

# MASTER AGREEMENT

BETWEEN

FOREST HILLS PUBLIC SCHOOLS  
BOARD OF EDUCATION

AND

FOREST HILLS BUS DRIVERS  
ASSOCIATION

JULY 1, 2013 – JUNE 30, 2015

Daniel Behm, Superintendent  
Forest Hills Public Schools  
6590 Cascade Road, S.E.  
Grand Rapids, MI 49546

## TABLE OF CONTENTS

	<u>Page(s)</u>
Agreement	
Article I: Recognition	6
Article II: New Drivers and Association Membership	6
Article III: Definitions	7
Article IV: Employment Conditions	8
Article V: Seniority	8-9
Article VI: Leaves of Absences – Paid/Unpaid	
A.    Paid Leaves	
1) Sick Leaves	10
2) Family Medical Leave Act (FMLA)	12
3) Bereavement Leave	12
4) Personal Business Leave	13
5) Workers' Compensation	13
B.    Unpaid Leaves	14
C.    Requests for Leave	14
Article VII: Vacation	15
Article VIII: Holidays	15-16
Article IX: Route Selection	
A.    Route Selection	16
B.    Summer Routes	16
C.    New or Vacant Routes	17
1) Regular Routes	17
D.    Split Routes	17
E.    Shuttles	17
F.    Modifying Routes	18
G.    Exchanging Routes	18

	<b><u>Page(s)</u></b>
Article X: Layoff and Recall Procedures	
A. Layoff	19
B. Recalls	19
Article XI: Evaluations	19
Article XII: Grievance Procedures	
A. Definition of Grievance	20
B. Timelines	20
C. Level One	21
D. Level Two	21
E. Level Three	22
Article XIII: Wages and Compensation	
A. Longevity	23
B. Requirements of Job	23
C. Overtime	23
D. Emergency Work	24
E. Breakdown or Accident	24
F. Jury Duty	24
G. Court Summons/Subpoena (Witness)	25
H. School Closings	25
I. Early/Emergency Dismissal	25
J. Delay Day or Cancellation of School	25
K. Familiarizing Drivers with New Routes	25
L. Bus Driver Responsibilities	26
M. Sick Leave Pay Off at Resignation	26
N. Bonus for Proposing Cost Saving Ideas to District	26
O. Reimbursement for CDL's	26
P. Scheduled Days Off	27
Q. Association Representation of Fellow Employee	27
R. Pay for Physicals	27
S. In-Service Training	27
Article XIV: Fringe Benefits	
A. Health Insurance	27-28
B. Dental/Vision Plans	28
C. Open Enrollment Period	28
D. Cash in Lieu of Medical Benefits	28
E. Life Insurance	28

	<b><u>Page(s)</u></b>
F. Hold Harmless	28
G. Workers' Compensation Insurance	29
H. Long-Term Disability	29
I. Flexible Spending Accounts	29
Article XV: Trips	
A. Trips	30
B. Canceled Trips	30
C. Overnight Trips	30
D. Trip Times	31
E. Posted Time Pay	31
Article XVI: Association Rights	32
Article XVII: Board Rights	32
Work Rules	33-34
Article XVIII: Closure Agreement	35
Article XIX: Duration	36
Letter of Agreement	37

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Forest Hills School District Board does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, or any other protected status in its employment decisions or the provision of services.

## **AGREEMENT**

This Agreement is entered into this first day of July, 2013, by the Board of Education of the Forest Hills School District, Kent County, Michigan, hereinafter called the "Board" and the Forest Hills Bus Drivers Association, hereinafter called the "Association" and shall be extended to June 30, 2015.

This Agreement constitutes, in written form, the sole and entire existing agreement between the parties in respect to rates of pay, wages, hours of employment and other conditions of employment, which shall prevail during the term of this Agreement. It supersedes all prior practices, whether oral or written, and expresses all obligations of and restrictions imposed upon the Board and the Association. It is further understood and agreed that only the Board or designee may issue policies concerning wages, hours and working conditions which are binding and then only if in writing and signed by the issuer. This contract is subject to amendment, alterations or additions only by a subsequent written agreement between and executed by the Association and the Board. The waiver of any breach, term or condition of the Agreement by either party shall not constitute a precedent in the future enforcement of its terms and conditions. The Board shall deal with all matters not expressly covered by this contract through exercise of its management rights without prior negotiations during the life of this Agreement.

Upon written notice by the Association on or before February 1 of the last effective year of this Agreement, renegotiations of the Agreement may commence.

## ARTICLE I

### RECOGNITION

The Board hereby recognizes the Association as the exclusive bargaining representative for all bus drivers, but excluding substitute drivers, mechanics, garage employees and all other employees within the transportation department. The term "driver", when used hereinafter in this Agreement shall refer to all drivers represented by the Association as above defined.

## ARTICLE II

### NEW DRIVERS

A. **Probationary Employee**

At each time of hire, a driver will be considered a probationary employee for ninety (90) calendar days. Benefits will start to accumulate after a successful completion of the probationary period. The responsibility to sign up for benefits rests with the eligible employee.

### ARTICLE III

#### DEFINITIONS

- A. Full Time Driver: Any driver that drives an assigned route
- B. Regular Wage: Drivers compensation
- C. Premiums: Rates in addition to regular wage
- D. Trip Pay: Compensation paid for trips
- E. Standby Time: Mandatory time drivers are being held for potential non-scheduled duties
- F. Designated Pay Period: The pay period will be concurrent and consist of a Board designated and posted fourteen (14) day period.
- G. Shuttle: Transportation of students for instructional purposes. This shall include but not be limited to transportation of students between facilities and/or home.
- H. Run: Transportation of an identifiable group (i.e. high school, middle school, 5/6, elementary, environmental) of students between home and school.
- I. Route: Driver's daily assignment (i.e., a.m. and p.m. high school and elementary, 5/6 run, environmental, routes may also consist of single runs.)
- J. Trips: Transportation of students for extra-curricular activities for educational purposes on a non-continuous basis. This shall include field trips.
- K. Regular School Year: As defined by the board approved district Calendar.
- L. Active Employee: Currently driving or on paid leave

## **ARTICLE IV**

### **EMPLOYMENT CONDITIONS**

#### **Vacancies**

A vacancy shall be considered to be an open position created by retirement, resignation, termination or a newly created position in the department. If in the determination of the board, it is to be filled, it will be posted within sixty (60) work days of the opening. All vacancies will be posted in a conspicuous place in each building of the district at least five (5) work days before the vacancy is advertised publicly or filled permanently. The postings shall contain the work location and the hours expected to be worked. A job description will be made available upon request. A copy of all Transportation postings shall be forwarded to the Association's president. Route selection and the filling of a new or vacated route shall follow a different procedure, covered elsewhere in this agreement.

