

**M A S T E R
A G R E E M E N T**

between

**THE KENOWA HILLS
BOARD OF EDUCATION**

and

**THE KENOWA HILLS
TRANSPORTATION
ASSOCIATION**

JULY 1, 2006 - JUNE 30, 2008

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TABLE OF CONTENTS

ARTICLE	I	PREAMBLE.....	1
ARTICLE	II	RECOGNITION.....	1
		Section 1 Included in Unit.....	1
		Section 2 Excluded From the Unit.....	1
		Section 3 Individual Grievances.....	1
ARTICLE	III	BOARD RIGHTS.....	1-3
ARTICLE	IV	EMPLOYEE AND ASSOCIATION RIGHTS.....	3
		Section 1 Right to Organize.....	3
		Section 2 Meetings.....	3
		Section 3 Association Business.....	3
		Section 4 Files.....	3
		Section 5 Complaints.....	3
		Section 6 Layoffs.....	3
		Section 7 Recall.....	4
		Section 8 Route and Run Selection Meetings and Assignments.....	4
		Section 9 Route Elimination.....	4
		Section 10 Mid-Year Vacancies.....	4
		Section 11 Emergency Route/Run/Charter Assignments.....	5
ARTICLE	V	MEMBERSHIP FEES AND PAYROLL DEDUCTIONS.....	5-6
		Section 1 Agency Fees.....	5
		Section 2 Payroll Deductions.....	5
		Section 3 Boards Responsibility and Hold Harmless Guarantee.....	5
		Section 4 Dues Deduction Deadline.....	6
ARTICLE	VI	LEAVE OF ABSENCE PROCEDURES.....	6-8
		Section 1 Unpaid Leaves.....	6
		Section 2 Conditions for General Unpaid Leaves.....	6
		Section 3 Conditions for Unpaid Medical Leaves.....	7
		Section 4 Procedures for Handling Vacancies Created by Unpaid Medical Leaves.....	8
		Section 5 Family and Medical Leave Act.....	8
ARTICLE	VII	NEGOTIATION PROCEDURES.....	8
		Section 1.....	8
		Section 2 Administration/Association Meetings.....	8
		Section 3 Power to Negotiate/Ratification.....	8
		Section 4 Renegotiation Dates.....	8
		Section 5 Mediation.....	8
ARTICLE	VIII	SENIORITY.....	9-10
		Section 1 Seniority Defined/Seniority List.....	9
		Section 2 Probationary Period.....	9
		Section 3 Experience Credit.....	9
		Section 4 Loss of Seniority.....	10
ARTICLE	IX	GRIEVANCE PROCEDURE.....	10-12

	A.	Definitions	10
	B.	Purpose.....	10
	C.	Procedure.....	10
	D.	General Provisions.....	11
		Grievance Exclusions.....	12
ARTICLE	X	CONDITIONS OF EMPLOYMENT.....	12
	Section 1	Testing, Licensing and Certification.....	12
	Section 2	Drug and Alcohol Testing	13
ARTICLE	XI	WORKER'S COMPENSATION.....	13
	Section 1	Reporting Injuries.....	13
	Section 2	Amount of Benefits.....	13
	Section 3	Claim Filing by Board	13
	Section 4	Coordination with Other Paid Leaves.....	13
ARTICLE	XII	GENERAL.....	13-15
	Section 1	Regular Route	13
	Section 2	Double Route	13
	Section 3	Single Route.....	14
	Section 4	Temporary Seasonal Routes.....	14
	Section 5	Extra Runs	14
	Section 6	High to Middle/Middle to High Run	14
	Section 7	Kindergarten Runs and Fab 5 Runs	14
	Section 8	MSRP Runs.....	14
	Section 9	KCTC (Kent Career Technology Center) Runs.....	14
	Section 10	North Kent Shuttle Runs.....	15
	Section 11	Tutoring Runs.....	15
	Section 12	Substitute – Extra Runs.....	15
	Section 13	“Trip” Defined	15
	Section 14	Buses Taken Home.....	15
	Section 15	Contracted Transportation.....	15
	Section 16	KTC (Kent Transition Center) Runs	15
ARTICLE	XIII	NO STRIKE - NO LOCKOUT.....	16
		Association Penalty	16
ARTICLE	XIV	PAY AND BENEFITS	16-22
	1.	Driving Rates of Pay.....	16-17
	2.	License Fees	18
	3.	Fingerprinting	18
	4.	Physicals	18
	5.	Jury Duty	18
	6.	Holidays	18
	7.	Inclement Weather Days	18
	8.	Clothing Allowance	18
	9.	Health Insurance	18-21
	10.	Personal Business Days.....	21
	11.	Bereavement Leave	22
	12.	Bank Pay.....	22
ARTICLE	XV	DURATION OF AGREEMENT.....	23
APPENDIX	A	Drivers Responsibilities	24-25
APPENDIX	B	Grievance Procedure Form	26-27
INDEX		28

ARTICLE I
PREAMBLE

Whereas the parties (Board and Association) recognize and declare that quality, service, sanitation, and safety are necessary to provide a quality education for the children of the school district of the Kenowa Hills Public Schools.

Whereas it is the intent and purpose of the parties hereto that this Agreement shall promote and insure a spirit of confidence and cooperation between the Board and its employees, establish rates of pay, hours of work, and terms and conditions of employment of the Board employees as described herein.

Whereas the parties recognize the underlying purpose of the Board and the employees is to contribute materially to a quality program of education for the students of the Kenowa Hills Public Schools.

ARTICLE II
RECOGNITION

SECTION 1 **INCLUDED IN UNIT**

The Employer recognizes the Kenowa Hills Transportation Association as the sole and exclusive representative for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other terms and conditions of employment as defined in Section II of Act 379, Public Acts of 1965, for all regularly employed bus drivers assigned regular daily routes and employed by the Kenowa Hills School Board.

SECTION 2 **EXCLUDED FROM THE UNIT**

Excluded from the above bargaining unit are: Substitute Bus Drivers not assigned a regular daily bus route, Mechanics, Transportation Supervisor, Custodial Supervisor, Elementary, Intermediate, Middle School or High School Principals and their Assistants; Administrative Assistants, the Curriculum Director, the Superintendent, the Assistant Superintendent, the Community Services Director, Title I Teachers, Office and Clerical Personnel, Food Service, Truck Driver, Lunch Truck Driver, Athletic Staff, Maintenance and Custodial Personnel, Substitute Teachers, Teachers, Preschool Teachers, various Paraprofessionals, Adult Education Instructors and any other full or part-time employees of the School Board or of any other employer.

SECTION 3 **INDIVIDUAL GRIEVANCES**

Nothing contained herein shall be construed to prevent any individual transportation employee from presenting a grievance and having the grievance adjusted without intervention of the Association if the adjustment is not inconsistent with the terms of this Agreement.

ARTICLE III
BOARD RIGHTS

SECTION 1

The Association recognizes that the Board has the responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the school district to the full extent authorized by the laws and the Constitution of the State of Michigan and of the United States provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this Agreement.

SECTION 2

The Board hereby retains and reserves unto itself, without limitation, all the 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, except as expressly limited by the terms of this Agreement. Such rights, duties, etc. shall include, by way of illustration and not by way of limitation, the right to:

1. Manage and control the school's business, the equipment, the operations and to direct the working forces and affairs of the Employer.
2. Continue its rights and past practice of assignment and direction of work of all of its personnel, determine the number of shifts and hours of work, starting and ending time, length of the work year, and scheduling of all the foregoing, but not in conflict with the specific provisions of this Agreement, and the right to establish, modify or change any work or business hours or days.
3. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees, effectuate an employee evaluation system, assign work or extra duties to employees, determine the size of the work force and to lay off employees.
4. Determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules, and standards of operation, the means, methods and processes of carrying on the work including automation thereof or changes therein, the instruction of new and/or improved methods or changes therein.
5. Adopt reasonable rules and regulations.
6. Determine the qualifications of employees.
7. Determine the location or relocation of its facilities, including the establishment or relocations of new schools, buildings, departments, divisions or subdivisions thereof and the relocation or closing of offices, departments, divisions or subdivisions, buildings or other facilities.
8. Determine the placement of operations, production, services, maintenance or distribution of work, and the source of materials and supplies.
9. Determine the financial policies, including all accounting procedures, and all matters pertaining to public relations.
10. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization provided that the Employer shall not abridge any rights from employees as specifically provided for in this Agreement.
11. Determine the policy affecting the selection, testing or training of employees providing such selection shall be based upon lawful criteria.
12. The employer retains the right to install and utilize bus surveillance cameras within the interior of school buses any time during the term of this agreement. The driver of the bus involved will be invited to the first viewing of the tape, if it is determined that a viewing is desired.

