AGREEMENT

Between the
Essexville-Hampton Board of Education

and the

Essexville-Hampton Association of
School Administrators

For the Years

2026-2027
2027-2028
2028-2029

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ARTICLE I - RECOGNITION

Section 1

The Board of Education (the "Board") of Essexville-Hampton hereby recognizes the Essexville-Hampton Association of School Administrators (the "Association") as the exclusive bargaining representative for the appropriate bargaining unit comprised of all Principals, Assistant Principals, and the Director of Early Childhood Education, but excluding the Superintendent, and all administrators at the Director level and above, except those explicitly named in the bargaining agreement.

Section 2

The term "administrator" or "employee," when used herein, shall refer to an employee in the bargaining unit represented by the Association.

Section 3

This Agreement is the result of extensive negotiations in which both parties had the right and the opportunity to submit proposals and to negotiate their proposals with the other party. This Agreement sets forth the parties full and entire understanding as to the matters expressed herein. This Agreement may only be modified in writing upon the mutual consent of the parties. All past practices and understandings between the parties not memorialized and incorporated in this Agreement are not enforceable.

ARTICLE II - RIGHTS OF THE BOARD

Section 1

The Board, being a public school employer as defined in Section 1(l)(h) of the Michigan Public Employment Relations Act, MCL 423.201 (l)(h), has the responsibility, authority and right to manage and direct the operations and activities of the District on behalf of the public in accordance with Section 15(2) of the Michigan Public Employment Relations Act, MCL 423.215(2), and its authority pursuant to Section 11a of the Michigan Revised School Code, MCL 380.1 la The Board, on its own behalf and on behalf of the citizens of the school district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by laws and the Constitution of the State of Michigan and of the United States. Illustrative of these rights are:

A. To exercise the executive management and administrative control of the school system and its properties and facilities, and the professional activities of its employees.

B. To hire all employees and, subject to the provisions of this contract and of the law, to determine their qualifications, and the condition of their continued employment, or their dismissal or demotion, to promote and transfer all such employees.

C. To establish grade levels, means and methods of instruction, selection of instructional materials, and employee assignments, including those employees who may be under the supervision of members of this bargaining unit.

D. To review and evaluate the effectiveness of employee performance.

E. To adopt rules and regulations.

F. To determine the qualifications of employees.

G. To initiate and conduct the means of obtaining financial support for the school district.

H. The Board shall determine all methods and means to carry on the operation of the schools.

I. To make reasonable provisions for the health, safety, and first aid of its employees during hours of employment.

Nothing contained in this Agreement shall be considered to deprive or restrict the Board of its rights, responsibilities, and authority under the laws or regulations of the State of Michigan and/or the United States.

Section 2

The exercise of the foregoing powers, rights, authority, duties and responsibilities of the employer, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms are in conformance with the Constitution of laws of the State of Michigan and the Constitution and laws of the United States.

ARTICLE III - ASSOCIATION RIGHTS

Section 1

The Association shall have the right to use school buildings and facilities for Association business without charge, as long as there is no conflict with any school activity and the use complies with Board policy.

Section 2

The Association shall have the right to use the District's email and interschool mail service for routine business, notifications of meetings, etc. Other uses shall be upon the approval of the Superintendent or his/her designee. The Association shall have the right to post notices of its activities and matters of Association concern on through the district's computer systems provided such notes relate to normal, routine Association business. In accordance with the district's Acceptable Use Policy (AUP), the privacy of Association business communications will be respected by the district.

Section 3

The Board agrees to furnish, within a reasonable time, at no cost and in response to reasonable request, information requested by the Association concerning personnel and financial information pertinent to the negotiation process, in addition to information required to be furnished under the Freedom of Information Act and/or the Public Employment Relations Act. Pertinent information includes the following: seniority list, annual audit, projected budget, amended budgets, detailed general fund line item budget report by programs, and salary and benefits of employees.

Section 4

At the beginning of each contract year, the Employer shall grant the Association up to four (4) leave days to be used by Association officers or agents of the Association. Use of such days shall be at the discretion of the Association.

ARTICLE IV - ADMINISTRATOR RIGHTS

Section 1

Each administrator shall be accorded the right to review and copy the content of the administrator's personnel record and to include written statements to be attached to the content of the administrator's personnel record in compliance with the provisions of the Bullard-Plawecki Employee Right to Know Act, MCL 423.501, et seq. Written statements shall be provided within 10 days of the request.

Section 2

Each building principal will have the right to accept or decline the opportunity to interview and/or make recommendations concerning personnel being assigned or considered for assignment to his/her building, program or department.

ARTICLE V - TENURE AND SENIORITY

Section 1

Seniority: Seniority is defined as follows:

A. Seniority is the length of continuous service in the District.

B. Bargaining unit seniority is defined as length of continuous service in the bargaining unit, including periods during which the administrator has recall rights to the bargaining unit.

