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**AGREEMENT**

*between the*

**WILLIAMSTON COMMUNITY SCHOOLS  
BOARD OF EDUCATION**

*and the*

**WILLIAMSTON TRANSPORTATION ASSOCIATION**

**JULY 1, 2022 - JUNE 30, 2025**

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## **AGREEMENT**

This agreement is entered into on this July 1, 2022 by and between the Williamston Community Schools Board of Education hereinafter called the “Board” and the Williamston Transportation Association hereinafter referred to as the “Association”. In consideration of the following mutual covenant, it is hereby agreed as follows:

### **ARTICLE I**

#### **PURPOSE**

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

### **ARTICLE II**

#### **RECOGNITION**

##### **Section 1.**

Pursuant to and in accordance with all applicable provisions of Section II of Public Act 379 of the Michigan Public Acts of 1965, as amended, the Board hereby recognizes the Association as the exclusive bargaining representative for all regularly employed bus drivers employed by the Board. Excluded from the Association are: substitutes, supervisors, and all other employees not performing the same or similar work.

##### **Section 2.**

Unless otherwise indicated, the term “employee” when used hereinafter in this Agreement shall refer to all employees of the Board represented by the Association in the Williamston Transportation Association as above defined. Reference to the “Board” or “employer” includes administrators acting on behalf of the Board.

### **ARTICLE III**

#### **NON-DISCRIMINATION**

The Employer and the Association both recognize their responsibilities under Federal, State, and local laws pertaining to fair employment practices, as well as the moral principles involved in the area of Civil Rights. According, both parties reaffirm by this Agreement the commitment not to discriminate in policies and practices with

respect to compensation, terms, or conditions of employment because of such individual's race, color, religion, sex, age, national origin, sexual orientation, gender identity, gender expression, height, weight, marital status, political belief, disability, or handicap which does not impair an individual's ability to perform adequately in that individual's particular position or activity.

## **ARTICLE IV**

### **EMPLOYER RIGHTS**

#### **Section 1.**

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

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

#### **Section 2.**

The exercise of the foregoing powers, rights, authority, duties, and

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

### **Section 3.**

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

## **ARTICLE V**

### **EMPLOYEE RIGHTS AND RESPONSIBILITIES**

#### **Section 1 – Performance Responsibilities.**

Employees are required to fully and faithfully perform all responsibilities in an appropriate and satisfactory manner. Failure to do so may result in discipline or discharge. Among the reasons for suspension, dismissal or other disciplinary actions of any employee at the option of the Board are the following, by way of illustration and not limitation:

- Unsatisfactory work performance;
- Physical or mental inability to perform job responsibilities;
- Being possession of or under the influence of drugs or alcoholic beverages during work hours;
- Dishonesty;
- Insubordination;
- Disseminating confidential information or breach of confidentiality;
- Unauthorized absence;
- Repeated tardiness or absenteeism’
- Abuse of sick leave, business leave or other leave days;
- Violation of Board rules or policy;
- Unacceptable behavior with students, parents, or other employees;
- Falsification of information, misrepresentation, or lying;
- Leaving the job during work hours without authorization;
- Conduct unbecoming a public school employee;
- Performance constituting a hazard to one’s self or others;
- Bullying or intimidation of other persons

#### **Section 2 – Discipline.**

All probationary employees are subject to discipline and termination, with or without

cause, at the will of the employer at any time. Seniority employees (those who have completed the probationary period) shall not be disciplined or discharged without just cause.

(a) Dismissal, suspension, and/or other disciplinary action shall be only for just and stated causes. The employee shall have the right to defend themselves against any and all charges.

(b) The Employer will follow a policy of progressive discipline, subject to "(c)" below, which includes verbal warning, written warning, reprimand, suspension, and discharge as a last resort.

(c) The point of initiation of any disciplinary action may be determined by the severity of the employee's behavior.

(d) Warnings and reprimands shall be discussed privately between the employee and the administrator, except when either party requests the presence of a Association member and/or administration representative.

(e) When the Board feels that disciplinary action is warranted, such action must be initiated within five (5) working days from the date of the occurrence of the condition giving rise to the action, or within five (5) working days of the date it is reasonable to assume that the Board became fully aware of the conditions giving rise to the discipline.

