of credit on the salary schedule for years of outside teaching experience in a school district accredited by a recognized accrediting agency.
- D. Bargaining unit members shall be paid a salary in twenty-six (26) equal installments, but may, at their written election, elect to be paid in twenty-two (22) equal installments. The bargaining unit member's

election once made shall not be subject to change during the school year. All employee bargaining members' salaries shall be directly deposited into an employee designated account.

- E. Bargaining unit members, whether full or part-time, shall advance on the salary schedule at the beginning of each year. Teachers hired during the first semester will advance in the fall to the next level. Teachers hired mid-year and after shall remain on that step the following year, after which they will advance every year in the fall.
- F. Credit for hours which will qualify a bargaining unit member for lateral advancement on the salary schedule shall be granted provided:
 - 1. The hours are taken from an accredited institution.
 - 2. The hours are related to the bargaining unit member's certification or assignment, or such hours are part of a program for an additional education-related degree or certification.
 - 3. Proposed hours which do not meet the standards set forth in sections 1 and 2 shall be submitted to the Superintendent for prior approval.
- G. Upon qualification for additional salary due to an advanced degree or additional hours, a unit member shall be advanced to the appropriate new salary schedule at the beginning of each semester.
 - 1. To qualify for advancement on the salary schedule, the bargaining unit member will provide the Superintendent's office with supporting documentation prior to September 30 and January 30 each year. Written confirmation that the bargaining unit member has completed said hours and/or degree from the college registrar shall be deemed sufficient documentation.
 - 2. A bargaining unit member who submits the necessary documentation in accordance with section 1 above, shall be paid retroactive to the first day of the semester in question.
 - 3. A bargaining unit member who submits the necessary documentation after September 30 and/or after January 30 shall not be entitled to retroactive pay but shall qualify with the first pay of the next semester.
- H. If by mutual consent a teacher shall teach an extra period assignment which results in the forfeiture of their conference/preparation period as set forth in Article 8 of the Master Agreement, the parties agree that such teacher shall be compensated an additional 20 percent (20%) of salary at

the High School level and at the Middle School level based upon a 6-period teaching day for the duration of said extra period assignment. It is understood that a teacher who teaches an extra period assignment will devote time equivalent to the normal conference/preparation period either before and/or after the instructional day.

- I. Bargaining unit members involved in extra-duty assignments as enumerated in Appendix B which is attached to and incorporated in this Agreement shall be compensated in accordance with the provisions thereof.
- J. Bargaining unit members required in the course of their work to drive personal automobiles shall receive the IRS allowance as of July 1 and January 1 for travel within and outside the school district, provided they receive prior written approval. Bargaining unit members who travel regularly shall receive approval and reimbursement on a semester basis.
- K. Longevity pay shall be given to bargaining unit members upon completion of their 13th year and beyond and shall be included in the 21st payroll check for that school year. The longevity amounts shall increase at the percentage salary increase each year. At least five (5) of those teaching years shall have been in the Haslett Public Schools.

Longevity Schedule	2024-25	2025-26
After 13-14 Years	\$2,899	\$2,971
After 15-19 Years	\$3,192	\$3,272
After 20-24 Years	\$3,778	\$3,872
After 25+Years	\$4,875	\$4,996

The parties agree that longevity payments are part of the bargaining unit member's earned salary. Therefore, the Board agrees to continue to report longevity as salary for retirement purposes.

- L. In the event of a verified overpayment in salary or benefits under the terms of this Agreement, the teacher will make prompt repayment to the district. In the event the teacher 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 MCL 408.477.
- M. The time required under the Tenure Act by teachers in an Individualized Development Plan, or the Revised School Code by new teachers with mentors or by new teachers in professional development activities, will not require supplemental salary compensation.
- N. Retirees performing teaching duties at Haslett must hold a valid teaching

certificate for the academic year. If they retire from Haslett, and are contractual duties, they shall be paid the following:

1. Retired Teachers will be paid a rate of \$375 per day for their contract if they retire from Haslett Public Schools, including professional development days. Their salary will increase as per the rate of the Appendix A schedule each year they continue to be hired.
2. All other retired teachers hired will be paid a rate of \$300 per day for up to a two-year probationary period, then paid at the rate of \$375 per day. Their salary will increase as per the rate of the Appendix A schedule each year they continue to be hired.
3. All retired teachers hired will adhere to the Bargaining Agreement, and be entitled to Bargaining Agreement benefits, including Insurance as outlined in Article 23.
4. Retired teachers do not earn or maintain seniority. Retired teachers shall not be entitled to longevity payments under Article 21 or any benefits under Article 22 Retirement.

Article 21 - Evaluation

- A. The District shall evaluate classroom teachers using the Danielson Evaluation Tool, which has been approved by MDE and is in compliance. The tool to be used by the parties has been agreed upon and is attached as Appendix J.
- B. A joint committee of both Association Members and all administrators who are evaluating will meet no later than August 31st to discuss and finalize the evaluation process and criteria for the upcoming school year.
 1. The Association will be responsible for assigning bargaining team members to the committee.
 2. The committee will determine how student growth will be measured for the upcoming year.
 3. The meeting date will be established in the school calendar each year.

