



HARTLAND CONSOLIDATED SCHOOLS

Draft - Policy Manual

1410.01 and 1410.001

3 policies

October 9, 2026

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po1410.001

ADMINISTRATIVE SALARY STRUCTURE Revised

ADOPTED Jan 28, 2008 · REVISED Apr 20, 2026

1410.001 - ADMINISTRATIVE SALARY STRUCTURE

PURPOSE

To establish a continuing process for administrative salaries.

SCOPE

This policy applies to all administrators noted in the salary schedule.

DESCRIPTION

District administrators, as described in the scope of this policy, who are performing at an Effective or Developing level can expect to move up one (1) salary step on the salary schedule each year until Step 5 is reached. Administrators receiving a Needs Support evaluation will not receive the step increment raise or longevity. Their salary shall be frozen and they may face possible termination.

The Superintendent may recommend an update to the salary grid when necessary to ensure that the District is offering competitive compensation. At the discretion of the Superintendent, proposals can be moved through a standing committee or ad hoc committee of the Board prior to being considered by the entire Board of Education.

Salary Schedule – (4% 2026-27, 2% 2027-28, 2% 2028-29) The numbers below represent 2026-27 year only.

Assistant Superintendents or Chief Financial Officer

Step 1	Step 2	Step 3	Step 4	Step 5
\$138,580	\$141,550	\$144,524	\$147,495	\$150,467

Director of Student Services

Step 1	Step 2	Step 3	Step 4	Step 5
\$122,014	\$124,815	\$127,617	\$130,419	\$133,221

Director of Operations and Transportation (salary only, see 1410.01)

Step 1	Step 2	Step 3	Step 4	Step 5
\$111,543	\$114,520	\$117,490	\$120,461	\$123,432

Director of Technology & Director of Community Education

Step 1	Step 2	Step 3	Step 4	Step 5
\$99,389	\$102,360	\$105,332	\$108,305	\$111,279

It shall be at the discretion of the Board of Education upon the recommendation of the Superintendent to modify their recommendation as needed to be fiscally prudent and protect personnel from salary decreases.

New administrators in the District, without administrative experience in a comparable position, shall begin on salary Step 1. New administrators from outside the District with experience may be placed on the salary schedule as determined by the Superintendent with years toward longevity starting at year one.

Merit Pay - All Administrators who are rated Effective or Developing will either move up on the salary schedule or, beginning in year 6, be eligible for an off-schedule payment of \$1,000 at the end of the 6th year, and each consecutive year thereafter.

PTO Days - Administrators will receive ten (10) sick and four (4) personal business days in July of each year. Starting in 2025-26, these will be considered PTO (personal time off) days. Administrators may bank any of the unused days covered in this section for future use consistent with FMLA and Worker Compensation policy and practices. A maximum of three (3) consecutive days may be used without Superintendent approval. Any days used which are connected to holidays and calendar breaks must be pre-approved by the Superintendent.

Banked Day Payout - Upon retirement or resignation in good standing (after five years of service), up to sixty (60) banked days may be cashed in for \$100.00 each.

Vacation Days and Cash-in – Administrators are granted twenty (20) vacation days per year and are eligible to cash in (at per diem) a maximum of five (5) vacation days at the end of the year by notifying the Superintendent no later than May 15th of each year.

Bereavement Days - Administrators will be provided up to four (4) bereavement days for each instance of death in the immediate family (spouse, child, parent, brother, sister, step-relatives, in-laws, grandchildren, grandparent).

July 4th- All 52-week employees will be provided a two (2) day Holiday for the 4th of July.

Non-Student Days - All administrators will not be required to report to work on the first four (4) non-student/non-teacher work days. The number of days shall be determined by the negotiated calendar. Any non-student/non-teacher work days above four (4) require attendance in the District.

Act of God Days - Administrators are not required to report for work on the first two (2) act of God days (i.e. snow days, power outage that results in a building shut down, etc.). There is an understanding that if time is needed to accomplish responsibilities (i.e. pre-arranged training, school events, etc.), the administrator attends to duties without being owed additional days. After the second act of God Day, the employee may work from a location of choice if the ability to do so is available.

