

June 30, 1975

Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY

AGREEMENT

THIS AGREEMENT, effective July 1, 1973, is by and between the BOARD OF EDUCATION, ESCANABA AREA PUBLIC SCHOOLS, ESCANABA, MICHIGAN, hereinafter called the "Employer", and TEAMSTERS UNION LOCAL NO. 328, affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America, hereinafter called the "Union".

The parties pledge themselves to cooperate fully to the end, that harmonious relations may be maintained at all times and to promote efficient operation of the various divisions. The parties further agree to promote safety, cleanliness and to cooperate fully in personnel and public relations.

ARTICLE I

TERM, MODIFICATION AND TERMINATION

(a) This agreement shall be in effect July 1, 1973 and shall remain in effect until June 30, 1975, inclusive and from year to year thereafter.

(b) If either party shall desire to change, modify or terminate this agreement, it shall give written notice of such desire to the other party at least sixty (60) days prior to the expiration date.

(c) The giving of notice in ARTICLE I, Item (b) shall constitute an obligation upon both parties to negotiate in good faith all questions at issue with the intent of reaching an agreement prior to the anniversary date.

ARTICLE II

RECOGNITION

(a) The Employer agrees to recognize the Teamsters Union Local No. 328 as the sole and exclusive representative for the purpose of collective bargaining with respect to wages, monthly and weekly and daily hours of work and working conditions for all employees covered by the following classifications.

(b) The employees shall be classified into Four Divisions as follows:

Division 1 - Custodians, Matrons, Maintenance

Division 2 - Cooks, Assistant Cooks, Bakers

Division 3 - Secretaries, Clerks

Division 4 - Drivers, Mechanics and Mechanic Helper

ARTICLE III

MANAGEMENT

The Union agrees that the Employer is vested exclusively with the management of the Escanaba Area Public Schools.

1219 N. 19th,
Escanaba, Mich.

Escanaba, Mich.

ARTICLE IV

HEALTH

(a) The Employer may at any time require a medical examination (yearly for Drivers and Cooks) if such appears advisable. Such examination is to be made by a physician of the employee's choice. The cost of examination to be made by the Employer.

(b) The cost of x-ray, if required, shall be paid by the Employer.

ARTICLE V

SENIORITY

(a) The parties recognize that job opportunity and security should increase in proportion to length of service and ability to perform the work. It is agreed, therefore, that in all cases of promotion, demotion, transfer, recall, and layoff, the following shall be considered:

- (1) Seniority within division of job opening, and then other union members.
- (2) Ability to perform the work.
- (3) Physical fitness for the work.

(b) In the event of a dispute relative to Item (2) above in the case of any employee, a trial period of thirty (30) days shall be granted if requested. This request is to be made by the grievance committee. The question of ability and fitness for the work shall be determined by the Employer at the end of such trial period.

(c) Seniority shall be broken only by discharge, voluntary quit or layoff for two (2) or more years.

ARTICLE VI

GRIEVANCES

A grievance is a complaint involving a violation of this contract.

For the purpose of representing the employees effectively within the jurisdiction of this agreement, grievances shall be submitted in writing and in each case, as may be necessary, the following shall apply:

STEP 1 - The employee(s), Steward and the Supervisor of his or her division.

STEP 2 - The Head Steward, Division Steward, the Superintendent of Schools or his representative.

STEP 3 - The Union Representative and the Superintendent of Schools or their representatives.

STEP 4 - Either party may request the Michigan Employment Relations Commission to assign a mediator to assist in resolving the grievance.

STEP 5 - Either party may request the Michigan Employment Relations Commission to provide an arbitrator if they cannot agree to an arbitrator themselves. The decision of the arbitrator shall be binding on all parties and each party shall bear one-half ($\frac{1}{2}$) the expense of such arbitrator.

A grievance shall be filed within five (5) work days of its occurrence and appealed to successive steps within five (5) work days of the decision at that level or it shall be considered waived by the Union.