(f) **Notice of Discharge, Suspension, or Discipline**

The Board agrees that upon discharge, suspension, or discipline of any employee to notify the employee and the Association, in writing, of the discharge, suspension, or discipline within three (3) working days of said action.

(g) **Factors Causing Disciplinary Action and/or Discharge**

Some of the factors causing suspension, dismissal, and/or any other disciplinary action, but not limited to, are as follows:

1. Absence for one (1) working day without proper notification to the Board, and without a good and sufficient reason.
2. Repeated and chronic tardiness.
3. Failure to return to work from an authorized leave of absence at the agreed upon date without just and sufficient reasons, and the employee is physically unable to return from such leave and does not notify the Board of the fact, shall be considered a voluntary resignation.



4. Willful insubordination.
5. Incompetence in work performance.
6. Conduct unbecoming of a public employee.
7. Conviction of a felony or circuit court misdemeanor.
8. Conviction of any misdemeanor involving moral turpitude, or theft, conversion, embezzlement, intentional destruction or damage to property of the Board.
9. Failure to return to work when recalled from lay-off, as set forth in the recall procedure. In proper cases, exceptions shall be made.
10. Under the influence of intoxicants or controlled substances on Board property, or while on the job.
11. Consumes or sells intoxicants or controlled substances on Board property.
12. Steals Board property.
13. Duplicates school district issued keys without proper authorization.
14. A driver will subject themselves to immediate separation when they accumulate the state mandated maximum number of points.

### **Section 3 – Representative.**

An employee shall be offered the opportunity to have a representative of the Association present during any meeting which the employee is being investigated, disciplined, or in which the employee reasonably believes will result in disciplinary action by the employer. This section shall not apply to evaluation conferences. If representation is requested, no action will be taken until an Association representative is present unless immediate action is necessary.

### **Section 4 – Personnel File.**

An employee will have the right to review the contents of their personnel file according to law and to have a representative of the Association accompany them in such a review. An employee shall be provided notice before any complaint or disciplinary document is placed in their personnel file.

### **Section 5 – Complaints.**

No student, parental or school personnel complaint originating after initial employment will be the basis for discipline unless the employee has been informed of the complaint.

An employee may submit a written notation or reply regarding any written complaints put in the employees file within five (5) workdays of the employee's receipt of the complaining, and the same shall be attached to the file copy of the material in question.

**Section 6 – Assault.**

Any case of assault upon an employee shall be promptly reported to the employer. The employer shall promptly render reasonable assistance to the employee when possible to prevent injury.

**Section 7 – Discipline of Students.**

Employees who have received appropriate training may be called upon to assist administrators with disciplinary measures in accordance with the Board approved Code of Conduct.

**ARTICLE VI**

**GRIEVANCE PROCEDURES**

**Section 1 – Definition.**

(a) A grievance shall be an alleged violation, misinterpretation, or misapplication of the express terms of the Agreement.

(b) The time elements in the steps can be shortened, extended, or waived upon written mutual agreement between the parties.

(c) Working days shall be defined as those days Monday through Friday, excluding all days in which school is not in session.

(d) A grievance pertaining to alleged safety hazards may be processed directly to Step Three (3) of the Grievance Procedure, upon the employee having orally discussed the grievance with the transportation supervisor.

(e) Any grievance which is not appealed within the specified time limits set forth in that step level shall be considered settled on the basis of the decision rendered at the previous level. If the answer to a grievance is not given within the specified time limits of that step level, the appealing party may automatically appeal the grievance to the next step level of the Grievance Procedure.

(f) Any employee grievance not presented for disposition through the Grievance Procedure within five (5) working days of the occurrence of the condition giving rise to the grievance, or within five (5) working days of the date that it is reasonable to assume that the employee first became aware of the conditions giving rise to the grievance, shall not hereafter be considered.

## **ARTICLE VII**

### **SAFETY**

The Board will take reasonable measures in order to prevent and eliminate any present or potential job hazards which the employees may encounter at their places of work, in accordance with the provisions of the Occupational Safety and Health Act, state, and local regulations. Upon consulting with the transportation supervisor, there shall be no disciplinary action taken against a driver who refuses to drive a bus identified unsafe by the driver and verified by the bus mechanic and transportation supervisor. Other buses will be made available to complete assignments. In the event that the transportation supervisor directs the driver to drive what is felt by the driver to be an unsafe bus, such directive shall be given to the driver in writing, by the transportation supervisor, prior to the time the driver is scheduled to drive.

