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6/30/98

**GRAND LEDGE
BOARD OF EDUCATION**

**I.U.O.E.
LOCAL 547, A.B.C.E.H
AFL-CIO**

BARGAINING AGREEMENT

JULY 1, 1995 - JUNE 30, 1998

Grand Ledge Public Schools

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PREAMBLE

WHEREAS, the Board has an obligation, pursuant to Act 336 of the Michigan Public Acts of 1965 as amended, to negotiate with representatives of its employees with respect to hours, wages, terms, and conditions of employment; and

WHEREAS, the parties have reached certain understandings through extended and deliberate professional negotiations, it is hereby agreed as follows:

AGREEMENT

This Agreement entered into by and between the Board of Education of the Grand Ledge Public Schools, Grand Ledge, Michigan, hereinafter called the "Board," and the International Union of Operating Engineers, Local 547, A,B,C,E,H, (AFL-CIO), hereinafter called the "Union."

ARTICLE 1 - RECOGNITION

Section A - The Board hereby recognizes the International Union of Operating Engineers, Local 547, A,B,C,E,H, (AFL-CIO), as the exclusive bargaining representative, as defined in Section II of Act 336, Public Acts of 1965, for non-supervisory school personnel employed by the Board as follows:

1. Bus Mechanics
2. Bus Drivers
3. Fleet Assistant

Section B - Nothing contained herein shall be construed to deny or restrict any individual employee's rights he may have under the Michigan General School Laws or the right of the individual employee to confer with and raise issues or problems with appropriate supervisory personnel.

Section C - The employee must be working on a regularly-scheduled job to be included under this Master Agreement.

ARTICLE 2 - AID TO OTHER UNIONS

The employer will not aid, promote, or finance any labor group or organization which purports to engage in collective bargaining or make any agreement with any such group or organization for the purpose of undermining the Union.

ARTICLE 3 - GENDER

Reference to the male gender shall apply equally to the female gender and vice versa.

ARTICLE 4 - NON-DISCRIMINATION

This Agreement shall be applied uniformly to all eligible members of the bargaining unit by the Employer and the Union. There will be no discrimination with respect to conditions of employment.

ARTICLE 5 - MANAGEMENT RIGHTS

Section A - In order to carry out its responsibility for the development and operation of education programs providing the best possible educational opportunity for the Grand Ledge School District consistent with community resources, the Board retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in the Board by law, including by way of illustration, and not by way of limitation, the following:

1. The supervision, direction, and control of the management and administration of the school system, its properties and facilities.
2. The right to hire all employees and subject to the provision of the law to determine their qualifications, to discharge, demote, or otherwise discipline employees for reasonable and just cause and to promote and transfer employees.

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

Section B - The Board shall provide each member of the bargaining unit a copy of this Agreement, and shall maintain such a supply of extra copies as are necessary. The Board and the Union shall share the cost of printing the Agreement.

Section C - Any temporary positions may only be established after consulting with the Union and explaining why such temporary position is required. Temporary positions are subject to a 30-workday limitation.

Section D - The use of school equipment for personal reasons must have the advance approval of the Executive Director of Operations.

Section E - The basic purpose of the school bus system is to provide safe, efficient transportation for our students as required by State Law and Board Policy.

The basic purpose of the operations and maintenance activities of the school district shall be to provide physical conditions most conducive to carrying out the educational program of the school.

Section F - DUTIES

Each individual's duties are determined by the Transportation Supervisor.

Section G - When a job is placed in a unit and cannot be properly placed in an existing classification, the Employer will notify the Union of the classification and rate structure. In the event the Union does not agree that the description and rate are proper, it shall be subject to negotiation.

Section H - MISCELLANEOUS

Transportation management and the IUOE Local 547 Union Stewards shall meet on at least a monthly basis, at a mutually-agreed time and place. Such meetings shall be for the purpose of discussing issues of mutual concern or other issues that may arise from time to time.

ARTICLE 6 - EMPLOYEE RIGHTS

Section A - The Union and its members shall have the right to use building facilities for meetings at such hours that do not interfere with the regular program of the school or any other activities that had previously been scheduled and approved by the Board or its representatives and subject to housekeeping aspects of the Building Use Policy as adopted by the Board. Bulletin boards in lounges and workrooms shall be made available to the Union and its members.

Section B - The Board agrees to make available to the Union for viewing and reproduction all pertinent information considered to be public in nature concerning the financial resources of the district, tentative budgetary requirements and allocation, and such other appropriate information as will assist the Union.

Section C - The Union and Board recognize that strikes and other forms of work stoppages by employees are contrary to law and public policy. The Union and the Board 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. Failure or refusal on the part of any employee to comply with the provision of this Article shall be cause for whatever disciplinary action is deemed necessary by the Board.

Section D - Any expense incurred by an employee necessitated by completing immunizations, x-rays, etc., required by the Employer shall have the full costs of those tests paid by the Employer. If an employee goes to an Employer-appointed physician for a required physical examination, the Employer will pay the full cost. If an employee goes to their own physician for a required physical examination, the Employer will pay up to \$36.00 maximum.

The Board will pay for CDL license. Employees will pay for State certification/requirements (unless the employee must attend during scheduled working hours, in which case they shall not lose pay). The Board will pay for the course fee.

Section E - MANDATORY MEETING PAY - Mandatory meetings requiring the employee to report to the school shall provide employees with a minimum of one (1) hour's pay, or the actual time of the meeting, whichever is greater. Meetings held contiguous to the driver's regular assignment shall be paid only for time in actual attendance at the meeting. Employees required to attend meetings during their regularly scheduled working hours shall receive their regular pay only.

ARTICLE 7 - AGENCY SHOP

Section A - Employees covered by this Agreement at the time it becomes effective and who are members of the Union at that time shall be required, as a condition of continued employment, to continue membership in the Union or pay a service fee to the Union as established by the Union for the duration of this Agreement.

Section B - Employees covered by this Agreement who are not members of the Union 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 service fee in an amount established by the Union for the duration of this Agreement, on or before the ninetieth (90th) day following such effective date.

Section C - 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 service fee as established by the Union for the duration of this Agreement commencing on or before the ninetieth (90th) day following the beginning of their employment in the bargaining unit.

Section D - 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 and all court or administrative agency costs that may arise out of, or by reason of, action by the Board for the purpose of complying with this Article.

Section E - The Employer agrees to deduct from the wages of any employee who is not a member of the Union, the Union's service fee, as provided in a written authorization executed by the employee. The written authorization for service fee deduction shall remain in full force and effect during the period of this contract.

Section F - Service fees will be authorized, levied, and certified in accordance with the Constitution and By-Laws of the Union.

Section G - The Employer agrees to provide this service without charge to the Union.

Section H - Upon Business Office approval, the payroll department will make payroll deductions upon written authorization from employees for annuities, credit union, savings bonds, charitable donations, or any other plans or programs.

ARTICLE 8 - DUES CHECK-OFF

Section A - The Employer agrees to deduct from the wages of any employee, who is a member of the Union, all Union dues uniformly required as provided in a written authorization executed by the employee. The written authorization for Union dues deduction shall remain in full force and effect during the period of the contract.