SECTION 3

In meeting such responsibilities, the Board acts through its administrative staff. Such responsibilities include without being limited to, the establishment of education policies; the construction, acquisition

and maintenance of school buildings and equipment; the hiring, transfer, assignment, supervision, discipline, promotion and termination of employees; and the establishment and revision of Rules and Regulations governing and pertaining to work and conduct of its employees. The Board and Administrative Staff shall be free to exercise all of its managerial rights and authority to the extent permitted by law. No actions shall violate any of the express terms of this Agreement and no rules or regulations shall be adopted or revised which violate the express terms of this Agreement unless mandated by law.

SECTION 4

The Transportation Handbook and the items articulated in the handbook shall be considered as part of the management rights and may be unilaterally modified by the employer.

ARTICLE IV **EMPLOYEE AND ASSOCIATION RIGHTS**

SECTION 1 RIGHT TO ORGANIZE

The Board and the Association agree to abide by the Act 379 of the Public Acts of Michigan for 1965 and all amendments thereto and to all the applicable laws and statutes pertaining to employee's rights and responsibilities. The Board further agrees that it will not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of their rights granted to them under the laws stated above.

SECTION 2 MEETINGS

The Association may, upon approval, hold meetings in school buildings.

SECTION 3 ASSOCIATION BUSINESS

Duly authorized representatives of the Association will be allowed to transact official business on school property provided they transact business during a time when they and members of the Association are not being paid.

SECTION 4 FILES

The official personnel file shall be maintained at the Transportation Office. Employees shall, on request, have the right to review the contents of their own evaluation file. A representative of the Association may, at the employee's request, accompany the employee at the time of such review. An employee shall have the right to attach a rebuttal to any reprimand/evaluation in the employee's personnel file.

SECTION 5 COMPLAINTS

No employee shall be disciplined, suspended, terminated, demoted or reprimanded without reason. All disciplinary action shall be progressive and shall include an explanation of what the violation was and how it can be corrected. Serious violations may result in a higher level of disciplinary action.

SECTION 6 LAYOFFS

A layoff occurs when an employee has been assigned a route or group of routes during the current school year and subsequently all such assigned routes are eliminated. When it becomes necessary to reduce the working force, the lowest senior person shall be the first laid off, and when the force is again

increased the persons are to be returned to work in reverse order in which they were laid off, as listed on the Master seniority list. Members to be laid off should be notified at least five (5) working days prior to effective layoff date, except in event of layoff due to an employee work stoppage. In the event of a concerted work stoppage by any other employee group in the school district, the employer shall only be required to convey a twenty four (24) hour notice of layoff. Notice for recall shall be given by certified mail. Members of the bargaining unit will retain recall rights as defined in this contract for twelve (12) months after date of layoff. Employees shall accrue seniority for a maximum of twelve (12) months during any layoff.

SECTION 7 RECALL

No new employee shall be hired for a position within the bargaining unit to perform duties of a laid-off employee until all employees who have been laid-off from the classification involved have been recalled. An employee shall retain such recall rights for a period of one (1) year after layoff. Notice of recall shall be sent by certified mail. The employee shall indicate the address and telephone number at which the employee may be reached for purposes of recall during that period. An employee shall return to work within seven (7) days after notice of recall is given, or lose such recall rights.

SECTION 8 ROUTE AND RUN SELECTION MEETINGS AND ASSIGNMENTS

1. During the term of this contract, employees shall bid on all routes/runs at the annual selection meeting held on 8/22/06 for the 2006-07 year and 8/21/07 for the 2007-08 year starting at the appointment times designated by the Transportation Supervisor. All drivers must attend their designated times or forfeit their right to pick routes/runs. Designated times shall be scheduled by seniority starting with the highest seniority drivers first. The driver will pick all routes and runs at this time not to exceed eight (8) hours a day or conflict with other routes or runs. Drivers must pick a regular schedule route before they pick any extra runs. No driver will be allowed to pick extra runs to fill their day without having a regular scheduled route. Any driver refusing to select a run will forfeit their seniority and will be placed in the substitute pool according to hire date. Any regular routes that become vacant during the two years of the contract will follow Article IV section 10.
2. Students that must be shuttled from one school to another will be assigned to a route prior to run selection. If any shuttle becomes available after run selection, the Transportation Supervisor will look at routes and determine the placement.
3. It is understood that the employer has the right to make involuntary assignments/transfers if the situation merits in the judgment of the employer.

SECTION 9 ROUTE ELIMINATION

If a route is eliminated during the school year, the driver of that route will be allowed to become the first substitute driver called whenever a regular driver is not able to drive his/her route. The driver who had the route eliminated will not be able to bump any other driver, no matter what the seniority level. If the situation arises where a driver has his/her route eliminated and they become the first substitute, that driver will retain his/her seniority until the next route selection and will be paid at the negotiated pay schedule for the routes and runs they substitute.

SECTION 10 MID-YEAR VACANCIES

A vacancy occurs when a driver states in writing that he/she will not return to his/her duties for the remainder of the school year or by termination of employment. If a route becomes vacant due to an employee severing employment, taking a long term unpaid general leave of absence greater than thirty (30) work days, termination or the creation of a new route of four (4) hours, only those employees that

work less than four (4) hours per day shall be offered (by seniority) four (4) hour positions during the school year if such a vacancy occurs. This same procedure will be followed for runs of less than four (4) hours. Only those drivers working fewer hours than the vacancy shall be offered (by seniority) a position during the school year if a vacancy occurs.

NOTE: See Article VI, Section 2 No. 3 about procedures for filling vacancies created by general unpaid leaves of thirty (30) working days or less.

All extra runs will be offered to the highest seniority driver until that driver reaches eight (8) hours per day. Should the highest seniority driver decline the extra run, it will be offered to the next highest seniority level driver(s) individually in descending order of seniority. All the drivers' routes and extra runs will be displayed throughout the year.

SECTION 11 EMERGENCY ROUTE/RUN/CHARTER ASSIGNMENTS

An assigned elementary route ONLY that needs coverage due to charter conflicts, appointments, sudden illness, etc. will be filled by available drivers on a rotating seniority basis. If the Supervisor has short notice of a trip or other "emergency circumstances", he/she may assign a route/run/charter to any certified bus driver including a mechanic or substitute driver.

ARTICLE V **MEMBERSHIP FEES AND PAYROLL DEDUCTIONS**

SECTION 1 AGENCY FEES

Any bus driver initially hired on or after August 5, 1974 (excluding subs and temporary drivers) shall make application for membership to the Kenowa Hills Transportation Association (KHTA) within thirty (30) calendar days before the date of run selection. Such application shall include an authorization to deduct Association dues from the bus driver's biweekly payroll check. The completed application form is to be submitted to the Treasurer of the Kenowa Hills Transportation Association (KHTA) prior to the date of run selection.

In the event the bus driver does not submit a timely application, the Association may request the Board to deduct Association dues from the driver's biweekly payroll check. The Board will then implement an involuntary dues deduction upon request of the Kenowa Hills Transportation Association (KHTA). The Board may schedule a meeting with the employee to discuss the deduction before any involuntary deductions begin.