The School System has an obligation to tender a decision of each successive step by the fifth (5th) work day after receiving notice of appeal in each step of the grievance procedure.

Employees necessary to implement due process in this grievance procedure shall not suffer a loss of pay while attending necessary meetings.

ARTICLE VII

NEW EMPLOYEES

A new employee working under the provisions of this agreement shall be employed on a ninety (90) day probationary period, during which time he/she can be discharged without recourse. During the first thirty (30) days of this probationary period none of the benefits of ARTICLE XIII shall apply, however, if the employee is retained beyond the ninety (90) day period he/she shall be placed on the regular seniority list from his/her first day of hire and be entitled to all benefits of this agreement with the above referred to exception.

ARTICLE VIII

LAY-OFFS

(a) In the event of a reduction in force in any of the Divisions as defined in ARTICLE II, the employee with the least seniority will be the first to be laid off regardless of his or her position.

(b) When vacancies occur, in order to be recalled, the employee involved must be able to perform the available work satisfactorily.

(c) Lay-off or job termination. A two (2) week notice shall be given by the Employer to all regular employees in question. The employee shall also give a two (2) week notice to the Employer when he or she is thinking of leaving.

ARTICLE IX

TEMPORARY EMPLOYEES

(a) The parties recognize that it is necessary to employ temporary workers at times. When this occurs, regular employees, especially during school vacations, shall be the first called, providing they are able to perform the work.

(b) A temporary employee shall accrue no seniority. In the event a temporary employee is hired on a permanent basis, at the completion of the probationary period he or she shall be given a retroactive seniority date, computed by counting back from his or her permanent hiring date the actual number of days worked as a temporary employee.

(c) See ARTICLE XXX, Division 1 and 2, for rate scale.

ARTICLE X

DISCHARGE

An employee discharged or suspended, who considers such action without good cause, shall present a grievance within five (5) work days of such action as provided in ARTICLE VI. Any discharge or suspension not protested within five (5) work days shall be considered final.

ARTICLE XI

TRANSFERS

An employee temporarily transferred to a higher rated position in an emergency such as for sickness, vacations, etc. shall receive the higher rate of pay of his same step of the higher classification, and if transferred to a lower rated position for the convenience of the Employer, shall receive his or her regular pay.

ARTICLE XII

OVERTIME

(a) Any employee working in excess of eight hours in any twenty-four hour period shall be paid at the rate of time and one-half the regular rate of pay for such excess time.

(b) Hours worked on Sundays and legal holidays shall be paid double the hourly rate of pay.

(c) No overtime shall be allowed unless given approval by the Supervisor or Principal of that building.

(d) For Division 4, district trips, see salary schedule. Item (a) above does not apply until an employee has worked more than 40 hours in one week.

(e) Employees called to report in for duty in an emergency when off duty, shall be paid not less than two (2) hours at the prevailing rate.

ARTICLE XIII

HOLIDAYS

Employees, except substitutes who are not regular employees, shall be paid at their regular rates for the following days according to their division as defined in ARTICLE II.

Divisions 2 and 4 (Cooks and Drivers)

(a) Labor Day, Thanksgiving Day and the day following, Good Friday, Memorial Day, or days celebrated therefore. (MEA Regional Conference days are to be included. Attendance at workshops when scheduled on MEA days is required).

(b) Local conference days shall not be considered legal holidays, and pay will be allowed only when a conference or work session is attended.

DIVISION 1 and 3 (Custodians, Clerical, Mechanic and Mechanic Helper)

(a) One day preceding Christmas Day, if a working day and Christmas Day; one day preceding New Years Day, if a work day and New Years Day; Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day following, or days celebrated therefore.

ARTICLE XIV

VACATIONS

Employees shall be entitled to vacation at their regular rate of pay and shall receive payment for each week of vacation in an amount equal to their earnings received for a regular week of work, with the exception of Bus Drivers who shall receive 190 payable days as their regular work year.

