

Board Proposal

August 29, 2024

MEMORANDUM OF UNDERSTANDING

Transportation Employee Additional Work Supplement Program (AWSP)

In an effort to incentivize transportation employees to more readily assist in transporting students not assigned to their route, eligible bus drivers and transportation assistants can earn a quarterly supplement depending on the amount of additional work they perform.

Eligibility Requirements:

1. This one-year pilot program is for bus drivers and transportation assistants only.
2. Eligible employees must be benefit earning in order to participate.

The Program:

1. This supplement would be in addition to the regular pay and/or any applicable overtime pay the eligible employee would receive for completing the additional assigned work.
2. Eligible employees will inform their area manager if they elect to participate in the program.
3. Once an eligible employee decides to participate in the program, they agree to accept all additional work assigned to them unless they have previously turned in a slip indicating they are unable to perform additional work that day.
4. Only three slips indicating that additional work cannot be performed that day will be accepted per quarter. More than three slips in a quarter will render the employee ineligible for the supplement for that quarter.
5. Eligible employees will be assigned additional work not associated with their regularly scheduled route package. This additional work, though not exhaustive, could include picking up additional stops, covering an entire run, double loads, or double backs. The only additional work that is part of the AWSP is either driving or assisting on the bus. No other additional work such as bus washing and cleaning of equipment is part of the AWSP.
6. The area manager will be responsible for deciding which eligible employee is assigned the additional work. Those decisions will be based on the needs of the specific garage, schools impacted, and other factors utilized by the area manager dependent on the circumstances that day. The amount of additional work at each garage will depend on a variety of factors including, but not limited to, employee shortages, employee call outs, employee leaves and new students.
7. All efforts will be made to assign eligible employees who have elected to participate in the AWSP first, but dependent on certain circumstances such as the location of the additional work needed, the availability of the employee(s), and/or the effect on the employee's primary route, employees not participating in the AWSP may be assigned additional work as well.
8. Any additional work assigned to the eligible employee will be counted towards the supplement until/unless that additional work is permanently assigned to the eligible employee. Then it ceases to be additional work and now is part of the eligible employee's regular route.
9. There will be an Additional Work Form (AWF) that the eligible employee will complete each day they are assigned and complete the additional work. The eligible employee will have 24 hours to complete and turn in the AWF to the area manager or designee. If the AWF is not turned in timely, that day's additional work will not count towards the supplement, no exceptions will be made.
10. Area Managers will be responsible for reviewing, confirming, and approving the additional work eligible employees report on their AWF.

Earning Points:

The eligible employee's supplement will be determined by a point accumulation system. Eligible employees will have the opportunity to receive points during both their morning and afternoon shifts when additional work is available and assigned. Area Managers will use the eligible employees AWF to award points for confirmed additional work performed.

AM Shift: 1 point possible for completing any additional work assigned

PM Shift: 1 point possible for completing any additional work assigned

The 1 point possible per shift is earned by covering any piece of assigned additional work as outlined above. Shuttles and ESD additional work can also receive 1 point per completed assigned work. Field trips are not part of this program.

Supplement Amount:

Eligible bus drivers who are assigned, complete, turn in the AWF timely, and are credited with performing additional work that totals 50 points or more in a quarter shall receive a \$500 supplement for that quarter. Eligible bus drivers who do not get to the 50-point threshold, but who are assigned, complete, turn in the AWF timely and are credited with performing additional work that totals at least 25 points in a quarter shall receive a \$250 supplement for that quarter. Each eligible bus driver can only receive one supplement per quarter.

Eligible transportation assistants who are assigned, complete, turn in the AWF timely, and are credited with performing the additional work that totals at least 50 points or more in a quarter shall receive a \$200 supplement for that quarter. Eligible transportation assistants who do not get to the 50-point threshold, but who are assigned, complete, turn in the AWF timely and are credited with performing additional work that totals at least 25 points in a quarter shall receive a \$100 supplement. Each eligible transportation assistant can only receive one supplement per quarter.

Transportation employees electing to not participate in the program:

Transportation employees who decide not to participate in the AWSP will still be required to perform additional work if he/she is deemed to be the best alternative for the necessary work.

In anticipation of ratification, the Board and Union agree to begin implementation of this MOU immediately upon the signing of both parties.

For the Board

Date

For the Union

Date