

2025 – 2029

AGREEMENT

(hereinafter referred to as “The Agreement”)

between the

**TOWNSHIP HIGH SCHOOL DISTRICT 113
BOARD OF EDUCATION (“Board”)**

and

BUS DRIVERS

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ARTICLE I - INTRODUCTION

Shared Commitment to Non-Discrimination / Equal Employment Opportunity Practices

The Board and the Bus Drivers affirm their continued support of the Board's policies prohibiting discrimination on account of race, religion, color, nationality, gender, gender identity, sexual orientation, marital status, age, or disability in accordance with law.

ARTICLE II – BUS DRIVER POLICIES

A. Board Policies and Procedures

All employees must adhere to Board Policies and Procedures. These policies and procedures can be found on the District's website at: https://boardpolicyonline.com/?b=townshiphsd_113.

B. Emergency Days

In the event that the District closes during an emergency and drivers are not required to report to work, drivers will be paid at 4 hours per emergency closing day up to a maximum of 2 days per school year. All emergency closings after 2 days in a school year shall be unpaid.

C. Assignment of Trip/Hours

Trips/hours are to be assigned/spread so that drivers average between 30-40 hours per week. Unless trips/hours decline, the current system of assigning and spreading the available trips/hours will continue.

D. Dress Code

Purpose: To establish clear standards for the professional appearance of Bus Drivers, ensuring a respectful, responsible and trustworthy image for the District that contributes to a safe environment for students. All Bus Drivers are expected to adhere to this policy at all times while on duty.

Professional Grooming:

- Drivers are to maintain a professional personal appearance which includes proper grooming of hair (including facial hair), good personal hygiene including regular showering and bathing, use of deodorant, avoidance of strong colognes or perfumes and the regular laundering of work clothes.
- The District prohibits discrimination based on a person's hair texture or hairstyle if that style or texture is commonly associated with a particular race or national origin.

Cleanliness and Condition of Clothing:

- All garments must be laundered and free from stains, dirt, odors, and damage such as rips, tears (including intentional distressing), holes, or excessive fraying.
- Seams must be intact, and all buttons, zippers, and other fasteners must be functional and properly secured.

Fit and Coverage:

- Clothing must fit appropriately without being excessively tight, revealing, or so loose as to appear sloppy or create a safety hazard (e.g., excessively baggy pants that could snag).
- All undergarments must be fully concealed.

- Shirts must adequately cover the torso at all times, including when bending or stretching.
- The hemline of shorts, skirts and skorts must be no shorter than two inches above the top of the kneecap when the Bus Driver is standing.
- Pants and skirts must be worn at the natural waistline and remain there throughout the workday.

Shirts:

- Required: T-shirts, collared shirts, sweater, sweatshirt, vest
- Prohibited: Shirts that display anything that violates Board policy, including but not limiting clothing or other items that depict obscene messages, gestures, images or logos (including alcohol and tobacco logos or references to alcohol, tobacco or drug use). This rule applies as well to Drivers' clothing and person.
- Clothing with political messages can be a distraction. The District aims to minimize such distractions to provide a positive environment.
- Sleeveless shirts or tank tops are strictly prohibited.

Pants/Shorts:

- Required: Jeans, Khaki, or other pants/shorts with a traditional waistband.
- Prohibited: Athletic pants (including sweatpants, track pants, and yoga pants), leggings (unless underneath a longer, skirt or dress) and pajama bottoms

Footwear:

- Required: Closed-toe and closed-heel shoes with non-slip soles are required at all times for safety and professional appearance.
- Acceptable: Sturdy, non-slip work shoes. Clean and professional-looking athletic shoes in solid, neutral colors are permitted; overly casual styles are not acceptable.
- Prohibited: Sandals, flip-flops, open-toed shoes, open-backed shoes, high heels (defined as heels exceeding one inch), and platform shoes.