4. The district will publish and inform bargaining unit members of the criteria by the first staff meeting in September.
- C. Twenty percent (20%) of the evaluation will be based on student growth utilizing the learning objective metrics identified in Appendix J.
- D. If a tenured teacher has been rated “highly effective” prior to 2025, or “effective” beginning 2025, for a period of three (3) consecutive year-end evaluations, they shall be evaluated every third year thereafter. If the subsequent year-end rating is not “effective” on an evaluation following the third year, the teacher shall be evaluated annually until receiving an “effective” rating for an additional three consecutive years. If the teacher exhibits performance deficiencies and is placed on an IDP, or is subsequently rated below “effective,” the teacher may be evaluated annually.
1. If a tenured bargaining unit member receives a “needing support” rating, said individual shall have recourse as specified by state law.
 2. A tenured teacher who receives two (2) consecutive ratings of “needing support” may demand to use the grievance procedure as specified by state law.
 - a. A tenured teacher will be placed on an IDP and will be assigned a mentor.
 - b. A tenured teacher will be provided support of Article 20G.
- E. Completion of a training of the evaluators shall be shared with the Association President.
- F. A probationary classroom teacher cannot challenge any aspect of the performance evaluation process, including observations, the IDP, the mid-year performance review, or their assigned rating. Tenured teachers may only grieve a violation of this Article up to arbitration; except, an arbitrator has jurisdiction to consider a grievance filed under this article by a tenured teacher with two (2) consecutive ratings of “needing support.” Further, if an administrator intentionally violates a timeline or material procedure agreed upon by the committee, the Association may grieve that discrete violation to arbitration. A probationary teacher has the right to union representation in their mid-term or final evaluation meetings, and a probationary teacher may request an evaluation review by the Superintendent or designee consistent with state law.

- G. A probationary teacher may request their mentor to observe classroom observations to give feedback.

Article 22 - Retirement

- A. For bargaining unit members employed by the school district for twelve (12) or more years wishing to retire, the Board will pay \$700 per year of service for up to 15 years of service. The bargaining unit member must agree to become an annuitant of the Michigan School Employees Retirement Fund.
- B. In return for years of service to the Haslett Public Schools, the Board agrees to pay \$105 per year of service to bargaining unit members upon retirement provided such bargaining unit members have been employed by the school district for twelve (12) years or more. Retirement shall be interpreted to mean leaving the service of the Haslett Public Schools and becoming an annuitant of either the Michigan Public Employees Retirement Fund, Social Security, or both.
- C. Bargaining unit members shall be employed with the Board for twelve (12) or more consecutive years to receive the benefits in sections A and B above.

For the purposes of sections A and B, it is understood that leaves of absence and periods of layoff shall not serve to interrupt consecutive years of service, nor shall such periods be credited as time served under section A or B above. For purposes of section C, an interruption in consecutive years of service shall be defined as the termination of the employment relationship by either party.

Substitute service will not be credited as time served under Sections A and B above.

D. Early Notification

- 1. Any bargaining unit member who has been employed by the district a minimum of five (5) years 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).

- Any bargaining unit member who has been employed by the district a minimum of five (5) years who submits an unconditional and irrevocable written resignation to the district on or before 4 p.m. on Friday after returning from spring break 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).
2. Resignations submitted under this section must be signed by the teacher, signify the date on which the resignation is submitted, and designate the effective date of the resignation as the last teacher workday of the school year in which the resignation occurs. This last day would include any extended days due to school cancellations due to inclement weather or any other unforeseen conditions causing an extension of the school year.
 3. Paying out of this benefit will be in accordance with Article 21E (Special Pay Plan).
- E. Benefits will be paid in a lump sum according to requirements of the Board of Education approved special pay plan(s) and no later than July 31 in the fiscal year following the unit member's retirement, subject to the limitations of the plan(s). Such special pay plan(s) shall be implemented only upon mutual agreement between the Board and the Association and are subject to Internal Revenue Service tax codes and regulations.
- F. A Bargaining Unit Member who retires in accordance with the provisions of the Public School Employees Retirement Act shall receive payment for unused sick leave days as provided below. The Bargaining Unit Member must become an annuitant of MSPERS.
1. The Bargaining Unit Member must have a minimum of ten (10) years in the school district.
 2. The Bargaining Unit Member will be paid seventy-five dollars (\$75) per day for days accumulated over one hundred (100) days.
 3. The Bargaining Unit Member will be paid a maximum of six thousand dollars (\$6000).
 4. It is expressly understood that teachers are eligible for both early retirement notification and sick day compensation if qualified under each respective article of this Agreement.
 5. Bargaining Unit Members will only be eligible for this incentive if they notify the district of their retirement by 4:00 p.m. on the first Friday

following Spring Break.

6. Pay out of this benefit will be in accordance with Article 22E (Special Pay Plan).

Article 23 – Insurance

- A. The Board shall provide, as determined by the Master Agreement, the bargaining unit member and their immediate family (as applicable), with a MESSA Plan for a full twelve (12) month period.
- B. Full time bargaining unit members not electing MESSA Option A will select MESSA Option B.

For the period commencing January 1, 2020, the coverage shall be as follows:

- 1.

Option A	Option B
LTD: 66 2/3%, Max \$5,833	LTD: 66 2/3%, Max \$5,833
120 CDMF	120 CDMF
Delta Dental	Delta Dental
Class I: 100%	Class I: 100%
Class II: 90%	Class II: 90%
Class III: 90%	Class III: 90%
Annual Max: \$1000	Annual Max: \$1000
Class IV: 75%,	Class IV: 75%,
Lifetime Max \$1200	Lifetime Max \$1200
\$20,000 Life Insurance	\$20,000 Life Insurance
Vision Care, VSP Signature Plan	Vision Care, VSP Signature Plan
Choice of: MESSA HSA \$2000/\$4000, MESSA HSA \$1350/\$2700, MESSA Essentials \$375/\$750 20%	\$275 per month in cash under a qualified Cafeteria plan.

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 any successor enactment.

On or around January 1 of the given calendar 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 bargaining unit member who enrolls in a MESSA HSA plan. Provided, however, if a bargaining unit member has enrolled in an HSA 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 bargaining unit member as an off- schedule payment. The district's deductible HSA contribution for new bargaining unit members shall be prorated based on the beginning date of employment. The district's deductible HSA contribution for bargaining unit members that change enrollment from Option B to Option A because of a qualifying event, as defined by the Plan, shall be prorated based on the effective date of the change in coverage.

