

# TRANSPORTATION STAFF AGREEMENT

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## **TRANSPORTATION STAFF AGREEMENT**

This Transportation Staff Agreement was established through mutual collaboration between the employees and the administration for the 2026-2027 and 2027-2028 school years.

The term “Employees” refers specifically to bus drivers and bus attendants. This definition excludes the following: substitute staff and mechanics, administrators and all other district personnel, supervisory staff (notwithstanding supervisors who may drive for training purposes or during emergency staffing shortages).

Representatives from the transportation staff and the administration met to negotiate essential terms regarding wages, hours, and working conditions.

This Agreement serves as the official governing document for transportation employees throughout the 2026-2027 and 2027-2028 school years. It reflects the continued cooperation, mutual understanding, and shared commitment of the Jackson County Intermediate School District Transportation Staff, Administration, and Board of Education.

### **BOARD RIGHTS**

The Board of Education (the “Employer”) retains all rights, powers, and authority held and exercised previously, except those specifically limited by the express terms of this Agreement. These rights may be exercised without prior negotiation and include, but are not limited to, the following:

#### **Operations and Governance.**

- District Management: To establish policies, manage equipment, and oversee all District operations, affairs, and workforces.
- Facilities and Resources: To determine the number, location, or relocation of facilities, as well as the sources of all materials and supplies.
- Financial Oversight: To determine financial policies, accounting procedures, and public relations matters.

#### **Personnel Management.**

- Staffing Levels: To determine the size of the workforce, the administrative structure, and the extent of supervision required.
- Hiring and Retention: To hire employees, establish qualifications, and determine conditions for continued employment, promotion, transfer, or assignment.
- Workforce Adjustments: To manage layoffs and recalls, and to grant or deny leaves of absence at its discretion.
- Evaluations: To determine employee qualifications and, when necessary, require physical or mental health examinations by Employer-approved medical personnel at the Employer’s expense.

#### **Scheduling and Standards.**

- Work Hours: To assign and direct personnel, establish or modify work schedules, and set school hours or days, provided such changes do not conflict with this Agreement.
- Performance and Rules: To adopt reasonable rules and regulations and set standards for operation and performance.

#### **Methods and Innovation.**

- Operational Means: To determine the services, supplies, and equipment necessary for operations.

- Process Improvement: To implement new methods, automate processes, or contract services to improve District efficiency.

### **NONDISCRIMINATION AND EQUAL OPPORTUNITY**

The Board is committed to a policy of nondiscrimination and equal opportunity. No employee or applicant shall be discriminated against on the bases of race, color, religion, national origin, or genetic information, sex (including sexual orientation and transgender identity), age, height, weight, or disability, marital status, or any other characteristic protected by law. This commitment applies to all employment programs, benefits, and professional opportunities within the District.

Employees who believe they have experienced unlawful discrimination are encouraged to seek resolution through the following channels:

- Internal Process: Access the formal complaint procedures outlined in Board Policies 3122, 3123, or 3362.
- External Agencies: Contact the Michigan Department of Civil Rights or the U.S. Department of Education's Office for Civil Rights.

### **POSTING OF JOB VACANCIES**

Posting Period. All job vacancies will be posted for at least one (1) week before the position is filled.

Application Process. Current employees of the Jackson County Intermediate School District (JCISD) interested in a vacancy must submit a completed application as directed in the specific job posting.

Selection and Interviewing. The District strives to select the most qualified candidate for every position. While it may not be feasible to interview every applicant, the District adheres to the following internal priority:

- Guaranteed Interview: Any current JCISD employee who applies for a posted position will be granted an interview, provided they meet the minimum qualifications for the role.

Professional Courtesy. As a matter of professional courtesy and internal coordination, employees are expected to notify their immediate supervisor(s) when applying for a different position within the District.

### **QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT**

#### **Driver Certification for Bus Attendants.**

All bus attendants are required to obtain bus driver certification and demonstrate the ability to drive successfully during their probationary period. The District will provide reasonable accommodations for employees with disabilities as required by law.

#### **Annual DOT Physical Examinations.**

The District provides and schedules annual DOT physicals for all certified drivers. To support staff in maintaining their credentials, the following protocol applies:

- Initial Examination: Provided at the District's expense.
- Follow-up Examination: If an employee does not pass the initial physical and a DOT-certified physician orders a follow-up, the District will cover the cost of a second examination. In such

cases, the driver is expected to take the necessary steps to meet medical requirements for the second exam.

- Failure to Qualify: If a driver fails the second examination, the District will conduct an individualized review to determine:
  - Whether work accommodations will be granted, modified, or discontinued.
  - Whether the District will cover the costs of any further medical evaluations related to this requirement.

#### Professional Development.

To ensure safety and operational excellence, the District will schedule up to three (3) mandatory eight-hour training days per year.

- Timing: When feasible, these training days will be scheduled consecutively prior to the start of the school year.
- Content: While most training is designed for the entire transportation department, some sessions may be tailored to specific roles or assignments.