VACATION SCHEDULE

One to ten years - - - - 2 weeks
Eleven to twenty years - - 3 weeks
Over twenty years - - - - 4 weeks

Schedules shall be established by the Employer and shall take into consideration the requests of the employees.

ARTICLE XV

SUBSTITUTION

A substitute employee shall receive the same rate of pay as the employee for whom he or she is substituting, when qualified.

ARTICLE XVI

SICK LEAVE

(a) Employees shall be granted ten (10) days of sick leave each year for the first two years of regular, full-time employment; fifteen (15) days each year for subsequent years of employment, such days to accumulate to 105 days, the maximum available in any one year 120 days.

(b) The Employer may require a doctor's certificate covering any illness.

(c) In the case of an extended illness or disability of an employee extending beyond accumulated sick leave, the employee shall be granted a six (6) month sick leave without pay beyond the accumulated sick leave period, with an additional six (6) month period of sick leave without pay to be granted if the employee presents a doctor's certificate indicating the employee should be able to return to work within the six month period, with still an additional one year period of sick leave without pay to be granted at the discretion of management.

ARTICLE XVII

ABSENCE

Employees shall be allowed to absent themselves, with pay, for the following reasons:

(a) Sick leave shall be granted for personal illness or death in the immediate family - namely: husband, wife, children, parents, grandparents, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother and sister.

(b) In addition to the prescribed sick leave, each employee shall be allowed an additional two days per year for personal business - namely: for death or sickness of more distant relatives not listed above and of friends, for religious observances, or time necessary to conduct other personal affairs impossible to handle outside normal working hours - such personal business leave not to be accumulative. Such leave must be applied for on forms to be forwarded to the business office for approval of the Business Manager. In the event of an emergency, notify your supervisor.

(c) When required by legal authority to appear in a court of law. (Other than personal). When on jury duty the Employer shall pay the difference between juror's pay and regular rate of employee.

(d) Items (b) and (c) shall not be deductible from sick leave accumulations.

ARTICLE XVIII

RETIREMENT

(a) Employees retiring at age sixty-two (62) shall be remunerated at fifty percent (50%) of their regular rate of pay for their accumulated sick leave.

(b) Employees who have died while in the employ of the system shall be remunerated at fifty percent (50%) of their regular rate of pay for their accumulated sick leave.

(c) Employees permanently laid off (this does not apply to employees discharged for cause) shall be remunerated at fifty percent (50%) of their regular rate of pay for their accumulated sick leave.

(d) Employees planning retirement must give written notification of such plans to the business office by March 1st of the year previous to retirement.

ARTICLE XIX

DISABILITY

Any employee who is absent because of an injury or disease compensable under the Michigan Workmen's Compensation Law shall be remunerated as prescribed under the Workmen's Compensation Act with no deduction from sick leave.

ARTICLE XX

HOURS

(a) It is hereby recognized that an eight hour day, five days, forty hours, Monday through Friday, shall constitute a work week.

(b) Division 3 - The work period will be 7½ hours per day, 37½ hours per week, five days per week, Monday through Friday.

(c) Work hours are to be specified in posting of jobs, and should not be split-shifts unless specified in posting as such. This clause may be waived with approval of employee concerned.

ARTICLE XXI

MILEAGE REIMBURSEMENT

Any school employee using his or her car for school purposes, when authorized by supervisor and/or administrator, shall be remunerated at eight cents (8¢) per mile.

ARTICLE XXII

NON-DISCRIMINATION

The Employer and the Union agree that there shall be no discrimination under the terms of this agreement.

ARTICLE XXIII

AMENDMENTS

This agreement is complete in writing and shall not be amended, changed, altered or qualified except by an instrument in writing duly signed by the parties signatory hereto.

ARTICLE XXIV

STEWARDS

The Union agrees to appoint one Steward for each Division and one Head Steward. Their duties shall be to present complaints in the presence of the employee to the Supervisor in charge.

