

AGREEMENT Between THE BOARD OF EDUCATION
of the School District of the City of Hamtramck Public Schools
and the HAMTRAMCK ADMINISTRATOR'S ASSOCIATION (H.A.A.)

AGREEMENT BETWEEN THE HAMTRAMCK BOARD OF EDUCATION
AND HAMTRAMCK ADMINISTRATOR'S ASSOCIATION (H.A.A.)

July 1, 2025 thru June 30, 2027

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Article I. Recognition

A. Recognition

The District hereby recognizes the Hamtramck Administrator's Association ("Association") as the sole and exclusive bargaining representative for the following school administrators employed by the Hamtramck Public Schools unless specifically excluded herein.

1. A district-employed administrator represented by the Association may be referred to as "administrator," "unit member," "Association member," "employee" or person employed in the unit or bargaining unit or person employed in the Association.
2. Association Members may include the following positions: principals, assistant principals, directors, coordinators, facilitators, supervisors and specialists. HAA members will not be members of the superintendent's executive cabinet due to conflict of interest and confidentiality.
3. Independently contracted administrators, hired by the district, must be on expiring contracts (2 years or less), members of the superintendent's executive cabinet, or in agreement with HAA leadership prior to employment.
4. References to The District or Superintendent shall include their respective designees.

Exclusive Collective Bargaining Agreement

The District hereby expressly agrees that it shall not bargain with or enter into any collective bargaining agreement with any persons in this bargaining unit covered by this agreement.

Non-Discrimination

The District and the Association jointly reaffirm their commitment to a work environment free of discrimination – guided by principles of equity and justice. The District and the Association agree not to discriminate against anyone in a manner prohibited by law.

B. Access of Board Information:

The District agrees to make available to the Association, upon reasonable request, such data as it may possess at the time concerning financial resources of the

District, costs of programs, and any other information upon a subject which The District is obligated to bargain, together with any information it may possess which is relevant and material to the processing negotiating contracts or resolving any grievance issue.

Article II. Rights of the Employer

Unless otherwise agreed herein, the District and the Superintendent of Schools reserve and retain all rights vested in the District or in the Superintendent under governing law, ordinances, rules, and regulations as set forth in the constitution and laws of the State of Michigan and of the United States, including but without limiting the generality of the foregoing, the right:

- A. To the management and administrative control of the school system and its properties and facilities;
- B. To hire all employees and subject to the provisions of law, to determine the qualifications, job functions, job descriptions, assignments, placement, need for, dismissal or demotion of staff on Continuing Contracts for just cause except that an employee serving under an Interim Contract may be separated during the term of that contract provided that the decision to do so is not arbitrary.
- C. To establish courses of instruction, including special programs, and to approve the means and methods of instruction;
- D. To provide for athletic, recreational, social and other events for students;
- E. To adopt policies, rules and regulations not in conflict with this agreement;
- F. To develop and control the budget of the School District;
- G. To determine the structure and responsibilities of its school administrations;

Article III. Rights of the Association

A. Use of School Buildings

The Association and its members shall have the right to use school buildings and facilities at reasonable hours when open and when not needed for District purposes for Association business provided said use does not cause the District additional cost.

B. Association Days

1. The Association may use a maximum of eighteen (18) days per academic year for the purpose of District paid participation by unit members in contract

enforcement or administration, appearance before an agency in a matter involving this District; other legitimate Association business or for collective bargaining at times not agreed to by the District. The superintendent or their designee may in the exercise of its discretion agree to grant additional time with pay for the purpose of collective bargaining. The Association shall provide the superintendent or their designee notice in advance if a matter is previously scheduled. In other instances, and to the extent feasible, the Association shall provide the employer with twenty-four hours' notice. This requirement shall not apply in an emergency.

2. It is recognized that administrators may object to joining the Association. It is also recognized that the proper negotiation and administration of a collective bargaining agreement entails expense to the Association.

3. The Association indemnifies and holds harmless the District, its members and employees from claims made by any member of the bargaining unit with respect to the application of this provision of the collective bargaining agreement. The Association shall assume the responsibility for defending the District against any and all claims, demands, suits, expenses or other forms of liability, imposed as a consequence of the District's compliance with this provision of the collective bargaining agreement. The Association shall select and employ counsel chosen by the Association and shall pay any judgment levied against the District, its members or employees.