## **ARTICLE V**

### **SENIORITY**

- A. Seniority shall be defined as the length of continuous service as a driver for the Forest Hills Public Schools. There shall be a seniority list maintained by the Board establishing the effective date of the employee's most recent date of employment on a regular basis. Anyone having the same date of hire on the seniority list is given seniority according to date of application.
- B. The Association shall be provided by the Board a complete seniority list by April 1. This seniority list shall be mutually approved by the Association and Board.



C. **Seniority While on Leave:**

1. Workers' Compensation: Retain Seniority  
Accrue Seniority
  2. FMLA: Retain Seniority  
Accrue Seniority
  3. Unpaid Leave of Absence: Retain Seniority  
Not Accrue Seniority
  4. Sick Leave: Retain Seniority  
Accrue Seniority
  5. Military Leave: Retain Seniority  
Accrue Seniority
- D. If a driver returns from a leave within six (6) months, he/she shall return to his/her previous route assignment.
- E. Frequent absences, resignations or discharge for failure to report to work upon termination of a leave of absence or layoff shall be reason to terminate full time status and seniority.
- F. A seniority list will be posted by April 1 of each school year by the Supervisor of Transportation. This list will be posted for thirty (30) calendar days. If a driver believes there is an error in the list, it is the driver's responsibility to notify the Supervisor of Transportation or trustee of the Association, in writing, during this time period or this list will be held to be accurate and will be used for route selection and other seniority related issues in this Agreement.
- G. In the event there are more regular drivers than routes at route selection, the displaced driver shall be held harmless and shall be considered same as a regular driver and shall be assigned the first available route. This would include those regular drivers returning from a disability leave or displaced because of layoff.

## ARTICLE VI

### LEAVES OF ABSENCES – PAID/UNPAID

#### A. PAID LEAVES

Sick, Personal, and Vacation days will be paid at actual route time. All banks will be granted to drivers at the time they begin or return to active driving duty. Drivers who are on un-paid leave will have their banks prorated upon return to work. If the driver does not exhaust their banks before returning from medical leave, he/she shall be granted their entitled banks upon return from leave.

##### 1. Sick Leaves:

- a. Summer route drivers who drive during the summer for a minimum of four (4) weeks, shall have one (1) additional sick day at the minimum of three (3) hours up to actual driving time, added to his/her bank after summer route selection.
- b. Full time drivers employed before August 1, 2013 shall be granted six (6) sick days per year.per year. Drivers hired after August 1, 2013 will be granted 3 sick days per year.
- c. Personal illness or disability of the driver and any medical procedure of said driver are covered by sick leave policy. Notification of such should be made to the Supervisor of Transportation or designee between 5:15 a.m. and 5:30 a.m. to receive sick pay compensation. A two (2) hour sick leave notification should be made for other runs that must be covered in a day. If an emergency occurs, the two (2) hour notification requirement can be waived by the Supervisor of Transportation.
- d. At the discretion of the Supervisor of Transportation, a physician's statement may be required to determine whether an employee is physically able to return to his/her duties.
- e. The parties agree that yearly excessive usage of days; five (5) or more may be questioned by the Supervisor of Transportation and may be reflected on an evaluation conducted within three (3) work days, upon returning to work and/or a loss of wages if unwarranted usage is found.
- f. Personaltime may be used for sickleave requests, however, sicktime cannot be used for personaltime.

g. Forest Hills School District employees may contribute sick leave hours to any employee covered by this agreement who has exhausted his/her accumulated sick leave hours as approved by the Assistant Superintendent of Human Resources. For purposes of this section only, all hours contributed shall be equal as far as rate of compensation. Contribution of sick leave hours shall be subject to the following conditions:

1. If the employee has exhausted his/her sick leave bank prior to the contribution being made, he/she will be compensated for any unpaid hours upon receipt of contributed hours.
2. Contributed sick leave hours are for the specific intended employee absence. Contributed hours will not be banked to be used in the future by the same person.
3. Contributed hours not used by employee shall not be deducted from the contributor's sick leave bank.
4. Contribution of sick leave time is not intended to be used for short-term, intermittent illnesses.

h. In any given school year, accumulation of six (6) months of sick leave will result in the route being posted. If a driver returns from a leave prior to six (6) months, the employee shall be reinstated to his/her regular route. Beyond a total of six (6) months of such leave in a single school year, the route will be posted and granted to another driver. If the driver returns during the school year, the driver will be assigned daily duties if available to equal original route time.

He/she will have the right to bid for a similar position by seniority for the next school year. A driver in this category shall be given preference to substitute, at his/her regular rate.

i. Drivers with a minimum of two-hundred hours of accumulated sick time in their sick banks as of June 30 of the previous school year, have the option to sell up to thirty (30) hours of their accumulated sick hours the next school year. It is further understood that the decision by the driver to "cash-in" sick hours, up to thirty (30) hours, is irrevocable. It is the responsibility of the employee to submit the required documentation to the Human Resources office no later than August 15 for the upcoming school year. The issuance of payment to the drivers shall be no later than May 30.

2. **Family Medical Leave Act (FMLA)**

The Federal law mandates employers to continue health benefits for a serious personal or family health condition up to twelve (12) calendar weeks for qualified employees as specified under the Family and Medical Leave Act. Pursuant to this law, employees are eligible if they have worked at least 1,250 hours in the previous year. Sick leave will be paid only for the personal illness of the employee or immediate family member as specified:

- a. FMLA allows for a total of twelve (12) weeks for the continuation of insurance coverage. In order for an eligible employee to receive compensation during an FMLA leave, the employee must exhaust all accumulated banks throughout the twelve (12) weeks as specified under the Family and Medical Leave Act (FMLA). Health benefits will continue for eligible employees for up to twelve (12) work weeks.
- b. Requests for leave for a serious health condition of an employee or to care for a member of the employee's immediate family who has a serious health condition, will require medical certification after three (3) consecutive days of absence as mandated under the Family and Medical Leave Act (FMLA).
- c. The Board and Association agree that the employer has the right to develop, approve and implement policies that comply with the Family and Medical Leave Act.