#### Airbrake Endorsement.

All bus drivers must obtain an Airbrake Endorsement within one year. New hires have 365 days from their start date to complete this requirement, while current employees have 365 days from the date of this contract. Maintaining this endorsement is a condition of employment and failure to meet this requirement may lead to termination.

### **PROBATIONARY PERIOD**

#### Duration and Extensions.

All new employees are subject to a one-year probationary period beginning on their date of hire. If the District is unable to provide the required bus driver certification training for an attendant during their first year, the probationary period will be extended until the training is completed.

#### Performance Evaluation.

During the probationary period, the District will conduct a formal evaluation of the employees' performance. The results of this evaluation will be reviewed with the employee to provide feedback and support professional growth.

#### Employment Status and Recourse.

Probationary employees serve at the sole discretion of the Board.

- Termination: The District may terminate a probationary employee at any time during this period.
- Grievance Limitations: Such terminations are final and are not subject to the grievance procedure outlined in this Agreement.

#### Transition to Seniority.

Upon the successful completion of the probationary period, the employee will be added to the official seniority list. Their seniority standing will be backdated to their original date of hire.

## **GRIEVANCE PROCESS**

### **Definition and Scope.**

A grievance is defined as any claim or complaint alleging violation, misrepresentation, or misapplication of a specific provision of this Agreement. The following matters are specifically excluded from the grievance procedure:

- The discipline or termination of any probationary employee.
- Subjective assessments made by an evaluator regarding an employee's performance.
- Any matter for which the employee seeks redress through separate Board policy or appeal procedures.
- Any matter falling under the jurisdiction of state or federal agencies (e.g. civil rights enforcement).

### **General Provisions.**

- Time Limits: All references to "days" signify school days. Time limits may only be extended by mutual written consent.
- Failure to Comply: Failure to adhere to these timelines results in the grievance being settled based on the last response provided.
- Good Faith: Both the District and the employee agree to make a good-faith effort to resolve grievances at the lowest possible level.

### **The Grievance Procedure.**

#### **Informal Stage: Complaint**

Within ten (10) days of the occurrence, the employee must informally discuss the matter with their immediate supervisor (or designee) to attempt a resolution.

#### **Level I: Immediate Supervisor**

- Filing: If the matter is not resolved informally, the employee must file a written grievance within five (5) days of the informal discussion.
- Content: The written grievance must include the alleged facts, the specific Agreement provisions involved, and the requested remedy.
- Meeting: Within five (5) days of filing, the supervisor, the Director (or designee), and a union representative (if requested) will meet to discuss the grievance.
- Disposition: The supervisor will provide a written response within five (5) days of the meeting.

#### **Level II: Superintendent**

- Appeal: If not settled at Level I, the employee may submit the grievance to the Superintendent (or designee) within five (5) of receiving the Level I decision.
- Meeting: The Superintendent will meet with the employee and their representative within five (5) days of receipt.
- Disposition: The Superintendent will provide a written decision within five (5) days of the meeting.

#### **Level III: Board of Education**

- Appeal: If not settled at Level II, the employee may appeal to the Board of Education within ten (10) days of the Level II decision by delivering all grievance materials to the Secretary of the Board.
- Hearing: The Board (or an ad hoc committee) will hold a hearing if requested; otherwise, they will review the materials as deemed appropriate.
- Final Decision: The Board will issue a written disposition within thirty (30) days of delivery. The Board's decision is final and binding on all parties.

## **DEMOTION AND REINSTATEMENT**

An employee demoted from a driving assignment for disciplinary reasons may be considered for reinstatement to a driving position after serving at least one (1) year as an attendant.

### **Reinstatement Procedure.**

If the Administration determines that reinstatement is appropriate, the following terms and sequences will apply:

- Sub-Driver List: The employee will initially be placed at the bottom of the substitute driver list.
- Regular Driver Vacancies: When a permanent driver position becomes available, the employee will be considered only after other regular attendants who were already performing sub-driving duties as of the date the demoted employee returned to the sub-driver list.
- Documentation: At the time the employee is permitted to begin sub-driving, a formal letter will be placed in their personnel file defining all applicable terms, conditions, and effective dates.

### **Seniority and Status upon Reinstatement.**

Upon successful reinstatement to a regular driver position:

- Driver Seniority: The employee will receive a new driver seniority date (the date of reinstatement).
- Attendant Seniority: The employee will retain their original attendant hire seniority date specifically for the purpose of bidding on summer runs.
- Full-Time Status: If the employee is already in a full-time position at the time of reinstatement, they will retain their full-time status.

## **LAYOFF AND RECALL PROCEDURE**

### **General Provisions.**

The Administration will determine which services must be curtailed or eliminated based on student transportation needs and available financial resources.

- Hours Reduction: A reduction in hours for a position that still includes both the regular and extended school year is not considered a layoff.
- Voluntary Layoff: Before implementing involuntary layoffs, the District will first consider requests for voluntary layoffs.

### **Layoff Criteria by Position.**

If involuntary layoffs are necessary, the District will identify staff for layoff based on the following criteria:

#### **Bus Attendants**

- Retention: The District will retain qualified and certified attendants with the most Position Seniority as an attendant.
- Restriction: Any attendant may not displace (bump) a driver.

