



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5443
www.hazelparkschools.org

Non-Union Employee Salary & Benefit Summary

2023-2024 School Year

Central Office Staff (Non-Administration)

Vacation Days. Central Office Staff will be provided with paid vacation time according to the following schedule below:

- Vacation requests must be approved in advance by the employee's immediate supervisor.
- Vacation time is expected to be used by June 30 of each year.
- Central Office Staff may carry over up to 10 unused vacation days to August 31, upon written approval from the Superintendent.
- The Superintendent may waive this maximum vacation carryover for extenuating circumstances on a case by case basis.

Years of Service	# of Days
0 to 4 Years	10 Days
5 to 9 Years	15 Days
10 or More Years	20 Days

Sick Time. Unused sick time for Central Office Staff shall not accumulate above 50 days.

Upon retirement or death, Central Office Staff shall be paid one-half of their unused cumulative sick days up to a maximum of 50 full days of pay (up to 100 unused sick days). The total payment shall not exceed \$5,000.



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Employees shall be allocated sick leave days at the beginning of the contract year for the purposes of personal illness or injury, or illness in the immediate family (interpreted as spouse, son or daughter, parents, or other dependents). Employees who terminate before the end of the 2023-2024 school year and have used their allocated sick leave will have their days prorated as appropriate.

Central Office sick leave shall be allocated as follows:

- Employees will be allowed 12 days per year without loss of salary.
- Not more than two (2) sick leave days may be used for personal business; such leave shall be granted upon written request from the employee to his/her supervisor, in advance if possible.
- In the event of an emergency, personal business leave may be approved after the absence of the employee.
- If you are out for three or more days, the employee must return with a Doctor's note stating that the employee is fit for duty.

Insurance. Non-union Central Office Staff working 30 hours or more per week are eligible for single subscriber, 2-Person, or Full Family Medical, Dental, Vision and ancillary insurance coverage, subject to annual hard cap limits. Medical and ancillary benefit insurance plan carriers and benefit levels may be changed at the discretion of the Board of Education.

Longevity. Central Office Staff will be paid longevity according to the following schedule those receiving longevity before 2017-2018 shall remain on the previous hourly rate of \$1.75 and below is for those after 2018:

Years of Service	Hourly Rate	Annual Hours (2080)
Prior to 2017-18 20 or more years	\$1.75	\$3,640.00
2017-18 and Onward 20 or more years	\$1.50	\$3,120.00



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Paid Holidays. Employees shall receive the following paid holidays:

Friday before Labor Day	Christmas Eve	MLK Day*
Labor Day	Christmas Day	Good Friday
Wednesday before Thanksgiving*	New Years Eve	First Day of Spring Break
Thanksgiving Day	New Years Day	Memorial Day
Friday after Thanksgiving		

**If school is not in session.*

In the event that one of the above holidays falls on a Saturday or Sunday, an alternate holiday will be awarded, not to be in conflict with the school calendar.

When July 4 falls on Tuesday, Monday July 3 shall be an additional paid holiday. When July 4 falls on Thursday, Friday, July 5 shall be an additional paid holiday.



GSRP, Preschool Academy, and Associate Teachers

Salary. GSRP Preschool Teachers & GSRP Associate Teachers are employed on an hourly basis as follows:

- GSRP and Preschool Teacher: \$41,260 to \$49,038 per year
- GSRP Associate Teacher: \$16.75 to \$18.50 per hour

Salary placement for GSRP, Preschool Academy, and Associate Teachers shall be determined by the Superintendent at the time of hire and may include consideration for degrees obtained and relevant prior experience.

Sick Time. GSRP, Preschool Academy, and Associate Teachers shall be given employees 10 days each year without loss of salary.