C. Classification seniority is defined as the length of continuous service in a classification.

D. Seniority shall not accrue during paid leaves of absence.

Section 2

A probationary period of two (2) years will be served by an employee when they are first permanently assigned to a position included in this Agreement. At any time during the probationary period, the administrator may be terminated for any reason by the Board at its sole discretion. In order to complete the probationary period, an administrator must receive two consecutive "Effective" performance evaluations. Probationary employees shall have no seniority.

Section 3

Administrators promoted out of the bargaining unit shall retain seniority but shall not accumulate seniority. Any teacher who is promoted to administrator may retain their tenure status. If an administrator is nonrenewed, the administrator may be eligible for recall and placement in teaching positions for which they are certified/qualified to fill based on District need. If it becomes necessary for an administrator to take on teaching duties, the selection of that administrator will be first based on

qualifications, and second District seniority as a tiebreaker. It is understood and agreed that no rights to acquire tenure in any administrative capacity are granted hereby; the only tenure rights granted are those of a classroom teacher under the Michigan Teachers Tenure Act, if applicable.

Section 4

An administrator shall lose all seniority for any of the following reasons:

A. Voluntarily quits or retires

B. Is discharged

ARTICLE VI - PROFESSIONAL BEHAVIOR

Section 1. Licensure

It is the responsibility of the employee to maintain professional licensure at all times.

Section 2. Discipline

A. Administrators shall be disciplined only for issues that arise that are not arbitrary or capricious. In the event that a member is disciplined, the district will provide, at no cost, information forming the basis for the disciplinary action to the member and the Association.

B. All bargaining unit members will have Weingarten rights.

C. The Board supports the concept of progressive discipline when appropriate. Depending on the nature and severity of the conduct or performance issue, disciplinary action may include verbal counseling, written reprimand, suspension, or other appropriate corrective action, up to and including discharge. The District reserves the right to determine the appropriate level of discipline.

Section 3. Discharge

An administrator may be subject to discharge for just cause under the following circumstances:

A. Job abandonment: The administrator is absent from work without notice for three (3) consecutive working days, absent exigent circumstances that reasonably prevent such notice.

B. Fails to Return from Leave: The administrator fails to return to work on or before the expiration of an approved leave of absence, without prior authorization or extension granted by the District.

C. Unauthorized Employment While on Leave: The administrator engages in or accepts other employment while on an approved leave of absence, unless such employment is expressly permitted under the terms of this Agreement or has been approved in advance by the District.

ARTICLE VII - EVALUATIONS

Section 1

All District administrators will be evaluated pursuant to the District's performance evaluation system. Probationary administrators will be evaluated annually consistent with Section 1249(b) of the Revised School Code.

Administrators rated as highly effective or effective on the three (3) most recent consecutive year-end evaluations may be evaluated triennially, but if the administrator is not rated as effective on one (1) of the triennial year-end evaluations, then the administrator must receive year-end evaluations. If an administrator on the triennial track is placed on an improvement plan or plan of assistance, the Superintendent may choose to move the administrator to annual evaluations. For those rated as less than effective, the individual conducting the evaluation will identify the specific areas of needed improvement and collaborate with the administrator to develop and implement an improvement plan to correct the deficiencies.

The improvement plan must recommend professional development opportunities and other actions designed to improve the rating of the school administrator on the school administrator's next evaluation.

Probationary administrators cannot challenge any aspect of the evaluation process, including observations, the improvement plan, the midyear performance review or their assigned rating.

An alleged violation of this Article may only be advanced up to mediation.

ARTICLE VIII - TERMINATION

Section 1

The Board may terminate an administrator's employment contract during his/her contract's term for just cause, or in the event of the administrator's death, retirement, or voluntary resignation.

Just cause means misconduct or significant violation of board policies or directives, gross negligence, breach of this agreement, fraud, dishonesty, conviction of a felony, failure to satisfy the continuing education requirements by the State of Michigan

Section 2

Probationary administrators cannot challenge any aspect of the termination process. An alleged violation of this Article may only be advanced up to mediation.

ARTICLE IX - NONRENEWAL

Section 1

The Board must give written notice that it is considering non-renewal of an administrator's contract, for reasons that are not arbitrary or capricious.

Section 2

The Board agrees to comply with Section 1229 of the Michigan Revised School Code. Illustrative of which are:

A. Notice of nonrenewal of an administrator's contract will be given at least sixty (60) calendar days before the contract's expiration date, or before the last scheduled school day in March before the contract's expiration date, whichever is the earliest.
B. Notice that the board is considering nonrenewal of an administrator's contract will be given at least thirty (30) calendar days before the nonrenewal, or by the last scheduled school day in December before the contract's expiration date, whichever is the earliest.