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 \$275 per month. To qualify, the employee must first present evidence that they have other medical insurance meeting the requirements of the Affordable Care Act.

2. Those bargaining unit members enrolled in Plan B with a spouse employed by the district may use the monthly allocation under Plan B to offset any payroll deductions made pursuant to section H of this Article.
 3. Bargaining Unit Members who retire at the end of a school year will be responsible for reimbursing the district half (six (6) months' worth) of the funded HSA money to the district. Bargaining 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.
 4. Bargaining Unit Members who resign effective at the end of a school year will be responsible for reimbursing the district four (4) months' worth of the funded HSA money to the district. Bargaining unit members who resign during the school year will be responsible for reimbursing the District whatever months remain in the calendar year.
- C. Bargaining unit members who are employed less than full-time shall receive the appropriate pro-rated share of Board-paid benefits in Plan A or Plan B.
1. The bargaining unit member may have the difference between the premiums paid by the Board and the cost of their insurance program payroll deducted.

2. The proportional amount that the unit member is entitled to receive shall be equal to that fraction of the regular day for which they have been contracted to work.
- D. A bargaining unit member who is on an unpaid leave of absence and/or layoff status may continue their fringe benefit coverage for up to one (1) year through the Board by paying the group premium(s) and medical benefit plan costs in advance.
- E. A bargaining unit member who is absent due to an injury incurred during their employment shall be entitled to fringe benefit coverage for a period of up to one (1) year at Board expense. Thereafter, the bargaining unit member may continue their insurance benefit coverage through the Board by paying the group premium(s) in advance.
- F. A bargaining unit member who has qualified for long term disability shall be entitled to health insurance coverage by exchanging their own accumulated sick days or, sick bank days if their accumulated sick leave has been exhausted, for up to one (1) year or twelve (12) months after the Board and/or UNUM's obligation to pay said premium has expired. Thereafter, the bargaining unit member may continue their health insurance coverage through the Board by paying the group premium in advance.
- G. Should spouses both be employed in a bargaining unit position, one will be eligible to select Plan A and the other will be eligible to select Plan B or, in the case of part-time employment in accordance with Section C of this Article.
- H. Hard Cap increases are based on the State of Michigan effective date.

For the 2024 calendar year, the District should 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 hard 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.

This premium cost contribution shall apply to medical insurance only and shall not apply to any of the following other insurance protections: LTD,

dental, life, vision. All employee contributions are part of the employer's cafeteria benefit plan are not subject to tax. All employee contributions will be deducted as a condition of the Master Agreement.

- I. Once the bargaining 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.
- J. If an employee runs out of sick time and qualifies for LTD, the district will pay the full cost of health insurance for up to one (1) year from the date the employee qualifies for LTD benefits.

Article 24 - Miscellaneous Provisions – Insurance

- A. This Agreement shall supersede any rules, regulations, practices, or policies of the Board pertaining to mandatory subjects of bargaining which shall be contrary to or inconsistent with its terms.
- B. All individual teacher contracts shall be made expressly subject to the terms of this Agreement.
- C. Should any provision or application of this Agreement be found contrary to law, then such provision or application shall not be deemed valid except to the extent that it is permitted by law. All other provisions or applications shall continue in full force and effect.
- D. Copies of the Agreement shall be produced at the mutual expense of the Board and the Association and presented to all teachers now employed or hereinafter employed by the Board.
- E. In the event the Board receives an application or written inquiry regarding a Public School Academy, the Association President will be notified within five (5) working days of the contract. Upon request of the Association President, copies of any application or correspondence shall be provided.
- F. An emergency manager appointed under the Local Financial Stability and Choice Act is authorized to exercise powers as provided in the Local Financial Stability and Choice Act, 2012 Public Act 436.

Article 25 - Duration of Agreement

This agreement shall be effective July 1, 2024, and shall remain in effect until June 30, 2026. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

**INGHAM-CLINTON EDUCATION
ASSOCIATION / HASLETT
EDUCATION ASSOCIATION,
MEA/HEA**

**HASLETT PUBLIC SCHOOLS
BOARD OF EDUCATION**

By _____
UniServ Director

By _____
Superintendent

By _____
President, HEA-MEA/NEA

By _____
Member Negotiating Team

By _____
Member Negotiating Team

By _____

Appendix A – Salary Schedule

Salary Lane Definitions:

BA – Bachelor’s Degree

BA+16 – Bachelor’s Degree with sixteen (16) credits beyond the Bachelor’s Degree

30 hour MA – bachelor’s degree with thirty-seven (37) credits beyond the Bachelor’s Degree **OR** Master’s Degree which required thirty (30) credits to complete

46 hour MA – Master’s Degree with sixteen (16) graduate credits earned beyond the Master’s Degree **OR** Master’s Degree which required forty-six (46) credits to complete

60 hour MA – Master’s Degree with thirty (30) graduate credits earned beyond the Master’s Degree **OR** Master’s Degree which required seventy-six (76) credits to complete

All professional staff, except Occupational Therapists, Physical Therapists, School Psychologists and Audiologists