Section B - Dues will be authorized, levied, and certified in accordance with the constitution and By-Laws of the Union.

Section C - The Employer agrees to provide this service without charge to the Union.

Section D - Employees shall be deemed to be members of the Union within the meaning of this Article if they are not more than thirty (30) days in arrears in payment of membership dues. Employees shall be deemed to have complied with the requirement of this Article if they are not more than thirty (30) days in arrears in payment of the service fee.

Section E - Employees who fail to comply with the requirements of this Article shall be discharged by the Employer within thirty (30) days after receipt of written notice to the Employer from the Union. No employee shall be discharged during the pendency of any appeal relative to the level of the service fee.

Section F - The Union shall indemnify and save the Board harmless against any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of action taken or not taken by the Employer or in reliance upon signed authorization cards or lists furnished to the Employer by the Union for the purpose of payroll deduction of dues.

Section G - Employees shall tender the monthly membership dues and/or service fees by signing the authorization for Check-Off of Dues form.

Section H - When Deductions Begin - Check-Off deductions under all properly executed Authorization For Check-Off forms shall become effective at the time the application is signed by the employee and shall be deducted from the first pay period of the month and each month thereafter.

Section I - Remittance of Dues to Financial Officer - Deductions for any pay period shall be remitted to the designated officer of the Union with an alphabetical list of names of all employees from whom deductions have been made as soon as clerically possible.

The Employer shall also indicate the amount deducted and notify the Union of the names and addresses of employees, who, through their employment status, are no longer subject to deductions.

ARTICLE 9 - UNION REPRESENTATION

Section A - The Union shall be represented by one (1) Chief Steward and two (2) Alternate Stewards, chosen in accordance with the Local Union By-Laws. Of the three (3) representatives,

there shall be one (1) from each of the following areas:

1. Garage
2. Regular Education Drivers
3. Special Education Drivers

The Board shall be notified of the names of the Stewards.

Section B - If Union representative(s) are required by the Employer to attend grievance hearings or meetings when regularly scheduled to work, they will not suffer any loss to their regular wages.

Section C - The Union shall be provided up to 40 hours of Union time (in four-hour blocks) annually. The Union will pay the cost of a substitute, when needed.

ARTICLE 10 - HOLIDAYS

Section A - Paid holidays are as follows: New Year's Day, Memorial Day, Independence Day, labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve. Mechanics only - birthday. Good Friday shall be an additional holiday for both bus drivers and mechanics unless students are scheduled to attend classes on that day. The Board will agree to Good Friday as a floating holiday for drivers only if the driver is required to work. Mechanics who are required to work on Good Friday will receive holiday pay but will not receive a floating holiday. To be eligible for holiday pay, an employee must work in full the last scheduled shift prior to the holiday and the first scheduled shift after the holiday, unless on an approved leave day. Employees must also work at least one (1) day in the week of the holiday. Scheduled filed trips are excluded from this section.

Section B - If a holiday falls on a Saturday, the preceding Friday shall be considered the holiday. If a designated holiday falls on Sunday, the following Monday shall be considered the holiday.

Section C - Bus mechanics shall be entitled to one (1) floating holiday. All floating holidays to be scheduled at the request of the employee and approved by the Transportation Supervisor.

Section D - When a paid holiday falls within an employee's vacation period, he/she will be paid for that holiday but shall not have that paid holiday counted as a vacation day.

Section E - If an employee works on any of the designated holidays, he/she shall be paid double time.

Section F - When a particular building is closed due to inclement weather, hearing problems, road conditions, or other problems that may arise, employees will work at the request of their immediate supervisor. Leave days will not be deducted when the employees are not required to work on those days. Employees required to work on those days will receive their regular pay.

When the school district is closed due to conditions described above, mechanics who work on such

days will receive their regular pay; and in addition, they will receive additional hours of vacation time equal to the number of hours which he/she works on such days, but in any case, not more than five (5) days per year.

During the first two (2) days that school is closed due to inclement weather, etc., the driver shall receive their normal rate of pay. Days which are rescheduled shall be paid at the time worked.

The parties understand that Section 101 of the State School Aid Act will allow the school district to count inclement weather and emergency closing days for purposes of computing amounts received by the school district in State Aid. To the extent that such days may not be counted as days of pupil instruction for purposes of receiving State Aid, then such days shall be rescheduled subject to the following provisions in order to ensure one-hundred-eighty (180) days of student instruction and no loss of State Aid to the school district. Transportation personnel shall work on such rescheduled days and shall be paid for any rescheduled days at the time worked. The particular dates on which lost instruction days will be made up shall be determined by the Board. Mechanics who are requested to work on the sixth snow day or more shall be paid time-and-one-half for hours actually worked on such days.

Section G - In scheduling holidays and/or conforming with snow day cancellation and make-up, the driver shall follow the calendar of the district for which they primarily drive (i.e., Grand Ledge Public Schools, Eaton ISD).

Section H - Drivers will be paid for at least 190 days which include 180 student transportation days, eight (8) holidays and two (2) extra days, which are compensation for time spent in evacuation drills, map maintenance, student roster maintenance, disciplinary action, parent phone calls, extra trip preparation, etc.

ARTICLE 11 - CONDITIONS OF EMPLOYMENT

Section A - The Board agrees to allow members of the Union to utilize the existing telephone facilities. However, long-distance charges for non-school business shall be paid by the using employee.

Section B - The Board will make an attempt to provide adequate parking facilities for employee use.

ARTICLE 12 - PROBATIONARY EMPLOYEES

Section A - All employees hired into the bargaining unit shall be considered probationary for the first ninety (90) calendar days of their employment.

Section B - There shall be no seniority among probationary employees.

Section C - After the employee has completed the probationary period for his/her classification, he/she shall be entered on the seniority list of the unit and shall rank for seniority from his/her original date of hire.

Section D - The Union shall represent probationary employees for the purpose 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 for discharge for other than Union activity.

Section E - Upon written request of the Union, the Board shall provide a seniority list to same. If the Union does not notify the Board, in writing, within fifteen (15) working days of receiving same, the Union shall be barred from further communication and/or litigation regarding same for that school year.

Section F - All benefits not specifically excluded by this Agreement shall begin with the first day of work.

Section G - Probationary bus drivers will not be eligible for special trips unless a regular driver is unavailable.

ARTICLE 13 - DISCIPLINE AND DISCHARGE

Section A - Notice of Discharge or Discipline - If disciplinary action is to be taken against an employee, the Board shall act within ten (10) working days from the date of the incident giving rise to the disciplinary action. The Board agrees promptly, upon the discharge or discipline of any employee who has acquired seniority status, to notify the representative in the unit of the discharge or discipline. The Employer shall not discipline or discharge an employee without just cause.

Section B - The discharged or disciplined employee who has acquired seniority status will be allowed to discuss his/her discharge or discipline with the representative of his/her unit, and the Employer will make available an area where he/she may do so before he/she is required to leave the property of the Employer.