3. **Bereavement Leave:**

- a. Employees may have up to one (1) day paid leave, if he/she has exhausted their sick bank, to attend a funeral. Absence for a funeral requires prior approval.
- b. Employees may have up to three (3) days paid leave, if he/she has exhausted their sick bank, for a death in the immediate family. More time may be granted at the discretion of the Supervisor of Transportation's recommendation to the Assistant Superintendent of Human Resources.
- c. Immediate family is spouse, child, child in which employee has legal guardianship, parent, or immediate family of spouse or self.

4. **Personal Business Leave:**

a. **School Year Drivers**

Five (5) personal leave days will be granted for the 2013-14 school year for business that cannot be conducted outside the normal working hours based on his/her regular route assignment. For 2014-15, 3 personal days will be granted at the beginning of each school year for business that cannot be conducted outside the normal working hours based on his/her regular route assignment. For drivers hired after August 1, 2013, 3 personal days will be granted in 2013-14 and 3 personal days will be granted in 2014-15. Requests for personal business leave must be on the proper form and submitted to the Supervisor of Transportation three (3) work days in advance.

b. **Summer Route Drivers**

Drivers who drive during the summer for a minimum of four (4) weeks and at a minimum of three (3) hours per day, shall have one (1) additional personal business day at the minimum of three (3) hours up to actual driving time, added to his/her bank after summer route selection.

c. **Unused Personal Leave**

One remaining unused personal day, up to eight (8) hours, may be carried over to the personal bank and remaining unused personal time will be rolled over to the sick bank the following school year. The Supervisor of Transportation has the discretion to permit the transfer of sick time for personal use upon receiving a written request from the bus driver.

d. **Granting Personal Days**

Personal days are provided to employees in advance of earning them each school year. It is understood that if an employee takes an extended leave, resigns or retires prior to the end of the employee's last scheduled work day of the school year, the employee's banks will be prorated accordingly.

e. Personal days may be used on inclement weather days.

5. **Workers' Compensation**

In the event a driver is unable to drive as a result of personal injury covered by Workers' Compensation and it is determined that he/she may return within six (6) months, his/her route shall be held open and he/she will be reinstated to that position upon return. If at any time it is determined that the leave will exceed six (6) months, the route may be posted prior to the six (6) months described above. Beyond a total of six (6) months, a driving position will be kept available. He/she will

have the right to bid for a similar position by seniority for the next school year. A driver in this category shall be given preference to substitute, at his/her regular rate

**B. Unpaid Leaves:**

1. Upon written request, a driver may ask for an unpaid leave using the following guidelines:
  - a. Such leaves will be limited to sixty (60) work days and not encompass more than one (1) school year without prior authorization from the Supervisor of Transportation.
  - b. Such leaves will be approved by the Assistant Superintendent of Human Resources, in writing, prior to the start of the leave.
  - c. If a driver returns from an approved leave within sixty (60) work days, his/her route will be reassigned to him/her, providing it still exists.
  - d. One additional consecutive sixty (60) work day leave may be requested, but the driver's route will be put up for bid. Upon return, the driver may bid on another route when one is posted or bid on a route during route selection for the next year. A driver in this category shall be given preference to substitute at his/her regular rate of pay.

**C. Requests for Leave:**

- a. A driver cannot ask for a leave of absence for only a portion of his/her daily route assignment unless his/her request is related to a medical situation, or to take another position within the Forest Hills Public Schools, and is approved by the Assistant Superintendent of Human Resources.
- b. No leaves will be granted or approved so the driver can accept another work position outside of the Forest Hills Public Schools.

## **ARTICLE VII**

### **VACATION**

#### **For Employees hired prior to August 1, 2013:**

- A. For all drivers who have one (1) year of seniority, five (5) days of vacation equal to the driver's regularly scheduled assigned hours driven will be granted.
- B. For all drivers who have three (3) years seniority, five (5) additional days of vacation pay equal to the driver's regularly scheduled assigned hours driven will be granted.
- C. For all drivers who have six (6) years of seniority, five (5) additional days of vacation pay equal to the driver's regularly scheduled assigned hours driven will be granted.
- D. For all drivers who have nine (9) years of seniority, one (1) additional day of vacation pay equal to the driver's regularly scheduled assigned hours driven will be granted.
- E. The actual days must be approved by the Supervisor of Transportation and taken during periods of non-scheduled driving to avoid the need for substitutes.
- F. Drivers hired after August 1, 2013 will not receive vacation days.

## **ARTICLE VIII**

### **HOLIDAYS**

- A. All route drivers will be paid at their regular wage plus premiums if they work the last regularly scheduled work day preceding the holiday or the first regularly scheduled work day after the holiday unless processed as specified in B. below. These employees then qualify for the following paid holidays:
  - Labor Day
  - Thanksgiving Day and Day After
  - Christmas Day
  - New Year's Day
  - Good Friday  
(if scheduled as a non-attendance day on the school calendar)
  - Memorial Day

- Independence Day (July 4) for summer drivers

Drivers may request in writing to the Supervisor of Transportation no later than two (2) weeks in advance of their request to utilize a vacation or personal day for the last regularly scheduled work day preceding or the first regularly scheduled work day after a holiday. Such leaves will be approved by the Supervisor of Transportation based on the availability of substitute drivers. If more than two (2) requests are made for the same time period, it will be assigned by seniority. These absences are not to exceed two (2) consecutive years within the same holiday by the same driver unless time is available.

If an employee is on approved sick leave, he/she will qualify for the holiday pay.

Holiday pay will be based on driver's route time, a minimum of six (6) hours, not to exceed eight (8) hours.

