



## MEMORANDUM

**TO: All Hemlock Public School Staff**

**FROM: Anna Wamack, Director of Business Operations and HR**

**DATE: November 9, 2020**

**RE: Michigan Department of Treasury Hazard Pay Update – Unqualified**

The Department of Treasury grant has two applicable sections: K-12 Classroom Teachers and K-12 Support Staff. Those who qualify under the Treasury definitions as K-12 Classroom Teachers may be eligible for up to a \$500 grant from the Treasury. Those who qualify under the Treasury definition as K-12 Support Staff may be eligible for up to a \$250 grant from the Treasury. *Qualification* is determined based on an employee's position between April 2, 2020 and June 30, 2020. *Eligibility* is determined based on the certifications the employee provides on Treasury Form 5734. To qualify, employees must both be *qualified* and *eligible*. A list of positions *qualified* as K-12 Classroom Teacher or K-12 Support Staff is attached below.

**The Department of Treasury specifically excluded Administrators (Supervisors) and Pre-K staff (Childcare, Tuition Pre-School, and GSRP).**

Staff who are *qualified* have already received Treasury Form 5734 in a separate email. Those who are not *qualified*, but believe they meet the Department of Treasury qualifications requirement may appeal their *qualification* determination in writing to [Appeal-Treasury@hemlockps.com](mailto:Appeal-Treasury@hemlockps.com) by December 4, 2020 at 12:00 pm (noon). **Your appeal must include a written statement that you were a qualified K-12 Classroom Teacher or K-12 Support Staff between April 2, 2020 and June 30, 2020, your position title, and that you were required to work for continuity of learning for students during that time.**

If you do not meet the Department of Treasury requirements for *qualified* position, your appeal must be denied.

For your convenience, we have attached a list of qualified positions:

### **K-12 Classroom Teachers:**

- K-12 Elementary Teachers
- K-12 Middle School Teachers
- K-12 High School Teachers
- K-12 Special Education Teachers

## **K-12 School Support Staff**

- K-12 Social Workers
- K-12 Counselors
- K-12 Occupational Therapists
- K-12 Physical Therapists
- K-12 Psychologists
- K-12 Speech Pathologists
- K-12 Speech Teachers
- K-12 Secretarial
- K-12 Instructional Paraprofessional/Aide
- K-12 Non-Instructional Paraprofessional/Aide
- K-12 Special Education Paraprofessional/Aide
- K-12 Special Education Teacher Consultant
- K-12 Mental Health Practitioners
- K-12 Audiologist
- K-12 Interpreter
- K-12 Orientation & Mobility Specialist/Assistant
- K-12 Registered Nurse
- K-12 Licensed Practical Nurse
- K-12 Attendance Officer
- K-12 Behavioral Management Specialist
- K-12 Bus Driver
- K-12 Bus Assistant/Aide
- K-12 Business Office (non-administrator)
- K-12 Clerk (data entry, file, mail, records)
- K-12 Communication and Media
- K-12 Community Education Instructor/Assistant
- K-12 Computer Technician
- K-12 Cook/Food Preparer
- K-12 Crossing Guard
- K-12 Curriculum Specialist (non-administrative)
- K-12 Food Service Worker
- K-12 Health Services Aide
- K-12 Maintenance (Custodian, Grounds, Facilities)
- K-12 Media Technology Aide
- K-12 Receptionist
- K-12 Secretary (Clerical, Administrative Support)
- K-12 Security Guards
- K-12 Mechanic

The Department of Treasury has defined “classroom teacher” as a full-time or part-time teacher with an assigned class who provided continuity of learning to students during the 2019-2020 period of school closure (April 2, 2020 – June 30, 2020) that resulted from COVID-19.

The Department of Treasury has defined “school support staff” as a full-time or part-time paraprofessional aide or non-instructional staff according to the Registry of Educational Personnel (REP) who provided services to students as part of the continuity of learning plan during the 2019-2020 period school closure (April 2, 2020 – June 30, 2020) that resulted from COVID-19. Support staff does not include classroom teachers.

Substitute staff are specifically excluded. Administrators and Supervisors are specifically excluded. The Department of Treasury grant program is specific to grades Kindergarten through 12th Grade. Pre-K (Pre-School, GSRP, etc.), is specifically excluded.

For additional information, please see the [Frequently Asked Questions](#) and the [Grant Topics: Eligible Support Staff](#) from the Department of Treasury.

SUPERINTENDENT – 642-5282 • HIGH SCHOOL – 642-5287

MIDDLE SCHOOL – 642-5253 • LING ELEMENTARY SCHOOL – 642-5235 • ELEMENTARY SCHOOL – 642-5221