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#### **Contract Database Metadata Elements**

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**CONTRACTUAL AGREEMENT**

**BETWEEN THE**

**YORK CENTRAL SCHOOL BOARD OF EDUCATION**

**AND THE**

**YORK CENTRAL SCHOOL BUS DRIVERS ASSOCIATION**

**FOR**

**JULY 1, 2010 THROUGH JUNE 30, 2013**

PREAMBLE

This Agreement entered into this 12th day of April, 2010 by and between the Board of Education of the York Central School District, Livingston County, hereinafter referred to as the "Board", and the York Central School Bus Driver Association hereinafter called the "Association".

WITNESSED

WHEREAS, It is agreed by and between the parties that any provision of this Agreement requiring Legislative action to permit its implementation by amendment of law or by providing the additional funds thereof, shall not become effective until the appropriate Legislative body has given approval.

WHEREAS, The Board has a statutory obligation, pursuant to Article 14 of the Civil Service Law (Chapter 392 of the Laws of 1967, Public Employees' Fair Employment Act), to negotiate with the Association as the representative of its bus driver personnel with respect to hours, wages, terms, and conditions of employment, and

WHEREAS, the parties have reached certain understanding which their desire to confirm in this Agreement.

In consideration of the following:

Savings Clause

If any provision of this Agreement is or shall be at any time contrary to law or ruling of the courts or the Commissioner of Education said provision shall not be applicable, performed or enforced except to the extent permitted by law. In the event any provision of this agreement is or shall be contrary to law, all other provisions of this agreement shall continue in full force and effect. Should a provision be found contrary to law, it will be subject to immediate renegotiations.

ARTICLE 1.0

SECTION 1.01 RECOGNITION

The Board, having determined that the Association is supported by a majority of the bus drivers, bus attendants and bus monitors in a unit composed of full and part-time bus drivers, bus attendants and bus monitors (the business manager, the assistant to the business manager; the clerical staff; the school lunch manager; the head bus mechanic/assigned supervisor; the head custodian; the assistant head custodian; and the maintenance person are to be excluded from this unit), hereby recognizes the York Central School Bus Drivers Association as the exclusive negotiating agent for the bus drivers in such unit.

ARTICLE 2.0

SECTION 2.01 TRANSPORTATION DEPARTMENT

2.01.1 Bus Driver Rates: Entry Level rates will be the same as the experienced substitute driving rate. Bus driver rates in effect for the school year 2010-2011, 2011-2012 and 2012-2013:

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Step 1 - Entry level	\$19.99	\$20.59	\$21.21
Step 2 – 2 <sup>nd</sup> year of service	\$21.73	\$22.38	\$23.06
Step 3 – 3 <sup>rd</sup> year of service	\$23.46	\$24.17	\$24.89

2.01.2 Regular driving (morning and afternoon instructional bus runs and BOCES runs):  
The Transportation Supervisor shall exercise his/her discretion in formulation of pupil routing and stops. Reassignments of drivers in the best interest of the school district will be made if extenuating circumstances warrant. Such assignment changes will be made by the Transportation supervisor and Superintendent.

2.01.3 “Day Trips” are ones that leave between 7:00 am and 2:15 p.m. and include overnight trips. These trips shall be assigned at the discretion of the Transportation Supervisor, not the trip board or by seniority.

2.01.4 Extra driving shall be assigned by the Transportation Supervisor based upon a rotation system. An extra trip board (posted at the bus garage for employees) shall provide for each driver to place his/her name on the board by seniority for extra driving. Each driver will be assigned a number, starting with the number one (1). Each Friday all board trips for the following week will be numbered. then each driver will be assigned the trip which corresponds with his/her number. Any slips received through the following Thursday will be assigned the next unused number. Any driver may trade with any other driver. If a driver passes after he/she has been assigned a number, that trip will go to the next unassigned

driver. Declinations of trips are “charged” trips but not paid. Drivers may pull their names from the list but are ineligible to go back on the list until the beginning of next semester or at the discretion of the Supervisor. The supervisor may at his/her discretion remove a driver from the trip board for a minimum of two weeks, but not limited to two weeks, if he/she believes that the driver is misusing the trip board.

