

MIDDLETON-CROSS PLAINS AREA SCHOOL DISTRICT



**AGREEMENT
BETWEEN THE
BOARD OF EDUCATION
AND
MIDDLETON-CROSS PLAINS AREA SCHOOL DISTRICT
TRANSPORTATION EMPLOYEES**

2009-2011

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**TRANSPORTATION PERSONNEL POLICIES
MIDDLETON-CROSS PLAINS AREA SCHOOL DISTRICT**

July 1, 2009 – June 30, 2011

SECTION I LANGUAGE THAT APPLIES TO BOTH THE DRIVERS AND MECHANICS

1.0 ASSIGNMENT

The assignment of job duties, workday, routes, and trips will be made by the Transportation Services Manager. The Transportation Services Manager will need to approve all arrangements regarding the number of hours of employment.

2.0 HEALTH INSURANCE

All employees who qualify for District employee benefit insurance programs are eligible to enroll. Continuation of enrollment is contingent upon remaining qualified. Health insurance is available to employees under the prevailing District-endorsed group policies. If they so elect, and are eligible for coverage, employees who work the equivalent of one-half time or more shall receive health insurance benefits prorated on the basis of a forty-hour (40-hour) work week (Ref. Section II. 6.0. Par. I). The employer agrees to pay up to one hundred - ten (110) percent of the lowest cost premium per month paid for the single or family HMO plan. Under no circumstances will the employer's payment exceed the full premium cost of the family plan coverage selected by the employee from those offered by the District.

For the purpose of determining eligibility for participation in health insurance, bus drivers' regular assignment scheduled during the instructional day and a direct result of the instructional program will count. This does not include trips related to clubs and athletic activities, field trips and/or charters.

Employees are eligible for insurance coverage the first day of the calendar month following initial employment in the group.

3.0 DENTAL INSURANCE

Dental Insurance is available to eligible (employees who work a minimum regular assignment of four (4) hours or more daily) transportation employees under the District-endorsed group policy. The employer will pay the full monthly cost of the single or family premium for eligible full-time employees. If they so elect, and are eligible for coverage, employees who work the equivalent of one-half time or more shall receive dental insurance benefits prorated on the basis of a forty-hour (40-hour) work week.

For the purpose of determining eligibility for participation in dental insurance, bus drivers' regular assignment scheduled during the instructional day and a direct result of the instructional program will count. This does not include trips related to clubs and athletic activities, field trips and/or charters.

Employees, who are otherwise eligible for participation, are eligible for dental insurance coverage the first day of the calendar month following the 30th day after initial employment in the group.

4.0 LIFE INSURANCE

Life insurance is available under the State Group Policy for anyone employed six months in a position that normally requires 440 hours per year. The District pays a portion of the employee's premiums according to the formula provisions of the state group policy as adopted and amended by the District. The District reserves the right to select a different insurance carrier and/or to self-insure if, in its judgment, the terms of the arrangement are as favorable to the employees as currently exists.

5.0 WISCONSIN STATE RETIREMENT

All employees working in a position that normally requires 440 hours in the preceding twelve-month (12-month) period shall come under the provisions of the state retirement plan. Employees become eligible for participation upon retirement provided that the employee has attained age 55. Sec. 40.23, Wis. Stats.

The District agrees to pay each eligible transportation employee's mandatory contributions to the Wisconsin Retirement System at a rate not to exceed six and five-tenths (6.5) percent of the employee's earnings.

6.0 VOLUNTARY EARLY RETIREMENT HEALTH INSURANCE BENEFIT

A voluntary early retirement health insurance benefit is available to employees who have completed fifteen years of continuous employment with the Middleton-Cross Plains Area School District and are between the ages of fifty-seven (57) and sixty-five (65) prior to June 30 of the first year of retirement. Upon retirement an employee may continue for a period of up to five (5) years in a single or family health insurance plan offered by the district. The retiree will not be able to continue these paid health insurance benefits when Medicare becomes available. The district will not provide duplicating coverage if the retiree participates in a health insurance program provided by another employer. Changes from single to family or family to single may be subject to underwriting requirements imposed by the insurance carrier. Effective with new hires beginning February 1, 2005, upon retirement an employee may continue for a period of up to two (2) years in a single or family health insurance plan offered by the district. All other benefits and language will remain the same in this section of the agreement.

