

MASTER AGREEMENT

Monroe Public Schools Board of Education and Monroe Bus Drivers



July 1, 2026 to June 30, 2027

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BOARD OF EDUCATION - MONROE PUBLIC SCHOOLS

Master Agreement for Monroe Bus Drivers with Monroe Public Schools, Monroe, Michigan.

AGREEMENT

THIS AGREEMENT, made and entered into this July 1, 2026 and continuing until June 30, 2027, by and between MONROE PUBLIC SCHOOLS, located at Monroe, Michigan, party of the first part, and hereinafter termed the Employer, and Monroe Bus Drivers, located at Monroe, Michigan, party of the second part, hereafter called the Union.

WHEREAS: Both parties recognize that strikes, lockouts and other cessations of work and employment disruptions are contrary to existing law and the best interest of education in Monroe; and

WHEREAS: Both parties are desirous of maintaining uniform wage scales and working conditions; and of facilitating peaceful adjustment for all grievances which may arise from time to time between the employer and the employee; and of promoting and improving peaceful industrial and economic relations between the parties.

GENERAL STATEMENT

It shall be the endeavor of this district to secure the best available employees. All selections and promotions shall be based on ability and/or seniority, suitability and workmanship. There shall be no discrimination toward candidates or employees because of color, race, religion, national origin, sex or disability.

ARTICLE I: RECOGNITION - AGENCY SHOP & DUES

Section 1: Union Membership

Membership in the Union is not compulsory. Regular employees have the right to join, not join, maintain or drop their membership in the Union as they see fit. Neither party shall exert any pressure on or discriminate against an employee as regards such matters. Under the current contract, the employer recognizes and acknowledges that the Union is the exclusive representative in collective bargaining with the employer of those covered by this Agreement.

Section 2: Union Representation

The Union is required under this Agreement to represent all of the employees in the bargaining unit fairly and equally without regard to whether or not an employee is a member of the Union. The terms of this Agreement have been made for all employees in the bargaining unit and not only for members in the Union, and this Agreement has been executed by the employer after it has satisfied itself that the Union is the choice of a majority of the employees in the bargaining unit.

Section 3: Federal & State Law

If any provision of this article is invalid under Federal Law or the laws of the State of Michigan, such provisions shall be modified to comply with the requirements of Federal or State Law or shall be renegotiated for the purpose of adequate replacement.

Section 4: Probationary Period

A new bus driver shall work under the provisions of this Agreement and will begin a ninety (90) work day probationary period. Upon completion of this ninety (90) work day period, the new employee shall establish seniority beginning ninety (90) days retroactive.

ARTICLE II: SENIORITY

Section 1: Lay Off

Strict seniority by classification shall prevail in the layoff and rehiring of employees. In reducing the work force because of lack of work, insufficient funds or other legitimate cause, the last employee hired and starting regular employment shall be the first employee laid off provided the employee retained has the ability to perform the required work satisfactorily and the last employee laid off shall be the first employee rehired.

Section 2: Seniority List

The employer shall post a list of the bus drivers arranged in order of their seniority every six (6) months. This list shall be posted at the place of employment.

Section 3: Seniority Rights

Seniority shall be broken by discharge; voluntary quit; or a layoff of a period of one year. Seniority rights for employees shall prevail at all times except as limited herein.

Section 4: Lay Off/Recall

In the event of lay-off, an employee so laid off shall be given a one (1) week notice of recall to work, mailed by registered mail to the last known address according to the records of the school district. In the event the employee fails to make themselves available for work at the end of five (5) working days, the employee shall lose all seniority rights under the Agreement.

Section 5: Job Posting

Posting shall be at a conspicuous place (bulletin board) for a period of three (3) working days. The posting shall be removed by the supervisor in charge at (2 PM) of the last and successful bidders notified of the action no later than five (5) working days.

Section 6: Resignation

At least two (2) weeks' notice, in writing, will be required of an employee who may wish to resign, except in the case of an emergency. Resignations of shorter notice shall automatically forfeit any and all benefits and in the event of reemployment, such employee shall be considered as a new employee.

ARTICLE III: DISMISSAL, SUSPENSION AND DISCIPLINARY ACTION PROCEDURE

Section 1: Cause

Dismissal, suspension and/or other disciplinary action shall be only for just and stated causes. Written notification for dismissal, suspension or other disciplinary actions shall be sent to the employee and the Union, if the employee is a member of said Union. Among the causes which shall be deemed sufficient for immediate dismissal are:

1. Commitment or conviction of any criminal act.
2. Disorderly or immoral conduct.
3. Bringing intoxicants into or consuming intoxicants on any school property or reporting for work under the influence of intoxicating liquor in any degree whatsoever.
4. Negligence or willful damage to public property or willful waste of public supplies or equipment.
5. The use of any illegal substance.
6. Inability to meet Department of Transportation and/ or Department of Education physical requirements for bus driving, in accordance with state and / or federal disability laws.
7. Loss of proper motor vehicle licensing (including CDL).
8. Positive result in random drug and/or alcohol testing as required by state and federal law; refusal to be tested; tampering with sample.

Among the causes which shall be deemed sufficient for suspension, demotion or other disciplinary action are:

1. Unauthorized or excessive absence from work
2. Conduct unbecoming an employee in the public services
3. Incapacity due to mental or physical disability
4. Incompetence or inefficiency
5. Insubordination
6. Neglect of duty
7. Violation of any lawful regulation or school rules
8. Willful violation of any provisions of this contract
9. Falsification of any material information on qualifications
10. Willful refusal to use the proper equipment provided by the Board

If an employee records more than 10 deduct occurrences in any one-year rolling period, the employee will be terminated. The following table of discipline will be followed. A deduct day is any unpaid work day.

On the 3 rd deduct occurrence:	Conference and written summary
On the 4 th deduct occurrence:	Verbal Reprimand
On the 5 th deduct occurrence:	Written Reprimand
On the 6 th deduct occurrence:	One day unpaid suspension
On the 7 th deduct occurrence:	Two day unpaid suspension
On the 8 th deduct occurrence:	Three day unpaid suspension
On the 9 th deduct occurrence:	Five day unpaid suspension
On the 10 th deduct occurrence:	Termination

Before an employee is suspended or discharged, an administrator other than the bus driver's immediate supervisor (Supervisor of Transportation) must review the recommendation of the bus driver's immediate supervisor. (An exception may be made if it is necessary to immediately exclude the employee from the work site.)

All dismissals and suspensions shall be without pay. No suspension shall be effective for a period of more than ten (10) days without the prior approval of the Board of Education or an assigned committee of the Board of Education.

Notwithstanding the forgoing, no deduct time shall be assessed for absences related to cancer treatments, organ transplants, or surgery required for life-threatening condition, regardless of whether absences are intermittent or require an extended period of absence. This exception will not be in effect for any elective surgery or procedure.

