

**EMPLOYMENT AGREEMENT BETWEEN  
BERKLEY SCHOOL DISTRICT  
AND  
THE SHARED TIME FACULTY  
August 15, 2025-June 30, 2026**

**AGREEMENT/CONDITIONAL HIRE**

This Agreement is subject to satisfactory completion of the background checks required by the Michigan Revised School Code and possession of all certificates, endorsements and qualifications required by applicable law and the District. In the event that these prerequisites are not completed to the District's satisfaction, or there is a lapse or loss of credentials or qualifications, this Agreement is voidable at the District's sole discretion.

**COMPENSATION**

The salary paid to the teacher for the school year beginning August 15, 2025 through June 30, 2026 shall be based on the Shared Time Salary Schedule for teaching Shared Time courses. Individual salaries shall be prorated based on the individual teacher's teaching schedule and school calendar.

Proration - The annual salary and all benefits outlined throughout this contract will be prorated to the employee's teaching percentage and to start/end dates in the event the employee begins/ends employment outside the beginning of the school year.

Said amount includes instructional and preparation time; attendance at staff meetings, parent teacher conferences, and Open House; participation in District professional development activities; and time before/after the students' school year that the teacher takes to set up/wrap up the school year.

1. Step Movement - Shared Time teachers shall receive Step Movement, 1.0 full step, for the 2025-2026 school year. Shared Time teachers at the top step shall receive a 3% salary increase.
2. Longevity Payment - A Longevity Payment will be paid according to the grid below:

Completion of Years	Payment Amount
5-9	\$1,000
10-14	\$2,000
15+	\$5,000

Longevity Payments will be processed on the first pay of June. For the purpose of determining eligibility for Longevity Payments, Shared Time teachers hired before December 31 will be considered hired as of July 1 of that same year.

3. **Retention/Attendance Bonus-** Teachers employed by the Shared Time Program as of October 2024 will receive 1% of their 2024-2025 base salary rate (prorated to teaching percentage) after completion of Fall 2025 count day and an additional 1% after February 2026 count day.
  - a. To qualify, the following must be met
    - i. Attendance
      1. No more than 1 monthly mini audit email per year
    - ii. Present/First Day
      1. No more than 1 present/day audit email per year
    - iii. Teacher Attendance Verification Form
      1. Must be signed within 5 business days of receipt.
    - iv. Grades
      1. 1st count bonus
        - a. Final grades for the 24-25 school year submitted by submission deadline.
      2. 2nd count bonus
        - a. First half of year grades submitted by submission deadline.

### **PAY SCHEDULE**

Compensation is paid in equal bi-weekly payments and is subject to change if there are any changes to the teacher's work schedule, and shall be prorated for services actually rendered. It is the teacher's responsibility to notify the District if there are any schedule changes.

### **REASSIGNMENT OR TRANSFER**

The Berkley School District reserves the right to reassign or transfer you to a new or different placement at its sole discretion.

### **BENEFITS - Full-time Teachers**

Full-time teachers (0.8 minimum teaching schedule, kindergarten general education classroom teachers with 15 or more students, and those equaling a 0.8 teaching schedule with a split contract, including cost-shared benefits, between the partner school and Berkley Schools) will be eligible for and be able to choose from:

- **Health Care** - Eligible staff members may elect Single, Two-Person or Full-Family coverage from the plan options below. Teachers will be responsible for paying the actual annual premium costs that exceed the legislatively established Hard Cap maximums. Excess premiums beyond the-Hard Cap limits will be deducted bi-weekly via payroll deduction. Should a teacher retire or resign as of the last day of school, insurance benefits shall continue and be paid by the District through August 31 of the year in which the teacher retires or resigns.

- 1) Preferred Provider Organization (PPO) Plan
- 2) High Deductible (HEQ/HSA)

- **Dental** - ADN Administrators, carrier.
- **Vision** - National Vision Administrators, carrier.

**Cash In Lieu** - Each eligible teacher may select to receive cash in lieu of health care payments in the amount of two hundred and fifty dollars (\$250) per month (\$3,000 per year).

\*Less than full-time teachers have the option to purchase health, dental and vision benefits and have the premium deducted out of their paycheck on a bi-weekly basis.