#### **Bus Drivers**

- Retention: The District will retain qualified and certified drivers with the most Position Seniority as a driver.
- Bumping Rights: A driver slated for layoff may choose to:
  - Replace the least senior attendant, provided the driver has more Department Seniority than the attendant.
  - Accept a voluntary layoff.

### Seniority Definitions.

- Department Seniority: Total continuous employment within the Transportation Unit, calculated from the most recent date of hire into a bargaining unit position.
- Position Seniority: Total continuous employment within a specific role (Driver or Attendant), calculated from the date of entry into that position.
- Accrual: Seniority does not accrue during a layoff period.
- Leaves of Absence: Seniority will continue to accrue during leaves taken for the employee's own health; such leaves are not considered a break in service.

### Recall Procedure.

Employees will be recalled to positions for which they are qualified in order of Department Seniority (highest seniority first). Recall rights are maintained for one (1) year from the effective date of the layoff.

## **ROUTE BIDDING AND ASSIGNMENTS**

The Transportation Supervisor (or designee) will assign routes to staff using the following procedures and sequence:

### The Bidding Process.

- Annual Bidding: Routes – including A.M., P.M., and potential Midday runs – will be bid at the start of each school year.
- Mid-Year Vacancies: New, vacant, or temporary routes will be posted and bid on as they occur.
- Summer Runs: Employees scheduled for both the regular and extended school year will bid on summer routes just before the extended program begins.
- Compensation: Employees will be paid for the times spent participating in any route bidding meetings or processes.

### Assignment Criteria.

- Drivers: Route assignments are determined strictly by seniority.
- Attendants: Assignments are made by the District after considering employee preferences, student needs, and the specific skills and abilities of the staff member.

### Route Adjustments and Reassignments.

The District maintains the right to adjust routes to ensure safety and efficiency:

- Performance: If an employee is unable to manage a selected run, the run will be reassigned.
- Student Needs & Conflicts: The Transportation Supervisor will evaluate any issues involving drivers, attendants, or students. Following this evaluation, the District may change assignments (including without regard to seniority) for a temporary period or the remainder of the term.
- Pay Protection: If a reassignment necessitated by student needs results in an employee's hours dropping from above eight (8) hours to below eight (8) hours per day:
  - The employee will receive their original higher pay rate for thirty (30) calendar days.
  - After 30 days, the employee will be paid no less than eight (8) hours per day for each full-day assignment.
- Attendant Changes: Changes in student placement (moves, IEPCs, etc.) may result in an attendant's reassignment or layoff per the Layoff and Recall Procedure.

### Operational Efficiency.

- Overtime Management: The Transportation Supervisor will reevaluate routes that require overtime and may reassign students to keep overtime to a minimum.
- Route Optimization: The Employer may adjust routes at reasonable intervals to improve efficiency and reduce ride times. These adjustments do not trigger a new department-wide bidding process.

- Temporary Runs: If the District adds a run during the school year, a qualified attendant may be assigned to drive it on a temporary basis. This does not constitute a permanent promotion to “Driver” status.

#### Driver Responsibilities.

Drivers are responsible for maintaining accurate, up-to-date route sheets. All changes must be recorded on the route sheets within five (5) school days.

### **REDUCTION OF ROUTE TIME**

#### Loss of Route Time.

- Student Loss: If a route's time is reduced due to the loss of a student, the Transportation Supervisor will make every effort to reassign other students to that run to maintain the employee's original route time.
- Scheduled and Unscheduled Disruptions: Drivers and attendants will be paid their full regular time if a run is shortened or affected by:
  - Parent-teacher conferences.
  - Scheduled or unscheduled half-days.
  - School events (e.g., field trips).
  - Abnormal or modified school schedules.

#### Cancellations Pay (Reporting Pay).

If a driver or attendant reports for a scheduled midday run or field trip that is subsequently cancelled, they will receive one (1) hour of pay for reporting to work.

### **FIELD TRIP ASSIGNMENTS**

#### Posting and Interest.

Field trip assignments will be posted as soon as they are received to allow drivers to express interest.

#### Selection Priority.

Assignments will be offered to interested drivers based on the following hierarchy:

- Student Needs: Specific requirements of the students being transported.
- Rotation (Hours): Total field trip hours previously driven (to ensure equitable distribution).
- Seniority: Years of service within the District.

#### Unfilled Assignments.

If no driver signs up for a posted trip:

- The District will seek a volunteer.
- Hours worked by a volunteer in this specific scenario will not be charge against their total field trip hour count for future assignment rotations.

## **EXTENDED SCHOOL YEAR (ESY) ASSIGNMENTS**

### **Minimum Guaranteed Hours.**

Drivers and attendants assigned to a full-day K-12 ESY run (e.g. SXI, SCI, or AI programs) are guaranteed a minimum of 7.5 paid hours for each scheduled workday.