Participation in the Voluntary Early Retirement health insurance benefit and/or continuation of health insurance coverage beyond the benefit period provided herein at the retiree's expense is contingent upon approval of the insurance carrier(s).

The district will contribute the following toward the retiree's health insurance coverage for the period of time covered by this voluntary early retirement health insurance benefit. Part-time employees will have the district's contribution to early voluntary retirement health insurance prorated on the same basis that the district's contribution to health insurance was prorated at the time of retirement.

- 15 years = \$175 per month
- 20 years = \$200 per month
- 25 years = \$225 per month

Any premium cost in excess of the Board's contribution will be paid for by the retiree. It is understood that the level of benefits provided under any health plan shall be subject to periodic modification through the collective bargaining process.

7.0 SOCIAL SECURITY AND WORKER'S COMPENSATION

These benefits are fixed by regulations and are available to each employee beginning with the first day of his/her employment.

Employees who are injured while working for the employer and as a result, are entitled to worker's compensation shall also receive from the employer an amount of salary which, when added to the worker's compensation payments, will equal the salary received from working his/her regular shift prior to the injury, and shall be deducted on a pro-rata basis from his/her reimbursable leave. When reimbursable leave is exhausted, his/her wages shall revert to the worker's compensation payment. Employee is to have the option if he/she wants to use his/her reimbursable leave in this manner or if he/she merely desires the worker's compensation alone.

8.0 DISABILITY INCOME INSURANCE

Employees may share in this insurance benefit at the expense of the Board of Education consistent with the regulations of the policy as it may be negotiated with the company providing the insurance.

9.0 JURY AND WITNESS DUTY

An employee who is required to respond to a call for jury duty or who is subpoenaed as a witness in court cases not involving the Employer or for personal court appearances shall be excused from work and the Employer agrees to pay the difference between the jury or witness fees paid the employee (not including monies for mileage, or for Saturday or Sunday jury or witness fees), and the employee's regular daily rate provided:

- A. That such employee gives prior notice to the Employer as soon as practicable.
- B. That such employee furnishes the Employer with satisfactory evidence of his/her service on jury duty or as a witness, and
- C. That such employee reports for work each day for the time not needed as a juror or witness.

10.0 OVERTIME

- A. An overtime rate of time and one-half will be paid to employees for work beyond forty (40) hours of work per week. All overtime must be approved in advance by the Transportation Services Manager.

11.0 JOB-RELATED PROBLEM RESOLUTION

If a transportation employee perceives a job-related problem or concern, he/she should follow the procedure outlined below.

- A. Make an appointment to discuss the concern with the Transportation Services Manager at a time that is convenient to both parties. The employee should also outline the concern in writing for clarification. The Manager will listen to the concern and reasoning expressed by the employee. The Manager will address the concern in writing within five (5) working days.
- B. If the concern is not resolved in Step A, the employee may appeal to the Director of Employee Services.

The employee shall outline his/her problem or concern in writing to the Director of Employee Services. The Director will set up a conference to discuss the concern involving the employee and the Transportation Services Manager. The Director of Employee Services shall address the concern within five (5) working days of the conference.

- C. If the concern is not resolved in either Step A or B, the employee may appeal to the Superintendent of Schools, or his/her designee. The employee shall outline his/her concern in writing to the Superintendent of Schools. If deemed necessary, the Superintendent, or designee, may request a meeting involving the employee, Transportation Services Manager, and Director of Employee Services. The Superintendent, or designee, shall communicate a decision within ten (10) working days. This decision will be final.

12.0 EMPLOYMENT PHYSICALS

Upon initial employment, an employee must take a physical examination including a tuberculin test or chest x-ray, except that the employee may submit proof of such examination, chest x-ray, or tuberculin test taken within the past 90 days.

The cost of the initial and all other state mandated physical examinations shall be paid by the school district to the employee after the employee submits a receipt to show the amount they were required to pay to the clinic or physician and at no more than the rate equal to that of a District-designated local clinic or physician.

Employees shall be reimbursed at the basic IRS rate for travel to the district designated clinic for state and employer mandated physical examinations including drug testing.

Should an employee be a positive reactor to the skin test, the employee should have a chest x-ray paid by the school district to the employee's clinic or physician at a rate equal to that of a District-designated local clinic or physician.

