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6/30/2000

MASTER AGREEMENT

between the

**THE WILLIAMSTON COMMUNITY SCHOOLS
BOARD OF EDUCATION**

and

**THE INTERNATIONAL UNION OF OPERATING ENGINEERS
LOCAL 547, AFL-CIO**

for the

TRANSPORTATION UNIT

Covering the period

July 1, 1998 to June 30, 2000

Williamston Community Schools

THE UNIVERSITY OF CHICAGO
LIBRARY
540 EAST 57TH STREET
CHICAGO, ILL. 60637

**Master Agreement Between the
Williamston Board of Education
and the
International Union of Operating
Engineers, Local 547, AFL-CIO
for the
Transportation Unit**

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AGREEMENT

BETWEEN

THE WILLIAMSTON COMMUNITY SCHOOL

AND

THE INTERNATIONAL UNION OF OPERATING ENGINEERS
LOCAL #547, 547A, 547B, 547C, AND 547H AFL-CIO

TRANSPORTATION AGREEMENT

1998-99 & 1999-2000

ARTICLE I

PURPOSE

It is the purpose of this agreement to promote and insure harmonious relations, cooperation, and understanding between the board and the employees covered hereby, to insure true collective bargaining and to establish standards of wages, hours, working conditions, and other conditions of employment.

ARTICLE II

UNION RECOGNITION, AGENCY SHOP; CHECK-OFF

Section 1. Union Recognition

The union shall be responsible for maintaining a due process procedure for non-members to determine how their fee is utilized and to provide the non-member an expeditious and impartial hearing regarding any objections. The Union shall provide a copy of said procedure to the employer upon request.

- (a) The board hereby recognizes the union as the sole and exclusive bargaining agent of the employees covered by this Agreement for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment.
- (b) The term "employee" as used herein shall include all regularly scheduled bus drivers, but excluding the transportation supervisor, mechanics, special education drivers, substitutes, and all other certified and noncertified employees.

Section 2. Agency Shop

- (a) All employees employed in the bargaining unit, or who become employees in the bargaining unit, who are not already members of the union, shall within thirty (30) working days of the effective date of this provision or within sixty (60) working days of their date of hire by the board, whichever is later, become members, or in the alternative, shall, within sixty (60) working days of their date of hire by the board, as a condition of employment, pay to the union a service charge in an amount equal to the regular monthly dues uniformly required of board employees who are members of the Union.
- (b) An employee who shall tender or authorize the deduction of membership dues or (service fees) uniformly required as a condition of acquiring or obtaining membership in the union shall be deemed to meet the conditions of this article so long as the employee is not more than sixty (60) calendar days in arrears of payment of such dues (or fees).

- (c) Employees who fail to comply with the conditions of this Article shall be discharged by the board within thirty (30) calendar days after receipt of written notice of such default is delivered to the board by the union.
- (d) If any provision of this Article is deemed invalid under federal or state law, such provision shall be modified to comply with the provisions of said federal or state law.
- (e) The Union agrees that it will make membership in the union available to all employees covered by this Agreement on the same terms and conditions as are generally applicable to other members of the union.
- (f) In the event that the union refuses to accept any person so hired as a member, said person may continue in employment by paying the regular monthly service fees.

Section 3. Check-Off

- (a) The board agrees to deduct from the pay of each employee the initiation fee, union dues, or service fees in which case the service fee shall be equal to the regular monthly union dues of the union, provided that written authorization signed by the employee is presented to the board by the union. Said initiation fee, union dues, or service fees will be deducted from the first (1st) payroll each month for ten (10) months and remitted to the financial secretary of the union within two (2) weeks after the first (1st) payroll of each month. The board shall not be required to make any check-off for initiation fees, union dues, or service fees if the employee's pay is not sufficient to cover initiation fees, union dues, or service fees in any pay period. Authorization shall continue in effect from year to year unless revoked in writing between August 1, October 1, of any year.
- (b) Such initiation fees, union dues, or service fees as and when deducted shall be accounted for separately in the board's general fund.
- (c) The union agrees to indemnify and save the board and including each individual school board member, harmless against any and all claims, demands, costs, suits, or other forms of liability including back pay, all court or administrative costs that may arise out of or by reason of action taken by the board for the purpose of complying with this Article.

ARTICLE III

NON-DISCRIMINATION

The board and the union both recognize their responsibilities under federal, state, and local laws pertaining to fair employment practices involved in the area of civil rights. Accordingly, both parties reaffirm by this Agreement the commitment not to discriminate against any person or persons because of race, creed, color, religion, sex, age, or national origin.

ARTICLE IV

VISITATION

Upon request by the union, consent of the employer, and the presentation of proper credentials, officers or accredited representatives of the union shall be admitted onto the board's premises during working hours for the purpose of ascertaining whether or not this Agreement is being observed by the parties, or for assisting in the adjusting of grievances, provided said visitation shall not disrupt orderly operations.

ARTICLE V

STEWARDS

- (a) The employees will be represented by a chief and an alternate steward, who shall be chosen or selected in a manner determined by the employees and the union, whose names shall be furnished to the board in writing by the union.
- (b) Arrangements will be made to allow the chief or alternate steward time off with pay for the purpose of investigating grievances and to attend grievance and negotiating meetings upon approval of the immediate supervisor.
- (c) The chief and the alternate stewards shall be deemed to head the seniority list for the purpose of layoff and recall only, provided they are qualified to do the required work. Upon termination of their terms they shall be returned to their regular seniority status
- (d) The chief steward shall be supplied the following information within hired employee's first (1st) week of employment: name, date of hire, social security number, address, and assignment.

ARTICLE VI

RIGHTS OF EMPLOYER

Section 1.