### **Workday Composition.**

The ESY workday includes, at a minimum, a morning and afternoon run. To reach the 7.5-hour minimum, the District may assign additional duties, including noon runs and field trip assignments; routine bus maintenance activities; assigned routing and administrative responsibilities.

### **Assignment Notification and Flexibility.**

- Advance Notice: Management will strive to provide notice of additional duties in advance.
- Same-Day Assignments: Assignments to cover staff absences (e.g., noon runs or field trips) may be made on the day of the occurrence.
- Check-In Requirement: Drivers without a scheduled midday assignment must check in with dispatch or a supervisor before leaving to ensure extra assignments are distributed equitably.

### **Voluntary Extra Work.**

Drivers and attendants may volunteer for additional runs that fall outside their regularly assigned ESY hours.

## **STUDENT BUMPING**

### **Conditions for Bumping.**

Students may be transferred to another run under the following circumstances:

- Attendance: A significant number of students on a specific run are absent.
- Modified Schedules: School is in session for a half-day only, or the school is closed/closing (due to conferences, professional development, illness, or "Acts of God").
- Staffing & Needs: Student requirements and staff capabilities have been fully evaluated.
- Frequency: In most cases, drivers should not request to bump more than two (2) students per occurrence.

### **Procedures for Bumping Students.**

To initiate a student transfer, the following steps must be completed in sequence:

- Approval: The regular driver must submit a written request to the Supervisor for approval of the route change.
- Coordination: The driver of the receiving bus must be notified in writing. That driver must then provide written confirmation to the Supervisor that the change will not impact the regular students' times on the receiving run by more than ten (10) minutes.
- Parental Notification: The student's regular driver is responsible for notifying the parents/guardians of the bus change and any resulting schedule adjustments.
- School Notification: The student's regular driver must notify the school of the change and provide the Supervisor with the name of the school contact person notified.

### **Compensation and Compliance.**

- Reporting Pay: The driver and attendant whose run is cancelled due to student bumping will receive one (1) hour of pay.
- Procedural Compliance: Employees must follow all steps of this procedure to be eligible for pay. Failure to follow these procedures will result in no pay for the cancelled run.

## **HOLIDAYS**

### **Holiday Pay Rates.**

- Working on a Holiday: If a driver or attendant is required to work on a District-designated holiday, they will be paid 1.5 times (time and one-half) their regular hourly rate.
- Standard Pay: Unless otherwise specified, the days listed below are paid at eight (8) hours per day.

### **Designated Paid Days.**

Staff follow the school calendar and receive the following paid days:

- Labor Day
- Thanksgiving Day: Paid at regular route time.
- Day after Thanksgiving: Paid at regular route time.
- Winter Break: Six (6) paid days standard. (Eligible for up to two (2) additional incentive days based on attendance).
- Martin Luther King Jr. Day: Paid at regular route time (provided instructional staff are not working).
- President's Day: Paid at regular route time (provided instructional staff are not working).
- Spring Break: Three (3) paid days standard. (Eligible for one (1) additional incentive day based on attendance).
- Memorial Day
- Independence Day (July 4<sup>th</sup>): Paid at regular route time for employees working the Extended School Year (ESY) program.

### **Attendance Incentive Program.**

Staff may earn additional paid days during Winter and Spring breaks based on their attendance records.

| <b>Period</b>          | <b>Attendance Status</b> | <b>Additional Paid Days</b> | <b>Total Paid Days</b> |
|------------------------|--------------------------|-----------------------------|------------------------|
| August to Winter Break | 0 Absences (Perfect)     | + 2 Days                    | 8 Total                |
| August to Winter Break | 1 Absence                | + 1 Day                     | 7 Total                |
| Jan 2 to Spring Break  | 0 Absences (Perfect)     | + 1 Day                     | 4 Total                |

### **Eligibility Requirements.**

To receive pay for a holiday or non-working paid day, an employee must:

- Be in paid status (working or using accrued leave) on the workday immediately preceding the holiday.
- Exception: Employees receiving Short-Term Disability (STD) payments on the day prior to the holiday are eligible for holiday pay only if they still have accrued sick leave remaining in their bank at the time of payment.

## **SCHEDULE ADJUSTMENTS FOR SOME SCHOOL HOLIDAYS**

On holidays when only a small number of school districts remain in session (e.g. Good Friday), work will be distributed as follows:

- Priority: Drivers who do not have a regularly scheduled route on that day will be offered available driving assignments first.
- Secondary: If assignments remain, they will then be offered to bus attendants.
- Criteria: All assignments are subject to student needs and the specific skills or abilities of the staff member.

## **“ACT of GOD” (EMERGENCY CLOSURE) DAYS**

### **Operational Authority.**

The District determines when it is safe for buses to operate. These decisions are made on a run-by-run basis, depending on the specific conditions of the route.

### **Reporting and Standard Pay.**

- Do Not Report: Drivers and attendants should not report to work if the schools on their specific route are closed.
- Guaranteed Pay: Employees will receive their regular route time pay for “Act of God” days. This time will not be deducted from sick or personal leave banks.