2024-2025

Steps, 2.5%

Step	BA	BA+16	30 hour MA	46 hour MA	60 hour MA
1.0	43,979	44,699	46,221	47,113	47,542
2.0	45,189	45,905	47,608	48,411	48,840
3.0	46,534	47,115	48,995	49,708	50,137
4.0	47,878	48,324	50,381	51,005	51,433
5.0	49,041	49,665	51,724	52,392	52,820
6.0	50,202	51,005	53,068	53,781	54,209
7.0	51,457	52,303	54,453	55,122	55,552
8.0	52,713	53,601	55,837	56,463	56,892
9.0	53,920	54,990	57,136	57,807	58,236
10.0	55,125	56,376	58,433	59,151	59,579
11.0	56,599	57,717	59,732	60,496	60,924
12.0	58,074	59,057	61,029	61,842	62,271
13.0	59,643	60,715	62,775	63,539	63,968
14.0	61,213	62,374	64,520	65,235	65,664
15.0	62,131	63,310	65,952	66,797	67,226
16.0	63,062	64,259	67,381	68,358	68,787
17.0	64,008	65,224	69,087	69,974	70,402
18.0	64,969	66,202	70,791	71,587	72,017
19.0	65,942	67,195	72,592	73,406	73,842
20.0	66,931	68,204	74,390	75,225	75,667
21.0	70,278	71,614	78,110	78,987	79,451

2025-2026

Steps, 2.5%

Step	BA	BA+16	30 hour MA	46 hour MA	60 hour MA
1.0	45,078	45,816	47,377	48,291	48,731
2.0	46,319	47,053	48,798	49,621	50,061
3.0	47,697	48,293	50,220	50,951	51,390
4.0	49,075	49,532	51,641	52,280	52,719
5.0	50,267	50,907	53,017	53,702	54,141
6.0	51,457	52,280	54,395	55,126	55,564
7.0	52,743	53,611	55,814	56,500	56,941
8.0	54,031	54,941	57,233	57,875	58,314
9.0	55,268	56,365	58,564	59,252	59,692
10.0	56,503	57,785	59,894	60,630	61,068
11.0	58,014	59,160	61,225	62,008	62,447
12.0	59,526	60,533	62,555	63,388	63,828
13.0	61,134	62,233	64,344	65,127	65,567
14.0	62,743	63,933	66,133	66,866	67,306
15.0	63,684	64,893	67,601	68,467	68,907
16.0	64,639	65,865	69,066	70,067	70,507
17.0	65,608	66,855	70,814	71,723	72,162
18.0	66,593	67,857	72,561	73,377	73,817
19.0	67,591	68,875	74,407	75,241	75,688
20.0	68,604	69,909	76,250	77,106	77,559
21.0	72,035	73,404	80,063	80,962	81,437

Hours are semester hours.

Only for Occupational Therapists, Physical Therapists, School

Psychologists and Audiologists

2024-2025

Steps, 2.5%

Step	BA	BA+16	MA/BA+37	MA+16	PhD
1	51,467	53,162	54,852	58,244	60,723
2	52,947	54,643	56,337	59,727	62,183
3	54,428	56,127	57,819	61,209	63,641
4	55,912	57,608	59,301	62,692	65,103
5	57,395	59,089	60,784	64,176	66,564
6	58,878	60,572	62,267	65,658	68,025
7	60,361	62,056	63,750	67,140	69,486
8	61,843	63,537	65,233	68,621	70,946
9	63,325	65,019	66,715	70,102	72,407
10	64,809	66,502	68,198	71,584	73,869
11	66,292	67,986	69,681	73,067	75,327
12	67,773	69,469	71,162	74,550	76,788
13	69,257	70,952	72,645	76,032	78,249
14	70,500	72,296	73,981	77,319	79,610
15	71,740	73,637	75,318	78,606	80,971
16	72,909	74,862	76,529	79,814	82,217
17	74,079	76,087	77,737	81,021	83,463
18	75,437	77,355	79,031	82,369	84,714
19	76,796	78,622	80,324	83,719	85,965
20	77,671	79,448	81,166	84,586	86,782
21	80,518	82,288	84,062	87,601	91,142

2025-2026

Steps, 2.5%

Step	BA	BA+16	MA/BA+37	MA+16	PhD
1	52,754	54,491	56,223	59,700	62,241
2	54,271	56,009	57,745	61,220	63,738
3	55,789	57,530	59,264	62,739	65,232
4	57,310	59,048	60,784	64,259	66,731
5	58,830	60,566	62,304	65,780	68,228
6	60,350	62,086	63,824	67,299	69,726
7	61,870	63,607	65,344	68,819	71,223
8	63,389	65,125	66,864	70,337	72,720
9	64,908	66,644	68,383	71,855	74,217
10	66,429	68,165	69,903	73,374	75,716
11	67,949	69,686	71,423	74,894	77,210
12	69,467	71,206	72,941	76,414	78,708
13	70,988	72,726	74,461	77,933	80,205
14	72,263	74,103	75,831	79,252	81,600
15	73,534	75,478	77,201	80,571	82,995
16	74,732	76,734	78,442	81,809	84,272
17	75,931	77,989	79,680	83,047	85,550
18	77,323	79,289	81,007	84,428	86,832
19	78,716	80,588	82,332	85,812	88,114
20	79,613	81,434	83,195	86,701	88,952
21	82,531	84,345	86,164	89,791	93,421

Hours are semester hours.

The Board of Education will hire all new staff at a rate no higher than Step 5.5 of the salary schedule and in the appropriate lane based upon the educational accomplishments of the new hire. Each school year, the Board will be granted one (1) position for which they can hire at a step based on the applicant's educational experience, not to exceed ten (10) years. If the District believes they need to adjust an office of employment above the 5.5 threshold for more than one (1) position, the Board of Education representatives can approach the HEA president and/or designee to discuss a reasonable compromise.

If the district provides one full step and a minimum of one percent (1%) at the top for the current year, then the district can hire Bargaining Unit Members at any step based on education and experience of up to ten (10) years of service.

Appendix B – Extra Duty Salary Schedule

The listing of a position will not imply that such a position will be filled each year.

- A. For the term of this Agreement, the following extra-duty positions will be paid on a percentage of the unit member's current step which represents the bargaining unit member's number of years of experience acquired in that position and will be based upon the BA schedule incorporated herein. It is agreed that no bargaining unit member's compensation shall be reduced because of the implementation of the salary schedules which follow.