Nothing contained herein shall be considered to deny or restrict the board of its rights, responsibilities, and authority under the laws of the State of Michigan and of the Federal Government of the United States. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the board, except those which are relinquished, within the terms of this Agreement, by the board, shall continue to vest exclusively in and be exercised exclusively by the board. Such rights shall include, by way of illustration and not by way of limitation, the right to:

- (a) Manage and control its business, its equipment, and its operations and to direct the working forces and affairs of the board.

- (b) Continue its right, policies, and practices of assignment and direction of its personnel, determine the number of personnel and scheduling of all the foregoing, and the right to establish, modify, or change any work or business or school hours or days.
- (c) Direct the working forces, including the right to hire, promote, suspend, and discharge employees, transfer employees, assign work or duties to employees, determine the size of the work force, and to layoff employees.
- (d) Adopt reasonable rules and regulations.
- (e) Establish qualifications and then determine qualifications of the employees.
- (f) Determine the size of the management organization, its functions, authority, amount of supervision, and table of organization provided that the board shall not abridge any rights from employees as provided for in this Agreement.
- (g) Establish course of instruction and in-service training program for employees and to require attendance at any workshop, conference, etc., deemed necessary by employer.
- (h) Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
- (i) Continue the right to determine job content.
- (j) Determine all methods and means to carry on the operation of the schools.
- (k) Continue to have exclusive right to establish, modify, or change any condition except those covered by provisions of this Agreement.

Section 2.

The exercise of the foregoing powers, rights, authority, duties, and responsibilities of the board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the terms of this Agreement and then only to the extent such terms hereof are in conformance with the laws of the State of Michigan, and the laws of the United States.

Section 3.

The matter contained in this Agreement and/or the exercise of any such rights of the Board are not subject to further negotiations between the parties during the term of this Agreement, except as wherein such rights have been granted within a specific Article or Section of the Agreement.

ARTICLE VII

SAFETY

The board will take reasonable measures in order to prevent and eliminate any present or potential job hazards which the employees may encounter at their places of work in accordance with the provisions of the Occupational Safety and Health Act, state, and local regulations.

Upon consulting with the transportation supervisor, there shall be no disciplinary action taken against a driver who refuses to drive a bus identified unsafe by the driver and verified by the bus mechanic and transportation supervisor. Other buses will be made available to complete assignments. In the event that the transportation supervisor directs the driver to drive what is felt by the driver to be an unsafe bus, such directive shall be given to the driver in writing, by the transportation supervisor, prior to the time the driver is scheduled to drive.

ARTICLE VIII

JURISDICTION

Persons not covered by the terms of this Agreement shall not perform work covered by this Agreement except for the purposes of instructional training, experimentation, emergency situations, or when a small number of students, not to exceed 16 who could ride within the mini-van, who need transportation to and from athletic events and/or extra-curricular activities. The administration may utilize a bus and driver for a small number of students when the administration determines that the use of a school bus is necessary.

ARTICLE IX

CONTRACTUAL WORK

The right of contracting or subcontracting is vested in the board. The right to contract or subcontract shall not be used for the purpose of undermining the union, nor to discriminate against any of its members, nor shall the use of contracting or subcontracting result in the reduction of the present work force as is now in effect, nor in the event of the extension of service shall contracting or subcontracting be used to avoid the performance of work covered under this Agreement.

ARTICLE X

SENIORITY

- (a) A newly hired employee shall be on a probationary status for sixty-(60) working days, taken from and including the first day of employment. If at any time prior to the completion of the sixty (60) working days probationary period, the employee's work performance is unsatisfactory, the employee may be dismissed during this period by the board, without appeal by the union. Probationary employees who are absent during the first sixty (60) working days of employment, shall work additional days equal to the number of days absent, and such employee shall not have completed his probationary period until these additional days have been worked.
- (b) Upon satisfactory completion of the probationary period, the employee's seniority date shall be retroactive to date of employment.
- (c) Employees shall be laid off and recalled according to their seniority within classification.
- (d) An employee will lose their seniority for the following reasons:
 - 1. The employee resigns
 - 2. The employee is discharged for cause, and such discharge is not reversed through the grievance procedure.
 - 3. The employee retires.
- (e) Seniority shall continue to accumulate within the bargaining unit for an employee who transfers to a supervisory position, with that employee having the right to exercise their seniority and return to the bargaining unit in the event that the employee vacates their supervisory position.
- (f) One (1) seniority list shall be furnished to each employee covered by this Agreement, with a copy to the union, on or about October 1st of each year. Such list shall contain each employee's name, date of hire, and assignment.

