

**School District for the City of Hazel Park and
Hazel Park Association of School Administrators (HPASA)
Tentative Agreement of May 5, 2021**

The circumstances leading to this tentative agreement are as follows. The parties currently have a collective bargaining agreement in effect through June 30, 2021. The parties are agreeable to entering into a successor collective bargaining agreement on the following terms:

1. The term of this new collective agreement is for the period of July 1, 2021 through June 30, 2023; however, notwithstanding anything to the contrary, it is understood that the compensation reductions/changes reflected in previous tentative agreements of March 2015 through May 2020 shall remain in place except as previously changed or otherwise provided in this agreement, and that there will be no step or other increases in compensation or insurance contribution after June 30, 2023, unless set forth in this agreement or until the parties otherwise agree.

2. For the 2021-22 school year

A. Increase the salary schedule across the board by four percent (4%)

B. Step movements of one step for those eligible for step movement at the beginning of the year, with an additional step starting January 2022 for currently employed administrators still on steps who were hired after the start of the school year in which they were hired.

C. Pay all administrators a one-time off-schedule signing/retention bonus of \$1,500, to be paid as follows: \$500 by second pay period in November; \$1000 in second pay period in June.

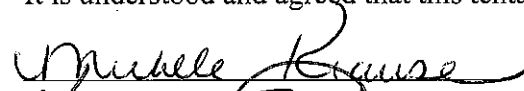
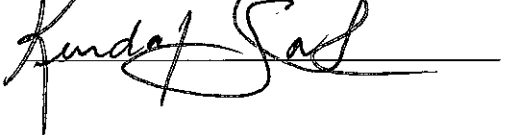
3. For the 2022-2023 School Year

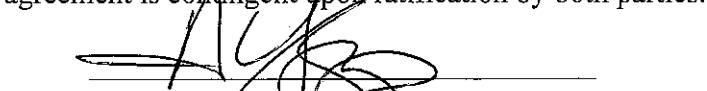

A. Increase the salary schedule across the board by three percent (3%)

B. No step movement.

All other terms of the expired collective bargaining agreement not addressed above, in the aforementioned tentative agreements, or in the attachment, will remain unchanged in the successor agreement, with the further understanding that dates will be updated as appropriate.

It is understood and agreed that this tentative agreement is contingent upon ratification by both parties.

School District of the City of Hazel Park and Hazel Park Association of School Administrators (HPASA)
HPASA Contract Edits

Article IV.B The BOARD and ASSOCIATION agree that there shall be prompt and expeditious handling at the local level, of a school-related complaint regarding an Administrator or a program, of other employees, and/or personnel he/she supervises. It is agreed that such complaints will be promptly referred to the Administrator affected.

Article V.B Administrators' employment contracts shall be for ~~three (3)~~ two-year year terms and shall be renewed one (1) year prior to the expiration of each contract (by July 1st), when services have been evaluated as "satisfactory **Effective**" or "Highly Effective" by the Superintendent. If an administrator receives a "~~unsatisfactory~~ **Minimally Effective**" or "**Ineffective**" evaluation during the ~~second~~ first year of his contract and sufficient progress is not made during the remaining year, then his contract may not be renewed or may be renewed on a one (1) year conditional basis. A sixty (60) day notice will be given in the final year if a contract is not to be renewed or a conditional contract is to be issued.

Article VII.3A ~~Master Sick Bank is hereby established. The Board of Education, the Association, and other Administrators not belonging to the Association shall be funded in the following manner:~~

- ~~a. Each Administrator (Association members and Non-Association members) shall contribute one (1) personal day and the Board shall contribute one hundred (100) days as an initial funding.~~
- ~~b. Whenever the balance of days in the sick bank falls below fifty (50) days, each Association member will contribute an additional day (1) and the Board shall contribute an additional fifty (50) days.~~
- ~~e. New Association members and Administrators will be required to contribute two (2) personal days upon initial employment in an administrative assignment~~

Article VIII.4.E When an Administrator has used all of his/her personal leave and his/her time away from the job has reached or exceeded 180 calendar days, ~~the maximum sick bank allocation shall be equal to one month (20 working days). At the end of the one month (20 working days),~~ the Administrator shall either take an unpaid sick leave or go on long-term disability.