SECTION 2 PAYROLL DEDUCTIONS

The Board will accommodate the Association by collecting annual dues through payroll deduction for all members who authorize such a deduction from their paycheck. The payroll deduction will begin with the first payroll in October and will be spread over ten (10) payrolls in equal amounts (rounded to the nearest cent) or until the total amount of Association dues for the school year have been deducted. The written authorization for dues deductions will continue in effect from school year to school year. The amount of dues to be deducted for the school year cannot be changed by the Association after September 20th.

SECTION 3 BOARD'S RESPONSIBILITY AND HOLD HARMLESS GUARANTEE BY ASSOCIATION

1. Disperse funds - The Board agrees to promptly disperse said funds collected and authorized under Article V, Section 5 of this agreement. The Board will forward these funds to the KHTA Treasurer. It will be the responsibility of the Board to simply forward a check for the total amount of dues withheld for the KHTA employees to the attention of the Treasurer of the Association.

2. Board Held Harmless – The Association agrees to assume the legal defense of any suit or action brought against the Board regarding this Article of the agreement. The Association further agrees to indemnify the Board of any costs or damages which may be assessed against the Board as the result of said suit or action, subject however, to the following conditions:
 - a. The damages have not resulted from negligence, misfeasance or malfeasance of the Board or its agents.
 - b. The Association, after consultation with the Board, has the right to decide whether to defend any said action or whether or not to appeal the decision of any court or other tribunal regarding the validity of this section or the damages which may be assessed against the Board by a court or tribunal.
 - c. The Association has the right to choose the legal counsel to defend any said suit or action.
 - d. The Association has the right to compromise or settle any claim made against the Board under this section.

SECTION 4 DUES DEDUCTION DEADLINE

1. Authorization – No dues will be deducted for any employee during the school year unless the Payroll Department receives the written authorization form from the Association by September 20th of that school year. New employees would be an exception to the September 20th deadline.
2. New Employees – The Transportation Supervisor will inform the Association Treasurer of any new employee within thirty (30) calendar days and advise the new employee that the Association will be contacting her/him. The Association Treasurer shall provide the new employee with Association enrollment materials. In the case of employees recalled from a layoff, the Board agrees to notify the Association and advise recalled employees to contact the Association.

ARTICLE VI LEAVE OF ABSENCE PROCEDURES

SECTION 1 UNPAID LEAVES

An employee who has satisfactorily completed one (1) year of service may be granted a leave of absence under the conditions set forth in this article. Unpaid leaves shall be classified as either a medical leave or a general leave. The determination as to whether or not an unpaid leave will be granted shall be made solely by the Transportation Supervisor. Each case will be evaluated independently of any other leave request and the granting of any request shall not be precedent setting. In no case will an unpaid leave of absence extend beyond a twelve (12) month period from the date of leave.

SECTION 2 CONDITIONS FOR GENERAL UNPAID LEAVES

1. A general unpaid leave shall not entitle the employee to accrue seniority, Board paid fringe benefits such as personal, bank and holiday pay or the participation in any group insurance plans in the School Board's name. However, the employee's current seniority shall be frozen for the maximum duration of a general unpaid leave.

2. A general unpaid leave shall not entitle the employee to advancement on the pay schedule for the time away from actual employment.
3. Employees who return from a thirty (30) work day or less general unpaid leave of absence may return to their original position. Vacancies created by this circumstance shall be given to a substitute driver. Employees who return from a general unpaid leave that is greater than thirty (30) work days must apply for the first posted vacant position available. The refusal of any employee returning from a general unpaid leave to apply for the first available vacancy shall result in the termination of the employee's contractual rights; and sever employment between the employer and the employee.
4. A general unpaid leave and all contractual rights will automatically terminate if the employee on an approved general unpaid leave of absence files for unemployment with the Michigan Department of Labor Unemployment Insurance Agency.
5. An employee on a general unpaid leave of absence will automatically forfeit all contractual rights if he/she takes employment with any other employer during the period of general unpaid leave granted by the Transportation Supervisor.
6. An employee that takes a full year general unpaid leave (one work year starting in the fall) cannot assume their regular duties during the general unpaid leave period, should they decide to cut their leave short. Also, an employee in such a position may not use their seniority to bump another employee or apply for any positions that become available during the year. Employees planning to take a full year general unpaid leave must make their intentions known to the Transportation Supervisor no later than the August run selection meeting during the year of the requested leave.

SECTION 3 CONDITIONS FOR UNPAID MEDICAL LEAVES

1. An unpaid medical leave shall not entitle the employee to accrue seniority or Board paid fringe benefits. The employee may continue to participate in the school district group health insurance plan provided the employee is already signed up for the plan. However, the employee is responsible for payment of the entire monthly premium cost in order to continue participation in any school district group health insurance plans provided under the Master Agreement. The employee's current seniority shall be frozen for the maximum duration of an unpaid medical leave.
2. An unpaid medical leave shall not entitle the employee to advancement on the pay schedule for time away from actual employment.
3. Employees who return from an unpaid medical leave that is twelve (12) months or less in duration may return to their original position.
4. An unpaid medical leave and all contractual rights will automatically terminate if the employee on an approved unpaid medical leave of absence files for unemployment with the Michigan Department of Labor Unemployment Insurance Agency.
5. An employee on an unpaid medical leave will automatically forfeit all contractual rights if he/she takes new employment with any other employer during the period of unpaid medical leave granted by the Transportation Supervisor.
6. A physician's statement will be required prior to the approval of an unpaid medical leave by the Transportation Supervisor. Also, a physician's statement shall be required prior to an employee returning to work from an unpaid medical leave. The Board reserves the right to send the employee (at Board expense) to its own doctor for a second opinion.

SECTION 4 PROCEDURES FOR HANDLING VACANCIES CREATED BY UNPAID MEDICAL LEAVES

Routes that become available as a result of a driver taking an unpaid medical leave will be offered to a substitute driver. Upon returning from an unpaid medical leave of absence the driver will be returned to his/her original position, provided it still exists. If the driver's unpaid medical leave will continue until the end of the school year, the vacancy procedures in Article IV Section 10 will be followed.

SECTION 5 FAMILY AND MEDICAL LEAVE ACT

Leave provisions of this agreement shall be construed consistent with the requirements of the Federal Family and Medical Leave Act. All such leaves shall be cumulative with and not in addition to any other applicable leave provided in this agreement.

**ARTICLE VII
NEGOTIATIONS PROCEDURES**

SECTION 1

This contract represents the agreement of both parties on all issues which were the subject of negotiations. During the term of this Agreement, neither party is required to renegotiate with respect to any matter either directly or indirectly related to this Agreement.

SECTION 2 ADMINISTRATION/ASSOCIATION MEETINGS

When problems arise relative to the administration of this Agreement, representatives of the Board and the Association's Bargaining Committee will meet at a mutually agreed time for the purpose of reviewing the administration of the Contract and to resolve problems that may arise. These meetings are not intended to bypass the Grievance Procedure. Each party will submit to the other, on or before the Friday prior to the meeting, an agenda covering what they wish to discuss. If there are no items presented by either side, the meeting will not take place.

Should a meeting result in a mutually acceptable amendment of the Agreement, then the amendment will be subject to ratification by the Board and the Association. The Negotiation Committees are empowered to affect temporary accommodations to resolve special problems.

SECTION 3 POWER TO NEGOTIATE/RATIFICATION

In any reviews described in this Article, neither party has any control over the selection of the negotiating or bargaining representatives of the other party; and each party may select its representatives from within or outside the school district. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the membership of the Association, but the parties mutually pledge that representatives selected by each have the necessary power and authority to make proposals, consider proposals and make tentative agreements. It is not the intent of this paragraph to provide for continuous negotiations.

SECTION 4 RENEGOTIATION DATES

The parties agree to comply with the law regarding negotiation dates.

SECTION 5 MEDIATION

If the parties reach an impasse in the negotiations, either party may invoke the mediation process with the State Labor Mediation Board in conformance with the State Law.