Accessories

- Jewelry: Jewelry must be minimal, professional, and not pose a safety hazard. Dangling earrings, long necklaces, or large bracelets that could become entangled or cause distraction are not permitted. Facial piercings (other than small, stud earrings) are generally discouraged and may be subject to further District policy.
- Identification: The official school district identification badge must be worn visibly on the upper chest or torso at all times while on duty.

- **Sunglasses:** Sunglasses are permitted during daylight hours but should be professional in style and not obstruct peripheral vision. They should be removed when interacting directly with students or staff indoors.

Drivers who do not meet minimum acceptable standards of appearance and hygiene may be removed from duty until they remedy any condition in question.

Clothing items or accessories that interfere with or prohibit peripheral vision may not be worn while performing the driving or monitoring function. Examples include sweatshirts with a hood around the head, large collars on jackets, and some hats. Religious headwear is exempt from this requirement.

Drivers may be asked to adhere to a local or modified dress code policy. Additionally, in the event of a special occasion, District request or special assignment, dress code requirements may be modified.

It is specifically noted that nothing in this herein is intended to interfere or conflict with a driver's legally protected religious beliefs and/or practices, and the District will make reasonable accommodations for religion in accordance with applicable law, provided such accommodations do not pose substantial increased costs to the District or otherwise interfere with the safe operation or maintenance of vehicles.

E. Biometric Time Clocks

The District is interested in exploring the use of biometric time clocks as a means of calculating pay and recording employee attendance. The administration will meet with the Bus Driver's salary committee when it is ready to discuss implementation of biometric time clocks.

ARTICLE III - LEAVES OF ABSENCE

A. Sick Days

New Drivers

Drivers shall not be eligible for any sick days during their first 3 months of employment with the District. At 3 months, the Driver will be provided a full annual allotment of sick leave days provided they began employment within the first month of the school year. Drivers who start employment after the first month of the school year will have their first year's sick leave prorated accordingly.

Annual allotment of Sick Days

Subject to the limitations set forth in the above paragraph for new drivers, drivers will be granted sick days in accordance with their election to either be paid for their unused sick days pursuant to paragraph 1 below or their election to accumulate unused sick days in accordance with paragraph 2 below. Such election must be submitted to the Director of Transportation and Human Resources Department via electronic form as provided by the Human Resource Department annually in March, and must be made by the date specified the year prior to the implementation of such election. Failure to submit an election by the date specified will result in the previous year's election (to be paid out or accumulated) being imposed for the upcoming school year. Drivers who change election from accumulating (paragraph 2) to paid days (paragraph 1) shall only be paid for the days allotted in the year of the change. All days accumulated prior to the election to be paid shall remain as accumulated days.

1. Allotment for Drivers Who Are Paid for Unused Sick Days

Drivers who work a.m. and p.m. routes and who have indicated their intent to cash in days will be awarded **10 sick days** (at 7 hours per sick day) per school year. Up to 10 unused sick days will be paid out at the end of the school year. Sick days cannot accumulate from year to year when unused days are paid to drivers in the final paycheck for each school year.

2. Allotment for Drivers Who Accumulate Unused Sick Days

Drivers who elect to accumulate unused sick leave shall be awarded sick days in accordance with the below chart. Drivers can only accumulate a maximum of 280 days to carry over to the next year. A driver who has accumulated 280 days will still be awarded a new allotment of sick leave days; however, if not used by June 30th, all days over 280 will be forfeited. All drivers converting to accumulating/banking of sick days for the first time must start at Year 1 on the below chart. Drivers who go from accumulating/banking of sick days to paid days and back to accumulating will be placed

back on the below chart at the year following the year from where they left off. (For example, a driver who was on year four in a particular year at 15 sick days and elects to be paid for unpaid sick days the following year (awarded 10 days that year), and then elects to go back to accumulating sick days after 2 years, will be placed on the chart at year five in the year in which they go back to accumulating sick days, and will again be awarded 15 days). Under no circumstance will a driver accumulate years on the chart below for any year that the driver elects to get paid for unused sick days.

