Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

A G R E E M E N T

between

HEMLOCK PUBLIC SCHOOLS
BOARD OF EDUCATION

and

HEMLOCK FEDERATION OF TEACHERS

2025/2026, 2026/2027, 2027/2028

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

TABLE OF CONTENTS

Article	I	Recognition	3
	II	Financial Responsibility	4
	III	Grievance Procedure	5
	IV	Board Rights & Responsibilities	8
	V	Federation Rights & Responsibilities	10
	VI	Teacher Rights & Responsibilities	11
	VII	Disciplinary Support & Protection of Teachers	12
	VIII	Seniority	13
	IX	Paid and Unpaid Leaves	14
	X	Assignment & Transfer	16
	XI	Teaching Conditions	17
	XII	Substitute Services for Teachers	20
	XIII	No Strike Clause	21
	XIV	Retirement	22
	XV	Professional Compensation	23
	XVI	Insurance Benefits	26
	XVII	Salary Provisions	27
	XVIII	Termination	31

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

Appendix A HFT Salary Schedule 32

Appendix B Special Assignments–Athletics 35

Appendix C Special Assignments–Other 37

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

A G R E E M E N T

ARTICLE I
RECOGNITION

A. The Board hereby recognizes the Hemlock Federation of Teachers, Local #3509, AFT, MFT, AFL-CIO, as the sole and exclusive bargaining representative, as defined in Section II of Act 379 of the Public Acts of 1965, as certified in Case No. R75 C-135.

All classroom teachers, including probationary teachers.

B. The term teacher when used hereinafter in this Agreement shall refer to all employees represented by the Federation in the bargaining unit as defined above, and references to male teachers shall include female teachers.

C. Nothing contained herein shall be construed to prevent, deny or restrict to any teacher, rights he may have under the Michigan General School Laws or applicable civil laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

D. The Board agrees that neither they nor their agents shall attempt to initiate any exceptions to this Agreement, except through the Federation.

E. This Agreement preempts any policies of the Board, which are in conflict with its written provisions.

F. If any provision of this Agreement shall at any time be held contrary to law by a court of competent jurisdiction in the State of Michigan or of the United States, whichever is applicable, or from whose judgment no appeal has been taken within the time provided for doing so, and in the event such provisions shall not be valid and subsisting except to the extent such provisions are permitted by law; all other provisions of this Agreement shall continue in full force and effect.

G. In the event this Agreement, or any part of this Agreement, is found contrary to law under the conditions described above, the parties shall meet to renegotiate the items in questions immediately.

H. The entire agreement or specific provisions of the agreement may be rejected, modified, or terminated by an emergency manager under conditions provided in the Local Government and School Fiscal Accountability Act, 2011 PA 4.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

ARTICLE II
FINANCIAL RESPONSIBILITY

A. It is recognized that because of religious convictions or otherwise, some teachers may object to joining any organization engaged in collective bargaining. It is also recognized that the proper negotiation and implementation of collective bargaining agreements entail expense to the Federation.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

ARTICLE III
GRIEVANCE PROCEDURE

A. Definition: Any claim by a teacher of the Federation there has been a violation, misinterpretation, or inequitable application of the specific terms or provisions of this Agreement, shall be a grievance and shall be resolved through the procedure set forth herein. Any complaint subject to the procedures of the Teacher Tenure Act shall not be the basis of any grievances filed under the procedure outlined in this Article as per P.A. 103, Sec 15 (3)(M). The Board shall not engage in any action concerning any member of the bargaining unit that is applied in an arbitrary and capricious manner.

B. Procedure for Handling:

1. The teacher who feels that he has a grievance should first take the matter up with the principal of the school, who will attempt to resolve it with him.

2. If this fails to resolve the grievance, the teacher shall reduce the grievance to writing [within ten (10) working days following the act or condition which is the basis of the grievance] specifying the section of the contract he alleges is violated, the events that caused the alleged violation, and the remedy he seeks as per the Grievance Form in Appendix I. All pertinent information shall be reduced to written form with all discoverable information by the teacher or HFT at this level and no additional information shall be presented at the next levels in the process. Failure to do so, will result in immediate withdrawal and forfeiture of bringing forth a similar claim again, for a duration not less than one calendar year.

3. Within five (5) working days of receipt of the written grievance, the principal shall arrange a conference with the view of satisfactorily resolving the grievance. At the time of conference, the teacher may appear personally or he may be represented by the Federation representative or both. Such conference shall be scheduled at a time when there is no disruption of normal school routine and duties of the teachers.

4. Within five (5) working days after such conference, or longer if mutually agreed to, the principal shall answer such grievance in writing.

5. If the grievance is not appealed from the written answer within five (5) working days after receipt of such answer, the principal's decision will be final.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

6. If the Federation does not accept the principal's written answer, the grievance may be appealed to the Superintendent of schools by sending such notice in writing to him within five (5) working days from the date of the principal's written decision.

7. Within ten (10) working days of receipt of the written appeal, the superintendent or his designated representative will arrange for a conference to satisfactorily resolve the grievance. Such conference shall be scheduled at a time when there is no disruption of normal school routine and duties of the teachers.

8. Within ten (10) working days after the conference, or longer if mutually agreed to, the superintendent or his designated representative shall answer such grievance in writing.

9. Such answer shall be final and binding unless appealed to the next step within ten (10) calendar days from the date of the superintendent's written decision.

10. If the Federation does not accept the superintendent's written answer, the grievance may be appealed to a committee representing the school board by sending such notice in writing within five (5) working days from the date of the superintendent's written decision.

11. Within ten (10) working days of receipt of the written appeal, the board will communicate through the Superintendent with the federation if a conference will be held. The board will hold a conference for one (1) appeal during any given school year and will consider a conference for three (3) others during the same school year. All attempts will be made to schedule at a time when there is no disruption of normal school routine and duties of the teacher.

12. Within ten (10) working days after the conference, or longer if mutually agreed to, the board committee shall answer the grievance in writing.

13. Such answers from the board, whether a conference was held or not, shall be final unless appealed to the next step within thirty (30) calendar days from the date of the board committee's written decision.

14. If the grievance is not settled at the preceding step, it may be submitted to binding arbitration at the election of either party. The matters to be arbitrated shall be submitted to a board of three arbitrators as follows:

    a. Within the thirty (30) days referred to above (Step 13), the party choosing

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

to arbitrate must give written notice to the other party, setting forth specifically the nature of the dispute to be arbitrated and designating one (1) arbitrator selected by it.

b. Within five (5) working days from the receipt of such notice, the other party shall notify the first party its statement of the matter to be arbitrated.

c. The parties may waive the three-member panel by mutual agreement.

d. Within five (5) days after the selection of the second arbitrator, the two (2) arbitrators shall select a third. If they are unable to agree on a third arbitrator within five (5) days, the American Arbitration Association will be asked to submit a panel in accordance with their rules.

15. The fees and expenses of the third impartial arbitrator, cost of transcript (if one is requested by the Board of Arbitration), and cost of the hearing room shall be borne equally by both parties. All other expenses incurred shall be paid by the party incurring them.