The District reserves the right to request that an employee have a physical examination if an employee is suspected to have a health-related problem or condition that may impact on the health and the safety of the employee and/or others. The cost of the physical examination shall be paid by the school district or performed by a District-appointed physician.

12.0 POSITION POSTING PROCEDURE

In order to provide current eligible employees an opportunity to compete for vacant or newly created positions within the transportation employee group which could provide greater compensation or benefits, the employer agrees to post any newly created position or vacancy for five (5) business days during the school year. Drivers will be notified of any positions that are created or become vacant during the summer vacation via the District website, the bulletin board at the Transportation Center and District email to the Transportation Group. Vacancies that occur within 5 days prior to the Welcome Back session will be filled at the Welcome Back session.

During the school year, drivers will be limited to one (1) change per year. Bidding on a new route at the Welcome Back session in August will not be considered the one (1) change per year.

Seniority will have the most influence in determining who will receive a route; however, attendance may be given merit as well. A current seniority list will be posted in the driver's room. Additionally, administration may consider such things as "wait time", "dead head time" and mileages considerations for those that express interested in posted routes.

During the school year, drivers will be required to complete the Position Bid form located with the job posting. Verbal requests will not be accepted.

13.0 TEMPORARY REPLACEMENT EMPLOYMENT

Replacement for Leave of Absence

In the event that the District approves an unpaid leave of absence and the District posts a temporary vacancy and hires a person to fill the position for the time the regular employee is absent, the replacement employee will be considered temporary. The replacement employee will be afforded the contractual benefits (when the position exceeds one semester in length) except there will be no guarantee of employment with the District beyond the term of the leave of absence or the school year in which the employment in the temporary position commences, whichever comes first. Further the replacement employee will not have transfer, promotion, layoff, recall or bumping rights provided under this agreement. At the conclusion of the temporary assignment, the replacement employee may apply for other vacancies in the labor unit and would be considered as an applicant from outside the bargaining unit. If the replacement employee is subsequently hired for a non-temporary position within the unit during the next semester following the term of the unpaid leave assignment, then:

- A. The employee's date of hire for the purposes of seniority will be retroactive to the original date of hire for the temporary assignment.
- B. The months of experience accumulated during the temporary assignment will also count toward advancement on the wage scale.
- C. If the replacement employee is subsequently hired by the District in the same classification, the person will not have to complete a second probationary period.

14.0 MISCELLANEOUS

- A. Any employee injured in the performance of his/her duties shall immediately report the injury, circumstances, and name of witnesses to the Transportation Services Manager. Any injury not immediately reported may not be liable for compensation. All accidents will be documented on the official accident report form to insure that the employee receives all insurance provisions to which he/she is entitled.

- B. Each employee is responsible to report his/her reimbursable leave time off on the current time sheet and to report the reimbursable leave time off to the manager immediately upon return.
- C. The District reserves the right to request a show-cause slip from a doctor of any employee after three (3) consecutive days of absence due to claimed illness.
- D. No employee is at liberty to employ a substitute in the event of the employee's absence.
- E. Personnel policy considerations for substitute help, seasonal employees and emergency help reside completely with the school authorities of the District.
- F. All considerations not expressly covered by this personnel policies document shall be covered by the discretion of the Superintendent and that decision shall be subject to the existing policies of the Board of Education.
- G. Transportation employees are permitted to conduct meetings in accordance with District facility use policy and procedure but only after, or prior to, the employee's normal tour of duty. Any exception to this must be obtained in writing from the Superintendent of Schools or designee.
- H. A finder's fee of \$50 will be paid to any Transportation employee who recruits a driver candidate who is hired by the District provided the newly hired driver is still in the employ at the end of probation (80 driving days).
- I. In situations where a valid worker's compensation claim does not exist, upon evidence or claim that an employee's spectacles were broken while in the course of employment, he/she shall be entitled to have spectacles repaired or replaced as necessary at District expense. Each employee will be limited to one (1) repair or replacement per year and all restorations shall be like unto the article damaged or destroyed. All claims shall be filed in writing with the Business Office within five days of the incident, and written approval must be received before a valid claim is recognized.
- J. Members of the transportation employee group who transfer to another employee group with the district will retain their accumulated hours of both reimbursable leave and vacation leave. Vacation and reimbursable leave must be utilized under the provisions of the master contract or personnel policies governing the labor unit in which the employee transfers. If vacation leave is not provided for employees in the new labor unit, vacation leave carried over must be consumed within six (6) months of the transfer or be forfeited.
- K. Long Term Leave of Absence