On-Call - The District will provide an on-call payment of \$500 per year, paid on the first paycheck of September starting in the 2025-26 school year. On-call means that the administrator agrees to respond to communications when not on duty.

LONGEVITY – Director of Student Services, Director of Community Education, and Director of Technology

After administrators finish the year at salary Step 5, a longevity benefit replaces step increases in year six (6) and only after the administrator accumulates five (5) complete years of service in the District. After that, they will qualify for additional longevity as follows:

Year 6	Year 7	Year 8	Year 9	Year 10
\$2,000	\$3,000	\$4,000	\$5,000	\$6,000

LONGEVITY – Superintendent, Assistant Superintendents, and CFO

After administrators finish the year at salary Step 5, a longevity benefit replaces step increases in year six (6) and only after the administrator accumulates five (5) complete years of service in the District. After that, they will qualify for additional longevity as follows:

Year 6	Year 7	Year 8	Year 9	Year 10
\$5,000	\$6,000	\$7,000	\$8,000	\$9,000

Individual contracts will provide additional details such as benefit coverage.

Revised 12/21/95

Revised 6/15/99

Revised 8/13/01

Revised 2/12/07

Revised 7/21/14

Revised 2/12/15

Revised 7/18

Revised 8/18

Revised 1/19

Revised 7/23/19

Revised 9/9/19

Revised 12/17/20

Revised 6/28/21

Revised 12/16/21

Revised 6/17/22

Revised 11/14/22

Revised 6/12/23

T.C. 1/15/24

Revised 7/1/24

Revised 7/25/24

Revised 10/21/24

Revised 7/1/25

Revised 3/16/26

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1410.01 AND 1410.001

po1410.01

COMPENSATION AND LONGEVITY SCHEDULE

Revised

ADOPTED Dec 14, 2015 · REVISED Mar 16, 2026

1410.01 - COMPENSATION AND LONGEVITY SCHEDULE

Director/Supervisor Tier 1	Supervisor Tier 2	Certified/Licensed Staff	
Student Nutrition Director ⁺	Assistant Director of Student Nutrition ⁺	² General Education Social Worker	
Director of Human Resources*	Personnel Coordinator*	School Nurse ⁺	
Director of Payroll Services*	Accountant*	School Certified Medical Assistant ⁺	
Transportation Supervisor*	Custodial Supervisor*		
~~Operations Manager~~ ⁺	<u>Operations Coordinator</u> ⁺⁺	Other Staff	
Administrative Assistant to the Superintendent ⁺⁺		Administrative Assistant, Business Office*	
⁺ Director of Operations & ~~Transportation~~ ⁺⁺		Administrative Assistant, Curriculum Department*	
Director of Data Systems ⁺⁺		Accounts Payable Clerk*	
Director of Early Childhood ⁺⁺			

Compensation Schedule

Guaranteed 1% increase in years 2-5, but could be more dependent on the market value of position. ~~The schedule below will be discontinued with all new hires under this policy.~~

Year 1 Base Salary					
Year 2 1%					
Year 3 1%					
Year 4 1%					
Year 5 1%					
Longevity					
Year 6	\$2,000	Year 6-7	\$1,000	Year 6-7	\$1,000
Year 7	\$3,000	Year 8-9	\$2,000	Year 8-9	\$2,000
Year 8	\$4,000	Year 10-11	\$3,000	Year 10-11	\$3,000
Year 9	\$5,000	Year 12-13	\$4,000	Year 12-13	\$4,000
Year 10	\$6,000	Year 14+	\$5,000	Year 14+	\$5,000

Longevity is earned in the year listed. Paid in February of that fiscal year.

Longevity is prorated if an employee retires or resigns before the end of the fiscal year.

This compensation schedule may change year to year depending on District financial conditions and measures necessary to ensure fiscal responsibility and operational efficiency. Administration will periodically review market values and employment conditions.

Employee is on step schedule for first five (5) years. In addition, compensation is subject to the 'formula' in place at that time unless special arrangements made per hire letter or otherwise noted.

PTO Days – Employees covered by this policy will receive ten (10) sick and four (4) personal business days in July of each year. Starting in 2025-26 these will be considered

PTO (personal time off) days. Employees may bank any of the unused days covered in this section for future use consistent with FMLA and Worker Compensation policy and practices. A maximum of three (3) consecutive days may be used without the Superintendent's approval. Any days used which are connected to holidays and calendar breaks must be pre-approved by the Superintendent.