Upon written notification to the Director of Transportation and the Human Resource Department as described above, accumulation of sick leave will commence. Upon retirement or resignation, the balance of accumulated sick leave shall then be reported to IMRF for retirement credit purposes. Under no circumstance may a driver be paid for accumulated sick days.

Years in District after claiming Banking	Transition to accumulated leave	Maximum days available
1	15	15
2	15	30
3	15	45
4	15	60
5	15	75
6	20	95
7	20	115
8	20	135
9	20	155
10	20	175
11	20	195
12	20	215
13	20	235
14	20	255
15	20	270
16+	20	280

B. Personal Leave

Full-time Bus Drivers having one (1) year or more experience with the District shall be entitled to two personal leave days per year for matters which cannot be handled during non- school days or hours. Written request for the use of a personal leave day must be made in writing to the Director of Transportation at least seven (7) employment days in advance of the onset of such leave, provided that in an emergency such request may be made at a later time with an explanation of such emergency. Personal leave is to be approved in advance by the Director of Transportation. No more than two Bus Drivers will be allowed to be absent for personal leave on a given day, and in the case of a request of more than two

people in a given day, such approval will be granted on a first-come, first-served basis. Personal leave days may not be taken during the first week or last week of the school year, nor the day prior to or immediately following holidays, or a school vacation (Winter Break, Spring Break, Summer Break, Thanksgiving Break) provided this restriction shall not apply to the very last day of the school year if the last day is a non-student attendance day, recognized religious holidays of the Bus Driver's faith, attendance at a wedding or graduation of a member of the immediate family or an emergency which shall be explained. In any event, personal leave days may not be used for personal gain. Personal leave is non-cumulative and shall be clocked as a seven-hour work day. Full-time Bus Drivers shall be entitled to one additional personal day taken the year following driving for both overnight graduation trips.

C. Paid Holidays

There are paid holidays (seven hours each) for each driver with regular status who works a minimum of four hours and has been with the District for three months. The holidays are:

- | | |
|---|--------------------------|
| Juneteenth (Summer School Drivers only) | Christmas Day |
| July 4 (Summer School Drivers only) | New Year's Day |
| Labor Day | Martin Luther King's Day |
| Indigenous Peoples' Day | Presidents Day |
| Veterans Day | Casimir Pulaski Day |
| Thanksgiving Day | Good Friday |
| Friday after Thanksgiving | Memorial Day |

D. Bereavement Leave

Per Board policy, up to five days paid for drivers normally performing a.m. and p.m. routes (seven hours per day) those driving a.m. or p.m. will be paid two hours for each day off (this is only for death in immediate family) for all drivers. "Immediate family" includes parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters- in-law, legal guardians, and significant other. Reference Board Policy 5:250 (Leaves of Absence) and Board Policy 5:330 (Sick Days, Vacation, Holidays, and Leaves).

E. Grandparent Leave

Paid leave taken for the birth or adoption of an employee's grandchild shall be limited to two (2) days (seven hours each day) per occurrence. The intent of the leave is to allow the grandparent the opportunity to be present for the birth/adoption or to provide support for the family members. The approved days off are to be used within 30 days of the birth/adoption.

F. Jury Duty

Drivers will sustain no loss of pay (seven hours per day). Jury pay is turned over to the District, less expenses incurred while performing jury duty for which they have not been reimbursed. Reference Board Policy 5:80 (Court Duty).

G. Parental Leave

Reference Board Policy 5:160 (Parental Leave), Board Policy 5:250 (Leaves of Absence) and Board Policy 5:330 (Sick Days, Vacation, Holidays, and Leaves).

H. FMLA Leave

Reference Board Policy 5:185 (Family and Medical Leave) and Board Policy 5:160 (Parental Leave).

ARTICLE IV - SALARY AND BENEFITS

A. Salary

1. New Drivers

The starting hourly rate for new drivers holding a valid CDL and school Bus Driver’s permit shall be:

<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>
	\$0.50	\$0.50	\$0.50
\$26.50	\$27.00	\$27.50	\$28.00

The starting salary is to increase each year \$0.50 per hour.