## **ARTICLE VIII**

### **STEWARDS**

(a) The employees will be represented by a Chief and an Alternate Steward, who shall be chosen or selected in a manner determined by the employees, whose names shall be furnished to the Board in writing.

(b) Arrangements will be made to allow the Chief or Alternate Steward time off with pay for the purpose of investigating grievances and to attend grievance and negotiating meetings upon approval of the immediate supervisor.

(c) The Chief Steward shall be supplied the following information within hired employee's first (1st) week of employment: name, date of hire, address, and assignment.

## **ARTICLE IX**

### **JURISDICTION**

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

## **ARTICLE X**

### **SENIORITY**

(a) A newly hired employee shall be on a probationary status for a full calendar year, taken from and including the first day of employment. If at any time prior to the completion of the full calendar year of employment probationary period the employee's work performance is unsatisfactory, the employee may be dismissed during this period by the Board, without appeal. Probationary employees who are absent during the first full calendar year of employment, shall work additional days equal to the number of days absent, and such employee shall not have completed his probationary period until these additional days have been worked.

(b) Upon satisfactory completion of the probationary period, the employee's seniority date shall be retroactive to date of employment.

(c) Employees shall be laid off and recalled according to their seniority within classification.

(d) An employee will lose their seniority for the following reasons:

1. The employee resigns;
2. The employee is discharged for cause, and such discharge is not reversed through the Grievance Procedure;
3. The employee retires

(e) Seniority shall continue to accumulate within the Association for an employee who transfers to a supervisory position, with that employee having the right to exercise their seniority and return to the Association in the event that the employee vacates their supervisory position.

(f) One (1) seniority list shall be posted in the supervisor's office and one (1) copy in the driver's lounge on or about October 1st of each year by the Supervisor or Director of Transportation. Such list shall contain each association member's name, date of hire, and assignment.

## **ARTICLE XI**

### **VACANCIES**

(a) The transportation supervisor shall schedule a voluntary meeting with all of the employees covered by this Agreement by no later than one (1) week prior to the

start of the school calendar year. The transportation supervisor shall notify all of the employees at this meeting as to the vacancies that have occurred since the conclusion of the previous school year. The employees who are at this meeting, plus any employees who have submitted their written bid for such vacancies prior to the meeting, shall then have the right to have their bids received for all such vacancies or new runs. The transportation supervisor shall then fill all such vacancies or new runs from among those employees who have submitted their bid for such vacancies or new runs, with preference given to seniority as a regular driver, with the transportation supervisor to make such decision from among those applying employees. In the event that the transportation supervisor does not award the vacancy or new run to the most senior applying employee, the transportation supervisor shall furnish such employee the written reason or reasons as to why such senior employee was not awarded the vacancy or new run, with that employee having the right to grieve such decision through the Grievance Procedure. Jobs will be posted on expected lengths of time, for example: one (1) hour or one and one-half (1.5) hours (minimum of 1.5 hours paid). If any routes must be pulled out of the bidding process they will be the shortest in terms of route time.

(b) Drivers will be paid at the extra trip rate with supporting timesheet documentation, for the following additional events during the school year:

1. One (1) hour for attending the beginning of year scheduling meeting.
2. Two (2) hours for parent contact time prior to the start of the first day of school.
3. Two (2) hours to complete practice runs of routes prior to the start of the first day of school.
4. Three (3) hours of mandatory district provided professional development. Must be provided one week's notice minimum of scheduled PD dates/times by supervisor or director.

(c) Any bus driver driving a regular run or runs at the conclusion of the previous school year, and such driver does return to drive for the start of the new school year, shall return to the run or runs that they drove the previous school year, unless such employee does bid on any vacancy that has occurred and is awarded the vacancy, or when a run or runs are rerouted at the beginning of the school year, whereupon all runs shall be posted for bid and awarded with preference given to seniority. The transportation supervisor shall also fill all vacancies that occur as the result of a driver bidding on a vacancy or new run, with preference given to seniority as a regular driver, as specified under Section (a) of this Article. Those vacancies that have occurred due to the bidding and awarding of a vacancy or new run, will also be filled at the scheduled meeting one (1) week prior to the start of the school calendar year.

