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MASTER CONTRACT BETWEEN
EATON RAPIDS BUS DRIVERS ASSOCIATION

AND

EATON RAPIDS PUBLIC SCHOOLS
BOARD OF EDUCATION

July 1, 2021 – June 30, 2026

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PREAMBLE

Whereas, the Board of Education has a statutory obligation, pursuant to the Michigan Public Employment Relations act, as amended, to bargain with the Association as the representative of its bus driver's personnel with respect to hours, wages, terms and conditions of employment. It is hereby agreed as follows:

ARTICLE ONE—RECOGNITION:

- A. The Board of Education hereby recognizes the Eaton Rapids Bus Drivers Association as the sole and exclusive bargaining representative, as defined in the Michigan Public Employment Relations Act, as amended for all regular Bus Drivers. The Eaton Rapids Bus Drivers Association represents the following classifications of bus drivers:
 - 1. Regular Bus Driver: One who has a seniority date and drives routes where the majority of students are regular or vocational education students.
- B. The Board of Education agrees not to negotiate with any bus driver's organization other than the Eaton Rapids Bus Driver Association for the duration of this agreement. Nothing contained herein shall be construed to prevent any individual bus driver from presenting a difference and having the difference resolved without intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement, provided that the Association has been given opportunity to be present at such adjustment. The Administration agrees to discuss unforeseen issues or inequities with the Association that may arise in the event that the district suspends in person instruction or changes the school schedule for two or more consecutive weeks.
- C. Nothing contained herein shall be construed to deny or restrict any employee's rights he/she may have under the Michigan General School Laws or applicable laws and regulations. The rights granted to all employees hereunder shall be deemed to be in addition to those provided elsewhere.
- D. Eaton Rapids Public Schools shall continue to employ current Drivers as Bus Drivers until such time as each should resign or retire.

ARTICLE TWO—BOARD OF EDUCATION RIGHTS:

- A. The Board of Education retains and reserves all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States.
 - 1. To executive management and administrative control of the school system and its properties and facilities.

2. To hire all employees and subject to the provisions of law to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion, and to promote and transfer all such employees in their own classification.
3. To determine the hours of employment and the duties, responsibilities, and assignments of employees with respect thereto, and the terms and conditions of employment.
4. To require all regular drivers to undergo annual group drug/alcohol testing as a condition of employment. Furthermore, the Board of Education reserves the right to require testing of individuals at any time that there appears to be reasonable suspicion. It is understood that a positive drug or alcohol test will result in the immediate termination of employment with the district.

ARTICLE THREE—BUS DRIVERS ASSOCIATION:

- A. Membership in the Association is not compulsory. Employees have the right to join, or not join, as they see fit. Neither party shall exert any pressure on nor discriminate against any bus driver regarding such matters. All employees defined in this work group will be represented under the duty of fair representation for all.
- B. The Board agrees to advise the Association, upon request, of all additions, deletions, or changes in the status of transportation employees covered under this contract.
- C. The Association shall defend with attorney(s) selected by the Association, indemnify, and save the Board harmless from any and all claims, suits, and other forms of liability as a result of complying with the provisions of the Article.

ARTICLE FOUR—DISCIPLINE DISCHARGE:

- A. Dismissal, suspension, and/or any other disciplinary action shall be only for just and stated causes with the employees having the right to defend themselves against any and or all charges. At the meeting where discipline is issued, the employee shall be advised in writing as to the specific reason for which discipline has been issued.
- B. The primary purpose of disciplinary action is to correct employee behavior or conduct. Ordinarily, discipline should be progressive in nature, and the selection of disciplinary action in any specific case should be appropriate, taking into consideration the circumstances of the offense and the employee. The following is a series of progressive steps that will serve in most cases:
 1. Verbal reprimand(s)
 2. Written reprimand(s)
 3. Suspension(s)

4. Discharge

These steps should give the employee notice that continued unacceptable conduct or behavior will result in more serious disciplinary action. In cases of more serious offenses, the disciplinary action taken may begin with the written or suspension steps: and, for the most serious offenses, it may be appropriate to impose serious suspension and/or discharge the employee on the first occasion of improper conduct without prior discipline.

C. Grounds for disciplinary action generally fall into five (5) categories:

1. Attendance problems,
2. Insubordination,
3. Unsatisfactory work performance,
4. Misconduct on the job and/or
5. Driver fails to keep in compliance with the laws, regulations, and policies of the State of Michigan and Eaton Rapids Public School District.