### **Special Circumstances.**

- Attendants as Drivers: If an attendant was scheduled to work as a driver on an “Act of God” day, they will be paid one (1) hour at the Driver rate, and the remainder of the day at the Attendant rate.
- Out-of-District Work: Employees who are required to work on an “Act of God” days (e.g. transporting students to a district that remains open) will receive:
  - Their standard route time pay (up to 8 hours), plus
  - Pay for the actual time worked while traveling out of district.

## LEAVES OF ABSENCE

### Attendance Expectations.

Regular, punctual, in-person attendance is an essential requirement. Employees must:

- Report absences as soon as possible to ensure route coverage.
- Schedule personal appointments outside of work hours whenever feasible.

### Leave Accruals.

| <b>Contract Duration</b> | <b>Sick Leave (Yearly)</b> | <b>Personal Business (Yearly)</b> | <b>Max Accumulation</b> |
|--------------------------|----------------------------|-----------------------------------|-------------------------|
| Regular School Year      | 10 Days                    | 4 Days                            | 195 days (sick only)    |
| ESY (23-45 days)         | + 1 Additional Day         | --                                |                         |
| ESY (46+ days)           | + 2 Additional Days        | --                                |                         |

- Personal Business: Unused personal days at the end of the year convert to and accumulate as sick leave.
- Accounting: For record-keeping, a partial day (AM or PM only) equals 3 hours; a full day (AM and PM) equals 6 hours. Mid-day runs are not deducted from the bank, though employees are paid for their actual regular route time (up to 8 hours).

### Usage of Paid Sick Leave.

In compliance with the Michigan Earned Sick Time Act (ESTA), sick leave may be used for:

- Health: Personal or family illness, preventative care, or injury. "Family" includes spouse, children (biological, adopted, foster, step, or legal wards), parents, grandparents, grandchildren, and siblings.
- Public Health: Closure of the workplace or a child's school by public health officials.
- Safety: Situations involving domestic violence or sexual assault (medical/legal/relocation services).
- Bereavement: Unusual travel time required for a funeral or services not covered by the standard three-day bereavement leave.
- Worker's Compensation: Employees may "top off" Worker's Comp payments using sick leave to reach their regular gross pay rate.

### Other Paid Leave (Not charged to Sick Bank).

- Bereavement: Up to three (3) days per occurrence for the death of an immediate family member.
- Jury Duty: Full pay provided. Employees must return to work if excused early and must submit any jury pay (excluding mileage) to the District.
- Personal Business Leave: The District may require an employee to certify in writing that the business is necessary and cannot be scheduled during non-work hours. Employees are not required to disclose the specific nature or private details of their personal business. If a personal business day is requested immediately before or after a holiday or a health-related leave, the District reserves the right to require a specific reason for the absence to ensure the leave is being used appropriately.

## **FRINGE BENEFITS**

Fringe benefits are provided annually for all full-time personnel, working six hours a day or more (see below). Personnel working *less than* full time are not allowed to participate in the group health (medical) insurance plan but may choose to participate in other benefit programs (vision, dental, LTD, life insurance, flexible spending or Section 403(b) retirement investment plan), using an employer contribution of up to \$200 per month (\$133.33 per pay/18 pay periods).

### **Board Contribution.**

For 2026 and 2027, the Board will contribute 80% of the health insurance premium cost for eligible employees. The District's definition of the health insurance premium cost contribution includes all costs identified in PA 152 of 2011, as amended.

If 90% of covered employees and their covered spouses complete an annual physical examination before November 1<sup>st</sup>, each Transportation employee will receive additional four (4) hours of personal leave as an incentive. Additionally, use of up to four (4) hours of sick leave will not be counted against the perfect attendance bonus described on page 9.

Employees who do not complete the physical examination will be charged an additional premium cost in the following year, according to the level of coverage and as follows:

- Employee Single – additional \$34 per pay period (\$600 annually)
- Employee + Spouse - additional \$54 per pay period (\$960 annually)
- Full Family - additional \$67 per pay period (\$1,200 annually)

**Insurance Plans.** Parties agree to continue to discuss insurance during term of the agreement and may open bargaining on insurance if both parties mutually agree. Until such time as the parties agree otherwise, the Transportation Staff health insurance options, vision insurance and dental insurance will be the same plans offered to non-union Administrative staff.

Health plan participation is limited to those full-time employees who do not have comparable, employer-paid health insurance available from another source. If two JCISD employees are married and both are eligible for full-time employee benefit coverage, the Employer will pay for one health insurance policy (to the maximum premium cap allowed by law), one dental plan and one vision plan to cover the family. Both employees will be eligible for the applicable LTD and life insurance coverage. Additionally, the employer will provide the member of this bargaining unit who is covered by the employee's spouse's health insurance plan \$200/month as described in Plan II, below. Employer-paid group health insurance will be effective on the first of the month on or after the date the employee is hired. Employer-paid health insurance will terminate on the last day of the month during which the employee retires, resigns or is otherwise terminated. An employee on an extended leave of absence of up to one year may elect to reimburse the Board for the cost of continuing health insurance policies during the unpaid (non-FMLA) portion of that leave, in accordance with the terms of the policy. In the event that the employer continues to pay its premium share for an employee on an unpaid FMLA leave, and the employee does not return to work from the leave of absence for a reason other than continuation of the same health condition, the employee may be required to reimburse the district for paying the employer portion of the health premium, as set forth in the Family and Medical Leave Act. Drivers with one (1) year or more of service in the bargaining unit will be eligible to enroll eligible family members in employer-paid health insurance during open enrollment, as described below.

