

St. Charles Transportation Education Association Agreement
With
The City of St. Charles School District
2013-2022

Table of Contents

	PAGE
ARTICLE I: Activity Trips	
A. Bidding	1
B. Grandfather.....	1
C. Summer.....	1
ARTICLE II: Attendance/Reporting	
A. Call-in	1
B. Maximize Attendance.....	1
C. Perfect Attendance Incentive.....	2
D. Time Keeping Program.....	2
ARTICLE III: Bidding Routes/Transfers	
A. Bidding Process.....	2
B. Newly Created Positions.....	3
ARTICLE IV: Climate Committee	
A. BCC/Group Discussions.....	4
ARTICLE V: Contract/Work Days.....	4
ARTICLE VI: Experience Pay.....	4
A. New Hires.....	4
ARTICLE VII: Handbook	
A. Updating.....	4
ARTICLE VIII: Holiday Pay.....	5
ARTICLE IX: Interest-Based Bargaining (Negotiations)	5

ARTICLE X: Leaves.....	5
B. Maternity/paternity.....	5
ARTICLE XI: Master Agreement.....	5
ARTICLE XII: Progressive Discipline.....	5
A. Minor Incidences.....	5
ARTICLE XIII: Recognition/Rights	
A. Recognition.....	6
B. Meetings.....	6
C. Joining.....	6
ARTICLE XIV: Seniority List.....	6
ARTICLE XV: Sick Leave Payout.....	6
ARTICLE XVI: Training	
A. Discipline on Long Buses.....	7
ARTICLE XVII: Attract and Retain Quality Staff.....	8
Attachments:	
1. Salary Schedule	
2. Early Separation Agreement (2013-14 only)	
3. Record of the First Date of Seniority Eligibility Form	

ARTICLE I: Activity Trips

A. Bidding

1. Trip list will be reset every trimester (per academic calendar)
2. When calculating a new driver's rotation in trip seniority, the total number of trips awarded for the current trimester will be divided by the total number of drivers who have participated in the current trimester. This will be used as the number of trips a new driver begins with.

B. Grandfather

1. Some Activity Drivers are designated as "grandfathered" (1 full-time and 3 part-time). These employees were in either a part-time or full-time Activity Driver position when the district started district-operated bus service. At that time, the district had a desire to eliminate the job category of "Activity Driver", but agreed to retain these drivers in those roles indefinitely as long as their performance was satisfactory. Since that time the district has re-evaluated the position and plans to continue the job category for the foreseeable future.
2. Drivers in this "grandfathered" category will have a signed form in his/her personnel file to confirm the designation. Such employees are encouraged to retain a copy of this form for future reference.

C. Summer

1. Summer activity assignments handled separately by seniority

ARTICLE II: Attendance /Reporting

A. Call-in Procedure

1. Utilize current AM and PM call-in procedure; call-in absences must talk with dispatchers or directors
2. Allow a 2-shift 5:45 AM single call-in; if feeling better you may call prior to noon to see if you are needed.

B. Maximize Attendance

1. Drivers and monitors will have the opportunity during the school year of earning 3 times per year a presentee-ism incentive (\$150 each trimester) for perfect attendance (no use of sick or personal leave)
2. Accrue sick leave at one day per month (first payroll of the month) as you work. Continue attendance committee

- Consider other attendance incentives
- Consider requirements for doctors' notes after a certain number of absences.

C. Perfect Attendance Incentive

1. Need Incentive Committee (SCTEA President and Director of Transportation) to recognize attendance and safety.
 - Employee of the month – Need process
 - Parking spot for perfect attendance
 - Lunch w/Superintendent
 - Educate people about purpose of sick days
 - District promotional items that may be available

D. Time Keeping Program

The technology department will provide an additional computer for the break room; possible two and Gmail icons will be added. The Assistant Superintendent for Business and Technology will find out if there is a view-only screen for employees to check time records.