Article IV. Continuity of Operations

During the term of this Agreement, the Association will not authorize, sanction, condone or acquiesce in, nor will any member of the bargaining unit take part in any strike as defined in Michigan Public Act 336 of 1947, as amended by Michigan Public Act of 379 of 1965. In event of any strike in violation of this Agreement, the Association will post notices immediately at any or all schools affected, advising that such strike is unlawful, in violation of the Agreement and unauthorized by the Association, and the Association shall advise the striking administrators to return forthwith to their regular duties.

Article V. Assignments

A. Probationary Period

All new Administrators hired or promoted into (or within) the unit as of 07/01/2016, shall be probationary Administrators for the first two (2) years immediately following their hire or promotion. The purpose of the probationary period is to provide an opportunity for the Superintendent and other supervisory personnel to determine whether the Administrator has the ability and other attributes which will qualify the Administrator for regular Administrator status.

B. Appointment to Administrative Positions

1. A vacancy is a vacated or newly created administrator position which the District desires to fill. When school is in session, vacancies for administrator positions will be publicized, including postings of such notices (electronically), in each school and the central office. Such postings shall include a statement of the duties, locations, qualifications and compensation for the position. At times when school is not in session, a copy of such notices will be provided to the Association.
2. Whenever possible, administrator vacancies shall be posted for a minimum period of five (5) business days during the school year and ten (10) calendar days during the remainder of the year. When necessary, the District and HAA Leadership may agree to shorten postings to five (5) business days.

C. Administrative Selection

1. The Board of Education shall determine the need for an administrator position and the qualifications therefore. All HAA Membership positions will be created in consultation with HAA Leadership prior to posting, during the hiring process, and prior to making an offer to hire.
2. Unless waived by mutual agreement of the Association and the District, interviews will be conducted with all unit applicants for a vacant position who meet the posted requirements. The interview committee will include a representative of the Association, to be chosen by the District, who is not an applicant for the position.

D. Transfers

A transfer is the movement from one administrator position to another administrator position within the bargaining unit. A transfer accomplished under this article is not a demotion.

1. Voluntary Transfers
 - a. Any administrator shall be given an opportunity to seek a transfer to another administrator position within the bargaining unit.
 - b. Positions will be posted and interested administrators will be allowed to apply and interview
2. Involuntary Transfers
 - a. When an involuntary transfer is contemplated, the Association and the administrator being considered for such transfer will receive a written explanation for the need of the transfer in advance of it taking effect. The administrator shall be afforded an opportunity meet with the Superintendent to discuss the necessity for such transfer and any alternatives.

- b. A transfer may not be arbitrary.
- c. "Subject to MCL 423.215(3)(j)". Unless the transfer is the result of inadequate performance or misconduct, the compensation paid to an administrator will not be reduced or modified as a result of the transfer and the person will continue to advance in salary as if not transferred, and as provided herein.
- d. A unit member transferred to a position carrying a greater rate of pay will be paid the rate applicable to that position if they hold the position for more than 28 calendar days (retroactively).

Article VI. Employment Security

- A. Employees in this bargaining unit shall not achieve administrative tenure as a consequence of their employment in this unit.
- B. Employees in this bargaining unit shall be employed under a personal service contract. The terms of that contract are annexed to this agreement. (See attachment A.) All contracts shall expire on June 30.
- C. Term
 - 1. Initial Term:
 - a. A person newly hired or promoted within the bargaining unit shall be employed under a contract of one school year duration. This contract is subject to non-renewal pursuant to MCL 380.1229. If the contract is not non-renewed, it shall extend for one additional school year.
 - b. A person newly hired into the bargaining unit may be employed under an Initial Term contract for no longer than three school years. A member promoted within the bargaining unit may be employed under an Initial Term contract for no longer than two years.
 - c. At the discretion of the Superintendent, when warranted, a member can be returned to a position to which they are qualified if the position is available and vacant.
 - i d. A person hired after January 1 shall serve an initial term for the duration of that school year plus two additional full school years. Such persons are subject to non-renewal pursuant to MCR 380.1229.
 - 2. Continuing term:
 - a. A person who has completed the initial term shall be employed under a contract of twenty-four months duration. This contract shall be renewed each year, replacing the prior, unexpired, agreement, unless notice of non-renewal is provided by the Superintendent prior to April 30 as required by

this section.