ARTICLE VIII **SENIORITY**

SECTION 1 SENIORITY DEFINED/SENIORITY LIST

By June 1st of each year, the Board agrees to furnish a seniority list of employees covered by this contract. The list shall be provided to the Association President and posted on the employee bulletin board at the bus garage. Grievances over the seniority list must be filed within five (5) working days of the seniority list posting date. Said list will include starting dates and position of seniority. Drivers may not maintain their seniority only by driving an extra run.

Seniority shall be defined as follows for purposes of pay, run selection, charter assignments and layoff and recall:

Length of service for the purpose of this Agreement shall refer to continuous years of employment by the Kenowa Hills School District in a classification within the bargaining unit. The district has maintained two different seniority dates for each employee. The first date called the "hire date" is used for purposes of assigning charters and determining pay steps. The second date called the "run date" is to be used for purposes of assigning individual times for run selection and for purposes of layoff and recall. Run date is defined as the date a driver was officially assigned a regular bus run.

A bus route that is assigned on a temporary basis does not entitle a driver to accrue seniority. Also, employees assigned a seasonal (migrant student) route shall not accrue seniority while driving a seasonal bus route.

If a driver should give up his/her regular route during the school year, the driver will forfeit their extra run duties as well as their seniority.

The only way a driver can maintain his/her seniority with an extra run is as follows: The driver must take an unpaid medical leave of absence, and this would include the following.

1. The birth of a son/daughter and to care for new born.
2. To care for an immediate family member (spouse, child, or parent but not a parent "in-law") with a serious health condition. The driver must have doctor's slip.
3. The placement with the employee of a child for adoption or foster care, and to care for the newly placed child.

Note: An unpaid medical leave under Number 1, 2 or 3 of this section of the master agreement is limited to twelve (12) weeks duration.

SECTION 2 PROBATIONARY PERIOD

A beginning driver will be employed on a probationary status. The probationary period shall be one hundred eighty (180) calendar days taken from and including the first day of a regularly assigned run. If at any time prior to the conclusion of the one hundred eighty (180) calendar day probationary period the employee's work performance is of unacceptable quality, he/she may, upon the recommendation of the Transportation Supervisor, be subject to immediate dismissal.

Work in a substitute capacity does not count toward fulfillment of probationary requirements.

SECTION 3 EXPERIENCE CREDIT

Any driver hired or rehired with past bus driving experience may, at the discretion of the Board, be credited for such experience for wage purposes, but it shall not be reflected on the master seniority list.

SECTION 4 LOSS OF SENIORITY

Drivers will terminate employment by written resignation or failing to report for work as scheduled unless excused. An employee will be considered terminated, and seniority lost, if the employee fails to report for work at the scheduled time for two (2) consecutive work days unless he/she has been excused by the Supervisor.

ARTICLE IX GRIEVANCE PROCEDURE

A. Definition

While the employer maintains an open door policy to discuss matters of concern with the Association, a grievance is defined as a complaint alleging a specific violation of an Article and Section of the collective bargaining agreement. When grievance and/or non-grievance issues arise, the Association may request a meeting with the employer to discuss the matter.

B. Purpose

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

Nothing contained in this grievance procedure shall be construed as limiting the right of any employee to discuss any matter informally with any appropriate member of the administration and of having the grievance settled without intervention of the Association, provided the settlement is not in violation with the terms of this Agreement. Such settlement shall be submitted in writing to the Association within ten (10) working days of the settlement.

C. Procedure (See Appendix B)

Since it is important that grievances be processed as rapidly as possible, the time limits set forth in this grievance procedure are maximums. Such time limits may, however, be extended by mutual agreement, in writing, between the Association and the Assistant Superintendent or her/his designee. Grievances must be submitted within seven (7) working days after the events giving rise to the grievance have occurred. Grievances, except as otherwise provided in this Agreement, shall be processed as follows:

1. By conference between the aggrieved employee and her/his immediate supervisor. In order to be subject to the grievance procedure, matters raised at this level must be clearly identified by the employee as being raised under the grievance procedure. A grieving employee may elect to have an Association representative with her/him at the conference with the immediate supervisor.
2. If the grievance is not resolved at Step 1, the grievance must be placed in writing stating the facts giving rise to the grievance, stating the section or sections of this Agreement, which have been violated, and must be signed by the aggrieved employee. The written grievance must be submitted directly to the immediate supervisor not later than five (5) working days after the events giving rise to the grievance have occurred. The immediate supervisor will meet with the grievant and an Association representative, if requested by the grievant, in an attempt to resolve the grievance and will respond in writing within five (5) working days.

3. If the grievance is not resolved at Step 2, the grievance may be forwarded to the Assistant Superintendent not later than five (5) working days after receiving the immediate supervisor's response in Step 2. Grievances claiming violation of Association rights may be filed at this step by an Association representative. The Assistant Superintendent for Business or designee will meet with the grievant and, if requested by the grievant, an Association representative in an attempt to resolve the grievance and will respond in writing within five (5) working days.
4. If the grievance is not resolved at Step 3, the Association and the grievant may, not later than five (5) working days after receiving the written response of the Assistant Superintendent or the date such response was due, whichever is earlier, notify the Assistant Superintendent for Business that the grievance will be submitted to the arbitration. If, within five (5) working days from the notification of the arbitration, the Association and the Board have not mutually agreed upon an arbitrator, the Association shall, within the next five (5) working days, submit the grievance to the American Arbitration Association in accordance with its rules and regulations which shall likewise govern the arbitration hearing. Upon mutual agreement between the parties, mediation may be utilized prior to arbitration.

The arbitrator shall have the authority to decide only unresolved grievances timely raised involving the interpretation or application of specific terms of this Agreement and shall have no authority to alter, ignore, add to or subtract from any of the terms of this Agreement as written.

The award of the Arbitrator, within the scope of his authority, shall be binding upon all parties.

Costs for the services of the Arbitrator shall be borne equally by the Board and the Association.

D. General Provisions

1. Any grievance not advanced to the next step in accordance with this Article shall be deemed resolved on the basis of the last response, or if no response has been given, shall be deemed to have been abandoned.
2. Only one grievance shall be presented to an arbitrator in any one hearing unless the parties mutually agree to combine grievances for the same arbitrator.
3. Awards for back pay shall be limited to one pay period prior to the first filing in writing of the grievance.
4. The time and date of receipt of all grievance documents shall be placed on the documents and shall be initialed or signed by the Aggrieved, Association representative, if present, or Board representative, with a copy for each party.
5. Conferences relating to grievances shall be held during non-working hours or at otherwise mutually agreeable times.
6. Except at Step 1, settlement of grievances shall be in writing and signed by the Assistant Superintendent for Business or designee and the Association representative. Settled grievances shall be without precedent unless signed by the Association representative and the Assistant Superintendent for Business or designee.

7. In the event more than one person is aggrieved, only one such person shall be present at conferences or other meetings regarding the grievance unless otherwise agreed. Further, only one such person need acknowledge receipt of grievance documents.
8. Grievance Exclusions - The following matters will not be the basis of grievance filed under the procedure outlined above:
 - a. Termination of services of a probationary employee.
 - b. Anything that is not a violation of the specific terms and conditions spelled out in the written Master Contract Agreement.
9. For the purpose of the time limits in the Grievance Procedure, legal holidays, Saturdays, and Sundays shall not be counted.

All other days that are normal Administration Office work days will be counted in the time limits. It is understood that the time limits are maximums and can be extended with the written mutual consent of both parties.

10. Grievances will be filed only on the form specifically designed for such a purpose and referred to a "Grievance Report Form." Copies of this form will be available from the Administration Office and officers of the Association. (A sample grievance form is shown in the back of this contract.)

ARTICLE X

CONDITIONS OF EMPLOYMENT

SECTION 1 TESTING, LICENSING AND CERTIFICATION

Each employee in the transportation group must have on file at the Transportation Office no later than Route/Run selection of each year, the following forms and certificates as required by law:

- a. A CDL license which is current and valid.
- b. A bus driver's certification card, which is valid for the balance of the coming school year.
- c. A valid road test and written skills test.
- d. A valid medical certificate stating that their physical ability meets the minimum qualifications as outlined on the DOT physical form as required by the State.
- e. A one time fingerprinting procedure performed and on file with the local authorities as required by the State.

