

A G R E E M E N T

BETWEEN

PORTLAND PUBLIC SCHOOLS

AND

PORTLAND PUBLIC SCHOOLS
TRANSPORTATION CHAPTER
Local 1910, Michigan Council #25
American Federation of State, County
and Municipal Employees (AFSCME)
AFL-CIO

Portland Public Schools

July 1, 1996 - June 30, 1999

TABLE OF CONTENTS

Article 1	Recognition	1
Article 2	Employer Rights	1
Article 3	Union Security	2
Article 4	Union Dues and Initiation Fees	3
Article 5	Contractual Work	4
Article 6	Special Conferences	4
Article 7	Union Representation	5
Article 8	Grievance Procedure	5
Article 9	Discharge & Suspension	7
Article 10	Seniority	8
Article 11	Seniority Lists	9
Article 12	Layoff and Recall	9
Article 13	Vacancies, Promotions, Postings & Bidding	10
Article 14	Unpaid Leaves of Absence	12
Article 15	Paid Leaves	13
Article 16	Insurance	15
Article 17	Special Trips	17
Article 18	Retirement	18
Article 19	Employee Protection	18
Article 20	Rates for New Jobs	19
Article 21	Negotiating Procedures	19
Article 22	Miscellaneous	19
Article 23	Union Activities	20
Article 24	Duration of Agreement	21
Article 25	Appendix A - Wages	22-24

AGREEMENT

This Agreement is entered into on this 14th day of January, 1997, between Portland Public School District Board of Education (hereinafter referred to as the "Employer") and Portland Public School District Employees Chapter of Local #1910, affiliated with Michigan District Council #25, American Federation of State, County and Municipal Employees, AFL-CIO (hereinafter referred to as the "Union").

WITNESSETH

Whereas, the Employer has a statutory obligation, pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with the Union as the representative of its bus drivers with respect to hours, wages, terms and conditions of employment, the parties have reached agreement on all such matters and desire to execute this contract covering such agreement.

ARTICLE 1 RECOGNITION

Pursuant to and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, as amended, the Employer does hereby recognize the Union as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment for the terms of this Agreement of all employees of the Employer included in the bargaining unit described below; excluding substitutes, supervisors; and all other employees of the District.

All regularly scheduled and certified school bus drivers employed by Portland Public Schools, excluding supervisory employees.

A substitute shall be defined as one who works in the place of a regular employee on a temporary basis.

ARTICLE 2 EMPLOYER RIGHTS

A. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Employer, except those which are clearly and expressly relinquished herein by the Employer, shall continue to vest exclusively in and be exercised exclusively by the Employer without prior negotiations with the Union either as to the taking of action under such rights or with respect to the consequence of such action during the term of this Agreement. Such rights shall include by way of illustration and not by way of limitation, the right to:

1. Manage and control the school's business, the equipment, the operations and to direct the

working forces and affairs of the Employer.

2. Continue its rights of assignment and direction of work of all its personnel; determine the hours of work and starting times and scheduling of all the foregoing; the right to establish, modify or change any work or business hours or days.
3. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees, assign work or extra duties to employees within their respective classifications, determine the size of the work force and to lay off employees.
4. Determine the type of services, supplies and equipment necessary to continue its operations and to determine the methods, schedules, and standards of operation; the means, methods and processes of carrying on the work including automation thereof or changes therein, the institution of new and/or improved methods or changes therein.
5. Determine the qualifications of employees, including physical conditions.
6. Determine the number and location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or location or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
7. Determine the placement of operations, production, service, maintenance, or distribution of work, and the source of materials and supplies.
8. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
9. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization.

The exercise of the foregoing powers, rights, duties and responsibilities by the Employer and the adoption of policies, rules, regulations and practices in the furtherance thereof, shall be the exclusive prerogative of the Employer except as otherwise abridged by the express provisions of this Agreement.

ARTICLE 3 UNION SECURITY

- A. Employees covered by this Agreement at the time it becomes effective shall be required as a condition of continued employment to become members of the Union or pay to the Union each month a non-members representation fee.
- B. Employees hired, rehired, reinstated or transferred into the bargaining unit after the effective date of this Agreement and covered by this Agreement shall be required as a condition of continued employment to become members of the Union, or pay to the Union each month a non-members representation fee, for the duration of this Agreement, on or before the sixtieth (60th) day following

the beginning of their employment in the Unit.

C. Employees shall be deemed to be in good standing within the meaning of this section if they are not more than sixty (60) days in arrears in payment of the membership dues or non-members representation fee.

D. The non-member representation fee shall be determined by the Union and shall represent a proportionate share of the cost of negotiating and administering this Contract. The Union shall warrant to the Board of Education, upon their request, the amount of the monthly non-members representation fee.

E. The Board of Education shall not be liable to the Union or any employee for the remittance or payment of any sum other than that constituting the actual deductions made from wages earned by employees in accordance with the authorizations on file with the Board. All refunds claimed for deductions under such dues or non-members representation fees authorizations shall lie solely with the Union and the Union shall agree to hold the Board harmless from all claims of excessive deductions.

F. The Union shall save the Board harmless from any and all costs, including witness and attorney fees, claims, demands, suits and other forms of liability resulting from action taken by the Board in enforcing the provisions of this Article.

G. The Board shall be notified in writing, by the Union, of any member who is sixty (60) or more days in arrears in payment of membership dues or non-members representation fees.