ARTICLE XI

VACANCIES

- (a) The transportation supervisor shall schedule a voluntary meeting with all of the employees covered by this Agreement by no later than one (1) week prior to the start of the school calendar year. The transportation supervisor shall notify all of the employees at this meeting as to the vacancies that have occurred since the conclusion of the previous school year. The employees who are at this meeting, plus any employees who have submitted their written bid for such vacancies prior to the meeting, shall then have the right to have their bids received for all such vacancies or new runs. The transportation supervisor shall then fill all such vacancies or new runs from among those employees who have submitted their bid for such vacancies or new runs, with preference given to seniority as a regular driver, with the transportation supervisor to make such decision from among those applying employees. In the event that the transportation supervisor does not award the vacancy or new run to the most senior applying employee, the transportation supervisor shall furnish such employee the written reason or reasons as to why such senior employee was not awarded the vacancy or new run, with that employee having the right to grieve such decision through the grievance procedure.
- (b) Any bus driver driving a regular run or runs at the conclusion of the previous school year, and such driver does return to drive for the start of the new school year, shall return to the run or runs that they drove the previous school year, unless such employee does bid on any vacancy that has occurred and is awarded the vacancy, or when a run or runs are rerouted, at the beginning of the school year whereupon all runs shall be posted for bid and awarded with preference given to seniority. The transportation supervisor shall also fill all vacancies that occur as the result of a driver bidding on a vacancy, or new run, with preference given to seniority as a regular driver, as specified under Section (a) of this Article. Those vacancies that have occurred due to the bidding, and awarding of a vacancy or new run, will also be filled at the scheduled meeting one (1) week prior to the start of the school calendar year.
- (c) In the event that additional vacancies occur, or new runs are established after the start of the school calendar year the Board and the Union agree, for purposes of safety to the students, the newly hired individual will take the open route and continue in that position until the end of that year. The posting procedure as listed below will be implemented but the physical change of the routes will not take place until the start of the next school year. All such vacancies shall be posted on the employee's bulletin board within five (5) working days from date of the vacancy, or the establishment of the new run, and the employees shall be given five (5) working days time in which to make application to fill the vacancy or new run. Preference shall be given to the senior employee who bids on such vacancy or new run, based on the procedure as specified in Section (a) of this

Article. Any remaining vacancies, which have occurred as a result of the original vacancy, and the filling of such vacancy, shall be filled on the same basis as the original vacancy, until all regular drivers have had the right to bid on all subsequent vacancies.

- (d) All vacant or newly created bus runs are to be advertised or posted in the following manner: The type of run, the starting date, the rate of pay, starting time, and the approximate driving time.
- (e) Temporary vacancies are deemed temporary as long as the regular employee is off the job, but is due or scheduled to report back to their regular assignment. When and if it is determined that the regular driver will not be returning to their assignment, those runs will then be considered to be vacant, and will be filled as specified in Section (c) of this Article.
- (f) Kindergarten runs shall be bid at the beginning of each school year.
- (g) When a regular kindergarten driver is absent, that run shall be offered to the first kindergarten driver's alternate. If the first alternate driver is unavailable, that kindergarten run shall be offered to the next available member of the pool of kindergarten driver alternates. If no such driver is available, the run will then be offered to the next available highest seniority regular drivers.

ARTICLE XII

ELIMINATION OF A BUS RUN

In the event that the board determines that it is necessary to eliminate either a run or a route, the affected employee or employees shall have the right to exercise their seniority and displace a lesser seniority driver. The employee whose run or route is eliminated or who is bumped by a more senior driver, and does not have enough seniority to displace another driver, shall be laid off.

ARTICLE XIII

DISCIPLINE DISCHARGE

- (a) Dismissal, suspension, and/or other disciplinary action shall be only for just and stated causes with a copy sent to the union. The employee shall have the right to defend themselves against any and all charges.
- (b) The employer will follow a policy of progressive discipline subject to "(c)" below which includes verbal warning, written warning, reprimand, suspension, and discharge as a last resort.

- (c) The point of initiation of any disciplinary action may be determined by the severity of the employee's behavior.
- (d) Warnings and reprimands shall be discussed privately between the employee and the administrator, except when either party requests the presence of an Association and/or administration representative.
- (e) When the board feels that disciplinary action is warranted, such action must be initiated within five (5) working days from the date of the occurrence of the condition giving rise to the action, or within five (5) working days of the date it is reasonable to assume that the board became fully aware of the conditions giving rise to the discipline.
- (f) Notice of Discharge, Suspension, or Discipline: The board agrees that upon discharge, suspension, or discipline of any employee to notify the employee and the union, in writing, of the discharge, suspension, or discipline within three (3) working days of said action.
- (g) Factors causing disciplinary Action and/or Discharge: Some of the factors causing suspension, dismissal, and/or any other disciplinary action, but not limited to, are as follows:
 - 1. Absence for one (1) Working day without proper notification to the board, and without a good and sufficient reason.
 - 2. Repeated and chronic tardiness.
 - 3. Failure to return to work from an authorized leave of absence at the agreed upon date without just and sufficient reasons and the employee is physically unable to return from such leave, and does not notify the board of the fact, shall be considered a voluntary resignation.
 - 4. Willful insubordination.
 - 5. Incompetence in work performance.
 - 6. Conduct unbecoming of a public employee.
 - 7. Conviction of a felony or circuit court misdemeanor.
 - 8. Conviction of any misdemeanor involving moral, turpitude, or theft, conversion, embezzlement, intentional destruction or damage to property of the board.
 - 9. Failure to return to work when recalled from layoff as set forth in the recall procedure. In proper cases, exceptions shall be made.
 - 10. Under the influence of intoxicants or controlled substances on board property, or while on the job.

11. Consumes or sells intoxicants or controlled substances on board property.
12. Steals board property.
13. Duplicates school district issued keys without proper authorization.
14. A driver will subject themselves to immediate separation when they accumulate the state mandated maximum number of points.

ARTICLE XIV

STRIKE PROHIBITION

The union recognizes that strikes, as defined by Section 1 of Public Act 366 of 1947 of Michigan, as amended are contrary to law and public policy. The board and the union subscribe to the principle that differences shall be resolved by appropriate and peaceful means, in keeping with the high standards of education, without interruption of the school program; accordingly the union agrees that during the terms of this Agreement, the union nor its members, nor any person acting in its behalf will not direct, instigate, participate in, encourage, or support any strike against the board by any employee covered by this Agreement, or any other employee of the board.