If any of the above items are not on file with the Transportation Supervisor by the time of run selection, a driver will not be allowed to select a run. Exceptions may be granted by the Transportation Supervisor. If a driver fails to meet this requirement and thereby is not allowed to drive, that driver will retain their seniority position for no longer than three (3) months from the date of run selection. During this three (3) month period, a driver must complete the requirements that he/she is lacking or he/she will lose his/her seniority.

When a driver returns (meeting all the above qualifications) during this three (3) month period, he/she will be offered the first available position and will NOT be allowed to "bump" another driver, no matter what the seniority level.

SECTION 2 DRUG AND ALCOHOL TESTING

The parties agree to comply with the Omnibus Transportation Act and the employer will conduct drug/alcohol testing at site to be determined by the Transportation Supervisor; either on the employer's premises or at the employer's designated medical site. If employee is required to go to designated medical site, they will be compensated one (1) hour of meeting rate pay.

ARTICLE XI **WORKER'S COMPENSATION**

SECTION 1 REPORTING INJURIES

An employee injured on the job shall report such injury to the Transportation Supervisor. All reports must be filed with the Transportation Supervisor within twenty four (24) hours or as soon as possible after the incident has occurred. Employee Accident Report Forms are available from the Supervisor.

SECTION 2 AMOUNT OF BENEFITS

Any employee's injury requiring loss of time from work whereby the employee would receive Worker's Compensation benefits, shall report the amount of such compensation benefits to the Administration Office upon receipt.

SECTION 3 CLAIM FILING BY BOARD

Once a claim has been filed with the Board, it will be the Board's responsibility to immediately file the claim with the Worker's Compensation Insurance Carrier. After the claim is filed with the insurance company all claims, problems, reimbursements, etc. must be worked out directly between the employee and the insurance company.

SECTION 4 COORDINATION WITH OTHER PAID LEAVE

In cases of illness or accident wherein the employee is paid benefits under the Worker's Compensation Act, holiday and vacation payments will not exceed the difference between the benefits paid under the provisions of the Act and the employee's normal wage.

All deductions will be based on the number of hours normally worked.

ARTICLE XII **GENERAL**

SECTION 1 "REGULAR ROUTE"

A Regular Route shall consist of an Intermediate/Middle/High route (Single route AM & PM) or Intermediate/Middle/High and Elementary route (Double route AM & PM).

SECTION 2 "DOUBLE ROUTE"

A Double Route is a regular route in which an Intermediate/Middle/High and Elementary route is combined in which students are picked up from their homes or daycare and delivered to and from school. Some special education students may ride these routes. Double routes are based on four (4) hours a day. Some routes may be less than four (4) hours and some routes may be more than four (4) hours a day. These routes are compensated at double route rates.

SECTION 3 "SINGLE ROUTE"

A Single Route is a regular route with Intermediate/Middle/High students or Elementary students that are separate and not attached to any other route in which students are picked up from their homes or daycare and delivered to and from school. Some special education students may ride some of these routes. These routes may take more or less than one (1) hour to complete. These routes are compensated at single route rates.

SECTION 4 "TEMPORARY SEASONAL ROUTES"

Temporary Seasonal Routes are routes with Intermediate/Middle/High students or Elementary students or any combination in which students are picked up from their homes and delivered to and from school. This could be a double route or a single route and these routes are compensated at double route or single route rates. These routes usually start at the beginning of the school year and go through the end of October.

SECTION 5 "EXTRA RUNS"

Extra Runs are defined as Kindergarten, MSRP, KCTC, North Kent Alt Shuttle AM/PM, High/Middle-Middle/High Runs, KTC, Tutoring Runs, or any extra runs that come from the High School, Middle School, Intermediate School or Elementary Schools.

SECTION 6 "HIGH TO MIDDLE/MIDDLE TO HIGH RUN"

High to Middle and Middle to High Run is defined as an extra run from the high school to the middle school/middle school to the high school throughout the day. The pay for these runs will be hourly from 7:45 a.m. to 1:45 p.m. up to six (6) hours per day. This assignment requires as many runs as needed between these buildings during the designated time period. The 2:25 pm shuttle or last shuttle of the day can be considered part of any driver's regular route. Additional duties could include driving shuttles to other buildings, folding tables, cleaning, cashiering, monitoring lunchrooms and classrooms, etc. as part of the 6 hour per day assignment.

NOTE: The driver will be paid an extra 15 minutes on days when pep assemblies are scheduled.

SECTION 7 "KINDERGARTEN RUNS & FAB 5 RUNS"

Kindergarten Runs and Fab 5 Runs are extra runs in which a driver may drop only, pickup only, or drop and pickup students from various school buildings, their homes or daycare at the lunch hour and return them home, to daycare or back to school. These runs are paid by the hour.

SECTION 8 "MSRP RUNS"

Michigan School Readiness Program Runs are extra runs that start in the morning to pickup students and again in the afternoon to drop off students. These students are dropped off and picked up door to door and a parent/caregiver must be present before dropping. These runs are compensated by the hour.

SECTION 9 "KCTC (KENT CAREER TECHNOLOGY CENTER) RUNS"

Kent Career Technology Center is an extra run that leaves the High School to bring students out to the KCTC building. The driver may be required to pick up students at various locations for the first session and the remaining session students will be picked up and dropped off at Kenowa Hills High School. These runs are compensated at the KCTC rate.

SECTION 10 "NORTH KENT SHUTTLE RUNS"

North Kent Shuttle is an extra run between the High School and North Kent High School in the AM and PM. This is compensated at a North Kent Shuttle rate. If Kenowa has a half (1/2) day and North Kent High needs transportation in the afternoon, the route is compensated at a single route rate.

SECTION 11 "TUTORING RUNS"

Tutoring Runs are extra runs in which students are released one hour after school, and the driver delivers these students to their homes or daycare. These runs are paid at single route rate.

SECTION 12 "SUBSTITUTES - EXTRA RUNS"

Drivers will select one (1) regular substitute for any extra runs that they may have during the day. The regular substitute position will be offered to an association driver first. When regular driver is unable to drive, their first substitute will be offered the run by the regular driver. If their "sub" is unable to drive, the regular driver may choose any driver available. The regular driver will then inform the Transportation Supervisor of the substitute driving for that day. If unable to find a sub, the driver will forfeit their charter trip and the charter trip will be reassigned. Employees shall provide the Transportation Supervisor with a written notification of who their first (1st) "sub" is. The regular driver shall fill out a leave form daily.

SECTION 13 "TRIP" DEFINED

A trip is defined as a round trip from beginning of the route/run/charter to the discharge of the children or to the place where the bus is garaged. A driver may pick up or drop off students at more than one school building on the same route/run/charter without added compensation.

SECTION 14 BUSES TAKEN HOME

Buses may be taken to a driver's home only if the driver verifies that the mileage is less from home to the route location compared to from the garage to the route location. Any buses taken home must be approved in advance by the Supervisor. In all cases, the Supervisor has final authority for approving the take home of buses.

SECTION 15 CONTRACTED TRANSPORTATION

Route/Runs/Charters can be added or deleted by the Board as it becomes necessary. The Board reserves the right to contract with other school districts for the transportation of Kenowa Hills' students. The Board reserves the right to contract or subcontract the work performed by members of the bargaining unit. However, prior to reaching a final disposition to contract or subcontract with any organization, the Board agrees to evaluate a proposal from the bargaining unit to maintain the positions within the bargaining unit.

SECTION 16 "KTC (KENT TRANSITION CENTER) RUNS"

KTC is an extra run that may leave the High School throughout the day to bring students out to the Transition Center and return a group back to Kenowa Hills High School. Kenowa Hills Transportation may also transport Comstock Park Transition. KTC runs are not considered Special Education routes when transporting students who lack an Individual Education Plan (IEP) requiring special needs transportation.