## ARTICLE IX

### ROUTE SELECTION

A. **Route Selection**

Each year, all routes will be selected by seniority on the third Monday in August. The Supervisor of Transportation or designee will publish all regular education routes for ten (10) days prior to the selection day and will mail a copy of the route to all drivers ten (10) calendar days prior to route selection. All available shuttle data will also be included. Students requiring aides or special consideration will be noted on the route at the time of route selection. In the event a situation occurs which is beyond the control of the Supervisor of Transportation, prohibiting the publishing and notification ten (10) days prior to route selection, it will be the responsibility of the Supervisor of Transportation to contact the Association Board. Any driver desiring to pick up route selection data from the Transportation Office, is responsible for contacting the Supervisor of Transportation prior to ten (10) days before route selection.

B. **Summer Routes**

All summer routes will be selected by seniority, before the last scheduled school day in June and will be published not less than three (3) days prior to the selection day. Alternate positions will be posted and selected at the same time.

C. **New or Vacant Routes**

Whenever additional routes are added or mid-year vacancies occur, the route assignment will be posted by the Supervisor of Transportation for a



period of three (3) days. Seniority rights for the new position shall be based upon the following order:

**Regular Routes** – Whenever additional routes are added or mid-year vacancies occur, drivers from the master seniority list, highest to lowest, may select the route, but not to exceed more than three (3) postings. The Supervisor of Transportation will then offer the fourth (4<sup>th</sup>) vacated route to the drivers of single run routes only according to seniority. The vacated single run route will then be posted and the three (3) posting procedures as stated above will be followed. Only after these procedures have taken place will a route be offered to a substitute driver. Any vacancy must be filled within ten (10) work days.

D. **Split Routes**

If a route is split, the assigned driver of the original route will have first right of selection of the resulting routes.

E. **Shuttles**

All known shuttles will be posted separately from the routes and selected at the same time as the routes, by seniority, as has been done in the past. All shuttles will be mailed out in the packet with routes to the drivers ten (10) days prior to the selection day. All new shuttles will be posted for a period of three (3) days and be given to highest seniority drivers who signed up for the posting.

If a shuttle cannot be driven on time by a driver after one (1) week of continuous driving, it goes to the next highest seniority person who signed for it on that posting. Shuttles are not guaranteed.

F. **Modifying Routes**

Once a driver has received his/her route and the time of the route is established, the route may be changed as follows:

1. If the route is increased in time by five (5) minutes or more, the driver will be paid for the increased time.
2. If the route is reduced by more than ten (10) minutes, the time will be reduced by only the time that exceeds the ten (10) minutes.
3. If the time for a shuttle/route is changed, the driver will have the following options:
  - a. Keep the shuttle/route if he/she can make the time and the new item does not conflict with his/her existing assignment(s) or puts driver into overtime.
  - b. Keep the shuttle/route and give up the conflicting work.

G. **Exchanging Routes**

In general, drivers may not exchange routes. However, in certain extenuating circumstances, it may be beneficial for drivers and students alike to have two drivers exchange routes. This would be allowed under the following conditions:

1. The Supervisor of Transportation approves the exchange.
2. Two (2) drivers concur with the exchange.
3. The executive board of the association deems the exchange to be in the best interest of all parties and supports the exchange.
4. The driver giving up the longer route loses no time, and the driver accepting the longer route is compensated for all the time.

The exchange process may be initiated by the Supervisor of Transportation or a driver.

## ARTICLE X

### LAYOFF AND RECALL PROCEDURES

#### A. Layoff

1. If layoffs are required, employees shall be laid off in reverse order of seniority (lowest to highest).
2. Employees shall be given a minimum of ten (10) days written notice prior to a layoff via certified mail to the employee's last known address. A change in work schedule does not constitute a layoff.
3. All banks shall be frozen at the time of layoff and shall resume immediately upon recall.

#### B. Recalls

Recalls shall be in the reverse order of layoffs (highest to lowest). Drivers will be notified by certified mail, to the employee's last known address, at least five (5) days prior to the date they are expected to return to work. Failure to report to work within ten (10) work days of stated return date will terminate employment along with all privileges of this Agreement.

If drivers are not recalled within one (1) year from layoff, all banks shall be paid off per the Bus Driver contract agreement.

## ARTICLE XI

### EVALUATIONS

- A. All non-probationary employees will receive a formal evaluation once every three (3) years by the Supervisor of Transportation. All new route drivers will receive an evaluation at the end of their ninety (90) calendar day probationary period. A rotation schedule for evaluation has been developed. Evaluations may include driving record, pre-trip review, attendance, driving route, etc. The employee will receive a copy of the evaluation by May 30 of the year in which he/she is to be evaluated. Employees may be evaluated more frequently at the discretion of the administration.

- B. Any correspondence which becomes part of the driver's personnel file will be shared with the driver and, if requested, a trustee of the Association and signed by the driver before it is placed in his/her file. The driver's signature shall not be construed to indicate concurrence, but rather only that they have been made aware of the document's existence.

## ARTICLE XII

### GRIEVANCE PROCEDURES

It is the intent that all issues be resolved as soon and as simply as possible. Any bus driver or group of drivers believing there has been a violation, misinterpretation or misapplication of any provision of this Agreement or any rule, order or regulation of the Board regarding wages, hours, terms or conditions of employment, may informally try to resolve the grievance through the problem-solving process with the administration. Disciplinary action must be handled within five (5) business days of occurrence or is considered null and void. Both parties mutually agreed to extend the five (5) business days when extenuating circumstances warrant an extension.

A. **Definition of Grievance**

A "grievance" is a claim of improper application of the valid current "Contract Agreement". An "aggrieved employee" is the employee (or employees) who is/are directly affected and, therefore, will make the claim. The Association is the aggrieved only when an employee's rights have been allegedly violated. Nothing contained herein shall be construed as limiting the right of an employee having a grievance to discuss the matter informally with any appropriate member of the administration, either alone or with a representative of the Association, and having the grievance adjusted without intervention of the Association; provided the adjustment is consistent with the terms of this contract.

B. **Timelines**

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. If appropriate action is not taken by the aggrieved within the time limit specified, the grievance will be deemed settled on the basis of the deposition at the preceding level. In the event the written answer is not submitted in the time specified, the aggrieved may proceed to the next level. The time limits specified may, however, be extended by mutual agreement, in writing between the Association president and the Assistant Superintendent of Finance and Operations. A supply of the grievance forms shall be on file with the Association secretary.