Section C - Appeal of Discharge or Discipline - Should the discharged or disciplined employee consider the action to be improper, a complaint shall be presented in writing through the representative to the Employer within five (5) regularly-scheduled working days of the discharge or discipline. The Employer will review the discharge or discipline and give its answer within five (5) regularly-scheduled working days after reviewing the complaint. If the decision is not satisfactory to the Union, the matter shall be referred to Level Two of the Grievance Procedure.

Section D - In imposing any discipline (except regarding drugs and alcohol) on a current charge, the Employer will not take into account any prior infractions which occurred more than two (2) years previously, nor impose discipline on an employee for falsification (except regarding drugs and alcohol) of his/her employment application after a period of two (2) years from his/her date of hire. Any reference to drugs and/or alcohol will remain current for discipline purposes for not longer than four (4) years.

Section E - Employees who are charged with driving under the influence (in any vehicle) will be immediately suspended without pay. If the employee is ultimately found guilty, they will be

immediately terminated. If the employee is ultimately found not guilty, he/she will be reinstated with back pay.

ARTICLE 14 - LEAVES

Section A - All employees who have successfully completed their ninetieth (90th) calendar day of employment shall be allowed one (1) paid sick day* per month of active employment, with an unlimited accumulation. Active employment shall be defined as working at least one (1) day on the employee's regular assignment during a month. When an employee is on paid leave, it shall be considered as time worked. Active employment shall exclude substitute work, field trips and driver meetings. Sick days shall be credited to the employee on the first working day of the month following the month in which it is earned.

*A day is defined as the length of the employee's regularly-scheduled work day. A change in an employee's regularly-scheduled work day will require a recalculation of the accumulated sick leave. For example, an employee who has accumulated twenty (20) days of sick leave working a four (4) hour day is changed to a regularly-scheduled eight (8) hour work day - now this employee would have eighty (80) hours of sick leave worth ten (10) days sick leave accumulation in the new eight (8) hour position.

Section B - Accrued sick leave may be used for the following reasons:

1. Personal illness or injury.
2. When an employee is taken ill on the job.
3. Illness in the immediate family.
4. For appointments with doctors or dentists.
5. "Approved personal reasons" - this leave is to be interpreted as leave that shall be used only for the purpose of handling personal affairs which cannot be transacted on the weekend or after-work hours. It is not to be used for casual or indiscriminate use. No more than two (2) days per year may be used for this purpose.
6. To be eligible for (4) and (5) above, the employee must submit a written request for such leave at least five (5) working days in advance and must be approved by the supervisor.

Section C - To be eligible for sick leave, the employee must notify his/her supervisor at least two (2) hours prior to the time he/she is to report for work.

Section D - An employee who is absent for more than two (2) days must provide the Employer with a physician's statement upon return from the absence, unless expressly excused from this requirement by the Supervisor.

Section E - Upon termination of employment, (not to include discharge) an employee with a minimum of twelve (12) years of service, shall be paid for all unused sick leave based on one-half his/her current rate. In cases of death, full payment shall be made to the beneficiaries or to the employee's estate if there are no beneficiaries. In no event shall such payments exceed the following

percentages of an employee's average annual income from Grand Ledge Public Schools for the last three (3) years:

20 years or more	- 23%
16 years to 19 years	- 18%
12 years to 15 years	- 13%

Section F - An employee who is unable to work due to personal illness or injury, and who has exhausted their accrued sick leave shall be granted a leave of absence for the duration of the illness or injury upon presentation of a doctor's statement verifying the need for the absence. The Board may require a physician's statement verifying that the employee is capable of returning to work.

Section G - Other Leaves

1. Employees may, at the discretion of the Board of Education, be granted voluntary leave, without pay, during any school year for a period of up to one (1) year. All such requests must be submitted in writing and the full conditions of the Agreement must be in writing, including the assignment of the employee upon return, and effect, if any, of the leave on the salary schedule.
2. Military leave will be granted to any regular employee who may enlist or be conscripted into the military forces of the United States for service or training. Upon return from such leave, within one (1) year of the termination of military service, the employee shall be returned to a comparable position following discharge with full credit on the salary schedule for time in military service.
3. An employee absent from the job to attend an approved meeting shall receive regular pay with no time charged against sick leave.
4. When approved in advance by the immediate supervisor, conference costs and travel expenses at the current rate will be reimbursed by the Board. Membership charges shall be the responsibility of the employee unless approved in advance by the Superintendent.
5. An employee returning from leave will return to a position within their classification with comparable hours. A returning employee must give the Employer fifteen (15) work days notice and may substitute, at the regular rate, during that period.

Section H - Funeral Leave - Paid funeral leave up to three (3) days may be granted for a death in the immediately family. Immediate family is defined as spouse, brothers, sisters, parents, parent-in-laws, sons, daughters (including stop children), grandchildren, or other close relatives residing in the employee's household. One (1) day funeral leave may be granted for aunts, uncles, and grandparents. One (1) day funeral leave, deducted from the employee's accumulated sick leave, may be granted for a close friend's funeral.

ARTICLE 15 - RETIREMENT - RESIGNATION

Section A - The Grand Ledge Schools contribute five (5%) percent of each employee's salary to the Michigan Public School Employees' Retirement Plan. The Michigan Public School Employees' Retirement Plan requires a minimum of ten (10) years (six (6) hours per day) employment to qualify for State retirement benefits.

Section B - The Board of Education will pay a retirement benefit of fifty (\$50) dollars for each year that an employee has been employed with the Grand Ledge Schools at the time of his retirement. To qualify for this benefit, the employee must have worked for the Grand Ledge Schools for a minimum of ten (10) years.

Section C - Notice of resignation shall be made in writing to the Board or the employee's supervisor two (2) weeks prior to date of resignation.

ARTICLE 16 - INSURANCE

Section A - Worker's Compensation - Any employee who is injured in the line of duty shall receive such compensation and expenses as are prescribed by the Worker's Compensation Law of the State of Michigan, except that his/her pay shall be adjusted to the difference between regular pay and lost time benefits paid by Worker's Compensation funds for a period not to exceed one (1) year from date of injury.

If an administrative agency or court of competent jurisdiction determines that the above salary differential payment shall result in the Board being responsible for a portion of Worker's Compensation benefits which would otherwise be provided by statute, any further salary differential payments shall be deducted on a prorated basis from the employee's accumulated sick leave, provided this differential is not determined by a court or administrative agency of competent jurisdiction to be required offset under Section 354 of the Worker's Compensation statute. To the extent permitted by law, this provision shall be interpreted as a disability pension plan not to be utilized as an offset under Section 354 of the Worker's Compensation Act.

Section B - Pursuant to the authority as set forth in the Michigan School Code, Section 1255 (380.1255 M.S.A. 15.41255), the Board agrees to provide the following fringe benefits effective July 1, 1995:

1. Upon submission of a written application, the Board agrees to provide each employee the following subsidies toward the health care protection identified by the Union:

2. For Mechanics and Fleet Assistants:

Coverage	1994-95	1995-96	1996-97
Single	\$220.77	\$231.81	\$243.40
Two Person	\$494.73	\$519.47	\$545.44
Full Family	\$525.14	\$551.40	\$578.97

For 1995/96, there will be a one time cash payment of \$100.00 for mechanics and fleet assistant who worked more than 6 months during the 1995/96 school year. For those who were employed six months or less will receive \$50.00.