ARTICLE XV

LEAVE OF ABSENCE

- (a) An employee who, because of illness or accident which is non-compensable under the Workmen's Compensation Law, is physically unable to report to work, and has exhausted all means of allowable compensation from the board, shall be granted a leave of absence for up to one (1) year. Such leave of absence may be extended beyond one (1) year upon approval of the board, provided that the employee notified the board of the necessity therefore, and provided further that the employee supplies the board with a statement from their medical or osteopathic doctor of the necessity and length of time for such leave of absence and for the continuance of such absence when the same is requested by the board.
- (b) Leaves of absence not to exceed one (1) year shall be granted for physical or mental illness, prolonged serious illness in the employee's immediate family which includes husband, wife, children, or parents living in the same household.

- (c) Leaves of absence may be granted for a specified period of time for training related to an employee's regular duties in an approved educational institution upon approval by the board.
- (d) Whenever an employee shall become pregnant, she shall, by the end of her fourth (4th) month, furnish the board with a statement from her physician stating the approximate date of delivery and any restrictions on the nature of work that she may be able to do and the length of time she may continue to work. When she is required to interrupt her employment upon the advice of her physician, she shall immediately be granted a leave of absence. Upon her return to work, she will be required to furnish a signed medical statement to the board, from her physician, indicating that she is physically able to return to work.
- (e) The reinstatement rights of any employee who enters the military service of the United States by reason of an Act or law enacted by the Congress of the United States, or who may voluntarily enlist during the effective period of such law, shall be determined in accordance with the provisions of the law granting such rights.
- (f) Leaves of absence will be granted to employees who are active in the National Guards or a branch of the Armed Forces Reserves for the purpose of fulfilling their annual field training obligations, or in the event that the employees are ordered to active duty for the purpose of handling civil disorders or other emergencies, providing such employees make written request for such leaves of absence immediately upon receiving their orders to report for such duty.
- (g) Any employee in the bargaining unit who is either elected or appointed to full time position or office in the union, whose duties require his absence from work, shall be granted a leave of absence for the duration of such office or position, upon the employee making written request for such leave thirty (30) calendar days prior to the date that the employee desires to begin such leave.
- (h) All requests for leaves of absence shall be in writing, stating the reason for the request and the length of the leave requested, with a copy of the request to be maintained by the board, a copy furnished to the employee, and a copy sent to the union.
- (i) An employee who meets all of the requirements as hereinbefore specified shall be granted a leave of absence without pay and shall accumulate seniority during the leave of absence, and the employee shall be entitled to resume their regular seniority status and all job and recall rights. This right to assume their position shall be subject to the bumping provision as set forth in Article XI subsection (c). Leaves of absence may be granted at the discretion of the board for reasons other than those listed above when they are deemed beneficial to the employee and the board.

ARTICLE XVI

GRIEVANCE PROCEDURE

Definitions:

- (a) A grievance shall be an alleged violation, misinterpretation, or misapplication of the express terms of the Agreement.
- (b) The time elements in the steps can be shortened, extended, or waived upon written mutual agreement between the parties.
- (c) Working days shall be defined as those days Monday through Friday, excluding all days in which school is not in session.
- (d) A grievance pertaining to alleged safety hazards may be processed directly to step three (3) of the grievance procedure, upon the employee having orally discussed the grievance with the transportation supervisor.
- (e) Any grievance which is not appealed within the specified time limits set forth in that step level shall be considered settled on the basis of the decision rendered at the previous level. If the answer to a grievance is not given within the specified time limits of that step level, the appealing party may automatically appeal the grievance to the next step level of the grievance procedure.
- (f) Any employee or union grievance not presented for disposition through the grievance procedure within five (5) working days of the occurrence of the condition giving rise to the grievance, or within five (5) working days of the date that it is reasonable to assume that the employee or the union first became aware of the conditions giving rise to the grievance shall not hereafter be considered.

Step One.

- (a) Any employee having a grievance shall discuss the grievance orally with the transportation supervisor, and then if the grievance is not settled orally, the employee may request a meeting with the chief steward to discuss the grievance.
- (b) The chief steward then may submit the grievance in writing to the transportation supervisor stating the remedy or correction requested, plus the facts upon which the grievance is based and the alleged contract violation. The employee and the chief steward shall sign the grievance.

Step Two.

- (a) The chief steward shall meet with the transportation supervisor to discuss the grievance within five (5) working days of written submission to the transportation supervisor.

- (b) The transportation supervisor shall give his decision in writing relative to the grievance within five (5) working days of his meeting with the chief steward.

Step Three.

- (a) Any appeal of a decision rendered by the transportation supervisor shall be presented in writing to the Superintendent of Schools or his designee, by the union, within five (5) working days from the date of receipt of the answer given by the transportation supervisor, and the Superintendent of Schools or his designee, shall meet with a business representative of the union at a time mutually agreeable to them, but not later than fifteen (15) working days following receipt of the appeal.
- (b) The Superintendent of Schools or his designee, shall give his decision in writing relative to the grievance within ten (10) working days of the date of the meeting with the business representative of the union.

Step Four.

- (a) Any appeal of a decision rendered by the Superintendent of Schools or his designee shall be presented in writing to the board of education within five (5) working days from the date of receipt of the decision rendered by the Superintendent of Schools or his designee. The Board within ten (10) days after the receipt of the grievance shall decide whether or not to schedule a hearing for the Board's next regular scheduled meeting. The Board shall communicate the decision to the Union within five (5) days. If the hearing is held, the board shall render its decision within one month from the date of the hearing.
- (b) The board of education shall give their decision in writing relative to the grievance before the third Monday of the following month of their meeting with the business representative of the union.