The District will hold an individual's position when they are on an approved leave of absence due to medical reason for up to one (1) year from the first day of the leave. If the leave of absence extends beyond one (1) year, the employee will have the right to return to an available open position only. If the leave of absence extends beyond two (2) years from the first day of the leave, the employee's right to return will end and employment will be terminated due to inability to return. This provision shall not interfere with the employee's retirement rights.

L. Mandatory Direct Deposit

All wage payments shall be made utilizing direct deposit. Employees must complete an authorization to direct the funds to their choice of financial institution(s). Employees will be responsible to notify the District of any changes to their direct deposit information.

SECTION II LANGUAGE THAT APPLIES TO ONLY SCHOOL BUS DRIVERS

1.0 ASSIGNMENT

The Transportation Services Manager will develop a time schedule for each route and the bus drivers will not vary from the same. All employees will be expected to obey all laws at all times. Documented evidence of violation can result in discipline including dismissal.

Special Trips will be assigned to drivers in accordance with procedures as defined in the Transportation Services Handbook.

2.0 PROBATION

A new bus driver shall serve a probationary period of 80 driving days. If an employee is still employed on the first day of the pay period following the end of his/her probation, he/she shall be considered to have satisfactorily completed the probationary period and no other formal statement will be necessary.

Employees may be granted credit on the salary schedule for work that is deemed by the Transportation Services Manager and the Assistant Superintendent of Business Services to be virtually identical to the current assignment. Regardless of placement, however, the first 80 days of employment shall be considered probationary.

3.0 REIMBURSEABLE ABSENCE

A bus driver shall earn six (6) days of reimbursable absence per year. Reimbursable absence time may be accumulated up to 160 days for future use. After a driver has accumulated 160 days of reimbursable leave, each year thereafter, the driver will be awarded six (6) days of reimbursable leave which may be used in that year but will not accumulate after the year has expired. Reimbursable absence is granted for the following purposes:

- A. Illness or injury of the employee or a member of his/her immediate family (parent, spouse or child).
- B. Illness or injury to parents, children, mother-in-law, father-in-law, or sibling not of the same household maximum days permissible per year– 10 (ten).
- C. A death in the immediate family including that of spouse, child, parent, sibling, mother-in-law, father-in-law or grandchild maximum days per occurrence permissible– five (5).
- D. Death of son-in-law, daughter-in-law or grandparent maximum days permissible per occurrence– three (3).
- E. Death of the following relatives: brother-in-law, sister-in-law, aunt, uncle, nephew, or niece – one (1) day per occurrence.
- F. Attend the funeral of a person not specified elsewhere in Article 3.0 c, d or e up to one (1) day per incidence, two (2) incidents per year – non accumulative.
- G. Necessary court appearances for personal benefit other than law infractions: one (1).
- H. Personal/emergency Leave. A maximum of two (2) days per fiscal year for bus drivers non-accumulative. Personal leave days are granted an employee to attend to personal business or affairs of a personal nature which cannot be conducted outside the regular school day or to cover situations classified as an unforeseen combination of circumstances necessitating emergency leave not covered under other stated purposes for reimbursable absence. Personal leave days are not to be taken as vacation or shopping days, or for purposes of participating in or supporting any form of work stoppage or sanction whether in District or out of District origin. Personal leave may not be taken the day immediately prior to or after scheduled vacation periods. For the purposes of this section, a weekend is vacation if and only if it is adjacent to a weekday when the employee has no obligation to report to duty.

Requests for such leave shall be made to the employee's Manager as far in advance as possible. If the specific reason for which the personal leave is being requested is considered by the employee to be highly personal and confidential in nature, the employee shall have the option of certifying in writing that such reason meets the established criteria. The Manager may reject the request for personal leave if in his/her judgment such absence will materially injure the ongoing program of the transportation department. If there is evidence that this privilege has been abused, the Superintendent or designee shall have the right to declare the day(s) without pay and revoke his/her future written option immediately.

