

**SPECIAL NEEDS CAR/SUBURBAN DRIVER SETTLEMENT CONDITIONS
2023-24**

5/15/23

1. All drivers will be eligible for 15 regular workdays of sick leave per year accumulative to a maximum of 135 days. On July 1 of each year, sick leave will be converted to hours according to each individual's current contract. (If you have accumulated 50 sick leave days and your current contract is for 6 hours per day, you will have a total of 300 hours of sick leave for that year.) On June 30, of each year, the sick leave hours will then be converted back to days.
2. Employees may use their sick leave for family illness. Such leave shall be deducted from personal sick leave. Family illness leave is intended for the care of the employee's children, spouse, parents, (in-laws), grandparents (in-laws), or household members.
3. All personnel will receive paychecks twice monthly on days designated by the Board of Education.
4. All personnel will receive time and one-half for overtime worked when applicable.
5. Personnel will be covered by workman's compensation insurance and school liability insurance.
6. REQUIRED PHYSICALS: A payment of \$160.00 will be made toward the cost of a physical examination when required. (Drivers are required to get a Department of Transportation physical every two years.) If a driver is required to get a physical every year, a maximum of \$80.00 per year will be reimbursed by the district.
7. Funeral leave of five days, non-cumulative, shall be granted to personnel in case of the death of a member of one's immediate family or immediate household, and one day's absence shall be granted in the case of a death of other relatives or close friends, this one day may be split into two half days. Immediate family is defined as: spouse, child, brother or sister, step relatives, son- or daughter-in-law, parent, parent-in-law, sister- or brother-in-law, maternal and paternal grandparents, grandchildren, and any other member of the immediate household.
8. Three (3) days of non-cumulative leave will be provided annually for personal leave. It is understood and agreed that the purpose of the personal leave is to permit an employee to attend to business, which can only be accomplished during normal working hours. Personal leave will not be granted immediately before or after vacation or holiday periods or during the first 5 or the last (ten) 10 student days, except in the case of emergency. Exceptions to these restrictions may be granted by the superintendent for good reason. Requests for personal leave provided by the school district should be submitted to the immediate supervisor at least three days in advance of the day of the leave.
9. Good Cause leaves of absence without pay shall be granted by the Superintendent. Employees may apply for a good cause leave to the Superintendent of Schools. Such leave may be granted for up to one year at the Superintendent's discretion, provided not more than one employee is absent for that reason at any given time and further provided that it is approved by the direct supervisor. This is a non-paid leave. Should such leave be granted and taken, employees will be entitled to a position similar to and wages equivalent to those they had held and been entitled to previously.

10. In the case of an employee being called to serve on jury duty, a written request shall be submitted to the supervisor with sufficient notice. In order that no employee shall suffer financial loss because of such absence, the difference between the normal salary and the compensation received for jury duty shall be paid.

11. In case of bad weather, it will be the responsibility of the driver to call the bus barn and to adjust schedule to run regular route.

12. Drivers will give a 30-day notice when resigning or retiring.

13. The School District will pay the \$5.00 filing fee required by the State.

14. After 1 year of employment, the tuition costs for the 3 hours of schooling required every year by the State Dept. of Education for re-certification as a driver will be reimbursed by the Board after successful completion of the training.

15. Drivers are encouraged to take the CPR training offered by the Board at no cost to the employees.

16. An attempt will be made to notify drivers by 6:00 am if school is to be called off or delayed due to weather.

17. Wage Schedule:	<u>2023-24 Wage Schedule</u>
Year 1 (probationary year)	\$14.00 per hour
Year 2 - 3	\$15.00 per hour
Year 4+	\$16.00 per hour

19. PAID HOLIDAYS: Labor Day; Thanksgiving Day; Friday After Thanksgiving; Christmas Day; New Years Day; Good Friday; Easter Monday (if not used as a school day); Presidents Day; Memorial Day; **Martin Luther King, Jr. Day.**

Drivers will be eligible for paid holidays only when under contract and serving as an active daily route driver. Drivers will be **paid based on the number of ours they are contracted for at their current hourly rate.** ~~4 hours per day at their current hourly rate. Part Time or Substitute Drivers are not eligible for holiday pay.~~

20. MINIMUM COMPENSATION:

In instances where the student, parent or transportation director fail to notify the driver that the student will not be attending school, the driver will be paid a minimum of one hour if the driver attempts to pick up the student. There will be no minimum compensation if the driver is notified prior to attempting to pick up the student.