High School Athletics	
Varsity Head Football	11%
Varsity Assistant Football (2)	8%
JV Head Football	8%
JV Assistant Football	8%
Freshman Head Football	8%
Freshman Assistant Football	8%
Varsity Head Swimming – B/G	8%
Varsity Assistant Swimming	6%
Varsity Head Basketball – B/G	11%
JV Head Basketball	8%
Freshman Head Basketball	8%
Varsity Head Wrestling	8%
Varsity Assistant Wrestling	6%
Varsity Head Baseball	8%
JV Head Baseball	6%
Varsity Head Soccer – B/G	8%
JV Head Soccer	6%
Varsity Head Track – B/G	8%
Varsity Assistant Track (3 total)	6%
If combined head coach for both boys and girls	12%
Varsity Golf – B/G	8%
JV Golf (when varsity is over 6 members)	6%
Varsity Head Tennis – B/G	8%
JV Head Tennis	6%
Varsity Head Gymnastics	8%
Varsity Assistant Gymnastics	6%
Varsity Head Softball – G	8%
JV Head Softball	6%

Varsity Head Cross Country – B/G	8%
Varsity Assistant Cross Country	6%

If combined head coach for both boys and girls	12%
Varsity Head Volleyball	11%
JV Head Volleyball	8%
Freshman Head Volleyball	8%
Varsity Sideline Cheer	4%
Varsity Competitive Cheer	4%
Assistant Cheer (per season)	2%
Varsity Dance (per season)	4%
Assistant Dance (per season)	2%
Varsity Bowling	5%
JV Bowling	3%
High School Unified Sports	
Coordinator (1)	6%
Coach (1 per sport)	2%
Middle School Athletics	
Middle School Football 7/8	
1 team/each grade (2)	5%
Middle School Basketball – B/G	
A and B Team /each grade	5%
Middle School Volleyball – G	
A and B Team/each grade	5%
Middle School Wrestling – B	
A and B Team	5%
Middle School Cross Country – B/G	
A Team/each grade	5%
Middle School Track – B/G	
2 A Team/each grade	5%
Middle School Unified Sports	
Coordinator	4%
Coach (1 per sport)	2%
High School Music	
Band Director (2)	8%
Choir Director (3 choirs)	8%
Choral Director Musical (Fall) (1)	4%
Instrumental Director/Theater (PIT)	4%
Jazz/Pep Band – Full Year (1)	4%
Color Guard	2%
Theater Director (Spring) (1)	6%
H.S. Musical Director (Fall) (1)	11%
Men’s Chorale (1) (after school)	6%
Women’s Select (1) (after school)	6%

Middle School Music	
Band Director (2)	3%
Choir Director (1)	6%
Select Ensemble (after school)	2%
M.S. Musical Director	3%
M.S. Theater Director	5%
M.S. Theater Assistant Director Only available when cast exceeds 25 students	3%

- B. The following positions will be paid on a percentage of step five (5) of the BA pay scale.
- Club must meet an average of two (2) times a month.
 - Positions can be split. The % listed is for one position.
 - Club requests can be submitted using the form in Appendix H
 - The building principal and superintendent will review requests submitted on the appropriate application form. A copy of the completed form will be shared with HEA.

High School Positions	
Student Council (2)	3.5%
Yearbook (1)	6%
Newspaper (1)	4%
Quiz Bowl Advisor (1)	8%
Black Student Union (1)	2%
Sexuality and Gender Alliance (1)	2%
National Honor Society (1)	4%
PAL Program Advisor (1)	2%
Science Olympiad Coach (2)	4%
Key Club (1)	2%
World Language (1)	2%
Art Club (1)	2%
Business Professionals of America (1)	2%
Future Doctors of America (1)	2%
Beyond (1)	2%
Spanish Club (1)	2%
Diversity Club (1)	2%
Harry Potter Club (1)	2%
Be Nice (1)	2%
Asian Student Union (1)	2%
Sustainability Club (1)	2%
Courtyard Maintenance Coordinator (1)	2%

Clubs approved by the Superintendent	2% Each
Middle School Positions	
Student Council (1)	2%
Yearbook (2)	4%
PAL Program Advisor (1)	2%
Science Olympiad Coach (2)	4%
Quiz Bowl Advisor (1)	2%
Builders Club (1)	2%
Be Nice (1)	2%
Black Student Union (1)	2%
Conservation & Fishing Club (1)	2%
Sexuality and Gender Alliance (1)	2%
Viking Time Coordinator (1)	2%
Harry Potter Club (1)	2%
MS News Crew (1)	2%
Chess Club (1)	2%
Courtyard Maintenance Coordinator (1)	2%
Culture Club (1)	2%
Clubs approved by the Superintendent	2% Each
Grades 2-5 Building Positions (per building)	
Student Council (1)	2%
Safety Patrol (1)	2%
Courtyard Maintenance Coordinator (1)	2%
Science Fair (1)	2%
Math Olympiad (1; 2 if numbers exceed 50)	2%
Girls on the Run (1)	2%
4/5 Musical Club (1)	2%
Video Production Crew (1)	2%
Steam Night (1)	2%
Ukulele Club (1)	2%
Be Nice (1)	2%
Earth Club (1)	2%
Elementary Music Productions *Per grade/performed outside of the school day	1%
Clubs approved by the Superintendent	2% Each
Grade Y5s-1 Building Positions	
Outdoor Classroom Coordinator (1)	2%
STEAM Night (1)	2%
Announcement Team (1)	2%

Courtyard Maintenance Coordinator (1)	2%
Earth Club (1)	2%
Be Nice (1)	2%
Elementary Music Productions *Per grade/performed outside of the school day	1%
Clubs approved by the Superintendent	2% Each

*Elementary Music will work with the building principal to present a plan for performances based on grade level curriculum expectations.