ARTICLE X - MENTORSHIP

Section 1
The mentoring/coaching provided to administrators shall at a minimum meet the standards for mentoring programs as required by Michigan law.

Section 2
The District shall assign a mentor/coach to each school administrator during the first three (3) years as a new administrator.

Section 3
Mentorship for a nonprobationary district administrator moving into a new district administrator position (e.g., changing buildings, Assistant Principal moving to Principal) may be one to three years in duration (mutual agreement with district)

Section 4
A district administrator serving as a mentor will receive a stipend equal to that provided to teacher mentors. The administrator will receive the stipend upon submission of a log documenting meetings held with the new administrator.

ARTICLE XI - WORK SCHEDULE

Section 1
During each year of this Agreement, the administrator shall work the number of days designated for his/her position classification. This number of days shall exclude all holidays and holiday periods under Section 2 of this Article.

Section 2
Each administrator will communicate to the Superintendent by July 1 their planned return date for the upcoming school year.

Section 3
Principals and Assistant Principals shall be entitled to all holidays and holiday vacation periods granted to the teachers' bargaining unit.

The administrator will not be required to work in his/her building or be assigned contractual work days during Board recognized holidays. Spring/Christmas breaks designated in the school calendar, will also be non-workdays.

The number of scheduled contractual workdays are as follows:

High School Principal	220 days
Virtual School Principal	220 days
Junior High Principal	210 days
Elementary Principal	210 days
Assistant Principal	205 days

Each administrator will receive two (2) vacation days per year to be arranged with the Superintendent or designee for when they will be taken. If not used the days are deposited into the EHASA sick bank at the end of the fiscal year. All vacation days must be taken during a regularly scheduled day of work for the administrator.

Section 4

The Director of Early Childhood Education is a twelve-month employee with two hundred sixty (260) contractual workdays. The Director of Early Childhood Education shall be entitled to the same Board-approved holidays as the District office staff. The Director of Early Childhood Education will receive twenty (20) vacation days per year to be arranged with the Superintendent or designee for when they will be taken. Unused vacation days are deposited into the EHASA sick bank at the end of the fiscal year. All vacation days must be taken during a regularly scheduled day of work for the Director.

Section 5

Canceled days of student instruction will be rescheduled only to the extent required by law for the school district to receive full state aid revenue. Otherwise, Principals and Assistant Principals shall be excused from reporting for duty on the canceled student instruction day, without loss of pay, and the canceled student instruction day will not be rescheduled unless it is required by law to make up for that day.

If a program is scheduled and taking place on a canceled day of student instruction, a building administrator will be available and on site as needed. If the administrator of the building could not fulfill the supervision responsibility, another building administrator will supervise. (If an administrator is unavailable, the program/event will be canceled.) Note: this excludes athletic events for which the Athletic Director is the attending administrator.

ARTICLE XII - PROTECTION OF ADMINISTRATORS

Section 1

If, in the performance of regular or assigned duties of an administrator, without negligence on his/her part, the administrator shall suffer damage to or theft of his/her clothing or other personal property, but not including damage to automobiles or loss of money, having a value of ten dollars ($10.00) or more,

but not more than one thousand dollars ($1,000.00) per year, the Board may contact its insurance carrier regarding the matter. The Board may require subrogation, assignment and full cooperation by such administrator in seeking recovery from any party responsible for said loss.

Section 2

A. Any case of job-related assault upon an administrator shall be promptly reported to the Board or its designated representative. The Board may contact its insurance carrier and determine whether the administrator is entitled to necessary assistance in connection with the handling of the incident by law enforcement and judicial authorities. Administrators who are victims of job-related assault shall have full access to the District's Workers Compensation resources.

B. If any administrator is complained against or sued by reason of disciplinary action taken by the administrator against a student, the Board will provide district legal counsel to the extent afforded under the District's insurance policy and render all necessary assistance to the administrator in his/her defense, provided the administrator was performing his/her duties in accordance with Board and District policies and was not unreasonable.

C. Time lost by an administrator in connection with any civil or criminal proceeding mentioned in this article shall not be charged against the administrator, if the administrator was acting in a reasonable manner and the testimony is required by the District.

Section 3

If a complaint is made against an administrator, the administrator shall be notified as such by the Superintendent or his/her Designee within a reasonable time absent extenuating circumstances, before any documentation of such complaint is included in the administrator's personnel record.

A. Any formal complaints directed toward an Administrator shall be called to the administration's attention within a reasonable amount of time within 30-days of the incident report except in rare circumstances, such as where the veracity of the complaint requires investigation over time prior to informing the administrator. The administrator will be kept progressively informed as to the disposition of the complaint. The administrator will have the opportunity to provide a written response to any record, which is made of the complaint, if such a record is retained.