ARTICLE III: Bidding Routes/Transfers

A. Bidding Process

1. Bid at beginning of year by seniority and limit one bid up per year. Routes vacated during the year will be posted for bid for five working days. Results will be posted.
2. The Director can designate up to 4 Special Education bus routes as high needs. There will be an information meeting or interested drivers and monitors.
3. A separate bidding process by seniority will take place on up to 4 Special Education Routes. Director of Transportation can veto a bid. Anyone vetoed can bid on another SpEd route not designated high needs or any other route.
4. The designated high need SpEd routes will be bid separately and before the bidding takes place for the other SpED and regular routes.
5. All routes will be posted at least 1 full day prior to bidding.
6. All Early Childhood are open and will be bid on with all other routes.

7. Lewis and Clark routes first semester will be clarified, and the process used to fill those needs by standby and L&C staff. Second semester routes will be posted and bid on when known.

B. Newly Created Position

1. The district will follow board policy regarding the posting of positions, personnel reassignments, etc.
2. It was acknowledged that when unique circumstances occur, better communication to staff would be beneficial.

ARTICLE IV: Climate Committee

A. BCC/Group Discussion

1. A district committee will be formed to review the BCC/Group Discussion processes and consider recommendations that include:
 - Re-Train staff
 - Re-visit form
 - Talk to all staff about what it is and how it works for both processes
 - Examine what goes to climate committee
 - Make building rep a gate keeper
 - Certified discussion group must go to principal first – gatekeeper can reinforce
 - Lunch (principal and building rep) – touch bases
 - One training for all (staff and admin) on a yearly basis
 - Anonymous only at climate committee level, not when it goes to gatekeeper
 - No verbal – must be written
 - Review the process / redefine process
2. A committee (Admin/SCEA/SCESSA/SCTEA) will develop the plan and have ready by August 1, 2017
3. Reduce the amount of time that committee meets (meet every other month)
4. Other options Transportation Building Climate Committee can consider:
 - Free lunch from SCTEA
 - Extra uniform shirt
 - Recognition at transportation banquet.

ARTICLE V: Contract/Work Days

1. Drivers/monitors will reduce their total number of workdays by 4 days within the next 4 years by utilizing one of the following options of reducing workdays.
 - 1 day/4 years = first workday for 4 years
 - 1 day/2 years & 2 days/1year = first workday for 2 years, and then first and second workday in the following year.
 - 1 day/1 year and 3 days/1 year = first workday for 1 year, and then first/second/third workday in the following year.
 - 2 days/2 years = first and second workday of each year for 2 years.
 - 4 days/1 year = first/second/third/fourth workday for one year (all upfront in a row)
2. Drivers/monitors can add to reduction of numbers, but can't go back and add workdays
3. Drivers/monitors must give declaration on workdays by June 1st each year.

ARTICLE VI: Experience Pay

A. New hires

1. All new hires with documented experience will receive 3% per year increments, up to 5 years. Maximum beginning rate of \$18.01.
2. The Assistant Superintendent of Human Resources will notify the SCTEA president about all new hires and their hourly rate/step placement.

ARTICLE VII: Handbook

A. Updating

2. Reconvene the handbook committee with reps from district and transportation – all stakeholders represented as much as possible.
 - a. Mutually agreed upon by department and administration
3. Finalizing current pilot activity bidding process
 - a. Replace process in handbook with pilot process currently used – in handbook committee

Classified employees who have full time equivalent (FTE) years of service (combined part-time and full-time FTE, this service does not have to be continuous) in the St. Charles School District, as outlined below, will be paid for any unused AFD (absence from duty) leave (up to 1,125 hours) with the notification of intent to retire/resign/separate with proper written at the following rates:

	Notification 90 days	Notification 60 days	Notification 30 days
1-9 FTE equivalent years of service	\$3/hour	\$2/hour	\$1/hour
10-19 FTE equivalent years of service	\$4/hour	\$3/hour	\$2/hour
20 or more FTE equivalent years of service	\$5/hour	\$4/hour	\$3/hour

Payments will be made within 60 days of the employee's separation from the district. If notice is not possible, the Board may make an exception to this policy.