If a trip comes down after Friday, a driver must have 48 hours notice or the driver can pass without losing his/her turn. The driver that takes the trip is charged.

2.01.5 Bus drivers will keep any trip that they have had previously which involves transporting students and equipment. Such as ski, band, football when needed, and OM equipment. OM includes only what can be put on the bus not transporting students. Also, it does not include the state or world competitions.

These trips will be paid at the extra driving rate.

2.01.6 Hours on extra driving: all trips will be paid at the normal extra driving rate for the number of hours actually accumulated except trips to nearby destinations when pupils are left and picked up at a later time. When this occurs before 4:00 p.m., Monday through Friday, the driver will be paid 1(one) hour for leaving them and/or 1(one) hour for picking them up. A minimum of 2 hours. After 4:00 p.m. and on weekends and holidays, the driver shall be paid 2(two) hours for leaving them and/or 2(two) hours for picking them up. A minimum of 4(four) hours. If waiting time occurs, the driver must put in the actual 2 or 4 hours before additional hours can be added.

2.01.7	Substitute drivers:	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
	Entry level (< 225 hours)	\$16.90	\$17.41	\$17.93
	Experienced level (225 hrs & above)	\$19.99	\$20.59	\$21.21

**Note:** The amount of time needed to go from entry level substitute driving to experience is 50 days or 225 hours.

All regular contracted drivers will be paid at their contracted rate for all substitute work including summer driving.

2.01.8	Extra Driving	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
		\$17.29	\$17.81	\$18.35

2.01.9	Bus Garage Laborers	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
		\$11.27	\$11.61	\$11.95
	Bus Monitors & attendants	\$11.25	\$11.59	\$11.93

On overnight trips, drivers will be at the extra driving rate for actual driving time each day. Labor rate will be paid for any other time when the driver and/or bus

are not needed, but not for sleep time when the driver will show 8 (eight) hours off duty. Labor rate hours not to exceed 12 (twelve) hours per day.

On trips where there is a full day lay over, the driver will be paid a total of 10 (ten) hours at the labor rate for that day.

Driver will receive \$25.00 per day for meals before leaving on the trip.

2.01.10 Effective July 1, 2010:

1. All drivers and attendants will participate in two conference days annually. The first day of which will be the opening day of school and the second day will be announced by June 30<sup>th</sup> of the preceding year. Drivers and attendants will be paid at their respective hourly rate for the two annual mandatory refresher courses. The two conference days and two mandatory refresher courses will be counted towards an employee's 180 day contracted salary. Should an employee exceed the 180 days they will be compensated at his/her contract hourly rate provided no other hourly rate applies. Employees reaching or exceeding the 180 days before the end of the school year are required to work until the last scheduled day of the school year.
2. Any permanent or substitute driver hired by York Central School District who successfully completes the 30 hour Basic Bus Driver Course will be paid \$200.00 upon submission of:
  - a. verification of satisfactory completion of the course
  - and**
  - b. employment by York Central School District as a permanent or substitute driver for one (1) calendar year.

2.01.11 Number of work (school) days: All ten (10) month employees of the Transportation Department covered by this contract shall perform their services during the days school is in session as per the school calendar adopted by the Board of Education.

2.01.12 Drug Testing

As required by law, all transportation department employees are subject to random drug and alcohol testing. Refer to Board Policy No. 4022.

1. Employees scheduled for random drug and alcohol testing during regular work hours shall be compensated for one and one-half hours at the labor rate
2. Employees failing his/her initial drug test will be responsible for the cost of retesting and will not be compensated for time to be retested.

2.01.13 If a bus route is eliminated the person with the least seniority will be laid off. That route will be then put up for bid. Seniority shall prevail and normal bidding procedure will take place.

If at the same time a new route is established, it will also be put up for bid. Seniority rights will prevail and normal bidding procedure will take place.

## ARTICLE 3.0

### SECTION 3.01      LONGEVITY

3.01.1      Longevity will be paid to employees hired prior to 7/1/99 at a rate of \$50.00 per year after the fifth consecutive year of service. Longevity will be paid to employees hired after 7/1/99 at a rate of \$35.00 per year after the fifth consecutive year of service. The maximum amount of Longevity an employee may receive is \$1,000.00. Employees presently receiving more than \$1,000.00 will continue to receive that amount. Longevity will be paid as a lump sum in the first special payroll of the fiscal year (Payroll A).