There will be an economic reopener for insurance subsidies for the 1997/98 school year.

The above employees not selecting health insurance may use up to the following amount per month for option programs, including dental:

1994-95	1995-96	1996-97
\$218.73	\$229.67	\$241.15

3. Bus Drivers - For those employees regularly scheduled to work 20 hours or more per week, the Board agrees to provide up to the following amount towards health insurance or dental and/or options:

1994-95	1995-96	1996-97
\$117.17	\$123.03	\$129.18

Employees scheduled to work less than 20 hours per week will be allowed the following amount towards health coverage or dental and/or options:

1994-95	1995-96	1996-97
\$66.57	\$69.90	\$73.40

For 1995/96, there will be a one time cash payment of \$50.00.

There will be an economic reopener for insurance subsidies for the 1997/98 school year.

Section C - The Board agrees to provide the above-mentioned subsidies for programs within the

underwriting rules and regulations as set forth by the carrier in the Master Contract held by the policyholder.

Section D - Any employee taking an unpaid leave of absence (except medical or military leave) during the school year will not be eligible for insurance benefits during the months of June, July or August.

ARTICLE 17 - PROTECTION OF EMPLOYEES

Legal and Physical - Liability insurance carried by the Board shall protect all employees against suits brought against them growing out of the exercise of their regular duties.

All cases of accidents, injury, or assault involving employees or students growing out of the exercise of employee duties or school activities shall be reported to the principal or supervisor promptly.

Complaints by parents or students directed toward employees shall be called to the attention of the employee as soon as possible.

ARTICLE 18 - NEGOTIATION PROCEDURES

Section A - Upon written request from one party to the other, representatives of the Employer and the Union shall meet to discuss matters of concern to either party. Said written request shall indicate the item(s) the requesting party intends to address.

Section B - The parties shall furnish that information which is available under applicable law and/or regulation.

Section C - The parties are entitled to representation of their choice.

ARTICLE 19 - GRIEVANCE PROCEDURE

Section A - A grievance is defined as, and limited to, an alleged violation, misinterpretation of misapplication of a specific provision of this Agreement. Any member or members of the Union or a representative may file a grievance.

Section B - The term "days" shall be defined as workdays, exclusive of holidays, weekends, and vacation days provided for the unit by this Agreement. The number of days at each level are maximum. The time limits may be extended by mutual written agreement.

Section C - The grievance shall be submitted in writing and shall include the following:

1. A statement of the facts alleging the violation.
2. The specific Article or Section of this Agreement which is alleged to have been violated.
3. The specific relief which will resolve this grievance.

4. The name(s) of the aggrieved party.
5. Appropriate transmittal signatures and dates.

Section D - Informal Procedure - Prior to initiating formal grievance procedures, the aggrieved party shall attempt to seek resolution with the appropriate supervisor.

Section E - Formal Procedure

LEVEL ONE - Executive Director of Operation's Level: Within five (5) days of the alleged violation of this Agreement or of the grievant's knowledge of its occurrence, whichever is first, the aggrieved party shall submit a written grievance to the Executive Director of Operations. Within five (5) days of receipt of the written grievance, the Executive Director of Operations shall schedule a Level One hearing. In the event a Level One hearing is not scheduled within the five (5) day limitation, Level One shall be waived and the grievance referred to Level Two.

Within five (5) days of the hearing on the grievance, the Executive Director of Operations shall render a decision in writing, transmitting a copy to the Union, the aggrieved party, and to the Deputy Superintendent.

LEVEL TWO - Superintendent's Level: If the decision of the Executive Director of Operations is unsatisfactory to the grievant, the Union, within five (5) days of receipt of the Director of Operations' decision, shall transmit to the Superintendent or his/her designee the Level One decision and a statement of the intent to file at Level Two.

Within ten (10) days of a Level Two grievance, the Superintendent or his/her designee shall schedule a Level Two hearing.

Within five (5) days of the hearing on the grievance, the Superintendent or his/her designee shall render a decision in writing, transmitting a copy to the Union and to the aggrieved party.

LEVEL THREE - In the event the Union is not satisfied with the disposition of the grievance at Level Two, the Union must provide written notice of intent to submit the grievance to arbitration within fifteen (15) days after the receipt of the decision in Level Two.

After receipt of a notice of intent to arbitrate, the parties shall meet in an attempt to agree on an arbitrator. If the parties are unable to mutually agree on an arbitrator, then the Union may submit the matter to the Michigan Employment Relations Commission requesting that an arbitrator be selected with their assistance and under their rules.

The arbitrator shall have no power to amend, alter, or modify this Agreement or any supplementary agreement.

The award of the arbitrator shall be based exclusively on evidence presented at the arbitration hearing and the award shall not be based on other extra contract matters not specifically incorporated in this Agreement.

There shall be no appeal from the arbitrator's decision. It shall be final and binding on the Union, the Board, and on all parties.

The arbitrator shall have no power to establish salary schedules or set or alter hourly rates.

No decision of the arbitrator in any one case shall require retroactive adjustment in any other case.

The expenses of the arbitration proceedings shall be borne equally by the parties. Each party shall make arrangements for and pay the expenses of witnesses which are called by them.

Representatives of the Union who are called as witnesses by the Employer shall not suffer any loss in their regular wages. The arbitrator shall not be empowered to rule on any matter which has been made subject to review by applicable federal, state, or civil regulatory procedures.

Section F - Grievances shall be processed from one step to the next within the time limits prescribed in each of the steps. Any grievance upon which a disposition is not made by the Employer within the time limits prescribed or any extension which may be agreed to shall proceed to the next step of the procedure. Any grievance not carried to the next step by the Union within the prescribed time limits, or any extension which may be agreed to, shall be automatically closed upon the basis of the Employer's last disposition.

Section G - Employees shall be allowed representation at all levels of the Grievance Procedure, either by the Union or outside counsel.

ARTICLE 20 - VACATIONS

Section A - Vacation time for bus mechanics shall accumulate as follows:

1. Starting after January 1st - None
2. Starting between July 1st and January 1st - 5 days
3. One full year or more - 10 days
4. Five full years or more - 15 days
5. Ten full years or more - 20 days

Section B - Mechanics will be allowed to use ten (10) vacation days during the school year (subject to the approval of his supervisor).

Section C - Vacation benefits are non-accumulative. Vacation days must be used up by September 1st following the year in which the days are earned.

Section D - Vacation requests of more than five (5) consecutive days must be submitted in writing not less than thirty (30) days prior to the commencement date. Vacation requests of less than five (5) days must be made five (5) days in advance and approved by the Supervisor.

Section E - Vacation credit not used shall be paid based on the employee's current rate on the last payroll date of the school year when earned. Vacation requests during the months of June, July, and August will be limited to two (2) consecutive weeks with no more than two (2) employees gone at a time. All requests will be made on a first-come, first-served basis. Should requests be made on the same day, seniority will prevail.