In general, acts committed off the job will not be grounds for discipline, unless the results of such act impair the ability of the employee to perform his/her work; adversely affect the operations of the Eaton Rapids Public Schools, or bring the Eaton Rapids Public Schools into public disrepute.

D. Disciplinary action shall be progressive and take into consideration both the offense and the employee. Factors that should be considered in imposing discipline in each case are:

1. The seriousness and circumstances of the offense,
2. The employment history of the employee involved,
3. The recentness and nature of prior disciplinary action with respect to the employee, and per Article Twenty – Protection of Employees/Personnel Files.
4. Prior action taken involving other employees in comparable situations.

E. Employees shall have the right to have someone from the association and/or legal counsel present at any meeting. It shall be the employee's choice and it will be the employee's responsibility to contact that person.

ARTICLE FIVE—SENIORITY:

After a driver is assigned a regular route and completes probation, Drivers will be given a seniority date as of the first date driving the assigned regular route. All ERBDA Drivers have an existing Seniority Date.

ARTICLE SIX—GRIEVANCE PROCEDURE:

A grievance shall be an alleged violation, misinterpretation, or misapplication of the express terms of this agreement.

Ex. A grievance is defined as an alleged violation of a specific Article or Section of this Agreement.

Ex. A grievance is defined as, and limited to, an alleged violation, misinterpretation or misapplication of a specific provision of this Agreement. Any member or members of the Union or representative may file a grievance.

A. *Informal* – Should any difference arise between any employee(s) and the Eaton Rapids Public School District as to the meaning or application of the terms and provisions hereof, such differences should normally be adjusted by direct contact between the employee(s) and the District's CFO within ten (10) days of alleged violation.

The Association and the Eaton Rapids Public School District believe that there should be a sincere effort on the part of each of the parties to settle differences as far as possible in the above manner and in any event, at the lowest level of the grievance procedure possible.

If not so settled, it shall formally be disposed of in the following manner:

1. Step One – The difference (hereinafter referred to as the grievance when placed in writing) shall be promptly placed in writing by the grievant (person filing said grievance). This shall be submitted to the District's CFO within three (3) working days of the meeting between employees and/or meetings between employees and the days. One (1) copy of his/her decision shall go to the grievant and one (1) copy to the Association President (or designee).
2. Step Two – If the grievance is not settled in Step One, the grievant shall, within three (3) days after receiving the decision of the CFO, submit the grievance to the Superintendent of Schools or his/her designated representative, who shall, as promptly as possible, but within five (5) days after the grievance is submitted to him/her, meet with the grievant and their representative to settle the grievance.

A copy of the decision shall be delivered to the employee (s) involved and to the Association President (or designee).

3. Step Three – At either party's request, mediation (State of Michigan MERC) may be requested within five (5) days of receiving the Superintendent's decision.
4. Step Four – If the grievance is not settled at Step Two or Three, the grievant shall, within five (5) days after receiving the decision of the Superintendent or the decision of the Mediator, submit the grievance to the Board of Education, who shall, as promptly as possible, within thirty-one (31) calendar days, meet with the grievant in an effort to settle the grievance. A copy of this decision shall be delivered to the Association President and Secretary and to the School Superintendent.

5. Step Five - Appeal to Arbitration

- a. If a grievance is not satisfactorily resolved in step four , the grievant(s) may, within five (5) days after the decision in Step Three is rendered, submit the grievance to arbitration. Grievances which do not involve alleged violations of a specific article and section of this Agreement may be processed through Step Three but will not be arbitrable.
- b. The submission to arbitration shall contain a statement of the issue to be arbitrated and references to the specific article and/or section allegedly violated. Parties shall attempt, within twenty (20) days after the receipt of notice of submission, to agree upon a mutually acceptable arbitrator. If the parties are unable to agree upon an arbitrator, a demand for arbitration shall be filed by the grievant with the American Arbitration Association within twenty (20) days. The parties will be bound by the rules and procedures of the American Arbitration Association.
- c. It shall be the function of the arbitrator, and he/she shall be empowered except as his/her powers are limited below, after due investigation, to make a decision in writing, setting forth his/her findings and conclusions in a case of an alleged violation of a specific article and section of the Agreement.
 - (1) He/she shall have no power to add to, or subtract from, alter, or modify any of the terms of this Agreement.
- d. At the time of the arbitration hearing, both the Board of Education and the grievant shall have the right to examine and cross-examine witnesses. Upon request of either the Board of Education or the grievant, or the arbitrator, a transcript of the hearing shall be made. The Board of Education and the grievant will have the opportunity to purchase their own copy. At the close of the hearing, the arbitrator shall afford the Board of Education and the grievant a reasonable opportunity to furnish briefs.
- e. The fees and the expenses of the arbitrator and the fees and expenses of the grievant shall be shared equally by the Board of Education and the grievant. The party or parties requesting the transcript, or the party or parties producing the witness or having the representative shall pay the expenses of, and the compensation for, each and every witness and representative for either the Board of Education or the grievant and the expense of any transcript.
- f. The arbitrator's decision, when made in accordance with his/her jurisdiction and authority established by the Agreement, shall be final and binding upon the employee or employees involved, and the Board of Education.
- g. Refer to Appendix A for Sample Grievance Form.