ARTICLE 4 UNION DUES AND INITIATION FEES

A. Payment by Check-off.

Employees shall tender the initiation fee and monthly membership dues and/or representation fees by signing the Authorization for Check-off form.

Check-off forms: During the life of this Agreement and in accordance with the terms of the form of Authorization of check-off of Dues and/or representation fees as hereinafter set forth, the Employer agrees to deduct union membership dues and/or representation fees levied in accordance with the Constitution and Bylaws of the Union and as warranted to the Board of Education in accordance with Paragraph D of Article 3 from the pay of each employee who executes or has executed the following Authorization for Check-off Form:

B. When Deductions Begin.

Check-off deductions under all properly executed Authorization for Check-off of Dues Forms and/or representation fees forms shall become effective at the time the application is signed by the Employee and shall be deducted from the first pay of the month and each month thereafter.

C. Remittance of Dues to Financial Officer.

1. Deductions for any calendar month shall be remitted to such address as designated to the financial officer of Michigan Council #25 AFSCME, AFL-CIO, with an alphabetical list of names and addresses of all employees from whom deductions have been made, no later than ten (10) days following the date on which they were deducted.
2. The Employer shall additionally indicate the amount deducted and notify the financial officer of the Council of the names and addresses of employees, who through a change in their employment status, are no longer subject to deductions and further advise said financial officer by submission of an alphabetical list of all new hires since the date of submission of the previous months remittance of dues.

D. Termination of Check-off.

An employee shall cease to be subject to check-off deductions beginning with the month immediately following the month in which he/she is no longer a member of the bargaining unit. The Local Union will be notified by the Employer of the names of such employees following the end of each month in which the termination took place.

E. Disputes Concerning Membership.

Any dispute arising as to an employee's compliance or non-compliance with paragraph A or B of Article 3, shall be reviewed by the designated representative of the Employer and a representative of the Local Union, and if not resolved may be processed through the grievance procedure, commencing with the third (3rd) step.

Until the matter is disposed of, no further deductions shall be made. The Board of Education assumes no liability for the authenticity, execution or revocation of the authorization form.

ARTICLE 5 CONTRACTUAL WORK

By law, the right of contracting or sub-contracting is vested in the Employer. This right shall not be used for the purpose of undermining the Union nor to discriminate against any of its members.

The parties agree that through the use of special conferences alternatives to contracting and sub-contracting can be explored.

ARTICLE 6 SPECIAL CONFERENCES

By mutual agreement, special conferences may be held during the life of this Agreement between the Union and the Employer, or their designated representative(s). Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall

be presented at the time the conference is requested. Conferences shall be held at a mutually-agreed time and date.

Designated representatives for the purpose of this Article shall be construed to mean employee or non-employee representatives.

The Union representatives may meet at a place designated by the Employer on the Employer's property for one-half (1/2) hour immediately preceding the conference with the representatives of the Employer for which written request has been made.

**ARTICLE 7
UNION REPRESENTATION**

A. Stewards, Alternate Stewards and Union Chairpersons.

The employees covered by this Agreement will be represented by one (1) Steward and one (1) Chapter Chairperson and one (1) Alternate for either office. The Union shall have the exclusive right to appoint such Steward.

1. The Employer will be notified of the names of the Steward, Chapter Chairperson and Alternate who will serve only in the absence of the regular Steward or Chapter Chairperson.
2. As a general rule, the Chapter Chairperson or Steward will investigate and present grievances on his/her own time. However, whenever the Employer requests the presence of the Chapter Chairperson and/or the Steward, or schedules a conference during working hours, the Chapter Chairperson and/or the Steward will be allowed time off without loss of time or pay.

B. Union Bargaining Committee.

1. Employees covered by this Agreement will be represented in negotiations by five (5) negotiating committee members.
2. If bargaining by the parties conflicts with regular work hours, members of the bargaining committee shall suffer no loss of time or pay.

**ARTICLE 8
GRIEVANCE PROCEDURE**

A. A grievance shall be an alleged violation of the express terms of this contract or a dispute over its application. The Chapter Chair and/or Chief Steward may file a grievance on behalf of the Union if the alleged violation effects bargaining unit integrity or the entire bargaining unit.

An alleged violation of any written policy or written rule or condition of employment will be the subject of a Special Conference as described in Article 6.

1. STEP ONE. If an employee feels he/she has a grievance, he/she shall discuss the grievance with the steward. The steward will discuss the grievance with the immediate supervisor. If the matter is not thereby disposed of, it will be submitted in written form by the steward to the immediate supervisor within fifteen (15) working days from the date the grievance occurred.

Written grievances shall be submitted on the standard Michigan Council #25 Grievance Report Form and shall be as complete as possible. The written grievance shall be signed by the grievant or grievants. The immediate supervisor shall answer the grievance in writing within ten (10) working days.

2. STEP TWO. If the grievance has not been settled, it shall be presented in writing and signed by the grievant to the Superintendent within ten (10) working days after the supervisor's response is received. A grievance conference shall be held within five (5) working days if requested by the Union or the Employer. The Superintendent shall respond to the grievance in writing within ten(10) working days from the date received or ten(10) working days from the conference, if held.

3. STEP THREE. If the answer in step two is not satisfactory to the Union, they will within fifteen (15) working days of the Superintendent's answer, serve written notice of appeal to the Superintendent or their designee. The Superintendent, upon receipt of the union's notice of appeal, shall within fifteen (15) work days, arrange a meeting of the parties involved for the purpose of dispute resolution. This meeting shall include at least two representatives of the Board of Education and at least two members of the Union including a representative of Michigan Council 25. Additionally, upon mutual agreement, an impartial third party may be requested to attend.