B. If an administrator has a legal complaint lodged against him or her as a result of any legal action within his or her jurisdiction, the Board will refer the issue to the Board's insurance carrier for review. If the insurance company denies it, the Board may provide legal assistance provided that the complaint was not triggered by the administrator's negligence. This provision shall not apply to actions alleging criminal complaints not within the scope of the Administrator's responsibility.

C. Time lost by an Administrator in connection with a complaint or lawsuit, as mentioned in this Article, shall not be charged against the Administrator. If the administrator is found to be engaging in illegal activity or violation of Board Policy/existing law, then the administrator will be charged for the leave time associated with the complaint or lawsuit.

ARTICLE XIII - COMPENSATION AND INSURANCE

Section 1

Any administrator who works an extra duty position (i.e., curriculum development, home-based services, Saturday School, student scheduling, after-school tutoring, etc.) outside of normally contracted days will receive the same curriculum rate as the EHEA for the time incurred.

Any administrator who assumes the duties of an extracurricular position that has been left vacant due to lack of teacher interest (i.e., Virtual Mentor, NCA Building Coordinator, etc.) shall be compensated according to the Essexville-Hampton Education Association Extracurricular Compensation — Percentage Level.

Principals and Assistant Principals asked to work on a summer or school break, not including weekends, may be compensated at the current hourly per-diem rate by the District with Superintendent/designee approval.

The district shall reimburse members for up to $750 annually (July 1 - June 30) for relevant state and/or national memberships that advance professional learning upon request. All requests must be received and approved prior to May 1 of the year the request is being made.

All additional school-related approved travel outside of the county will be reimbursed at the IRS rate.

Section 2

Individual administrators may enter into a tax-deferred annuity program that is available through the business office. The District shall select the companies and have no responsibility for the tax or financial results to any employee of such purchases. Other than the above listed, there will be no alternative benefits paid to those who do not receive this.

Section 3

Full-time administrators with 10 (ten) or more years of service in the Essexville-Hampton Public Schools may, upon retirement into MPSERS, elect a Board paid retirement provision, through a district special pay plan. The payment will be for $80.00 for each day of accumulated sick leave from 1-50 sick days, $100.00 for each day of accumulated sick leave from 51 - 100 sick days, $120.00 for each day of accumulated sick leave from 101-150 days and $143.00 for each day of accumulated sick leave over 150. Total compensation for accumulated sick days is limited to $25,000 per full-time administrator and a maximum cap of 220 days.

It is hereby agreed as follows with regard to the early submission of retirement letters:

A. Any administrator who submits a letter of resignation to the Superintendent by the last scheduled school day in December shall be eligible. In order to qualify, an administrator must be retiring under the provisions of the Michigan Public School Employee Retirement Act.

B. The effective date of the resignation must be the end of the last administration workday in the school year.

C. The administrator will receive a one-time payment of $4,000 in addition to any payments owed under this Master Agreement. The payment will be issued no later than June 30th of the year of resignation and elect a Board-paid retirement payment, through a district special pay plan.

Section 4

For travel between buildings, itinerant administrators using their personal vehicle will receive an annual stipend of $200.00 (two hundred dollars).

Section 5

Effective upon ratification of the Agreement, the Board's contribution to the employee's medical benefit plan costs shall be no less than:

$7,942.09 for employees with single person coverage,
$16,609.38 for employees with two-person coverage, or
$21,660.30 for employees with family coverage.

Effective January 1, 2027, the Employer's contribution to the employee's medical benefit plan costs shall be no less than:

$8,108.35 annually for employees with single person coverage,
$17,107.66 annually for employees with two-person coverage, or
$22,310.11 annually for employees with family coverage.

Effective January 1, 2028, the Employer's contribution to the employee's medical benefit plan costs shall be no less than the hard cap numbers identified by the Michigan Department of Treasury for each coverage category. If the Publicly Funded Health Insurance Contribution Act, MCL 15.561 et seq. is amended during the term of this Agreement to change or eliminate the hard cap, the Employer's contribution towards insurance costs will not exceed three percent (3%) over the previous year's contribution.

The health insurance cap shall first be applied to medical premiums, then second to any payment, if any, made by the Board during the "medical benefit plan coverage year," toward Board reimbursement of copays, deductibles, or payments into health reimbursement arrangements, health savings accounts, flexible spending accounts, or similar accounts used for health care costs. The enrolled administrator is responsible for all health insurance benefit plan costs in excess of the Board's contribution, which amounts will be deducted from the administrator's payroll.

