



Washtenaw Intermediate School District

Bus Driver and Monitor Compensation Manual

August 2011

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“Safe, Efficient and Excellent Customer Service”

It’s all about our Students!

WAGES AND HOLIDAYS

Salary Schedules

Wage rate schedules are attached and marked as “Schedule A” for drivers and “Schedule B” for monitors.

Years of Service Increment

Assuming employees do not receive a “negative” performance evaluation; employees shall advance on September 1 annually until they have reached the maximum pay level for their position. New employees hired September 1 through December 31 shall advance on September 1 of the next year. Employees hired January 1 through August 31 will advance on September 1 subsequent to the completion of 12 months of employment. Employees receiving a “negative” performance evaluation will remain on the step they were on during the year on which the evaluation is based until the following September 1.

Former employees who are re-hired may be paid the pay rate for the years of service increment they were on when they were last employed by WISD.

Time Paid

Employees will be paid at the above-specified rates according to the actual time the employee has worked. “Actual time” shall be defined as the accumulated-clocked hours per payroll period adjusted to the nearest minute for the cumulative total. However, each run shall be assigned a normal run time. The Transportation Director or designee must approve deviations from this normal run time in order to receive compensation for any additional time. Employees shall, however, be guaranteed a minimum of one (1) hour clock work time per call-in. Drivers shall also be guaranteed up to fifteen (15) minutes of clock time total per day for warm-up, sweep-up, and pre-check requirements, if necessary, but same fifteen (15) minutes shall not be in addition to the minimum one (1) hour guarantee. If additional time is needed as determined by the Transportation Director or designee, it shall be granted.

Furthermore, the Board shall pay for up to forty-five (45) minutes to employees required to lay over between runs (standby time), so long as the employee’s runs occur in the same route time sequence (i.e., morning route, or noon route, or afternoon route).

Substitute positions with guaranteed hours may be created/deleted and WISD will establish the guaranteed number hours per day for each person. If such a substitute is assigned a trip, the substitute will be paid for the actual time of the trip.

Standby Time

Standby time shall be limited to one-and-one-half (1 ½) hours. Drivers who are required to remain more than one-and-one-half (1 ½) hours will be paid to the nearest minute for their time.

“Standby” time shall be defined as time required (and spent) at the transportation facility. Administrative responsibilities shall occur during standby time. Training may also be scheduled. Other duties may be assigned by the Transportation Director or the employee’s direct supervisor.

Overtime

Time and one-half (1 ½) the regular rate of pay shall be paid for all hours worked over eight (8) hours in any one (1) day. Time and one-half (1 ½) the regular rate of pay shall be paid for all hours worked on Saturday, or Sundays and holidays. When an employee is required to attend classroom training or meetings before, after, or continuous to his/her regularly assigned runs, he/she shall be paid for the actual time spent in attendance.

Temporary Assignments

Employees assigned temporarily to a higher paying category shall be paid on the basis of the higher paying category from the date of assignment. Employees assigned temporarily to a lower category shall not suffer a loss in pay.

Holidays

The following days will be considered holiday, unless school is in session: Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, four days during the scheduled winter break, and Memorial Day.

In order to qualify for straight time pay, employees must be on the payroll and work their schedule hours the last three (3) scheduled workdays before the holiday/break and the first three (3) scheduled workdays after the holiday/break.

Each employee shall receive pay only for those holidays which fall within his/her employment year. Should such a holiday fall on Saturday or Sunday, Monday shall be considered as the holiday.

Method of Pay

Employees are paid on the 6th and 21st of each month. If those days fall on a weekend, the pay date will be the Friday before the weekend. A calendar of pay dates will be published by the employer. Based on this pay schedule, the number of days paid in each pay period will vary. Sick leave and holidays shall be paid based on the normal regular daily assigned time.

Pay Procedures

All employees shall be paid in accordance with pay procedures of the Washtenaw Intermediate School District. WISD strongly encourages the use of direct deposit. No provision or accommodation will be made to provide paychecks to employees on pay days that occur when the district is closed, including holidays and emergency closing days. Paychecks will be mailed from the WISD Business Office. Employees may sign up in writing to pick up their check in person at the WISD Teaching and Learning Center building. Signing up for or canceling the option of picking up your check shall be limited to two times per year.

Emergency Closing

Emergency closing days which require students to miss a day of school shall not result in any scheduled driver/monitor suffering a loss in pay nor shall it result in gaining a windfall (in excess of their annual income based on their regularly scheduled assigned runs).