ARTICLE XVI: Training

A. Discipline on Long Busses

1. Staff (teachers, paras, administrators) could ride busses at the beginning of the year
2. Drivers could come to buildings to provide training for students
3. Identify and provide training for children and drivers (Ed Plus "Wheels on the Bus" is a possible option)
 - Before the opening of the next school year, the Assistant Superintendent for Business and the Transportation Director will meet with staff to identify training and other helpful ideas to resolve the issue
 - Through the Climate Committee and safety meetings the Transportation Director will work with staff to identify areas of training. Consider scheduling follow-up times through the year on initial training
 - Review the schedule for training days at the beginning of the year
4. Assigned seats may be helpful
5. Flexibly assign monitors when possible and needed
6. Notify principals of problems

7. Use consistent safety rules

ARTICLE XVII: Attract and Retain Quality Staff

1. For 2019-20, all drivers will receive a one-time market adjustment equal to 6.5%.
2. All eligible employees will be granted one step on the salary schedule.
3. Eliminate the salary schedule for drivers. Replacing the following ranges: Beginning rate: \$16.00 an hour, Experience to be recognized a 3% per year increments, up to 5 years. Maximum beginning rate of \$18.01 an hour.
4. Maximum drivers rate \$22.50 an hour.
5. The "TC" column will be new and equal to the pay grade E on the support staff salary schedule with only the dispatcher's position in that grade. The mechanic position will stay in the current grade however it will be renamed "TD".
6. For 2020-21, increase spending by 2% (compared to the previous year). Drivers will all receive 2%. Other transportation employees would not take a step but would receive a 2% increase.
7. For 2021-22, the total spending increase would increase by 2% (compared to the previous year). The distribution will be determined by administration/SCTEA representatives during the year of 2020-21.
8. Year three (2021-22) will be reopened for further negotiations if the balances in Fund 1 and Fund 2 on July 1, 2020, are below 20% or above 25% according to the ASBR (Annual Secretary Board Report.)
9. A recruiting/mentoring stipend of \$500 for non-administrative transportation staff will be created with the intent of attracting and retaining new bus drivers. The specific criteria for earning this stipend will be developed by the Human Resources office in conjunction with SCTEA. Drivers will receive \$250 after the new driver has worked 92 days and another \$250 after 180 days. A brochure will be developed that employees can sign and use to promote/recruit new drivers. The brochure will detail the benefits of the position.
10. Drivers on trips which last at least 8 hours in duration will be entitled to meal reimbursement per established district guidelines. The current (2015-16) meal reimbursement rate is \$15 for breakfast, \$15 for lunch and \$30 for dinner. Itemized receipts must be submitted to be eligible for reimbursement.
11. Board paid health, dental and vision insurance for all full-time employees.
12. Health Plan:

The Benefits Committee will use the 2019-2020 school year to study and propose a restructuring of our health plans to address the interests. Then bring back to negotiations or the SCEA leadership team in early 2020 and then seek Board approval in fall of 2020 for implementation on January 1, 2021.

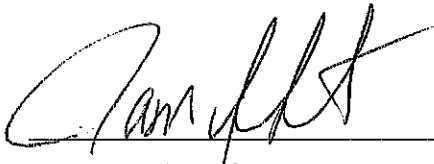
13. Short Term Disability Insurance: (follow up from the 2018 negotiations) 2018 Negotiation Team agreed to assign the Benefits Committee to find a solution to our current Short term disability policy which only benefits a small portion of our employees.

The Benefits Committee recommends that the district end, as of January 1, 2020, our mandatory participation in Short Term Disability Policy. The benefits committee recommends that the district provide Short Term Disability Insurance Option and a Long-Term Disability Option which employees could elect or decline on a voluntary basis to fit their personal needs.

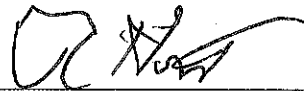
Attachments:

- 1) Salary Schedule
- 2) Early Separation Agreement (2013-14 only)
- 3) Record of First Date of Seniority Eligibility Form

The following signatures indicate a tentative agreement has been reached by the union and the district'



Superintendent of SCSD

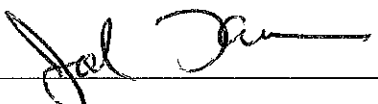


SCTEA President

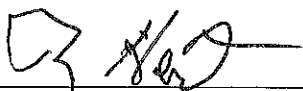
5-15-19
Date

5/19/19
Date

The following signatures reflect that the Board of Education has voted to approve and the SCTEA as ratified this Closure Agreement.



BOE President



SCTEA President

5/16/19
Date

5/16/19
Date