- I. Emergency School Closing Days. For Bus Drivers, up to three (3) days per year may be utilized in the event schools are closed by order of the Superintendent of Schools and the days are not scheduled to be made up. The first two of these days will be excused with pay and are not subject to deduction from reimbursable leave. The bus driver may designate the third inclement weather day to be deducted from his/her available reimbursable leave. Emergency closure days not taken during a current year are forfeited. Emergency closure days beyond the three (3) days provided above will be without pay unless personal leave is requested on the time sheet during which the emergency closure day occurred.
- J. Upon retirement due to disability, availability of Social Security and/or Wisconsin Retirement, or upon termination of employment as a transportation staff employee after a minimum of twelve (12) year of such employment in the District, an employee shall be entitled to a cash payment for unused reimbursable leave which the district shows credited to the individual. The rate of payment will be according to the following amounts:
 - 12 years = \$23 per 8 hour day
 - 20 years = \$25 per 8 hour day
 - 25 years = \$27 per 8 hour day

4.0 RESIGNATION OF EMPLOYMENT

If a bus driver resigns employment, he/she is expected to give the Transportation Services Manager a two week notice. A letter of resignation shall be given to the Director of Employee Services and the Transportation Services Manager.

5.0 MISCELLANEOUS

- A. "Regular Transportation" is defined as those trips designed to transport students from residence to school of basic assignment at the beginning of their day and return them to their residence at the regular or designed closing of the school day.
- B. A "Bus Route/Run" is defined as the route which the bus takes from the time it departs the Transportation Center until it returns to the Transportation Center and is parked. An exception to this definition occurs if the bus is scheduled for a field trip leaving from the school immediately after the start of the school day. In this case, route time will stop at the departure time of the scheduled trip. Likewise, in the PM, a bus driver returning from a field trip or athletic event would not switch to route pay until the trip is complete.
- C. Special trips include all other curricular, extracurricular, field trips, activity runs, charter runs, etc. Compensation for these assignments will be at the special trip rates specified in Article 6.0.
- D. If total time for regular routes or special trips is less than one hour, the driver will be guaranteed one hour's pay.
- E. New Unlicensed Drivers – A new driver's employment will be conditional on their ability to pass the written and behind the wheel test administered by a Department of Transportation authorized tester to attain full CDL certification. Upon successful completion of the training program including the full CDL certification and ninety (90) calendar days of employment, the new driver will be paid a lump sum of \$175.
- F. Experienced Drivers – Experienced drivers will receive two (2) hours of pay at the in-service rate for bus driver licensing renewal involving written and driving tests. Payment will not be issued if the driver fails to pass the test.
- G. CDL licensure fees shall be reimbursed to all transportation employees following the completion of the probationary period.
- H. In-service Pay – Mandated in-service hours for drivers will be a minimum of ten (10) hours per year. Mandatory in-service sessions will be determined by the Transportation Services Manager. All mandatory in-service sessions will be communicated to drivers with at least a two (2) week notice.

- I. Break in Service – Any driver who does not drive for thirty (30) calendar days and the leave is not for medical or military duty reasons will lose their seniority. If they choose to return to the Transportation Department, their new hire date will be effective the first day back in employment.
- J. Substitute Drivers – Substitute drivers must drive at least once every sixty (60) days to maintain their seniority unless work is not available. The Transportation Services Manager will maintain records of any substitute driver who refuses work when offered.

6.0 WAGES

Wage payments shall be divided into equal installments payable on the fifteenth (15th) and the last day of each month. If the fifteenth (15th) or the last day of the month should fall on a Saturday or Sunday, the pay date shall be the previous Friday. If the pay date falls on a holiday, the pay date shall be the previous banking day. No salary payments will be made in July or August. (Except for summer school drivers.) Monthly totals of time to be reimbursed at hourly rates will be calculated to the nearest quarter hour. All drivers will use a time clock to record when duty commences and ceases.

Any driver who has a route identified by the Transportation Services Manager as a Special Needs route shall receive a \$.25/hour incentive. Months as shown in the tables below represent 9 months of service per school year.