ARTICLE XIII
NO STRIKE - NO LOCKOUT

SECTION 1

The Association and its individual members agree that a "strike" is not in the interest of the children of Kenowa Hills Public Schools; and therefore, the Association and its individual members agree not to strike. The Association also recognizes that in Michigan strikes by public employees are illegal.

SECTION 2

As used in this article the word "strike" shall mean the concerted failure to report for duty, the willful absence from one's position, the stoppage of work, or the abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment for the purpose of inducing, influencing, or coercing a change in the condition, or compensation, or the rights, privileges or obligations of employment. Nothing contained in this Article shall be construed to limit, impair or affect the right of any public employee to the expression or communications of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public employment, or their betterment, so long as the same is not designed to and does not interfere with the full, faithful, and proper performance of the duties of employment.

SECTION 3

Willful violation of this Agreement and/or this Article by any employee or group of employees will constitute just cause for discharge and/or the imposition of discipline or penalties without recourse to the grievance procedure.

ASSOCIATION PENALTY

In the event of a violation of this Article by the Association, the Board of Education shall have the right to seek injunctive relief and damages against the Association.

SECTION 4

The Board will not participate in, instigate or cause any lockout of employees during the life of this Agreement.

ARTICLE XIV
PAY AND BENEFITS

1. **DRIVING RATES OF PAY** - Beginning with the 1999-2000 school year for new hires, all step increases will be granted effective July 1st each year in lieu of the anniversary date of the individual employee. Steps will be granted provided that the employee has served six (6) months or more in the district prior to July 1st. Employees must notify the Transportation Supervisor when they become eligible for the increase.

<u>ASSIGNMENT</u>	<u>2006-2007</u>	<u>2007-2008</u>
<u>DOUBLE ROUTES</u>		
1st Year	\$62.99	\$64.24
2nd Year	\$64.52	\$65.81
3rd Year	\$66.07	\$67.39

4th Year	\$67.61	\$68.96
5th Year	\$69.67	\$71.06
11th Year	\$74.62	\$76.11
15th Year	\$74.99	\$76.48

SINGLE ROUTE

1st Year	\$18.60	\$18.97
3 rd Year	\$18.68	\$19.05
5 th Year	\$18.73	\$19.10
15th Year	\$18.79	\$19.16

EXTRA RUNS

2006-2007

2007-2008

HIGH TO MIDDLE/MIDDLE TO HIGH

1st Year	\$11.99	\$12.22
15th Year	\$12.12	\$12.36

KINDERGARTEN *

1st Year	\$18.33	\$18.69
15th Year	\$18.51	\$18.88

*The pay rate for this run shall be prorated if it is over one (1) hour in length.

KCTC / KTC

1st Year	\$18.20	\$18.56
15th Year	\$18.39	\$18.75

NORTH KENT ALTERNATIVE EDUCATION

1st Year	\$9.66	\$9.85
15th Year	\$9.77	\$9.96

TUTORING

Single route rate

CHARTER RUNS (Conflicting) Persons selecting scheduled charters will be paid at their regular run rate for such scheduled charters when they conflict with their regularly assigned run.

CHARTER RUNS (Non-conflicting)

1st Year	\$12.10	\$12.34
15th Year	\$12.24	\$12.48

Charter Cancellations:

Non-conflicting charter: 1 hour pay if driver has reported for charter
 Sat/Sun charter: 2 hours pay if driver has reported for charter

AUTHORIZED MEETINGS

1st Year	\$10.80	\$11.01
15th Year	\$10.90	\$11.11

2. **LICENSE FEES** - The Board will pay the full cost of the written CDL license fee and the first road test fee. Should the first road test be failed, it will be the responsibility of the driver to pay for any additional road test fees. If the State of Michigan requires a road test due to poor driving record, it will be the responsibility of the driver to pay for road test fees.
3. **FINGERPRINTING** – The State of Michigan requires all school district employees must be fingerprinted by July 1st, 2008. The Board will cover the cost of fingerprinting all drivers currently employed as of June 30, 2006. All new employees hired on or after July 1, 2006 must cover the cost of their own fingerprinting as a condition of employment.
4. **PHYSICALS** - Each driver is required to undergo an annual Department of Transportation (D.O.T.) physical as required by the State. Drivers may select their own doctor or utilize the Board doctor for the annual physical. There is no cost to employees who select the Board doctor. In the case where the driver selects his/her own doctor they are responsible for payment to the doctor and are required to provide the completed D.O.T. physical form signed by the doctor to the Transportation Supervisor. The Board will reimburse each driver up to \$40.00 for the completion of the D.O.T. physical should they choose their own doctor. However, in order to be eligible for Board reimbursement drivers must submit a copy of their doctor's invoice to the Transportation Supervisor. Such requests for reimbursement will be processed by the school district business office within thirty (30) days after receipt.
5. **JURY DUTY** - Jury duty shall be considered an approved leave of absence and not charged against accumulated leave time for employees. The employee shall receive the difference between jury duty pay and their regular wage provided such service is not more than the equivalent of two (2) weeks of pay.
6. **HOLIDAYS** - All employees covered by this contract will be paid for the following holidays at his/her run rate for the number of runs normally driven:

Thanksgiving Day	Christmas Day	Memorial Day
Friday after Thanksgiving	New Year's Eve	
Christmas Eve	New Year's Day	

These holidays must fall within the work year in which the employee is scheduled to work. Employees hired on a substitute or temporary basis do not qualify for this benefit.

7. **INCLEMENT WEATHER DAYS** - In the event the employer closes school due to inclement weather, school is canceled, and the day is not to be made up, the employees covered by this contract shall receive their regular rate of pay for the day even though no work is performed. This provision is limited to a maximum of two (2) days per school year.
8. **CLOTHING ALLOWANCE** - During this contract agreement, the Board agrees to provide clothing with a Kenowa Hills logo for all employees covered by this contract including subs. The Transportation Supervisor will make the clothing selection and a purchase of up to \$70.00 per driver will be allocated toward this purchase.
9. **HEALTH INSURANCE** - Employees covered by this contract regularly working twenty (20) hours or more per week will be able to participate at their own expense in the group health insurance program if they meet the qualifications as set forth by the insurance companies. The benefit will

be at no cost to the Board, except as provided below, and will be paid for in advance by the employee.

A. Those employees covered by this contract working an average of 30 hours or more per week may choose one of the following options:

- aa. \$287.50 per month Board payment during 2006-2008 agreement toward Priority Health HMO with a \$10.00/\$40.00 drug co-pay and \$5,000 of term life or a comparable plan.
- bb. \$147.07 per month Board payment during 2006-2008 agreement towards SET Ultra Dental with a \$1,500 orthodontic rider and SET Vision Plan III and \$20,000 of AD & D term life or a comparable plan.
- cc. Additional cash - \$2,247 per year during this 2006-2008 agreement. This additional cash compensation shall be based on a December 1st-November 30th benefit year. It shall be apportioned and paid out on biweekly payroll dates when the employee is normally scheduled to be paid. Payments shall be made each year starting with the first pay in December and shall be spread over the remaining pay dates through the first pay of June. Employees terminating employment with the Board shall be ineligible to receive additional cash compensation under this provision after the employee's last day of active employment. Employees who received additional cash compensation for time periods after their last day of active employment agree to reimburse the Board for the full amount of the excess compensation. NOTE: The employee's election shall be made under the terms of the Section 125 flexible benefits plan established by the board (Article XIII C. 15).
- dd. In the event the school district shifts to a four (4) day work week the hour's requirement to meet or qualify for insurance shall be adjusted. Example: A four day a week, six hour a day driver shall qualify for insurance at the thirty (30) hour level even though they only work twenty-four (24) hours per week. This provision shall only apply in the event the school district switches from the traditional five day a week school schedule to a four day a week school schedule. This provision shall apply to the 2006-2007 and 2007-2008 school year. The level of benefits shall remain the same under this provision.