The administrator may select one of two options for health care:

A. MESSA ABC Plan 1 with H.S.A. card, or similar.

B. An administrator can receive cash in lieu of health insurance in the amount of $5,000.00 per year only if the administrator: (1) voluntarily and in writing opts out of the available medical health care plan; and (2) provides documentation to the Superintendent's designee that the employee has other medical health care coverage that meets the minimum value and coverage requirements of the Patient Protection and Affordable Care Act (ACA).

Term life insurance in the amount of twice the administrator's salary (rounded to the nearest $5,000.00) will be provided.

Section 6

The Board shall provide long-term disability insurance coverage with the following general specifications:

A. 60% of salary to a monthly maximum of $5,000.

B. Individual waiting (elimination) period of 120 days.

C. Employees receiving benefits from the long-term disability insurance coverage would not be authorized to utilize the district sick leave bank. If an insurance company other than the present carrier is selected, there shall be no interruption in benefit coverages. The benefits provided by the current carrier shall be utilized as guidelines for future bid specifications. It is understood that prior to award of contract to an insurance carrier, the Board and Association will meet to agree on specifications and benefits.

Section 7

The Board shall provide to full-time administrators with Delta Dental Plans with $3,500 max, or similar.

There shall not be duplication of either health or dental insurance coverage paid by the Board. Where applicable, one employee shall be designated as the insured and the other as a covered dependent. The employee named as the insured shall be at the option of the employees involved.

Section 8

The Board shall provide to full-time administrators District-provided vision insurance.

Section 9

The Board shall reimburse administrators for the cost of insurance premiums covering damage to cellular telephones, up to a maximum of $240 per fiscal year. Reimbursement shall be made on an annual basis, subject to submission of appropriate documentation.

ARTICLE XIV - SICK LEAVE PAY

Section 1

A. Eleven (11) days sick leave with pay per year will be granted to each Principal and Assistant Principal and fourteen (14) days sick leave with pay per year will be granted to the Director of Early Childhood Education at the beginning of the school year. For each District Earned Sick Time

Act (ESTA) benefit year, the first 72 hours of any paid leave may be used for any ESTA purpose. If any of those 72 hours of paid leave are used for an ESTA purpose, then ESTA applies to the use of that paid time off. The Employee's use of earned sick time is subject to terms and conditions specified in ESTA and the District's ESTA policy, as that policy may be adopted and amended from time to time. Part-time administrators shall be charged with one full day's leave for each regularly scheduled day missed. Unused sick leave shall be accumulated from year to year for all administrators but shall not exceed 220 total sick days.

B. Administrators must submit sick leave requests in advance to the Director of Personnel and the Superintendent except when unable to do so. An administrator must submit a sick leave request immediately upon returning to work (same day) if unable to do so prior to the request. Documentation may be requested for a pattern of sick leave and/or more than 3 consecutive days are being used as sick days.

C. A sick bank was established on July 1, 2016, with 42 days in the bank. Any unused vacation days by Association members will be added to the bank at the end of each fiscal year. The bank may be drawn on by an individual Association member who has exhausted his/her sick leave days upon the approval of the Superintendent or designee in consultation with Association leadership. The cap for the sick bank shall be 180 days total at any given time.

D. If an Administrator is injured in the course of his/her employment, all medical, surgical, hospital care, and other benefits as provided by Workers' Compensation will be furnished by the Board. When an Administrator is absent as a result of an approved Workers Compensation claim, the employee shall receive up to seven (7) days or no more than required by Workers Compensation law at no charge to their own sick leave.

ARTICLE XV - LEAVES OF ABSENCE

Section 1

A. An administrator who has exhausted his/her accumulated sick leave may request that the Board approve a leave of absence without pay for a period not to exceed one year. The administrator shall make a written request to the Superintendent for such leave of absence, accompanied by a physician's certificate that he/she is unable to perform his duties. He/she shall make the written request to the Superintendent for re-employment when able to resume his/her duties, accompanied by a physician's certificate evidencing such ability. The Board may require the administrator to submit to a physical and/or mental examination by a physician of its choice. When the administrator is able to resume his/her duties, he/she shall be assigned to the same position in which he/she was employed prior to the illness or injury, or to a substantially equivalent position if either is available.

B. If an administrator has previously accrued leave in another position, the Superintendent may review the administrator's request to retain the previously accrued leave and grant/deny such request on a case-by-case basis.

C. The term "immediate family," as used in this article or elsewhere in this Agreement, is defined to mean the mother, father, husband, wife, sister, brother, mother-in-law, father-in-law, or child (natural or adopted), grandfather, grandmother, grandchild, stepfather, stepmother, stepchild, stepbrother, and stepsister of an administrator. Others may be approved by the Superintendent.

D. An administrator will be granted leaves of absence with pay; chargeable to his/her unused sick leave pay.

1. Not to exceed five (5) days because of critical (hospitalized) illness of each member of his/her immediate family of the administrator. Five days will be considered the maximum number that can be received at any one time.