- b. Non-renewal of a continuing term contract is subject to the procedure provided by MCL 380.1229. The notice of non-renewal shall be accompanied by a detailed statement of the reasons for the non-renewal together with a copy of all information on which the District relied. Unless discharged as permitted by contract, the person shall remain employed until the expiration of the existing contract.
- 3. Challenge to a non-renewal
 - a. The non-renewal of a continuing term contract is subject to the grievance procedure, including arbitration.
 - b. The role of the Arbitrator shall be to determine whether the non-renewal of the Grievant violated this agreement or MCL 380.1229.

D. Evaluation

Subject to Revised School Code Act 173 of 2015 380.1249 (See Attachment B)

- 1. The evaluation will identify areas of strength and opportunities for professional growth
- 2. The District failure to conduct an evaluation or to provide a notice of deficiency is conclusive evidence that the performance of the employee is effective.
- 3. The failure of the employee to complete an evaluation shall not be construed as conclusive evidence of satisfactory performance if the employee failed to make a reasonable effort to participate in or schedule the evaluation. The employee shall be responsible for cooperating with the scheduling and completion of the evaluation process. If the administrator refuses to participate in or unreasonably delays the scheduling of their evaluation, the district may proceed with the evaluation using available evidence and input, and such non-participation may be noted in the evaluation.
- 4. Principals and Directors shall evaluate assistant principals, coordinators, assistant directors, facilitators, supervisors and compliance managers using the tool designated by the district.
- 5. The district will provide paid training on the designated evaluation tool.

Article VII. Grievance Procedure

A. Definition

- 1. A grievance shall mean a complaint by an administrator, group of administrators, or the Association in its own name, alleging that there has been a violation, misinterpretation, or misapplication of a specific provision of this

Agreement.

2. The term “administrator” may include a group of administrators who are similarly affected by a grievance.

3. The term “days” when used in this section, shall mean working days. Time limits may be extended upon good cause shown, or upon mutual consent of the parties.

B. Purpose

The primary purpose of the procedure set forth in this section is to secure, at the lowest level possible, prompt, and equitable solutions to the grievances raised. Both parties agree that these proceedings shall be kept confidential as may be appropriate at any level of such procedure.

C. Procedure

Step 1:

The administrator having a problem and/or grievance, may discuss the matter with their immediate supervisor, either individually or with a representative, with the object of resolving it formally.

Step 2:

In the event the grievance is not satisfactorily resolved at Step One, the grievance shall be reduced to writing within ten (10) days after the occurrence of the alleged violation, or ten (10) school days after the knowledge of the alleged violation, signed by the grievant or Association and filed with the HR Director. Within ten (10) school days after the receipt of the written grievance, the HR Director shall give their answer, in writing, to the grievance and to the Association..

Step 3.

In the event the grievance is not satisfied with the disposition of their grievance at Step Two, within five (5) working days from the date of receipt of the HR Director the conclusion of such a meeting, the Superintendent shall present the Association President with a written answer to the grievance.

Step 4.

If the grievance is not settled at Step Three, the matter may be appealed to arbitration only by the Association, provided that the notice to appeal the matter is given to the Superintendent's Designee within five (5) days from the date of the Superintendent's written decision at Step Three. Within five (5) days after the date of the written request for arbitration, the Superintendent's Designee and the Association shall select a mutually acceptable arbitrator.

D. General

1. The arbitrator shall be selected and employed pursuant to the labor arbitration rules of the American Arbitration Association.
2. The arbitrator shall render their opinion and award only with respect to the particular grievance submitted to them, the arbitrator may not add to or subtract from this agreement nor may the arbitrator be permitted to award monetary damages other than back pay.
3. The decision and award shall be binding upon the District, the Association and the grievant. It is not subject to review or modification by a court except in accordance with applicable law, and a judgment may enter thereon upon application to a court of competent jurisdiction by either party to the arbitration.
4. The arbitrator's fee and expense shall be shared equally by the District and Association unless an award specifies otherwise.