Eligible Teachers (10 hours or more per week) will be entitled to Reliance Term Life Insurance benefits, Reliance Long-Term Disability Insurance benefits and Michigan Public School Employees Retirement, as outlined below:

- **Term Life Insurance** - Teachers working more than ten (10) hours per week based on their teaching percentage are eligible for Term Life Insurance. The District shall provide for the teacher only, without cost to the teacher, Reliance Term Life Insurance. In the event of death, Reliance Term Life Insurance benefits shall be paid to the teacher's designated beneficiary in the amount of fifty thousand dollars (\$50,000.00) (inclusive of any life insurance associated with the Health Insurance coverage described above). In the event of accidental death, the insurance will pay double the specified amount; in the event of accidental dismemberment, the insurance will pay according to the schedule.
- **Long-Term Disability Insurance** - Teachers working more than ten (10) hours per week based on their teaching percentage are eligible for Long-Term Disability Insurance. The District shall provide for the teacher only, without cost to the teacher, Reliance Long-Term Disability Insurance. Benefits shall be paid at sixty-six and two-thirds percent (66-2/3%) of salary and shall begin after expiration of ninety (90) calendar days or at the exhaustion of his/her personal leave bank whichever is longer. The maximum monthly amount shall be up to five thousand dollars (\$5,000). Benefits shall continue at no cost to the teacher in the event of total disability.
- **Retirement** - All teachers participate in the Michigan Public School Employees Retirement System (MPERS). The District will pay its contribution to Michigan Public School Employees Retirement System (MPERS) on behalf of the staff member for the portion of the teacher's salary paid for eligible Shared Time classes. Teachers will be responsible for the teacher retirement contributions via payroll deduction.

## **CLASSROOM SUPPORT ALLOWANCE**

The District will provide Shared Time teachers with an annual allowance for classroom materials, supplies, professional development, etc., to support the delivery of instruction. Reimbursements for purchases are subject to approval by the Director of Teaching, Learning, and Technology. The maximum allowance per academic year is \$1,500/teacher (\$2,000/art teacher) and is prorated based on your teaching assignment. Non-consumable materials and equipment become the property of the Berkley School District. The deadline for submitting purchase orders or requesting reimbursement for the first semester is December 15. The deadline for submitting purchase orders or requesting reimbursement for the second semester is March 1.

Please see Employee Reference Book for more specific information regarding the Classroom Support Allowance.

## **MILEAGE REIMBURSEMENT**

Teachers who have multiple assignments are eligible for reimbursement. The chart below details requirements and amounts.

Midday travel between building assignments more than once per week	\$500 annually
Midday travel between building assignments once per week	\$250 annually
3 different building assignments without midday travel	\$250 annually
4 different building assignments without midday travel	\$500 annually

Mileage reimbursement will be split into two payments. They will be paid in December and June.

## **TEACHING IN MULTIPLE BUILDINGS**

Shared Time teachers that teach in various locations face unique challenges. From being assigned multiple emails and logins to being acclimated to various building cultures, we recognize the extra effort it takes to be in multiple locations. As such, the following will be in place for the 25-26 school year:

- Teaching in 2 different locations
  - \$250 after each count period.

- Teaching in 3 or more locations
  - \$500 after each count period.

## **OUTSIDE SCHOOL HOUR DUTIES**

For those that are required to take on duties outside of the normal teacher expectations, you may request to be reimbursed at a rate of \$25 per hour. Requests must be submitted to the Shared Time Supervisor no later than two weeks prior to the event. Examples of outside hour duties include:

1. Art Show
2. Music Concerts
3. Duties related to being in multiple buildings (Parent teacher conferences, etc.)

Items that do not qualify:

1. Parent- Teacher conferences for teachers at one school
2. Professional Development
3. Staff Meetings
4. Open House
5. Graduation
6. Clubs or extracurriculars

## **Berkley Shared Time Duties**

Each year, the Berkley Shared Time program has a kick off event. During this event, relevant information may be shared and PD will be provided. If Shared Time administration deems the event is mandatory, Shared Time teachers will be expected to attend.

The Berkley Shared Time program supports collaboration and development through the cohort program. This program provides PD to specific content areas and general teacher skills. The teacher skills cohort will be mandatory for first year teachers.

## **PAID TIME OFF (PTO) - SICK/PERSONAL LEAVE/BEREAVEMENT**

Full-time teachers are eligible to receive a total of 91 hours of paid time off each school year. Teachers receive their full allotment of paid time off at the beginning of the school year, though these hours are actually earned during the work year. Should a teacher separate from the District during the course of the school year, a calculation will be made that will prorate the hours earned commensurate with the portion of the school year the employee worked. Less than full-time teachers will be eligible to receive a prorated allocation. The teacher will be allowed to accumulate up to 1,600 hours of paid time off in their leave bank.

\*Full time Kindergarten teachers will receive the full 91 hours of PTO

It is the teacher's responsibility to report absences to the District's designated substitute management system (Frontline) and arrange for a substitute when absent. Then notify your school principal as soon as possible before you are expected to arrive at work, but no later than one hour before your normal scheduled starting time.

Approved, scheduled absences, such as attendance at professional conferences, professional development, and personal business days, need to be recorded as soon as possible to ensure your position is filled. Many guest employees also work for surrounding districts, and their availability may be limited.