## ARTICLE 4.0

### SECTION 4.01      EXPERIENCE

4.01.1      Experience for pay purposes is determined as follows:

1.      Regular employees - all regular employees shall be brought up to the experience wage level over a two year period of service. A regular employee's service time shall commence at the day of appointment by the Board of Education. After one full year of service (810 hours), the employee shall receive one-half of the difference between the experience rate of pay and the entry rate of pay of his/her department, plus any negotiated increases. After two full years (1620 hours) of service, the employee will be placed at the experience rate of pay in his/her department. A year of service equals 810 hours.
2.      Entry level experience is negotiable. An employee shall be granted service experience for service time as a long term substitute for maternity, worker compensation cases, etc. Experience credit may be granted for routine day to day substitutes.

## ARTICLE 5.0

### SECTION 5.01      EXTRA AND OVERTIME RATES

5.01.1      Days absent from work shall not count as workdays in computing overtime.

5.01.2      Any regular ten (10) month employee required to work in excess of 180 days in his/her regular position shall be compensated at his/her contract rate provided no other rate applies.

## ARTICLE 6.0

### SECTION 6.01      PAY DATES

6.01.1      Pay dates shall be on a bi-weekly basis, every other Thursday.

## ARTICLE 7.0

### SECTION 7.01      SICK AND PERSONAL DAYS

7.01.1      All ten (10) month employees shall be entitled to ten (10) sick days per year; accumulative to 220 days. Beside personal illness this leave may be used for serious illness or death in the immediate family. In the event of illness or death, the immediate family may be defined as parents, spouse, brother, sister, children and dependents who reside in the immediate family. In case of death, the immediate family shall include the following additions: aunt, uncle, grandparents and corresponding in-laws.

Any employee who does not use any sick time during the work year shall receive a payment of \$250.00 for that year. Payment will be made in the first paycheck of the following school year.

Upon the Superintendent's request, all employees will provide medical verification and/or documentation when absent from work for a period of three consecutive days. Employee will not be allowed back to work until a medical note is received.

7.01.2      Personal Days:

Three (3) personal days per year are granted which are accumulative to four (4) days. Personal days which, when accumulated would exceed the four permitted, shall be considered as sick days and be allowed to accumulate as such to the allowable maximum of 220 days.

1. All personal days must have the prior approval of the department supervisor.
2. Personal days may be used before or after a scheduled vacation with a four (4) week notice to the supervisor.
3. No more than two (2) employee may take a personal day on the same day.
4. No more than one (1) employee may take a personal day the day before or the day after a vacation period.
5. Written requests must be submitted at least four (4) weeks prior to the scheduled vacation period. Only one request per employee will be approved for the days before/after a holiday for the school year.



6. Personal days cannot be used on conference days or refresher training except in the case of an emergency. Emergency requests must be approved by the Superintendent or Business Manager.

7.01.3 Beginning with the 1993-94 school year, all sick and personal days will be recorded in hours, instead of days, based on the number of hours worked per day. Example - an employee's normal work day is 4 hours per day and is entitled to 10 sick days and 3 personal days. The time recorded and noted on the employee's paycheck would be 40 hours of sick time and 12 hours of personal time for the year. Time would continue to accumulated as currently allowed in the contract.

7.01.4 Payment for unused sick days: An employee with 20 years of service to the district shall have the salary of their last year with the district increased by an amount equal to the number of unused sick days, up to 220 multiplied by the specified rate. Notification requirements for cash payment of unused sick days are as follows:

1. Employees wishing to retire after January 31<sup>st</sup> shall notify the District, in writing, by April 1<sup>st</sup> of the school year preceding the school year of retirement.

OR

2. Employees wishing to retire at the end of the school year, June 30<sup>th</sup>, shall notify the District, in writing, by March 1<sup>st</sup> of that school year.

Payment per day is as stated in this section. Failure to meet the notification requirements will cancel the cash benefit.