A one-time \$1,500.00 signing bonus will be awarded to newly hired drivers after the newly hired driver has worked for three consecutive months during the term of this Agreement. The one-time signing bonus will be paid over three disbursements with the second and third disbursement paid one time per month in the two months following the first disbursement.

2. Current Drivers

The annual salary increases for all Bus Drivers are as follows:

- 2025-2026: \$2.50 per hour*
- 2026-2027: 2.9%
- 2027-2028: 2025 CPI** (floor of 2.5%, ceiling of 5%)
- 2028-2029: 2026 CPI** (floor of 2.5%, ceiling of 5%)

**This increase does not apply to the four (4) newly hired Bus Drivers discussed by the parties during contract deliberations.*

***CPI defined as December CPI% (This is December to December % change in the national Consumer Price Index (CPI) for all items and all urban consumers published by the United States Bureau of Labor Statistics in January of each year).*

B. 35 ILCS 200/18-206

The following sentence will become effective on the date that the same or a substantially similar sentence (as the following sentence) is included in the salary and benefits agreements between the District and the Educational Support Personnel labor group, the CMSEC labor group, the Bus Drivers labor group and the Teachers labor group (DEA). "Notwithstanding any provision to the contrary in this Agreement, the salary increase for employees shall be 0% over the prior year's

base salary for any fiscal year covered by the term of this Agreement that is impacted by a petition, passed by the voters of the District, to limit the educational levy imposed by the District to fund its programs pursuant to 35 ILCS 200/18-206.

C. Attendance Bonus

All drivers qualify for the perfect on-time-attendance bonus each month. A driver performing both a.m. and p.m. routes receives \$50.00 per month. A driver performing a.m. or p.m. routes receives \$25.00 per month. (Personal days taken do not disqualify drivers for perfect attendance.)

D. Weekend and Non-School Day Guaranteed Hours

Bus Drivers shall be guaranteed a minimum of four (4) hours' pay at their regular hourly rate for working on Saturdays, Sundays, and any other day when school is not in session.

E. Direct Deposit Payroll

Employee paychecks are distributed via direct deposit.

F. Employee and Family Assistance Program (EFAP)

The District provides the Employee and Family Assistance Program (EFAP) at no charge to employees. Interested employees should contact the Benefits office for more information.

G. Permit Renewal Fee and Class Fee

Paid by the District.

H. Commercial Drivers License Fee

The District shall reimburse drivers for the difference between the commercial driver's license fee and the basic driver's license fee.

I. Employee Physical

State required bus drivers physical and drug screening is paid by the District annually. Payment will be made upon receipt of completed physical form. All employee physicals shall be done through a District-designated provider. Please see the Transportation Director for details.

J. Finder's Fee

Bus Drivers will receive \$500 as reward for recruiting new Bus Drivers after a six (6) month waiting period.

ARTICLE V - FRINGE BENEFITS AND INSURANCE

A. Insurance Coverage -- Group Coverage

Life insurance, accidental death and dismemberment insurance, health insurance, and dental insurance shall be provided by the Board, pursuant to the following specifications and conditions:

1. All Bus Drivers who are employed on a 0.5 FTE basis or higher are eligible to participate in the District’s insurance plans at the contribution rates set forth below. A Bus Driver’s insurance coverage shall run from July 1st through June 30th provided the Bus Driver remains employed for the full school year.

Coverage for new hires will begin the first day they are required to report to work (orientation, inservice, and/or teaching, whichever comes first).

B. Insurance - Health, Dental, Vision

During open enrollment, or within thirty (30) days of experiencing a qualifying major life change, Bus Driver will be provided PPO/HMO/Dental/Vision options for contribution. Dental PPO/HMO percentages will match the Board health insurance contributions in the chart below; vision insurance is currently included in District health plans.