16. The Agreement constitutes a contract between the parties, which shall be interpreted and applied by the parties and by the Board of Arbitration in the same manner as other collective bargaining agreements. The function and purpose of the Board of Arbitration is to determine disputed interpretations of terms actually found in the Agreement, or to determine disputed facts upon which the application of the Agreement depends. The Board of Arbitration shall, therefore, not have authority, nor shall it consider its function to include the decision of any issue not submitted or to so interpret or apply the Agreement as to change what can fairly be said to have been the intent of the parties as determined by generally accepted rules of contract construction. The Board of Arbitration shall not give any decision, which in practical or actual effect modifies, revises, detracts from or adds to any of the terms or provisions of this Agreement. Past practice of the parties in interpreting or applying terms of the Agreement can be relevant evidence but may not be used so as to justify or result in what is in effect a modification (whether by addition or detraction) of written terms of this Agreement. The Board of Arbitration has no obligation or function to render a decision merely because in its opinion such a decision is fair or equitable or because in its opinion it is unfair or inequitable.

17. Unless expressly agreed to by the parties, in writing, the Board of Arbitrators is limited to hearing one issue or grievance upon its merits at any one hearing. Separate Boards of Arbitration shall be constituted for each grievance appealed binding arbitration.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

ARTICLE IV
BOARD RIGHTS & RESPONSIBILITIES

A. The Federation recognizes that the Board hereby retains and reserves all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan and of the United States.

B. The Federation further recognizes that the exercise by the Board of the foregoing rights, power, authority, duties and responsibilities shall be limited by the provisions of this agreement and this only to the extent permitted by the law and Constitution of the State of Michigan and the United States.

C. The parties agree that this contract incorporates their full and complete understanding and that any prior oral agreements or practices will not be recognized in the future unless committed to writing and signed by the parties as supplement to this agreement.

D. As a duly elected body exercising governmental power under the laws of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of rights conferred by Act 379; that it will not directly discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment because of his membership in the Federation, or collective professional obligations with the Board, his participation in any activity of the Federation, not in conflict with this Agreement, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

E. The Board agrees to furnish the Federation, upon request, information concerning the financial resources of the district, including, but not limited, to annual financial budgets or reports, register of bargaining unit personnel, county allocation budgets, agenda and minutes of all Board meetings (but not executive sessions, except to the extent they pertain to programs, grievances, negotiations or discussions in which the Federation is involved), membership data, names and addresses of all teachers, salaries paid thereto and educational background, and such other information that is necessary for negotiations and the representation and processing of grievances. Such information shall be transmitted to the Federation within a reasonable time or the Federation shall be notified if such information is not available.

F. The Board and Federation agree that special attention and supportive help and guidance in classroom techniques shall be provided to all new teachers. All available resources including principal, assistant principal, administrative assistants, as well as the experienced and diverse abilities of all teachers should be utilized to help orient the new teacher.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

G. The Board agrees that it shall be a violation of this Agreement for the Board and Federation to limit, segregate, or classify any employee which in any way deprives, or tends to deprive any teacher of employment opportunities or otherwise adversely affects their status as an employee because of such individual's race, color, religion, sex, age, marital status or national origin. This is not intended to prevent the Board from establishing a reasonable and equitable retirement policy for its employees.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

ARTICLE V
FEDERATION RIGHTS & RESPONSIBILITIES

A. The Federation shall be allotted the maximum of one (1) hour on the first teacher workday of the normal school year when students are not in attendance for the purpose of discussing topics of mutual interest to the Federation. This time shall be scheduled mutually between the HFT President and the Superintendent and will not deduct from district professional development time.

B. The Federation shall have the right to use the school facilities and equipment. Federation use of school facilities and equipment will be permitted provided that:

1. Request is made and use arranged for in advance.

2. The use is strictly to service the legitimate purpose of the Federation, such as duplication of records, notices, correspondence.

3. The purpose is for the internal business of the Federation and is not for public distribution.

C. The Federation shall have the exclusive right over any other teacher organization to post notices of its activities and matters of Federation concern on Federation bulletin boards, one of which shall be provided in each school building.

D. The Federation shall have the exclusive right over any other teacher organization to use interschool mail service and teacher mailboxes for communications to its members provided distribution of Federation mail does not require the Board of Education to expend additional money or allocate additional personnel time to perform such service.

E. The Federation may request that membership dues be deducted directly from the payroll of participating teachers and deposited into an account designated by the Federation, provided that each individual teacher has voluntarily authorized such deduction in writing. The authorization must be submitted in a form approved by the District and shall remain in effect until revoked in writing by the teacher.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

ARTICLE VI
TEACHER RIGHTS & RESPONSIBILITIES

A. Building access shall be provided to each teacher for their professional responsibilities and shall not be shared with others.

B. Teachers will participate in the selection of books and resources via the district's curriculum council or building level committees and utilize materials as provided by the district.

C. Teachers shall have the right to review their personnel files as provided by the law, after initial employment and to have a representative of the Federation accompany them in such review.

D. Teachers will collaborate with their building principals and confer with parents during school hours for regular scheduled Parent-Teacher Conferences, in the event of scheduling issues/challenges teachers will work with their building principal for resolution.

E. The personal lives of teachers are not within the appropriate concern of the Board nor are the religious or political activities of any teacher, or the lack thereof, grounds for discrimination; unless such activities prove to adversely affect the teachers' efficiency or classroom performance.

F. Records of unsatisfactory performance or otherwise must be specific in content, signed by the contributor, and brought to the attention of the employee by written copy in a timely manner.

G. A teacher shall have the right to recommend the removal or change of material from their personnel file that is grammatically incorrect or contains a clerical error. Provided cause is shown, the materials will be corrected.

H. Every consideration will be made for teachers who are given unusual responsibilities or difficult situations in which to teach. Including the following situations:

- Large number of learning and/or behavior problems.
- Limited classroom space.
- High student numbers.
- Inequitable levels of technology.
- Insufficient classroom supplies including textbooks and ancillary materials.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

ARTICLE VII
DISCIPLINARY SUPPORT & PROTECTION OF TEACHERS

A. The Board of Education recognizes its responsibilities to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. The Board further recognizes that the teacher may not fairly be expected to assume the ongoing responsibility for emotionally disturbed students, or to be charged with the responsibility of psychotherapy. Whenever it appears that a particular pupil will require the attention of special counselors, social workers, law enforcement personnel, physician or other professional persons, the Board will take prompt action to assist the teacher with respect to such pupils.

B. Any case of assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board will provide teachers with legal representation to the extent covered by the District's property/casualty insurance policy.

C. Teachers shall comply with the current law and expectations regarding seclusion and restraint.

D. If a grade is changed by a building principal, with the authority provided by school code, a teacher shall be held harmless against any liability associated with the grade change.

E. Initial application of sound classroom management regarding behavior problems rests with the classroom teacher. The Board and the Federation agree that the adjustment of behavioral problems is the joint responsibility of teachers and administrators. Teachers shall have the immediate support of administration who shall give the teacher effective and consistent support in each case, in accordance with the written disciplinary policy.

F. The Board and the Federation agree that special attention and supportive help and guidance in classroom techniques shall be provided to all teachers.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

ARTICLE VIII
SENIORITY PERSONNEL

A. Seniority is defined as the length of service within the school district as of the teacher's first working day. In the circumstance of more than one individual beginning employment on the same date, all individuals so affected will participate in a drawing to determine position on the seniority list. The drawing will be conducted openly and at a place and time which will allow all affected teachers to attend. Seniority will only be used as a tie-breaker if all other credentials are equal.