1. Level One

An employee may, within five (5) work days of the occurrence of the grievance, orally discuss the matter with the Supervisor of Transportation and, if requested, a trustee or other officer of the Association, with the objective of resolving the matter informally. If the problem is not resolved to the employee's satisfaction, he/she may:

- a. Within five (5) days of the above conference, put the grievance in writing on the form provided and present it to the Assistant Superintendent of Finance and Operations.
- b. A conference between the Assistant Superintendent of Finance and Operations, the employee(s) and Association trustee or other officer, shall be held within five (5) working days. Assistant Superintendent of Finance and Operations shall submit the written decision to the employee and the Association no later than five (5) work days after the meeting.
- c. The Association trustee shall then report to the Association officers and a determination of the merits of the grievance will be made.
- d. If the grievance is not resolved at this level and the Association officers feel that the grievance has merit, the Association shall file a level two appeal form.

2. Level Two

- a. The level two grievance form will be filed within five (5) work days to the Assistant Superintendent of Human Resources.
- b. The Assistant Superintendent of Human Resources or his/her designee shall return a written decision to the Association no later than ten (10) work days after the receipt of the level two form. If said decision fails to settle the grievance, the Association may appeal to level three no later than ten (10) work days after receipt of the Assistant Superintendent of Human Resources' decision.

3. Level Three

The matter still being unresolved, the board will select two (2) representatives and the association will select two (2) representatives to review the grievance. This review will be done within fifteen (15) work days upon receipt of grievance at level three (3). If the parties cannot find agreement, they will select a fifth member, mutually agreeable to both parties.

This fifth member, along with the other selected representatives, will review/hear the case within fifteen (15) work days of being selected, and cast the tie breaking vote. This would resolve the grievance and such decision shall be binding by both parties.

**ARTICLE XIII**

**WAGES AND COMPENSATION**

Driver salaries will be frozen for 2013-14 and 2014-15 however steps will be granted both years.

**Wages**

<b><u>Regular Routes</u></b>	<b><u>2011-12 thru 2012-13</u></b>
Step 1	\$14.34
Step 2	\$14.93
Step 3	\$15.57
Step 4	\$16.18
Step 5	\$16.81
Step 6	\$17.41
<b>Trip Rate</b>	<b>\$14.34</b>

**\*No Meal Allowance**

**PREMIUM (+ PER HOUR RATE):**

Driver Trainers \$ 3.00

Step changes will be effective July 1. Benefits, such as longevity will take be effective July 1 and January 1. Vacation days will become effective on the driver's anniversary date.

- A. **Longevity**  
Additional \$.15 per hour per year commencing in year following last step.
- B. **Requirements of Job**  
Mandatory meetings, committees, conferences, bus school, drug testing, and other duties as assigned by the Supervisor of Transportation will be paid at their regular rate, excluding premiums.
- C. **Overtime**  
Overtime shall be paid at one and one-half (1.5) the regular hourly rate for all hours over forty (40) per week.

D. **Emergency Work**

The Supervisor of Transportation will implement an emergency list for drivers to sign up for additional work of any type on a rotation basis.

Emergency work will be offered to regular drivers at overtime rate from an overtime list before being offered to substitute drivers.

E. **Breakdown or Accident**

Drivers shall be paid at their regular wage for any time spent beyond regularly scheduled time due to a breakdown or accident, plus any time required for reports.

Pursuant to PA 187, the Pupil Transportation Act of August 15, 2006, bus drivers who have been convicted of any motor vehicle traffic violation that resulted in an accident while operating a commercial motor vehicle, will be required by the law to take a Commercial Driver License (CDL) skills test. At such time, conviction is determined by admission of guilt and payment of fine, or as determined by a court proceeding, shall not operate a school bus until the driver has passed the test. At such time, the driver will be placed on a paid leave of absence. The driver will continue to receive all benefits and banks as outlined in the Forest Hills Bus Driver Association Master Agreement during the paid leave of absence. The district will continue to pay the bus driver for training for a required road test. Until such time that the road test can be scheduled and the driver has been tested and passed the required CDL skills test, the driver will not be allowed to actively return to their driving assignment. Current bus driver trainers will provide training to those drivers on a paid leave of absence. A third party will administer the required road test. It will be the responsibility of the bus driver to pay for the required road test.

F. **Jury Duty**

In the event that a driver is summoned for jury duty, a special leave of absence shall be granted for that purpose. The driver shall be at work at all regular working hours when not serving as a juror. The pay a driver shall be entitled to for such leave shall be their regular wage plus premiums for time necessarily lost from his/her normal work schedule, less any amount earned for jury duty. Mileage based on the IRS rate will be reimbursed to the employee from the Business Office.



G. **Court Summons/Subpoena (Witness)**

In the event a driver is required to appear in court for reasons of legal suit being brought against the Forest Hills Public School District or the driver, in connection with their employment by a third party, said driver shall be paid at the regular wage for all time spent and reimbursed for any direct, personal expenses incurred. The district shall provide legal counsel as deemed necessary. The Supervisor of Transportation or member of the administration, if requested, in writing, will accompany the driver in these proceedings.

H. **School Closings**

When school is closed because of special circumstances, employees will not be paid for the first three inclement weather days in a year. Drivers will be paid under the following conditions:

- a. If an employee is specifically required to report.
- b. For the fourth and fifth closings in a school year.
- c. Personal time may be used on the first 3 inclement weather days.

I. **Early/Emergency Dismissal**

In the event of an anticipated emergency dismissal (i.e., bad weather), a good faith effort to contact all drivers will be made. If no contact is made and a substitute driver must be called, the regular route driver will not receive pay for the route time driven by the substitute, but may use personal time to make up the time missed.

J. **Delay Day or Cancellation of School**

Drivers will not be paid for the first three inclement weather days in a year. A driver will be paid two (2) hours at his/her regular wage if he/she reports to work and school is canceled or there is a delay in school starting time.

K. **Familiarizing Drivers with New Routes**

- a. Up to three (3) hours of regular pay will be paid for familiarizing drivers with each selected run and for all paperwork required during the course of the school year. Drivers taking established routes during the school year do not qualify under this section. Additional time must be approved by the Supervisor of Transportation.
- b. Summer drivers shall receive up to four (4) hours of regular pay for familiarizing themselves with route.
- c. Drivers who are asked by the Supervisor of Transportation to revise their route sheets shall be paid regular pay for the time required.