ARTICLE XXV

LONGEVITY (ALL DIVISIONS)

Recognizing that good employees in the system is a necessity and to reward them for their services, the longevity scale is as follows:

7th year through 10th year - - - 2% of weekly wage.
11th year through 15th year - - 3% of weekly wage.
16th year through 20th year - - 4% of weekly wage.
21st year through 25th year - - 5% of weekly wage.
26th year and more - - - - - 6% of weekly wage.

Payment of above is to be made through the regular payroll.

ARTICLE XXVI

BONDING

All personnel who handle and bank monies shall be bonded.

ARTICLE XXVII

DISCIPLINARY ACTION

(a) Actions in violation of school policy or articles and rules in this agreement will subject an employee to disciplinary action.

(b) This may mean discharge by management if the offense is deemed to warrant such action.

ARTICLE XXVIII

MEMBERSHIP

(a) Membership in the Union is not compulsory. Regular employees have the right to join, not join, maintain, or drop their membership in the Union as they see fit. Neither party shall exert any pressure on or discriminate against an employee as regards such matters.

(b) Membership in the Union is separate, apart and distinct from the assumption by one of his equal obligation to the extent that he received equal benefits. The Union is required under this agreement to represent all of the employees in the bargaining unit fairly and equally without regard to whether or not an employee is a member of the Union. The terms of this agreement have been made for all employees in the bargaining unit and not only for members in the Union, and this agreement has been executed by the Employer after it has satisfied itself that the Union is the choice of a majority of the employees in the bargaining unit.

Accordingly, it is fair that each employee in the bargaining unit pay his own way and assume his fair share of the obligation along with the grant of equal benefit contained in this agreement.

(c) In accordance with the policy set forth under paragraphs (a) and (b) of this article, all employees in the bargaining unit shall, as a condition of continued employment, pay to the Union, the employee's exclusive collective bargaining representative, an amount of money equal to that paid by other employees in the bargaining

unit who are members of the Union, which shall be limited to an amount of money equal to the Union's regular and usual initiation fees and its regular and usual dues. For present regular employees, such payment shall commence thirty-one (31) days following the effective date or on the date of execution of this agreement, whichever is the later, and for new employees, the payment shall start thirty-one (31) days following their date of regular employment.

(d) If any provision of the Article is invalid under Federal Law or the Laws of the State of Michigan, such provision shall be modified to comply with the requirements of Federal or State Law or shall be renegotiated for the purpose of adequate replacement.

ARTICLE XXIX

CHECK OFF OF DUES

(a) The Union shall certify to the Employer in writing each month a list of its members working for the Employer who have furnished the Employer the required authorization, together with an itemized statement of dues, initiation fees (full or installment) or uniform assessments owing and to be deducted for such month from the pay of such member, and the Employer shall deduct such amount from the first pay check following receipt of statement of certification of the member and remit to the Union in one lump sum.

(b) The Employer shall add to the list submitted by the Union, the names of all new employees hired since the last list was submitted and delete the names of employees who are not longer employed.

(c) Where an employee who is on check-off is not on the payroll during the week which deduction is to be made or who has no earnings, or insufficient earnings during that week or is on a leave of absence, the employee must make arrangements with the Union to pay such dues in advance.

(d) The Employer will recognize authorization for deductions from wages and transmit to the Union or such other organization as the Union may request if mutually agreed to.

ARTICLE XXX

WAGE AND SALARY SCHEDULES - RULES, CONDUCT AND POLICY

Division 1 - Exhibit A
Division 2 - Exhibit B
Division 3 - Exhibit C
Division 4 - Exhibit D

DIVISION 1 - EXHIBIT A - WAGE-SALARY SCHEDULE: Employees covered under this policy shall all be regular custodial and maintenance employees of the Board of Education, Escanaba, Michigan, and shall not include summer, part-time nor temporary employees.

RATINGS: Matron - Basic Housecleaning.
Custodian 1 - Basic Housecleaning with some boiler responsibility.
Custodian 2 - Responsibility for smaller building.