As used in this article, the term "days" shall mean:

School "days" during the academic year and days that the Central Office is open for business during the summer.

Either party can request and receive mutually agreed upon reasonable time waivers from the noted time restrictions at any step in the grievance procedure stated in this Article Six.

ARTICLE SEVEN – LEAVES OF ABSENCE—UNPAID:

- A. The Family Medical Leave Act (FMLA) provides that under some circumstances health care insurance benefits may be continued at the District's expense for a limited period of time during an unpaid medical leave involving the employee or certain members of his/her family. Additional information concerning rights and responsibilities under the FMLA is available in the Personnel Office and should be carefully reviewed before embarking on a leave.

ARTICLE EIGHT – PAID LEAVE TIME:

Each regular route driver covered by this Agreement will be entitled to 12 days of Paid Leave Time per year. For purposes of this article, a day means the regularly scheduled hours worked in a day.

- A. Paid Leave time shall be granted to an employee when he/she is incapacitated from the performance of his/her duties by sickness, injury, medical treatment, dental treatment, optical treatment, or for the conducting of personal business, which cannot be conducted on other than a workday. Leave time shall also be granted when an illness in the immediate family necessitates the attendance of the employee.
- B. The employer reserves the right to require medical verification after three (3) consecutive absences or if the employer has reasonable cause to believe that an employee is abusing leave. Falsification of such evidence shall be cause for disciplinary action, which may include discharge.
- C. The administration has the right to place a bus driver on leave when it is felt the driver may be jeopardizing safety, due to physical or mental problems, if allowed to drive. The driver's accrued sick time will be charged, unless the driver requests that the leave be unpaid.
- D. Employees hired before 1-1-08 with more than five (5) years but less than ten (10) years of service credited toward his/her Michigan School Employees Retirement Program will receive 50% of his/her present wage scale per unused leave time days accumulated to a maximum of 750 hours upon termination of employment.

Employees hired before 1-1-08 with more than ten (10) years of service credited toward his/her Michigan School Employees Retirement Program will receive 100% of his/her present wage scale per unused leave time days accumulated to a maximum of 425 hours upon termination of employment.

It shall be the responsibility of the employee to provide the evidence of years of service credited toward his/her Michigan School Employees Retirement Program.

All employees meeting the above requirements were paid by the District for unused Sick Leave on 6/25/2021 and will begin accruing Paid Leave Time upon their return to work in August 2021.

- E. An employee shall not be able to draw sick time benefits while receiving workers' compensation benefits.

ARTICLE NINE – FUNERAL LEAVE:

A maximum of five (5) days of leave per occurrence shall be granted for a death in the member's immediate family defined as wife, husband, son, daughter, step children, mother, father, step parents, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents, grandparents-in-law, and grandchildren. Up to one (1) day funeral leave may be added for others at the discretion of the CFO. Leave must be taken during the employee's regularly scheduled work year, and funeral leave must be taken at the time of the death and/or funeral or post death scheduled memorial service.

ARTICLE TEN – ROUTES AND TRIPS:

Routes and trips will be assigned per Dean Transportation policy and procedure. Regular routes will be assigned on an annual basis and ERPS Drivers will retain first choice on assignment of routes, based upon their established Seniority Dates.

- A. ERPS Drivers will have first right of refusal on all Summer School Routes. Summer School Routes will be chosen by seniority. Drivers must notify the Dean Transportation Supervisor of their plans to drive for Summer School within ten (10) business days of notification.

ARTICLE ELEVEN – LEARNING RUNS:

Learning runs will be scheduled and assigned per Dean Transportation policy and procedure.

ARTICLE TWELVE - EXTRA TRIP HOUR SHEET:

Extra trip hours will be documented per Dean Transportation policy and procedure.