OR

Upon leaving the district with 20 or more years of service, the employee shall receive the specified rate per day for unused sick days, up to 220 days, such amount to be credited toward the purchase of participation in the district's health insurance program, until such amount is exhausted.

Rates:

Over 20 hours per week	\$20.00 per day
20 hours or less per Week	\$15.00 per day

Sick days earned in excess of the maximum 220 days will be paid at the employees daily rate as noted above, at the end of the school year.

ARTICLE 8.0

SECTION 8.01      DEDUCTIONS

8.01.1      If a ten (10) month employee is absent from work without proper authority, a deduction of 1/180 of his/her annual salary shall be made for each day or portion of a day of unauthorized absence.

ARTICLE 9.0

SECTION 9.01      INSURANCE

9.01.1      The District shall provide health and dental insurance coverage through the Non-Monroe County Municipal School District Program (NMCMSDP). Enrollment in the plan will be according to plan and district guidelines. Dental Plan to be provided is Smile Saver IV,

9.01.2      Employees hired prior to July 1, 1984 shall pay \$142.74 per year for family plan and \$44.10 per year for single plan for NMCMSDP. The District will pay the balance of the family/individual plan premium for NMCMSDP.

9.01.3      Cost sharing of health insurance for all new hires after July 1, 1984 and for participation in NMCMSDP and Blue Cross Smile Saver IV shall be as follows:

Drivers, Monitors and Attendants:  
Over 20 hours per week      60% District    40% Employee  
20 hours or less per week    40% District    60% Employee

9.01.4      Employees enrolled in a plan other than through NMCMSDP will be required to pay 100% of the difference between that plan and the NMCMSDP plan.

9.01.5      Employees hired after 7/1/93 will be eligible to enroll in the a health insurance program through NMCMSDP upon appointment to full time status. Coverage will be for the employee only at the rates specified in Section 9.01.3.

9.01.6      An employee hired prior to 7/1/93, who is at least 55 years of age, retires after twenty-five (25) consecutive calendar years of employment, the District will pay for the employee's health insurance coverage only on a pro-rated basis of 75% District / 25% Employee for the balance of the employee's life.

An employee hired after 7/1/93, who is at least 55 years of age, retires after twenty (20) consecutive calendar years of employment, will be eligible to have the District 75% of a single healthcare plan until Medicare takes effect. After Medicare takes effect or if the employee does not meet the criteria noted, the employee may continue to participate in the District's healthcare plan at his/her own expense for single or family coverage.

9.01.7      District will provide a Flexible Benefits Plan per Sec. 125, IRS Code.

## ARTICLE 10.0

### SECTION 10.01 403B Plans

10.01 An employee may participate in 403b plans offered through the District.

## ARTICLE 11.0

### SECTION 11.01 ON THE JOB ACCIDENTS

11.01.1 In the event of an on the job accident, the employee will suffer no loss in pay for the day of the accident.

11.01.2 Nor shall his/her sick time be decreased for such a day.

## ARTICLE 12.0

### SECTION 12.01 SICK LEAVE SPECIAL COVERAGE

12.01.1 The Board agrees the accumulated sick leave for unit members shall be extended up to twenty (20) working days when absence from work is caused by a major illness or accident.

12.01.2 This special coverage shall be applicable in the event of a major illness or accident once during the contract period.

12.01.3 In the counting of the extra twenty (20) days, days (holidays, school closing, etc.) when an employee is not required to be on duty shall not be included in such count.

12.01.4 It is to be understood that for ten (10) month employees, this special twenty (20) day coverage shall not be extended beyond the normal working year.

12.01.5 It is also understood that all compensation insurance provisions shall be applicable in job connected absences.

12.01.6 Eligibility for this coverage shall be determined by the Superintendent, Association President and Business Manager.

## ARTICLE 13.0

### SECTION 13.01 COMPLAINTS

13.01.1 Complaints against York Central School personnel shall be presented to them through their department heads and the original complaint shall be in writing in so far as possible and shall name the complaint. Should the complaint result in a grievance, the employee should utilize the regular grievance procedure.