- C. The following positions will be paid on a percentage of step one (1) of the BA pay scale and should be split among two people.

High School Class Advisors	
Freshman Class (1)	4%
Sophomore Class (1)	5%
Junior Class (1)	5%
Senior Class (1)	4%

- D. Attendance at K-12 department meetings is mandatory. If a department chair does not attend scheduled K-12 meetings, the compensation will be prorated.

Each department chair will be responsible for:

- Facilitating building meetings, a minimum of three times per year.
- Reporting to building staff at staff meetings.
- Attending district meetings and presenting at HCC and the Board of Education, upon request.
- Networking with county and state organizations.
- Attending either a state or national conference.
- Analyzing M-STEP or other assessment data annually, as needed.
- Meeting with Administrative department chair and building principal as needed.

Department Chair Positions	
Core Curriculum Areas for High School and Middle School	\$800.00
Murphy, Ralya and Wilkshire (K-1, 2-3, 4-5)	\$800.00
K-12 District Areas: World Language, PE/Health, Music, Art and Technology	\$800.00

E. Mentor teachers will be compensated upon completion of the Mentor/Mentee Educator Checklist. It is the responsibility of the mentor and their probationary mentee teachers to maintain and submit the checklist to the Associate Superintendent no later than May 31 of each school year to qualify for the mentor stipend, as follows:

Mentor Positions

Year	Five – Year Plan (2 nd Mentee)	Two – Year Plan (2 nd Mentee)
One	\$800 (\$400)	\$400 (\$200)
Two	\$400 (\$200)	\$100 (\$100)
Three	\$100 (\$100)	

1. If the mentor was required to meet over the district’s expectations for non-teacher staff to fulfill their licenses, the mentor teacher will be paid an extra \$500 per year per mentee.
2. Mentoring above and beyond school expectations will be voluntary.

F. The staff member responsible for the Haslett Media Pro will be compensated as below with the % being that of the teacher’s current step and lane.

Haslett Media Pro	
Fall	8%
Winter	8%
Spring	8%
Summer	6%

G. Equity Coaches will be responsible for facilitating the implementation of the district’s Equity Plan.

1. Creating agendas for monthly meetings in their building for other staff members to attend.
2. Attend scheduled Equity meetings.
3. Attend scheduled Equity committee meetings.

4. Share information from district, building and equity coach meetings.

Equity Coaches (per building)	
Building Coach (1)	5%

H. The following positions will be paid on an hourly basis:

1. Extra hours outside the instructional day will match the Appendix A salary increase in succeeding years. This includes homebound, summer school and other after school obligations as approved by Administration.

Year	Rate
2024-2025	\$36.41 per hour
2025-2026	\$37.14 per hour

2. Teachers who are employed in the summer school program shall be compensated for one quarter (1/4) of an hour of planning time for every 55-60 minutes of student instruction. The foregoing shall not apply to teachers of Driver Education.
 3. The Band Director will be paid for Summer Band Camp at the summer school hourly rate up to a maximum of eight (8) hours for any day worked.
 4. Teachers who substitute for another teacher during their planning hour shall be compensated at a rate of \$50.00 per hour
- I. Compensation for a bargaining unit member attaining National Board Certification shall be five percent (5%) of their own salary. The district shall share equally with the bargaining unit member the cost to attain National Board Certification upon completion.

Appendix C – K-12 District Calendar

2024-2025 K-12 District Calendar

August '24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						7

September '24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						20

October '24						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						21

Full Day PD
Partial Day - Full District
School Day
Elementary/MS Partial Day
Secondary Partial Day

8/19 & 8/20 Full Day PD

8/21 1st Day

8/21-8/22 District Partial Day - Full

10/4-10/7 Mid Autumn Break

10/15 Elementary/MS Partial Day

11/1 Full Day PD

11/27-11/29 Thanksgiving Break

12/23-1/3 Winter Break

1/15-1/17 Secondary Partial Day

1/20 MLK Day

2/14-2/17 Mid Winter Break

2/25 Elementary/MS Partial Day

3/21-3/28 Spring Break

3/31 Full Day PD

5/26 Memorial Day

6/3-6/4 Secondary Partial Day Partial Day - Full District

6/5 District

November '24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						17

December '24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						15

January '25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						19

February '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
						18

March '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					14

April '25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						22

May '25							June '25							July '25						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
						21							4							

178	Student Instructional Days
4	Professional Development Day
182	Total Days

Professional Development Breakdown

Dates	Method	Totals
August 19 and 20, 2024	District/Building Professional Development	12.0 Hours
November 1, 2024	District/Building Professional Development	6.0 Hours
March 31, 2025	District/Building Professional Development	6.0 Hours
Eight (8) Staff Meetings a year	Building Level Staff PD Meetings	8.0 Hours
Four (4) Department Meetings a year	Department Meetings	4.0 Hours
	Total Hours	36.0 Hours

2025-2026 K-12 District Calendar

To be determined by a joint committee of administrators, teachers and board of education members.

The parties, if necessary, will meet to readjust the calendar in the event of a labor dispute involving another bargaining unit which results in closing on a scheduled day of instruction.

Days designated for the make-up of cancelled days will begin on the next weekday after the last scheduled day of school.

Teachers new to the district will report no more than two (2) days prior to the first teacher workday in any year with no additional compensation.

In partnership with Haslett Education Association, in the event of a District shutdown by State or Federal order is longer than five (5) consecutive days, Haslett Public Schools will continue paying teaching staff. Haslett Public Schools may require teaching staff to continue teaching, either through online or through paper and pencil work, during a shutdown as allowed by the Michigan Department of Education.