Upon approval of the Executive Director of Operations, vacation requests of more than two (2) consecutive weeks may be approved dependent upon operational requirements.

ARTICLE 21 - VACANCIES, PROMOTIONS, TRANSFERS

Section A - Transfer of Employees:

1. If an employee is transferred to a position under the Employer not included in the unit, and is thereafter transferred again to a position within the unit, he/she shall have accumulated seniority while working in the position to which he/she was transferred. Employees transferred under the above circumstances shall retain all rights accrued for the purposes of any benefits provided for in this Agreement.
2. Transfers and promotions within the bargaining unit shall be made on the basis of seniority and qualifications, with consideration being given first to applicants presently working in the classification (classification to be defined as regular/vocational education bus driver, special education bus driver, mechanic I, mechanic II, master mechanic, and fleet assistant). In the event there are no applications from the employees working in the classifications, applications submitted by employees working in other classifications shall be considered next. Previously existing positions and any newly created positions that are declared vacant shall be posted, when they are going to be filled, for a period of five (5) working days, setting forth the minimum requirements for the position, in the bulletin board areas as designated. Employees interested shall apply within the five (5) working day posting period. The senior employee applying for the position and who meets the minimum requirements shall be transferred.
3. The Chief Union Steward shall receive copies of all job postings.
4. Members of the bargaining unit who are promoted to positions outside the bargaining unit shall have their seniority frozen for a period not to exceed one (1) year. If the employee returns to his former classification within one (1) year of his promotion, the seniority will be restored.

ARTICLE 22 - VACANCY POSTINGS

Section A - A posting will be created when the Employer determines there is a vacancy, which they intend to fill, or there is a new position or new assignment.

When it has been determined by the Employer to fill a vacancy or establish a new position/assignment, the Employer will post positions within five (5) working days.

The posting(s) will be posted for five (5) working days. Interested and qualified employees may bid on any posting by signing in the designated space on the posting during the posting period. Interested employees shall have the opportunity to drive the posted assignment, to the extent possible, on a seniority basis during the posting period.

Postings will provide the following information:

1. Position/Classification
2. Hours
3. Rate of Pay
4. Assignment

Assignments shall be awarded within five (5) working days following the posting period. Positions shall be awarded on the basis of seniority and qualifications, first within the affected classification, then outside the affected classification. Once an assignment has been awarded, the employee who receives the position shall commence the duties of the new assignment on the first work day of the week following the award.

Section B - Any vacancies which result from the posting procedure referred to above will be resolved at a bid meeting which will be held during the third working day following the filling of the original position. All drivers interested in changing assignments may bid on the resultant vacancy(ies) at this meeting on the basis of seniority and qualifications, and any and all resultant vacancies will be filled at this meeting. A seniority driver may be bypassed only if assignment of that period would result in a work week in excess of forty (40) hours per week or if the driver is not qualified for the assignment. Notification of the bid meeting will be posted immediately following the filling of the posting on the original bid sheet. There will be no separate bid posting for resultant vacancies. Shifting of drivers shall occur on the second day after attendance at bid meetings that occur during the year. Upon the driver's request, a Steward may bid for the requesting driver.

Section C - Increase in Assignment Time After 4th Friday

1. Mandatory Posting
2. From the person who is awarded the posting, down the seniority list, all assignments are up for rebid in a bid meeting.
3. All assignments are locked into new original times.

Section D - Decrease of Assignment Time After 4th Friday

1. Driver has choice to keep or give up assignment. If driver keeps it, it becomes new original time.
2. If driver gives it up, they go below them in seniority to choose new assignment.
3. From the assignment they took down in seniority, all assignments will be rebid in a

bid meeting by seniority. All assignments are locked into new original times.

Section E - When a member in on a Military leave, medical leave or off work due to a Worker's Compensation injury leave, their assignment and return to duty shall be dealt with in the following manner:

1. If an employee is on one of the aforementioned leaves or injury, and it is known that the time period off duty will be greater than thirty (30) working day, the employee's assignment shall be bid as a temporary position. The assignment shall be awarded to the most senior qualified bidder within the classification of the vacant assignment. The resultant vacancy may be filled by a substitute.
2. Employees returning from one of the aforementioned leaves or injury shall return to the assignment originally vacated. The employee temporarily filling that assignment shall return to their previous assignment.
3. Employees on one of the aforementioned leaves or injury shall only be allowed to bid for assignments at the beginning of each school year and/or at the District Fall Count Bid day. These employees will not be allowed to bid on any other assignment(s) during the school year, until they return to regular duty.

ARTICLE 23 - LAYOFF AND RECALL

Section A - Layoff is defined as a reduction of the work force. If layoff becomes necessary, it shall be conducted in the following manner:

1. Temporary employees.
2. Probation employees in the affected classifications.
3. Remaining employees in the affected classifications beginning with the least senior employee within the classification. An employee who suffers a reduction in hours as specified in Section A above may exercise their seniority at the time of layoff to displace the lowest seniority driver with an equivalent number of hours.

Section B - Employee to be laid off shall be given a written notice at least 10 work days prior to the effective date of the layoff.

Upon request, the Employer shall provide to the Chief Union Steward a list of those employees to be laid off at the same time the notices are issued to the employees.

Section C - Employees recalled to work following a layoff shall be recalled in inverse order of the layoff. Notice of recall shall be by certified mail to the affected employee at the last-known address on file with the Employer. Upon request, a list of those employees recalled shall be provided to the Chief Union Steward at the same time the recall notices are sent. Employees shall remain on the layoff recall list until recalled but not to exceed three (3) years, at which time their name shall be removed from said list with no remaining right to recall.

Section D - For the purposes of layoff and recall only, the Chief Steward and two (2) alternate stewards shall assume the highest seniority ranking in their respective classification.

Section E - Work normally performed by the bargaining unit members shall not be regularly performed by non-bargaining unit personnel while any bargaining unit member is on layoff.

Section F - The seniority list will be published annually and posted, with a copy sent to the Chief Union Steward. It will include the year, the month, and the day of employment, when available. Employees shall lose their seniority for the following reasons only:

1. He/she quits.
2. He/she is discharged and the discharge is not reversed through the procedure set forth in the Agreement.
3. He/she is absent for five (5) consecutive working days without notifying the Board. In proper cases, exceptions shall be made. After such absence, the Board will send written notification to the employee at his/her last-known address that he/she has been terminated. If the disposition made of any such case is not satisfactory, the matter shall be referred to the final step of the grievance procedure.
4. If he/she does not return to work when recalled from layoff as set forth in the recall procedure. In proper cases, exceptions shall be made.

Section G - An employee shall lose his/her seniority when employment is terminated; and if the employee returns to work at the Grand Ledge Public Schools, his/her seniority will not be restored.

ARTICLE 24 - JURY DUTY

An employee who serves on jury duty will be paid the difference between his/her pay for jury duty and his/her regular pay. An employee required by the Employer or subpoenaed to appear in court on any job-related matters shall be paid the difference between his/her regular pay and any stipend he/she receives for such appearance.