B. It is agreed between the Hemlock Federation of Teachers and the Hemlock Board of Education that in order to determine seniority for employees the following conditions will be applied:

1. Credit on the seniority list will be given for only those years of active employment in the Hemlock Public School District.
2. The seniority list would be arranged according to the total time of active employment accumulated by bargaining unit members.
3. Half days are considered as half years of employment (based on social security and retirement).
4. Teachers on lay off would not receive credit for a year of active employment.
5. Internship is not considered active employment for the Hemlock Public School District.
6. Employees that had a leave of absence at any time during their employment would not receive seniority credit for the length of time on leave except for an approved sick leave not to exceed one (1) year.
7. A leave of absence is defined as one approved by the Board of Education.

C. If, for any reason, the Board anticipates a reduction in staff for the following year, it may confer with the Federation to discuss the implications of said reduction.

D. Teachers laid off will be notified of their rights to insurance continuation under applicable COBRA law, the teacher will be notified by the COBRA Administrator within 30 days.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

ARTICLE IX
PAID AND UNPAID LEAVES

A. **SICK LEAVE** is a form of insurance and not a form of compensation and any violation of the sick leave policy will result in a hearing before a committee of two (2) representatives of the board of education, one (1) representatives of the federation, and the direct supervisor/principal with the school superintendent overseeing the proceedings.

1. Teachers shall be entitled to twelve (12) sick-leave days each school year as of the first official day of said school year, when they report for duty. A teacher may accumulate up to 50 days in their sick-leave bank after which they will have 5 sick days annually that are non-accruing. Once a teacher has a full bank, they will receive the current substitute teacher pay rate for retired teachers per day for any unused non-accruing days for a max of 7 days (5 sick and 2 personal).
2. Members of the bargaining unit may utilize up to two (2) days of their accrued short-term disability leave per academic year to attend Hemlock Public School District functions and/or events involving their dependent children.
3. Upon resignation or other separation all sick leave is forfeited.
4. Reasons allowable for sick leave:
    a. Personal illness or for scheduled healthcare appointments that could not be made outside the regularly scheduled workday, this will include a minor child, spouse, parent or grandparent.
    b. Up to five days immediately following the death in the immediate family (mother, father, husband, wife, child, sister, brother, grandparents and the like in “step: and “in” as applicable as approved by the superintendent. In the event, that a memorial is scheduled to take place at a later date, the request to utilize these days shall be within 10 days following the death and be accompanied by the obituary.
    c. Up to one day immediately following the death of an aunt, uncle, niece, nephew, sister or brother-in-law.
    d. Physicians note may be requested for any use of sick leave, beyond 2 consecutive days, unless there is reasonable concern of abuse.
    e. Worker’s compensations, an individual who is injured and drawing Worker’s Compensation shall have his sick leave deduction prorated, not to exceed his/her daily rate of pay.

B. **PERSONAL LEAVE**, each teacher shall be entitled each year during his regular employment period to be absent without loss of pay or other benefits from scheduled work for two (2) days in increments of full or half days only that shall not be used in conjunction

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

with sick leave or to extend scheduled breaks. A teacher planning to use a personal leave day shall notify his building principal in writing four (4) days in advance. Teachers shall not be asked to explain the reason for any request for a personal leave day. Any unused personal days shall be credited to the accumulated days of sick leave for the following years or once a teacher has a full bank, they will receive the current substitute teacher pay rate for retired teachers per day pay for any unused personal days annually.

C. **ADDITIONAL LEAVE**, if a teacher has exhausted their sick bank and personal days and remains in need of additional leave they may request to borrow up to 10 days of leave that will be paid back within the next two school years as determined by the Superintendent.

D. **EXTENDED LEAVE,**

1. Leaves of absence may be authorized by the Board of Education upon the recommendation of the Superintendent.
2. No leave of absence shall be granted for a period longer than one (1) year except by specific action of the Board of Education.
3. Written application for such leave shall be made by the faculty person, addressed to the superintendent of schools, who shall upon receipt of same, make such investigation as may be necessary to determine to the best of his ability if the granting of such leave would serve not only the interests of the faculty person, but also of the school district.
4. Such leave of absence shall be without compensation from this school district, except as may be determined otherwise by the Board of Education.
5. Leave of absence may be denied or abrogated by the Board of Education upon evidence of violation of the Agreement.
6. It is agreed that an individual returning from a leave of one year or less shall be guaranteed a position in the Hemlock Public School District, provided they have the necessary seniority. Application to return from a leave of absence shall be filed with the Superintendent of Schools no later than March 15 preceding the September in which he wishes to return, or not later than November 1 if he wishes to return at the beginning of the second semester of any school year.
7. Types of leaves considered will be health and hardship, professional study, travel, and military leave.

E. **OTHER ABSENCES**

1. Jury Duty, faculty personnel shall be allowed to be absent when called for jury duty. Such absences shall be allowed without loss of pay except that any compensation for such jury duty shall be deducted from his regular salary payment.
2. Subpoena, faculty personnel shall not be charged for any absence when subpoenaed to appear in court as a result of the teacher performing their assigned duties.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

ARTICLE X
ASSIGNMENT & TRANSFER

A. Teachers shall teach within the scope of their teaching certificates, such as their major and minor as provided by the Michigan Department of Education, except for emergencies. In the event of such emergencies, the Federation will be notified by the administration.

B. All teachers will be given reasonable assurance of employment during extended breaks in schedule.

C. When an instructional vacancy is identified, by the first of June the district will post utilizing the district's current protocols and procedures. All vacancy teaching positions, will be on the board agenda for review and/or approval.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

ARTICLE XI
TEACHING CONDITIONS

A. Teachers' day shall conclude only after students leave their rooms.

B. Any teacher shall make arrangements with his immediate supervisor to leave early during the school day.

C. Teachers will work a minimum of 7 hours, 11 minutes per day, not to exceed 37.5 hours per week. Schedules may include time before or after school. Approximately 90 +/- minutes weekly may be used for school improvement meetings, with 72 hours' notice when possible. PD days will not exceed 7 hours and 30 minutes.

D. Teachers teaching in more than one building shall be required to attend meetings scheduled in the building in which the majority of their teaching time is spent, unless otherwise directed by that building principal. In no case shall that teacher be required to attend more than the specified number of meetings.

E. Absence of up to a half day (until 12:00 noon for secondary teachers and before the start of the afternoon session for elementary teachers) caused by accidents, weather conditions or other acts of God, making transportation extremely hazardous in the opinion of the Board, will be excused and not treated as deduction from his sick leave credits or pay, provided the teacher has notified his building principal as soon as possible.

F. On "Act of God" days teachers will be responsible to complete duties as assigned by their building principal. If days are required to be made up by the State of Michigan teachers will receive no additional compensation.

G. In the event of a delayed start day for students, all teachers will report at the delayed start time as well.

H. When special area teachers in music and physical education are instructing a class in grades Y-5/K-6, that class's regular teacher shall be free from duty as a preparation period, provided it is a single class. When there is more than one class being instructed at any one time, the affected teachers will develop a rotation schedule to assist with the supervision of the classes unless waived by the building principal.

I. The instructional organization of the school will be determined by the building principal in consultation with the staff.

J. The Board shall provide a copy of the Agreement between the Hemlock Federation of

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

Teachers and the Hemlock Public Schools for each teacher after the contract has been ratified and signed by both parties.

K. The Board agrees to develop in each building a specific procedure to be implemented during the absence of a building principal to ensure the continued operation of the school. The building principal shall review this procedure with staff at the beginning of the school year.

L. The Board agrees to develop in each building a specific policy for the ordering of supplies and equipment in consultation with its staff. Consideration will be given to the following areas:

1. Deadline for submission of requests.

2. Verification of order.

3. Notification of availability or non-availability of ordered items.

4. Requests of materials in order of priority.

5. See memorandum of understanding.

The parties agree that only the failure to implement such a procedure will be grievable.