If the daily school schedule needs to be altered from the typical school day, Haslett Public Schools and Haslett Education Association will work collaboratively to create an alternate schedule as allowed by the Michigan Department of Education.

Appendix D – Grievance Report Form

Grievance # _____

Distribution of Form:

School Year _____

Principal
Teacher Superintendent
Association
Board of Education Level 3

LEVEL ONE A (10 days) Oral Discussion with Supervisor

Date _____

LEVEL ONE B (3 days)

Date alleged grievance occurred: _____

Statement of grievance and synopsis of fact: _____

Sections or sub-sections of contract, or Board Personnel Policies alleged to have been violated: _____

Relief Sought: _____

Date: _____

Signature of Grievant

Decision of immediate supervisory (5 days): _____

Date: _____

Signature of Immediate Supervisor

LEVEL TWO (5 Days)

Date filed with Superintendent:

Date of discussion with Superintendent (arranged for within five days):_____

Decision of Superintendent (5 days:) _____

Date: _____

Signature of Superintendent

LEVEL THREE (15 days)

Date submitted to arbitration: _____

Appendix E – 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 OFFIE USE ONLY

of Days Accumulated: _____ # of Days Used: _____

of Days Remaining: _____

FILL OUT IN DUPLICATE AND RETURN TO IMMEDIATE SUPERVISOR.

Appendix F – Professional Development Guidelines

Professional Development Make-Up Procedure

- A. A bargaining unit member who is absent from scheduled professional development must make up the professional development according to the process below:
- Professional Development forms will be available in the school's office and in the district business office files online.
 - Bargaining Unit Members have thirty (30) days from the absences to make up the Professional Development hours.
 - Make-up for Professional Development must be aligned with HPS curriculum and goals.
 - The Certificate of Completion must be attached to the Professional Development Make-Up Form.
 - If a member does not complete the make-up requirements by the deadline, this will result in a loss of pay equivalent to the original number of Professional Development hours.
- B. **After School Professional Development:** Time must be made up or the teacher will be docked the hours.
- C. **Full Day Professional Development:** Bargaining Unit Members can make up time for professional development based on approval of the superintendent for absences other than sick time. Sick time absences will be made up in full.
- D. Safe Schools online training will continue to be a requirement for members and will be paid the hourly rate. We will no longer be providing time during professional learning for teachers to complete this requirement. We will proceed with the following requirements:
- Online courses will open on or about August 15 each year.
 - Teachers will be required to complete all training in their dashboard by November 15.
 - Teachers will be paid an hourly rate for completed training.
- E. Any non-teaching members can request leave time during full day Professional Development in lieu of completing professional development required for their certification.

Professional Development Make-Up Form

After School Professional Development: Time must be made up or the teacher will be docked the hours.

PIC #

Full Day Professional Development: Bargaining Unit Members can make up time for professional development based on approval of the superintendent.

Name:

Date:

Date of Missed Professional Development:

Due Date:

Number of Make-Up Hours:

Make-Up Professional Development Plan	
Reflection/Summary	

Signature of Professional:

Date:

Signature of Principal/Supervisor:

Date:

**cc: HEA Member
Building AR**

Appendix G – Sick Bank Guidelines

1. Any teacher, by nature of the HEA contract, is automatically a member of the Sick Bank and may request days and have days taken away from them.
2. The Sick Bank may be used for any long-term illness of the employee, the employee's child, or spouse once the employee's own accumulated sick days and Personal Days are depleted.
3. Bargaining unit members shall be eligible to draw on the Sick Bank when they (or their child or spouse) have been ill or disabled for six consecutive working days. An employee who has their own sick day accumulation may use sick days to get to the ten consecutive working days prior to tapping into the sick bank. If an employee does not have any sick days accumulated, they are not eligible for the sick bank until they have drawn ten consecutive "no pay" days.
4. When sick days are granted from the Sick Bank, they are taken on a rotating basis from the teacher having the highest number of accumulated days last assessed, to the least, as needed. No one shall be assessed more than one day until all others have given up a day.
5. A medical statement from a physician is required prior to drawing from the Sick Bank. The notice from the physician must indicate the date the applicant is eligible to return to work. A second opinion can be requested by the committee or the superintendent, if deemed necessary.
6. If the total number of days requested from the Sick Bank in combination with the number of sick and Personal Days used for the same illness exceeds thirty (30), a review committee consisting of three administrators and three teachers (selected by the HEA president) shall determine whether more days will be granted for the illness of the employee only. No more than thirty days shall be granted for the illness of the employee's child or spouse. The majority of the committee shall rule. If there is a tie vote, the superintendent shall make the final determination.
7. Salary to be paid will be based upon the base pay of the teacher, plus any additional assignments already started or completed. Final interpretation of the pay amount, if questioned, will be left with the superintendent.
8. If an eligible member's sick bank usage extends into the second contract year, the rate of pay will continue to be that of the previous

year. No additional sick leave time will be earned by the teacher until they have worked one day. When the teacher returns to work, the current year's salary schedule will be paid beginning with the first day of work.

9. The committee will convene in the event of unusual or extenuating circumstances.
10. Teachers will not be required to donate days to the sick bank until the beginning of their third academic school year in which they are employed.
11. If a member has used sick bank days for an illness, five (5) additional days can be used intermittently upon return of the Bargaining Unit Member to the school. The five (5) intermittent days must relate to the instance for which the Sick Bank was originally accessed. The member must provide documentation from their doctor to use these days.

For the Board

For the Association



Haslett Public Schools
SICK BANK APPLICATION

NAME: _____ BUILDING: _____

I wish to draw from the HEA Sick Bank. I anticipate drawing _____ days. My accumulated sick leave expires on _____, and I wish to begin drawing from the exchange.