Health Insurance Options for 2026. Eligible employees may choose to participate in one of the following plans:

**PLAN A:**

**Option 1: Blue Cross Blue Shield PPO Plan with HSA \$1,700/\$3,400 In-Network Deduct.**

Prescription co-pays \$10/\$20/\$40/\$80/20%. Employees contribute \$147 for single person coverage, \$352 for 2 persons, or \$441 for family coverage, per pay (18 pays) during 2026.

**Option 2: Blue Care Network HMO with HRA**

Office visit co-pay \$30, specialist co-pay \$50, urgent care co-pay \$60, emergency room co-pay \$250. Prescription co-pays \$10/\$30/\$60/\$80/20%. Employees contribute \$93 for single person coverage, \$300 for 2 persons, or \$327 for family coverage, per pay (18 pays) during 2026.

**Option 3: Blue Care Network HMO with HRA (\$1,000/\$2,000 Deductible)**

Office visit co-pay \$30, specialist co-pay \$50, urgent care co-pay \$60, emergency room co-pay \$250. Prescription co-pays \$10/\$30/\$60/\$80/20%. Employees contribute \$71 for single person coverage, \$233 for 2 persons, or \$253 for family coverage, per pay (18 pays) during 2026.

**PLAN B: Cash-In-Lieu of Health Insurance Package**

Cash-in-lieu of medical insurance, \$2,400 per year (\$133.33/pay for 18 pays). This cash payment may also be invested in the Section 403(b) retirement investment plan or any of the ISD flexible spending plans. The Cash-In-Lieu plan includes dental and vision for employee and dependents at no cost. Life insurance and LTD are also included at no cost to the employee.

Dental Insurance - Full Family Benefits.

|                                                        |      |
|--------------------------------------------------------|------|
| Class I Benefits (preventive and restorative services) | 100% |
| Class II Benefits (replacement services)               | 80%  |
| Class III Benefits (orthodontic services to age 19)    | 80%  |
| Annual Maximum - Class I, II, III: \$1,500             |      |
| Classes IV – lifetime maximum: \$3,000/person          |      |

Vision Insurance – Full Family Benefits.

Self-insured plan supplemented with an allowance of up to \$180 per 12 consecutive months for purchasing frames (or \$90 for a non-network provider) and one pair of lenses (progressive lenses included when rendered by a network doctor) covered at 100%.

Life Insurance. \$50,000 term life insurance benefit.

Long-term Disability Insurance.

66-2/3% of regular salary (maximum of 2080 hours per year)  
180 calendar days or end of sick leave\*  
Freeze on offsets  
Alcoholism/drug addiction – 2 years  
Mental/nervous– 2 years

\*Should the employee not have sufficient sick leave to cover the waiting period, the board will pay 66 2/3% of employee salary for up to 180 days.

Flexible Spending Plan. A Flexible Spending Plan will be made available to employees and will provide for medical reimbursement accounts and dependent care accounts into which employees may direct funds. The Employer will not make any contributions to this plan on behalf of employees.

Longevity Benefit. Bus drivers and bus attendants shall receive a longevity payment as follows:

- After five (5) years of service – onetime payment of \$1,000
- After ten (10) years of services – onetime payment of \$2,000
- After fifteen (15) years of service - an annual payment of \$750
- After twenty (20) years of services – an annual payment of \$1,000
- After twenty-five (25) years of service – an annual payment of \$1,250
- After thirty (30) years of service – an annual payment of \$1,500

Half-time or part-time service shall be prorated for purposes of salary for longevity. For purposes of this section, any unpaid leave granted by the Board shall not be used to compute longevity benefits. However, all other years of service will be counted.

Beneficiary Policy. \$1,000 for the designated beneficiary of an employee upon the death of the employee. The benefit will be made available where the employee has health insurance coverage for which the Employer is contributing to the premium, and the employee is on a full-paid status or during a Family Medical Leave, whichever is longer. For example, the benefit will be paid where an employee, who has no paid absence time, is absent on a twelve-week unpaid Family Medical Leave, maintains insurance coverage for which the Employer contributes to the premium, and passes away prior to the expiration of the leave. If this employee did not maintain insurance coverage during the leave, the benefit will not be paid. While on any absence that the employee is receiving pay, the school district is contributing to the premium, and the employee passes away, the benefit will be paid.

Coats. New coats will be provided to employees every two years alternating between spring and winter coats. Coats were last purchased during spring of 2024. The employer may offer employees a choice between a coat and a pair of boots. (Note: This is a taxable benefit.)