ARBITRATION

If, at the conclusion of the above meeting, the dispute remains, the Union shall, within thirty (30) calendar days serve written notice to the Employer of its intent to arbitrate the dispute.

In the event the Employer and the Union are unable, within ten (10) working days, to agree on an ad hoc arbitrator, the arbitrator shall be selected by the American Arbitration Association in accordance with their rules and procedures.

The fees and approved expenses of the arbitrator will be paid equally by the parties, except that each party shall assume its own costs for representation including any expense of witnesses.

Witnesses, under this Employer, requested by the Union, shall be released from work for the arbitration.

POWER OF THE ARBITRATOR

The arbitrator shall be empowered to decide disputes about the interpretation or application of the clauses of this Agreement, and about alleged violations of the Agreement. The arbitrator shall have no power to add to, or subtract from, or modify any of the terms of this Agreement, nor shall he/she substitute their discretion for that of the Board of Education or the Union where such discretion has

been retained by the Board or the Union, nor shall he/she exercise any responsibility or function of the Board of Education or the Union, nor shall he/she have the power to establish or change any salary schedules, nor shall he/she have the power to interpret any state or federal laws. However, he/she shall be empowered to reverse or sustain an unjust disciplinary action.

If either party disputes that the matter is not subject to arbitration under the terms of this Agreement, that dispute shall be submitted to an arbitrator as a separate issue. The arbitrator who rules on the Arbitrability of the matter shall be banned from ruling on the merits of the grievance, unless there is mutual agreement of the parties involved.

He/she shall have no authority to award a monetary judgment retroactively to a date earlier than the alleged violation or where there has been no monetary loss.

Any grievances which are similar in nature, may be heard simultaneously by the arbitrator, upon written consent of the Board of Education and the Union.

The decision of the arbitrator shall be final and binding on the employees, the Union and the Board of Education; any decision of the arbitrator shall be implemented forthwith, however the parties retain the right to appeal to a court of competent jurisdiction.

B. The failure of either party to answer or appeal, at any step of the grievance procedure, within the specified time limits, shall be deemed to be settled on the terms of the other party's last answer or appeal. Any grievance may be withdrawn, without prejudice, at any stage of the grievance procedure up to the arbitration level. Any grievance may be withdrawn at the arbitration level, without prejudice, upon mutual consent of the Union and the Board. The financial liability of either party shall be limited to those specified in this Article.

C. The time limits specified herein for movement of grievances through the process shall be strictly adhered to; however, they may be relaxed or extended by mutual written consent of the parties.

D. For purposes of this Article "work days" shall be construed to mean weekdays, excluding Saturday, Sunday and holidays.

ARTICLE 9 DISCHARGE AND SUSPENSION

A. Discipline shall include oral and written reprimands, suspensions, with or without pay, and discharge. Discipline shall be applied in a progressive manner, as applicable. Employees shall not be disciplined in front of other employees, students, or the public.

B. The discharged or suspended employee will be allowed to discuss his/her discharge or suspension with his/her steward and the Employer will make available a meeting room where they may do so. Upon request, the Employer or his designated representative may discuss the discharge or suspension with the employee and the Steward.

The Employer agrees promptly upon the discharge or suspension of an employee to notify in writing the Chief Steward.

The parties agree that grievances involving discharge shall proceed directly to Step 2 of the Grievance Procedure.

C. In imposing any discipline or discharge on a current charge, the Employer shall not take into consideration any prior infractions or disciplinary actions which occurred more than two (2) years prior to the current infraction;

**ARTICLE 10
SENIORITY**

A. All employees shall be on probation for the first thirty (30) active work days of their employment. employees who were subs for at least sixty (60) work days during the preceding twelve (12) month period shall have a probationary period of twenty (20) days.

There shall be no seniority among probationary employees. When employees complete the probationary period, they shall be entered on the seniority list of the unit; and rank for seniority from their last date of hire. Should two or more employees have the same seniority date, their ranking shall be determined by the greatest sum of the last four (4) digits of their Social Security number.

The Union shall represent probationary employees for the purposes of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment as set forth in Article 1 of this Agreement, except discharged, disciplined or laid-off employees for other than Union activity.

B. For the purposes of this Agreement, seniority shall accrue and be applied on a classification wide basis.

C. No time shall be deducted from an employee's seniority due to absences occasioned by authorized leave of absence, vacations, sick or accident leaves, illness or injury covered under workers compensation or periods when school is not in session.

D. The Chapter Chairperson and Steward shall head the seniority list of the unit during his/her term of office for the purposes of layoff and recall.

E. An employee shall lose all accrued seniority for the following reasons;

1. The employee quits, retires or is discharged and the discharge is not reversed through the grievance procedure.
2. The employee is absent for five (5) consecutive days without notifying the employer.
3. The employee obtains a leave of absence under false pretenses.

4. The employee is laid off for a period of two (2) years.

F. Employees will be credited with one years seniority in any school year when they drove one or more days and when they were not absent, except for layoff, for more than six (6) months of the school year. (September - June).

ARTICLE 11 SENIORITY LISTS

The seniority list on the date of this Agreement will show the date of hire, names and job titles of seniority employees of the Unit.