Article VIII. Leave Days

A. Vacation Leave:

1. Building Administrators - will work 11 months, with the month of July off. All unused vacation accrued prior to the ratification of this contract must be used by during the 2025-2026 school year. Vacation remaining after the 2025-2026 school year will be lost.
2. Non-Building Administrators - will receive vacation days using the following schedule:
 - a. Ten (10) vacation days the first year,

- b. Fifteen (15) vacation days the second year,
 - c. Twenty (20) vacation days the third year.
- 3. Vacation Leave Days must be pre-approved by the Superintendent or designee two (2) weeks in advance and shall not interfere with the normal work of the District.
- 4. In the case that a Non-Building Administrator does not use all earned vacation days by June 30 of the year earned, a notification must be made to the Superintendent that up to 10 days will be rolled over to the following year, or paid out at the Non-Building Administrators daily rate. This notice must be provided to the Superintendent prior to June 30 of the applicable school year. The Non-Building Administrator's vacation bank cannot exceed thirty (30) days.
- 5. Non-Building Administrators hired before December 31, 2008 may accumulate up to 125 days of Annual Leave which will be paid to the employee at \$175.00 per day up to the max of 125 at retirement or separation from employment. Craig Daniels is grandfathered into this clause.
- 6. Vacation Leave Day Non-Scheduled Work Days
Subject to prior written approval by District, the members may perform administrative services on up to five (5) non-working days per calendar year. Non-working days shall include weekends, company-recognized holidays, Vacation Leave Days or other days when the Member is not regularly scheduled or expected to work.

B. Annual Leave Days:

All administrators will receive seventeen (17) annual leave days per year, to be used at the discretion of all HAA members (mental health day, personal illness, family illness, medical necessity, etc.). An annual leave day may be used for any reason, with no penalties or restrictions on the reasons for the leave with notice to the Superintendent or Designee using a district designated method. For earned leave of more than three consecutive days, an employer may require reasonable documentation that the earned sick leave has been used for a permissible purpose. Upon request, the employee must

provide this documentation in not more than 15 days after the employer's request. Accrual and carryover of unused annual leave days shall be consistent with existing district guidelines.

C. Catastrophic Leave Days Bank (need to discuss)

The Catastrophic Leave Days Bank is established to provide eligible employees with additional paid leave during a time of catastrophic need due to their own serious medical condition or that of an immediate family member, once all of the employee's own available leave has been exhausted.

1. Eligibility -
 - a. HAA Members must have exhausted all available annual leave (sick, vacation, and personal days) .
 - b. The catastrophic condition must be certified by a medical professional and approved by Human Resources using FMLA guidelines.
2. Definitions -
 - a. Catastrophic illness or injury: A serious health condition requiring prolonged absence from work, such as cancer, major surgery, or other life-threatening illness or accident.
 - b. Immediate family member: Spouse, child, parent, or any other person who resides in the employee's household and is dependent on the employee for care.
3. Donating Leave -
 - a. HAA Members may voluntarily donate a portion of their accrued annual leave days to the Catastrophic Leave Bank.
 - b. Donations are irrevocable once processed.
 - c. Donors must retain a minimum balance of 5 annual leave days after donation.
4. Requesting Catastrophic Leave Days -
 - a. Employees must donate a minimum of one (1) day in order to withdraw from the bank.
 - b. Employees must submit a Catastrophic Leave Request Form with supporting documentation from a licensed healthcare provider.

- c. Requests are subject to approval based on policy guidelines and the availability of donated leave time.

- d. Leave is granted in full-day increments and is non-transferable.

5. Administration-

- a. Human Resources and HAA Leadership will administer the bank, review requests, maintain confidentiality, and approve days.

- b. Bank can hold a max of 60 days in the bank.

- c. Leave may be distributed equitably based on need and available resources.

- d. The existence of the bank does not guarantee that leave will be granted.

- e. 30 days max given to members

D. FMLA

Absence due to personal or family illness greater than 3 consecutive school days must be supported by a doctor's note certifying the administrator's or family member's illness on the days in question. Following 3 consecutive school days, The District will honor its obligations under the Family Medical Leave Act. A contract year will be used to determine a person's eligibility for leave under the FMLA.