Section 2: Reinstatement

An employee may be dismissed, suspended or disciplined pending investigation and discussion and if the dismissal, suspension or disciplinary action is found to be without justification, the employee shall be reinstated with full back pay and seniority.

Section 3: Sustainment

If the dismissal or suspension is sustained, under the procedures outlined in the Grievance Procedure, the employee shall be deemed dismissed as of the date of dismissal or suspension.

Section 4: Suspension

Any suspended employee must leave the premises and shall remain away until such dismissal or suspension is lifted or cleared. If the suspended employee returns before that time, he shall be discharged without the right to appeal the discharge to the grievance procedure.

ARTICLE IV: GRIEVANCE PROCEDURE

A grievance is defined as an alleged violation of a specific article or section of this Agreement. If any such grievance arises, there shall not be stoppage or suspension of work because of such grievance. Such grievance shall be submitted to the following grievance procedure:

Step One

Within ten (10) working days of the time a grievance occurs; the employee will present the grievance to the immediate supervisor with the objective of resolving the matter informally. Within ten (10) working days after presentation of the grievance, the supervisor shall give an answer orally to the employee.

Step Two

If the grievance is not resolved in step one, the employee must, through the steward, within five (5) working days of receipt of the supervisor's answer, submit to the supervisor a signed, written grievance form. This grievance form shall name the employee involved, shall state the facts giving rise to the grievance, shall identify all the provisions of this Agreement alleged to be violated by appropriate reference, shall state the contention of the employee with respect to these provisions, shall indicate the relief requested and shall be signed by the employee involved. The supervisor shall give the employee an answer in writing no later than ten (10) working days after receipt of the written grievance.

Step Three

If the grievance is not resolved in step two, it must be submitted within five (5) days to the Superintendent or designee. The Superintendent or designee, the aggrieved employee and a representative of the Union shall meet within a reasonable time, not to exceed ten (10) days in an attempt to resolve the matter.

Step Four

If a satisfactory disposition of the grievance is not made as a result of the meeting provided in step three, the grievant may appeal to the Monroe Bus Drivers Grievance Panel and the panel will review the grievance within ten (10) days of the disposition from step 3. Notice of intent to proceed to the Grievance Panel must also be simultaneously submitted to the employer in writing. Should the Grievance Panel recommend that the grievance be submitted to arbitration, the union shall have ten (10) days after the panel's decision to submit the matter to arbitration, in accordance with the procedures set forth below. If the grievance is not submitted to arbitration within ten (10) days, it will be considered closed on the basis of the disposition at the previous step. The selection of the arbitrator shall be made by mutual agreement of the employer and the union from a List provided by the American Arbitration Association (AAA) of available arbitrators. Arbitration costs shall be shared equally by the Board and the Union. The expenses and compensation of any witness or participant in the arbitration shall be paid by the party calling such witness or requesting such participant.

Arbitrator Limitations

It shall be the function of the arbitrator to be only empowered to make a decision in cases of alleged violation of the specific Articles and sections of this agreement. The arbitrator's power shall be limited by the following:

1. The arbitrator shall have no power to establish salary scales.

2. The arbitrator shall be limited to deciding whether the parties have violated the express terms of this agreement. It is understood that any matter not specifically set forth herein remains within the reserved rights of the employer.
3. In the event that a case is appealed to the arbitrator, on which the arbitrator has no power to rule, it shall be referred back to the parties without decision or recommendations on its merits.
4. The arbitrator shall have no power to rule on any claim or dispute arising under an insurance policy, except as to the entitlement of benefits by the employee, or on a retirement claim, as provided for in the agreement.
5. It is understood that the parties will disclose all known evidence related to the dispute at the lowest levels of the grievance process. The parties further agree to confer prior to a scheduled arbitration hearing for purposes of disclosing material evidence in an effort to mutually resolve remaining disputes and identify unresolved issues to be submitted to the arbitrator.
6. The arbitrator shall render a decision in writing relative to the grievance within thirty (30) calendar days from the date of the conclusion of the arbitrator's decision.
7. The decision of the arbitrator shall be final, conclusive, and binding upon all employees, the employer, and the association.
8. The decision of the arbitrator shall be implemented, if possible, by no later than fourteen (14) calendar days from the date of the receipt of the arbitrator's decision.
9. Grievances must arise and be filed in a timely manner during the term of this agreement in order to be subject to the arbitration process.

ARTICLE V: SICK LEAVE

For the purpose of attendance calculation, the following definition shall be used to when calculating absences for any and all sections of this contract that use any form of calculation of such time. The term occurrence shall be used and will be defined as any duration of time that is used for the purpose of being absent from work. As an example to this definition of an occurrence is calculated when an individual uses any part of a day for sick, personal business, or deduct. This can be and is not limited to any portion of their run or their day. The occurrence will continue and count as one occurrence until said driver returns to work.

The purpose of the individual sick leave program is to provide income protection for the employee to the extent provided in this section during periods of involuntary absence due to incapacitating illness or injury. Paid sick leave shall not be granted to the probationary employee.

Section 1: Procedure

An employee who reports on paid sick leave must report to the transportation dispatcher no later than one hour prior to their starting time before compensation will be allowed, except in cases of emergency. An employee who has requested sick leave under terms of this clause shall be considered continuously absent and not available for duty until such time as the supervisor shall have been notified by the employee of the intent to return to duty. Such notification shall be made no later than 2:00 p.m. of the day preceding the intended day of return. The same procedures must be followed for use of unpaid sick leave.

The following practice will be in place for employees not calling in on time or not showing up for a morning run.

1. On the first incident of not reporting for a portion of a driver's run, the driver would not work that portion of their run. For example, if a driver does not report for the morning portion of their run they will not be offered that portion of their run and would not be paid for the time missed. A verbal warning would be given to the driver.
2. On the second incident of not reporting for a portion of a driver's run, the driver would not work the remainder of the day and lose the equivalent amount of pay. A written warning would also be given to the driver.
3. On the third and subsequent incidents, further appropriate progressive discipline action would be taken, which would include suspension without pay up to and including discharge.
4. Past discipline will not be considered after one year, using a rolling calendar, from the date of the most current incident. The driver will begin at the level of the most current discipline for this 12-month period.

Section 2: Family Illness

An employee absent due to an illness of members of a family may choose to deduct these days from sick leave. Family is to be defined as father, mother, brother, sister, husband, wife, child, or other dependent living in the employee's household. Absence due to extremely serious illness of a parent-in-law or grandparent may also be deducted from sick leave if the employee chooses and receives authorization from the supervisor.

Section 3: Medical Documentation

If three or more consecutive work days are missed, a physician's note confirming the employee was seen at a medical facility with a return to work date will be required and should be submitted to the Human Resources Office.

Section 4: Sick Leave Conditions

Sick leave accrued shall not be distributed in any of the following cases:

1. Absence on leave without pay.
2. Transfer from one classification or department to another.
3. Full-time employee recalled from layoff.

Section 5: Sick Leave Certification

The Executive Director of Human Resources shall certify to the legitimacy of a claim for compensation for absence.