M. Y-5/K-5 teachers shall receive regular daily preparation time in blocks of no less than 30 minutes which when added to other blocks of time will add up to a minimum weekly average of 45 minutes per teacher per day. Recess time in grades K-5 shall be twenty (20) minute block of time to be scheduled between the teacher and the principal.

N. Each day, preparation periods in grades 6-12 will be equivalent to an uninterrupted period of time equivalent to one (1) class period.

O. Teachers in all buildings shall be guaranteed a thirty (30) minute duty free lunch period each day.

P. Every effort will be made to schedule IEP's during the regular school day.

Q. The official school calendar will state the number of teacher workdays and is a decision of the Board. The school calendar will consist of no more than 185 teacher workdays. If student days should increase from the current requirement than the 185 teacher workdays will also increase in corresponding days.

It is the professional responsibility of teachers to:

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

- Have their classrooms/area and planning ready for the first day of school for students no later than the first professional development day prior to the start of school for students.
- Attend open houses, parent teacher conferences, and other events as expected by the building principal in previous years.
- Manage the administrative process with grading and other duties with the changing of semesters.
- Complete and coordinate end of year duties and check out process with the building principal.

R. Preparation periods will be applied in the following manner for the duration of the contract. Teachers may be required to work during their prep period for $1/7^{th}$ of their daily rate with management right to assign based on the following criteria: Assignment will be based upon certification, qualification, and active teaching assignment along with scheduled availability. Volunteers meeting above criteria will be considered first, with seniority being the deciding factor in both volunteer and assigned situations.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

ARTICLE XII
SUBSTITUTE SERVICE FOR TEACHERS

A. The district will maintain a list of substitute teachers to be utilized by the administration when a teacher is absent from his assignment.(WILL SUB)

B. Substitutes will be provided for absent special area teachers if available (music, band, physical education, shop, etc.).

C. Normally, regular/special education teaching staff will not be utilized as substitutes. Teaching staff are not required to substitute on their prep time nor are they required to take someone else's class into theirs, thus doubling up. Substituting for another staff member should be voluntary and the teacher subbing will be compensated at the daily hourly rate of a substitute teacher.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

ARTICLE XIII
NO STRIKE CLAUSE

The Federation and the Board recognize that strikes and other forms of work stoppages by teachers are contrary to law and public policy. The Federation and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Federation therefore agrees that its officers, representatives and members shall not authorize, instigate, cause, aid, encourage, ratify or condone, nor shall any teacher take part in any strike, slow-down or stoppage of work, boycott, picketing or similar interruption of activities in the school system. Failure or refusal on the part of any teacher to comply with any provision of this Article shall be cause for whatever disciplinary action is deemed necessary by the Board.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

ARTICLE XIV
RETIREMENT

A. An annual early notification incentive for those eligible for full retirement. The incentive will require resignation notification for the following school year no later than the Monday prior to Christmas break. This shall be capped at 4 teachers and will be awarded based on seniority, any additional teachers may be considered by the Board of Education at their January meeting. The Board agrees to *compensate based on the schedule below for each sick leave day in a teacher's bank, with payment no later than the last pay of July.
*based on 50/5

Schedule:December 2025 - $250, December 2026 - $250, December 2027 - $250

B. Retention and Merit Pay for High-Need, Hard-to-Replace Positions

To support staffing stability in critical areas, the District may provide retention merit pay of up to $5,000 to teachers serving in high-need, hard-to-replace positions. Eligible teachers may receive merit pay calculated at a rate of $250 per accrued short-term disability day during the applicable school year. The amount and distribution of this merit pay shall be determined at the discretion of the Superintendent based on staffing priorities and available resources. This retention incentive shall be considered compensation and will be distributed evenly across regular paychecks during the school year.

Designation and Notification: High-need, hard-to-replace positions will be identified annually by the District no later than the last business day in April. Teachers who have submitted a resignation under the District's early notification provision may rescind their resignation within three (3) business days of being identified as eligible for retention merit pay, provided they did not already retire with ORS effective the end of the school year.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

ARTICLE XV
PROFESSIONAL COMPENSATION

A. Annual salaries shall be computed according to Appendix A, B, & C.

B. Wages shall be paid bi-weekly and at the time of payment the Board shall not be in arrears.

C. Teachers required to drive personal automobiles in the course of their employment shall be reimbursed at a rate equal to that received by public employees of the State of Michigan. Should the State of Michigan increase the rate of reimbursement during the course of the contract year, such increases would immediately be effective in all reimbursements made to teachers. School owned vehicles should be used when possible.

D. A teacher who is engaged during the school day in negotiating procedures in behalf of the Federation with any representative of the Board or who participates in any professional grievance procedures which are scheduled by the Board of administration shall be released from regular duties without any pay loss or penalties.

E. A teacher, upon request, may be released from his regular duties without loss of pay to participate in workshops, programs, or conferences oriented solely to improving professional competency. Such time is subject, however, to the discretion of each principal as to scheduling feasibility. All teachers will make requests to attend these meetings on forms provided by the administration.

F. Payroll Procedures as Follows:

1. Payroll checks will be issued bi-weekly on Fridays with a maximum of twenty-six (26) paydays per contract year to all teachers except as elsewhere provided. The Board further agrees to provide 27 pay periods to all its teachers during the years that 26 pays does not provide for a paycheck every 2 weeks. This situation occurs about once every 7 years.

2. Upon written application filed no later than April 1 (no exceptions), any teacher may request that full payment of salary be made during the last pay period in June if sufficient funds are available. Final approval for payment will remain with the superintendent.

3. Upon request by a teacher prior to the first payroll, a teacher may elect to have his pay issued over the actual months of active employment.

4. Any teacher who is terminating his service pay prior to the end of his contractual period, upon written application filed no later than ten

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

(10) days prior to his termination date, may request total payment of his salary due. Such payment shall be made on the first regular pay date following the termination date.

5. All teachers who are hired for less than full time shall receive all salary and other benefits on a prorated basis.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

ARTICLE XVI
INSURANCE BENEFITS

A. The district will provide health, vision, and dental through the duration of this contract with similar coverage from year to year with cost saving measures recommended by the district's health insurance committee and approved by the Board of Education to ensure fiscal responsibility. The employee will contribute twenty percent of the total cost of health.

B. The Board agrees to pay for the Smoking Cessation Patch.

C. The Board agrees to provide a Dental Care Insurance plan as detailed in the included grid.

D. The Board further agrees to provide Basic Term Life Insurance in the amount of $30,000, Basic Term AD&D in the amount of $30,000, Seat Belt/Airbag benefit in the amount of $5,000, to all teachers, without cost or limitation.

E. The Board further agrees to provide, without cost or limitation, to all teachers a long-term disability program with benefits payable to full retirement according to the ADEA rules and regulations. Benefits shall commence after the expiration of the forty (40) scheduled work days waiting period, and are payable for each regularly scheduled work day on which the insured is disabled during a period of continuous disability and prior to the expiration of the contract year. Accrued sick days in excess of forty (40) days shall remain in the employee's sick bank. The amount of benefit payable for each day of disability is 70% during the first school contract year. If an employee is disabled beyond the end of the school or contract year, then the program will provide continued insurance benefit payments on a long term disability basis. Insurance coverage following the end of the school or contract year is at the LTD rate specified of the employee's monthly earnings to a maximum benefit of $3,000 per month.