E. Unused Annual Leave Days

The District will pay out \$200.00 for up to 200 Annual Leave Days upon retirement. Final Salary Affidavits submitted to the Payroll Office is sufficient notification of employee's retirement for severance pay-out.

F. Paid Leave of Absences

1. Court appearance:

- a. A leave of absence with pay shall be granted for time necessary for appearances in any legal proceeding if the HAA member(s) is required by law to attend, except on behalf of the Association in cases against The District, with the exception of the Association president, provided that the HAA member(s) must reimburse the District the amount of the compensation received from such appearance, if any. (This section shall apply only in those instances where an employee is required by law to attend in matters where they are not a party to the action.)
- b. If an employee requires time off because of a lawsuit or claim involving themselves, or a relative, then the employee must use annual leave days to attend hearings, depositions, trials, court dates, etc.

2. Jury duty:

HAA members who are required to appear for jury qualifications or serve on a jury shall receive their regular salary from the District for such days providing they reimburse their jury duty paycheck to the District.

G. Bereavement Leave

Employees shall be allowed five (5) consecutive days leave with pay, due to the death of an immediate family member. (Note: Immediate family consists of: father*, mother*, husband, wife, son*, son-in-law, daughter*, daughter-in law, sister, brother, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandfather*, grandmother*, grandson*, granddaughter* and legal guardian with verification**. (*Indicates including step). **The Superintendent or designee shall prescribe the procedures for applying for and documenting such leave.

Employees in committed, long-term relationships of five (5) years or more shall be eligible for bereavement leave. The employee shall provide proof of shared assets or liabilities. The employee shall provide a funeral or memorial program.

Employees who are executors of an estate for someone not named above shall be eligible for this bereavement leave

H. Leave of Absence

An employee may be granted, upon their request, a leave of absence without pay or benefits at the discretion of The District.

I. Calendar

The Administrators will follow the District Holiday Schedule found in the District Calendar.

Article IX. Miscellaneous

A. Scope of Agreement

This Agreement shall supersede any rules, regulations or practices of the District applicable to administrators which shall be contrary to, or inconsistent with, its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual administrator contracts heretofore in effect. All future individual administrator contracts shall be subject to the terms of this Agreement.

B. Compliance to Law

This Agreement is subject, in all respects, to the laws of the State of Michigan with respect to the powers, rights, duties and obligations of the District, the Association, and administrators in the bargaining unit and in the event that any provisions of this Agreement shall, at any time, be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided for doing so, such provision shall be void and inoperative. However, all other provisions of this Agreement shall continue in effect.

C. Discipline, Demotions, Discharge

1. No administrator on continuing contract shall be disciplined, demoted or discharged for reasons that are arbitrary and capricious except for just cause except as permitted by this agreement.
2. Deficiencies must be documented in progression, beginning with verbal feedback, written feedback and support, and may include an IDP.
3. Egregious actions and behaviors can result in discipline steps being skipped to the most appropriate response by the District.
4. Disciplinary files and records will not be used for progressive discipline after 2 years.

D. Payroll Deductions

The Board agrees to make payroll deductions, upon written authorization of an individual administrator for: Approved tax sheltered annuity programs, additional insurance coverage's by approved carriers or for any other purposes jointly approved. No change in deductions will be allowed except by written authorization from the administrator at least two (2) weeks' prior to the change.

E. Administrative Staffing Standards:

1. Every building in which K-12 instruction to students in a regular classroom occurs will be staffed with a principal.
2. Administrators' attendance at HPS board meetings is optional except when

that administrator is on the agenda or directed by the superintendent as needed.

F. District Master Calendar

District Master Calendar, including meetings, PD, etc., will be provided at the beginning of the academic year. Subject to availability and change.

Article X. Rights of Administrators

A. Personnel File

1. No false or intentionally misleading material will be placed in an administrator's personnel file. Except for routine or mandated material (such as Forms W-4), each administrator will be provided a copy of any document that is placed in their file.

2. An administrator will be notified if a request has been made to review or copy portions of the employee's personnel file pursuant to the Freedom of Information Act.

B. Protection of Administrators

1. The District will defend, indemnify and hold harmless every member of the bargaining unit from claims, suits, or administrative charges lodged against the administrator in any court or administrative agency when such claim, suit, or charge relates to actions taken by the administrator in the course of their employment unless such claim suit or charges assert that the member of the bargaining unit has engaged in sexual misconduct with a student or employee or committed an intentional tort.