Banked Day Payout - Upon retirement or resignation in good standing (after five (5) years of service), up to sixty (60) banked days may be cashed in for \$75.00 each.

Vacation Days and Cash-in – All fifty-two (52) week employees covered under this policy receive twenty (20) vacation days per year and are eligible to cash in a maximum of five (5) vacation days at the end of the year by notifying the Superintendent no later than May 15th of each year.

Bereavement Days – Employees covered in this policy will be provided up to four (4) bereavement days for each instance of death in the immediate family (spouse, child, parent, brother, sister, step-relatives, in-laws, grandchildren, grandparent).

July 4th- All fifty-two (52) week employees will be provided a two (2) day Holiday for the 4th of July.

Non-Student Days - All fifty-two (52) week employees covered in this agreement will not be required to report to work on the first four (4) non-student/non-teacher workdays. The number of days shall be determined by the negotiated calendar. Any non-student/non-teacher workdays above four (4) require attendance in the district.

Act of God Days – All Employees covered in this agreement are not required to report for work on the first two (2) act of God days (i.e. snow days, power outage that results in a building shut down, etc.). There is an understanding that if time is needed to accomplish responsibilities (i.e. pre-arranged training, school events, etc.) the employee attends to duties without being owed additional days. After the second act of God Day, the employee may work from a location of choice if the ability to do so is available.

On-Call - The District will provide an on-call payment of \$500 per year, paid on the first paycheck of September starting in the 2025-26 school year. On-call means that the administrator agrees to respond to communications when not on duty. Eligibility is designated with a + following the position listed above. The Administrative Assistant to the Superintendent will be provided a \$75.00 stipend for all meetings after normal hours, payable on the last pay (combination of all meetings) of the fiscal year.

[†] Salary compensated per schedule found in Board Policy 1410.

²This position will be compensated consistent with the teacher salary schedule and longevity schedule and follow the HEA Master Agreement.

*52-week employee

+On-Call Employee

Revised 9/17/19

Revised 6/28/21

Revised 10/11/21

Revised 6/13/22

Revised 8/8/22

Revised 12/12/22

Revised 6/12/23

Revised 10/21/24

Revised 2/3/25

Revised 5/12/25

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1410.01 AND 1410.001

po3120

EMPLOYMENT OF PROFESSIONAL STAFF - For Reference

ADOPTED Jan 28, 2008 · REVISED Jul 20, 2026

3120 - EMPLOYMENT OF PROFESSIONAL STAFF

FOR REFERENCE TO 1410.01 AND 1410.001

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel. The Board requires that anyone employed as a professional staff member with instructional responsibilities in an elementary or secondary school in this District hold a certificate, permit, or vocational authorization valid for the positions to which the professional staff member is assigned.

The Superintendent shall post all central office administrator positions internally and externally for a minimum of 14 days.

The Board may approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement. The recommendation shall include compensation, and establish the term of employment for each professional staff member.

Individuals employed in the following categories shall be considered members of the professional staff:

A. administrators

B. teachers

All professional staff are subject to a criminal history record check. See Policy 3121.

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

Such approval shall be given only to those candidates for employment chosen by the Board from a group selected by the Superintendent.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

All applications for employment shall be referred to the Assistant Superintendent of Personnel.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which the staff member would be supervised directly by the relative staff member.

Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, the Board member's resignation must be accepted by the Board prior to submitting an application.

Any professional staff member's intentional misstatement of fact or omission material to their qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The temporary employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment to the professional staff as a nonadministrator shall receive recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in process, except as otherwise permitted by law.

Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed PA 189 Disclosure of Unprofessional Conduct Authorization, Release and Waiver form to obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file, relating to unprofessional conduct in which the applicant engaged. Any such records are to be reviewed and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications for pending employment.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing.

Revised 6/29/15

Revised 12/17/18

Revised 6/10/19
Revised 12/15/21

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Legal

M.C.L. 380.1229, 1231, 380.1233, 380.1233b, 380.1237, 380.1531d, 380.623
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