Step Five -- Arbitration

- (a) If the appealing party is not satisfied with the disposition of the grievance by the board of education, then within fifteen (15) calendar days from the date of receipt of the answer given by the board of education, the grievance may be submitted to Arbitration.
- (b) The appealing party shall request the American Arbitration Association to submit a listing of seven (7) persons to both parties. The representatives of the board and the union shall return the submitted listing of seven persons to the designated mailing address of the American Arbitration Association within the specified time period, as furnished to the parties by the American Arbitration Association. Each party, upon returning the listing of the potential arbitrators to the American Arbitration Association, shall indicate as to their preference of the arbitrator, by numbering of said arbitrators one (1) through seven (7). The American Arbitration Association upon receipt of the returned lists by the parties, shall assign the arbitrator based on the highest preference given by both parties of the persons on said list.

That person shall be accepted by both parties as the Arbitrator.

- (c) In the event that neither party returns the listing of said arbitrators to the American Arbitration Association within the specified time period, the American Arbitration Association shall assign a person on the list as a arbitrator, or in the event that one (1) of the parties fails to return their listing within the specified time period, the American Arbitration Association shall assign the arbitrator based on the highest preference of the party who did return their listing within the specified time period. In either of these cases, both parties shall accept that person as the arbitrator.
- (d) The arbitrator, the union, or the board may call any relative person as a witness in any arbitration hearing.
- (e) Each party shall be responsible for the expenses of the witnesses that they may call.
- (f) The arbitrator shall not have jurisdiction to subtract from or modify any of the terms of this Agreement or any written amendments hereof, or to specify the terms of a new Agreement, or to substitute his discretion for that of the parties hereto.
- (g) The fees and expenses of the arbitrator shall be borne solely by the party whom the decision of arbitrator is rendered against.
- (h) The arbitrator shall render his decision in writing not later than thirty (30) calendar days from the date of the conclusion of the arbitration hearing.
- (i) The decision of the arbitrator shall be final, conclusive, and binding upon all employees, the board, and the union.

ARTICLE XVII

HOURS AND WORK WEEK

Section 1.

- (a) The regularly scheduled work week shall begin at 12:01 a.m. Monday and end 120 hours thereafter
- (b) The normal work day shall be whatever would constitute the bus driver's normal daily bus runs.

Section 2. Overtime rates will be paid as follows:

- (a) Time and one-half (1-1/2) will be paid for all time worked in excess of eight (8) hours in a twenty-four (24) hour period; all time worked in excess of forty (40) hours in one work week for which overtime has not already been earned.
- (b) Time and one-half (1-1/2) will be paid for all hours worked on Saturday.

(c) Double time will be paid for all hours worked on Sunday.

Section 3. Reporting Pay

- (a) In the event that the employee's regular run is canceled and the employee is not notified of such cancellation, and the employee does report for work, such employee shall be paid a minimum of one (1) run's pay at the regular rate of pay.
- (b) When an extra trip is canceled, except due to inclement weather, and the driver who was assigned that extra trip is not given a minimum of twenty-four (24) hours notice prior to the time the extra trip is scheduled, such driver shall be paid two (2) hours pay at the regular extra trip rate of pay.

Section 4. Extra Trips.

- (a) Extra trips are herein defined as those runs which are not normally scheduled daily.
- (b) To be eligible to drive an extra trip an employee must have completed a regional transportation safety institute school plus have full certification.
- (c) In the event that an extra trip is canceled due to inclement weather, the minimum payment rate will not apply, but the affected driver will be offered the next available extra trip assignment.
- (d) Regular drivers scheduled for an extra trip which falls during their regular working day shall be paid at the extra trip rate, except during the hours the driver would be driving their regular route for which regular route pay shall prevail.
- (e) All extra trips shall be assigned on an equal hour basis. Such hourly records are to be posted at the transportation center for all drivers. Any driver low on extra trip hours shall have first option on the next extra trip. If that driver declines, then that driver is always charged with the number of hours they could have made, except during holiday and vacation periods, or when same day notice is given by the employee of an extra trip less than twenty-four (24) hours prior to the departure time of the trip.
- (f) Out-of-town field trips shall have at least one (1) adult chaperon on the bus, with the driver to be responsible for informing all of the passengers of the required safety rules.
- (g) Overnight trips shall be paid at the extra trip rate except during the hours when the driver would be driving their regular route for which regular route pay shall prevail. Calculation of hours shall be from the time the bus leaves until the final stop that day.
- (h) In the event that no driver wishes to drive a scheduled extra trip, the transportation supervisor may assign a driver to the extra trip.

- (i) An employee who drives an extra trip shall be paid a minimum of one (1) hour pay or actual time for run.
- (j) Extra trip pay will start 20 minutes before an extra trip starts and will be paid until the bus post trip is finished.

Section 5. Distribution of Extra Trips.

- (a) At the beginning of each school calendar year, each bus driver shall indicate in writing to the transportation supervisor, on forms provided by the board, if they desire to be placed on either the active or the inactive seniority list, in order that the transportation supervisor will have an available listing of all of the bus drivers who desire to drive the extra trips. An employee may also request to be transferred from either the active seniority list to the inactive seniority list or from the inactive seniority list to the active seniority list at the start of each school semester by requesting the proper forms from the transportation supervisor, and by submitting the proper application form in writing to the transportation supervisor. An employee who transfers from the inactive seniority list to the active seniority list, plus all new regular drivers, shall be credited with the highest hours on the active seniority list and then rotated equally according to hours from that point.
- (b) When extra trips are to be scheduled, the transportation supervisor shall go to the employees who are on the active seniority list and rotate all extra trips on a continuing basis on an equal hour basis. The transportation supervisor shall then continue to assign all extra trips to the employees who are on the active seniority list on the same basis, as specified under Section 4, paragraph (e) of this Article.
- (c) Regular drivers will be given first opportunity for any extra run before a substitute, including coverage for an extra trip when an assigned regular driver becomes unavailable for the extra run.