(d) In the event that additional vacancies occur, or new runs are established after the start of the school calendar year, the Board and the Association agree, for purposes of safety to the students, the newly hired individual will take the open route and continue in that position until the end of that year. The posting procedure as listed below will be implemented, but the physical change of the routes will not take place until the start of the next school year. All such vacancies shall be posted on the employees=bulletin board within five (5) working days from date of the vacancy or the establishment of the new run, and the employees shall be given five (5) working days' time in which to make application to fill the vacancy or new run. Preference shall be given to the senior employee who bids on such vacancy or new run, based on the procedure as specified in Section (a) of this Article. Any remaining vacancies which have occurred as a result of the original vacancy and the filling of such vacancy, shall be filled on the same basis as the original vacancy, until all regular drivers have had the right to bid on all subsequent vacancies.

(e) All vacant or newly created bus runs are to be advertised or posted in the following manner: the type of run, the starting date, the rate of pay, starting time, and the approximate driving time.

(f) Temporary vacancies are deemed temporary as long as the regular employee is off the job but is due or scheduled to report back to their regular assignment. When and if it is determined that the regular driver will not be returning to their assignment, those runs will then be considered to be vacant, and will be filled as specified in Section (c) of this Article. This includes Wilson Talent Center runs.

(g) Wilson Talent Center runs shall be bid at the beginning of each school year.

(h) When a Wilson Talent Center driver is absent, that run shall be offered to the first available driver in order of seniority.

(i) Long term temporary vacancies shall have a signed agreement stating a start and end date of leave. The start and end date shall be signed by both the driver to be absent and the temporary driver. The Supervisor or Director of Transportation must approve and sign the agreement. A long-term temporary vacancy is defined as a scheduled absence longer than two weeks. A notice of two weeks must be provided for any extension.

## **ARTICLE XII**

### **ELIMINATION OF A BUS RUN**

In the event that the Board determines that it is necessary to eliminate either a run or a route, the affected employee or employees shall have the right to exercise their seniority and displace a lesser seniority driver. The employee whose run or route is

eliminated, or who is bumped by a more senior driver and does not have enough seniority to displace another driver, shall be laid off.

### **ARTICLE XIII**

#### **STRIKE PROHIBITION**

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

### **ARTICLE XIV**

#### **LEAVES OF ABSENCE**

(a) An employee who, because of illness or accident which is non-compensable under the Workmen's Compensation Law, is physically unable to report to work, and has exhausted all means of allowable compensation from the Board, shall be granted a leave of absence for up to one (1) year. Such leave of absence may be extended beyond one (1) year upon approval of the Board, provided that the employee notifies the Board of the necessity therefore and provided further that the employee supplies the Board with a statement from their attending physician of the necessity and length of time for such leave of absence, and for the continuance of such absence when the same is requested by the Board.

(b) Leaves of absence not to exceed one (1) year may be granted for physical or mental illness, or prolonged serious illness in the employee's immediate family which includes husband, wife, children, or parents, or grandchildren, if approved by the Board.

(c) Leaves of absence may be granted for a specified period of time for training related to an employee's regular duties in an approved educational institution upon approval by the Board.

(d) Whenever an employee shall become pregnant, she shall, by the end of her fourth (4th) month, furnish the Board with a statement from her physician, stating the approximate date of delivery and any restrictions on the nature of work that she may be able to do, and the length of time she may continue to work. When she is required to interrupt her employment upon the advice of her physician, she shall immediately be granted a leave of absence. Upon her return to work, she will be required to furnish a

signed medical statement to the Board, from her physician, indicating that she is physically able to return to work.

(e) The reinstatement rights of any employee who enters the military service of the United States by reason of an Act or law enacted by the Congress of the United States, or who may voluntarily enlist during the effective period of such law, shall be determined in accordance with the provisions of the law granting such rights.