Section 6: Sick Leave Accumulation

Accumulated sick leave by an employee prior to the adoption of this policy shall remain in force.

Section 7: Contagious Disease

In the event of a contagious disease, the employee's reinstatement can be made only after medical clearance.

Section 8: Personal Business Days

Up to two (2) days per year, to be deducted from sick leave, may be used as personal business days or for school closure due to inclement weather. Use of such days shall be subject to the availability of a replacement driver. Except in cases of emergency or inclement weather, requests for personal business days shall be submitted in writing on the approved form at least one (1) week in advance.

Such leave days are intended for the purpose of conducting personal business that cannot be scheduled outside of the normal work day or school calendar. These days may not be used to extend vacation or

holiday periods nor as a vacation period themselves. Those denied who may then be ill will need to provide the appropriate medical certificate. Anyone who fraudulently uses sick leave will be disciplined.

Section 9: Sick Leave Accrual

Sick days shall be granted at the rate of $\frac{3}{4}$ day per month (7.5 days per year) for those employees hired before June 30, 2012; and at a rate of $\frac{1}{2}$ day per month (5 days per year) for those employees hired after July 1, 2012. For the 2017-18 and 2018-19 school years and each year thereafter until a successor collective bargaining agreement is effective, 2.0 days of granted sick leave shall be unpaid. Sick leave shall be prorated on the average daily hours worked. Sick days shall be accrued annually based on bid hours as of November 1st. Bid hours will be reviewed and sick time adjusted accordingly based on February 1st.

The use of these 2 unpaid sick leave shall not constitute a “deduct occurrence” for the purposes of Article III, Dismissal, Suspension and Disciplinary Action Procedure or for the purposes of Article X, Section 11, Working Conditions (Bidding Process).

The number of hours or days of sick leave not used during the year shall be placed to the credit of the employee, as per Appendix A, not to exceed 600 hours in accumulation.

Section 10: Sick Leave Credit

The payroll department will give an accounting annually of the sick leave credit. Add-ons will not be computed in sick leave unless the add-on was scheduled to be of a thirty (30) working day or longer duration. Field trips or other special runs will not be included when computing sick leave.

Section 11: Absences

Employees reporting at the beginning of their work period, who are forced to leave because of illness or death in the family, shall be counted absent for the time missed.

Section 12: Bereavement Pay - Immediate Family

The employee who has a death in the immediate family (mother, father, spouse/significant other, son, daughter, brother, sister, guardian) may be allowed up to three (3) days for bereavement leave. A maximum of 3 days per year for the purpose of bereavement may be granted for the death(s) of grandparents, grandchildren, in-laws, or others living in the member's household.

Section 13: Bereavement Pay - Other

Up to three days will be allowed for Father-in-law and Mother-in-law and such time will be deducted from the individual sick leave bank. If no sick leave is available, a bereavement day may be granted without pay. A bereavement day to attend a funeral for the death of an individual not in the immediate family may be granted upon written request to the Superintendent or Central Office Designee and such time will be deducted from the individual sick leave bank.

Section 14: Sick Leave Usage and Adjustments

- A. In recognition of employees who utilize sick/business or deduct leave each year on a minimal basis, the following benefit will apply:

Members absent zero (0) days during a trimester shall receive a perfect Attendance bonus of \$300 for that trimester.

Members absent one (1) day during a trimester shall receive an attendance bonus of \$200 for that trimester.

Members absent two (2) days during a trimester shall receive an attendance bonus of \$100 for that trimester.

These attendance bonuses shall be available in each of the three trimesters during the school year, such that a member absent zero (0) days for the entire school year shall receive a perfect attendance bonus of \$900 for the school year. By way of illustration, a member absent once each trimester would receive a total bonus of \$600 for the school year, a member absent twice each trimester would receive a total bonus of \$300 for the school year.

- B. Drivers who do not have eight (8) hours of scheduled time off between their quitting time and their starting time on the succeeding work day, shall have the option of not reporting to their morning (and noon where appropriate) run and taking sick leave. Employees shall not be disciplined or penalized for exercising this option.

ARTICLE VI: OCCUPATIONAL DISABILITY

Any employee in any work classification covered by this Agreement who has been incapacitated at regular work or by injury or compensable occupational disease, while employed by the Board of Education may be employed in other work in the various departments of the school system, at work he can perform.

Any driver who is off at the end of any particular school year on an extended Worker's Compensation Disability and it has been determined by a letter from a doctor verifying the uncertainty of the individual's return and it is the annual scheduled date to bid bus runs will qualify for the following:

- A. The individual will be allowed to bus with a doctor's note clearing them to be on the District premises for the day of bidding.
- B. When their normal scheduled bid time arrives, the union rep (or designee) and the Transportation Supervisor (or designee) will complete a form verifying the maximum number of hours available at that time. This determines the qualified hours of the disabled worker.
- C. If the individual is able to return to regular employment, the following will occur.
 - 1. All state qualifications for school bus drivers must be met.
 - 2. After (1) has been completed, the individual will be used as an extra driver to cover vacancies as assigned by the Transportation Supervisor or designee.
 - 3. The individual will be entitled to all wages and benefits as their qualified hours allow on a pro-rated basis.
 - 4. At the next annual bid date, the individual will return to their position in rotation as determined by seniority and will be allowed to bid.
 - 5. Upon return, the extra driver would be able to exercise seniority for trip rosters and bidding on mid-year, including regular and temporary run vacancies.

ARTICLE VII: LEAVE OF ABSENCE

Section 1: Leave of Absences without Pay

Leaves of absence without pay may be granted for any reasonable causes. The maximum leave of absence shall not exceed thirty (30) working days. No such leave will be granted for the purpose of other employment. Leaves of absence requested under this section shall be approved by the Superintendent and shall not constitute a "deduct occurrence" for the purposes of Article III, Dismissal, Suspension and Disciplinary Action Procedure or for the purposes of Article X, Section 11, Working Conditions (Bidding Process).

Section 2: Sick Leave without Pay

Any employee on sick leave who has exhausted all sick leave and vacation time and is not receiving any compensation shall be considered to be on sick leave without pay, not on leave of absence without pay. Such leave shall not exceed the period of one year.

Section 3: Maternity Leave

The Board of Education may grant a leave of absence for maternity reasons, without pay, upon written request for such leave and upon proper certification of pregnancy by the employee's physician. Such leave of absence shall be a period of one full school year and may be renewed at the will of the Board. All maternity leaves of absence will begin upon proper certification. Any adjustment to this procedure must be approved by the Superintendent.

Section 4: Jury Duty

If any employee is called for jury duty which interferes with the regular work schedule, the employee will receive the regular salary during the employee's service and any compensation paid to them for said court appearances shall be signed over to the school district.