2. The District will reimburse the administrator the amount not covered by insurance for any loss, damage or destruction of any personal property suffered while in the course of their employment caused by the intentional act of a student or parent or guardian of a student.

3. An administrator injured as the result of an assault committed by a student or parent or guardian of a student shall be eligible for Additional Leave Days. To be eligible the administrator must be disabled and unable to work as the result of an assault committed by a student or parent or guardian of a student and must have used all of their available Annual Leave Days. If eligible, the administrator will credited

with the same number of additional leave days as Annual Leave Days used as a result of the assault. An administrator may be absent with pay and benefits for the period of their disability or until they have exhausted the additional leave days whichever occurs first.

C. Layoff and Recall

1. The District shall notify the Association in the event that it is necessary to reduce the number of persons employed in the bargaining unit. The notice shall be provided as soon as possible following the decision to reduce force. The notice shall include the number of administrators to be reduced and, to the extent possible, the job(s) being eliminated.
2. An administrator whose position is being eliminated may request to be transferred to another vacant position in the bargaining unit.
3. The District shall provide at least 14 days' notice of layoff or pay in lieu thereof.
4. Any person who is laid off shall have the right to be recalled to a position that is restored or is vacant provided that the position becomes available within three years of the effective date of their layoff.

Article XI. Compensation and Benefits

A. Wage Scale

1. Annexed to this document is a wage schedule. This schedule applies as described in this article.
2. The District may place a new hire at any step of the salary schedule. Thereafter, the Individual's compensation shall be increased as described.
3. The District will consult with HAA Leadership to ensure current members are properly placed on the salary schedule. Years of service in equivalent positions, prior salary earned will be considered, and The District's need for service will be considered.
4. The District will consult with HAA Leadership regarding the placement of new members above Step 1 to ensure internal equity among current administrators and to ensure fair placement for the new member. Years of service in equivalent

positions, prior salary earned will be considered, and The District's need for service will be considered.

5. Step progression shall be automatic unless explicitly addressed and agreed upon with Association Leadership in writing.

B. Early Notification Stipend

1. An eligible building administrator who notifies the district prior to January 1st of a school year in writing of their intent to resign for the purposes of retirement between June 30th and August 31st and in fact acts upon that intention as described below, shall receive a one-time payment of \$5000.

2. The building administrator must meet the following qualification requirements:

- a. The retirement notice must be writing and terminate the building administrator's employment effective no earlier than June 30th of the school year and, and no later than August 31st of the school year.
- b. The retirement notice must be received in the Office of Human Resources by January 1st of the school year.
- c. The resignation must be for the purposes of retirement with ORS. Formal confirmation from ORS of a received retirement notification and application for MPSERS retirement benefits may be required by the District at its option.
- d. The retirement notice must be in writing and is irrevocable.
- e. Upon receipt of the retirement notice per Board Policy a central office administrator will accept the retirement notice in writing (which will confirm the resignation), and place the employee's name on the Board Report for acknowledgement by the Board of Education. Confidentiality of retirement cannot be guaranteed.

C. Benefits

1. Insurances

- a. **General:** The Healthcare committee and the District shall meet annually when rates are made available to the District to discuss healthcare rates and options. The Association proposes at least two members of the HAA bargaining unit serve on the Healthcare

Committee and that all plan modifications be subject to mutual agreement.

b. **Dental:** The District will provide dental coverage with a minimum level of 100- 70-70% and at least fifty percent (50%) orthodontic benefit, with a minimum plan value of \$1,250/\$1,200. If the current plan becomes more expensive than an alternative plan, the District may switch coverage only upon mutual agreement with the Association. Cost-sharing shall remain 80/20.

c. **Vision:** The District will provide vision coverage. This plan will be a shared cost plan of 80/20 between the District and the Employee. The Association proposes including optional upgrades at the employee's expense and annual plan reviews with employee input.