#### Sick Leave

- The personal illness/disability of an employee.
  - Employees may be asked to provide a physician's statement explaining the specific illness and the expected length of the absence.
- The illness or injury of a member of the employee's immediate family.
  - Employees may be asked to provide a physician's statement explaining the specific illness and the expected length of the absence.
  - If a teacher is unable to perform their normal duties and responsibilities after three (3) consecutive work days due to personal illness, or the illness or injury of their immediate family, they will notify the Shared Time Secretary, complete the required absence form and provide a physician's statement explaining the specific illness and the expected length of the absence.

#### Maternity/Paternity/Adoption of Child

- The Board will grant a leave of absence for maternity, adoption, upon written request and required documentation for such leave. In the event of a natural birth, employees will be eligible for 6 weeks of leave, 8 weeks will be granted for cesarean sections. Maternity leave will run concurrently with FMLA for eligible teachers. A teacher may use paid leave for maternity leave, if hours are available in the teacher's sick bank. If the teacher does not have sufficient time in their sick bank, leave time exceeding their bank will be unpaid. If the written request and required documentation is not received prior to the leave, such leave will be without pay.
- Before returning to work, the employee must be certified by his/her physician as ready and able to return to his/her full work assignment.
- The Board will grant a 2 week (10 work days) paternity leave, upon written request for such leave. The written request and required documentation must be received by the District prior to a granted paternity leave. Paternity leave will run concurrently with FMLA for eligible teachers. A teacher may use paid leave for paternity leave, if hours are available in the teacher's sick bank. If the teacher does not have sufficient time in their sick bank, leave time exceeding their bank will be unpaid. If the written request and required documentation is not received prior to the leave, such leave will be without pay.

### Personal Leave

- Absence deemed necessary by the teacher. A maximum of 3 days (prorated to teaching percentage) may be used from the employee's PTO bank will be allocated to personal leave for full time teachers, per school year. Personal leave will be proportional to teaching percentage for teachers that are less than 100%.
- Personal leave will use your PTO bank. If you exhaust your PTO, your personal leave will be unpaid.
- Prior approval from the Shared Time Supervisor is required.

### Bereavement Leave

- Such time as is necessary up to a maximum of five (5) days per occurrence for a death in the immediate family and/or member of the teacher's household. The immediate family shall include father, mother, father-in-law, mother-in-law, spouse, sister, brother, children, grandchildren and grandparents.
- Leaves of absence with pay not chargeable against the teacher's personal leave allowance

### SCHOOL YEAR

The teacher will follow the schedules set forth within the academic and professional development calendars established by the District and partner school. The teacher will provide instruction according to the partner school schedules and calendars for their subject area(s) as closely as reasonably possible. Teachers are expected to devote the time necessary to satisfactorily perform their scheduled duties and associated responsibilities in a competent and professional manner.

### MISCELLANEOUS

This is a probationary contract and is subject to non-renewal or layoff. A newly hired teacher will serve up to two or five years of probation, as determined by law. During the probationary period, the teacher can be terminated at any time pursuant to the Michigan Teachers Tenure Act, and the teacher may terminate this contract at any time for any reason upon 60 days written notice.

### EMPLOYER

The Berkley School District is the employer of record and all Shared Time Faculty employment policies and procedures established by the District shall be followed. The District reserves the right to establish new and different policies.

### SHARED TIME EMPLOYEE REFERENCE BOOK

Please see the [Reference Book](#) for additional information on policies and expectations.

**ENTIRE AGREEMENT**

This is the complete and entire agreement between these parties, and supersedes all prior oral or written agreements, contracts or promises. This Agreement may not be modified except in writing and approved by the District and Board of Education. No individual has the authority to modify any term of this Agreement.

**Shared Time Salary Schedule**

<b>STEP</b>	<b>BA</b>	<b>BA+30/MA</b>	<b>MA+30</b>
5	\$41,360	\$43,432	\$45,601
6	\$42,601	\$44,735	\$46,969
7	\$43,879	\$46,077	\$48,378
8	\$45,195	\$47,459	\$49,829
9	\$46,551	\$48,883	\$51,324
10	\$47,948	\$50,350	\$52,864
11	\$49,386	\$51,861	\$54,450
12	\$50,868	\$53,417	\$56,083
13	\$52,394	\$55,019	\$57,766
14	\$53,966	\$56,670	\$59,499
15	\$55,585	\$58,370	\$61,284
16	\$57,253	\$60,121	\$63,123
17	\$58,971	\$61,925	\$65,017
18	\$60,740	\$63,783	\$66,968
19	\$62,562	\$65,696	\$68,977
20	\$64,439	\$67,667	\$71,046

\*MA+30: To qualify, you must have your MA and earn 30+ graduate credits in the education field.