CDL Reimbursement. Upon receipt of appropriate documentation, the Employer will reimburse employees who are required to have and maintain a commercial driver's license for the cost. However, if the employee leaves employment within one year of such reimbursement, the employer may deduct a pro-rated share of that reimbursement from the employee's wages.

Voluntary Benefits. The Employer will make a variety of benefits available each year during open enrollment for employees to purchase, including dependent life and short-term disability. Participation in these plans will be subject to meeting the terms applicable to each plan and agreement to pay for selected benefits through payroll deduction.

The Employer also sponsors a voluntary retirement savings plan ("VRSP") that employees may choose to participate in by enrolling and authorizing payroll deduction. The parties agree that employees should be encouraged to begin planning to have sufficient economic resources for retirement as early in their careers as possible. Employees who participate in the Employer's retirement savings plan will be eligible for an Employer match for their contributions, which will be calculated twice per year based on employee contributions. The Employer match will be 100% of employee contributions during the fiscal year, up to a maximum Employer contribution of \$850 per year. Employees must be actively employed to receive the employer contribution match. The Employer match will be deposited in the employee's active 403(b) plan only.

New Employees will be automatically enrolled in the VRSP 403(b) plan with a contribution of \$10.00 deducted from their salary/wages each payroll period, continuing until such time as the employee alters their enrollment or contribution status, which may be done prospectively at any time. Such enrollment changes may include discontinuation of their 403(b) plan, starting a 457 plan, and/or adjusting their contributions prospectively.

Employee Contributions for Benefits. If the employee enrolls in health insurance and/or voluntary benefit options requiring employee contributions, the Employer is authorized to deduct the employee's share of the benefit cost from the employee's wages. Although employee benefit share contributions are usually described based on 24 pay system, benefit deductions for this unit will be calculated and deducted based on the 18 pays during the regular school year.

### **MOVEMENT ON THE SALARY SCHEDULE**

Bus drivers and bus attendants will move through the steps on the salary schedule as follows:

- Steps 1-3 - the employee will gain one (1) year's credit for each year worked.
- Step 4 - the employee will have ten (10) years of service credit in the bargaining unit to qualify.
- Step 5 - the employee will have fifteen (15) years of service credit in the bargaining unit to qualify.

Bus attendants substituting as bus drivers will qualify for step 2 after four (4) years of service.

Progression on the schedule may be withheld for unsatisfactory performance as designated on the employee's evaluation form. An employee must work over one-half year to receive credit on the schedule. Step increases, if applicable, will be awarded beginning each new school year.

New employees are placed at the beginning step of the salary schedule.

### **WAGES**

Bus drivers and bus attendants shall be compensated for actual time worked. When a bus driver or bus attendant is receiving leave benefits, time will be charged for actual route time not to exceed eight (8) hours per day (i.e., morning, mid-day, or afternoon run).

Where it is known in advance that a bus attendant will substitute for a bus driver for more than 30 continuous workdays, the bus attendant will be paid the first-year driver's rate of pay from the first day. If it is not known in advance that the substitute assignment will be for more than 30 continuous workdays, then the bus attendant will be paid the first-year driver's rate of pay after the 30<sup>th</sup> workday in the continuous substitute assignment.

Employees working extended school year positions will be paid at their rate of pay for the position they are working for the summer. A bus driver working as an attendant at an extended school year assignment, who then substitutes as a driver, will be paid the employee's regular driver rate for the time spent as a substitute driver. (*See Extended School Year Assignments section, page 7, for details regarding summer assignment hours.*)

Early Notice of Retirement. A bargaining unit member who retires under the Michigan Public School Employees Retirement System with fifteen (15) or more years of service with the employer is eligible to receive \$500 in compensation at retirement if the employee provides at least a 365-day notice of retirement.

### **Step Increases for 2026-2027**

Lasting through the extended school year program that is part of the listed school year.  
There will be no automatic step, lane, longevity increases after the expiration of the contract.

| <b>Step</b>                          | <b>1</b> | <b>2</b> | <b>3</b> | <b>4 (10+ years)</b> | <b>5 (15+ years)</b> |
|--------------------------------------|----------|----------|----------|----------------------|----------------------|
| <b>Bus Driver</b>                    | \$23.45  | \$24.12  | \$24.96  | \$25.99              | \$26.88              |
| <b>Bus Attendant</b>                 | \$19.00  | \$19.29  | \$19.61  | \$20.43              | \$20.83              |
| <b>Attendant Subbing as a Driver</b> | \$21.99  | \$22.64  | N/A      | N/A                  | N/A                  |

### **Step Increases for 2027-2028**

Lasting through the extended school year program that is part of the listed school year.  
There will be no automatic step, lane, longevity increases after the expiration of the contract.

| <b>Step</b>                          | <b>1</b> | <b>2</b> | <b>3</b> | <b>4 (10+ years)</b> | <b>5 (15+ years)</b> |
|--------------------------------------|----------|----------|----------|----------------------|----------------------|
| <b>Bus Driver</b>                    | \$23.92  | \$24.61  | \$25.46  | \$26.51              | \$27.41              |
| <b>Bus Attendant</b>                 | \$19.38  | \$19.67  | \$20.01  | \$20.84              | \$21.24              |
| <b>Attendant Subbing as a Driver</b> | \$22.43  | \$23.10  | N/A      | N/A                  | N/A                  |

NOTE: The parties agree that the wages paid to non-bargaining unit temporary/substitute attendants and drivers are not addressed in this contract. The parties agree, however, that such non-bargaining unit attendants and drivers will be paid a wage that is less than unit members who perform the same work.