**Bus Driver Responsibilities**

- a. Drivers will be given (.1) per day to cover keeping their bus clean.
- b. Drivers will be given (.3) for each pre-trip they do each day. This does not include “going under the hood”.
- c. Drivers will be given (.1) per day to fuel their bus.
- d. Drivers will be given (.1) per day for post-trip responsibilities.
- e. Drivers required to use additional bus(es) on the same day shall be compensated as stated in sections a. through d. for the actual time to perform the tasks on the additional bus(es).

Drivers due time will be established by the Transportation Office, under the direction of the Supervisor of Transportation. Drivers required p.m. due time will be five (5) minutes prior to their scheduled departure time for p.m. line up at their respective schools. Scheduled times will be determined by the Transportation Office and will be posted each school year based on the school schedules.

**M. Sick Leave Pay Off at Resignation**

At the time of termination of employment, if an employee has accumulated sick leave, the Board will pay a bonus as follows:

50 days (300 hours) pays:	\$ 600.00
75 days (450 hours) pays:	\$1,500.00
100 days (600 hours) pays:	\$2,500.00

The District will contribute a sick leave payout into an annuity with a Board approved vendor prior to June 30. It will be the employee’s responsibility to complete the proper documentation with the Benefits Office for this board paid sick leave payout no later than May 15.

**N. Bonus for Proposing Cost Savings Ideas to District**

- a. Any employee who proposes an idea (in writing) which is approved by the administration and saves the school district over \$100 annually will receive a one-time bonus of \$50.
- b. Any employee who proposes an idea (in writing) which is approved by the administration and saves the school district over \$250 annually will receive a one-time bonus of \$100.

**O. Reimbursement for CDL’s**

The Board will reimburse the driver the cost of all required testing to receive a CDL license and any other classifications required by law, not including the cost of a basic operator’s license. Renewal costs will be covered to the same extent.

- P. **Scheduled Days Off**  
Drivers who have scheduled time off (per official school calendar) from their route will not be paid for non-driving time. They may sub on other routes during that time or they may drive trips, as the schedule allows. It shall be the responsibility of said driver to notify the office of availability and he/she will be given priority consideration by seniority.
- R. **Association Representation of Fellow Employee**  
Association trustees or other officers who represent and meet with a fellow employee that meets with the administration to resolve an issue may be released from his/her assignment and compensated at his/her regular wage and premium.
- S. **Pay for Physicals**  
Drivers will receive pay for the actual time of the physical plus one (1) hour travel time at their regular wage.
- T. **In-Service Training**  
Drivers will be required to attend in-service training sessions on the afternoons of high school exams in January and June as established by the annual district calendars.

#### **ARTICLE XIV FRINGE BENEFITS**

A. **Medical Insurance**

The Board will provide a single subscriber Priority Health Care Plan policy with the West Michigan Health Insurance Pool (WMHIP). To be eligible for insurance an employee must have driven a regular route.

Eligible drivers will pay any plan cost that exceeds the statutory cap provided by the state of Michigan through payroll deduction. Employees may purchase 2-person or full family coverage at their expense.

1. Drivers who worked an average of 30 hours or more per week during the previous school year are eligible for medical benefits during the school year as outlined in paragraph A of Article XIV.

2. Drivers working less than an average of 30 hours per week during the previous school year will not be eligible for benefits.

**B. Dental Plan**

Drivers who work an average of 30 hours or more per week will receive dental insurance through ADN Administrators, Inc. The single-subscriber rate, less 15% employee contribution, can be applied to purchasing 2-person or full-family dental insurance. In addition, the driver will pay the additional cost of increasing the maximum annual coverage to \$2000 from \$1000.

**Vision Plan**

All active drivers will receive vision insurance through NVA (National Vision Administrators, LLC). The single-subscriber rate, can be applied to purchasing 2-person or full-family vision insurance.

**C. Open Enrollment Period**

The Open Enrollment period for fringe benefits covered through the flexible Benefit plan is the month of November with benefits beginning the month of January, except for new hires, who will need to enroll for vision and dental benefits in the Human Resource Office, the first month after completing their probationary period.

Once an employee enrolls in the benefit plan, they will remain enrolled until September 30 unless employment is terminated or there is a change in family circumstances which qualified the employee for a change in benefits.

**D. Cash in Lieu of Medical Benefits**

In lieu of subscribing to the Board provided medical insurance, an eligible employee may elect to receive \$3500 per school year

**E. Life Insurance**

The Board will pay the monthly premium to provide each driver who qualifies with an average of 30 hours or more per week with \$10,000 life insurance coverage.

**F. Hold Harmless**

Liability protection to defend, hold harmless and indemnify the employee in the event that any claim, legal proceeding, etc., is brought against the driver in their capacity as an employee of the District provided they are acting within the scope of their employment. This liability is limited to the liability policy maintained by the District (\$1,000,000), subject to carrier requirements and restrictions.

G. **Workers' Compensation Insurance**

- a. The Board will provide Workers' Compensation insurance.
- b. Employee must report job-related injuries to the Human Resources Office within twenty-four (24) hours through completion and submission of the appropriate form.
- c. In cases where the employee is paid benefits under the Workers' Compensation Act, the employee may request deductions on a pro-rata basis from the sick leave accumulation to ensure no difference between the employee's regular straight time wages to Workers' Compensation benefits, or until such time that the employee's sick leave is exhausted.

Employees are responsible for their MIP contribution on reportable Worker's Compensation payments.

H. **Long-Term Disability**

Employees may purchase Long-Term Disability benefits on an after-tax basis during the open enrollment period.

I. **Flexible Spending Accounts**

Employees may elect to establish a flexible spending account through their benefit election form during open enrollment. Flexible spending accounts allow participants to use pre-tax dollars for out-of-pocket medical expenses, dependent care expenses and employer sponsored medical-related insurance premiums. The company that oversees/handles Forest Hills flexible spending accounts is called Flex Administrators. It is the employee's responsibility to submit claims directly to Flex Administrators for processing their reimbursements. An employee may elect any amount up to the maximum allowed. If not participating in the Priority High Deductable/Health Savings account plan, the maximum amounts allowed are:

- |                      |            |
|----------------------|------------|
| • Medical expenses   | \$2,500.00 |
| • Dependent Day Care | \$5,000.00 |

It is important to note that according to IRS regulations, employee contributions to a flexible spending account that are not used by the end of the plan year are forfeited.