Article VIII.4.F Administrators on long-term disability for more than one calendar year, **or, if a MESSA LTD policy is in effect and applicable, administrators on long-term disability for more than the period in which insurance benefits are paid for under the MESSA LTD policy, whichever period is longer,** shall not receive District paid benefits. However, the Administrator may, at his/her discretion, pay **the employee's**

COBRA amount \$200 towards the group plans premium or the group plans premiums, ~~whichever is lesser~~, and continue coverage for up to one (1) year. If this option is selected, the Administrator must declare this option 30 days prior to the end of the one (1) year period described in this paragraph.

~~2. Furlough Days~~

~~Furlough days are mandatory days off the scheduled work year without compensation. Furlough days reduce annual salary by the amount of days off but have no impact on the provision of health insurance coverage as described under Article XII, Paragraph A. Furlough days may be taken at any time; however, they cannot be used for more than five (5) consecutive days. Furlough days may be accumulated; however, if not used, they will be lost at the end of the Agreement (July 2013).~~

~~a. Two (2) furlough days for the 2010/2011 school year.~~

~~b. Three (3) furlough days for the 2011/2012 school year.~~

~~e.d. Two (2) furlough day for the 2012/2013 school year.~~

Article VIII.C Maternity Leave Child Care Leave:

Shall be granted for a period of one (1) year plus any unfinished year and, upon request, one (1) additional year at the discretion of the BOARD. An employee requesting ~~maternity~~ **a child care** leave shall file their request in writing.

Article VIII.F INCENTIVE

~~If an incentive is offered to HPEA members, the Board of Education will pay HPASA members an additional \$10,000 incentive above what is offered to the HPEA~~

Article XI.C PERIOD OF EMPLOYMENT

~~Members of the ASSOCIATION Administrators shall have employment contracts designating the length of employment for a given school year. The President of the ASSOCIATION shall be the contact person with the Superintendent of Schools in matters pertaining to Administrator employment contracts. Administrator work schedules shall coincide with the school calendar~~

Article XI.D PAYROLL DEDUCTIONS

Payroll deductions for **employees** ~~members of the ASSOCIATION~~ shall be made available, upon written request, to the BOARD allowing such items as hospitalization, credit union savings, United Foundation pledges, BOARD approved annuity plans, and other meaningful items that may be mutually agreeable between the BOARD and members of the ASSOCIATION

ARTICLE XII COMPENSATION AND INSURANCE PROGRAM

A. HEALTH INSURANCE

The District shall provide insurance coverage as follows, subject to the provision that the District's obligation to pay per administrator insurance premiums shall be capped at the defined annual hard cap as set by the Michigan Department of Treasury.

~~The cost to an administrator for the 2010/2011 school year will be \$75.00 per month for two person coverage and \$216 per month for family coverage.~~

An administrator's premium cost shall be paid through payroll deductions spread out as evenly as possible over the term of the entire, or any remaining, school year. An administrator's failure or refusal to pay the premium cost shall lead to the District's termination of insurance coverage under this Article immediately upon such failure or refusal.

~~For school years 2011/2012 and 2012/2013, the District will pay half of the total increase of insurance up to a maximum cost to the District of seven and one-half percent (7½%) of the previous insurance cost. The administrator will be responsible for the other half and everything over fifteen percent (15%).~~

~~Hospitalization to be continued until picked up by state retirement for a maximum of six (6) months, with a possible additional six (6) month extension after retirement, subject to the administrators paying their share of premium costs.~~

1. **MESSA PPO CHOICES II**

PLAN A (For administrators choosing health insurance coverage)
\$500/\$1,000 deductible with \$20 office visits
RX Saver Drug Card

~~Administrators will receive sixty percent (60%) co pay prescription reimbursement. Prescription receipts shall be turned in to the Association's President for review and submission to the Business Office for reimbursement.~~

2. Dental Plan: As per health care package

3. Optical: As per health care package

~~4. Upon the retirement of an Administrator, the School District shall contribute \$75.00 per month toward the hospitalization plan he/she will be securing through the State Retirement Board until age 65, payable at retirement.~~

PLAN B (For administrators opting out of health insurance coverage)

\$45,000 paid annually on the first pay in June.