ARTICLE XVIII

SICK LEAVE AND FUNERAL LEAVE

Section 1. Sick Leave

- (a) Each employee covered by this Agreement shall accumulate ten sick leave days per year in an individual single sick leave bank with no limit on maximum accumulation.
- (b) Sick leave shall be granted to an employee when they are incapacitated from the performance of their duties by sickness, illness, or for medical, dental, or optical examination or treatment. Sick leave shall also be granted when a member of the immediate family of the employee requires the care and attendance of the employee due to illness or injury, in which case the employee may be required to furnish to the board a medical statement from the family member's physician verifying the need for such absence.

- (c) Employees who are unable to perform their duties because of illness or disability should notify the transportation supervisor or department an hour prior to the start of the work day. In the event that an illness or disability extends beyond the first (1st) work day, the employee and the transportation supervisor may make arrangements as to the frequency of continued notification of the illness or disability. The employee shall be paid his normal daily rate of pay for all days paid under this Section and this Article.
- (d) An employee while on sick leave will be deemed to be on continued employment for the purpose of computing all benefits referred to in this Agreement and all such sick days will be counted as days worked.
- (e) Records of sick leave accumulation shall be furnished to each employee covered by this Agreement on each employee's bi-weekly paycheck.
- (f) When qualified for voluntary retirement at age 55, and with a minimum of 10 years of service with the District, Employees covered by this Agreement shall be paid for accumulated sick leave days in accordance with the following:
 - 1. There shall be a thirty (30) day deductible.
 - 2. Payment shall be at the rate of \$35.00 per day.
 - 3. Maximum payment per employee shall be limited to \$3,500.

Section 2. Funeral Leave.

- (a) All employees covered by this Agreement shall be granted up to five (5) working days off with pay for a death in the employee's immediate family, the first day will be non-chargeable, the next four (4) days will be charged against sick leave or personal days. The immediate family shall be defined as: mother, father, spouse, children, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandfather, grandmother, grandchild, stepfather, stepmother, half-brother, half-sister, brother-in-law, and sister-in-law.
- (b) In the case of death of the employee's uncle, aunt, nephew, or niece, the employee will be excused from work without loss of pay for one (1) day, the day of the funeral, to attend the funeral.
- (c) During the employee's regular working hours, permission will be granted without loss of pay to one (1) employee within the bargaining unit who wishes to be excused from work to attend the funeral of a fellow employee, provided they return to work after the funeral. Employees who serve as pallbearers at a funeral of a fellow employee or former employee will be paid during the time that they must be off the job.

Section 3. Personal Business Days.

- (a) At the beginning of every school year, each bus driver shall be credited with two (2) personal business days, which shall not be deducted from the employee's allowable sick leave, to take care of personal business that cannot be otherwise transacted.
- (b) An employee's unused personal business days shall be accumulated into the employee's individual single sick leave bank in addition to their normal accumulative sick leave at the end of the school year.
- (c) Personal business means an activity that requires the employee's presence during the working day and is of such nature that it cannot be attended to during another time of the day.
- (d) Applications for personal business leave must be submitted in writing, to the transportation supervisor at least forty-eight (48) hours in advance, except in the event of an emergency when a shorter notice may be acceptable. Personnel days will not be granted the day before or after a holiday vacation.
- (e) Personal business days may be used by the chief and alternate steward to transact union business.

Section 4. Attendance Bonus

Employees will be paid an attendance bonus for the period July 1, to June 30, at the following bonus rates and qualifications:

No sick and/or personal days	\$125
No sick days	\$100
One sick day	\$ 75
Two sick days	\$ 50

ARTICLE XIX

INSURANCE PROTECTION

Section 1. Hospitalization Insurance.

The board shall pay the full amount towards the premiums of any of the hospitalization insurance plans which are available through the school district.

The board shall pay the full premium towards the MEBS 80/80 with maximum \$1,000 Dental Insurance Plan and MEBS three star vision plan for the employee and their dependents.

Section 2. Equivalent Benefits.

In the event that the employee elects not to take the hospitalization

insurance benefits, such employee will receive \$110 a month in lieu of health insurance.

Section 3. Life Insurance.

The board shall pay the full premium for a \$20,000 term life insurance plan for each employee covered by this Agreement.

Section 4. Length of Coverage.

The board shall pay the premium for the above specified insurance plans for the full twelve (12) months of the year and such premiums shall continue to be paid by the board until such time as the employee resigns, is discharged, or in the case of layoff, thirty (30) days following layoff.

Section 5. Insurance limitation

All new employees hired after May 1, 1991, who regularly work four hours or more a day will pay 25 percent of the health insurance premium, if health insurance is desired. No current eligible employee not on insurance as of 9/1/98 will be allowed to switch to the schools health insurance if spouse has health insurance. Bonnie Stowe will be grandfathered and will be eligible for full paid health insurance if and when she becomes regularly scheduled for four hours or more.

Section 6. IRS Section 125 Plan

The Board will provide an IRS Section 125 Plan.

The District shall provide long term disability insurance for the employees which shall pay 66 2/3% of the employees wage after 90 calendar days. Maximum payment of \$3,000.00 per month.

The insurance will offset all payments which may be covered by social security, worker's compensation, retirement, disability payments, and/or other similar benefits. Protection will continue until age 65 or the termination of the disability, whichever comes first.

All benefits are subject to the terms and conditions of the applicable master policies between the school district and the insuring companies. The board's liability is limited to the payment of premiums as specified above.

Whenever more than one member of a household is employed by the school district on a regular full-time basis, the basic coverages for health insurance will be provided only to one member. Each individual employee will receive the income protection and worker's compensation insurances specified and/or required by law.