2. **Longevity**

a. Longevity shall be paid based upon years of service from the employees first date of entry. The Association supports including all services within the district in any capacity for longevity purposes.

b. Administrators who have three (3) years of service in the District by the first day of the school year shall receive longevity pay during the first week of December that is not a regular pay week.

c. Payment due each year:

- 3-5 years: \$1000
- 6-10 years: \$1500
- 11-15 years: \$2000
- 16+ years: \$2,500

d. These payments will be reviewed and increased in tandem with negotiated raises.

3. **Advanced Degrees:**

a. Administrators with advanced degrees will receive an annual stipend in recognition of their achievement. The Association

affirms that stipends should increase proportionally with base salary increases.

- b. To be eligible, the employee must be employed for the full school year, hold a degree from an accredited institution, and the degree must be relevant to their certified field.
- c. The Association proposes extending eligibility to mid-year hires with prorated stipends.
- d. Payment:
 - Master's: \$525
 - ESL Endorsement: \$1,200
 - Master's Plus 30 Credits (or equivalent): \$1,500
 - Educational Specialist or Second Master's (or equivalent): \$2,000
 - Doctorate (Ph.D. or Ed.D.) \$2,500

4. **Life Insurance**

- a. The District agrees to purchase a life insurance policy equal to twice the Employee's yearly salary.
- b. Optional supplemental life insurance will be made available at group rates.
- c. In the event of the Employee's death during the term of employment provided for herein, the proceeds of the policy shall be paid to such beneficiary as the Employee may designate in writing filed with Human Resources or, if no beneficiary is designated, in accordance with the last will and testament of the Employee or to their estate if they dies intestate.
- d. Coverage shall remain in effect for the duration of employment.

5. **Health Savings Account (HSA) Provision**

- a. **Eligibility:** The District shall provide eligible employees the option to enroll in a high-deductible health plan (HDHP) that complies with IRS requirements for Health Savings Account (HSA) participation. Employees enrolled in this plan shall be eligible to establish and contribute to an HSA in accordance with IRS regulations.
- b. **District Contribution:** The District will fund the administrators HSA using the following schedule for 2025-2026
 - Single \$1,000
 - 2-Person \$1,500
 - Family \$2,500
- c. For 2026-2027 the District will fund 50% of the hard cap savings to the administrator's H.S.A.
- d. Employee Contributions: Employees may elect to contribute additional

pre-tax dollars to their HSA through payroll deduction, up to the annual IRS limit. These contributions are voluntary and may be modified or discontinued at any time by the employee in accordance with payroll deadlines.

- e. Ownership and Portability: The HSA is owned by the employee and is fully portable. Funds in the HSA belong to the employee and may be used for qualified medical expenses at any time, subject to IRS rules.
- f. Administration: The District shall select an HSA administrator and provide employees with enrollment information, contribution procedures, and instructions for accessing their accounts.
 - It is the employee's responsibility to ensure that their use of HSA funds complies with IRS regulations regarding qualified expenses.
 - Any disputes regarding HSA usage, eligibility, or contributions shall be resolved in accordance with applicable federal law and plan terms.

D. Duration

This agreement shall be effective upon the date of ratification. The Association proposes a four-year term. This agreement shall expire on June 30, 2027 or until the ratification of a new agreement.

Article XII. Administration Growth

A. Professional Development

The District of Education will encourage administrators to attend professional conferences, join professional organizations, and obtain professional publications. Effective with the 2025-2026 school year, annually, The District will provide thousand dollars (\$2,000.00) per administrator to be used to attend professional conferences, join professional organizations, purchase trade publications and/or tuition reimbursement aligned with professional qualifications / certifications. .

B. Administrator Mentor

A designated mentor, which may include mentors from outside the District, will be provided for administrators during their first two years of employment. The Association proposes that administrators be allowed to select or provide input into mentor selection, and that mentorship may be extended upon request beyond the two-year period without restriction. Time will be allocated during the workday to support.

