

AGREEMENT

BY AND BETWEEN

THE CENTRAL REGIONAL BOARD OF EDUCATION

AND

THE CENTRAL REGIONAL BUS DRIVERS ASSOCIATION, INC.

JULY 1, 2019 - JUNE 30, 2020

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PREAMBLE

This Agreement is entered into this first day of July 2019 by and between the Board of Education of the Central Regional School District of Ocean County, New Jersey, hereinafter called the "Board" and the Central Regional Bus Drivers Association, Inc., hereinafter called the "Association".

ARTICLE I
RECOGNITION

A. Unit

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning terms and conditions of employment for all Bus Drivers; but excluding Transportation Coordinator, all confidential personnel, substitute drivers, and contractor's drivers.

B. Definition of Employee

Unless otherwise indicated, the term "employee" or "driver", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined, and references to male employees shall include female employees.

ARTICLE II
NEGOTIATION OF SUCCESSOR AGREEMENT

A. In accordance with the Employer-Employee Relations Act of 1968 as amended and the rules and regulations of the Public Employment Relations Commission, the parties agree to commence negotiations in a good faith effort to reach agreement. Negotiations concerning a successor agreement however, shall commence not later than October 1 of the year preceding the year in which the Agreement expires.

B. During negotiation, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counter proposals. Each party shall promptly make available to the other, upon reasonable request, information within its possession which is not privileged under the law and which is relevant to the subject under discussion. Either party, may, if so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

C. Modification

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

All matters having an effect or impact on working conditions existing prior to the existing date of this Agreement shall remain in effect. Past practices shall be arbitrable if they continue to occur after July 1, 1975. Modification of existing rules or new rules governing working conditions shall be negotiated with the majority representative before they are established.

ARTICLE III
GRIEVANCE PROCEDURE

A. Definition

1. Grievance - A "grievance shall mean a complaint by employee(s) or representative(s) of employees that there has been a violation of this Agreement.

2. Aggrieved Person - An "aggrieved person" is the person or persons or the Association making the claim.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the grievances which may from time to time arise. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Time Limits - The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

2. A grievance to be considered under this procedure must be initiated within thirty (30) calendar days of its occurrence or knowledge thereof.

3. Failure of the aggrieved to process a grievance in accordance with the time lines as contained herein shall constitute an abandonment of the grievance and render it null and void.

4. Notwithstanding the pendency of any grievance, all personnel covered by this Agreement shall continue to perform all duties and assignments.

5. Level One – Transportation Coordinator

When a grievance occurs, personnel covered by this Agreement shall file a written notice of said grievance with the Transportation Coordinator either directly or through the Association's designated representative. The objective is to resolve the matter informally.

The Transportation Coordinator, within ten (10) school days of receipt of said written grievance, shall consider said grievance and shall issue a written opinion.

6. Level Two - Superintendent of Schools

a. If the aggrieved person(s) is not satisfied with the opinion issued by the Transportation Coordinator, or no decision has been rendered by the Transportation Coordinator within ten (10) school days after presentation, the aggrieved person or the Association representative shall refer the matter to the Superintendent of Schools within ten (10) school days of receiving the opinion of the Transportation Coordinator.

b. Within ten (10) school days after receiving the written grievance, the Association shall refer the matter to the Superintendent of Schools. Within ten (10) school days after receipt of the position of the

Association, the Superintendent of Schools shall schedule and hold a hearing for the purpose of allowing the Association to submit appropriate evidence.

c. Within ten (10) school days after the conclusion of the hearing, the Superintendent of Schools shall issue a decision, in writing, setting forth his findings of fact, reasoning and conclusions on the issues submitted.

7. Level Three - Board of Education

If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent of Schools, he may within ten (10) school days after a decision by the Superintendent of Schools or twenty (20) days after the grievance was delivered to the Superintendent of Schools, whichever is sooner, request in writing that the Association submit his grievance to the Board of Education. Within ten (10) days after receiving the written request of the aggrieved party, the Association shall request, in writing, a hearing with the Board of Education. The Board of Education or a committee thereof, shall review the grievance and shall hold a hearing on the grievance and render a decision (in writing) within twenty (20) school days of receipt of the grievance.

8. Level Four - Arbitration

a. If the aggrieved person is not satisfied with the disposition of his grievance at Level Three or if no decision has been rendered within twenty (20) school days after the grievance was delivered to the Board of Education, he may, within five (5) school days after a decision by the Board of Education or twenty (20) school days after the grievance was delivered to the Board of Education, whichever is sooner, request in writing that the Association submit its grievance to arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) school days after receipt of a request by the aggrieved person.

b. Within ten (10) school days after such written notice of submission to arbitration, a request for a list of arbitrators may be made to the American Arbitration Association or P.E.R.C. by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association or P.E.R.C. in the selection of an arbitrator.

c. The arbitrator so selected shall confer with representatives of the Board of Education and the Association and hold hearings promptly and shall issue his decision not later than thirty (30) days from the date of the close of the hearings, or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted.