Benefits end with termination of employment, or upon going on layoff or unpaid leave status. Employees may have a right to continued coverage of their health benefits, at their own expense, at the district rate plus two percent (2%), as provided under the COBRA law.

The board reserves the right to substitute another carrier of coverages, provided benefits are equivalent and the board meets and confers with the association prior to the substitution.

ARTICLE XX

GENERAL

Section 1. Tax Sheltered Annuities.

The board agrees to deduct the premiums for variable tax deferred annuities solely paid for by the employee, and to remit such premiums to the designated board-approved insurance company.

Section 2. Deductions.

The board agrees to make available to the employees covered by this Agreement any board-approved payroll deduction services such as savings bonds, credited union, Union PAC, etc.

Section 3. Michigan Public School Employees Retirement System.

The board agrees to pay the specified legal contribution to the Michigan Public School Employees Retirement System for each employee covered by this Agreement.

Section 4. Continuing Education.

The board agrees to pay the full tuition fee and extra trip rate of pay as compensation for any employee it so designates to attend a workshop, in service training seminar, self improvement course, or other job related training which is of such a nature specifically designed to provide on the job improvement.

Employees shall be paid at the extra trip hourly rate for all mandatory training meetings, effective 12/1/98.

Section 5. Emergency School Closing.

Whenever the schools are closed due to severe weather or other emergencies, the employees covered by the Agreement shall not be required to report on such days, and the employees shall be paid their normal day's pay even though no work is performed by the employee. Subject to revision of the school calendar, employees will not be paid to make up days lost (and already paid) due to severe weather closings.

Section 6. Physical Examination.

The employees shall be given a physical examination at times, dates, and places to be determined by the board and conducted by a physician by the board.

Section 7. Driver's Lounge.

The board shall provide for all of the employees covered by this Agreement a lounge, which the employees will be able to utilize for break purposes. Restroom facilities and a telephone shall be provided in the lounge for the use of the employees.

Section 8. Bulletin Board.

Designated bulletin board space will be made available by the board at the transportation center for the use of the local union, with such bulletin board to be used for the following notices:

1. Recreational and social affairs of the union.
2. Union meetings.
3. Union elections.
4. Reports of the union.
5. Rulings or policies of the International Union.

Notices and announcements shall not contain anything political or controversial, or anything reflecting upon the board, any of its employees, or any labor organization among its employees, and no material, notices or announcements which violate the provisions of this Section shall be posted. All such postings shall be signed by either an officer, business representative, or steward of the union prior to posting.

Section 9. Bus Certification Tests.

The board shall pay the extra trip rate of pay for actual time of the bus certification tests as required for all employees covered by the Agreement.

Section 10. Meal Allowance.

When an employee is driving an extra trip during the below listed times, they shall be reimbursed for their meals based on the following schedule:

Breakfast	(between 7a.m. and 11a.m.)	\$4.00
Lunch	(between 11a.m. and 3p.m.)	\$5.00
Supper	(between 3p.m. and 7p.m.)	\$7.50

Section 11. Training.

In the event that a driver is required to train another driver beyond regular driving time, that driver shall be paid at the extra trip rate, as well as the driver who is being trained who is covered by this Agreement.

Section 12. Expense Allowance.

The driver will be reimbursed for all actual expenses incurred while driving an extra trip such as meals, lodging when required etc., provided that the employee submits to the board receipts for all such expenses. The board shall also reimburse the employee the cost of all admission tickets for any event in which the driver is required to pay the cost of the admission.

Section 13. Pay Computation.

The board shall post on the employees' bulletin board a breakdown showing all extra trips which were paid for during the pay period.

Section 14. St. Mary's Pickups.

Each of the drivers who is required to pick up students at the St. Mary's School shall be paid at the rate of: (see schedule A).

Section 15. Equalization of Regular Runs.

The board shall make every effort to insure that the regular bus runs are equal in time and distance as well as the number of runs assigned to drivers. It is understood by both parties that the need for efficiency of operations may be the controlling factor.

Section 16. Usage of School Facilities and Equipment.

The union and its members shall have the right to use the building and facilities and equipment, such as typewriters, mimeograph machine, other duplicating equipment, calculating machines, and all types of audio-visual equipment at such hours that do not interfere with the regular programs of the school or any other activities that had been previously scheduled. The union shall pay the cost of all materials and supplies used. When extra custodial services are required for the use of the building by the union, the union shall reimburse the school district for any additional custodial salaries.

Section 17. Personnel Files.

The union has the right to review the personnel file of an employee within the bargaining unit upon making a written request to the administration of the school district, and filling a written approval from such employee. An employee shall have the right, upon making a request, to review the contents of their own personnel files maintained by the school district. In either of these instances the administration may have a representative present.

Section 18. Extra Trip Pay.

Each employee covered by the Agreement who drives an extra trip shall be paid at the rate of: (see schedule A).

Section 19. Kindergarten Runs.

Each employee covered by this Agreement who drives a kindergarten run shall be paid at the rate of: (see schedule A).

Section 20. Maintenance of Buses.

The bus drivers shall be responsible for cleaning and/or maintaining their buses on the interior to meet health standards, and the exterior to meet safety standards. The bus drivers shall not be required to remove or replace safety equipment on the buses. It shall be the bus driver's responsibility to fuel their own bus.

Section 21. Copies of the Agreement.

The board shall provide a copy of this Agreement to each employee and ten (10) extra copies to the union negotiations being completed.

Section 22. Student Health Problems.

The board shall advise the driver of any of the driver's student's health problems, of which the school is aware, unless such disclosure is prevented by confidentiality laws or rules. If health information is given to the driver, such information shall be kept confidential.

Section 23. Career Center Run.

The career center run shall include down time and be paid at the rate of: (see schedule A).

Section 24. CDL license.