Section 5: Family Illness

Employees may request up to 5 unpaid leave days per year to attend to the illness or other medical needs of a family member as defined in Article V Section 2. The request must be in writing and will require a doctor's verification of the need for the employee to care for the above identified family member (upon return to work). These days then would not count as deduct time in implementing Article V Section 14, subsection B.

ARTICLE VIII: GENERAL

Section 1: Union Business

Duly authorized Union representatives may be permitted to transact official union business on school property provided that it shall not interfere with or interrupt normal school operation and that said steward(s) has/have the permission of the Executive Director of Human Resources and building principal to conduct said business and provided no Union views on matters relating to administrative-employee or Board-Union relationships will be discussed in the presence of students and/or the public.

Section 2: Physical Examination

In order to provide a continuing health protection for students, it is a condition of continual employment that upon initial employment, each employee will be required to have a physical examination certifying that the individual is capable of carrying out the particular assignment. The report of physical examination must be returned to the Human Resources Office before employment begins.

- A. The District will pay for the yearly required DOT physical if the appointment is conducted at an agreed upon facility. At the time of the contract, the following are the agreed facilities, but the District reserves the right to change to another agreed upon facility during the terms of the contract.

ProMedica 360
901 N. Macomb St., Ste. 1
Monroe, MI 48162

Stress Free DOT
189 Pine Hill Lake Drive
Horton, MI 49246

- B. The District will accept a DOT physical from a licensed DOT medical provider at the driver's expense.
- C. If follow-up appointments and/or additional testing is needed, the costs will be responsibility of the employee.

Section 3: Notices

The employees will be allowed to post notices of meetings and other official union notices on bulletin boards and these notices shall not be removed except by representatives of the employees. Notices will

not be posted on bulletin boards provided for student or teacher information. Copies of all notices will be forwarded to the appropriate director. If this is not complied with, this article becomes null and void during the life of the contract.

Section 4: Definition of Employee

The Supervisor of Transportation will attempt to maintain the required full-time employee but to maintain efficient emergency conditions; employees will be listed as below:

- A. **Full-time employee:** An employee who is regularly scheduled to work the full shift on a permanent daily basis.
- B. **Substitute employee:** A person who takes the place of an employee on a non-permanent, shift-to-shift basis, until the regularly assigned employee returns or is replaced.

Section 5: Military Service

Any employee who is called upon to participate in military service of our country shall at the time such services have been honorably completed, be returned to a position without loss of seniority, time in service to be counted as accumulated seniority. The employee must report for work within ninety (90) calendar days after completing service.

Section 6: Safety Provisions

The Board of Education shall provide for the safety and health of its employees and will provide protective devices and other equipment necessary to protect the employee from injury or sickness.

Section 7: Garnishment

Garnishment proceedings will conform with State regulations and laws.

Section 8: Legal Criteria

A person to be employed as a school bus driver must meet all of the legal criteria established by the State of Michigan including the rules and regulations as set forth by the Monroe Public Schools and contained in the Bus Drivers' Handbook.

Section 9: Driver Training

All new drivers shall be trained by their supervisor or representative and all new drivers or past contracted employees who do not qualify for the operation and driving of all buses shall participate in the Michigan School Bus Drivers' Training School. If bus driver retraining is scheduled to be performed, it will be completed by a Monroe Public Schools Employee.

Section 10: Driver Training Compensation

All drivers shall take a driver training course when one is made available through, and authorized by, the administration. Attendance at driver training schools held by or under the auspices of the administration, college or state agency; during the time school is in session shall be reimbursed at the driver's regular rate.

Section 11: Equipment Defects

Any defects of the school bus or any defects of auxiliary equipment shall be reported immediately by the driver to the Supervisor of Transportation as soon as observed, on work orders provided by the school.

Section 12: Substitute Drivers

Bus drivers shall not allow anyone to drive the bus or act as a substitute for him unless authorized to do so by the Supervisor of Transportation and/or the Superintendent.

Section 13: Rules of the Road

Bus drivers shall not exceed the posted speed limit or the state maximum speed for school buses and shall bring the school bus to a full stop before crossing any railroad tracks, except where the law outlines an exception.

Section 14: Drug and Alcohol Policy

All employees will conduct themselves in a professional manner and will adhere to the current drug/tobacco/vaping and alcohol policy of the District and State and Federal Regulations to provide the safe transportation of all students and staff.

Section 15: Student Conduct

Bus drivers will follow current District and department policies when reporting improper conduct of students.

Section 16: Traffic Ticket

In those cases, where traffic tickets have been issued, should a review by the Superintendent of the incident disclose evidence of such ticket having been issued without due cause, if requested by the driver, the Superintendent may recommend legal counsel.

Section 17: Discipline

The Supervisor of Transportation shall notify the driver and driver representative and may notify the Superintendent in writing of any deficiency or infractions of the contract and/or handbook. A copy will be provided to the Human Resources Office to be filed in the employee's personnel file.

Section 18: Chain of Command

Bus drivers shall be accountable to the active supervisor or other individual designated by the Superintendent as being in charge. Drivers shall work cooperatively and professionally with all office and garage personnel in conducting District business.

Section 19: Reporting a Traffic Violation

Should a driver observe a highway vehicle in violation of traffic laws contrary to good safety practices established for the protection of children, such as passing a bus with the flashing lights on, an attempt should be made to identify the vehicle through obtaining the vehicle license number. In case of flagrant or repeated violations, this vehicle should be reported to the Supervisor of Transportation, who will follow current policies and procedures to notify the appropriate law enforcement agency.

Section 20: Defective Equipment

In the interest of safety, no employee shall be ordered or forced to use defective equipment of any nature in the line of duty that could result in the employee's personal injury or the injury of any other person.

Section 21: Commercial Driver's License Reimbursement

The employer will reimburse, with proper documentation, the additional costs over a regular driver's license for a commercial driver's license, excluding road test fees.

Section 22: Monroe Public Schools Drivers

If Monroe Public Schools buses are used for any purpose during the life of this agreement, excluding maintenance or emergency situations, a bargaining unit member shall be used to operate the bus. It is expressly understood that any certified management employee or substitute driver may be used as substitute drivers if no regular driver is available (i.e. current one phone call practice).

Section 23: School Bus Exterior Cleaning

Bus drivers shall not be required to wash the exterior of buses, except for ensuring visibility of mirrors, windows, lights, signage, and all other requirements as set forth by the Michigan Department of Transportation regulation for pre and post trip safety inspections.

ARTICLE IX: INSURANCE

Section 1: Eligibility

The union agrees that the district must adhere to Public Act 152 and should a change in the census occur during the medical benefit coverage year (i.e. July 1 to June 30), the union agrees this section will be modified by the district to ensure compliance with Public Act 152.