2009-2010

Employee Group	Minimum	13 Months	25 Months	45 Month or More
Bus Driver – Trainer – Regular	\$15.51	\$16.40	\$17.37	\$17.97
Bus Driver – All Special Trips	\$10.50	\$10.50	\$10.90	\$10.90
Driver Training	\$7.25	\$7.25	\$7.25	\$7.25
Driver In-service	\$8.50	\$8.50	\$8.50	\$8.50

2010-2011

Employee Group	Minimum	13 Months	25 Months	45 Month or More
Bus Driver – Trainer – Regular	\$15.75	\$16.64	\$17.63	\$18.24
Bus Driver – All Special Trips	\$10.50	\$10.50	\$10.90	\$10.90
Driver Training	\$7.25	\$7.25	\$7.25	\$7.25
Driver In-service	\$8.50	\$8.50	\$8.50	\$8.50

7.0 PERFORMANCE BONUS

Experienced non-substitute drivers will receive up to twelve percent (12%) of their gross wages biannually in the form of a performance bonus. The first payment will be included with the February 15 payroll and the second payment will be included with the June 30 payroll each year. First year drivers will be eligible to receive this bonus provided they have successfully completed their probationary period (80 driving days).

The following are the criteria used to determine driver bonus qualifications:

- A. Driver was not involved in any accidents resulting in more than \$750 in damage including parts and labor or personal injury deemed at-fault by the Accident Review Committee– 4%
- B. Driver did not receive any citations while operating a district owned vehicle unless a mechanical defect was found with the vehicle and had been prior reported to the Transportation Services Manager in writing– 2%
- C. Acceptable Attendance Level:
 - 1. Driver did not miss more than 3 days of work for non-FMLA or PL reasons – 1%

- 2. Driver did not miss more than 5 days of work for non-FMLA or PL reasons – 1%
- D. Driver has a satisfactory employee evaluation with no need for improvement and no written reprimand issued during this bonus period – 1%
- E. Driver maintains a clean bus within district guidelines and has not received more than two (2) unsatisfactory inspection tickets during this period – 1%
- F. Any violation occurring during summer school transportation programs shall be carried over to the first semester of the following school year.
- G. In the event that the entire 10% bonus budget is not paid out, drivers that have missed no regular school days during this bonus period for any reason other than personal leave will be eligible for an additional bonus up to 2% to the maximum overall budgetary payout of 10% of the total salary expenditures.
- H. A copy of the Bonus Payment Rubric will be provided to the employee and added to the employee's personnel file upon completion and payment processing.

SECTION III LANGUAGE THAT APPLIES TO ONLY THE VEHICLE SERVICE EMPLOYEES

1.0 PROBATION

A new 12-month vehicle service employee shall serve a probationary period of six months. If an employee is still employed on the first day of the pay period following the end of his/her probation, he/she shall be considered to have satisfactorily completed the probationary period and no other formal statement will be necessary.

Employees may be granted credit on the salary schedule for previous work that is deemed by the Transportation Services Manager and the Assistant Superintendent of Business Services to be virtually identical to the current assignment. Regardless of placement, however, the first six months of employment shall be considered probationary.

2.0 REIMBURSABLE ABSENCE

One day reimbursable absence is earned by a 12-month vehicle service employee for each month of service. Reimbursable absence time may be accumulated up to 160 days for future use. After the vehicle service employee has accumulated 160 days of reimbursable leave, each year thereafter, the employee will be awarded twelve (12) days of reimbursable leave which may be used in that year and will not accumulate after the year has expired. Reimbursable absence is granted for the following purposes:

- A. Illness or injury of the employee or a member of his/her immediate family (parent, spouse or child).
- B. Illness or injury to parents, children, mother-in-law, father-in-law, or sibling not of the same household maximum days permissible per year – 10 (ten).
- C. A death in the immediate family including that of spouse, child, parent, sibling, mother-in-law, father-in-law or grandchild maximum days per occurrence permissible – five (5).
- D. Death of son-in-law, daughter-in-law or grandparent maximum days permissible per occurrence – three (3).
- E. Death of the following relatives: brother-in-law, sister-in-law, aunt, uncle, nephew, or niece – one (1) day per occurrence.
- F. Attend the funeral of a person not specified elsewhere in Article 3.0 c, d or e up to one (1) day per incidence, two (2) incidents per year – non accumulative.
- G. Necessary court appearances for personal benefit other than law infractions: one (1).