When an employee elects to sign up for a flexible spending account, the amount selected is deducted out of their pay during the nineteen (19) pay deduction period. The nineteen (19) pay spread normally runs from the second pay in October through the first pay in June of each school year.

**ARTICLE XV**

## TRIPS

### A. Trips

1. A minimum of three (3) hours will be paid for Saturday and Sunday trips and for trips on non-scheduled school days during the school year.
2. Trips will be offered to regular drivers at overtime rate from an overtime list before being offered to substitute drivers.

### B. Canceled Trips

Once a driver has been given a trip off the trip board, if said trip is canceled during the school day, the trip will not be paid however, the driver assigned to that trip will receive a green dot and receive credit toward “worked hours” for benefit eligibility. If driver shows up at the site on a non-scheduled day and the trip is canceled, driver will be paid posted time of trip plus pre-trip. Driver may not take another work assignment during the time that he/she is being paid for a canceled trip. Driver is considered to be on the clock at those times. (Refer to Bus Driver Employee Handbook for procedures and employee work rules)

In the event of a trip cancellation while a trip is in progress, due to an “act of God”, the driver will be paid for time driven. The trip will be driven by the same driver at the rescheduled date [if rescheduling for a later date is accomplished within forty-eight (48) hours] or the driver has the option of following the handbook trip cancellation procedures.

### C. Overnight Trips

On overnight trips, food and lodging will be provided for drivers and expenses will be reimbursed upon paid receipt submitted to the Supervisor of Transportation. Lodging shall consist of private, single accommodations, when it is possible, to allow drivers uninterrupted sleep time. If such accommodations are not available, trip postings will indicate such and trip selection will be taken from those agreeable of accommodations posted. Drivers will not be paid for the sleep portion of the trip (maximum eight (8) hours) unless the driver is responsible for student supervision, while not driving the bus or transporting students during sleep hours.

### Meal Plan

In consideration for the above change, the Board agrees to modify the meal reimbursement amounts to be consistent with current district reimbursement policy.

Breakfast	\$ 6.00
Lunch	\$ 8.00
Dinner	\$14.00

D. **Trip Times**

Drivers should be at assigned school ten (10) minutes prior to departure time indicated on trip sheet on non-scheduled work days only. Trip times will be posted from the time leaving the bus garage through the time returning to the bus garage.

When taking trips, drivers will be paid at their regular rate of pay for the duration of their regular, daily scheduled route assignments. Trip rate will commence thereafter.

Further, unless otherwise approved by the office, drivers will only be allowed to give up one tier of their run, in lieu of drop only trip.

**Drop Only Trips**

For the purposes of this section "Drop Only Trips" shall be SCHOOL DAY trips that provide one way transportation to a destination for any school sanctioned activity, or any trip that is scheduled in such a way that all of the driver's time is spent driving. Examples of such trips include ONE WAY athletic trips, kindergarten visitation/round-up bus ride trips and trips referred to as "round robin" trips. For such trips drivers will be paid at their REGULAR rate of pay instead of TRIP RATE.

E. **Posted Time Pay**

If a scheduled trip is actually driven and is reduced by more than one-half (.5) of the posted time on the trip sheet, the driver will be paid one-half (.5) of the posted time. If trip returns early, the driver shall be paid for actual time driven, rather than posted time.

## **ARTICLE XVI**

### **ASSOCIATION RIGHTS**

- A. The Board will release an Association representative(s) from his/her assigned duties with pay, to help process grievances or other issues when it is mutually advantageous for the Board and the Association to work together. Prior approval of the Assistant Superintendent of Human Resources is required.
- B. The Forest Hills Bus Drivers Association shall have the right to use, upon written request, school buildings at all reasonable hours for meetings. Also, a school copy machine shall be available at all reasonable hours on a scheduled basis.
- C. The Association reserves the right to specify the number of Association board members to be present at any meeting.

## **ARTICLE XVII**

### **BOARD RIGHTS**

- A. The Board of Education retains all rights except those specifically limited by the terms of this Agreement.
- B. The Forest Hills Public School Bus Driver handbook can be viewed online from the Forest Hills Public Schools district website by clicking on the Transparency icon. The handbook contains binding rules, regulations, policies and other information necessary for the proper performance of bus driving duties. Upon hire, the employee shall sign a statement acknowledging they have received knowledge of where he/she can access the Bus Driver handbook. In the event of a conflict between the handbook and the terms of this Agreement, this Agreement shall take precedence.



## **WORK RULES**

Forest Hills Public Schools, in an effort to assure that fair treatment and safety of all employees reaffirms and establishes the following employee work rules. These regulations of the Forest Hills Board of Education have been designed not to restrict, but rather to define and protect the rights of all. It should be pointed out that the infractions described before are not to be interpreted as all inclusive and do not preclude disciplinary action for other violations of standards of conduct determined by the District to merit discipline. In such a case, the fact that the conduct has not been specifically covered in these Rules and Regulations shall not affect the appropriateness of the District's action.