2. For such a period of time as the administrator is necessarily absent from school because of an emergency, if a request therefore is made to, and approved, by the Superintendent, as soon as conditions permit the administrator to make the request.

3. Not to exceed one (1) day each school year to attend the funeral or memorial service of a family relation or friend not within the definition of "immediate family". An administrator desiring to use such leave shall submit their request in writing or in the District's online system as soon as possible to the Superintendent.

E. An administrator will be granted leaves of absence with pay, not chargeable against the sick leave pay.

1. Not to exceed five (5) days because of the death of each member of the immediate family of the administrator.

2. Not to exceed those days required serving as a juror in a court of record, but the pay of the administrator shall be continued at regular salary with all compensation paid to him/her as a juror turned in to the school district. If the administrator fails to turn in a compensation check to the school district, the amount of the compensation check shall be deducted from the administrator's pay after thirty (30) days from the date the administrator is provided notice of the deduction to be made.

3. For such a period of time as designated by the Superintendent for visitations at other schools or educational conferences or conventions.

4. Personal Business Leaves

The parties agree that there may be personal conditions or circumstances which may require an administrator's absenteeism for other reasons than heretofore mentioned. Administrators will have three (3) personal days. Any unused personal days shall annually roll into the administrator's accumulated sick leave. The Board agrees that such leave, may be used under the following conditions:

a. This leave shall be used for the purpose of conducting personal business.

b. An administrator desiring to use such leave shall submit his/her request in writing or in the online system at least five (5) working days in advance of the anticipated absence, except in cases of emergency, to the Superintendent or his/her designated representative. In cases of emergency, the administrator shall apply as soon as possible. This form must be filed with the immediate supervisor.

c. It is further understood such leave shall not be granted for the first or last day of the school year, nor on the first working day preceding or following a vacation period or holiday.

F. An administrator may be granted a leave of absence without pay in order to:

1. Pursue studies approved by the Superintendent and board relative to his/her job.

2. Pursue studies necessary to maintain certification.

3. Pursue studies, do research or assume special assignments in other school districts when to the benefit of the school district.

Application for such leave of absence shall be made to the Superintendent and be granted or denied by the Board at its discretion, and, if granted, upon such conditions and for such length of time as the Board may determine.

G. Upon application made to the Superintendent, an administrator shall be granted a leave of absence without pay for the purpose of child care attendant to the birth or adoption of the administrator's newborn or newly adopted child, not to exceed one (1) year.

An administrator returning from childcare leave shall be placed in the same or similar position previously performed if either is available.

If an administrator desires an extension of the one-year child care leave, an application for extension shall be made to the Superintendent and will be granted or denied by the Board of Education at its discretion.

An administrator returning from childcare leave shall be granted one (1) year longevity on the salary schedule, provided that the administrator worked 50% plus one (1) additional day of the contractual year from which they took leave.

H. An administrator who enters the armed forces of the United States will be given a leave of absence without pay and provided reinstatement to employment in accordance with the applicable provisions of law.

I. The Board may grant an administrator a sabbatical leave for professional improvement for such period of time and under such conditions and rights as now or hereafter specified in the applicable provisions of the Revised School Code.

J. A leave of absence shall be granted to eligible employees in accordance with the Family and Medical Leave Act (FMLA) for the purposes permitted by the FMLA. FMLA leave will be charged concurrently with paid and/or unpaid leave for FMLA qualifying event(s). The Board uses the rolling method to calculate FMLA eligibility.

K. The Association will be allowed four (4) days during which any Association business may be accomplished as long as adequate notification is given and suitable replacements are available.

1. Participating administrators shall suffer no loss of pay.

2. These may be used by the Association in whatever combinations it deems necessary (e.g., it may use four (4) administrators for one (1) day, two (2) administrators for two (2) days, one (1) administrator for four (4) days, or any other combination so long as no more than four (4) days are used).

3. The Association shall reimburse the district the employee's cost paid to the Office of Retirement Services for Association release time.

ARTICLE XVI - GRIEVANCE AND ARBITRATION PROCEDURE

Section 1 - Definition

A "grievance" is an alleged violation, improper application or interpretation of the specific terms of this Agreement. A grievance shall specify the provisions of this Agreement alleged to have been violated, the manner in which the violation occurred, and the specific relief sought. The term "grievance," as defined above, shall not apply to:

A. Staff, curriculum, school finance, selection of personnel, and other matters reserved by law to Board discretion.

B. The provisions of insurance contracts and policies.

C. Any policy, rule, regulation, or practice of the Board not in direct conflict with the Agreement.

D. Any matter set forth in this Agreement which is covered by a state and/or federal law and may be pursued through an administrative agency. It is the purpose of this provision to deny use of the grievance procedure to employees where one or more administrative remedy is or has been available to them outside of the scope of this Agreement per the Public Employment Relations Act.