ARTICLE 25 - OVERTIME

Section A - Time-and-one-half (1-1/2) shall be paid for all hours worked in excess of eight (8) in any one twenty-four (24) hour period or in excess of forty (40) hours in any one work week.

Section B - Mechanics shall be paid double time for all hours actually worked on Sundays or holidays.

Bus driver shall be paid double time for all hours actually worked on Sundays and holidays.

Section C - Any mechanic called in to work, and the hours are outside their normally-scheduled hours, shall be paid for a minimum of two (2) hours at the rate of time-and-one-half (1-1/2) his/her regular hourly rate. Mechanics will be paid time-and-one-half (1-1/2) for Saturdays. "Call In" shall be defined as arrangements made after 9:00 p.m. of the previous work day schedule.

Section D - A driver who is called in to work on any day covered under Article 10, Section F, and who would otherwise have been in a paid status shall be paid time-and-one-half (1-1/2) for all hours worked on any such day, dependent on the schedule(s) of the district(s) for which the driver drives.

Section E - For the purpose of computing benefits under this Agreement, paid vacation, sick days, funeral leave, jury duty, and paid personal leave shall be considered as hours worked.

ARTICLE 26 - LONGEVITY

Bus drivers covered by this Agreement shall receive longevity in accordance with the following:

12 years of service - \$175
15 years of service - \$275
20 years of service - \$375

Mechanics (and fleet assistant) covered by this Agreement shall receive longevity in accordance with the following:

6 years of service - \$175
11 years of service - \$275
16 years of service - \$375

Payment shall be made in the pay period following their individual seniority date.

ARTICLE 27 - MECHANICS AND FLEET ASSISTANTS WAGES

Section A - REQUIREMENTS

A person employed, having met all qualifications regarding such employment and this person having previous experience or training that would tend to make him more valuable than a beginning employee without any previous experience, may apply said credit for job employment position.

Section B - WORK SCHEDULE

The work week shall not be less than forty (40) hours for full-time employees. Part-time employees shall be defined as those who work less than forty (40) hours per week but twenty (20) hours or more per week. The assignment of overtime shall be rotated based upon a mechanic's seniority.

Section C - MECHANICS AND FLEET ASSISTANT SALARY SCHEDULE

Position	Certification Status	1994-95	1995-96	1996-97
Fleet Assistant	0	\$8.81	\$8.99	\$9.17
Mechanic I	1-8	\$14.67	\$14.96	\$15.26
Mechanic II	9-13	\$14.79	\$15.09	\$15.39
Master Mechanic	14+	\$14.89	\$15.19	\$15.49

There is an economic reopener for the 1997-98 school year.

The above schedule will be based on the following conditions:

1. A maximum of three (3) certifications may be approved annually and must be specified and pre-approved by the Transportation Supervisor.
2. The classification of fleet assistant is separate from the mechanic steps, (i.e., fleet assistants may not move into the mechanic classification by gaining any certifications).
3. The duties and responsibilities of a higher classification will be inclusive of lower level certification 0-14.
4. When a substitute mechanic is to be used, the most senior mechanic or fleet assistant, who is qualified, shall be offered the position prior to an outside substitute being used. Qualification status will be determined by the transportation supervisor based on their certification status and required work.
5. Employees required to work in a higher classification shall be paid the rate of the higher classification.

Section D - MECHANIC CLASSIFICATION

1. Bi-weekly pay amounts will be calculated by multiplying the weekly rate by two (2).
2. The Board shall provide mechanics and fleet assistants with uniforms (shirts and pants). Laundering and major repairs of uniforms shall be the responsibility of the Board.
3. Cold weather jackets shall be provided as necessary upon approval of the Executive

Director of Operations.

4. Each mechanic will receive an annual \$200 tool allowance, paid for by the Employer, with invoice approval being made by the transportation supervisor. Mechanics are expected to maintain an appropriate level of tools to conduct their daily garage assignments.

ARTICLE 28 - DRIVER WAGES

Section A - REQUIREMENTS

Bus drivers must meet State requirements and Board qualifications. They must attend designated inservices as required by the Employer, for which they will be paid at the training program rate. Newly-hired bus drivers shall serve a ninety (90) calendar day probationary period and shall be represented by the Union only for the purpose of collective bargaining in respect o rates of pay, wages, hours of employment, and other conditions of employment, as set forth in Article I of this Agreement. At the Board's discretion, the probation period may be extended an additional thirty (30) days. After successfully completing the probationary period, bus drivers shall be entitled to representation by the Union in all aspects of employment.

Section B - The following shall be the basis for figuring bus drivers' salaries:

Bus Driver	1994-95	1995-96	1996-97
Regular Driver	\$13.49	\$13.76	\$14.04
Probationary Driver	\$11.83	\$12.07	\$12.31

There is an economic reopener for the 1997-98 school year.

Special Education drivers will be paid an additional \$.50 per hour for their regular special education assignments only.

For a driver to qualify for the regular rate starting in September, he/she must have been hired on or before the first school day after the Christmas vacation of the previous year. If he/she is hired after that date, he/she becomes eligible for the regular rate one (1) calendar year from his original date of hire.

Employees required to work in a higher classification shall be paid the rate of the higher classification.

Section C - Regular assignment time shall be defined as established working time or length of time necessary for the driver to complete his/her duties. Assignment time(s) shall begin ten (10) minutes prior to the time the driver is scheduled to leave the Transportation Department or designated location (to be used for pre-trip/walk around, fueling, and/or vehicle care) and ends upon the completion of the assignment and the driver's return to the Transportation Department or designated location. There shall be three (3) different assignment possibilities:

1. Morning assignment.
2. Noon assignment.
3. Afternoon assignment.

For the purpose of computing wages for assignments, wages will be adjusted at + or - ten (10) minute time intervals to reflect regular driving assignment time.

Section D - Time spent in breakdowns/delays/extenuating circumstances beyond the control of the driver shall be paid for, in addition to the regular assignment rate, provided that such circumstances could not reasonably have been prevented. Driver assignments which are interrupted or changed for emergency reasons or unique circumstances will be paid for all hours actually driven over normal assignment time.

Section E - Drivers will be paid \$6.00 per hour for attendance at State or Local required bus driver training programs. Employees attending required training, which spans a meal period and the meal is not provided by the training agency, shall have receipted meal costs reimbursed by the Board, not to exceed the extra trip meal allotments in Article 30.

Section F - Reimbursement to drivers' for allowable expenses, including meals, mileage, telephone charges, should be paid in the pay period following the period in which the expense was incurred, by separate check, and shall not be subject to deductions for income tax or other purposes. Service charges on school-owned vehicles shall be paid in a separate check as soon as possible.

CDL license fees will be reimbursed to the probationary driver by the Board of Education at the end of the school year after a year of regular daily driving. All subsequent chauffeur license fees shall be paid in the paycheck following proper documentation, with receipts being presented to the Employer, that the license has been successfully obtained. The Board will pay for only the successfully completed license and not any previous attempts.