- H. Personal/emergency Leave. A maximum of three (3) days per fiscal year for full time vehicle service employees non-accumulative. Personal leave days are granted an employee to attend to personal business or affairs of a personal nature which cannot be conducted outside the regular school day or to cover situations classified as an unforeseen combination of circumstances necessitating emergency leave not covered under other state purposes for reimbursable absence. Personal leave days are not to be taken as vacation or shopping days, or for purposes of participating in or supporting any form of work stoppage or sanction whether in District or out of District origin. Personal leave may not be taken the day immediately prior to or after scheduled vacation periods. For the purposes of this section, a weekend is vacation if and only if it is adjacent to a weekday when the employee has no obligation to report to duty.

Requests for such leave shall be made to the employee's Manager as far in advance as possible. If the specific reason for which the personal leave is being requested is considered by the employee to be highly personal and confidential in nature, the employee shall have the option of certifying in writing that such reason meets the established criteria. The Manager may reject the request for personal leave if in his/her judgment such absence will materially injure the ongoing program of the transportation department. If there is evidence that this privilege has been abused, the Superintendent or designee shall have the right to declare the day(s) without pay and revoke his/her future written option immediately.

- I. Emergency Closing Days - Vehicle service employees are expected to report to work on inclement weather days when road conditions permit unless vacation or personal leave is requested. Vehicle service employees who work a full shift shall be entitled to either a maximum of two (2) additional reimbursable leave days per year or compensation hours according to the hours worked on an emergency closing day. Any compensation hours must be added to a compensation time log to be used at a later date and the compensation time log must be signed by the Transportation Services Manager. Hours worked in excess of forty (40) hours per week shall receive compensation time at time and one half in accordance with overtime provisions. The maximum number of hours that can be accumulated on the compensation time log is twenty-four (24).
- J. Upon termination of employment due to disability, availability of Social Security, availability of Wisconsin Retirement benefits and/or resignation after the successful completion of fifteen (15) years of service with the school district. Effective July 1, 2004 a vehicle maintenance employee shall be entitled to a cash payment of twenty-three (23) dollars per full day (8 hours) for unused reimbursable leave which District records show credited to the individual. Effective July 1, 2006, the employee will receive twenty-five (25) dollars per full day (8 hours) of reimbursable leave which District records show credited to the individual.

3.0 HOLIDAYS

Each 12-month vehicle service employee shall be granted the following paid holidays each year: New Year's Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving Day, Day after Thanksgiving, Day before Christmas, Christmas and Day before New Year's Day. If any of the above holidays should fall on Sunday, the following Monday shall be considered to be the holiday unless the following Monday should happen to be a regular school day. In that event, another date will have to be selected or the employee paid an extra day's pay at his/her regular rate. If the holiday should fall on a Saturday, the employee shall be granted a compensatory day's leave at the Employer's discretion, or the employee may be granted an additional day's pay at his/her regular rate.

4.0 VACATION

Twelve month full-time vehicle service employees are entitled to vacation according to the following schedule:

- 0-12 months = 5 days
- 13-60 months = 10 days
- 61 - 120 months = 15 days
- 121 - 191 months = 17.5 days
- 192+ months = 20 days

- A. Vacation may only be taken after it is earned.
- B. Employees with less than a full year of full-time service as of June 30 shall have their vacation time prorated accordingly.

- C. The specific dates when vacation is desired shall be cooperatively worked out between the employee and the Transportation Services Manager. The specific dates when vacation is desired shall be suggested in writing to the Transportation Services Manager no later than the end of May of each year. Managers will strive to honor the wishes of the employee, but the final determination after consideration of the prevailing circumstances will rest with the Superintendent or designee.

Except for emergency conditions, accumulated vacation time shall be taken during the time span after the last day of the regular spring term and ceasing one week before school commences for the fall term. Requests for vacation at other times than those listed above will be considered on an individual basis.

- D. Accumulated vacation time must be used within 10 months after June 30 annually or it is forfeited. With advance written request, this provision may be waived by the Transportation Services Manager AND the Director of Employee Services and/or the Assistant Superintendent of Business Services.
- E. Employees shall submit in writing a form to the Transportation Services Manager within forty-eight hours after any vacation time is consumed, noting dates and any other basic information necessary to assist in keeping accurate records. Forms must be signed by employee.