E. Evaluation, layoff/recall.

F. Assignment/placement.

G. Discipline/non-renewal or discharge.

Section 2 - Time Limits

A. The time limits specified hereinafter for movement of grievances through the process shall be strictly adhered to and may be relaxed or extended only by mutual consent of the parties in writing. In the event that the Association fails to appeal a grievance or grievance answer within the particular time limit, the involved grievance shall be deemed abandoned and settled on the basis of the Board's last answer. In the event that the Board shall fail to supply the Association with response to a hearing at a particular step within the specified time limits, the grievance shall be deemed automatically eligible for appeal at the next step with the time limit for exercising said appeal commencing with the expiration date of the Board's period for answering.

B. Each grievance shall be initiated within 15 workdays from the date of occurrence upon which the alleged violation took place. If a grievance is not initiated within this time period, the grievance is untimely and considered void.

Section 3 - Procedure

Level 1 (Informal):

The parties acknowledge that it is most desirable for a bargaining unit member and his/her superior to resolve problems through free and informal communication. An administrator or the association shall initiate a grievance by requesting a meeting with the Superintendent or Designee within 15 (fifteen) workdays from the date of the alleged violation upon which the grievance is based. The Superintendent or Designee shall arrange an informal meeting within five (5) workdays of the date of the request. Should such informal processes fail to satisfy the Superintendent or Designee and bargaining unit member, then a grievance may be processed as follows:

Level 2:

If the complaint is not resolved in the initial meeting, the employee must present the grievance in writing within five (5) workdays to the Superintendent, who will arrange a meeting within ten (10) work days. The association's representative, the Superintendent and/or Designee and the grievant shall be present at the meeting. The Superintendent must provide a written answer on the grievance within five (5) workdays following the above meeting.

Level 3:

If an administrator is not satisfied with the disposition of the grievance in Step 2, the grievance may be transmitted to the Board of Education by filing a copy with the secretary or other designee of the Board and a copy to the Superintendent of Schools within five (5) workdays of the receipt of the written answer in Level 2. The Board or subcommittee of the Board will meet within 30 (thirty) days, or at the next regularly scheduled Board meeting, whichever is longer. The Board may hold a hearing on the grievance; review such grievance in closed session or give such consideration as it shall deem appropriate.

Disposition shall be furnished to the administrator and Association within five (5) workdays of such meeting.

Level 4:

If the grievance is unresolved in Level 3, the Association, the aggrieved, and the Board shall attempt to resolve the grievance through mediation. If mediation is unsuccessful, any party may pursue any course of action provided by law. The cost of mediation shall be shared equally by the EHASA and the Board of Education.

Section 4 - Miscellaneous Relating to the Grievance Procedure

A. By mutual agreement, the Association's President or Grievance Committee Chairperson and/or Board representative may enter into the processing of the grievance at any level.

B. Any conference, which may be held under the grievance procedure, shall be conducted at a mutually agreeable time and at the District's facilities.

C. If scheduled by the Superintendent or Designee, the President of the Association, or his/her representative, shall be released from his/her regular duties without loss of compensation to attend grievance conferences or hearings held during work hours.

D. Any individual administrator may present grievances to his/her supervisor and have the grievance adjusted. But should the adjustment be inconsistent with the terms of their collective bargaining Agreement, or any policy, rule or regulation, or practice relating to any matter upon which the Board is obligated to bargain, the Association may, on its own name, appeal that decision.

E. Once a grievance has been filed in writing, no administrator outside the unit or member of the Board of Education shall, upon his/her own initiative, attempt to discuss that grievance with the administrator(s) involved at a time other than during conference or hearings provided for in the grievance procedure. Administrators within the bargaining unit officers or agents of the Association shall not, upon their own initiative, attempt to discuss a grievance with the administrators outside of the bargaining unit or Board of Education members at a time other than during conferences or hearings provided for in the grievance procedure.

ARTICLE XVII - COMPLETE AGREEMENT

This written Agreement supersedes and terminates all prior Agreements, supplements, understandings, and interpretations between the parties, written or oral, with respect to rates of pay, wages, salaries, hours of employment, or other conditions of employment.

The parties expressly declare that they have bargained between them on all phases of hours, wages, salaries and working conditions and that this Agreement represents their full and complete agreement without reservation or unexpressed understanding. Any aspect of hours, wages, salaries, and working

conditions not covered by a particular provision of this Agreement is declared to have been expressly eliminated as a subject for bargaining during the life of this Agreement and may not be raised for further bargaining or negotiation without the written consent of all parties hereto.

