

## **BUS DRIVERS SALARY AND BENEFIT SCHEDULE**

**July 1, 2017– June 30, 2019**

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### **I. SALARY AND RESPONSIBILITIES**

#### **A. Length of Contract**

Drivers shall be paid hourly for time worked during the 195 days in the school year or the number of days that a regularly contracted teacher is employed for a standard academic year. Five (5) hours of work equals one day for salary/benefits computations.

#### **B. Performing Required Activities**

Drivers will be paid \$11.25 per hour in 2017-2019 for attendance at required meetings and court proceedings on behalf of the district. Drivers will receive the same amount for fueling, cleaning, general maintenance of their bus for monthly inspections and while they are at the clinic for required drug testing.

#### **C. Extra-Curricular Rate**

The driver extra-curricular trip hourly rate shall be \$15.00 for 2017-2019 and paid in fifteen (15) minute increments. A minimum of two hours shall be required for trips held Monday through Friday; three-hour minimum shall apply for Saturday, Sunday and holidays.

#### **D. Experience Credit**

All employees who were hired prior to March 1 shall, either on July 1 or the first working day of the school year (whichever is applicable) advance one step on the salary schedule until such time that they attain the highest possible level.

#### **E. Responsibilities**

All bus drivers shall be responsible to the Director of Transportation or the person designated by him/her.

#### **F. School Closing Procedures**

Refer to the Bus Drivers' Handbook to see procedures about emergency school closings.

**G. Attendance Bonus**

Annually, contracted drivers (employed the entire year) with exemplary attendance (0-1 absences, excluding bereavement leave) will be awarded an attendance bonus. Said bonus will be paid according to the following schedule:

Days Missed	Amount
0	\$150
1	\$100

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**HOURLY SALARY**

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Experience	2017-2019
Level 1	\$20.94
Level 2	\$21.95
Level 3	\$22.94
Level 4	\$23.98
Level 5	\$24.99
Level 6	\$26.00
Level 7	\$27.02

Lead drivers will be paid his/her hourly rate for duties assigned by the Director of Transportation.

Salary levels correspond to annual increments. Drivers placed on probation may be held at the same pay level during the year of probation. Experienced school bus drivers may be placed above the beginning level upon the recommendation of the Supervisor and approval of the Superintendent.

**II. INSURANCE – Full time employees**

**A. Group Term Life**

The Board of Education shall provide a group term life policy in the amount of \$42,500 for each full-time employee with the provision that each shall contribute \$1.00 per year toward the premium.

**B. Group Health**

1. The Board of Education shall provide the following contribution toward the per pay membership cost of an approved health insurance plan, provided said contribution does not exceed the cost of the particular kind of membership:

Plan	2017-2019
Single	\$244.40
Employee + (Child)ren	\$449.80
Employee + Spouse	\$468
Family	\$611

2. Employees who retire prior to age 65 may remain in the health insurance group in which (s)he held membership at the time of retirement until the age of Medicare eligibility or until the death of the member, providing (s)he makes application for PERF benefits to which (s)he might be entitled and makes semi-annual payments in advance for the amount of the premium.

**C. Group Dental**

The Board shall provide the following contribution toward the per pay membership cost of an approved dental insurance plan, provided said contribution does not exceed the cost of the particular kind of membership:

	<u>Employee</u>	<u>Double</u>	<u>Family</u>
<b>All Plans</b>	\$6.55	\$6.55	\$6.55

**D. Section 125**

Section 125 of the IRS code allows an employee to pay his/her share of health and dental premiums with before-tax dollars, thereby reducing tax deductions on the money paid for insurance benefits. Employees may participate in the Flexible Fringe Benefit Plan as long as such is provided for by law or IRS rules.

**III. RETIREMENT**

**A. PERF**

The Board of Education shall pay the employees' share (3%) of the PERF for all full-time contracted drivers who serve 600 hours per year.

**B. Severance Pay**

Upon retirement any full-time driver shall be entitled to \$100/year for each year of contracted service in Wayne Township provided the employee has applied for PERF benefits and has accumulated ten (10) years of service in Wayne Township.

**IV. ALLOWABLE DEDUCTIONS**

Employees are eligible to participate through payroll deductions in each of the following programs:

- Tax sheltered annuity
- Disability Insurance
- Voluntary Term Life Insurance
- Voluntary Vision Insurance

**V. LEAVE PROVISIONS**

**A. Sick Leave**

1. 35 hours of sick leave shall be provided each year. New employees will be assigned a share of sick leave according to the following schedule:

July	35 hrs.	January	20 hrs.
August	35 hrs.	February	17.5 hrs.
September	30 hrs.	March	15 hrs.
October	27.5 hrs.	April	10 hrs.
November	25 hrs.	May	5 hrs.
December	22.5 hrs.	June	2.5 hrs.