The Employer will provide the Chapter Chairperson with an up-to-date seniority list at the beginning of each school year or within thirty (30) days thereafter upon written request of the Chapter Chairperson.

ARTICLE 12 LAYOFF AND RECALL

It is hereby specifically recognized and agreed that it is within the sole discretion of the Employer to reduce the work force.

A. **LAYOFF PROCEDURE.** In order to promote an orderly reduction in personnel, the following procedure will be used:

1. Probationary employees will be laid off first, provided, however, there is a more senior employee qualified to perform the duties of the position being vacated and/or continued.
2. Thereafter, employees having seniority shall be laid off in the inverse order of their seniority (i.e., the least senior employee on the seniority list being laid off first) provided there is a more senior employee qualified to perform the duties of the position being vacated and/or continued.
3. In situations where there is no senior employee with the qualifications necessary to fill the available position, the more senior employee shall be laid off and the less senior or probationary employee continued in employment.
4. Employees laid off shall be given at least seven (7) calendar days advance notice of the layoff. Such notice shall be by certified mail to the employee's last known address. A copy of the layoff notice shall be given concurrently to the Chapter Chairperson.

When the employer elects to reduce the work force, employees may request, in writing, preferential layoff out of line of seniority. If granted, the employer shall not contest the employees initial eligibility for unemployment compensation. Nothing in this section shall be construed to constitute a waiver of such employees recall rights.

RECALL PROCEDURE. When the work force is increased after a layoff, seniority employees will be recalled on the basis of seniority (i.e., the more senior employee on the seniority list being recalled first), except where the senior employee lacks the necessary qualifications to perform the duties of the open position. Notice of recall shall be sent to the employee at his last official address (as reflected in the Employer's records) by registered or certified mail. If an employee fails to respond with a yes or no decision and/or report for work within five (5) calendar days of receipt of notice of recall or ten (10) calendar days of mailing of notice of recall, whichever is earlier, or fails to notify the Employer of his intent to return on the date specified in the notice, he shall be considered a quit. In proper cases, exceptions may be made. The recall list shall be maintained by the Employer for a period not to exceed two (2) years. Thereafter, an employee shall lose his/her right to recall.

**ARTICLE 13
VACANCIES, PROMOTIONS, JOB POSTINGS & BIDDING PROCEDURES**

A. All jobs within the bargaining unit shall be considered open or vacant if the regular holder thereof has been discharged or has quit or has otherwise been separated from the payroll and such vacated or open position is to be filled on a permanent basis.

B. Any vacancy which is applied for and filled in accordance with the provisions set forth herein shall be deemed a promotion regardless of the rate of pay established for the position.

C. All vacancies or newly created positions within the bargaining unit shall be filled on the basis of qualifications and seniority. All Vacancies or newly created positions in the bargaining unit will be posted for a minimum period of five (5) working days. It is mutually understood that vacancies or newly created positions may be filled on a temporary basis during the posting period and the positions shall be filled within two (2) working days after the posting period provided a qualified applicant has applied. Posting shall set forth the minimum requirements for the position, rate of pay, location (bus run) and the expiration date of the posting. Employees interested shall apply in writing within the five (5) working days posting period. The most qualified and senior employee applying for the position who also meets the position's minimum requirements will be granted a four (4) week trial period to determine his/her ability to perform on the job. At the end of the trial period, either the employee or the employer may request the employee be returned to their former position.

In the event the senior employee is denied the position, reasons for denial shall be given in writing to the Chapter Chairperson with a copy to the employee. The matter may then become a proper subject for the second step of the grievance procedure.

D. The position vacated by a promoted employee shall not be considered to be a vacancy during the four (4) week trial period.

E. If an employee is promoted to a position under the Employer not included in the bargaining unit, and thereafter, within six (6) months, transfers back to a position within the bargaining unit, such employee shall retain all rights accrued prior to the transfer outside the bargaining unit, for purposes of any benefits provided in this Agreement.

F. Prior to the opening of the school year, all routes will be available for bidding on a seniority basis, provided the driver meets the State qualifications necessary. Drivers who are on a paid leave of absence, unpaid leave of absence or on workers compensation shall be allowed to participate in this bidding.

No non-probationary employee shall, as a condition of continued employment, be required to accept more than two (2) runs in the bidding process.

The time for completing a special education run will be established in the two (2) weeks after the fourth Friday count and will be used for all purposes, including compensation. In the event the route is permanently altered by fifteen (15) minutes or more, a new time will be established. The employer agrees to notify the affected driver of any need to alter the established time. It is agreed that, when establishing the route every effort will be made to duplicate the normal route and loading.

Until a permanent time is established, drivers will be paid on the basis of the estimated route time listed on the route posting. Compensation for this period will be recomputed and applied retroactively when the permanent time is established.

If after the last posting/bidding, a regular route becomes permanently changed and the pay classification is changed; or a special education route is permanently changed by more than one (1) hour; the procedure below will apply.

ROUTE IS INCREASED: Route will be reposted and rebid.

ROUTE IS DECREASED: Driver may bump a less senior driver.

All special education runs shall be bid separately and based on seniority. Individuals bidding on such runs shall have successfully completed a six hour training program prescribed by the Director of Special Education prior to such bidding. Training shall be available at least once each year at no cost to the employee. The employee will not be compensated for time in training.

Special education drivers may be required to attend up to three hours of annual training to continue bidding on special education runs. There shall be no cost to the employee and he/she shall be compensated at the special trip rate for actual time spent.