(f) Leaves of absence will be granted to employees who are active in the National Guards or a branch of the Armed Forces Reserves for the purpose of fulfilling their annual field training obligations, or in the event that the employees are ordered to active duty for the purpose of handling civil disorders or other emergencies, providing such employees make written request for such leaves of absence immediately upon receiving their orders to report for such duty. (g) Any employee in the Association who is either elected or appointed to full-time position or office, whose duties require his absence from work, shall be granted a leave of absence for the duration of such office or position, upon the employee making written request for such leave thirty (30) calendar days prior to the date that the employee desires to begin such leave.

(h) All requests for leaves of absence shall be in writing, stating the reason for the request and the length of the leave requested, with a copy of the request to be maintained by the Board, a copy furnished to the employee.

(i) An employee who meets all of the requirements as herein before specified shall be granted a leave of absence without pay, and shall accumulate seniority during the leave of absence, and the employee shall be entitled to resume their regular seniority status and all job and recall rights. This right to assume their position shall be subject to the bumping provision as set forth in Article XI, subsection (c). Leaves of absence may be granted, at the discretion of the Board, for reasons other than those listed above, when they are deemed beneficial to the employee and the Board.

## **ARTICLE XV**

### **HOURS AND WORK WEEK**

#### **Section 1.**

(a) The regularly scheduled work week shall begin at 12:01 a.m. Monday, and end one hundred twenty (120) hours thereafter.

(b) The normal workday shall be whatever would constitute the bus driver's normal daily bus runs. 2 regular runs per day equals .5 day per run. 3 regular runs per day equals .33 day per run.

(c) Time sheets will be filled out and actual time to be paid for actual work done with the exception of regular runs, including Wilson Talent Center runs. Time



sheets will be completed and paid in fifteen-minute increments. Timesheets will also be filled out for extra trips and sub-driving for Wilson Talent Center.

(d) If normal route takes longer than expected, driver and supervisor will meet to determine if extra time is to be allowed to be turned in.

(e) If a regular run, including Wilson Talent Center, is canceled with less than 24 hours notice due to lack of students, the scheduled driver will be paid for that run

(f) Improper reporting of time will result in discipline.

**Section 2.** Overtime rates will be paid as follows:

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

(b) Time and one-half (1-1/2) will be paid for all hours worked on Saturday.

(c) Double time (2X) will be paid for all hours worked on Sunday.

**Section 3. Reporting Pay**

(a) In the event that the employee's regular run is canceled and the employee is not notified within 24 hours of such cancellation, and the employee does report for work, such employee shall be paid a minimum of one (1) run's pay at the regular rate of pay.

(b) When an extra trip is canceled and the driver who was assigned that extra trip is not given a minimum of twenty-four (24) hours notice prior to the time the extra trip is scheduled, such driver shall be paid two (2) hours pay at the regular extra trip rate of pay.

**Section 4. Extra Trips**

(a) Extra trips are herein defined as those runs which are not normally scheduled daily.

(b) To be eligible to drive an extra trip, an employee must have completed a regional transportation safety institute school, plus have full certification.

(c) Regular drivers scheduled for an extra trip which falls during their regular working day shall be paid at the extra trip rate, except during the hours the driver would be driving their regular route, for which regular route pay shall prevail.

(d) The process for assigning extra trips will be managed by the Supervisor of

Transportation in conjunction with the Transportation Association. All extra trips shall be posted on the trip board Thursday afternoon or the two days before a holiday break. The trips will be bid upon on Friday or the first day before break immediately following AM runs. All drivers wishing to choose a trip will gather in the lounge or if unable they will coordinate for a proxy to represent them. Extra trips will be posted for the entire next week, Monday – Sunday. The most senior driver will bid first and bidding will continue to go in order of seniority until all extra trips are chosen for the week. All drivers bidding must be present until all bidding is completed or until they don't want another trip. If a driver leaves, is not present, or a proxy is not given and bidding comes to them, the driver will forfeit their turn. The next week will start with the next person in seniority of the last person posted. If an extra trip is added to the week after the bidding has occurred there will be no penalty to any driver that declines the trip. Bidding will start with the next person in seniority of the last person posted. There will be a sheet posted next to the trip board stating the name and date of the driver that starts the bidding the next week and or additional trips added that week.