RATINGS CONTINUED:

Custodian 3 - Responsibility for larger building with maximum of 5 employees.

Custodian 4 - Responsibility for larger building with more than 5 employees.

Maintenance - Skilled in one or more trades.

1973-1974 WAGE SCHEDULE

	<u>1st Year of Employment</u>	<u>2nd Year of Employment</u>	<u>3rd Year and Thereafter</u>
MATRON	\$2.68	\$2.76	\$2.91
CUSTODIAN I	\$3.12	\$3.24	\$3.43
STOCK & DELIVERY MAN	\$3.12	\$3.24	\$3.43
CUSTODIAN II	\$3.31	\$3.43	\$3.69
CUSTODIAN III	\$3.37	\$3.50	\$3.86
CUSTODIAN IV	\$3.52	\$3.64	\$4.07
MAINTENANCE	\$3.52	\$3.64	\$4.07

1974-1975 WAGE SCHEDULE

	<u>1st Year of Employment</u>	<u>2nd Year of Employment</u>	<u>3rd Year and Thereafter</u>
MATRON	\$2.83	\$2.92	\$3.10
CUSTODIAN I	\$3.29	\$3.42	\$3.62
STOCK & DELIVERY MAN	\$3.29	\$3.42	\$3.62
CUSTODIAN II	\$3.49	\$3.62	\$3.89
CUSTODIAN III	\$3.55	\$3.69	\$4.06
CUSTODIAN IV	\$3.66	\$3.79	\$4.23
MAINTENANCE	\$3.66	\$3.79	\$4.23

Matron Temporary Help - - - - - \$1.85

Maintenance and Custodial Temporary Help - - \$2.53

RULES, CONDUCT AND POLICY:

(1) For non-profit functions such as PTA, Scouts, 4-II, etc., a minimum of \$3.00 shall be paid the employee to open and close the building only. If cleaning is required after the meeting, the employee shall be paid at the rate of time and one-half (1½) of his or her regular rate.

(2) For school activities such as ball games, dances, plays, etc., wages shall be paid at the rate of \$2.50 per hour from opening to closing. If additional help is required to clean up, the overtime rate shall apply for such additional help.

(3) For all activities other than those included in Items (1) and (2), the overtime rate shall apply. This also applies to other school systems using our facilities such as the renting of the football field.

(4) Remuneration for the above (Items (1), (2) and (3) shall be processed through the regular payroll.

(5) Those responsible for a building will check the building twice each Saturday and Sunday and on holidays.

DIVISION II - EXHIBIT B - WAGE SALARY SCHEDULE:

1973-1974 WAGE SCHEDULE

	<u>1st Year of Employment</u>	<u>2nd Year of Employment</u>	<u>3rd Year and Thereafter</u>
COOK'S HELPER	\$2.00	\$2.11	\$2.25
COOKS AND MANAGERS	\$2.30	\$2.45	\$2.60
BAKER	\$3.02	\$3.15	\$3.43

1974-1975 WAGE SCHEDULE

	<u>1st Year of Employment</u>	<u>2nd Year of Employment</u>	<u>3rd Year and Thereafter</u>
COOK'S HELPER	\$2.11	\$2.25	\$2.40
COOKS AND MANAGERS	\$2.45	\$2.60	\$2.75
BAKER	\$3.21	\$3.33	\$3.59

\$2.44 per hour shall be paid to employees working part-time from another Division.