B. Those employees covered under this contract working an average of between 20 and less than 30 hours per week may choose one of the following options:

- aa. \$258.50 per month Board payment during this 2006-2008 agreement toward Priority Health HMO with a \$10.00/\$40.00 drug co-pay and \$5,000 of term life or a comparable plan.
- bb. \$147.07 per month Board payment during this 2006-2008 agreement towards SET Ultra Dental with a \$1,500 orthodontic rider and Set Vision Plan III and \$20,000 of AD & D term life or a comparable plan.
- cc. Additional cash - \$1,723 per year during this 2006-2008 agreement. This additional cash compensation shall be based on a December 1st-November 30th benefit year. It shall be apportioned and paid out on biweekly payroll dates when the employee is normally scheduled to be paid. Payments shall be made each year starting with the first pay in December and shall be spread over the remaining pay dates through the first pay of June. Employees terminating employment with the Board shall be ineligible to receive

additional cash compensation under this provision after the employee's last day of active employment. Employee's who received additional cash compensation for time periods after their last day of active employment agree to reimburse the Board for the full amount of the excess compensation. NOTE: The employee's election shall be made under the terms of the Section 125 flexible benefit plan established by the Board (Article XIII C15).

- dd. In the event the school district shifts to a four (4) day work week the hour's requirement to meet or qualify for insurance shall be adjusted. Example: A four (4) day a week, four hour a day driver shall qualify for insurance at the twenty (20) hour level even though they only work sixteen (16) hours per week. This provision shall only apply in the event the school district switches from the traditional five (5) day a week school schedule to a four (4) day a week school schedule. This provision shall apply to the 2006-2007 and 2007-2008 school year. The level of benefits shall remain the same under this provision.
- C. Beginning not later than January 1, 2007, the Board will make a medical spending account and dependent care spending account under the Section 125 flexible benefits plan established by the Board available to all employees who are regularly scheduled to work at least 20 hours per week. Eligible employees may elect to contribute to a medical spending account on a pretax basis, to be reimbursed for qualifying medical expenses and/or to contribute to a dependent care spending account on a pretax basis, to be reimbursed for qualifying dependent care expenses. Details of this plan will be made available at a later date.
- D. In order to qualify for benefits under this agreement, there are certain underwriting requirements and other responsibilities that must be met by the employee and the Board. The following items are applicable to all insurance benefit coverages stated in this Article unless otherwise specified:
- aa. Upon submission of a proper written application form to the Kenowa Hills Business Office, the Board shall provide the specified contribution toward benefits described in this Article for those employees who meet the qualifications stated in this Agreement. Coverage changes may only be made in September of each year, and once a selection is made, the selection must be maintained until at least the following September.
 - bb. Employees newly hired, recalled by the Board, returning from leave, or substitutes who are awarded a regular route shall be eligible for Board paid premiums upon completion of appropriate forms. In the case of newly hired employees, eligibility for Board-paid premiums will commence after completion of a ninety (90) calendar day probationary period if applicable. Coverage will become effective after appropriate forms are completed.
 - cc. Eligible employees will have the July and August Board contribution paid in full by the Board. If the employee does not return in September he/she agrees to reimburse the Board for the July and August premium.
 - dd. Employees terminating employment with the Board shall have benefits terminated on the first day of the month following termination of employment, except as provided under COBRA.
 - ee. An eligible employee on an unpaid medical leave may continue insurance benefits (within the limitations of the underwriter) for the term of his/her unpaid leave by requesting this in writing and having his/her check covering the full monthly premium at the Board's Business Office one week prior to the beginning of each month.
 - ff. Changes in family status shall be reported by the employee to the Business Office within thirty (30) days of such change. All changes must be submitted in writing on the

proper form. The employee shall be responsible for any overpayment of premiums made by the Board on his/her behalf for failure to comply with this. The Board will not be responsible for retroactive premiums because of failure by the employee to complete forms in a timely manner or meet underwriting requirements.

- gg. An eligible single person qualifies for individual membership under group provisions. If a husband and wife are both employed by the Board, they shall not receive double coverage under this Article.
 - hh. The benefits listed in this Article will not be provided to the employee if equivalent benefits are being provided from another employer of the employee or the employee's spouse. It is not the intention of the Board to duplicate insurance coverage.
 - ii. The Board agrees to provide the specified contribution toward the benefits programs described, but within the underwriting rules and regulations as set forth by the carrier(s) in the Master Contract held by the policyholder.
 - jj. The Board's responsibility shall not extend to the provision of benefits unless it has failed in meeting its responsibilities which shall be limited to:
 - a. Timely payment of specified contribution toward premiums.
 - b. Complying with all requirements of the employer required by the carrier and/or underwriter.
 - kk. To be eligible for coverage, employees must be able to perform the carrier's "at work requirement" with this employer before benefits are effective.
 - ll. An open enrollment period for health insurance and flexible spending accounts for eligible employees described in Article XIII C. 15 shall be provided annually during the month of October. The effective date for flexible spending account elections shall be January 1st. Open enrollment is defined as a one month time frame per year that allows employees to change their type of insurance coverage to any of the choices that are available to their employee category and to make elections under the flexible spending accounts for the upcoming year. Employees may add and/or delete dependents to their insurance coverage at this time. All open enrollment elections must be turned in no later than October 31st.
 - mm. The descriptions of benefits in this Article are only general in nature and are superseded and controlled by the terms and conditions of the applicable insurance plan, a copy of which is available for inspection during normal working hours at the Business Office of the Board and are subject to underwriting rules and regulations.
 - nn. The School Board shall be responsible for providing insurance information (certificates of insurance, claim forms, and application forms) made available to them by the insurance company. This information will be available upon request.
 - oo. Flexible Benefits Plan - The Board shall establish and maintain a cafeteria plan under Section 125 of the Internal Revenue Code. The cafeteria plan shall permit an employee who elects not to receive board provided health insurance coverage or dental and vision and life to receive, in lieu of health insurance coverage, additional compensation in an amount described in this agreement. The additional compensation shall be subject to all required withholdings. The Board may revise the cafeteria plan, as necessary, to comply with the requirements of the Internal Revenue Code.
10. PERSONAL BUSINESS DAYS – Eligible employees shall be entitled up to two (2) personal business days per contract year. Personal business days must be used exclusively for personal business which cannot be taken care of at any other time and shall not be used for any other purpose (including recreational activities). Except for emergency situations, the employee is


required to give a minimum of five (5) working days notice to request a personal day. Any driver that severs their employment or is terminated will forfeit all unused days. Personal business days are non-cumulative. However, if the eligible employee does not use their full compliment of personal business days, any unused days shall be paid off at the end of the school year.

11. BEREAVEMENT LEAVE - Death in the immediate family shall qualify for two (2) days off with pay for bereavement. Immediate family is defined as mother, father, brother, sister, son, daughter, husband, wife, step-child, grandmother, grandfather, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents-in-law, step-mother, or step-father.
12. BANK PAY - Eligible employees starting at the beginning of the school year shall receive vacation pay for up to eleven (11) non-school days (ex. Christmas break, Spring break, etc.) per school year. Drivers beginning after the start of the school year will receive pro-rated days based on the four (4) school year marking periods. Employees shall be paid their regular rate of pay for these days even though no work is performed. Any driver that severs their employment or is terminated will forfeit all unused days. These days are non-cumulative.

ARTICLE XV
DURATION OF AGREEMENT

This Agreement shall be in effect as of July 1, 2006, and continue in effect until the 30th day of June, 2008 and may not be extended orally and it is expressly understood that it expires on the date indicated.