Article XIII. Miscellaneous Reimbursements

A. Mileage Reimbursement

1. The District will reimburse mileage for out of district travel.

2. In-District mileage reimbursement for Technology, Maintenance, Building and Grounds.

B. Cell Phone Reimbursement

1. Cell phones will be provided for Building Principals, Technology, Maintenance, Building and Grounds.
2. THE ENTIRE AGREEMENT OR SPECIFIC PROVISIONS OF THE AGREEMENT MAY BE EJECTED, MODIFIED, OR TERMINATED BY AN EMERGENCY MANAGER UNDER CONDITIONS PROVIDED IN THE LOCAL GOVERNMENT AND SCHOOL DISTRICT ACCOUNTABILITY ACT, 2011 PA 4

HAA SALARY SCHEDULE

2025-2026 through 2026-2027

Building Administrators - 11 Month Positions	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
High School - Principal	115,000	119,600	124,384	129,359	134,533	139,914	145,511	151,331	157,384	163,679	170,226
High School - Assistant Principal	103,090	107,214	111,503	115,963	120,602	125,426	130,443	135,661	141,087	146,730	152,599
Alternative High School Principal	103,090	107,214	111,503	115,963	120,602	125,426	130,443	135,661	141,087	146,730	152,599
Middle School - Principal	103,090	107,214	111,503	115,963	120,602	125,426	130,443	135,661	141,087	146,730	152,599
Middle School - Assistant Principal	99,875	103,870	108,025	112,346	116,840	121,514	126,375	131,430	136,687	142,154	147,840
Elementary - Principal (DE, DW, HB, TB, ECE)	102,407	106,503	110,763	115,194	119,802	124,594	129,578	134,761	140,151	145,757	151,587
Elementary - Assistant Principal	99,125	103,090	107,214	111,503	115,963	120,602	125,426	130,443	135,661	141,087	146,730

Non-Building Administrators	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Pupil Services - Director	90,069	93,672	97,419	101,316	105,369	109,584	113,967	118,526	123,267	128,198	133,326
Multilingual Services - Director	115,000	119,600	124,384	129,359	134,533	139,914	145,511	151,331	157,384	163,679	170,226
Multilingual Services - Facilitator *	68,000	70,720	73,549	76,491	79,551	82,733	86,042	89,484	93,063	96,786	100,657
Special Education - Director	115,000	119,600	124,384	129,359	134,533	139,914	145,511	151,331	157,384	163,679	170,226
Student Achievement - State & Federal Programs Director *	115,000	119,600	124,384	129,359	134,533	139,914	145,511	151,331	157,384	163,679	170,226
Student Achievement - Director of K-12 Instruction *	115,000	119,600	124,384	129,359	134,533	139,914	145,511	151,331	157,384	163,679	170,226
Student Achievement - VLI Specialist *	68,000	70,720	73,549	76,491	79,551	82,733	86,042	89,484	93,063	96,786	100,657
Recreation Director	90,069	93,672	97,419	101,316	105,369	109,584	113,967	118,526	123,267	128,198	133,326
Athletic Director	90,069	93,672	97,419	101,316	105,369	109,584	113,967	118,526	123,267	128,198	133,326
Technology Director	90,069	93,672	97,419	101,316	105,369	109,584	113,967	118,526	123,267	128,198	133,326
Bldg. & Grounds & Transportation Director	90,069	93,672	97,419	101,316	105,369	109,584	113,967	118,526	123,267	128,198	133,326
10 month Technology Coordinator	58,700	61,048	63,490	66,030	68,671	71,418	74,275	77,246	80,336	83,549	86,891

NOTE: Increases for Administrators at the top step will be paid off-schedule and not added to the base contract

* - Position added to HAA in 2025-2026

Attachment (A)

Employment Agreement

Between

The Hamtramck Board of Education

and

_____ (“Administrator”)

1. This agreement is effective on _____ and shall expire on _____.
2. This agreement is subject to the provisions of the collective bargaining agreement between the Hamtramck Administrators Association and the Hamtramck Board of Education (“C.B.A.”)
3. Duties: the Administrator is employed as _____.
4. Administrator has stated that s/he has the requisite qualifications to perform the job to which s/he has been assigned.
5. The Administrator shall receive compensation and benefits applicable to the position as established by the C.B.A.
6. The Administrator shall not achieve tenure as an administrator as a consequence of this agreement.

Signed:

Administrator

Superintendent of Schools

Dated: _____

SIGNATURE PAGE

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed on the
day and year below written

HAMTRAMCK BOARD OF
EDUCATION

HAMTRAMCK Administrators
Association

President

President, HAA

Secretary

Vice President, HAA

Committee Member

Committee Member

Committee Member

Date