2. Unused sick leave shall be accumulated to a maximum of 660 hours. A day's absence equals 5 hours and may be taken in 2.5 hour increments only.
3. Each employee may donate one or two sick leave days each school year to another Wayne classified employee who has exhausted his or her sick leave and income protection benefits (see income protection eligibility). Such donation must be in writing over the signature of the giver.
4. An employee will be required to submit a physician's statement in order to be paid for consecutive sick leave days that extend beyond two (2) working days.

**B. Income Protection**

1. Drivers with three (3) years or more contractual experience will be eligible for additional income protection according to the following provisions:
  - a. Benefits will begin after all accumulated sick leave has been used and after additional waiting period of five (5) working days.
  - b. Salary benefits will be equal to sixty-six and two-thirds percent (66 2/3%) of the hourly rate of pay of the employee in question.
  - c. Benefits will continue one week (five [5] days) for each year of contractual service in Wayne Township Schools, up to a maximum of twenty (20) weeks per employee per career.
  - d. The employee shall furnish to the employer prior to the assumption of such benefits a physician's certificate stating the employee's inability to perform his/her duties. During extended

illness the employee shall submit new physician's certification each thirty (30) calendar days.

**C. Emergency Leave**

**1. Family Illness/Business Days**

The employee will be granted twelve (12) hours of emergency leave effective July 1 of each year in case of illness or accident in the immediate family. If these hours are not used, they will be added to sick days on June 30 of each year. New employees will be assigned a share of family illness leave according to the following schedule:

July	15 hrs.	January	7.5 hrs.
August	15 hrs.	February	7.5 hrs.
September	12.5 hrs.	March	5 hrs.
October	12.5 hrs.	April	5 hrs.
November	10 hrs.	May	2.5 hrs.
December	10 hrs.	June	2.5 hrs.

The immediate family shall be defined as the husband, wife, child, father, mother, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law and grandchild. In addition, any other relative residing in the home of the driver shall also be considered a part of the immediate family.

Additional hours needed for this purpose may be taken but shall be deducted from accumulated sick leave. The Income Protection Plan shall not be used for family illness

Exceptions: If a driver has 105 hours or more of sick leave at time of usage, he/she may request 5 hours of the emergency leave as a business leave with three (3) working-days notice. A driver who has accumulated more than 375 hours of sick leave at the time of usage may request 10 hours of business leave per year to be deducted from emergency leave, providing the driver gives three (3) working-days notice. Business days may be taken in 2.5 or 5 hour increments.

Business leave may not be used on the working day before or the working day after a vacation, holiday, or recess time period.

**2. Immediate Family Death**

Emergency leave for death in the immediate family is for a period of not more than twenty-five (25) hours. The twenty-five (25) work hours shall begin either on the day of death or the day immediately following the death. Immediate family is interpreted to mean: father, mother, brother, sister, husband, wife, child, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, brother-in-law, sister-in-law, or any relative who at time of death is living as a member of the

household. These twenty-five (25) hours shall not be deducted from sick leave.

**3. Other Family Death**

The driver will be granted up to 5 hours with pay to attend the funeral of an aunt, uncle, niece, or nephew. Business leave may be used in conjunction with this day if it is available. The requirement of three days notice for a business day may be waived in this instance.

**D. Paid Holidays**

Employees shall be paid for the following seven (7) holidays annually:

New Year's Day	Memorial Day
Presidents' Day	Labor Day
Thanksgiving Day	Day after Thanksgiving
Christmas Day	

One additional paid holiday will be added during Christmas Break and one holiday will be added during Spring Break, provided the driver works a full schedule on the day before and the day after the breaks.

Any employee who is absent from work for any reason, for any part of the day, preceding or following a scheduled paid holiday will not be granted holiday pay unless he/she submits a physician's certificate of illness. Holiday pay shall not be deducted from accumulated sick hours.

**VI. MISCELLANEOUS PROVISIONS**

**A. Liability Coverage**

All reasonable and prudent actions taken by employees in the course of their employment are covered by the district's liability policy.

**B. Payroll Distribution**

Employees shall have their pay deposited directly to accounts in financial institutions which are members of the Automatic Clearing House program.

**C. Representation**

The MSD of Wayne Township recognizes the Wayne Township Bus Drivers Association as the representative unit.

**D. Transfer Requests**

All available driving openings shall be posted for three (3) working days. This shall include all open routes, late runs, mid-day runs, and any route performed by a driver that lasts more than a week. Drivers must apply in writing during that same five day period to the Supervisor of Transportation in order to be considered for the vacant route. Transfer requests will be granted based on attendance, seniority and past job performance.

**E. Bus Driver Handbook**

All drivers will follow rules and guidelines as written in the Bus Drivers' Handbook.

**F. CDL License**

Drivers will be reimbursed for the cost of their Commercial Drivers License certificate every four years and the cost of the school bus endorsement (up to \$20) annually.

**G. Termination of Employment**

Any employee leaving the MSD of Wayne Township of his/her own accord shall submit a letter of resignation to his or her supervisor.