In the event the missed day is made up, drivers will be paid only for the actual day worked. In the event the missed day is not made up, drivers will be paid for their regularly scheduled workday.

Drug Testing

Employees will be paid at their hourly rate according to the actual time for random drug testing as required. Time begins when the employee is notified by his/her supervisor and ends one minute after clinic sign out. Payment will not be provided when drug testing is in conjunction with the annual physical.

Former Employees

Former employees who are re-hired may be paid the pay rate for the annual step they were on when they were last employed

FIELD TRIPS

All field trips will be assigned from a roster of all interested and eligible names listed in order of seniority for each category. A list of trips will be posted 7 business days in advance of the trip. Drivers /Monitors will be assigned to each trip on a rotational basis from the appropriate roster. Trips will be assigned in the order received. The employee must verify acceptance of the trip with dispatch within 24 hours of assignment or no less than 24 hours before the scheduled start time and work the scheduled day before and after the trip. Trip tickets must be picked up before departure on morning runs. Failure to do so will result in the trip listed as an “emergency”.

Eligibility & Policy

All bus drivers must have an assigned package and have 90 calendar days of driving experience to be eligible for **trips**. Interested and eligible employees must declare their interest in writing no less than 1 week before the start of school or when they have served the calendar days of service as mentioned above, or at any other time at the request of the Director of Transportation.

The following are some examples why an employee may be removed from the field trip roster or bypassed in next rotation:

- Decline more than 3 consecutive field trip offerings
- No Call/No Show; failure to report on time
- excessive absenteeism (more than 5 days)
- legitimate complaints from teachers or coaches
- preventable accidents
- other as determined by management

An employee must work their normal schedule when applicable to be eligible to perform the same day trip i.e., cannot be absent for morning runs and continue on a day or evening trip.

Employees will be guaranteed 1 ½ show up hours for trips canceled on week days and 3 hours for trips cancelled on weekends after they have physically reported for the trip.

Employees are paid at their regular assignment rate of pay for trips from 6 am to 6 pm. Employees are paid at regular assignment rate of pay for the driving portion of all trips after 6 pm, weekend and on holiday trips. Employees are paid at trip wait pay for sitting/wait time on trips after 6 pm, weekends and on holidays.

A cancellation list will be posted at the beginning of each month, September through June. This list will list contain the employee name and date of the trip affected and will be used before the regular rotation list. The cancellation list will be used for the following; clerical error, conflict of trip assignment and cancelled assigned trips. A form must be filled out by the employee in order to be placed on the cancellation list.

Required Rest Time on Long Trips

Drivers/Monitors assigned to lengthy trips shall take rest time as specified by the Michigan Department of Transportation, but as uniformly applied.

Overnight Trips

On trips, which are of such distance or duration as to require drivers/monitors to remain on the road overnight, the driver/monitor will receive pay for actual work time and other allowable assigned down time. The determination of what constitutes an overnight trip will be predetermined by the Employer and will be included in the posting of such trip, except in the cases of emergencies created by mechanical problems or weather conditions. In addition to the above, the driver/monitor will, with prior approval, be reimbursed such funds as necessary for reasonable lodging and/or meal expenses per WISD Board Policy when same is not offered to the driver/monitor. Detailed receipts must be submitted for reimbursement.

Meal Reimbursements

Any driver/monitor whose trip(s) start before and end after the times listed below, will be entitled to meal reimbursement:

5:30 A.M. – 8:30 A.M.	Up to \$4.00
10:30 A.M. – 2:30 P.M.	Up to \$5.50
4:30 P.M – 8:30 P.M.	Up to \$9.00

The Director of Transportation may make exceptions on a case-by-case basis regarding trips, which fall within the 5:30 A.M. to 8:30 P.M parameters.

Miscellaneous Trip Items

All summer field trips will be scheduled among the group of summer drivers/monitors. Drivers/Monitors having their trip cancelled will be offered the next available trip.

Drivers/Monitors may not trade field trips.

Field trips are an important service of the transportation department. Discipline, up to and including discharge, for behavior and/or actions on field trips could occur.

SUMMER EMPLOYMENT

Employees who meet the qualifications shall be given first opportunity over non-employees of the Washtenaw Intermediate School District for supplemental summer employment. Supplemental/summer employment will not be considered to be part of their regular work year and/or annualized salary.

Drivers who sign up for summer work shall be selected for duty by WISD through consideration of their attendance and job performance in the current school year and years of school bus driving experience.