Regularly contracted bus drivers will be eligible for Health Insurance Benefits as follows:

- A. Employees who work less than 30 hours per week are not eligible for health insurance. Employees who work a minimum of 30 hours per week will be required to pay a percentage of the Board's cost toward the premium as in Section 1-B. The District will contribute up to the maximum single-coverage healthcare hard cap by April 1st of each year, the state treasurer will adjust the maximum payment permitted based on the changes in the medical care component of the United States consumer price index.
- B. Bargaining unit members who are eligible for district sponsored health insurance will be required to pay a percentage of the Board's cost toward the premium as listed below. Employees, who work less than 30 hours per week, will be ineligible for health insurance.

Proration of Board's Share of Health Premiums

Years of Service Employee	Employee Contribution	Monroe Public Contribution
Less than 1	25%	75%
1	25%	75%
2	22.5%	77.5%
3	20%	80%
4	17.5%	82.5%
5	15%	85%
6	12.5%	87.5%
7	10%	90%
8	7.5%	92.5%
9	5%	95%
10	2.5%	97.5%
After 10	0%	100%

Section 2: Premium Reimbursement

Following is a premium reimbursement scale based on seniority. Bargaining unit members who fit into the following scale will receive reimbursement up to the total amount in June toward premiums that were paid during the year.

Seniority	Reimbursement
0-5.99 years	None
6-12.99 years	\$250
13-17.99 years	\$300
18-24.99 years	\$350
25+ years	\$400

Section 3: Coverage

Bus Drivers will be covered on a twelve (12) months per year basis. Any additional premium cost required to be paid by members shall be allocated over the regular school year pay periods. Except as required by FMLA, employees granted a leave of absence shall be required to pay premiums according to District procedures to continue coverage during the period of absence. Employees will be required to make any required employee co-pays for coverage to continue during these periods. Upon termination of the period of eligibility for this benefit, the employee will make payments directly to Monroe Public Schools for the entire premium amount if they wish to continue the benefit.

Section 4: Cash In Lieu

Employees, who choose not to participate in the health insurance program, and show proof of coverage by another family member, shall receive \$2,400.00 per year, paid according to district practice, to apply toward available group options or may take the money in cash according to the district's IRS 125 plan.

ARTICLE X: WORKING CONDITIONS

Section 1: Overtime

Overtime shall be allowed and must be approved by the supervisor in advance. Overtime pay shall be based on 1-1/2 time the employee's regular pay for all driving time, or idle rate for idle time, whichever is applicable, after eight (8) hours per day or beyond 40 hours per week.

Section 2: Paid for Time

All employees covered by this Agreement shall be paid for all time spent in the service of the employer. Time shall be computed from the time the employee is registered in and until the employee is released from duty. All runs will be posted with a specific start time. Any add-ons assigned prior to that specific start time will be paid as extra time. It is expected that all drivers will remain available for service for any time before or after the actual run time during this set block of time.

All drivers arriving to work at their regular time and school has been delayed, will be paid for 2 hours or the actual time worked, whichever is greater. Any driver arriving to work no more than 45 minutes prior to the scheduled start, and school has been cancelled, shall be paid 2 hours. All drivers reporting to work at their regular time when school has been delayed may leave with no pay, provided they return on time for their regular run. During the period of such delay the Transportation Supervisor shall engage the drivers in such activities as reasonably believed will improve the quality of service of student transportation. If the district makes a mistake in assigning a run, the harmed driver shall be offered the next run of equal time, plus 30 minutes.

Section 3: Pay Days

Pay days will be twice monthly, unless otherwise posted. All bargaining unit members will be paid by direct electronic deposit to an account that they chose from those available through the payroll department. Only accounts available through the payroll office will qualify for direct deposit.

Section 4: Working Days

The number of working days per year for bus drivers will be the number of basic days established by the Board of Education as days in session. In addition, eight (8) hours are allowed at the beginning of the school year. Utilization of this time will be determined by the employer; which time shall include, but not be limited to, orientation, bidding, and staff development. Also, drivers will run a practice route prior to school beginning. An employee may request consideration to waive the practice run due to familiarity with the run. The Transportation Supervisor will make such determination.

Bus drivers are compensated for any inclement weather days not to be made up through additional holidays listed in Article XI, Section 1. A driver who is paid unemployment compensation benefits for an inclement weather day to be made up at a later time will be paid on the make-up day according to a rate such that unemployment compensation plus the rate paid on the make-up day will be equal to the total he/she would have normally earned had the day been worked as scheduled. Bus drivers will be required to drive any rescheduled day for which the driver will receive their usual hourly rate. If the state legislature increases its current grace day definition beyond the current two (2) days, the parties shall re-open and discuss this section of the contract (Article XI -Section 1 and 2).

Section 5: Field Trip Hours

There shall be a two and one-half (2- 1/2) hour minimum pay for all field trips. A one-half (1/2) hour additional time will be paid for clean-up, gassing, and performing a safety inspection of the bus only if the trip is actually run. If the trip is not run, the driver has the option to receive two and one-half (2-1/2) hours pay under this section or waive it and the drivers name will be added to the next appropriate roster. On a multiple bus field trip, if there is a cancellation of one or more of the busses originally requested, the drivers will be offered the option of running the trip, taking the two and one-half (2 1/2) hour option, or taking the next trip out on the field trip roster, in the order they accepted the field trip. Such decision must be made by the next days' bid deadline. Drivers who take an overnight field trip shall be paid for all hours worked, but not less than eight (8) hours of work time, including any regular assigned work for any day on which the field trip is scheduled.

Section 6: Field Trip Pay

All drivers for field trips shall be paid at the regular rate of pay for actual driving time, but not less than two and one-half (2-1/2) hour minimum pay. An idle time rate of \$18.00 per hour shall apply beginning at the next fifteen-minute interval following arrival at the planned destination and after students have disembarked from the bus. The idle time rate shall remain in effect until the students re-board the bus, at which time the driver's regular rate of pay shall resume.

Bus drivers shall be responsible for maintaining a log of arrival and departure times for each event. Drivers may be required to obtain the signature of the supervising teacher, coach, or other responsible adult to verify the recorded times.

Drivers shall be responsible for cleaning and fueling the field trip bus assigned to them and shall be compensated one-half (1/2) hour at their regular rate of pay for completion of these tasks.

The administration, where practical, may elect to split field trips with the right of the original driver to make the return trip. Drivers for field trips shall be selected from the appropriate roster on a rotating basis in the order in which the requests are received and may be taken from their regular runs.

- If a driver fails to accept the assigned trip, or they fail to notify the dispatcher immediately after their morning run, they will lose their turn in the rotation.
- If a driver returns a trip after it has been assigned or awarded to them, and the supervisor and driver steward determine that the reason for returning the trip does not constitute an emergency or other valid reason, the following consequences shall apply:
 - Upon the first occurrence of a returned trip, the driver shall be ineligible to bid on trips for a period of thirty (30) calendar days.
 - Upon the second occurrence of a returned trip, the driver shall be ineligible to bid on trips for a period of sixty (60) calendar days.
 - Upon the third occurrence of a returned trip, the driver shall be ineligible to bid on trips for the remainder of the school year. The driver shall also be ineligible to bid on summer trips. Eligibility to bid on trips shall be restored at the beginning of the next school year.