Any amendment or Agreement supplemental hereto shall not be binding on either party unless executed in writing and ratified by the parties hereto as a "Supplemental Agreement."

ARTICLE XVIII- DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2026, and shall continue in force and effect until midnight of the 30th day of June, 2029. The parties agree that the Board shall pay and provide wages and benefits at levels and amounts that are no greater than those in effect on the expiration of this collective bargaining agreement (i.e., June 30, 2029). At least (60) days prior to the expiration of the agreement the parties will begin negotiations for a new agreement.

If an emergency manager is appointed by the State of Michigan under the Local Financial Stability and Choice Act, MCL 141.1541 , et seq., the emergency manager may reject, modify, or terminate the collective bargaining agreement in his/her sole discretion. This authority is a prohibited subject of bargaining under the Public Employee Relations Act .

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives as of the day and year first above written.

APPENDIX A - SALARY SCHEDULE

2026-2027 5% Increase

	Step 1	Step 2	Step 3	Step 4	Steps 5-9	Steps 10-14*	Steps 15+
H.S. Principal	$103,441	$106,542	$109,740	$113,031	$115,857	$119,334	$122,913
Jr. High Principal	$96,024	$98,905	$101,871	$104,928	$107,550	$110,777	$114,100
Elementary Principal	$91,874	$94,488	$97,180	$99,952	$102,808	$105,891	$109,068
Principal of Virtual School	$83,898	$86,415	$89,007	$91,678	$93,511	$96,317	$99,206
High School Assistant Principal	$87,289	$89,907	$92,606	$95,383	$97,290	$100,209	$103,215
Junior High Assistant Principal	$85,609	$88,177	$90,822	$92,637	$94,491	$97,326	$100,245
Elementary Assistant Principal	$83,898	$86,415	$89,007	$91,678	$93,511	$96,317	$99,206
Director of Early Childhood Education	$70,000	$72,100	$74,263	$76,491	$78,020	$80,361	$82,772

2027-2028 *3% Increase*

	Step 1	Step 2	Step 3	Step 4	Steps 5-9	Steps 10-14*	Steps 15+*
H.S. Principal	$106,544	$109,739	$113,032	$116,422	$119,333	$122,914	$126,600

Jr. High Principal	$98,904	$101,872	$104,927	$108,075	$110,777	$114,100	$117,523
Elementary Principal	$94,630	$97,323	$100,095	$102,950	$105,892	$109,068	$112,340
Principal of Virtual School	$86,415	$89,007	$91,678	$94,428	$96,316	$99,206	$102,182
High School Assistant Principal	$89,907	$92,605	$95,384	$98,245	$100,209	$103,215	$106,311
Junior High Assistant Principal	$88,177	$90,822	$93,547	$95,416	$97,325	$100,245	$103,252
Elementary Assistant Principal	$86,415	$89,007	$91,678	$94,428	$96,316	$99,206	$102,182
Director of Early Childhood Education	$72,100	$74,263	$76,491	$78,785	$80,361	$82,772	$85,255

2028-2029 *3% Increase*

	Step 1	**Step 2**	**Step 3**	**Step 4**	**Steps 5-9**	**Steps 10-14***	**Steps 15+***
H.S. Principal	$109,740	$113,031	$116,423	$119,915	$122,913	$126,601	$130,398
Jr. High Principal	$101,871	$104,928	$108,075	$111,318	$114,100	$117,523	$121,049
Elementary Principal	$97,469	$100,243	$103,098	$106,039	$109,069	$112,340	$115,710

Principal of Virtual School	$89,008	$91,678	$94,428	$97,261	$99,206	$102,182	$105,248
High School Assistant Principal	$92,604	$95,383	$98,245	$101,192	$103,215	$106,312	$109,501
Junior High Assistant Principal	$90,822	$93,547	$96,353	$98,279	$100,245	$103,253	$106,349
Elementary Assistant Principal	$89,008	$91,678	$94,428	$97,261	$99,206	$102,182	$105,248
Director of Early Childhood Education	$74,263	$76,491	$78,786	$81,149	$82,772	$85,255	$87,813

Signature page is on Page 24.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their proper officers, duly authorized, as of the day and date first written above.

Signed this 8th day of June, 2026.

ESSEXVILLE-HAMPTON PUBLIC SCHOOLS BOARD OF EDUCATION

By: Paul T. Sansburn
Paul Sansburn
Its: President

By: Amanda LaVigne
Amanda LaVigne
Its: Secretary

By: _____
Davion R. Lewis
Its: Superintendent

ESSEXVILLE-HAMPTON ASSOCIATION OF SCHOOL ADMINISTRATORS

By: Brian Campbell
Brian Campbell
Its: Co-President

By: Kristen Hahl
Kristen Hahl
Its: Co-President