Drivers who applied for summer work, but were not selected shall be called through consideration of their years of service as a school bus driver for any routes that become available after the summer assignment date. Each driver shall have one hour to respond before the next driver is called.

Drivers who applied for summer work, but were not selected, and subsequently accept a summer job at WISD, or the district for which they are regularly assigned during the school year, may accept a route if they are called and the work may be accomplished without conflict.

SICK LEAVE AND PAID LEAVE OF ABSENCE

For the purposes of accrual and use of sick leave, personal business leave, etc., “days” shall be converted into hours based on the normal run time for each employees routes plus their normal standby time, and warm-up, sweep-up and pre-trip check requirements, if applicable.

Sick Leave/Bereavement

A. Accrual

1. Employees shall earn regular sick leave of one-half (.5) day per month for 10 months from September to June.
2. Employees assigned to a regular run (s) with 20 or more days of service during the summer shall earn one (1) sick day.
3. Employees must work more than one-half (1/2) of the assigned work days in a month to earn sick leave for that month. Use of any leave time is not considered to be “work”.

B. Sick leave shall be defined as

1. Personal illness of the employee due to infectious disease, contagious disease, organic defects, and mental disorders. Sick leave shall also include a physical disability caused as a result of accidental injury.
2. Serious illness or injury in the immediate family of fifteen (15) days in a three-year period, without the approval of the Employer (subject to the items below regarding requiring a written statement), and up to five (5) additional days in this same 3-year period for a documented medical condition. Additional time may be approved upon request to the Superintendent. Also, upon request, the employee shall receive an accounting of days used.

3. Up to three (3) days may be taken for bereavement in the immediate family. Additional time for bereavement may be approved upon request to the Superintendent. Should the employee decide to use personal leave for this additional time, an exception to the 72-hour notice for use of personal leave will be made. The employer may require a death certificate and proof of relationship.
4. For bereavement of husband, wife, daughter, son, mother, father, the employee may request, upon return, Superintendent's approval up to 2 additional bereavement days. Such approval shall not be unreasonably denied.

For the purposes of 1, 2 and 3, immediate family shall be defined as mother, father, sister, brother, husband, wife, daughter, son, grandparents, grandchildren, mother-in-law, father-in-law, step-parents, step-children. The employer may require a physician's written statement as to the ability to perform their required duties. The employer normally will not require a statement for every individual day, but may require one in the following instances:

1. If the employee has an excessive absentee record. The employer may require that the employee be evaluated by the employer's physician.
2. After three consecutive days of illness.
3. In employee absence the day before and/or the day after a holiday, vacation period or unpaid spring break, unless exception has been granted by the Employer. Requests for an exception may be made to the appropriate Assistant/Associate Superintendent, and a determination may be made on an individual basis.

C. Religious Holiday

No more than one (1) day of accumulated sick leave may be used for the purpose of observing a recognized religious holiday of the employee's faith. If the staff member has no leave time beyond that allowed by this section to use for this purpose, then he/she will be asked to take a day without pay. The employee will provide notification during the first two (2) weeks of the school year to their immediate supervisor of their intent to be absent on a religious holiday. Final approval for the absence for this purpose will remain with the immediate supervisor after consultation with the appropriate Assistant/Associate Superintendent.

D. Attendance Incentive

Employees who use two (2) or less sick days between July 1 and June 30 shall receive a lump sum payment of \$200 in December following that year. Upon resignation or

termination before December the employee will forfeit their right to payment. In the initial year of employment, an employee must have started work by November 1 in order to qualify for this payment.

E. Accumulation

If sickness does not require their use as earned, these days shall accrue to a total credit of ninety (90) days. Accumulated days shall be available to the employee to use for the serious illness or disability of the employee or his/her immediate family after five (5) consecutive days of illness.

Personal Business Leave

Employees with both A.M. and P.M. runs shall be permitted to take up to one (1) day per year for conduct of compelling personal business. Employees will make all attempts to schedule such personal business on non-work days or hours. In the initial year of employment, an employee starting between July 1 and December 30 shall earn one (1) day. An employee starting between January 1 and June 30 shall earn .5 day. This one (1) day shall not be deducted from sick time. Personal business shall not be deemed to include gainful employment outside the school district or random leisure or vacation days. Except for provable emergency, drivers requesting use of personal leave days shall notify their immediate supervisor at least 72 hours in advance in order to ascertain that their runs and scheduled field trips will be covered, but no reason shall be required for approval of leave to be granted unless abuse is suspected and once granted, leave shall not be revocable. Application for personal leave shall be granted or denied within forty-eight (48) hours of receipt of the leave request (two (2) workdays) and, if leave is denied, reason for denial shall likewise be in writing. No personal business day will be granted the day preceding or following a holiday break or other leave period except for provable emergency as determined by the Director of Transportation and/or the Human Resources Department. Personal leave days not used will be added after completion of the work year to the employee's sick leave accumulation.