ARTICLE 14.0

SECTION 14.01    WORKSHOP EXPENSES

14.01.1        The Board shall pay travel and meal expenses for approved workshop days.

ARTICLE 15.0

SECTION 15.0   SENIORITY RIGHTS

15.01.1        Seniority rights are to prevail for job security. Seniority is based upon years of service within a particular department. If any job or bus route is eliminated, the person with least seniority, and with same job title, will be laid off. Seniority shall start from date and time of employment. Regular jobs shall be defined as follows:

A regularly scheduled morning and afternoon run contracted for the school year at minimum of 4 hours per day.

Exclusions    Part-time work, summer work, extra driving and substitutes

15.01.2        No one shall be considered for someone else's position unless there is an opening. Simple seniority shall prevail provided the employee meets the condition of being a regular employee. Involuntary interruption of service shall not penalize rights. Voluntary interruption of service shall void accumulated seniority and new seniority service dates shall be instituted upon return of the employee.

15.01.3        When a bus route is eliminated and/or combined and the students who are left from the eliminated and/or combined route are placed on one or more routes, those routes will be posted for bid and seniority shall prevail.

ARTICLE 16.0

SECTION 16.01    JOB BIDDING

16.01.1        Any regular job or opening shall be posted for three (3) working days or at the bus driver training session prior to the opening of school and shall be awarded according to seniority and qualifications, such qualifications to be judged and determined by the transportation supervisor, business manager and superintendent.

16.01.2        All vacancies in the departments will be filled with the best qualified candidate, whenever possible a District resident, such qualifications to be judged and determined by the management of the District. All applicants bidding on a vacant position will be notified within two business days of the completion of the bidding process as to which individual will be awarded the position. The awarding of the position is contingent upon official approval of the Board of Education.

## ARTICLE 17.0

### SECTION 17.01     NEGOTIATION PROCEDURES

- 17.01.1     It is contemplated that terms and conditions of employment in this Agreement shall remain in effect until altered by mutual agreement, in writing, between the parties, any change of contractual conditions made during the period of this contract will be developed as a result of the grievance procedure.
- 17.01.2     No later than February 1 of each year the parties will enter into good faith negotiations over a successor agreement covering the following year.
- 17.01.3     Neither party in any negotiations shall have any control over the selection of the representatives of the other party and each party may select its representatives from within or outside the school district. While no final agreement shall be executed without ratification by the Association and the Board, the parties mutually pledge that their representatives will have all necessary power and authority to make proposals, consider proposals, and reach compromises in the course of negotiations.

## ARTICLE 18.0

### SECTION 18.01     GRIEVANCE PROCEDURE

- 18.01.1     Definition:
1.     A “grievance” shall be defined as a claimed violation, misinterpretation, or misapplication of any provisions of this Agreement.
  2.     An “aggrieved person” is the person or persons making the claim.
- 18.01.2     Purpose:
- The purpose of the grievance procedure is to secure equitable solutions to problems which arise between staff, department heads, administration, Board of Education and District.
- 18.01.3     Procedure:
- All employees who have problems concerning their job or its activities shall refer them to their immediate superior for any initial action of adjustments. If the problem cannot be resolved, the alleged grievance should be discussed at the Grievance Committee. If the Committee deems the grievance meritorious, the grievance should be processed as follows:
- Level 1
- The aggrieved party shall within ten (10) days school business of when he/she knew or should have know of an alleged violation of the Agreement, orally present his/ her grievance to his/her immediate supervisor who in turn shall in turn render his/her decision or take appropriate action with three (3) school days. If the grievance is still not resolved, the aggrieved party should proceed to Level 2.

#### Level 2

The aggrieved party shall present a written grievance report to the superintendent within ten (10) days school business of orally presenting his/her grievance pursuant to Level 1. The Superintendent shall in turn have seven (7) school business days to render his/her decision or take appropriate action. The superintendent shall also furnish a written report of his/her action or disposition of the case. If the grievance is still not resolved at Level 2, the aggrieved party should proceed to level 3.