DIVISION III - EXHIBIT C - WAGE-SALARY SCHEDULE:

1973-1974 WAGE SCHEDULE

	<u>1st Year of Employment</u>	<u>2nd Year of Employment</u>	<u>3rd Year and Thereafter</u>
ELEMENTARY SECRETARY AND CLERKS	\$2.93	\$3.02	\$3.16
H. S. SECRETARY	\$2.95	\$3.09	\$3.30
ADM. BLDG. SECRETARY	\$3.14	\$3.29	\$3.50
BOOKKEEPER	\$3.36	\$3.63	\$4.06

1974-1975 WAGE SCHEDULE

	<u>1st Year of Employment</u>	<u>2nd Year of Employment</u>	<u>3rd Year and Thereafter</u>
ELEMENTARY SECRETARY AND CLERKS	\$3.23	\$3.32	\$3.46
H. S. SECRETARY	\$3.25	\$3.39	\$3.60
ADM. B:DG. SECRETARY	\$3.34	\$3.59	\$3.80
BOOKKEEPER	\$3.66	\$3.96	\$4.36

DIVISION III - EXHIBIT C - WAGE-SALARY SCHEDULE:

1973-74 WAGE SCHEDULE

	<u>1st Year of Employment</u>	<u>2nd Year of Employment</u>	<u>3rd Year and Thereafter</u>
ELEMENTARY SECRETARY AND CLERKS	\$2.93	\$3.02	\$3.16
H. S. SECRETARY	\$2.95	\$3.09	\$3.30
ADM. BLDG. SECRETARY	\$3.14	\$3.29	\$3.50
BOOKKEEPER	\$3.36	\$3.63	\$4.06

1974-75 WAGE SCHEDULE

	<u>1st Year of Employment</u>	<u>2nd Year of Employment</u>	<u>3rd Year and Thereafter</u>
CLERKS	\$3.23	\$3.32	\$3.46
SECRETARY	\$3.25	\$3.39	\$3.60
ADM. BLDG. SECRETARY	\$3.34	\$3.59	\$3.80
BOOKKEEPER	\$3.66	\$3.96	\$4.36

LONGEVITY SCHEDULE:

5th through 7th year	2%
8th through 11th year	3%
12th through 16th year	4%
17th through 21st year	5%
22d through 26th year	6%
27th year and over	7%

OK
10/22/73

NOTE: This page is to replace the bottom half of page 11 of your Contract.

DIVISION IV - EXHIBIT D - WAGE-SALARY SCHEDULE:

1973-1974 WAGE SCHEDULE

	<u>1st Year of Employment</u>	<u>2nd Year of Employment</u>	<u>3rd Year and Thereafter</u>
BUS DRIVERS	\$3.98		
MECHANIC I	\$3.12	\$3.24	\$3.43
MECHANIC II	\$3.98		

1974-1975 WAGE SCHEDULE

	<u>1st Year of Employment</u>	<u>2nd Year of Employment</u>	<u>3rd Year and Thereafter</u>
BUS DRIVERS	\$4.16		
MECHANIC I	\$3.29	\$3.42	\$3.62
MECHANIC II	\$4.16		

FIELD TRIPS: Salary shall be at an hourly rate paid for all drivers, such rates being \$3.68 per hour and effective July 1, 1974 \$3.78 per hour.

NOON HOUR TRIPS: Any driver who is assigned a noon hour route shall receive \$1.00 per day extra over and above the regular daily salary.

DISTRICT TRIPS: If outside district trip does not exceed \$20.00, a flat fee of \$20.00 shall be paid the driver.

Since the Board must pay the substitute driver, the regular driver foregoes his pay for that portion of his regular run he will miss, when he takes a district trip. In the event a district trip is cancelled, the driver will receive the pay for his regular run.

ADDITIONAL COMPENSATION: An allowance of one-half hour per day in addition to the regular driving time shall be made for the purpose of servicing and cleaning the bus, checking gas, oil and tires, mechanical failure, hazards road conditions, delivery and return of bus from service trips, daily records and preparation of state mileage maps.

EMPLOYEES: The employees covered by this policy shall be all regular and substitute bus drivers employed by the Board of Education, Escanaba, Michigan, and shall not include any other classification of school employee.