5.0 LEAVE OF ABSENCE WITHOUT PAY

Requested leaves of absence without pay for a vehicle maintenance employee may be granted by the employee's Manager not to exceed ten days, provided that in his/her judgment the request has a direct bearing on the welfare of the employee, that the privilege isn't abused, and provided that the overall efficiency of the total work program will not be appreciably jeopardized. Such requests must be made by the employee in writing. Leaves of absence without pay in excess of ten days must be requested in writing, addressed to the Director of Employee Services, and must receive approval before considered legitimate.

6.0 GENERAL ITEMS

- A. The normal work week shall be considered to be forty (40) hours.
- B. Each full-time employee is entitled to two paid breaks of about 10-15 minutes during their regular workday. Employees employed at less than full-time and more than five (5) continuous hours per day will have one paid break of about 10-15 minutes during their regular workday.
- C. All employees working five or more consecutive hours per day are expected to take minimally a half-hour and maximally a one and one half-hour unpaid lunch break sometime near the midpoint of their daily tours of duty unless this is further qualified by the need of the specific job.
- D. The district will pay for the total cost (up to \$250.00) of one pair of prescription safety glasses every two years. The vehicle service employee will supply a receipt for the purchase to the Transportation Services Manager for reimbursement.

7.0 PROMOTIONS, VACANCIES AND TERMINATION

- A. When promotions from within the ranks are made, the vehicle service employee promoted shall be considered on probationary status for six months in the new classification. However, if the employee cannot assume the responsibilities of the new job, an effort will be made to employ the person elsewhere in the Transportation Department.
- B. If a vehicle service employee desires to terminate employment, he/she is expected to give the District 30 days notice. Intent to terminate employment shall be given in writing addressed to the Director of Employee Services and the Transportation Services Manager.
- C. The District reserves the right to request personnel to assume the responsibilities of a higher classification for a temporary period, not to exceed five days, without awarding additional compensation. Terms of this clause

imply a maximum of 10 days per year. Adjusted remuneration may be retroactive if the temporary change extends beyond this period.

8.0 MISCELLANEOUS

Each vehicle service employee has an obligation to update the skills needed in his/her area of responsibility. This can be accomplished by reading literature, attending conventions and going to meetings. It is reasonable to expect that some of this in-service training be on the employee's own time. A vehicle service employee can be expected to attend up to six hours of in-service group meetings designated by his/her Manager on the employee's own time during the course of the year. Employees will be compensated for any required training outside of the typical work day. Meetings will not be scheduled for Saturday or Sunday.

9.0 WAGES

A. All employees shall be classified as either: Mechanic, Assistant Mechanic/Driver, Mechanic's Helper/Driver or Helper. Appropriate job descriptions are available in writing.

B. 2009 – 2010 wage schedule:

2009 – 2010

Classification	Minimum	13 Months	25 Months	49 Months or More
Mechanic	\$18.93	\$19.73	\$21.10	\$21.81
Assistant Mechanic/Driver	\$17.61	\$18.41	\$19.09	\$19.73
Mechanic's Helper/Driver	\$16.86	\$17.23	\$17.78	\$18.41
Helper	\$15.61	\$16.06	\$16.98	\$17.55

2010 - 2011

Classification	Minimum	13 Months	25 Months	49 Months or More
Mechanic	\$19.22	\$20.03	\$21.42	\$22.14
Assistant Mechanic/Driver	\$17.88	\$18.69	\$19.38	\$20.03
Mechanic's Helper/Driver	\$17.12	\$17.49	\$18.05	\$18.69
Helper	\$15.85	\$16.30	\$17.24	\$17.82

C. Longevity pay of 3% of base maximum will be awarded after the 60th month of employment.

Longevity pay of 6% of base maximum will be awarded after the 96th month of employment.

Longevity pay of 9% of base maximum will be awarded after the 144th month of employment.

Longevity pay of 12% of base maximum will be awarded after the 180th month of employment.

D. For placement on the salary schedule, time is computed in full months' equivalencies as best can be determined.

E. Employees will be given credit for the full month if they were employed on the 15th of the month or prior. They will receive credit from the first of the following month, if employed after the 15th of the month.

Wage payments shall be divided into equal installments payable on the fifteenth (15th) and the last day of each month. If the fifteenth (15th) or the last day of the month should fall on a weekend or holiday, the pay date shall be the previous banking business day.