### **OVERTIME and COMPENSATORY TIME**

When conditions require, overtime may be scheduled by the supervisor. The supervisor should make every effort to allow ample time for projects to be completed within scheduled working hours. Others who might qualify for overtime should be considered and given the opportunity to do so. A request must be made by the staff member and approved by the immediate supervisor prior to working overtime. An overtime rate of one-and-one-half the employee's regular wage will be paid for authorized work in excess of 40 hours per week.

Overtime compensation will be based only on actual hours worked in excess of 40 hours during a week, not based on hours worked in excess of eight each day and not based on all hours compensated during a week. For example, paid sick leave or personal business leave will not count toward the 40-hour accrual necessary prior to earning overtime compensation for additional hours worked.

An employee who desires to accrue compensatory time, may do so by designating up to five (5) hours of work in any work week for accrual rather than being paid during the applicable payroll period, subject to the additional limitations described below. Employees may elect to use either straight time or overtime hours for this purpose; straight time hours will be accrued on an hour-for-hour basis and overtime hours will be accrued at the rate of one-and-one-half hours for each hour worked.

No employee may accrue and use more hours of overtime during a September through August year than is provided in the schedule below:

|                               |          |
|-------------------------------|----------|
| 1 – 10 years of service       | 40 hours |
| 10 – 15 years of service      | 60 hours |
| More than 15 years of service | 80 hours |

Use of compensatory leave time must be approved in advance by the supervisor, but requests will not be unreasonably denied. Employees are encouraged to use accrued compensatory time within 30 calendar days, but employees who are eligible to work the extended school year program may request approval to save it to be used during the extended school year. Compensatory time may not be carried over to a new school year.

Employees may also use accrued compensatory time as compensation on days or partial days an employee would have worked if the days were not school holidays and/or half-days for students. Requests to use accrued compensatory leave time to be paid on these days must be requested before timesheets for that pay period are due and must be for amounts that will not result in compensation that exceeds the employee's actual route time (up to eight (8) hours per day).

## **APPENDIX A**

### **Schedule B: Additional Compensation**

All positions are filled based on an application process and assigned by administration. Payment is processed in two semi-annual installments and must be approved by administration.

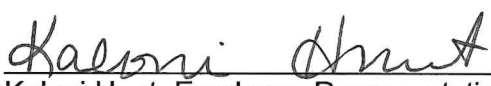
|             |                  |
|-------------|------------------|
| CDL Trainer | \$2,000 per year |
|-------------|------------------|

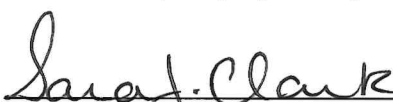
### DURATION OF AGREEMENT

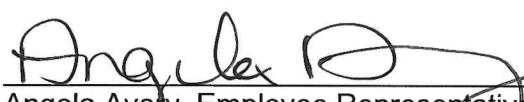
- A. The effective dates of this agreement shall be July 1, 2026 through June 30, 2028. This agreement has been accepted by the Transportation employees and approved by the Board of Education.
- B. No other organizations may ask for exclusive bargaining rights during the fixed duration of this agreement.
- C. Zipper Clause. This agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this agreement.
- D. Savings Clause. If during the life of this Agreement, any of the provisions contained herein are held to be invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any provisions should be restrained by such tribunal pending a final determination of its validity, the remainder of this agreement shall not be affected thereby. In the event any provision herein contained is so rendered invalid, upon written request by either party hereto, the employer and the employee representatives shall enter into collective bargaining for the purpose of negotiating a mutually satisfactory replacement for such provisions.
- E. Emergency Financial Manager. An emergency financial manager appointed under the Local Government and School District Fiscal Accountability Act may reject, modify, or terminate the collective bargaining agreement as provided in that act.

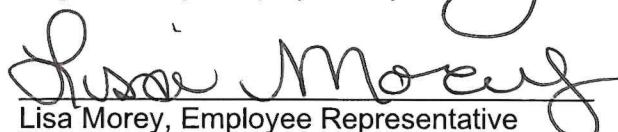
IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed by their representatives on this 19th day of May 2026.

#### **Transportation Staff:**

  
Kaloni Hunt, Employee Representative

  
Sara Clark, Employee Representative

  
Angela Avery, Employee Representative

  
Lisa Morey, Employee Representative

#### **Jackson County Intermediate School District:**

  
David Salsbury, Board of Education President

  
Kevin Oxley, Superintendent

  
Maureen Keene, Director of Special Education

  
Elizabeth Gayle, Director of Human Resources