The employer will provide a maximum of \$50.00 towards the purchase of a Grand Ledge Public Schools cold weather coat every two years for each school bus driver. The driver coat must be selected by a committee and selection must have mutual agreement by management.

Section G - All assignments will be paid at a minimum of one (1) hours. On half days when the driver's assignment is split, they shall be paid their regular assignment rate, even though it is split, or actual time, if longer. The Employer reserves the right to combine runs as necessary on days when the regular schedule is interrupted.

Section H - All employees who successfully end the school year are given reasonable assurance that they will be returned to employment for the next year.

ARTICLE 29 - DRIVER ASSIGNMENT/RESPONSIBILITY

WORK SCHEDULE

Section A - Each driver's hours are determined by the length of their assignment(s). All drivers will report for their regular scheduled driving assignment time unless excused by the Transportation Office. Communication for this temporary time adjustment (Max. 3 days) must be conducted a minimum of thirty (30) minutes prior to the start of their assignment time. Temporary adjustment to the start time is not intended to impact any other portion of the driving assignment schedule or supplant Article 29, Section C.

Original driving time is established at the Fourth Friday Bid. Driver acceptance of reduced assignment time (-20 minutes), individual postings and/or bid meetings after Fourth Friday Bid shall establish new original driving time(s). Provisions of Section B and C (following) shall only be implemented after the Fourth Friday Bid.

Section B - INCREASE IN ASSIGNMENT TIME: If a regular education driver experiences an increase, above his/her existing original driving assignment time, of twenty (20) minutes or more on his/her am or pm assignment and/or twenty (20) minutes on his/her noon assignment, a mandatory posting will be initiated within five (5) working days. The driver will continue with their assignment until the posting/bid meeting process, as per Article 22, is completed.

If a special education driver experiences an increase, above his/her existing original daily driving assignment time, of thirty (30) minutes or more on his/her am or pm assignment and/or thirty (30) minutes on his/her noon assignment, a mandatory posting will be initiated within five (5) working days. The driver will continue with his/her assignment until the posting/bid meeting process is completed, as per Article 22.

Section C - DECREASE IN ASSIGNMENT TIME: If a regular education driver experiences a reduction from his/her existing original driving time of twenty (20) minutes or more from his/her am or pm assignments and/or twenty (20) minutes on his/her noon assignment, the driver will exercise his/her choice to accept the new time or invoke the provisions of Section D below.

If a special education driver experiences a reduction of more than thirty (30) minutes or more on his/her am or pm assignment and/or thirty (30) minutes on his/her noon assignment, the driver will exercise his/her choice to accept the new time or invoke the provisions of Section D below.

Section D - The driver who has opted not to accept the reduced-time run shall choose an assignment from a less-senior driver. A bid meeting with all less-senior drivers than the originally-reduced driver, shall be held to resolve the resultant vacancies, as per Article 22, Section B. No more senior drivers than the originally-reduced driver may bid at this meeting.

Section E - Should the provisions of Section B, C or D above cause a problem for either party during the course of this Agreement, the parties shall meet to renegotiate these sections of the Agreement.

Section F - One (1) week (seven (7) calendar days) prior to the beginning of the student school year, both regular education and special education established driving assignments will be available for staff review. On the Tuesday prior to the beginning of the school year, there shall be a mandatory drivers' meeting. Driver bid schedules will be provided at this Tuesday driver meeting. If, in case of an emergency, a driver is unable to attend their scheduled bid time, a Union steward will bid for that person.

Section G - BEGINNING OF THE SCHOOL YEAR BID: Starting five (5) calendar days prior to the start of the student school year, drivers will bid by seniority on established assignments in their respective classifications. Drivers may not bid on assignments in another classification until all employees in that classification have exhausted their opportunity to bid. All assignments will be identified by classification. Unless specifically developed for special education, all noon assignments will be considered regular education. Driver assignments bid by bargaining unit members will be awarded by seniority among qualified drivers. Drivers are expected to be knowledgeable of their assignment(s) prior to the first day of school for students.

Regular Education Assignments: During the first week of school, when students are being transported, drivers will be paid the computer assignment time plus the following: an additional ten (10) minutes for their a.m. assignment, p.m. assignment, and noon non-kindergarten assignments, and an additional fifteen (15) minutes for their noon kindergarten assignments.

Special Education Assignments: During the first week in which students are transported, drivers will be paid the actual time necessary to transport their assigned special needs student.

From week two (2) until the end of the Fourth (4th) Friday count week, drivers will be paid their computer/assignment time. Times may be adjusted during week 2-4 as deemed necessary by the Transportation Supervisor due to scheduling conflicts and/or student ridership changes. If the driver finds their computer/assignment time and actual driving time differ, then he/she shall turn in on Friday of each week an averaged time sheet with actual time driven. A copy of the time sheet will be initialed by the office and returned to the driver. The submission of a Friday time sheet will initiate a formal time review by the Transportation Supervisor. A determination of any time adjustment must be made within five (5) working days, with notification given to the driver.

Section H - Fourth Friday Bid: Starting the Monday following the district's fall count day, driving assignments will be made available to staff for their review over the next two (2) work days. Drivers will receive their bid time schedule on the Monday following the fall count day.

Starting five (5) calendar days following the fall count day, drivers will bid by seniority on established assignments in their respective classifications. All assignments will be identified by classification. The fall count day bid process will be completed within seven (7) calendar days from the district's fall count day. If a driver is unable to attend their scheduled bid time, due to an emergency situation, a Union steward will bid for that person. Drivers will start their new driving

assignments on the Monday following the bid process. Original driver time(s) will be established through this bid process for each driving assignment.

Section I - Assignment time(s) shall be defined as established working time or length of time necessary for the driver to complete his/her duties. Assignment time(s) shall begin ten (10) minutes prior to the time the driver is scheduled to leave the Transportation Department or designated location. This time is to be used for pre-trip walk around, fueling and/or vehicle care. Assignment time ends upon completion of the assignment and the driver's return to the Transportation Department or designated location. There shall be three (3) different assignment possibilities:

1. Morning assignment.
2. Noon assignment.
3. Afternoon assignment.

Section J - Regular Education: The eligible driver with only a secondary assignment will be compensated to stay on his/her assignment when a regular education driver with both secondary and elementary components is absent. The compensation will consist of 1.5 rate of their single regularly scheduled assignment, unless otherwise scheduled to drive by the Supervisor. Absent am/pm driving assignments will be filled by a substitute.

A driver shall be permitted to substitute for a kindergarten and/or a vocational education assignment, provided there is no conflict with his/her normal driving assignment. (Conflict will be determined by the Transportation Supervisor.)

Special Education: When a special education substitute driver is needed, and such need is made known to the Employer at least two (2) hours in advance, qualified regular education drivers shall be permitted to substitute for the absent driver on a rotating seniority basis. If no regular driver is interested in substituting for the absent employee, a substitute driver will be used.

Section K - Summer assignments shall be posted no later than five (5) working days prior to the end of the school year. Summer driving assignments shall be awarded by seniority to qualified drivers within their respective classifications.