(e) Bus drivers will receive a taxable per diem meal stipend in the amount of \$13.00 for any work that is four (4) consecutive hours in duration or longer. Qualification for per diem meal stipends must be notated on the drivers timesheet with approval from the Transportation Supervisor and submitted to payroll.

(f) It is agreed that the bus drivers who are transporting students to co-curricular events will be admitted to the game/event free of charge.

(g) Out-of-town field trips shall have at least one (1) adult chaperone on the bus, with the driver to be responsible for informing all of the passengers of the required safety rules.

(h) Overnight trips shall be paid at the extra trip rate, except during the hours when the driver would be driving their regular route, for which regular route pay shall prevail. Calculation of hours shall be from the time the bus leaves until the final stop that day.

(i) In the event that no driver wishes to drive a scheduled extra trip, the transportation supervisor may assign a driver to the extra trip.

(j) An employee who drives an extra trip shall be paid a minimum of one (1) hour pay or actual time for run.

(k) Extra trip pay will start twenty (20) minutes before an extra trip starts, and will be paid until the bus post trip is finished.

(l) Drivers will be expected to perform their regular route before any extra trips are taken.

(m) Regular drivers will be given first opportunity for any extra run before a

substitute. This includes coverage for an extra trip when an assigned regular driver becomes unavailable for the extra run.

## ARTICLE XVI

### PAID LEAVE, ATTENDANCE BONUS, AND HOLIDAY PAY

#### Section 1. Sick Leave

(a) Each employee covered by this Agreement shall accumulate ten (10) sick leave days per year, in an individual single sick leave bank, with no limit on maximum accumulation.

(b) Sick leave shall be granted to an employee when they are incapacitated from the performance of their duties by sickness, illness, or for medical, dental, or optical examination or treatment. Sick leave shall also be granted when a member of the immediate family of the employee requires the care and attendance of the employee due to illness or injury, in which case the employee may be required to furnish to the Board a medical statement from the family member's physician verifying the need for such absence. Sick leave in the amount of three (3) consecutive days maximum may be used for the care of grandchildren.

(c) Employees who are unable to perform their duties because of illness or disability should notify the transportation supervisor or department an hour prior to the start of the workday. In the event that an illness or disability extends beyond the first (1st) workday, the employee and the transportation supervisor may make arrangements as to the frequency of continued notification of the illness or disability. The employee shall be paid his normal daily rate of pay for all days paid under this section and this Article. Regular drivers who are absent for a morning or afternoon run will be charged one-half ( $\frac{1}{2}$ ) day sick leave for each run absent. Wilson Talent Center drivers who are absent for any morning, afternoon or Wilson Talent Center run will be charged one-third ( $\frac{1}{3}$ ) of a sick day for each run absent.

(d) An employee while on sick leave will be deemed to be on continued employment for the purpose of computing all benefits referred to in this Agreement, and all such sick days will be counted as days worked.

(e) Records of sick leave accumulation shall be furnished to each employee covered by this Agreement on each employee's bi-weekly paycheck.

(f) When qualified for voluntary retirement at age fifty-five (55), and with a minimum of ten (10) years of service with the district, employees covered by this Agreement shall be paid for accumulated sick leave days in accordance with the following. Also, drivers with three (3) years of employment and with no age restriction will be eligible for a severance pay based on the following calculations if the Board decides to contract out transportation and the employee is let go:

1. There shall be a thirty (30) day deductible.
2. Payment shall be at the rate of forty-five dollars (\$45.00) per day.
3. Maximum payment per employee shall be limited to seven thousand five hundred dollars (\$7,500.00).

## **Section 2. Funeral Leave**

(a) All employees covered by this Agreement shall be granted up to five (5) working days off with pay for a death in the employee's immediate family, the first 3 days will be non-chargeable, the next two (2) days will be charged against sick leave or personal days. The immediate family shall be defined as: mother, father, spouse, children, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandfather, grandmother, grandchild, stepfather, stepmother, half-brother, half-sister, brother-in-law and sister-in-law.

(b) In the case of death of the employee's uncle, aunt, nephew, or niece, the employee will be excused from work without loss of pay for one (1) day, the day of the funeral, to attend the funeral.