ARTICLE THIRTEEN – EXTRA TRIPS:

Extra trips will be posted and assigned per Dean Transportation policy and procedure.

- A. Any extra trip cancelled thirty (30) minutes or less before the assigned driver's regular run scheduled time, will result in the driver being compensated for regularly scheduled route lost time.

ARTICLE FOURTEEN - DECLINING EXTRA TRIPS:

Extra trips will be posted and assigned per Dean Transportation policy and procedure.

ARTICLE FIFTEEN – ASSIGNMENT OF SPORT TRIPS:

Sports trips will be assigned by sport and season. ERPS Drivers will have first choice of Sport/Season based on each Driver’s existing Seniority date.

All sports trips shall have at least one scheduled coach/assistant coach per bus before trips will be approved.

ARTICLE SIXTEEN – SUMMER EXTRA TRIPS:

Summer trips will be assigned per Dean Transportation policy and procedure.

ARTICLE SEVENTEEN – ASSIGNMENT OF NEW/EXISTING BUSES:

Buses will be assigned per Dean Transportation policy and procedure.

ARTICLE EIGHTEEN – SAFETY MEETINGS:

Safety meetings will be scheduled and assigned per Dean Transportation policy and procedure.

ARTICLE NINETEEN – DRIVER COMPENSATION:

A. Base Wage Schedule: Effective July 1, 2021

REGULAR RUNS PER HOUR FOR ALL DRIVERS

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Starting Rate	\$16.89	\$17.39	\$17.99	\$18.69	\$19.49
1st Year	\$17.05	\$17.55	\$18.15	\$18.85	\$19.65
2nd Year	\$17.41	\$17.91	\$18.51	\$19.21	\$20.01
3rd Year	\$17.77	\$18.27	\$18.87	\$19.57	\$20.37
4th Year	\$18.14	\$18.64	\$19.24	\$19.94	\$20.74
5th Year	\$18.50	\$19.00	\$19.60	\$20.30	\$21.10
6th Year	\$18.86	\$19.36	\$19.96	\$20.66	\$21.46
7th Year	\$19.22	\$19.72	\$20.32	\$21.02	\$21.82
8th Year	\$20.22	\$20.72	\$21.32	\$22.02	\$22.82

- B. All employees shall advance on the base wage schedule on July 1 of each year unless:
 - 1. The employee has reached the maximum hourly pay rate on the base wage schedule
- C. Step increases will be granted as offered all 5 years of the contract; July 1st of 2021, 2022, 2023, 2024 and 2025.
- D. Longevity pay will be granted and commence on the employee's longevity date, including as a substitute. All ERPS Drivers have an established existing longevity date. The schedule is as follows:
 - 1. With five (5) years but less than ten (10) years - .35
 - 2. With ten (10) years but less than fifteen (15) years- .55
 - 3. With fifteen (15) years but less than twenty (20) years - .75
 - 4. With twenty (20) years but less than twenty-five (25) years - .95
 - 5. With twenty-five (25) years or more – 1.05

Longevity pay will be computed each pay period and will be added to the base wage of the employee.

- E. Bus drivers shall be eligible to receive pay for those days declared by the school district as "Act-of-God" days, provided that the school district is not required by law to make up the "Act-of-God" day.
 - 1. A day of pay equals the normal hours scheduled to work on a scheduled work day. Any scheduled trip that is driven on a snow day will be paid in addition to the regular scheduled snow day pay.
 - 2. Additional days or hours of student instruction may be rescheduled at the discretion of the Board of Education to ensure that the minimum number of days and hours of actual student instruction as established by the State of Michigan is met. In the event that an unforeseen "Act-of-God" day scheduling issue arises that presents a problem with complying with this language the parties agree to be proactive and meet to try to resolve the issue.
 - 3. If school is cancelled due to an unpaid "Act-of-God" day after bus drivers arrive at work, drivers who show up to work on the cancelled days as a result of not being provided with notice of the cancellation shall be compensated for 1.0 hour.
- F. Physical examinations and TB tests for all employees will be paid for by the Board of Education. X-rays will be paid for only when a skin test is not possible for medical reasons.
 - 1. Physical examinations may be conducted by the employer's physician. The Board of Education shall be responsible for all physical examination costs and yearly agility test costs.
 - 2. All employees that are subject to random or required drug testing will be paid at their normal rate for the time required to complete the test.
 - 3. Drivers will be paid all time required to complete their physicals at their normal rate of pay. This shall include drive time to and from the Eaton Rapids Public School Bus Garage for

physicals/agility tests and all actual time for the physical/agility tests to be performed and completed. If an employee is required to attend more than one scheduled physical/agility test or must repeat either or both through no fault of their own, then they shall be fully compensated as cited above. A sign in/or sheet will be provided for documentation pay purposes.

