

City of Hartford
And the
Hartford Public School District

Crossing Guard Program

Article 1:

It shall be the purpose of the crossing guard program to place a person at each of two designated locations to assist school children crossing City streets while enroute to and from school.

Article 2 – Location:

One crossing guard shall be stationed at the intersection of East and Main Streets and a second crossing guard shall be stationed on South Center Street and Oak Street or at whichever intersection is designed by mutual consent of the Hartford Police Chief and Hartford School Administration.

Article 3 – Cost:

The following cost of this program shall be shared on a 50-50 basis between the two parties of this agreement.

1. Crossing guard wages - \$13.00 per hour
2. Employer portion of FICA taxes – wages times current percentage in effect.
3. Physical Examination – Annual physical examination of each crossing guard
4. Worker’s Compensation – total wages times current percentage in effect.
5. Liability Insurance – total wages times current percentage in effect.
6. Background Check – Initial background check upon employment of each crossing guard.
7. Unemployment Compensation – Unlikely but in the event of an award by the State of Michigan.

Article 4 – Supervision

All crossing guards shall be employees of the City of Hartford and shall be subject to all rules and regulations of employment as established by the City Council and Administration. All crossing guards shall derive their authority and be under the supervision of the Chief of Police.

Article 5 – Method of Reimbursement

The City of Hartford shall provide a copy of payroll and other shared costs as indicated in Article 3 of this agreement, periodically to the Hartford School District. Upon receipt of said statements of cost, the Board of Education shall pay 50% and remit their voucher payable to the City of Hartford upon action taken at a regular board meeting.

Article 6 – Duties

Crossing guards shall be at their designated locations as directed by the Chief of Police. The current duty times are from 7:30 -8:30 am and from 2:30-3:30 pm each day school is in session. Any adjustments to

this schedule will be determined by mutual consent of the Hartford Police Chief and the Hartford School Administration.


Article 7 – Duration of Agreement

This agreement shall be in force after ratification by the City of Hartford and Hartford Public School District and shall be terminated upon notice by either party with 90 days written notice.

Signed on this _____ day of _____, 2023

Mayor – City of Hartford

Signed on this 18th day of September, 2023



President – Board of Education
Hartford Public Schools