Summer runs shall be posted as soon as possible and no later than seven (7) working days prior to the run and shall be awarded according to seniority unless exceptional circumstances are involved.

All kindergarten runs shall be posted as separate jobs. They shall be bid on separately and may be dropped separately.

Drivers shall be compensated for any time in excess of thirty (30) minutes when a regular run is delayed for reasons over which the driver has no control. Such compensation shall be at the Special Trip rate and further, if a driver is unable to take the second half of a back-to-back run they shall be compensated at least the amount of the second run.

G. If a regular driver is expected to be gone for four (4) working days or more, the most senior available driver shall be allowed to fill the position as a substitute for the duration of the absence. If this action creates another vacancy the employer may fill the vacancy with a substitute driver.

H. There will be a job description of each bus route available to the bus drivers in the transportation office.

I. The employer has the right to develop, establish and initiate new positions, including rates of pay. If the Union believes that such positions should be within the bargaining unit they may request a special conference to discuss the matter. If the matter cannot be resolved it may be submitted to the Michigan Employment Relations Commission. If the position is determined to be within the bargaining unit the parties shall negotiate the applicable portion of the contract as they apply to that position, including rate of pay.

J. The definition of "Route" shall be a position posted by the employer. A route may consist of two (2) or more runs. The composition of a route is determined by the employer at the time of posting. Employees may bid on a combination of routes provided the times do not conflict. A "Run" is defined as each occasion when a bus transports students.

K. There will be no splitting of routes. If the employer or Union believe that there is an unusual circumstance that may necessitate the splitting of a route it shall be the subject of a Special Conference. The split will only be allowed if the parties agree in writing. Any such agreement will not set a precedent and each case will be decided solely on its own merits.

ARTICLE 14 UNPAID LEAVES OF ABSENCE

A. **FAMILY & MEDICAL LEAVES:** Once each twelve (12) months, an employee, who has worked for the employer at least one (1) year and for at least 1,250 hours over the previous twelve months, shall be granted a leave of up to twelve (12) weeks for the following reasons:

1. Birth and post natal care of a child.
2. Placement of a child with the employee for adoption or foster care.
3. For a serious health condition that makes the employee unable to perform their job function.
4. To care for a spouse, son, daughter, or parent of the employee who suffers from an illness, injury, impairment, or physical or mental condition that involves inpatient care at a hospital, hospice or residential medical care facility; or continuing treatment by a health care provider.

Employees must exhaust all paid leaves available to them before being eligible for an unpaid family or medical leave.

During family and medical leaves, as defined above, the employer agrees to contribute to the employee's health coverage under the group health plan at a level equal to the level prior to the commencement of the leave.

Extensions of family and medical leaves may be granted not to exceed one (1) year. However, when leaves are extended beyond twelve (12) weeks the employee will be responsible for the continuation of premiums into group health plans.

B. With advance approval of the employer, an unpaid leave of absence for periods not to exceed one (1) year may be granted for the following reasons:

1. Serving in any elected or appointed position, public or union.
2. For training related to an employee's regular duties in any approved educational program.
3. Personal leave.

C. Except in cases where advance notice would not be possible, requests for leave shall be submitted in writing and on a form supplied by the employer not less than thirty (30) days prior to the date the employee desires to commence such leave.

D. Extensions to the above unpaid leaves may be granted by the Board.

E. Employees shall maintain seniority accumulated while on any leave of absence, but shall not accrue seniority while on unpaid leave of absence.

F. Leave of absence shall be without compensation, sick leave accumulation, accumulation of other benefits and fringe benefits, except for medical insurance coverage as defined in Section A, above.

G. Returns from leaves shall be handled as follows:

1. Drivers returning from a leave (or extension) of twelve (12) weeks or less shall be returned to their previously held position or one of equivalent pay and benefits and other conditions of employment.
2. Drivers returning from a leave (or extension) of more than twelve (12) weeks shall be returned to regular position.

ARTICLE 15 PAID LEAVES

A. Annual Leave as described in this Article shall be paid leave.

B. At the beginning of each school year, each employee shall be credited with eleven (11) days of annual leave.

The term "days" shall include the same number and type of trips as does the employee's regularly-scheduled day.

C. Annual Leave may be used by the employee for the following reasons:

1. Personal illness or disability, including maternity.
2. During or following the hospitalization of a member of the immediate family, as defined in Section H of this Article.
3. Up to four (4) days per year for the conduct of personal business, but not vacation or recreation.
4. For receiving pay for a day, or days, when employee's services are not required due to a holiday, act of God, inservice days, or any other week day(s) during the school year that school is not in session.

D. Except in the case of emergency, the employee shall give the immediate supervisor forty-eight (48) hours written notice of their intent to use Annual Leave and shall state, in general terms, the reason for the use.

E. Unused Excused Leave may be accumulated to a maximum equal to eighty (80) workdays.

F. Any employee who is summoned for jury duty and as a result is unable to work all or part of their normal workday shall suffer no loss of pay. The employee shall advise the Board of any compensation he/she shall receive from the court, excluding reimbursement for travel and related expense. The employee shall be paid the difference between their regular gross pay and the court compensation. Such leave for jury duty shall not be deducted from Annual Leave.

G. Any employee who is requested to appear as a witness in a court case involving the school district and at the request of the school attorney or is requested and/or approved to attend an educational conference by their supervisor, shall not suffer a loss of pay and such time shall not be deducted from their accumulated Annual Leave.