- G. All regular drivers shall be paid a normal day's pay for: Friday before Labor Day, Labor Day, Wednesday before Thanksgiving, Thanksgiving, the day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year Eve, New Year's Day, Memorial Day and Good Friday if not scheduled to work.
 - 1. If a regular driver is on paid leave time, he/she will receive compensation for that day.
- H. An employee shall be paid at the rate of time and one-half for all work in excess of forty (40) total hours in any workweek.
 - 1. Overtime hours are hours actually worked.
 - 2. Paid sick time cannot be used to earn overtime.
 - 3. When a trip will put an employee into overtime, the employee will be denied the trip unless it is otherwise approved by the transportation supervisor.
- I. Drivers will be paid a pre/post-trip time of 0.6 hours per day, in addition to his/her regular pay, for maintenance of his/her assigned bus (i.e. sweep, trash, etc. as needed). Drivers will be paid 0.2 hours for fueling a bus for a regular route and when driving a substitute bus for a regular route.
- J. When trips are 4 hours or more drivers will be reimbursed up to \$10.00 for a meal allowance. A receipt will be required for reimbursement.
- K. The Board will reimburse the driver for the difference between a regular/enhanced driver's license and both a chauffeur's license and a commercial driver's license (CDL - to include any required CDL/Chauffeur's licensing endorsements or fees). It shall be the responsibility of the driver to submit proof of securing the chauffeur's license and/or the CDL, with endorsements and initiate the request for reimbursement.
- L. A leave of absence with pay will be granted for jury service or a court appearance as a non party witness in criminal proceedings, or when named as a party defendant in a suit incidental to the bus driver's employment, provided that the bus driver remits directly to the Superintendent of Schools all monies received for such appearance, less reimbursed personal expenses.
- M. A driver will receive regular wages for days when a bus breaks down and no other vehicle is available to do the route.

ARTICLE TWENTY – PROTECTION OF EMPLOYEES:

Limited liability insurance carried by the Board of Education shall protect the employees against civil suits brought against them growing out of the exercise of his/her regular duties.

- A. All cases of accidents, injury or assault involving employees or students growing out of the exercise of the employee's duties or school activities shall be reported to the Transportation Supervisor promptly.
- B. Beginning with the 2003-04 school year, whenever a driver is absent from school as a result of personal injury to that driver caused by an assault arising out of and in the course of his/her employment, he/she will be paid his/her full salary (less the amount of any worker's compensation paid for temporary disability due to said injury) for the period of such absence not to exceed ten (10) school months.
 - 1. The Board may, at its option, request a confirmation statement from a medical doctor relative to the duration of such absence from driving. As soon as such driver is physically able to return to work, he/she shall be restored to his/her previous position.
 - 2. If the driver is unable to perform bus driving duties, the Board may assign the driver to perform other work, which he/she is capable of performing, but this shall not give the Board the right to assign duties outside of regular driving hours that would require the driver to lose other non-driving employment not affected by the disability.
- C. Employees shall have the right to have someone from the association and/or legal counsel present at any meeting. It shall be the employee's choice and it will be the employee's responsibility to contact that person.

Personnel Files:

- A. Documents of a disciplinary and/or evaluative nature shall be signed and dated by the employee prior to being inserted into the personal file. Such signing shall not necessarily be interpreted as agreement with the material. The employee shall have ten (10) work days to submit any written statement for attachment to the material in question and its inclusion in the personnel file. If an employee refused to sign such a document, it may be placed in the personnel file with a notation by the supervisor recording the date on which an opportunity to sign the document was refused.
- B. An employee shall have the right to request to review the contents of his/her personnel file. A representative of the Bus Drivers Association may accompany the employee in such a review. Privileged information, such as confidential credentials, and related personal references normally sought at the time of employment and other matters excluded under the MCL 423.501 ET. seq., "Employees Right to Know Act," shall be exempted from review. Medical records shall be kept separate from the personnel file.
- C. Any warning or reprimand in an employee's personnel file which does not relate to a recurring incident within a two (2) year period from the date of warning or reprimand shall be removed

from the personnel file at the written request of the employee, unless prohibited by Section 1230(b) of the Revised School Code. Said warning or reprimand shall not be used in a future disciplinary action against said employee.