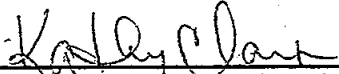
KENOWA HILLS
TRANSPORTATION ASSOCIATION

 8-14-06

Cindy Downer, President



Carol Gerke, Secretary

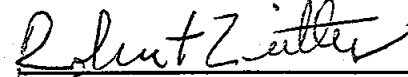
 8-15-06

Kathy Clark, Chief Negotiator

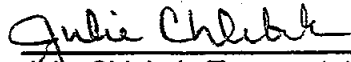
KENOWA HILLS
BOARD OF EDUCATION



Dennis Kneibel, President



Robert Zeitter, Assistant Superintendent for Business



Julie Chlebek, Transportation Supervisor

Appendix A

DRIVER'S RESPONSIBILITIES

Driver Responsibilities - Each driver is responsible for:

- a. Cleaning his/her own bus on the inside and all driving windows at least weekly, or as is necessary.
- b. Fueling his/her own bus.
- c. Reporting all needs of maintenance and all accidents in writing.
- d. Maintaining order and discipline on the bus, and aiding in loading of pupils at schools. Filling out discipline slips as required.
- e. Attending the bus driver training schools.
- f. Observing all traffic laws and regulations pertaining to the use of a school bus.
- g. Informing the Transportation Supervisor or his/her agent in advance of all absences.
- h. Completing all reports required for his/her own bus.
- i. Holding three (3) fire drills during the school year.
- j. Conducting a pre-trip inspection of vehicle on all items as are listed on form used in "Road Test" as required by the State. The proper "pre-trip" inspection form is to be used daily before each run.
- k. Proper completion of a time card every two weeks and absence forms.
- l. Student discipline whenever possible. Problems that cannot be handled by the driver should be turned over to the Supervisor or Principal for action.
- m. Adherence to all Board policies and reasonable directives from the Supervisor. This includes adherence with the Board "Transportation Handbook."
- n. Properly warming up the bus before starting on a trip (15 minutes maximum). Each driver shall arrive in time to start his/her bus. The following checks should be made:
 1. Gas Supply
 2. Gauges
 3. Windows clear
 4. Tires
 5. Brakes
 6. Lights-head, rear, stop, clearance, flashers, directionals
 7. Emergency door and emergency buzzer
- o. Not leaving the bus with the motor running or keys in the ignition unattended.
- p. Not opening the door until the bus has stopped.

- q. Seeing that the pupils are seated and the door is closed before putting the bus into motion.
- r. In the event of an emergency or a breakdown not leaving the bus unattended, but radioing or sending a note with a responsible student for help.
- s. Wearing a seat belt while the bus is in motion.
- t. Removing students from the bus when filling the fuel tank.
- u. Requiring students to pass in front of the bus after discharging from the bus if they cross the road.
- v. Not changing the location of stops or route unless approved by the Supervisor.
- w. Informing the Supervisor in ample time if unable to make his/her regular run or a specific assignment.
- x. Attending all bus meetings, unless excused by the Supervisor.
- y. Learning the names of all students on his/her bus during the first two weeks of school.
- z. Each year by the end of September, filling out or correcting an office provided map showing the route, pick-up times, stops and student names for each run assigned. A copy of this map will be kept on each bus and a copy will be kept on file in the bus garage.
- aa. Any other duties as assigned.
- bb. Perform proper post trip and place EMPTY sign in back window as required.

3. Position of Association _____

Signature of Association Officer/ Date
Representative

STEP FOUR

1. Date Received by Board of Education _____
2. Disposition of the Board _____

Signature of Board Date

3. Position of the Association _____

Signature of Association Officer/ Date
Representative

STEP FIVE

1. Date Submitted to Arbitration _____

INDEX

Administration/Association Meetings.....	4	Pay and Benefits	16-17
Agency Fees.....	5	Payroll Deduction	5
Association Business.....	3	Penalty - Strike.....	16
Association Meetings.....	3	Personal Business Days.....	21
Association Strike Penalty.....	16	Physicals.....	18
Bank Pay.....	22	Power to Negotiate/Ratification.....	8
Benefits and Pay.....	16	Preamble.....	1
Bereavement Leave.....	22	Probationary Period.....	9
Board Responsibility and Hold Harmless Guarantee.....	5	Procedures for Handling Vacancies Created by Unpaid Medical Leaves	8
Board Rights.....	1-3	Rates of Pay - Drivers	16-17
Buses Taken Home.....	15	Recall.....	4
Certification, Testing, and Licensing.....	12	Recognition.....	1
Clothing Allowance.....	18	Regular Route.....	13
Complaints.....	3	Renegotiation Dates.....	8
Conditions for General Unpaid Leaves.....	6-7	Reporting Injuries.....	13
Conditions for Unpaid Medical Leaves.....	7	Responsibilities - Drivers.....	24-25
Conditions of Employment.....	12	Right to Organize.....	3
Contracted Transportation.....	15	Rights – Board of Education.....	1-3
Double Route.....	13	Rights – Employees and Association.....	3
Drivers Responsibilities.....	24-25	Route and Run Selection Meetings and Assignments.....	4
Driving Rates of Pay.....	16-17	Route Elimination.....	4
Drug and Alcohol Testing.....	13	Routes - Double.....	13
Dues Deduction Deadline.....	6	Routes - Regular.....	13
Duration of Agreement.....	23	Routes - Single.....	13
Elimination - Routes.....	4	Routes - Temporary Seasonal.....	14
Emergency Route/Run/Charter Assignments.....	5	Runs - Extra.....	14
Employee and Association Rights.....	3-5	Runs - High to Middle/Middle to High.....	14
Employee Files.....	3	Runs - KCTC (Kent Career Technology Center).....	14
Excluded From the Unit.....	1	Runs - KTC (Kent Transition Center).....	15
Experience Credit.....	9	Runs - Kindergarten Runs and Fab 5.....	14
Extra Runs.....	14	Runs-MSRP.....	13
Family and Medical Leave Act.....	8	Runs - North Kent Shuttle.....	14
Files - Employee.....	3	Runs - Tutoring.....	15
Fingerprinting.....	18	Seniority.....	9
Grievance Definitions.....	10	Seniority Defined/Seniority List.....	9
Grievance Exclusions.....	12	Seniority – Loss of.....	10
Grievances - Individual.....	1	Single Route.....	14
Grievance Purpose.....	10	Strike (No) – No Lockout.....	15-16
Grievance Procedure.....	10	Strike Penalty.....	16
Grievance Procedure Form.....	26-27	Substitute – Extra Runs.....	15
Grievance General Provisions.....	11	Temporary Seasonal Routes.....	14
Health Insurance.....	18-21	Testing - Drug and Alcohol.....	12
High to Middle/Middle to High Run.....	14	Testing, Licensing and Certification.....	12
Holidays.....	18	“Trip” Defined.....	15
Inclement Weather Days.....	18	Tutoring Runs.....	15
Included in Unit.....	1	Unpaid Leaves.....	6
Individual Grievances.....	1	Vacancies - Mid-Year.....	4
Injuries - Reporting.....	13	Vacancies Created by Unpaid Medical Leaves (Procedures for Handling).....	4
Insurance - Health.....	18-21	Vacation Pay.....	21
Jury Duty.....	18	Worker's Compensation.....	13
KCTC (Kent Career Technology Center) Runs.....	14	Worker's Compensation Amount of Benefits.....	13
KTC (Kent Transition Center) Runs.....	15	Worker's Compensation Claim Filing by Board.....	13
Kindergarten Runs and Fab 5 Runs.....	14	Worker's Compensation Coordination with Other Paid Leaves.....	13
Layoffs.....	3		
Leave of Absence Procedures.....	6		
Leaves - Bereavement.....	22		
Leaves - General Unpaid Leaves.....	6		
Leaves - Unpaid Medical Leaves.....	7		
License Fees.....	18		
Licensing, Testing and Certification.....	12		
Loss of Seniority.....	10		
Mediation.....	8		
Meetings - Administration/Association.....	3 and 8		
Meetings and Assignments - Route and Run Selection.....	4		
Mid-Year Vacancies.....	4		
MSPR Runs.....	13		
Negotiation Procedures.....	8		
Negotiate/Ratification (Power to).....	8		
No Strike – No Lockout.....	16		
North Kent Shuttle Runs.....	15		