H. Up to five (5) days in the event of a death in the immediate family which necessitates the employee's absence from work, without loss of pay and without deduction from Excused Leave.

Additional time may be granted by the Superintendent in extenuating circumstances or where extensive travel is required. Such time will be without pay or deducted from Excused Leave.

Immediate family shall be defined as parents, brother, sister, spouse, child, grandchild, grandparents, brother-in-law, sister-in-law, legal guardian, mother-in-law, father-in-law, son-in-law, daughter-in-law of the employee or, at the Superintendent's discretion, any other person. Denial of funeral leave shall be subject to the grievance procedure.

I. All unused paid leave accumulated by an employee shall be paid to him/her or his/her beneficiary upon his retirement, death, or resignation; but not discharge or layoff, as follows:

1. After ten (10) years continuous employment one-third (1/3) normal rate.
2. After fifteen (15) years continuous employment one-half (1/2) normal rate.

J. On days when school is not in session due to inclement weather and those days, by statute, do not have to be made up, the employer agrees to pay each employee his/her regular pay provided he/she was scheduled to work that day.

On other inclement weather days the employee may use excused leave, if available, so as not to suffer a loss of pay.

K. All employees shall receive pay for a normal workday, even though no work is performed, for the following Holidays:

New Years Day, Good Friday, Memorial Day, Fourth of July (Applies only to drivers of a regular run whose schedule encompasses the Fourth of July), Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day and New Years Eve Day.

1. If any of the listed Holidays shall fall on a Saturday, the employee shall be entitled to the proceeding Friday as a Holiday. If any of the listed Holidays shall fall on a Sunday, the employee shall receive the following Monday as a Holiday.
2. Should an employee be requested to work on a listed Holiday, he/she shall receive another, mutually agreeable day as a Holiday.

ARTICLE 16 INSURANCE

A. The employer agrees to furnish all regularly-scheduled bus drivers with \$15,000 group term life insurance.

B. Effective April 1, 1997 the Employer shall implement and maintain an Employee Benefit Plan under Section 125 of the Internal Revenue Code.

Annual administrative costs of the plan shall be paid by the Employer, however any bargaining unit member who participates in the Health Care Reimbursement Plan and/or the Dependent Care Assistance Plan shall pay an annual administrative fee of \$15.00, which is deductible from their account(s).

The Employer shall contribute a monthly amount based upon the following formula:

(1) BASE AMOUNT:

	0-2 Years	2-5 Years	More Than 5 Years
2/1/97 - 6/30/97	203.00	221.00	241.00
7/1/97 - 6/30/98	208.00	227.00	247.00
7/1/98 - 6/30/99	213.00	232.00	252.00

If the Employee is taking the Blue Cross/Blue Shield insurance offered through the plan, the base amount will be 100% of the applicable base amount above.

If the Employee is not taking the Blue Cross/Blue Shield insurance offered through the plan, the base amount shall be 75% of the applicable base amount above.

(2) FORMULA:

An Employee whose Normal Workday is seven (7) or more hours they will receive the base amount computed above for the months when work is actually performed.

An Employee whose Normal Workday is less than seven (7) hours shall receive the above computed base amount, divided by 7, times the number of hours in a Normal Workday for the months when work is actually performed.

(3) EMPLOYEE CONTRIBUTIONS:

Employees, subject to the terms of the plan and Section 125 of the Internal Revenue Code, may make "pre-tax" contributions to the plan to pay for the Benefits selected.

(4) BENEFITS

Employees may elect to use the Employer and Employee contributions for the following benefits:

1. Blue Cross/Blue Shield Medical Insurance (Comprehensive with D45NM, IMB, CC, DCCR, COB-2, MVF-1, ML, OB,FAE,VST, CLC, RM, RP, DC, CB-2, Master Medical #4, and \$1.00 Drug Deductible).
2. MASB/SET Group Term Life Insurance (Employee).
3. MASB/SET Dependent Term Life Insurance (Section 132).
4. MASB/SET Short Term Disability Insurance.
5. MASB/SET Long Term Disability Insurance.
6. MASB/SET Survivor Income Insurance.
7. MASB/SET Supplemental Hospitalization Insurance.

8. Health Care Reimbursement Account.
9. Dependent Care Assistance Account (\$5,000 Maximum).
10. Blue Cross/Blue Shield Preferred Dental 50/50/50, MBL 800.00
11. Blue Cross/Blue Shield Vision Plan A-80

The bargaining unit must meet any group participation requirements of any insurance policy listed above.

(5) PLAN PROVISIONS

The provisions of the "plan document" and "summary plan document", in accordance with Internal Revenue Service and ERISA regulations shall be controlling.

C. The insurance and dental reimbursement (pro-rated) provisions of the 1993-96 contract shall continue in force until the effective date of this plan.

D. A "Normal Workday" shall be based on the number of hours credited for Michigan Public School Employee Retirement contributions, for any assignment which lasts thirty (30) or more consecutive calendar days.

E. Employees who retire from the school system may, at their own expense, purchase the above coverage, which are available to retirees, at the group rate.

**ARTICLE 17
SPECIAL TRIPS**

A. By noon on Monday and noon on Thursday of each week, the employer shall provide the Chapter Chair and/or Chief Steward with all available Special Trip requests, pertinent information regarding any emergency trip assignments that occurred during that period and copies of trip sheets for the previous week. By noon on Tuesday and Friday of each week, the Union will advise the Transportation Supervisor, or his designee, of the name of the driver assigned to each trip. Each special trip request shall contain all pertinent information about the trip. Emergency trips may be assigned by the Transportation Supervisor.