- D. Unsubstantiated complaints against an employee shall not be placed in an employee's personnel file. However, the employer may maintain in a separate file documents stating that an investigation was conducted and the results of such an investigation.

ARTICLE TWENTY-ONE – HEALTH INSURANCE:

- A. For all full-time drivers who are regularly scheduled to work 20 hours or more per week, the Board of Education will contribute the maximum allowed by the State of Michigan during the contract years of 2021-2022, 2022-2023, 2023-2024, 2024-2025 and 2025-2026 for the following:

Family coverage	maximum single coverage amount allowed by the State of Michigan
2-person coverage	maximum single coverage amount allowed by the State of Michigan
Single coverage	maximum single coverage amount allowed by the State of Michigan

This amount will be contributed by the Board of Education per month for 12 months toward the monthly premium of a health insurance program. The employee selecting this option shall be responsible to the Board of Education for the difference in cost (if any) between the contribution per month and the monthly health insurance premium. The amount owed by the employee may be payroll deducted. The Administration will consult with the Association Board in the selection of an insurance carrier.

- B. The contribution will be prorated as follows for those Drivers who are regularly scheduled to work less than 20 hours per week based on the current Driver's payroll schedule:
 - 1. 20 hours and above=100% of the State allowed maximum
 - 2. 15-19.9 hours=50% of the State allowed maximum
 - 3. 14.9 hours and below=0% of the State allowed maximum
- C. No health insurance benefits will be provided for any driver hired to a regular route after 7/1/2009. Drivers must have had probation completed by 7/1/2009 to be considered to have a regular route.
- D. Effective July 1, 2009 employees not electing health insurance shall receive \$500.00 per month cash in-lieu of insurance for ten (10) months of the year according to the following schedule:
 - 1. 20 hours and above=\$500.00
 - 2. 15-19.9 hours=\$250.00
 - 3. 14.9 hours and below=\$0.00

Effective July 1, 2018, employees with established route/relief driver seniority dates after July 1st, 2009 shall receive \$145 per month cash in lieu of insurance for ten (10) months of the year according to the following schedule:

1. 20 hours and above=\$145
 2. 15-19.9 hours=\$72.50
 3. 14.9 hours and below=\$0.00
- E. Drivers may participate in a tax-sheltered annuity of the employee's choice from those available in the district as currently approved by the Board of Education or take the cash option described above.
- F. Long term disability and life insurance for drivers will be provided by the district and any and all premiums will be paid for by the district.
- G. The Board will serve as collection and payment agent in order to process payroll deductions to pay the monthly premiums for Article Twenty-One.

ARTICLE TWENTY-TWO – DURATION OF THIS AGREEMENT:

This Agreement covers the period of July 1, 2021-June 30, 2026

FOR THE EATON RAPIDS BOARD OF EDUCATION:

W. J. DeFrance 10-15-21
Signature - President Date

Signature - Secretary Date

FOR THE EATON RAPIDS BUS DRIVERS ASSOCIATION:

Lisa Norris 10-19-21
Signature - President Date

Jamie L Clarke 10-19-21
Signature - Vice President Date

Eaton Rapids Bus Drivers Association

Grievance Form

STEP ONE

Date of Discussion with immediate supervisor: _____

STEP TWO

Name of Grievant: _____

Other(s) involved in incident: _____

Article(s) alleged to have been violated: _____

Statement of facts giving rise to the grievance: _____

Statement as to how facts indicate violation of the Agreement: _____

Relief Sought: _____

Signature of Grievant: _____ Date: _____

Date submitted to immediate supervisor: _____

Answer of immediate supervisor: _____

Requested relief: _____ Granted _____ Denied

Signature of Grievant: _____ Date: _____

STEP THREE

Date submitted to Superintendent: _____

Date of meeting with Superintendent: _____

Answer from Superintendent: _____

Signature: _____ Date: _____

STEP FOUR

Date Appealed to the Board of Education: _____

Reason for the appeal: _____

Signature of Association Rep.: _____ Date: _____

Date of meeting with committee of the Board of Education: _____

Disposition of the grievance: _____

Recommendation to the Board: _____

Signature of Board Member: _____ Date: _____

Date of Board Meeting: _____

Disposition of the grievance: _____

Signature of Board Member: _____ Date: _____

STEP FIVE

Date submitted to arbitration: _____

DISTRIBUTION OF FORM:

1. Transportation Supervisor
2. Bus Drivers Association
3. Grievant
4. Central Office

Grievance Number: _____