The Board believes that the great majority of its employees will abide by these rules and all other proper standards of conduct. An employee who fails to maintain proper standards of conduct at all times, or who violates any of the following rules shall subject himself/herself to the disciplinary action below:

A. **The following shall be causes for disciplinary action up to and including immediate discharge:**

1. Theft of private or school property, including property of a fellow employee.
2. Removing school property, records or other materials from school premises without proper authorization.
3. Falsification of records or reports, including personnel, absence, sickness, accident, injury or work records.
4. Deliberate destruction or abuse of school property, tools or equipment.
5. Causing, leading or engaging in a strike, walkout or other work stoppage, slow down or interference with work.
6. Bringing firearms or weapons of any kind onto school property or possessing same on school property.
7. Use, possession, manufacture, distribution, dispensation, transportation or sale of illegal drugs, controlled substances, alcoholic beverages or any other substance which affects or may affect an employee's ability to competently or safely perform or to report for duty in an unfit condition.
8. Insubordination, including use of profane or threatening language, to a school official or other supervisor.
9. Fighting on school property or threat of physical violence to others.
10. Operation and/or use of machines, telephone, tools or other Board owned equipment without approval from the employee's supervisor, abuse, misuse, or destruction of Board and/or other's property, tools or equipment.
11. Misuse and/or removal of Board property, records or other Board materials without proper written authorization from the immediate supervisor.
12. Threatening, intimidating, coercing or interfering with the work of other employees.
13. False statements knowingly or recklessly made, or violently abusive and personally defamatory statements or slander of another employee, student, parent or Board member and where such conduct is related to and interferes with the educational process and administration thereof.
14. Distribution of obscene, vulgar or indecent written printed matter which tends to disrupt the school or school district, or results in danger to other persons on school property or interferes with school work or discipline.
15. Unlawful or improper conduct of an employee, on and off District property and/or during non-work hours which affects the employee's relationship to his/her job, his/her fellow employees, his/her supervisors, students or Board property, reputation or good will in the community.
16. Improper conduct which is at variance with concepts that are generally accepted and approved in the community, engaging in conduct which is prescribed by the criminal statutes.

**B. The following shall be causes for disciplinary action. There are four (4) different levels of discipline which may be imposed. They can be used in any sequence to fit the seriousness of the situation. The four levels are as follows:**

- Oral Reprimand
  - Written Reprimand
  - Two (2) Day Disciplinary Layoff Without Pay
  - Discharge
1. Failure to be at the workstation, ready to work, at starting time.
  2. Stopping work before break time, lunch time or quitting time.
  3. Conducting personal business during work hours or on school district premises, or use of district equipment for personal reasons.
  4. Refusal to do job assignment.
  5. Unauthorized or unexcused absence, reporting late to work, leaving work area or building during work hours without authorization.
  6. Irregular work attendance so that the services of employee are of little value to the Board, or intermittent absenteeism amounting to part-time employment.
  7. Inattention to duties, loafing or wasting time during work hours.
  8. Slowdown in performance or causing slowdown in performance.
  9. Any conduct which impedes the productivity of one's self or others.
  10. Vending, soliciting, collecting of funds or distribution of literature in work areas during employee's on-duty time.
  11. Violation of safety rules or Board policies.
  12. Violation of District, State or Federal safety rules or practices and/or engaging in any conduct which tends to create a safety hazard which endangers self and/or others. Employees must, at all times, wear safety articles and use protective equipment when required and immediately report to their supervisor any injury or accident.
  13. Failure to report injuries or accidents to the employee's immediate supervisor.
  14. Violation of common sense health and sanitation rules, including maintenance of personal hygiene.
  15. Discourtesy to other employees, supervisors or visitors to the building.
  16. Smoking is prohibited on school property during work hours and at any school-related event during the day, evening or weekend.
  17. Gambling or taking part in any game of chance on Board premises.
  18. Dress or grooming that disrupts the school setting.
  19. Unsatisfactory work performance.
  20. Poor housekeeping, creating or contributing to unhealthy or unsanitary conditions.

In addition, the accumulation of a combination of three (3) written warnings and/or disciplinary layoffs for the violation of the above rules will be cause for discharge.

The foregoing rules are not intended to be all inclusive of the required discipline, proper standards of conduct or obligation of employees. The Board shall, when it deems it appropriate, establish additional rules and building administrators and other supervisors may set up particular rules to govern their employee's conduct as they deem necessary by the nature of their operations.

## **ARTICLE XVIII**

### **CLOSURE AGREEMENT**

The parties acknowledge that during the negotiations which result in this Agreement, each has the unlimited right and opportunity to make demands and proposals with respect to any subject or any matter not removed by law from the areas of collective bargaining and that the understandings and agreements arrived by both parties are set forth in the Agreement. Therefore, the Forest Hills Board of Education and the Forest Hills Bus Drivers Association for the life of this Agreement voluntarily and unqualifiedly waive the right and each agrees that the other shall not be obliged to bargain collectively with respect to any subject or matter referred to or covered by this Agreement and with respect to any subject or matter which was negotiated but no agreement was reached.

The parties shall continue to meet in good faith for the purposes of negotiating Letters of Agreement related to issues which are mutually deemed as not being addressed in the current Agreement; and to resolve concerns which may arise as to the negotiated intent, interpretation and application of the current Agreement.

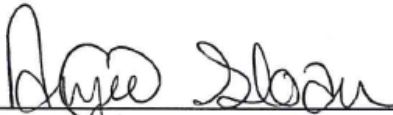
**ARTICLE XIX**

**DURATION**

This Agreement shall be effective from July 1, 2011 to June 30, 2013. This agreement shall not be extended orally and it is expressly understood that it shall expire on the dates indicated unless it is reviewed, modified, or extended by mutual written agreement of the parties.

**SIGNED ON BEHALF OF THE ASSOCIATION:**

**SIGNED ON BEHALF OF THE BOARD OF EDUCATION:**

  
\_\_\_\_\_  
Angie Sloan, President

  
\_\_\_\_\_  
Renee Orcutt, Chief Negotiator

Date: 12/13/2013

Date: 12-13-2013

  
\_\_\_\_\_  
Christine Annese, Chief Negotiator

Date: 12-13-13

Adopted by the Board: June 28, 2013

/km

# Letter of Agreement

12-13-13

For determining eligibility for insurance, if a driver who is receiving health insurance has a valid Workers' Compensation claim, the hours that the driver worked in the current year prior to the injury will be averaged and projected out through the time the driver is being compensated through Workers' compensation and will be added to hours worked in the calculation for insurance eligibility for the following year.

Drivers who are not receiving insurance at the time of a Workers' Compensation eligible injury will not receive credit for any work hours lost due to the injury toward "hours worked" for the purposes of determining health insurance eligibility in the following school year .

SIGNED ON BEHALF OF THE  
ASSOCIATION:



Angie Sloan, President


Date: 12/13/2013

SIGNED ON BEHALF OF THE  
BOARD OF EDUCATION:



Renee Orcutt, Chief Negotiator

Date: 12-13-2013



Christine Annese, Chief Negotiator

Date: 12-13-13