	2025-2026	2026-2027	2027-2028	2028-2029
PPO	<p>The Board will pay 90% of the single premium for eligible Bus Drivers.</p> <p>The Board will pay 80% of the family premium for eligible Bus Drivers.</p>	Mirror terms of DEA agreement.	Mirror terms of DEA agreement.	Mirror terms of DEA agreement.
HMO	<p>The Board will pay 100% of the single premium for eligible Bus Drivers.</p> <p>The Board will pay 85% of the family premium for eligible Bus Drivers.</p>	Mirror terms of DEA agreement.	Mirror terms of DEA agreement.	Mirror terms of DEA agreement.

Employees with domestic partners who comply with the Illinois Civil Union Law shall be afforded access to family medical and dental benefits at the premium cost splits above.

Beginning with open enrollment for the 2025-26 school year, Bus Drivers who do not elect health insurance benefits will receive \$2,000 in lieu of insurance payment. This payment will be disbursed as a lump sum and will be included in the final paycheck of the fiscal year.

C. Term Life Insurance

Bus drivers are entitled to life insurance coverage in the amount of their yearly salary up to a maximum amount of \$50,000 with 100% of the premium paid by the Board.

D. Accidental Death and Dismemberment Insurance

The Board provides \$50,000 for Accidental Death and Dismemberment to Bus Drivers, which is paid at 100% by the Board.

E. Flexible Benefits Plan

The Board shall maintain a “flexible benefits plan” which meets the requirements of [Section 125 of the Internal Revenue Code](#). If at any time such Section 125 or its underlying regulations shall be amended, the parties shall promptly meet to agree upon an amendment of such plan.

F. Workers’ Compensation

The Board shall provide a comprehensive workers' compensation policy to protect its employees from injury on the job.

ARTICLE VI – RETIREMENT/IMRF

A. Eligibility Requirements for Retirement Benefits

All Bus Drivers hired prior to January 1, 2012, are eligible for a retirement stipend ([Reference Board Policy 5-295](#)). To be eligible, one must have:

1. begun their employment with the District prior to January 1, 2012, and must have remained continuously employed with the District thereafter until their retirement date; and
2. at least ten (10) years of continuous service with the District at the time of retirement and must qualify for retirement under the IMRF at the time of retirement; and
3. provided the Superintendent with irrevocable written notice of retirement at least six (6) months prior to the date of retirement.

B. Retirement Stipend

The retirement stipend will be paid to retirees (retiring and qualifying for IMRF retirement) who have a minimum of 10 years' experience in the District. Retirement stipends will be calculated as follows and paid to the retiree in the retiree's final four (4) months' paychecks in equal installments.

\$1,500 10 - 15 years in the District

\$3,000 16+ years in the District

Please reference Board Policy 5:295.

C. Insurance Supplement for Retirees

The Board will supplement the cost of medical insurance premiums for full-time transportation staff that retire from the District and meet the following qualifications:

- a. IMRF retirement annuitant (minimum age - 55 or enhanced age under IMRF 5+ 5)
- b. Ten years of service in the District.
- c. Full-time (over 600 hours per year)
- d. Are enrolled in the District HMO plan one (1) year prior to retirement and continuing their coverage with the HMO plan after retirement. (not District PPO)

The supplemental insurance amount shall be:

10-14 years of District service = \$3,500 per year

15-19 years of District service = \$4,500 per year

20+ years of District service = \$5,500 per year

The supplement shall be paid for a maximum of five years or until the end of the fiscal year in which the annuitant turns age 65, whichever occurs first.

D. IMRF

All drivers expected to work at least 600 hours a year participate by law in the Illinois Municipal Retirement Fund (IMRF). Employees are responsible for their required contribution to IMRF which is done by way of a mandatory payroll deduction. The Board shall make its required contributions to the IMRF. For details about IMRF or its rules, eligibility requirements or procedures, please contact the Human Resources Department.

ARTICLE VII - GRIEVANCE PROCEDURES

A. Grievance - Purpose

The primary purpose of this procedure is to secure the resolution of grievances at the lowest level possible.