The medical verification for this request is (circle one response):

- (a) attached
- (b) being mailed by physician
- (c) needs to be mailed by physician
- (d) other _____

My doctor is _____ Name

_____ Address Phone

I understand that any request beyond 30 days will go to a committee made up of three teachers and three administrators. I understand that the decision of the Sick Bank Committee is final and binding. I also understand they may request a second doctor's opinion from me.

Signature of Applicant

Date

Send to: HEA Sick Bank Chairperson
Assistant Superintendent Payroll

Appendix H Club Request Form



Club Request

Club Information

Name of Club: _____

Teacher making request: _____

Building Club will be located: _____

Principal of Club location: _____

Dates Club begins: _____ **Ends:** _____

How often will Club meet

- 1 x weekly 2 x weekly 1 x monthly 2 x monthly
 Other: _____

What days of the week will Club meet: *(check all that apply)*

- Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Students Club will include *(check all that apply)*

- K/1st Grade 2nd Grade 3rd Grade 4th Grade 5th Grade
 6th Grade 7th Grade 8th Grade 9th Grade 10th Grade
 11th Grade 12th Grade Special Education Other: _____

What time will Club meet:		
<input type="checkbox"/> Before School	Start Time:	End Time:
<input type="checkbox"/> Lunch Hour	Start Time:	End Time:
<input type="checkbox"/> After School	Start Time:	End Time:
<input type="checkbox"/> Other: <i>i.e. weekend</i>	Start Time:	End Time:

Explain the purpose of Club:

Employee Signature Date

Principal Approval

- Approved
- Rejected

Comments:

Principal Signature Date

Superintendent Approval

- Approved
- Rejected

Comments:

Copies provided to:
*Finance Department 76
*Hosting School Office
*Haslett Education
Association

Appendix I – Merit Pay

Merit Pay Guidelines

10 Activities = \$500

Merit Pay Form is due by the last day of school.

A. A minimum of six (6) activities must come from Category A. No more than four (4) activities can come from Category B.

- Commit to the committee/group for at least three (3) sessions.
- Must meet outside of the school day.
- As a committee, develop goals and meeting schedule, assign roles.
 - Meetings/work sessions must be for an hour.
 - Can be in person or virtual.
- Have goal, agenda, schedule, and meeting notes submitted by administrator/school improvement lead.
- Present accomplishments at a staff/school improvement meeting

B. If chairing a committee; planning, organizing, and reporting count as two (2) activities.

- Example: Chairing STAT Team
 - Attending and participating in meeting = 1 event
 - Planning and Reporting = 1 event

What Counts: Category A	What Counts: Category B	What Does NOT Count
*CLT/School Improvement Committee *CLT/School Improvement Subcommittee *Student Assistance/Mental Health Teams *Equity/DEI Study *Grade Level or Team (MS) meetings (cross buildings, etc.) *Haslett Curriculum Committee(s) *Presenting at a staff or Board meeting *Interview committees *Other, as approved by administration	*Chaperoning school events (if not already being compensated as the advisor, coach, etc.) *Participating in school events (Student of the Month, Extra Curriculars) *Other, as approved by administration	*Department meetings *Co-planning meetings *Club Advisor *Study hall supervisor *Anything that you are already being compensated to do (plan, grade, coach, work with students, etc.)

A+ Haslett Public Schools
Merit Pay Form

Name _____

Building _____

School Year _____

	Date	A ✓	B ✓	Activity	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9.					
10					

Teacher Signature _____

Administrator Signature _____

Appendix J – Evaluation

DANIELSON FRAMEWORK FOR TEACHING EVALUATION WORKSHEET 2024-25 School Year

	Effective	4.00-3.00
	Developing	2.99-2.00
	Needing Support	1.99-1.00
Example		
NAME	Score	3.88
		Effective

Look-for		Average Score	Weight	Weighted Score
Component 1a.	Demonstrating Knowledge of Content and Pedagogy	4.0	1.5%	0.06
Component 1b.	Demonstrating Knowledge of Students	4.0	1.5%	0.06
Component 1c.	Setting Instructional Outcomes	4.0	2.0%	0.08
Component 1d.	Demonstrating Knowledge of Resources	4.0	1.0%	0.04
Component 1e.	Designing Coherent Instruction	3.5	2.0%	0.07
Component 1f.	Designing Student Assessments	3.5	2.0%	0.07
Component 2a.	Creating and Environment of Respect and Rapport	4.0	8.0%	0.32
Component 2b.	Establish a Culture for Learning	4.0	8.0%	0.32
Component 2c.	Managing Classroom Procedures	4.0	8.0%	0.32
Component 2d.	Managing Student Behavior	4.0	8.0%	0.32
Component 2e.	Organizing Physical Space	3.5	8.0%	0.28
Component 3a.	Communication with Students	4.0	8.0%	0.32
Component 3b.	Using Questioning and Discussion Techniques	3.5	8.0%	0.28
Component 3c.	Engaging Students in Learning	4.0	8.0%	0.32
Component 3d.	Using Assessments in Instruction	4.0	8.0%	0.32

Component 3e.	Demonstrating Flexibility and Responsiveness	4.0	8.0%	0.32
Component 4a.	Reflecting on Teaching	4.0	1.5%	0.06
Component 4b.	Maintaining Accurate Records	4.0	2.0%	0.08
Component 4c.	Communicating with Families	3.5	2.0%	0.07
Component 4d.	Participating in a Professional Learning Community	3.5	1.0%	0.04
Component 4e.	Growing and Developing Professionally	3.0	1.5%	0.05
Component 4f.	Showing Professionalism	4.0	2.0%	0.08
				3.88

OBSERVATION COMMENTS

DOMAIN 1	
DOMAIN 2	
DOMAIN 3	
DOMAIN 4	