B. There is a two (2) hour minimum for canceled trips if the drivers are not contacted before reporting to their bus, provided that the driver was available by telephone. If the trip is postponed, the scheduled driver will retain the right to the trip when rescheduled.

C. There is a one (1) hour minimum for special trips made in conjunction with a regular daily run.

D. There is a two (2) hour minimum for all special trips not in conjunction with a regular daily run.

E. Any driver who loses their regular run(s) shall receive a three (3) hour minimum or the amount of their regular run(s), whichever is greater.

Drivers will not be allowed to take special trips which interfere with their regular runs during the first week of school, except with the permission of the transportation supervisor.

F. Drivers must complete their probationary period as specified in Article 10 before they are allowed to drive special trips.

G. Fifteen (15) minutes is required for show time before each special trip.

H. The drivers of special buses must clean their buses at the end of their trip.

I. No drivers will be allowed to make an all day type special trip without a reasonable rest period after completing their regular shift at their main job.

J. Drivers shall be paid their actual waiting time at the special trip rate when the opening of school is delayed due to unsafe driving conditions.

K. A "shuttle run" shall be defined as the transportation of students within the City of Portland, which is not part of a normal daily bus run. Compensation shall be for actual time spent on a shuttle at the extra trip rate with a minimum time of fifteen (15) minutes for each shuttle, excluding pre-trip and cool down (if not in conjunction with a regular run).

L. All special trips that require the use of a school bus, shall be driven by a qualified school bus driver.

ARTICLE 18 RETIREMENT

It is understood that the employees covered by this Agreement are included in the definition of Public School Employee as provided by Act 136 of the Public Acts of Michigan 1945, as amended and thereby are qualified to participate in the Public School Employees' Retirement System. It is agreed that employee and employer contributions to the system as well as benefits received by retiring employees shall be governed solely by applicable laws of the State of Michigan.

ARTICLE 19 EMPLOYEE PROTECTION

A. All employees shall be covered by the Employer's general liability and umbrella liability policies, subject to the terms and conditions thereof.

B. All employees shall be covered with workers compensation insurance for work-related injuries and sickness, subject to the terms and conditions of the policy and the applicable laws of the State of Michigan.

C. Any case of employment-related assault upon an employee, during working hours or arising out of an employment situation, shall be immediately reported to the Superintendent of Schools. The

employer shall provide legal counsel to advise the employee of his/her rights and obligations in connection with the handling of the incident by law enforcement and criminal judicial authorities.

When an employee is requested by proper authorities to participate in the investigation or prosecution of any incident, he shall not suffer any loss of pay or benefits.

**ARTICLE 20
RATE FOR NEW JOBS**

When the Employer creates a new bargaining unit classification, the Union will be notified prior to the first work day of the new position. In the event the Union does not agree that the rate of pay assigned is proper, the matter shall be subject to negotiations.

**ARTICLE 21
NEGOTIATING PROCEDURES**

A. At the request of either party, negotiations shall commence not earlier than January 1, 1999, for the purpose of negotiating a successor Agreement. If neither party requests negotiations as indicated above, this Contract shall be extended for one (1) year.

B. Sufficient copies of the Agreement shall be printed and presented to all employees now employed and hereafter employed by the Board of Education. The cost of reproducing the Agreement shall be shared equally by the Board of Education and the Union.

**ARTICLE 22
MISCELLANEOUS**

A. The Union and the Employer recognize that strikes and other forms of work stoppages by employees are contrary to law and public policy. The Union and the Employer subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Union, therefore, agrees that its officers, representatives and members shall not authorize, instigate, cause, aid, encourage, ratify or condone, nor shall any employee take part in any strike, slowdown or stoppage of work, boycott, picketing or other interruption of activities in the school system.

B. The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

C. Employees will be required to attend staff meetings, as called by the Employer. Employees shall be paid a one (1) hour minimum, at the special trip rate, for attendance.

D. The union shall appoint a member to serve as its representative on the employers District Safety Committee.

E. The employer agrees to abide by applicable federal and state laws with regard to the payment of overtime.

F. Drivers who are required to attend meetings to maintain bus driver certification will be paid at the special trip rate for class hours, but not meal time or driving time. The employer will provide transportation to such meetings.

G. Drivers shall be furnished a copy of all bus repair sheets submitted to the mechanics by the driver at the time they are reported. Once the repairs are made notification of the repairs will be given to the driver. Such notification shall include the date of the repairs.

H. Drivers shall be responsible for cleaning windows, lights, lettering and the interior of the bus.

The supervisor shall determine which busses are to be washed and shall notify the Chapter Chair or Chief Steward each morning. The Chapter Chair or Chief Steward shall assign bus washing to bargaining unit members on an equitable basis. The Chapter Chair or Chief Steward shall notify the supervisor of completed buses. Drivers who wash buses shall be paid Eight (\$8.00) Dollars per bus.

I. The Board shall furnish each driver with a personal mailbox for messages, personal mail and payroll checks/receipts.

J. Drivers will suffer no loss of pay due to mandated drug and alcohol testing.

K. The Board shall pay the cost of the CDL license endorsement and required schooling and up to \$65.00 for mandated physicals.