B. Grievance - Defined

A grievance is any claim by an individual Bus Driver employee or group of Bus Driver employees that any policy of the Board, or any administrative regulation, applicable to or affecting the grievance, or grievant in their capacity as an employee of the district is arbitrary, has been discriminatorily applied, or has not been applied in accordance with its terms. A grievance may relate only to an actual or imminent application of a policy or rule.

C. Informal Resolution

It is expected an employee and their immediate supervisor will try to resolve problems through free and informal communications without resorting to the formal grievance procedure. To this end, employees who believe they have a grievance may discuss the matter informally with their immediate supervisor in an effort to resolve the matter before undertaking the formal grievance procedure set forth below.

The formal timeline outlined below for the written grievance can start no later than fifteen (15) school days after the last meeting or good faith effort at informal resolution.

D. Procedures for Adjustment of a Grievance

- **Step 1 - Immediate Supervisor.** All grievances must be presented in writing within fifteen (15) school days following the last meeting or good faith effort at informal resolution, including an attempt to meet to resolve. The written grievance shall specifically identify the policy or administrative regulation violated and the remedy sought. A grievance may be presented:
 - a. by an employee in person; or
 - b. by an employee accompanied by another employee

Upon receiving the written grievance, the supervisor shall set a meeting to discuss the grievance within five (5) school days. The supervisor shall issue a written determination with the resolution to the grievance to the grievant(s) within five (5) school days of such meeting, with copies of such decision shared with the Chief School Business Official, the Chief Human Resources Officer, and the effected employee.

Step 2 - District Administrator Level. In the event the matter is not resolved at Step 1, the grievance shall be referred to the Chief Human Resources Officer within ten (10) school days of the receipt of the decision at Step 1.

Within ten (10) school days after receiving the grievance, Chief Human Resources Officer shall hold a meeting with the employee to discuss the nature of the grievance.

Within ten (10) school days after the meeting, the Chief Human Resources Officer shall state their decision and reasoning in writing, and shall furnish a copy of such decision to the employee.

- **Step 3 - Superintendent Level.** Within ten (10) school days after receiving the decision of the Chief Human Resources Officer, an appeal of the decision may be made to the Superintendent. The appeal shall be in writing and shall set forth specifically the violation of policy or administrative regulation upon which the grievance is based and shall be accompanied by a copy of the decision at Step 2.

The Superintendent shall meet with the employee with a goal of arriving at a mutually satisfactory adjustment. The employee grievant may bring one other employee within their group with them to this meeting, if they so choose. Within fourteen (14) school days after receiving the appeal, the Superintendent shall communicate their decision, and reasoning in writing, to the Chief Human Resources Officer and to the aggrieved employee.

- **Step 4 - Board of Education.** If the grievance is not resolved at Step 3, the employee may appeal the grievance in writing to the Board within ten (10) school days after receipt of the Superintendent's written determination. The Board shall consider the grievance within thirty (30) calendar days after receipt of the appeal. Within ten (10) days after the Board's consideration of the appeal, the Board shall provide the employee with a written response to the grievance.

School days are defined as days on which the employee grievant is assigned to work.

ARTICLE VIII – BUS DRIVERS SALARY COMMITTEE

Bus Drivers Salary Committee

The Bus Drivers Salary Committee will consist of three current school Bus Drivers.

ARTICLE IX - TERM OF THE AGREEMENT

This Agreement shall be effective from July 1, 2025, until June 30, 2029.

IN WITNESS WHEREOF, the Parties have executed and adopted this Agreement this 13th day of May, 2025.

**FOR THE BUS DRIVERS
SALARY COMMITTEE
IL**



Warren Karberg



Peter Nathan



Fred Zimmermann

**FOR TOWNSHIP HIGH SCHOOL
DISTRICT NO. 113, LAKE COUNTY,**



Board President, Anne Neumann



Superintendent of Schools, Dr. Chala Holland