The board shall pay the difference in cost between a regular driver's license and a CDL license.

ARTICLE XXI

JURY DUTY

Employees requested to appear for jury qualification or services shall receive their pay from the board for such time lost as a result of such appearance or service, less any compensation received for such jury service. In the event that the employee is subpoenaed as a witness-on behalf of the District or for an arbitration involving the District, the employee will be paid for such time lost as a result of such appearance.

ARTICLE XXII

CLASSIFICATION AND COMPENSATION

The parties hereto agree that the employees covered by this Agreement shall be considered engaged in the type of work and classifications as set forth on Schedule A attached hereto and made a part hereto by reference.

ARTICLE XXIII

BINDING EFFECTIVE AGREEMENT

This Agreement shall be binding upon the parties hereto, their successors, and assigns.

ARTICLE XXIV

SCOPE, WAIVER, AND ALTERATION OF AGREEMENT

Section 1.

No agreement, alteration, understanding, variation, waiver, or modification of any of the terms, conditions, or covenants containing herein shall be made by any employee or group of employees with the board, unless executed in writing between the parties hereto and same has been ratified by the union and the board.

Section 2.

The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of the terms and conditions herein.

Section 3.

If any Article or Section of this Agreement or any Supplements thereto should be held invalid by operation of law or by any competent jurisdiction or tribunal, or if compliance with or enforcement of any Article or Section of this Agreement should be restrained by such tribunal, the remainder of this Agreement shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

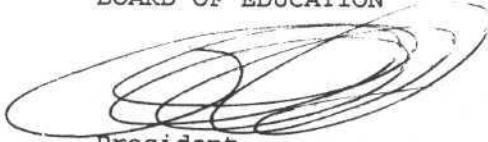
ARTICLE XXV

TERMINATION AND MODIFICATION

- (a) This Agreement shall continue in full force and effect until June 30, 2000.
- (b) If either party desires to terminate this Agreement, it shall, ninety (90) calendar days prior to the termination date, give written notice of termination. If neither party shall give notice of termination, or withdraws the same prior to the termination date of this Agreement, it shall continue in full force and effect from year to year thereafter subject to notice of termination by either party on ninety (90) calendar days written notice prior to the current year of termination.
- (c) The economic features, plus each party may present one (1) non-economic feature for further negotiations each year by either party giving the other party at least ninety (90) calendar days written notice of their desire and intention to reopen and renegotiate the issue of economic benefits, plus the one (1) non-economic features that each party may present. Such written notice shall be sent by certified mail to the recognized mailing address of the other party, and shall be deposited at least ninety (90) calendar days prior to the anniversary date of this Agreement. In the event that no notice is given by either party of the intention to reopen, then all of the features of said Agreement shall be automatically renewed for additional year or until the termination date of this Agreement as hereinbefore provided. If notice of amendment of this Agreement has been given in accordance with this paragraph, this Agreement may be terminated by either party on ten (10) calendar days written notice of termination. Any amendments that may be agreed upon shall become and be a part of this Agreement without modifying or changing any of the other terms of this Agreement.
- (d) Notice of termination or modification shall be in writing and shall be sufficient if sent by certified mail to the International Union of Operating Engineers, Local #547, AFL-CIO, 13020 Puritan Avenue, Detroit, Michigan 48227, and if to the board, addressed to Business Office, Williamston Community Schools, 418 Highland Street, Williamston, Michigan 48895, or to any other address the parties may make available to each other.
- (e) The effective date of this Agreement is July 1, 1998.

IN WITNESS WHEREOF: The parties hereto have caused this instrument to be executed.

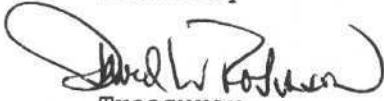
WILLIAMSTON COMMUNITY SCHOOLS
BOARD OF EDUCATION



President



Secretary

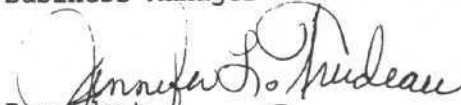


Treasurer

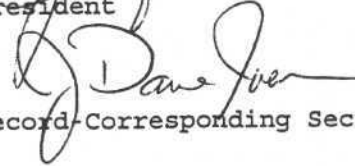
INTERNATIONAL UNION OF OPERATING
ENGINEERS, LOCAL #547, AFL-CIO



Business Manager



President



Record-Corresponding Secretary

SCHEDULE A

SALARY SCHEDULE

Classification	<u>9-1-98</u>	<u>9-1-99</u>
Bus Driver--Regular Run first year	\$14.47	\$14.83
Bus Driver--Regular Run second year	15.16	15.54
Bus Driver--Regular Run third year	16.15	16.55
Bus Driver--Regular Run fourth year	16.97	17.39
Parochial Resource Education Run	Same Step as Above	
Kindergarten Runs	\$25.32	25.95
Career Center Run (per day)		
Four Runs	\$67.90	69.60
Two Layover	<u>33.08</u>	<u>33.91</u>
Total Career Center Run	\$100.98	\$103.91
St. Mary's Pickups	\$ 7.39	\$ 7.57
Extra Trip Pay	\$10.33	\$10.59
Longevity 10 years or more of service	\$100.00	\$100.00
Longevity 15 years or more of service	125.00	125.00
Longevity 20 years or more of service	150.00	150.00

Longevity shall be paid on the first check following the employee's anniversary date as a bus driver.

In the 1999-2000 the rate increase is 2.5% as long as no one adds to the insurance who didn't have insurance in 1997-98. If an employee switches to insurance who did not have insurance in 1997-98, the rate will be reduced by one percent (1%) for each person switching up to a maximum reduction in the pay scale of 2.5%.

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