Section 7: Field Trip Roster

Bargaining unit members shall be given priority consideration for all district paid field trips prior to seeking an outside agency. Field trips shall be assigned based on competitive rates with outside agencies and availability of district buses and district drivers. Field trips shall be assigned as follows:

- A. Regular Work Day Roster: This is when school is in session for Monroe Public Schools. This roster will be continuously rotated. (If a cancellation occurs at the end of the school year, the driver will be first out in accordance with the cancellation language.)
- B. Summer Roster: Irrespective of day of the week for the trip. If an emergency trip becomes available and a person has to pass, they won't lose their turn in rotation. This roster will be continuously rotated. If a cancellation occurs at the end of the summer, the driver will be the first out the following summer in accordance with the cancellation language found in Article X, section 7.
- C. When no driver is available from the appropriate above seniority list, the Board has the authority to contract this service to an agency or to a substitute driver of its choice.
- D. An emergency trip is any field trip requested after 3:00 PM of the day prior to the trip or on the same day as the trip. They will be offered to the next eligible driver from the appropriate posted roster. If an emergency trip is cancelled, the assigned driver will be guaranteed the regular run hours for that portion of the day, or time worked, whichever is greater. If an emergency trip becomes available and a driver must pass, they will not lose their place in the rotation.
- E. On non-school day trips, if a driver is not notified of a trip cancellation before arriving at the point of pickup, the driver will be paid 2 hours and be the first out for the next trip.
- F. Drivers on the field trip roster must be at work the work day preceding the day of the trip otherwise the trip will be assigned to the next appropriate driver.
- G. On all non-affiliated Monroe Public School trips, they shall be awarded to the most appropriate driver. Monroe Public Schools drivers will be considered first for trip assignments, but the final decision will be made by mutual agreement with the supervisor and union steward.

Section 8: Field Trips – Student Paid

Any field trip sponsored as a school activity but paid for by the students, shall be arranged following a vote by the students involved as to whether the school vehicles and drivers shall be used or a contract let with an outside agency. There will be a one-day advance notice on all field trips except in an emergency. If the driver is not at work to accept the one day notice, the trip will be assigned to another driver.

Section 9: Pre/Post Trip Inspections

Bus drivers are paid fifteen (15) minutes, per day, for the express purpose of meeting all pre-trip and post-trip safety inspections as set forth by the Michigan Department of Transportation regulation. For the refueling and cleaning of the bus, the driver will be compensated at their regular wage for the time to complete these tasks.

Section 10: Compensation

Bus Drivers Hourly Rate

Hourly Rate, Effective July 1, 2024 \$19.83

Hourly Rate, Effective July 1, 2025 \$20.83

Longevity

Longevity will be paid on the following scale commencing on the first July 1st for those hired between July 1 and December 31; and on the second July 1st for those hired between January 1 and June 30.

1. \$0.10 per hour after 5 years of service
2. \$0.15 per hour after 10 years of service
3. \$0.20 per hour after 15 years of service
4. \$0.25 per hour after 20 years of service
5. \$0.30 per hour after 25 years of service
6. \$0.35 per hour after 30 years of service
7. \$0.40 per hour after 35 years of service
8. \$0.45 per hour after 40 years of service

Split Shift

The parties recognize that bargaining unit members who are assigned to work split shifts incur additional expenses and face unique demands. As a result, those non-probationary bargaining unit members who are required to work a split-shift schedule on a regular basis shall be paid an off-schedule stipend. A split shift shall be defined as any regular assignment in which a bargaining unit member is entirely relieved of duty to the District on a given day between the time the driver first reports for duty and the time the driver last reports for duty, excluding regular breaks, lunch breaks, or as a result of a request by the employee to be relieved of duty for a period of time. The stipend shall be paid to non-probationary drivers at the rate of \$0.30 per hour.

Bus Driver Trainers

The position of Bus Driver Trainer will be compensated \$1.25 additional per hour during the training of METS drivers.

Section 11: Route Establishment

All necessary route changes will be completed by October 30 of each year. Final route assignments will be subject to the length of employment ability and suitability of the bus driver. The Board reserves the right to eliminate or adjust run assignments at any time. When it is necessary to assign additional work to a run after bid day, it shall be assigned to the most appropriate senior driver, as determined by management. The stewards shall be notified of all permanent time added to bid runs.

After October 30 of each year, drivers shall have the right to decline any additional run that extends beyond their regularly assigned route hours. Drivers exercising this right shall provide sufficient notice to allow the District to secure appropriate coverage.

Bidding Process

Every effort shall be made to post runs at the beginning of the school year the same as runs worked at the end of the previous school year. The board reserves the right to eliminate or adjust run assignments based on known economic data, program changes, and enrollment.

1. A bid day will be posted before the last day of the school year for the following school year.
2. Bidding will be done by Seniority: High to Low.
3. All runs should be as complete as possible; anything not available on Bid day will not be bid.
4. All runs will be adjusted by October 30. After that date any run that has been adjusted or is thereafter adjusted in that school year awarded 30 minutes or more (up or down) per run per day. In the event of a route adjustment resulting in a reduction of thirty (30) minutes or more in a driver's regularly scheduled work time, the driver shall be offered additional non-driving duties to compensate for the loss of time. The driver may decline the additional duties and accept the reduction in work hours.

For the purpose of initial bid day, bargaining unit members will be moved down one step in the seniority list for each deduct occurrence used during the previous school year. Bargaining unit member would then revert back to their original seniority step once bidding is completed.

After the initial bid day, employees must be actively working to participate in the bid process. This would include the bid process for any permanent runs that become available mid-year, any temporary runs, any field trips, any summer runs, etc. To the extent practicable, bidding for summer runs shall be held during the last week in which school is in session. The District shall provide at least 24 hours' notice of the day on which summer runs will be bid. Such notice shall be provided to the Union and posted in a conspicuous place (i.e. the bulletin board on which other employee notices are posted). Bidding by proxy for summer runs shall be permitted upon advanced, written notice to the Human Resources Office. A driver who is off on medical leave will be ineligible to bid until such time they have been released to return to work.

A driver who is off on medical leave will be ineligible to bid on field trips until they are released to work and have worked the equivalent number of days as they had been absent (for example a driver off work for 30 days would have to work 30 days before they are eligible to bid on field trips). Drivers who present a valid doctor's note documenting a medical condition preventing the driver from reporting to work shall be ineligible to bid on field trips for the length of the leave up to a maximum of 10 days.

Section 12: Minimum Pay

There shall be a two (2) hour minimum pay on all morning and afternoon runs. There shall be a minimum of one (1) hour pay on all noon runs.

Section 13: Bus Assistant

Drivers of physically handicapped orthopedic students will receive a helper, if they request one, to help them physically handle wheelchairs and students.