5. **Excluding leaves of absence subject to the FMLA, if an employee is absent from work and is not receiving District salary/wages for the day(s) because allotted paid leave days have been exhausted, then the employee shall be required to pay the Employer's portion of the health care premiums for such unpaid days of absence. Similarly, if an employee is receiving cash in lieu of insurance and is absent from work and is not receiving District salary/wages for the day(s) because allotted paid leave days have been exhausted, then employee shall have his/her cash in lieu payment reduced prorata for such unpaid days of absence.**

B. LIFE INSURANCE

1. Life Insurance and Accidental Death Indemnity - \$50,000.00
2. Upon retirement of an administrator, the District shall provide \$5,000.00 life insurance on him/her until the age of 62. (If no policy is in place due to cost, the District will bear the burden and pay as if the policy was in place.)

C. LONG-TERM DISABILITY

- Waiting period — 180 calendar days
- Benefit — 67% of present salary up to a maximum of \$6,000.00 per month

~~**D. PHYSICAL EXAMINATION**~~

~~Each ASSOCIATION member may receive an allowance equal to the amount not covered by hospitalization for the purpose of having an annual physical examination.~~

[concept as opposed to actual language]

The parties agree to enter into a District-wide insurance committee to explore all options in regards to insurance. This committee will make recommendations to the parties. The committee will be composed of members of each District bargaining unit and members from Administration.

E. SALARY SCHEDULE

1. See attached fixed salary increment schedule. Eligible employees shall not advance on the salary schedule or receive other negotiated salary increases if they received a year-end evaluation rating of Ineffective on their most recent year-end evaluation.
2. Longevity
Commencing with their 26th year of credited experience, administrators shall receive, as part of their regular compensation, longevity pay of \$5,000. Longevity will continue at the \$5,000 per year rate each year thereafter. Experience credited by the Michigan Retirement Act shall be credited toward longevity. Persons entering

education later in life may have previous experiences related to education administration credited toward longevity upon recommendation to the Board by the Superintendent.

3. Period of Employment:

- a. Administrative employees shall be subject to a flex starting date each school year as determined by the BOARD. Once the start date has been set, the contract shall start and continue until the end of the contract term. Administrator work schedules **may** ~~shall continue to~~ coincide with the school calendar unless any or all administrators are requested by the BOARD to attend to school business.
- b. Notice to the new school year administrative start date shall be given no later than the last day of the preceding administrative calendar in writing to the Association members by the BOARD.
- e. The administrative work day calendar **exceptions are:** ~~will follow the teacher school year calendar with the following exceptions:~~
 1. The administrative staff's work schedule shall include the two half-day's set aside for evening Parent-Teacher Conferences as well as the half-day given as compensatory time before the Thanksgiving Recess and Spring Recess to the teaching staff.
 2. The administrative staff's normal period of employment will start eight (8) working days before the starting date for the teaching staff. The High School Principal will normally start eighteen (18) working days before the teaching staff (see addendum below).
 3. The administrative staff's normal end date is ten (10) working days after the last day for the teaching staff. Administrators can make up to three (3) days during the summer instead of the last week. The High School Principal's normal end date is twenty (20) days after the last day for teaching staff (see addendum below).

Addendum: The High School Principal's start and end date may be flexed, other than the normal start and end dates, upon mutual agreement between the BOARD and the High School Principal due to the unusual needs of the position. But at no time will this principal be required to work more than 48 weeks from the established start date for the new school year. This, in effect, may mean that up to four (4) weeks of non-contract time off will be allowed to be used during the contract school year by the principal to compensate for time worked outside the normal start and end date as established by the BOARD.