F. A Group Vision Care Insurance Plan shall be offered to all employees and their families as detailed in the included grids.

G. The Board further agrees to make payment of all insurance benefit premiums described above for all persons who complete their contractual obligation in order to assure insurance coverage over the months of June, July and August, even though the teacher may not be returning the next school year.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

H. The Board agrees to provide, without limitation, teachers' dependent coverage for the 19-26 year age group provided they meet the requirements of the carrier. This applies to all participants in the health, dental and vision programs.

I. The parties agree to abide by underwriting rules and regulations established by the insuring carriers noted above.

J. The Board agrees to pay each full-time staff member who chooses not to take the school insurance plan a payment of $3,000 per contract year, contributed to an annuity or IRA of the staff member's choosing. This stipend will be paid at the conclusion of each contract year. OR Cash Option – A taxable cash payment of $2,280 per contract year, reflecting the same proportion as previously offered in lieu of the annuity/IRA. This payment will also be made at the conclusion of each contract year. Only full-time staff who remain employed through the full contract year shall be eligible for this benefit.

K. Any savings from the budgeted amount will be added to the general fund.

L. If, during the term of this Agreement for employees offered health insurance under this Agreement, it is demonstrated that the employee premium contribution for single-only coverage under the least expensive plan offered to an employee is deemed unaffordable (as this term is defined under 26 USC 36b and applicable IRS regulations), the parties agree that they shall bargain and agree to an additional plan offering for said employee that is determined affordable. It is understood by the parties that any plan offered must provide at least minimum actuarial value as defined under 26 USC 36b and applicable IRS regulations.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

ARTICLE XVII
SALARY PROVISIONS

A. Salary Placement

1. BA Schedule: Bachelor's category on the salary schedule shall be defined as a Bachelor's degree from an accredited college or university and being eligible for or possessing a valid Michigan teaching certificate.

2. BA & Permanent + 5/Continuing/PERM+5/PROF. ED.+5 Hours Schedule: A teacher who possesses a Bachelor's degree and a permanent or continuing certificate and who has completed five (5) semester hours of courses on the graduate level shall be eligible for the salary of this category.

3. MA Schedule: Master's category on the salary schedule shall be defined as a Master's degree from an accredited college or university and being eligible for or possessing a valid Michigan teacher certificate.

4. MA +24 Schedule: Any teacher who receives 24 credits after their Masters Degree or is seeking a teaching endorsement as approved by the university, shall move to the M.A. + 24 rail. Any classes not included in an endorsement program shall be subject to the approval of the Superintendent to be included in the +24 category. Credits do not need to be at the master's level. An additional five hundred dollars ($500.00) will be added to all steps on the salary schedule for teachers who have accumulated 24 hours beyond the Master's degree.

   Teachers must present satisfactory evidence of the degree or extra hours by October 1st for the full year, or February 1st for the second semester, to benefit from salary allowances or advanced degrees and extra hour schedules.

5. Fund Balance Maintenance and Wage Concessions

   The Board of Education shall maintain a minimum year-end General Fund balance of 15% (13% for FY 25, 14% for FY26 and 15% for FY27 and thereafter), as recommended by the Michigan Department of Education (MDE), Michigan School Business Officials (MSBO), and the district's independent audit team. The district will also strive to avoid short-term borrowing for payroll or operational expenses.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

In the event that the General Fund balance falls below the percentage threshold, a wage concession within 45 days of the fall audit, will be applied equally across all members of the professional teaching staff bargaining unit.

6. Merit Pay Provision Based on Student Performance

Effective with the 2025–2026 school year and continuing for the duration of this agreement, the District shall establish a Merit Pay Program designed to recognize the collective instructional impact of the professional teaching staff on student academic success at the high school level.

Eligibility Criteria:

To be eligible for merit pay under this provision, an individual must:

- Be a tenured member of the professional teaching staff employed by the District at the time of distribution and have an effective rating on their most recent evaluation.
- Remain employed by the District through the final pay period of the calendar year in which the merit pay is awarded.

Funding and Distribution Conditions:
The District will allocate $500 per qualifying category per eligible tenured staff member. Merit pay will be distributed in a lump sum with the final regular payroll in December.

Performance Benchmarks:

1. The average SAT composite score at Hemlock High School exceeds 1,100, and the overall district SAT average is at or above 1,000.
2. The district achieves a 95% or higher graduation rate.
3. Hemlock High School is ranked among the Top 100 public high schools in Michigan in *U.S. News & World Report*'s annual rankings.

If all conditions are satisfied, the total possible merit pay is $1,500 per eligible tenured staff member. Merit pay is non-cumulative and is awarded annually based on current-year data and conditions.

7. Merit Pay Structure – 2027/2028 (One-Time)

- 20% GFB – $250 paid in December 2027
- 25% GFB – Additional $500 (Total: $750)
- 30% GFB – Additional $500 (Total: $1,250)

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

To receive compensation, the employee must be currently employed by the district at the time of disbursement.

8. Teachers must receive an "Effective" or higher evaluation rating to qualify for step increases, lane changes, or merit pay. Those rated below "Effective" become eligible upon successful completion of their Individual Development Plan (IDP). Salary adjustments will take effect upon completion of the IDP, with no retroactive pay.

9. AP Course Incentive Compensation

To recognize the rigor and impact of AP instruction:

- Eligibility: Certified teachers assigned to AP courses.
- Stipend: $750 per year, per AP section, if at least 50% of students earn a college-credit-qualifying score (typically 3+).
- Verification: Based on official College Board AP exam results.
- Payment: Stipends paid by the first regular payroll in November (spring courses) or March (fall courses), unless otherwise agreed.
- Limitations: Applies only to College Board-approved AP courses within the teacher's regular assignment.

B. Outside Teaching Experience

Credit for experience outside of Hemlock Public Schools shall be granted at the discretion of the Superintendent. In no case, however, shall more than credit earned be granted with a cap of 10 years.

C. Active Military Service

1. Military service shall count as Hemlock School experience, for purposes of determining placement on the salary schedule, if the teacher has performed teaching service in Hemlock Public Schools immediately prior to his or her military service.

2. For initial employment credit, experience credit for military service and/or service in government sponsored education programs not under the direction of a public school system, shall be granted to teachers who have not been employed by the Board previously in accordance with the following schedule:

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

Less than 13 months	No credit
13 but less than 31 month	1 year
31 or more months	2 years

D. Teachers who teach one semester or more shall advance to the next step (years of experience) upon their return to the Hemlock Public Schools. Teachers who teach less than one semester shall remain on the same step upon their return the following year.

E. Extended Employment Agreements

The superintendent, at his discretion, may write employment agreements extending the period of employment subject to the following limitations

1. Such agreements may be issued only if the teacher, during the extended period of employment, is performing duties similar to those he would perform while the normal teaching contract is in force.

2. Pay for the extended periods shall be at the daily rate of compensation multiplied by the days of extension. The daily rate is to be determined by dividing the normal contractual salary of the teacher by the number of required work days.

F. Special Assignments

1. It is recognized that there are many tasks in and about a school which require persons with special qualifications and that many of these positions require the expenditure of extra time.

2. The standard teacher contract will not reflect the Compensation paid for additional duties and responsibilities. The compensation and other conditions pertaining to special assignment will be indicated on a contract rider to be issued annually by the Board of Education. The grantee of such rider is not to be guaranteed the stated position for succeeding years or semesters by reason of the Tenure Act of 1937, as amended.