L. Upon the request of an employee, the Union or the Employer, the parties will meet and discuss the need of a voluntary exchange reassignment for any reason. Such exchange reassignment may be accomplished upon mutual agreement of the employees involved, the Union and the Employer.

M. During the Summer months, if the employer intends to hire temporary summer help, members of this bargaining unit shall be given consideration. Ultimate hiring decisions are the sole discretion of the employer.

ARTICLE 23 UNION ACTIVITIES

A. The Union and its representatives shall have the right to use the Board buildings at all reasonable hours for meetings which do not interfere with the assigned functions of the regular program, with the

advance approval of the building principal. The Union shall pay any additional custodial costs incurred.

B. The Union shall have the right to distribute its material to Union members so long as such distribution in no way interferes with the operation of the schools or the work assignments of the members.

C. The Employer will provide the Union with space on a bulletin board in the bus garage which may be used by the Union for posting notices pertaining to Union business.

In the event a dispute arises concerning the appropriateness of material posted on the bulletin board, the Chapter Chairperson will be advised by the Superintendent of the nature of the dispute and the notices in question will be removed by the Union from the bulletin board until the dispute is resolved.

**ARTICLE 24
DURATION OF AGREEMENT**

This Agreement shall be effective as of July 1, 1996 and shall continue in full force and effective for three (3) years and shall expire at 12:00 midnight, June 30, 1999.

This Agreement may be extended by written agreement between the parties, but shall not be extended orally.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed on the day and year first written above.

FOR THE UNION:

[Signature]
Sally D. Kehler
[Signature]
[Signature]

FOR THE EMPLOYER:

Maureen Mallace
[Signature]
Cindy Johnson

ARTICLE 25
APPENDIX A - WAGES

1996/97

REGULAR RUNS	LESS THAN 2 YEARS	2-5 YEARS	MORE THAN 5 YEARS
SHORT RUN Up to 20 Miles	14.47	15.10	15.64
STANDARD RUN 20 to 30 Miles	16.88	17.38	18.00
LONG RUN 30 to 35 Miles	18.87	19.42	20.06
EXTRA LONG RUN 35 Miles +	19.81	20.39	21.06
EXTRA TRIP/ SHUTTLE RATE	10.43 Per Hour		

SPECIAL EDUCATION	START	AFTER 1 YEAR	AFTER 2 YEARS	AFTER 3 YEARS	AFTER 4 YEARS
RATE PER HOUR	10.96	12.58	13.87	15.26	16.77

LONGEVITY	RATE
After 10 Years	1 %
After 12 Years	2%
After 14 Years	3%

ARTICLE 25
APPENDIX A - WAGES

1997/98

REGULAR RUNS	LESS THAN 2 YEARS	2-5 YEARS	MORE THAN 5 YEARS
SHORT RUN Up to 20 Miles	14.62	15.25	15.80
STANDARD RUN 20 to 30 Miles	17.05	17.56	18.18
LONG RUN 30 to 35 Miles	19.06	19.62	20.26
EXTRA LONG RUN 35 Miles +	20.01	20.60	21.27
EXTRA TRIP/ SHUTTLE RATE	10.54 Per Hour		

SPECIAL EDUCATION	START	AFTER 1 YEAR	AFTER 2 YEARS	AFTER 3 YEARS	AFTER 4 YEARS
RATE PER HOUR	11.07	12.71	14.01	15.41	16.93

LONGEVITY	RATE
After 10 Years	1 %
After 12 Years	2%
After 14 Years	3%

ARTICLE 25
APPENDIX A - WAGES

1998/99

REGULAR RUNS	LESS THAN 2 YEARS	2-5 YEARS	MORE THAN 5 YEARS
SHORT RUN Up to 20 Miles	14.69	15.33	15.88
STANDARD RUN 20 to 30 Miles	17.13	17.64	18.27
LONG RUN 30 to 35 Miles	19.15	19.71	20.36
EXTRA LONG RUN 35 Miles +	20.11	20.70	21.38
EXTRA TRIP/ SHUTTLE RATE	10.59 Per Hour		

SPECIAL EDUCATION	START	AFTER 1 YEAR	AFTER 2 YEARS	AFTER 3 YEARS	AFTER 4 YEARS
RATE PER HOUR	11.12	12.77	14.08	15.49	17.02

LONGEVITY	RATE
After 10 Years	1 %
After 12 Years	2%
After 14 Years	3%

To: Members of AFSCME Transportation Chapter, Local
1910
Fr: Charles Dumas
Re: Ability to Convert 75% of Base Amount of Offered
Insurance Plan to Taxable Cash
Date: May 28, 1997

MEMORANDUM

In response to concerns expressed by your membership, this Superintendent and the Board of Education do hereby grant your request to allow those who choose not to enroll in the Blue Cross/Blue Shield insurance plan to receive 75% of the applicable base amount as taxable cash. If you elect to place part or all of this amount in an approved tax-sheltered annuity, the district will cooperate with your request, as per board policy.

Anyone interested in taking advantage of this opportunity should contact Mr. Joe Rich or Mr. Tom Buck of Benefit Management Corporation at 200 West Bridge Street, at your earliest convenience, to amend your initial application for benefits under the new cafeteria plan.

This option shall remain in effect throughout the life of the recently negotiated master agreement.

CD:slh

cc: Board Members
Joe Rich

From the desk of...

Charles V. Dumas, II
Superintendent
Portland Public Schools
1100 Ionia Road
Portland, MI 48875

517-647-4161
Fax: 517-647-2975