- d. If an earlier flex starting date is established by the BOARD, it will result in a like amount of days being taken off the end calendar date.
- e. Any administrator requested to work on days beyond regularly scheduled work days shall be paid their daily rate of pay for any day or part thereof. The administrator retains the right to decline to work on nonscheduled days unless a school emergency is declared by the BOARD.
- f. At no time will an administrative employee be required to work more than their contract regardless of the selected administrative starting date established by the BOARD for the school year.
- g. Administrative staff shall not be entitled to compensatory time or pay for extended hours or days of work except as denoted in this contract.
- h. In the event that an administrator is required to attend training on what would normally be a non-work day for the administrator, the District will provide a "flex" day for each such training day, which may be used during the school year. Flex days are days that the administrators will not be required to report to their assigned school; however, it is understood that the administrator will be available in case of an emergency. Before a flex day can be used, approval from the Superintendent must be secured; this is to be memorialized in an email exchange. All flex days expire June 30th of each year. No flex days may be carried over to the next contract year, nor will it be possible for flex days to be traded in for compensation. No more than two (2) flex days can be taken during student contact days.

i.

DAYS TO BE WORKED*

(Based on teachers working 180 work days; these numbers would change if teachers' work days increased or decreased per 3(c) above)

High School Principal	208
High School Assistant Principal	198
Middle School Principal	198
Middle School Assistant Principal	198
Elementary School Principal	198
Jardon Principal	198
Edison Principal	198
Athletic Director	198
Alternative School Principal	198

F. PROFESSIONAL DUES

Annual dues to one professional organization directly related to current position and approved by the Superintendent, will be paid by the district.

~~G. ENROLLMENT STIPEND~~

~~One percent (1%) for each 100 or major fraction over 500 will be paid to the Principal. The factor is to be multiplied times the maximum for equivalent on the teachers' salary schedule.~~

~~H. PORTFOLIO COMMITTEE~~

~~The Board of Education will pay each of the HPASA members on the portfolio committee \$50.00 for each portfolio that is presented and evaluated.~~

~~I. GRADUATE CREDIT TUITION REIMBURSEMENT~~

~~The Board of Education will pay for 100% of the tuition for college courses taken on the Administrator's own time and 50% of the college tuition for college courses taken on work time.~~

**The School District of the City of Hazel Park HPASA Salary Schedule
2021/2022**

Step Degree Level	01 BA	02 BA+18	03 MA	04 MA+15	05 MA+30	06 MA+45	07 DR	08 Non-Degree
<u>High School Principal</u>								
Base	\$91,505	\$98,132	\$106,531	\$108,367	\$110,218	\$112,054	\$113,902	\$84,653
1	\$93,989	\$100,741	\$109,331	\$111,207	\$113,097	\$114,977	\$116,866	\$87,169
2	\$97,396	\$104,321	\$113,094	\$115,009	\$116,947	\$118,805	\$120,788	\$90,449
<u>High School Assistant Principal</u>								
Base	\$83,124	\$88,222	\$96,557	\$98,197	\$99,856	\$101,493	\$103,144	\$77,178
1	\$85,151	\$91,146	\$98,749	\$100,410	\$102,090	\$103,749	\$105,420	\$79,129
2	\$88,703	\$94,774	\$102,470	\$104,150	\$105,851	\$107,533	\$109,223	\$82,611
<u>Junior High Principal</u>								
Base	\$88,094	\$94,313	\$102,195	\$103,922	\$105,659	\$107,382	\$109,116	\$81,851
1	\$90,055	\$96,386	\$104,411	\$106,167	\$107,935	\$109,688	\$111,453	\$83,701
2	\$92,984	\$99,424	\$107,590	\$109,373	\$111,177	\$112,961	\$114,755	\$86,516
<u>Assistant Junior High Principal</u>								
Base	\$81,792	\$86,890	\$95,229	\$96,868	\$98,525	\$100,166	\$101,814	\$75,849
1	\$83,257	\$89,255	\$98,857	\$99,518	\$100,195	\$101,857	\$103,526	\$77,237
2	\$85,677	\$91,755	\$99,448	\$101,128	\$102,832	\$104,512	\$106,203	\$79,589
<u>Elementary Principal/Center Based Supervisor/Alternative Education Principal</u>								
Base	\$86,001	\$92,221	\$100,100	\$101,830	\$103,564	\$105,290	\$107,020	\$79,758
1	\$87,961	\$94,293	\$102,316	\$104,073	\$105,841	\$107,590	\$109,359	\$81,607
2	\$90,889	\$97,330	\$105,497	\$107,277	\$109,084	\$110,866	\$112,659	\$84,422
<u>Assistant Elementary Principal</u>								
Base	\$79,175	\$84,274	\$92,611	\$94,250	\$95,907	\$97,547	\$99,196	\$73,231
1	\$80,640	\$86,636	\$94,238	\$95,899	\$97,578	\$99,239	\$100,908	\$74,618
2	\$83,064	\$89,137	\$96,831	\$98,512	\$100,213	\$101,893	\$103,584	\$76,972