- Not more than two (2) sick leave days may be used for personal business; such leave shall be granted upon written request from the employee to his/her supervisor, in advance if possible.
- In the event of an emergency, personal business leave may be approved after the absence of the employee.
- If you are out for three or more days, the employee must return with a Doctor's note stating that the employee is fit for duty.
- Unused sick leave time shall accumulate in an employee's sick leave bank up to a maximum of 50 days. Upon retirement an employee shall receive a payment equivalent to \$20 per day for up to 50 days, with a maximum payment of \$1,000.
- Employees shall be allocated sick leave days at the beginning of the contract year for the purposes of personal illness or injury, or illness in the immediate family (interpreted as spouse, son or daughter, parents, or other dependents). Employees who terminate before the end of the 2023-2024 school year and have used their allocated sick leave will have their days prorated as appropriate. Immediate family is interpreted as spouse, son or daughter, parents, or other dependents.



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Calendar: Employees should follow the Early Childhood Calendar including professional development days.

GSRP Associate Teachers shall receive the following holidays:

Friday before Labor Day	Friday after Thanksgiving	MLK Day*
Labor Day	Christmas Eve	Good Friday
Wednesday before Thanksgiving*	Christmas Day	First Day of Spring Break
Thanksgiving Day	New Years Eve	Memorial Day
	New Years Day	

*if school is not in session

Insurance: Staff working 30 hours or more per week are eligible for single subscriber, 2-Person, or Full Family Medical, Dental, Vision and ancillary insurance coverage, subject to annual hard cap limits. Medical and ancillary benefit insurance plan carriers and benefit levels may be changed at the discretion of the Board of Education.



Vendor Alternative Education Staff

Salary/Rate. The hourly pay rate for employees working at vendor alternative education programs is \$20.13 per hour.

Sick Time. Vendor Alternative Education Teachers shall be considered as 10-month employees and authorized 10 days each year without loss of salary.

- Not more than two (2) sick leave days may be used for personal business; such leave shall be granted upon written request from the employee to his/her supervisor, in advance if possible.
- In the event of an emergency, personal business leave may be approved after the absence of the employee.
- If you are out for three or more days, the employee must return with a Doctor's note stating that the employee is fit for duty.
- Unused sick leave time shall accumulate in an employee's sick leave bank up to a maximum of 50 days. Upon retirement an employee shall receive a payment equivalent to \$20 per day for up to 50 days, with a maximum payment of \$1,000.
- Employees shall be allocated sick leave days at the beginning of the contract year for the purposes of personal illness or injury, or illness in the immediate family (interpreted as spouse, son or daughter, parents, or other dependents). Employees who terminate before the end of the 2023-2024 school year and have used their allocated sick leave will have their days prorated as appropriate.

Paid Holidays. Employees shall receive the following paid holidays:

Friday before Labor Day	Friday after Thanksgiving	MLK Day*
Labor Day	Christmas Eve	Good Friday
Wednesday before Thanksgiving*	Christmas Day	First Day of Spring Break
Thanksgiving Day	New Years Eve	Memorial Day
	New Years Day	

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Security Staff

Salary. Security personnel are employed on an hourly basis as follows:

1st year	\$15.90/hour
2nd year	\$16.55/hour

Sick Time. Security personnel shall be considered as 10-month employees and authorized 10 days each year without loss of salary.

- Not more than two (2) sick leave days may be used for personal business; such leave shall be granted upon written request from the employee to his/her supervisor, in advance if possible.
- In the event of an emergency, personal business leave may be approved after the absence of the employee.
- If you are out for three or more days, the employee must return with a Doctor's Note that they are fit for duty.
- Unused sick leave time shall accumulate in an employee's sick leave bank up to a maximum of 50 days. Upon retirement or death an employee shall receive a payment equivalent to \$20 per day for up to 50 days, with a maximum payment of \$1,000.
- Employees shall be allocated sick leave days at the beginning of the contract year for the purposes of personal illness or injury, or illness in the immediate family (interpreted as spouse, son or daughter, parents, or other dependents). Employees who terminate before the end of the 2023-2024 school year and have used their allocated sick leave will have their days prorated as appropriate.

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In the event that one of the above holidays falls on a Saturday or Sunday, an alternate holiday will be awarded, not to be in conflict with the school calendar.