G. Hartley Nature Center

Each teacher attending Hartley Outdoor Education Center who supervises children and who stays overnight shall be granted one day substitute teacher wages for each night they stay.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

ARTICLE XVIII
TERMINATION

This agreement shall become effective upon ratification of both parties and remain in effect until August 1, 2028.

At least ninety (90) days prior to the expiration of the Agreement on August 1, 2028, the parties will begin negotiations for a new agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives:

HEMLOCK PUBLIC SCHOOLS BOARD OF EDUCATION

DocuSigned by:
B5D5AA609E62440...
President

DocuSigned by:
2D95140894CA491...
Secretary

8/13/2025
Date

HEMLOCK FEDERATION OF TEACHERS

DocuSigned by:
72BB443B5ED04AC...
President

Signed by:
1AD92B79A818456...
Secretary

DocuSigned by:
72BB443B5ED04AC...
Chairman, Professional Negotiating Committee

8/15/2025
Date

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

Appendix A – HFT Wages

2025-2026 HFT Wage Scale

Step	Bachelors	B+	M.A.	M.A.+24
1	42,230	43,871	46,297	47,484
2	43,468	45,138	47,596	48,815
3	44,731	46,433	48,923	50,176
4	46,021	47,755	50,278	51,566
5	47,340	49,107	51,665	52,989
6	49,178	51,222	53,263	54,623
7	51,138	53,266	55,390	56,789
8	53,128	55,341	57,550	58,989
9	55,151	57,450	59,746	61,227
10	57,348	59,740	62,129	63,659
11	59,590	62,077	64,563	66,143
12	61,878	64,464	67,043	68,675
13	63,675	66,334	68,988	70,680
14	65,532	68,266	70,998	72,752
15	66,842	69,596	72,356	74,115
16	67,307	70,060	72,820	74,579
17	67,771	70,524	73,284	75,043
18	68,235	70,988	73,748	75,507
19	68,699	71,452	74,212	75,971
20	69,469	72,222	74,982	76,741
21	69,933	72,686	75,446	77,205
22	70,397	73,150	75,910	77,669
23	70,861	73,614	76,374	78,133
24	71,325	74,078	76,839	78,597
25	72,095	74,849	77,609	79,368
26	72,549	75,303	78,063	79,822
27	73,003	75,757	78,517	80,276
28	73,457	76,211	78,971	80,730
29	73,911	76,665	79,425	81,184
30	74,365	77,119	79,879	81,638
31	74,865	77,619	80,379	82,138
32	75,365	78,119	80,879	82,638
33	75,865	78,619	81,379	83,138
34	76,365	79,119	81,879	83,638
35	76,865	79,619	82,379	84,138

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

2026-2027 HFT Wage Scale

Step	Bachelors	B+	M.A.	M.A.+24
1	43,272	45,004	46,803	48,676
2	44,787	46,578	48,442	50,380
3	46,355	48,209	50,137	52,143
4	47,977	49,896	51,892	53,967
5	49,657	51,642	53,709	55,857
6	51,394	53,450	55,588	57,811
7	53,193	55,321	57,534	59,835
8	55,055	57,257	59,548	61,929
9	56,982	59,261	61,631	64,097
10	59,261	61,631	64,097	66,661
11	61,631	64,097	66,661	69,327
12	64,097	66,661	69,327	72,100
13	66,661	69,327	72,100	74,984
14	69,327	72,100	74,984	77,983
15	70,873	73,645	76,530	79,528
16	71,285	74,057	76,942	79,940
17	71,697	74,469	77,354	80,353
18	72,109	74,881	77,766	80,765
19	72,521	75,293	78,178	81,177
20	73,551	76,324	79,208	82,207
21	73,963	76,736	79,620	82,619
22	74,375	77,148	80,032	83,031
23	74,787	77,560	80,444	83,443
24	75,200	77,972	80,857	83,855
25	76,230	79,002	81,887	84,885
26	76,642	79,414	82,299	85,298
27	77,054	79,826	82,711	85,710
28	77,466	80,238	83,123	86,122
29	77,878	80,651	83,535	86,534
30	78,290	81,063	83,947	86,946
31	78,790	81,563	84,447	87,446
32	79,290	82,063	84,947	87,946
33	79,790	82,563	85,447	88,446
34	80,290	83,063	85,947	88,946
35	80,790	83,563	86,447	89,446

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

2027-2028 HFT Wage Scale

Step	Bachelors	B+	M.A.	M.A.+24
1	43,705	45,454	47,271	49,163
2	45,235	47,044	48,926	50,884
3	46,819	48,691	50,639	52,665
4	48,457	50,395	52,411	54,507
5	50,153	52,159	54,246	56,416
6	51,908	53,985	56,144	58,390
7	53,725	55,874	58,109	60,434
8	55,606	57,829	60,143	62,548
9	57,552	59,853	62,248	64,738
10	59,853	62,248	64,738	67,328
11	62,248	64,738	67,328	70,021
12	64,738	67,328	70,021	72,821
13	67,328	70,021	72,821	75,734
14	70,021	72,821	75,734	78,763
15	71,581	74,382	77,295	80,324
16	71,998	74,798	77,711	80,740
17	72,414	75,214	78,127	81,156
18	72,830	75,630	78,544	81,572
19	73,246	76,046	78,960	81,988
20	74,287	77,087	80,000	83,029
21	74,703	77,503	80,417	83,445
22	75,119	77,919	80,833	83,861
23	75,535	78,336	81,249	84,278
24	75,952	78,752	81,665	84,694
25	76,992	79,792	82,706	85,734
26	77,408	80,208	83,122	86,151
27	77,824	80,625	83,538	86,567
28	78,241	81,041	83,954	86,983
29	78,657	81,457	84,370	87,399
30	79,073	81,873	84,787	87,815
31	79,573	82,373	85,287	88,315
32	80,073	82,873	85,787	88,815
33	80,573	83,373	86,287	89,315
34	81,073	83,873	86,787	89,815
35	81,573	84,373	87,287	90,315

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

Appendix B - Special Assignments

Position	1	2	3	4	5
Cross Country	2,250	2,500	2,750	3,000	3,250
Football, Head	3,000	3,500	4,000	5,000	6,000
Football, JV, Head	2,250	2,500	2,750	3,000	3,250
Football Asst. (3)	1,500	1,750	2,000	2,500	3,000
*Soccer	2,250	2,500	2,750	3,000	3,250
*Tennis	2,250	2,500	2,750	3,000	3,250
Volleyball	2,250	2,500	2,750	3,000	3,250
*Basketball, Head	3,000	3,500	4,000	5,000	6,000
Basketball, JV	2,250	2,500	2,750	3,000	3,250
Wrestling, Head	2,500	3,000	3,500	4,000	4,500
Pompon, HS	1,500	1,750	2,000	2,250	2,500
Baseball, Head	2,250	2,500	2,750	3,000	3,250
Golf	2,250	2,500	2,750	3,000	3,250
Softball, Head	2,250	2,500	2,750	3,000	3,250
*Track, Head	2,250	2,500	2,750	3,000	3,250

* Boys & Girls

$750	1250	1500	1750
Football Position (3)	MS PomPon	JV Soccer	Bowling (up to 2)
Basketball Asst. (2)	MS Basketball	9th/JV Volleyball	
	MS Wrestling	9th Basketball	
	MS Track	9th/JV Baseball	
	MS Volleyball	9th/JV Softball	
	Powerlifting		

Positions entail management of the program at the designated level; all positions are reviewed and approved by the Athletic Director, in advance.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

Position and Compensation Modifications
Schedule B positions in coordination with the union and through an MOU may be added, modified, or eliminated at the discretion of the District based on programmatic needs, student participation, funding availability, or other operational considerations. Any additions or deletions will be communicated to the Association in a timely manner.