**The School District of the City of Hazel Park HPASA Salary Schedule
2022/2023**

Step Degree Level	01 BA	02 BA+18	03 MA	04 MA+15	05 MA+30	06 MA+45	07 DR	08 Non-Degree
<u>High School Principal</u>								
Base	\$94,251	\$101,076	\$109,727	\$111,818	\$113,525	\$115,415	\$117,319	\$87,398
1	\$96,788	\$103,763	\$112,811	\$114,543	\$116,490	\$118,427	\$120,372	\$89,784
2	\$100,316	\$107,451	\$116,487	\$118,460	\$120,455	\$122,431	\$124,411	\$93,162
<u>High School Assistant Principal</u>								
Base	\$85,618	\$90,869	\$99,453	\$101,143	\$102,851	\$104,537	\$106,238	\$79,494
1	\$87,706	\$93,880	\$101,712	\$103,422	\$105,152	\$106,862	\$108,582	\$81,503
2	\$91,364	\$97,617	\$105,544	\$107,274	\$108,027	\$110,759	\$112,500	\$85,090
<u>Junior High Principal</u>								
Base	\$90,737	\$97,143	\$105,260	\$107,040	\$108,829	\$110,604	\$112,389	\$84,307
1	\$92,756	\$99,278	\$107,543	\$109,352	\$111,173	\$112,978	\$114,796	\$86,212
2	\$95,774	\$102,407	\$110,818	\$112,654	\$114,512	\$116,349	\$118,197	\$89,111
<u>Assistant Junior High Principal</u>								
Base	\$84,246	\$88,497	\$98,085	\$99,774	\$101,481	\$103,170	\$104,868	\$78,125
1	\$85,755	\$91,933	\$99,763	\$101,474	\$103,200	\$104,912	\$106,632	\$79,554
2	\$88,248	\$94,508	\$102,431	\$104,161	\$105,917	\$107,647	\$109,389	\$81,977
<u>Elementary Principal/Center Based Supervisor/Alternative Education Principal</u>								
Base	\$88,581	\$94,988	\$103,103	\$104,864	\$106,671	\$108,448	\$110,231	\$82,150
1	\$90,600	\$97,121	\$105,386	\$107,195	\$109,016	\$110,818	\$112,640	\$84,055
2	\$93,615	\$100,250	\$108,661	\$110,495	\$112,356	\$114,192	\$116,039	\$86,955
<u>Assistant Elementary Principal</u>								
Base	\$81,550	\$86,803	\$95,389	\$97,078	\$98,784	\$100,473	\$102,172	\$75,427
1	\$83,659	\$89,235	\$97,065	\$98,776	\$100,505	\$102,216	\$103,935	\$76,856
2	\$85,556	\$91,811	\$99,736	\$101,467	\$103,220	\$104,950	\$106,692	\$79,282