(c) During the employee's regular working hours, permission will be granted without loss of pay to one (1) employee within the Association who wishes to be excused from work to attend the funeral of a fellow employee, provided they return to work after the funeral. Employees who serve as pallbearers at a funeral of a fellow employee or former employee will be paid during the time that they must be off the job.

## **Section 3. Personal Business Days**

(a) At the beginning of every school year, each bus driver shall be credited with two (2) personal business days, which shall not be deducted from the employee's allowable sick leave, to take care of personal business that cannot be otherwise transacted.

(b) Employees may accumulate up to 5 personal business days. An employee's unused personal business days over the 5 allowable shall be transferred to the employee's individual sick leave bank, in addition to their normal accumulative sick leave at the end of the school year.

(c) Personal business means an activity that requires the employee's presence during the working day and is of such nature that it cannot be attended to during another time of the day.

(d) Applications for personal business leave must be submitted, in writing, to the transportation supervisor at least forty-eight (48) hours in advance, except in the

event of an emergency, when a shorter notice may be acceptable. Personal days will the day before or after a holiday or vacation may be requested but must be approved by supervisor.

(e) Personal business days may be used by the Chief and Alternate Steward to transact Association business.

**Section 4. Attendance Bonus**

Employees will be paid an attendance bonus for the period of July 1 to January1 and January 1 to June 30 at the following bonus rates and qualifications:

For Drivers with three (3) regular daily routes:

No Regular Routes Missed/No Dock Days	\$600.00
Three (3) Regular Routes Missed	\$400.00
Six (6) Regular Routes Missed	\$200.00

For Drivers with two (2) regular daily routes:

No Regular Routes Missed/No Dock Days	\$600.00
Two (2) Regular Routes Missed	\$400.00
Four (4) Regular Routes Missed	\$200.00

Attendance bonuses will be paid the first pay in January and the second pay in July. Employee attendance bonus will not be penalized for confirmed personal COVID-19 related absences or Jury Duty.

**Section 5. Holiday Pay**

The District will pay four (4) hours pay to all association drivers for the following holidays:

Labor Day	Thanksgiving
Christmas	New Year's Day
Martin Luther King (MLK) Day	Memorial Day

**ARTICLE XVII**

**GENERAL**

**Section 1. Tax Sheltered Annuities**

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

## **Section 2. Deductions**

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

## **Section 3. Michigan Public School Employees Retirement System**

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

## **Section 4. Continuing Education**

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

Employees shall be paid at the extra trip hourly rate for all mandatory training meetings.

## **Section 5. Emergency School Closing**

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

## **Section 6. Physical Examination**

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

## **Section 7. Driver's Lounge**

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

## **Section 8. Bulletin Board**

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

1. Recreational and social affairs of the Association;
2. Association meetings;
3. Association elections;
4. Reports of the Association;

## **Section 9. Bus Certification Tests**

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

## **Section 10. Training**

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

## **Section 11. Equalization of Regular Runs**

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

## **Section 12. Usage of School Facilities and Equipment**

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

## **Section 13. Personnel Files**

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

## **Section 14. Extra Trip Pay**

Each employee covered by the Agreement who drives an extra trip shall be paid at the rate listed in Schedule A.

## **Section 15. Maintenance of Buses**

The bus drivers shall be responsible for cleaning and/or maintaining their buses on the interior to meet health standards, and the exterior to meet safety standards as specified by State law. The bus drivers shall not be required to remove or replace safety equipment on the buses. It shall be the bus driver's responsibility to fuel their own bus. Drivers will be paid to wash/rinse buses at the following rates:

- Rinse only outside = \$5.00
- Wash with soap outside = \$10.00
- Wash with soap inside = \$10.00

Buses may be washed no more than one time a week unless approved by the Supervisor of Transportation.

## **Section 16. Copies of the Agreement**

The Board shall provide a post of this Agreement on the district website.

## **Section 17. Student Health Problems**

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

## **Section 18. CDL License**

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

## **Section 19. Insurance**

The employer shall provide the BCBS Simply Blue PPO Health care and RX plan with a \$6,350/\$12,700 deductible and prescription drug rider for single subscriber. Employee receiving health insurance will contribute, via payroll deduction, whatever premium contributions are required by law per month of the health insurance benefit cost of the single premium. Deduction will be made on a per pay period basis.