Section 14: Temporary Bid

When a driver is believed to be absent for more than 30 calendar days, with medical documentation, their run will be posted for temporary bid. When the run is awarded to another driver, their run will be filled

by a substitute driver. The driver filling the temporary run would then return to their original run when the absent driver returns. This procedure will involve only one bidding process; it will not result in a "domino effect."

Section 15: Temporary Run Compensation

When a driver is working on a temporary bid run or if a driver is assigned to a permanent irregular run (different hours during the week) they shall be compensated at the number of hours they are scheduled to work. Fringe benefits including sick pay and jury duty will be compensated at the same number of hours as the driver would have worked that day. If the driver is on a temporary run the regular work day immediately preceding and following a holiday the driver will be paid at the level of the temporary bid run. Service pay will be computed on a prorated basis, taking into account the length of time that a driver is assigned to a temporary bid run.

Section 16: Add-Ons

Add-ons are extra duties performed by drivers either before or after their regular bid run. If an add-on is scheduled within their paid time, the lowest senior driver will be used. If additional time will be paid for the add-on, the highest senior driver at the school will be used, unless such added time will put the driver into overtime status. The district shall have the option to make exceptions to the above language for business reasons. The stewards will be informed within twenty-four hours if such exception is necessary. Grievances of this language are not arbitral. Management has the sole and exclusive right to determine the business reasons by driver and location. When a driver is assigned a field trip and can take a portion of a run, they will be paid only for the time worked.

Section 17: Seasonal Snow Removal Roster

A seasonal roster will be created by October 31 each year for eligible drivers who are willing to come in on inclement weather days to assist with moving buses for snow removal. Drivers will be called in according to seniority.

Section 18: Drug Testing

Drivers shall be paid for the actual time involved in mandatory drug testing.

Section 19: Bump Runs

The driver steward and supervisor shall mutually agree on any route that must be bumped to ensure complete route coverage.

ARTICLE XI: HOLIDAYS

Section 1: Holidays – Regular Drivers

The following named holidays shall be paid for at the rate of bid run for regular drivers: Good Friday, Memorial Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, Day after Christmas, New Year's Eve Day, New Year's Day, and Martin Luther King Day.

In order to qualify for holiday pay, it is provided that the regular employee must work the regular work day immediately preceding and following the holiday, if said employee is requested to do so.

Section 2: Holidays – Less than 12 month Employees

Holiday pay for employees of less than twelve (12) months shall be paid, prorated on the employee's daily hours worked, not to exceed eight (8) hours per day, for the holidays: Good Friday, Memorial Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, Day after Christmas, New Year's Eve Day, New Year's Day, and Martin Luther King Day.

In order to qualify for holiday pay, it is provided that the regularly contracted employee must work the regular work day immediately preceding and following the holiday, if said employee is requested to do so.

ARTICLE XII: SERVICE PAY

Section 1: Service Pay Calculation

Regularly contracted bus drivers will be granted a service pay on the following basis: (for purposes of calculating service pay – for example, if an employee is contracted for six (6) hours per day, the employee shall be paid for the listed number of days at the established rate for six (6) hours per day).

For employees acquiring seniority after July 1, 1980:

1. One (1) day will be granted for all employees after one (1) full year of employment.
2. Two (2) days will be granted for all employees after two (2) full years of employment.
3. Three (3) days will be granted for all employees after three (3) full years of employment.
4. Four (4) days will be granted for all employees after four (4) full years of employment.
5. Five (5) days will be granted for all employees after five (5) full years of employment.
6. Six (6) days will be granted for all employees after six (6) full years of employment.
7. Seven (7) days will be granted for all employees after seven (7) full years of employment.
8. Eight (8) days will be granted for all employees after eight (8) full years of employment.

Section 2: Service Pay Condition

Service pay must be earned before it will be paid. All regularly contracted bus drivers who have completed one year as of September 1, shall be entitled to service pay based on the bid hours as of May 1.

ARTICLE XIII: RETIREMENT POLICY

Section 1: Retirement Notification

Employees who reach the age of 55 and are eligible to retire under Michigan Retirement Law will submit to the Board a written notice of intention to retire at least sixty (60) days prior to the date of planned retirement.

Section 2: Retirement Plan

Effective with the school year 1977-78 the employees shall have a noncontributory retirement plan which will be paid by the Monroe Public Schools District.

Section 3: Terminal Pay

If an employee retires after 10 years of service (and is eligible for Michigan Public School Employees Retirement System) the employee shall receive terminal pay in the amount of their daily rate multiplied by one-half of the accumulated sick leave.

ARTICLE XIV: SEVERABILITY AND SAVINGS CLAUSE

If any Article or Section of the Agreement or of any riders thereto should be held invalid by operation of law or by a tribunal of competent jurisdiction or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity, the remainder of the Agreement and of any rider thereto or the application of such Article or Section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby. In the event that any Article or Section is held invalid or enforcement of or compliance with which has been restrained as above set forth, the parties affected thereby may enter into immediate collective bargaining negotiations, upon the request of

either party for the purpose of arriving at a mutually satisfactory replacement for such Article or Section during the period of invalidity or restraint.

ARTICLE XV: BOARD'S RIGHTS

Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities and authority under the Michigan General School Laws or any other laws or regulations. Except as specifically stated by this Agreement all the rights, powers and authority the Board had prior to this Agreement are retained by the Board. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Board, except those which are clearly and expressly relinquished herein by the Board, shall continue to vest exclusively in and be exercised exclusively by the Board without prior negotiations with the Union either as to the taking of action under such rights or with respect to the consequence of such action during the term of this Agreement. Such rights shall include, by way of illustration and not by way of limitations, the right to:

1. Manage and control its business, its equipment and its operation and to direct the working forces and the affairs of the Board.
2. Continue its rights, policies and practices of assignment and direction of its personnel, determine the number of personnel 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 or school hours or days.
3. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees, assign work or duties to employees, determine the size of the work force and to lay off employees but not conflict with the provisions of this Agreement.
4. Determine the services, supplies and equipment necessary to continue its operation and to determine all methods and means of distributing, disseminating and/or selling its services, methods, schedules and standards of operation, the means, methods and processes of carrying on the work including automation or contracting thereof or change therein, the institution of new and/or improved methods or changes therein.
5. Adopt rules and regulations.
6. Determine the qualifications of employees, including physical condition.
7. Determine the placement of operation; production service, maintenance or distribution of work and the source of materials and supplies.
8. The Board shall continue to have exclusive right to establish, modify or change any condition except those covered by provisions of this Master Agreement.
9. To establish course of instruction and in-service training programs for employees and to require attendance at any workshop, conference, etc., by employees, including special programs.
10. The Board and/or its representative may adopt rules and regulations not in conflict with the terms of this Agreement concerning the discipline of employees and the promulgation of said rules and regulations are not subject to the grievance procedure.

The above are not to be interpreted as abridging or conflicting with any specific provisions in this Agreement.