#### Level 3

If the grievance is not settled at Level 1 or Level 2 a written request from the grievance shall be made to the superintendent requesting that the grievance be heard by the Board of Education. The grievance shall be presented to the Board of Education for their consideration no earlier than two weeks from the date of the request or at the next regular meeting of the Board of Education. A written summary of the Board's action shall be given to the aggrieved party within ten (10) school business days of consideration by the Board.

#### Level 4

If the aggrieved person and the Association Grievance Committee are not satisfied with the decision at Level Three, or if no decision has been rendered within ten (10) school business days, and the Association Grievance Committee determines that the grievance is meritorious, it may submit the grievance to arbitration by written notice to the Board within fifteen (15) school business days of the decision at level Three.

1. The Association and the Board may agree upon a mutually acceptable arbitrator. If they do not, the Association may submit the matter to the American Arbitration Association for selection of an arbitrator in accordance with American Arbitration Association rules.
2. The arbitrator's decision will be in writing and will set forth the findings of fact, reasoning and conclusions of the issues submitted. The arbitrator will be without power or authority to make any decisions which require the commission of an act prohibited by law or which will violate the terms of this Agreement. In grievance arising under the Contract, the decisions of the arbitrator shall be binding on both parties. In grievance arising outside the scope of the Contract, the recommendations of the arbitrator shall be advisory.
3. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses will be the responsibility of the losing party. If there is a dispute as to which is the losing party, the arbitrator will request to resolve the matter.

18.01.4 The Grievance Committee shall consist of one member from the Association and the Association President.

18.01.5 If the grievance is approved and involves wages, the full wages shall be retroactive from the date of Level 1.

### ARTICLE 19.0

#### SECTION 19.01 FAMILY MEDICAL LEAVE ACT

19.01.1 All leave and benefit provisions of this contract will be counted toward leave and benefit provisions of the Family Medical Leave Act of 1993 where applicable. FMLA leave and benefits will be applied to eligible employees if contractual leave and benefits provide less than FMLA.

### ARTICLE 20.0

#### SECTION 20.01 STUDENT DISCIPLINE AND EMPLOYEE PROTECTION

20.01.1 The following actions and protections shall be provided for the employee by the Administration and Board:

Assault, threat of physical harm, or other violence including property damage, abusive language or abusive actions: student will be sent to the Administrator for appropriate discipline. Possible disciplinary actions which could be imposed at the discretion of the Administration, but are not limited to the following:

1. Suspension (immediate or delayed)
2. Both parents called in for conference, unless extenuating circumstances prevent both parents being present.

The following specific protection shall be provided the Administration and the Board:

Right to expect and will receive complete cooperation from the faculty and staff.

ARTICLE 21.0

SECTION 21.01 DURATION OF AGREEMENT

21.01.1 This contract shall be effective as of July 1, 2010 and shall continue in effect through June 30, 2013.

**ASSOCIATION**

**BOARD OF EDUCATION**

\_\_\_\_\_  
Carl Peter

\_\_\_\_\_  
Joseph Graves - President

\_\_\_\_\_  
Rose Lubanski

\_\_\_\_\_  
Daniel Murray - Superintendent

\_\_\_\_\_  
Howard A. Forsythe – Bus. Manager



## INDEX

<u>ARTICLE</u>	<u>SECTION</u>	<u>PAGE NO.</u>
Preamble	This Agreement	1
1.0 1.01	Recognition	2
2.0 2.01	Transportation Department	2
3.0 3.01	Longevity	5
4.0 4.01	Experience	5
5.0 5.01	Extra and Overtime Rates	5
6.0 6.01	Pay Dates	6
7.0 7.01	Sick and Personal Days	6
8.0 8.01	Deductions	8
9.0 9.01	Insurance	8
10.0 10.01	403B Plan	9
11.0 11.01	On the Job Accidents	9
12.0 12.01	Sick Leave, Special Coverage	9
13.0 13.01	Complaints	9
14.0 14.01	Workshop Expenses	10
15.0 15.01	Seniority Rights	10
16.0 16.01	Job Bidding	10
17.0 17.01	Negotiations Procedures	11
18.0 18.01	Grievance Procedures	11
19.0 19.01	Family Medical Leave Act	13
20.0 20.01	Student Discipline and Employee Protection	13
21.0 21.01	Duration of Agreement	14