Jury Duty

Any employee who is a regular full-time seniority employee shall be granted a leave of absence not deductible from earned sick leave for jury duty. The employee shall be paid the difference between pay as a juror and a regular salary up to a maximum of thirty (30) working days. The Employer reserves the right to ask to have the employee excused from jury duty, and the employee agrees to assist the Employer in this effort, if requested.

For legally required attendance due to subpoena, the employee may use up to one (1) day of sick leave per year. In order to qualify for this provision, the employee must provide the employer with documentation of the subpoena. This request must be pre-approved by the supervisor.

Leave of Absence

After an employee has been employed for one (1) year or more, the employee may be granted up to one (1) year leave of absence, without pay or fringe benefits, for:

1. Prolonged illness in the immediate family.
2. Serving in any elected or appointed position.
3. Illness (physical or mental).
4. Child care leave.
5. Military service if drafted or called from reserves.

In approved leaves of absence for a period of up to six (6) months, the employee shall have the right to return to a position reasonably close in hours to the position held immediately prior to the leave. In such cases, the Employer has the right to make a temporary assignment for that classification for the duration of the leave. In approved leaves of absence for a period exceeding six (6) months and up to one (1) year, the employee shall have the right to return to the first vacancy for which he/she is qualified.

Written application for such leave shall be made by the employee to their immediate supervisor and the Human Resources Department. Leaves of absence as described shall be without compensation from the Employer.

Leave Notification

A. Written Notice

30-day advanced written notice by the employee shall be provided for unpaid leave and non-emergency paid sick leave beyond three (3) consecutive working days. Failure to provide advanced notice may result in denial of the leave. Emergency unpaid medical leave may be exempt from the notice requirement.

B. Non-Emergency Leave

Non-emergency sick leave is defined as an elective medical procedure or a medical procedure that can reasonably be scheduled 30 or more days in advance.

C. 30-Day Notice Waiver

If a request is made by an employee to waive the 30-day notice requirement under this section for non-emergency leave for medical reasons, the employee shall request a meeting with the Superintendent or designee to discuss the circumstances related to the waiver.

Child Care Leave

An employee who desires a child care leave will file a written application with the Human Resources Department and the immediate supervisor as soon as possible and no later than sixty (60) days prior to the commencement of leave and providing the beginning date of such leave is after at least one (1) full year of seniority and at least twelve hundred and fifty (1,250) hours of work in the last twelve (12) months. Such application shall include a signed statement by a physician indicating the expected date of delivery and the ability to perform the work until leave commences. Child care leaves will be granted for a period of up to one (1) year and may be extended upon subsequent application. Child care leave shall be without pay and may begin prior to the anticipated delivery date. The Employer shall continue paying the employee's hospitalization coverage during a child care leave, for no more than four (4) months past delivery or hospital stay of mother and/or child. The employee may elect to continue this hospitalization insurance at group rates at his/her own cost subject to the regulations of the insurance carrier.

The Employer may require the employee's physician to state that the employee is able to return to active service, prior to that return.

Prior to commencement of child care leave, the leave request may be canceled by the employee. Child care leave will also be granted to employees in the event of the adoption of a child. In the event that an employee can not comply with the above conditions, the right to such a leave and/or the right to return may be denied by the Employer.

WAGE SCHEDULES A & B

Schedule A - Bus Drivers

Regular Vehicle Driver – Driving Time - Starting wage of \$13.00 per hour. Additional \$0.25 per full year of service as a school bus driver, up to a maximum of \$16.00 per hour.

Special Education Driver – Driving Time - Starting wage of \$13.50 per hour. Additional \$0.25 per full year of service as a school bus driver, up to a maximum of \$16.50 per hour.

Training/Orientation Time and Trip Wait Time - \$10.00 per hour.

Schedule B - Bus Monitors

Bus Monitor – During Driving Time - Starting wage of \$10.00 per hour. Additional \$0.25 per full year of service as a school bus monitor, up to a maximum of \$13.00 per hour.

Training/Orientation Time and Trip Wait Time - \$8.00 per hour.

FRINGE BENEFITS

A Flexible Compensation program for fringe benefits will be provided to bus drivers and monitors. The following page provides a chart summarizing the program.