Non-Precedent Clause
The addition, removal, or adjustment of Schedule B positions or stipends in any given year shall not establish a precedent for future bargaining or compensation decisions.

MHSAA Team Championship
One time per season Performance Bonus, Head Coach District - 10% Incentive, Regional - 25% Incentive, State Championship - 50% Incentive
(performance bonuses add together)

Grandfathered, if a coach was making more than the updated stipend scale they will retain that amount of pay for duration of their tenure in that position.

Docusign Envelope ID: 8D0D1F19-C71D-4E9A-80A2-8F8C0D380194

Appendix C - Special Assignments for the duration of this contract

Position	1	2	3	4	5
HS Band	2,500	2,750	3,000	3,250	3,500
MS Band	1,000	1,250	1,500	1,750	2,000
HS Drama*	750	1,000	1,250	1,500	1,750
MS Drama*	1,000	1,250	1,500	1,750	2,000
HS Robotics	1,000	1,250	1,500	2,000	2,500
K-12 Robotics	2,500	2,750	3,000	3,250	3,500

* Per approved performance by the HS Principal (max 2 per year) or MS Principal (max 1 per year)

FIRST Robotics
HS Coach/Mentor, one time per season Performance Bonus, Head Coach
States - 10%, Championship - 50%, Worlds - 10%, Championship - 100%

$500	$750	$1,000	$1,250	$1,500
Mock Trial	NJHS	NHS	HS Student Council	Yearbook
Freshman Advisor	SLS	Senior Advisor (2)	Junior Advisor (2)	
	Sophomore Advisor	MS Robotics		
	MS Student Council	Snow Sculpting		
	EE Robotics			
	UE Robotics			
	Elementary Robotics			
	Love of the Arts (2)			

Positions entail management of the program at the designated level. Stipends: If a state grant stipend is provided for the coach and the state aid stipend is larger than the district stipend the coach will receive the state aid stipend minus added payroll costs.

Docusign Envelope ID: 4ED9883C-BBD8-499F-A06C-FFC6E568B3DA

MEMORANDUM OF UNDERSTANDING
Between
Hemlock Public School District
And
Hemlock Federation of Teachers

This Memorandum of Understanding ("MOU") clarifies eligibility and documentation for placement and movement on the salary schedule lanes in Article XVII of the parties' Collective Bargaining Agreement effective July 1, 2025–June 30, 2028 ("CBA"). Where this MOU conflicts with CBA provisions on lane definitions and documentation, this MOU controls; all other CBA provisions remain in full force and effect. (Core Docs)

Lane Definitions (Clarified)

To promote consistency and transparency, the parties agree to the following lane definitions:

A. BA
Bachelor's degree from an accredited college or university with eligibility for or possession of a valid Michigan teaching certificate (status quo).

B. BA+ (Clarified)
BA plus fifteen (15) graduate-level credits earned within an approved Master's degree program from an accredited university. Credits must appear on official graduate transcripts sent directly by the institution to the District Office. (This BA+ definition replaces any prior "BA & Permanent +5/Continuing/PROF. ED. +5" reference for placement/movement purposes.)

C. MA (Clarified)
A Master's degree in the field of education from an accredited university, with eligibility for or possession of a valid Michigan teaching certificate. Official transcripts must be sent directly by the institution to the District Office.(Clarifies "Master's category" in the CBA.)

D. MA+24 (Clarified)
Twenty-four (24) post-Master's graduate-level credits or (with pre-approval, see Section 4) credits taken within a program intended to add additional credentials (e.g., endorsements, certificates) from an accredited university. Credits need not be at the master's level if they are part of an approved credential/endorsement pathway. Official transcripts must be sent directly by the institution to the District Office. This clarification is consistent with the CBA's recognition of +24 credits and endorsement pathways.

Effective Dates for Lane Movement

Consistent with the CBA, teachers must present satisfactory evidence (official transcripts as defined above) by October 1for full-year lane placement or by February 1 for second-semester placement. Movement is effective on the next applicable payroll after timely verification.

Docusign Envelope ID: 4ED9883C-BBD8-499F-A06C-FFC6E568B3DA

Pre-Approval (MA+24 Credential Pathway)

A pre-approval process will be used when MA+24 credits are pursued outside an endorsement program or as part of a credential/certificate pathway to ensure applicability to assignment and alignment with District needs.

1. Request: Teacher submits a one-page Pre-Approval Request (course list, program overview, institution accreditation, connection to current/future assignment).
2. Decision: Superintendent or designee issues a written decision within 10 business days of receipt.
3. Appeal: Denials may be appealed to the Superintendent for a final decision within 5 business days of denial.
   This process operationalizes the CBA's requirement that non-endorsement coursework for MA+24 be approved by the Superintendent.

Documentation Standards

- Official transcripts must be sent directly by the accredited university to the District Office (electronic secure delivery or sealed paper).
- The District may accept official degree conferral letters pending transcript availability, with final placement contingent on receipt of official transcripts by the applicable deadline in Section 3.
- Photocopies, student-issued or opened transcripts do not qualify.

Grandfathering / No Harm

Teachers currently placed on any lane as of this MOU's effective date retain their placement ("held harmless"). Future movements must meet the definitions and documentation in Sections 2–5. This MOU is not retroactive and does not generate back pay for credits/credentials earned but not documented by the deadlines in Section 3.

No Precedent; Entire Understanding on This Topic

This MOU addresses only lane definitions, documentation, and pre-approval related to BA+, MA, and MA+24. It shall not be construed as precedent regarding any other contract term or topic. Salary schedules and all other compensation/benefit provisions in Appendix A–C remain as negotiated.

Term

This Memorandum of Understanding (MOU) and its attachments represent the complete agreement and understanding between both parties and remains in effect coterminous with the 2025–2028 CBA unless modified by mutual written agreement and will be considered as part of the next agreement unless otherwise negotiated.

Docusign Envelope ID: 4ED9883C-BBD8-499F-A06C-FFC6E568B3DA

HEMLOCK FEDERATION OF TEACHERS

By DocuSigned by: Bryan Yuwan 72BB443B5FD04AC... Date 10/1/2025

Its: President

HEMLOCK PUBLIC SCHOOL DISTRICT

By DocuSigned by: Don Killingbeck 887865E5C9224E2... Date 10/1/2025

Its: Superintendent

Docusign Envelope ID: 4ED9883C-BBD8-499F-A06C-FFC6E568B3DA

Teacher Lane Change Request

Employee Name: _____

Hire Date: _____ **Date of Lane Change Request:**_____

*Teachers must present satisfactory evidence of the degree or extra hours by October 1st for the full year, or February 1st for the second semester, to benefit from salary allowances or advanced degrees and extra hour schedules.

Current Salary Lane	***Salary Lane Requesting to Move To***
BA	BA+
BA+	MA
MA	MA+
MA+	

Transcripts **must** be received directly from accredited institutions in a sealed envelope or secure electronic format (i.e. Parchment) Only graduate level coursework will be considered for lane change.