ARTICLE XVII: TERMINATION OF AGREEMENT

Section 1: Effective Dates

This Agreement shall be in full force and effect from July 1, 2026, and shall continue in full force and effect until June 30, 2027, unless written notice of desire to cancel or terminate the Agreement is served by either party upon the other at least sixty (60) days prior to date of expiration.

Section 2: Contract Negotiations Notice

It is further provided that where no such cancellation or termination notice is served and the parties desire to continue said Agreement but also desire to negotiate changes or revisions in this Agreement, either party may serve upon the other a notice, at least sixty (60) days prior to the expiration of this agreement, advising that such party desires to continue this agreement but also desires to revise or change terms or conditions of such Agreement. The respective parties shall be permitted all lawful economic recourse to support their requests for revisions if the parties fail to agree thereon.

Section 3: Contract Negotiations

It is further agreed by the parties hereto that upon receiving proper cancellation notice or amendment notice to this Agreement, the parties agree to start negotiations at least forty-five (45) days before the expiration or amendment date of this Agreement.

Section 4: Failure to Notify

In the event of an inadvertent failure by either party to give the notice set forth in Sections 1 and 2 of this Article, such party may give such notice at any time prior to the termination of automatic renewal date of this Agreement. If a notice is given in accordance with the provisions of this section, the expiration date of this Agreement shall be the sixty-first day following such notice.

Section 5: Crisis

In the event of war, declaration of emergency or imposition of civilian controls during the life of this Agreement, either party may reopen the same upon (60) days written notice and request renegotiations of matters dealing with wages and hours. Upon the failure of the parties to agree in such negotiations, either party shall be permitted all lawful economic recourse to support their request for revisions. If governmental approval of revisions should become necessary, all parties will cooperate to the utmost to attain such approval. The parties agree that the notice provided herein shall be accepted by all parties as compliance with the notice requirements of applicable law, so as to permit economic action at the expiration thereof.

MONROE BOARD OF EDUCATION	MONROE BUS DRIVERS
_____ Board President	_____ Chief Steward
_____ Superintendent	_____ Date
_____ Date	

Original signature sheet on file in human resources office.

APPENDIX A

Days Used	Days Paid	Days Placed in Sick Bank
0	6	6.5
1	5	6.5
2	4	6.5
3	3	6.5
4	2	6.5
5	1	6.5
6	0	6.5
7	0	5.5
8	0	4.5
9	0	3.5
10	0	2.5
11	0	1.5
12	0	0.5

This appendix does not apply until the employee has accumulated 600 hours in their personal sick bank. The number of hours or days of sick leave not used during the year shall be placed to the credit of the employee, not to exceed 600 hours accumulation. If an employee has sick leave accumulation of 600 hours, all days and hours left over that amount will be paid after the end of the school year at the rate of \$10.95 per hour. This amount will increase by the same percentage as the base salary each year.

APPENDIX B **CONTINUING CONTRACT REVIEW**

1. The Board and the Union mutually agree that the terms and conditions set forth in this Agreement represent the full and the complete understanding and commitment between the parties hereto which may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in an amendment hereto.
2. An Implementation Committee shall be formed for the purpose of reviewing the working effectiveness of the contract and to attempt to resolve problems that might arise in its implementation.
 - a. The Implementation Committee shall be composed of not more than two (2) representatives of the Employer appointed by the Superintendent, and not more than two (2) representatives who have served as bargaining members of the Union.
 - b. The Implementation Committee will meet as necessary as requested by either party. These meetings are not intended to bypass the grievance procedure.
 - c. All meetings between the parties will be scheduled to take place as promptly as possible, at times when the drivers involved are free from assigned responsibilities (unless otherwise mutually agreed).
 - d. Each party will submit to the other at least one (1) week prior to the meeting, an agenda covering what they wish to discuss.
 - e. Failure to reach mutual agreement on any item discussed shall not constitute an unfair labor practice or be the basis for a grievance.
 - f. Salary items shall not be considered under terms of this Article.
 - g. Items considered under this Article shall not be subject to the mediation of fact-finding procedures of Public Act 379.

3. Should the efforts of the Implementation Committee result in a mutually acceptable amendment to the Agreement, then the amendment shall be subject to ratification by the Board and the Union.

Letter of Understanding - Dress Code Policy

Inasmuch as bus drivers are representatives of the school district, a professional appearance is expected according to the following guidelines:

- A. Drivers shall always be dressed in a neat and clean manner befitting adults who serve as role models for students.
- B. To ensure drivers are easily identifiable and visible in poor sight conditions, all drivers will wear a ~~red~~ safety vest while on duty. This includes work on the bus, while fueling, and performing safety checks.
- C. Shirts must be non-offensive and be of proper fit for movement and working with staff and students. In all aspects of the job, there is a need to bend over, lean into, and reach around students and fellow staff members and as in such all shirts should be of proper length and coverage to do so.
- D. All drivers shall wear solid color trousers, khakis, jeans, shorts, or capris in good condition. No tears, holes, or offensive pictures or writing will be allowed. Shorts must be no shorter than 2 inches from the knee and be appropriate for the work environment.
- E. Appropriate footwear shall be worn at all times. All footwear shall be flat bottom and must cover the toes and heel. Sandal style footwear must have a strap around the heel area, so the foot cannot slide out. (An example is a KEEN sandal for hiking which offers the appropriate coverage.) Crocs, clogs, and slippers are not appropriate footwear.
- F. **Uniform Shirts:** When the District determines that uniform shirts are appropriate, each employee shall be issued a minimum of one (1) shirt during each contract period. Employees shall be given the opportunity to purchase additional shirts. District-issued uniform shirts shall be worn each workday unless alternative attire has been specifically authorized by the District. Upon separation from employment, employees shall return any District-issued shirts upon request of the District.

Drivers who do not comply with these expectations will be counseled as to the dress expectations. Continued violation of this code will result in progressive discipline. The Transportation Supervisor or designee has the final ruling on any questionable items worn.

Letter of Understanding - Quality of Work Life Committee

In an effort to improve communication and to allow for discussion and resolution of employee concerns, both contractual and non-contractual, a Quality of Work Committee will be established. This committee will consist of two administrators and two union representatives. Additional resource persons may be invited for specific purposes after the appropriate notifications. The committee will meet on a regular basis, the frequency of which will be determined by the participating members. This committee will discuss employee and management concerns but will in no way negotiate or approve a deviation in the master agreement.

This Committee will discuss enhanced opportunities for regular drivers to take field trips. This discussion will include factors such as absenteeism rates, availability of drivers, impact on regular runs, and cost implications.

Letter of Understanding - Use of Bus for Air Brake Endorsement

The district agrees to allow the use of a Monroe Public School bus to any current driver who has obtained their Temporary Instruction Permit (TIP) for the purpose of obtaining an air brake endorsement. The driver must contact the Transportation Department to make scheduling arrangements.

Clarification of Summer Employment

Summer employment is optional; drivers are paid for the time worked; drivers do not earn sick or business time during the summer months; drivers may use sick or business time in current leave banks.