Section L - When new assignments are established during the school year, the assignment(s) will be posted as set forth in the provisions of Article 22.

Section M - DRIVER RESPONSIBILITY

Driver responsibilities shall be outlined in the job description maintained by the Employer. Drivers will receive any updated or revised job descriptions.

Drivers shall also be responsible to communicate and coordinate with the Transportation office to maintain a current vehicle student roster and accurate driving assignment (map(s)).

ARTICLE 30 - FIELD TRIPS

Section A - Regular education drivers shall be responsible for driving regular education field trips. To the extent possible, regular education drivers shall remain on their regular assignment before driving a field trip.

Special education drivers will be responsible for driving special education field trips. (A special education field trip shall be defined as a trip requiring the use of a special education vehicle.) Special education drivers must drive regular assignment before driving a field trip, unless excused by the Supervisor. Only when no driver from the affected classification is available may the trip be offered to a driver from a different classification.

Section B - Drivers will receive pay for field trips as follows:

1. Minimum driving time paid for any athletic trip shall be three (3) hours. Minimum driving time paid for all field trips, other than athletics, shall be one (1) hour.
2. Layover time on a field trip shall be paid at the regular rate of pay, and not subject to overtime.

Section C - Known field trips shall be posted in the week prior to the date of the trip. When field trips are posted, the exact location of the destination shall be posted. Drivers shall be given a copy of the complete itinerary of the trip prior to the start of the trip.

1. Field trips shall be assigned on a rotating seniority basis within the affected classification.
2. Drivers who do not sign up for a field trip or who refuse a field trip shall be bypassed on the seniority list for rotation purposes.
3. Special education drivers may take field trip before a sub, with Transportation Supervisor's approval.
4. If no regular education or special education driver elects to take an extra trip, a substitute driver may be used.
5. If no special education driver elects to take a special education field trip, it may be offered to a regular education driver who is qualified (as defined by the Board) to drive special education assignments. If no regular education driver elects to take the trip, it may be driven by a substitute.

Section D - Reimbursement - Meals will be reimbursed when drivers are out of the district on a field trip or their in-district field trip prevents a reasonable meal schedule, at the specified meal times. A Voucher form and a dated cash register receipt shall be required for reimbursement. Reimbursement shall be up to the standard amounts as specified below:

Breakfast - 5:00 a.m. - 8:00 a.m.	-- \$3.50
Lunch - 11:00 Noon - 2:00 p.m.	-- \$4.00
Dinner - 5:00 p.m. - 8:00 p.m.	-- \$6.00

Any approved cost incurred for an overnight stay shall be paid by the district.

Section E - Field Trip Chaperons - A field trip of up to and including twenty (20) students shall require one (1) adult riding on the bus. Student field trip groups in excess of twenty (20) students on one bus shall require at least one (1) adult riding the bus. Drivers shall not be expected to drive without the required chaperon(s).

Section F - If the driver is not notified of a cancellation, and when arriving at the point of departure learns of cancellation, he/she shall be paid for one (1) hour. If an extra trip is canceled, with less than adequate notification which prevents the driver from performing their normal daily driving assignment, the driver will be paid for their normal driving assignment. At the discretion of the Supervisor, the driver may be excused from driving that portion of their daily assignment with which the extra trip was in conflict.

Drivers who are offered an extra trip, with less than 24 hours notice, and decline to accept the extra trip, will not be charged for a refusal towards the extra trip stipend.

When drivers turn in an extra trip, which they are unable to drive, and it is more than 24 hours to the trip leave time, this trip will then be offered to another driver on the rotation who's trip had been canceled in the latest round of extra trip assignments. If there are no drivers with canceled trips, then the trip is offered to the next driver on the rotation list.

Section G - A driver who takes a field trip shall be permitted to leave the destination for a reasonable period of time to obtain a meal and/or use restroom facilities. The driver shall advise the coach/sponsor prior to leaving and will indicate where they will be. The driver shall be responsible for the bus.

Section H - The length of the field trip, including pre- and post-trip vehicle care shall be established by the Employer. Deviations from this established time must be submitted to the Supervisor for approval before the time shall be paid.

Section I - Drivers shall be responsible for accurately completing required field trip forms provided by the Employer.

Section J - FIELD TRIP STIPEND - Extra trip stipend - \$300.00 - but every time trip selection passes a driver on the rotation list, a \$50.00 deduct will be administered (one (1) free refusal). Sports event drivers who are awarded seasonal sport trips will receive a \$100 deduct, per sport season driven, from the extra trip stipend.

Section K - The employer will maintain an emergency pool of drivers (8 highest seniority interested drivers) who will be utilized to fill in for emergency extra trip driving assignment needs. This would include extra trips turned in with less than 24 hour notice and/or extra trips scheduled with less than 24 hours notice.

Section L - SPORT EVENT DRIVERS: Designated sports for each of the three seasons (Fall,

Winter and Spring) will be determined by the employer on an annual basis. These events will be posted 30 calendar days prior to the start of each season. After a seven calendar day posting period, each sport will be awarded by classification and seniority. Only one sport will be awarded per driver, per season. Drivers will not bid on the extra trip rotation cycle for that season in which they are assigned as a sport event driver. Sport event trips not bid on by any bargaining unit members will be offered to substitute bus drivers.

When two or more events, that have separate busses are combined on one bus, the senior sport event driver for these events will drive the trip. The other sport event driver(s), from the events consolidation, will be alternate(s) by seniority.

Any additional sport event trips not included on the seasonal bid will be posted on the regular extra trip posting procedure. All non sport event drivers will bid for all other extra trips on the regular extra trip rotation procedure. A substitute bus driver will be utilized for all extra trip drivers and sport event drivers while on their trip assignment.

ARTICLE 31 - TERMINATION OF AGREEMENT

Section A - This Agreement shall be considered effective from July 1, 1995, to and including June 30, 1998, and shall continue in full force and effect from year to year thereafter unless written notice of desire to terminate, cancel, or modify the Agreement is served by either party upon the other at least sixty (60) days prior to date of expiration. The Agreement will be reopened for the second and third years in order to negotiate economic provisions (not just wages).

Section B - This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with its terms. All future individual employee agreements shall be made expressly subject to the terms of this Agreement.

Section C - If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall be deemed null and void, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

Upon the request of either party, the parties shall negotiate for purposes of possibly agreeing to a replacement provision at reasonable times and places.

Section D - This Agreement constitutes the sole and entire existing Agreement between the parties and supersedes all prior practices, whether oral or written, and expresses all obligations of, and restrictions imposed upon, the Board and the Union. This agreement is subject to amendment, alteration, or additions, only by a subsequent written agreement between, and executed by, the Board and the Union. The waiver of any breach, term, or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

Section E - 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 the Agreement. Therefore, the Board and the Union for the life of this Agreement, each voluntarily and unqualifiedly waive 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, or with respect to any subject or matter not specifically 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.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives this ____ day of _____.

FOR THE BOARD OF EDUCATION

FOR THE INTERNATIONAL UNION OF
OPERATING ENGINEERS, LOCAL 547

A,B,C,E,H,(AFL-CIO)