	EE Submitted	**HR Received**
• Official Transcripts	_____	_____
• Diploma or Official Transcripts documenting your highest level of of Degree	_____	_____

Internal Use Only

Date Request Received: _____ **Received by:** _____

Highest Level of Degree: Bachelors Masters

Credits Earned since highest level of degree earned: _____

Superintendent Approval (Superintendent or designee issues a written decision within 10 business days of receipt)

Final Decision: Approved Denied

Comments:_____

_____

Superintendent Signature:_____ **Date:** _____

Docusign Envelope ID: 4ED9883C-BBD8-499F-A06C-FFC6E568B3DA

Docusign Envelope ID: 3246C32A-9277-4C26-9B3B-C99AC193F326

MEMORANDUM OF UNDERSTANDING

Between
Hemlock Public School District
And
Hemlock Federation of Teachers

Hemlock Public School District (the District) and the Hemlock Federation of Teachers (HFT), as evidenced by the respective signatures below, agree to this Memorandum of Understanding (MOU) as more specifically set forth herein.

The 2025-2028 Agreement between the Hemlock Public Schools Board of Education and the Hemlock Federation of Teachers

The parties enter this MOU to establish a defined, preapproved pathway for Varsity-level coaches to receive compensation for specific off-season work that benefits student-athletes and programs, while remaining in full compliance with MHSAA out-of-season regulations, District policies, and the 2025-2029 Agreement between the Hemlock Public Schools Board of Education and the Hemlock Federation of Teachers.

- 2.1 Covered Employees. Both Bargaining-unit members and non-members alike, assigned as Varsity-level coaches (head coach and District-appointed varsity assistants) for an HPSD interscholastic sport.
- 2.2 Season Status. “Off-season” means any period in which the sport is not in the MHSAA-defined season and MHSAA rules permit coach involvement.
- 2.3 Discretion. Participation is voluntary and subject to District needs, budget, facilities, and compliance.

Compensable Off-Season Activities (Preapproval Required)

With prior written preapproval by the District Athletic Director (AD), and consistent with all rules:

- Team workouts within MHSAA guidelines.
- Weight room management & supervision on an AD-approved schedule.
- Organized skills/conditioning (e.g., open gyms, agility/conditioning, film study) in compliance with MHSAA.
- Program planning & safety tasks tied to approved sessions (setup/teardown, attendance, EAP review, equipment safety logs).

Non-Compensable Activities / Exclusions

- Paid camps or entrepreneurial activities: Hours running/staffing any camp/clinic/event where the coach is otherwise personally compensated are not eligible.
- Activities violating MHSAA, District/facility rules, or law.
- Activities not preapproved in writing by the AD or previous standard and common practice e.g.,. open gym, 7 on 7, etc.
- Purely administrative tasks not tied to an approved session (unless explicitly preapproved).

Docusign Envelope ID: 3246C32A-9277-4C26-9B3B-C99AC193F326

Note: If a coach volunteers for a school-sponsored camp and seeks pay under this MOU for distinct, preapproved duties not otherwise compensated, those hours must be clearly separated and preapproved.

Preapproval, Scheduling, and Final Approval

4.1 Preapproval (monthly). Submit Appendix A – Off-Season Preapproval & Plan to the AD before the month begins (dates/times/locations, activity type, estimated hours, safety plan/EAP, MHSAA compliance notes, facility needs). AD approves/modifies/denies in writing.
4.2 Documentation. Maintain Appendix B – Activity Log & Pay Request (daily start/end, hours, athlete headcount, notes). Attach sign-in logs where applicable.
4.3 Final Approval. Within five (5) business days after month-end, submit Appendix B to the AD. The AD issues final approval or denial (with reason) and forwards approved requests to payroll.

Minimum Hours, Rate, and Annual Cap

5.1 Monthly Minimum. A coach must complete at least ten (10) preapproved hours in the month to be eligible for pay; once met, all preapproved hours for that month are payable at the rate below.
5.2 Hourly Rate Formula. Hourly Rate (HR) = $25. Payment made monthly, with supporting documentation and approvals.
5.3 Annual Cap. Off-season compensation is capped at $2,000 for off season (July 1 – June 30).
5.4 Multiple Assignments. Rates and caps apply per varsity assignment.
5.5 Funding Limits. The District may set reasonable sport/program caps, communicated in writing prior to preapproval.

Compliance & Conditions

- MHSAA & Law. All activities must comply with MHSAA rules, safety standards, and law.
- District Policies. Coaches must follow all District policies (supervision, student conduct, Title IX, SafeSport-aligned practices, background checks, required trainings/certifications).
- Facilities. Follow posted facility rules (equipment checks, occupancy limits, closing procedures).
- No Double-Pay. No compensation from any other source for the same hour(s) claimed under this MOU.

Administrative Review; Non-Grievable

This MOU is a limited pilot and is not subject to the grievance procedure of the HFT–HPSD Master Agreement. Questions regarding application of this MOU shall be resolved through administrative review by the Superintendent or designee, whose decision shall be final for the duration of this MOU.

No Precedent / Entire Understanding

This MOU is non-precedent-setting and does not modify the Master Agreement except as expressly stated. To the extent of any conflict, this MOU governs only the off-season compensation process described; all other Master Agreement terms remain in force.

Docusign Envelope ID: 3246C32A-9277-4C26-9B3B-C99AC193F326

Term, Suspension, and Termination

- Term: Upon execution through June 30, 2026 only.
- Reauthorization: Any continuation beyond June 30, 2026 requires written reauthorization by the Superintendent.
- Suspension: The District may temporarily suspend off-season work for budget, safety, facility, or compliance reasons with prompt written notice to the Association.
- Amendment/Termination: May be amended or terminated at any time by mutual written agreement of the parties (recognizing §8).

HEMLOCK FEDERATION OF TEACHERS

By DocuSigned by: Bryan Yuvan 72BB443B5FD04AC... Date 10/2/2025

Its: President

HEMLOCK PUBLIC SCHOOL DISTRICT

By DocuSigned by: Don Killingbeck 887865E5C9224E2... Date 10/2/2025

Its: Superintendent

Docusign Envelope ID: 3246C32A-9277-4C26-9B3B-C99AC193F326

Appendix A — Off-Season Preapproval & Plan (Monthly) or similar form develop by AD in consultation with Varsity Coaches.

Coach/Program: _____
Month/Year: _____
Requested Hours (est.): _____
Activity Types (check all): ☐ Team workout ☐ Weight room ☐ Skills/conditioning ☐ Film ☐ Other: _____
Schedule (dates/times/locations): _____
MHSAA Compliance Notes (rules/limits/contact windows): _____
Safety Plan (EAP, supervision ratios, certifications on file): _____
Facilities/Equipment Needed: _____
Attestation: I will not claim hours for any time in which I am otherwise compensated (e.g., paid camps).
Coach Signature/Date: _____

AD Decision: ☐ Approved ☐ Approved w/ modifications ☐ Denied
Notes/Conditions: _____
AD Signature/Date: _____

Docusign Envelope ID: 3246C32A-9277-4C26-9B3B-C99AC193F326

Appendix B — Activity Log & Pay Request (Submit within 5 business days after month end)

Coach/Program: _____ Month/Year: _____

Date	Start	End	Total Hrs	Activity	Location	Athlete Count	Notes/Incidents

Total Hours This Month: _____ (must be ≥ 10)
Attachments: ☐ Sign-in sheets ☐ Weight-room logs ☐ Incident reports (if any)

Coach Attestation: I certify these hours were performed as preapproved, comply with MHSAA and District policies, and were **not** otherwise compensated.
Coach Signature/Date: _____

AD Final Approval: ☐ Approved hrs: _____ ☐ Denied (reason): _____
AD Signature/Date: _____ Forwarded to Payroll: ☐ Yes / Date: ___