## **Section 20. Uniforms**



All regular drivers employed by the District upon the effective date of this contract and all drivers hired during the duration of this contract shall be provided with one (1) winter jacket and one (1) rain jacket with the driver's name and district logo embroidered or printed on it. Such items will be coordinated and purchased by the Director or Supervisor of Transportation.

## **ARTICLE XVIII**

### **JURY DUTY**

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

## **ARTICLE XIX**

### **CLASSIFICATION AND COMPENSATION**

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

## **ARTICLE XX**

### **BINDING EFFECTIVE AGREEMENT**

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

## **ARTICLE XXI**

### **SCOPE, WAIVER, AND ALTERATION OF AGREEMENT**

#### **Section 1.**

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

**Section 2.**

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

**Section 3.**

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

**ARTICLE XXII**

**TERMINATION AND MODIFICATION**

(a) This Agreement shall continue in full force and effect until June 30, 2025.

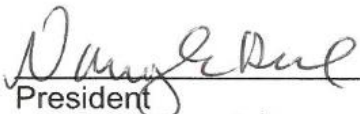
(b) If either party desires to terminate this Agreement it shall, ninety (90) calendar days prior to the termination date, give written notice of termination. If neither party shall give notice of termination or withdraws the same prior to the termination date of this Agreement, it shall continue in full force and effect from year to year thereafter, subject to notice of termination by either party on ninety (90) calendar days written notice prior to the current year of termination.

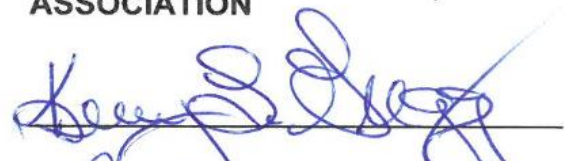
(e) The effective date of this Agreement is July 1, 2022.

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

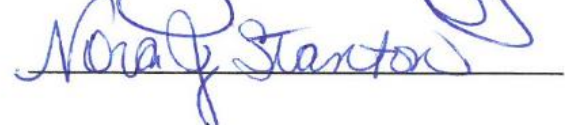
**WILLIAMSTON COMMUNITY SCHOOLS  
BOARD OF EDUCATION**

**WILLIAMSTON TRANSPORTATION  
ASSOCIATION**

  
\_\_\_\_\_  
President

  
\_\_\_\_\_

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_

  
\_\_\_\_\_  
Treasurer

## SCHEDULE A

### HOURLY SALARY SCHEDULE

<b>Bus Driver</b>	<b>7/1/2022</b>	<b>7/1/2023</b>	<b>7/1/2024</b>
<b>Year 1</b>	\$20.00	\$20.30	\$20.61
<b>After Year 1</b>	\$23.00	\$23.35	\$23.70

<b>Extra Trip Pay Year 1</b>	\$16.24	\$16.49	\$16.73
<b>Extra Trip Pay After Year 1</b>	\$18.05	\$18.32	\$18.60

### LONGEVITY

<b>Longevity</b>	
10 years or more of service	\$ 350.00
15 years or more of service	\$ 437.50
18 years or more of service	\$ 525.00
22 years or more of service	\$ 612.50
25 years or more of service	\$ 700.00

Longevity shall be paid on the first (1<sup>st</sup>) check following the employees anniversary date as a bus driver.

### REFERRALS

Any association member who refers a person to drive a bus for the District will receive the following compensation. Routes will be tracked and reported to payroll by the Supervisor of Transportation:

- a. New substitute driver
  - i. \$500 after the completion of 100 routes

- ii. \$500 after the completion of 150 routes
- b. New regular/association driver (provided an open position exists)
  - i. \$1,500 after the first year of successful regular employment
  - ii. \$1,500 after the second year of successful regular employment

## **RETENTION BONUS**

Any association member who completes a minimum of 95% of their regularly scheduled routes will receive a retention bonus as follows:

- a. June 30, 2023 = \$1,000
- b. June 30, 2024 = \$1,000
- c. June 30, 2025 = \$1,000

Retention bonus will be paid the second pay in July after the close of the school year. Percentages will be computed by the Supervisor of Transportation and reported to payroll upon completion of the school year in June.