EMPLOYMENT: The candidate must know how to control children. He may be interviewed by the Business Manager or the Superintendent of Schools. The position is to be given to the individual with the best qualifications as to character, education and ability, with consideration being given to recommendations and physical fitness. He must present a certificate of health, be at least 21 years of age, and a holder of a valid Michigan Chauffeur License. The Chauffeur's License is to be obtained and kept current by the driver. Renewal licenses are to be paid for by the Board of Education.

LENGTH OF EMPLOYMENT: A scheduled year of employment for a regular bus driver shall contain 38 weeks - 190 payable days.

ABSENCE: The regular driver is to notify the bus supervisor, if so employed, of his inability to drive because of illness, death or personal business. Notification as early as possible is desirable so that a substitute driver can be obtained. The obtaining of the substitute shall be the responsibility of the bus supervisor.

BUS ASSIGNMENT: The assignment of buses to their respective routes will be the responsibility of the bus supervisor, if so employed. New buses will be assigned to routes where most needed. The driver already assigned to that route receiving the new bus will be the driver of the new bus, regardless of seniority. No changes of drivers from one route to another route because they desire a new or better bus is to be allowed.

SAFETY GLASSES: The Board agrees to provide mechanics and maintenance employees working in areas or classifications requiring eye protection, with safety glasses. Employees requiring prescription glasses shall pay for their own examination.

CONVEX MIRRORS: The Board agrees to install an internal convex mirror in any requesting driver's bus.

LOADING AND SEATING: It is the obligation of the driver to see that loading of students is acquired in a most orderly manner. The driver is to inform the students to keep back from the bus until the bus has come to a complete stop. Pushing or roughness are never to be allowed near a loading zone. No students are allowed on any bus without the driver. Do not allow students to stand on steps, in step well, or behind the driver's seat. Seating of students will be left to the supervision of the driver. When necessary, special seats may be assigned to maintain good order and discipline. When necessary three students will be seated in a seat.

BUS FAILURE: Drivers are to report to the bus supervisor or bus mechanic all failures of the bus to perform in 'top' condition. Safety is the driver's responsibility.

ROUTES: Daily routes are to be established by the bus supervisor, if so employed, and approved by the Board of Education. Each driver will be so routed as to provide as close to a four (4) hour minimum daily schedule as is practical.

FIELD TRIPS: A field trip shall be considered as any trip taken within the school district during school time (9:00 A.M. to 3:30 P.M.) on any given school day. Whenever possible, the driver for field trips is to be selected by the supervisor from the locality in which the school making the request is located.

EXTRA TRIPS: For all outside-district trips, the driver will be selected in rotation by seniority by the bus supervisor from a list compiled of those drivers who are willing to make trips at all times and who have at least one year of school bus driving experience in this school system. The selection of equipment for extra trips shall be the responsibility of the bus supervisor and only the best equipment available shall be used.

COMPLAINTS: For the proper adjustments of complaints against drivers, the name(s) of the person(s) making the complaint shall be furnished the bus supervisor and the driver involved, including the date, time and precisely what happened, all to be presented in writing.

ARTICLE XXXI

HOSPITALIZATION INSURANCE

The Employer agrees to pay toward the cost of hospitalization insurance for its employees in the following amounts.

Employees who work thirty (30) or more hours per week, the full cost of MEA Super Med Family Plan coverage.

For employees working thirty (30) hours or less per week during the school year, the Board agrees to make available pro-rated insurance premium payments for employees desiring insurance. Employees who work less than ten (10) hours per week - no allowance.

The insurance carrier shall be the Mutual Benefit Life Insurance Company through the Michigan Education Special Services Association which is affiliated with the Michigan Education Association.

The insurance offered to the employees covered by the agreement shall be administered under the same terms and conditions as provided for the teachers, with the exception that the payment schedule shall be followed.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed. Signed this _____ day of _____, 1973, at Escanaba, Michigan.

BOARD OF EDUCATION
ESCANABA AREA PUBLIC SCHOOLS

TEAMSTERS & CHAUFFEURS UNION
LOCAL NO. 328

BY _____

BY _____