The arbitrator shall have no authority to add to, detract from, alter, amend or modify any provision of this Agreement or impose on any party hereto a limitation or obligation not explicitly provided for in this Agreement. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violable of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding of the parties.

d. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

D. Rights of Employee to Representation

1. Employee and Association - Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by representatives selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

E. Advanced Step Filing

1. If the lack of subordinate jurisdiction removes authorization for properly considering a specific grievance, the grievance may be filed at the next level having jurisdiction. It is understood and agreed that the Association shall be the sole party in interest to present an advanced step filing.

2. Meetings and Hearings - All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.

ARTICLE IV
EMPLOYEE RIGHTS AND PRIVILEGES

A. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey School laws or other State or Federal laws.

B. No employee shall be disciplined, reprimanded, reduced in compensation without just cause. Any such action asserted by the Board, or any agent or appointed representative thereof, shall be subject to the grievance procedure herein set forth.

C. Whenever any employee is required to appear before the Board of Education concerning any matter which could adversely affect the continuation of that employee in his position, employment or salary of any increments pertaining thereto, then he shall be given five (5) school days prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview. If an employee is required to appear before the Superintendent for any reason concerning a member's employment, the member shall have twenty-four (24) hour notice, and shall be entitled to have a representative present to advise them and represent them. In the event, the Superintendent is investigating a situation which involves a student(s), no notice must be given.

D. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

E. Personnel Files – All material which an administrator or supervisor intends to have placed in a staff member's personnel file of a negative nature shall be handled in the following manner:

- The correspondence shall indicate in the lower corner – Copy Personnel File
- The staff member shall be provided a second copy of the memorandum. This copy must be signed and returned to the writer at the time the correspondence is reviewed.
- The following statement will be included on the copy for the file:

Receipt Acknowledged:
Name and Date:

1. The Agreement with the Association requires that the file copy be signed. The affixing of the signature in no way indicates agreement with the contents of the correspondence. The staff member has the right to submit a written answer to the material. The answer shall be reviewed by the Superintendent or his designee and attached to the file copy.

2. Any materials from a covered employee's personnel file to be used in a disciplinary action, formal reprimand, loss of increment or dismissal must have been placed in the file in accordance with the provisions of this Article. Such supportive data will consist of materials placed in the file recording and subsequent contacts between the covered employee and the administration.

3. The Board shall not establish any separate personnel file that is not available for the employee's inspection.

4. This agreement is not intended to reduce the rights of the employer to discipline members of the bargaining unit in accordance with the current and existing collective bargaining agreement, state law and locally bargained policies or practices.

5. The employee shall, if requested by the district complete additional safe driving instruction as warranted by CDL regulations.

6. Security Cameras – It is understood by the Association that cameras are installed in the buses and bus yard as deemed necessary by the Board of Education for student and driver safety. No visual evidence obtained by the use of these cameras, or footage taken by student or public camera, is intended for staff evaluative purposes with the exception of liability, discipline, or criminal matter. In that case the staff members has the right to view such material prior to discussion with the administration. Drivers are not to handle the camera system and their only responsibility for the system is to report damage to it. Drivers who tamper with the system will be subject to disciplinary action.

ARTICLE V ASSOCIATION RIGHTS AND PRIVILEGES

A. The Board agrees to make available to the Association, in response to reasonable requests, from time to time, all available non-confidential information affecting negotiations and grievances of the Association.

B. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss of pay.

C. Representatives of the Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times, with approval of the appropriate Association President, Association and Superintendent of Schools, provided that this shall not interfere with or interrupt normal school operations.

D. The Association and its representatives may request, in writing, to use specified areas subject to administrative approval in writing, which approval shall not be unreasonably withheld.

E. The Association shall have the right to use a duplicating machine at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the actual cost of all materials, supplies, and damages incident to such use.

F. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees, and to no other organization(s) representing any portion of the unit or potential member of the unit.

G. The Board shall permit a designated regular member of the Association to visit buses to investigate working conditions, employee complaints or problems, or for any other reasons relating to terms and conditions of this Agreement which shall not interrupt the work schedule. Where one representative visits buses for such purposes no advance notice need be given. In cases where two representatives visit buses for any of the aforementioned purposes, the Coordinator shall be notified at least one (1) school day in advance of the visit. Such advance notification may be waived with the express consent of the Coordinator. In the event of emergency circumstances or a prearranged special event, more than two (2) representatives shall be permitted to visit the buses.

ARTICLE VI WORK YEAR

The work year for personnel covered herewith shall be each day school is in session for students. Bus drivers may be required to work two (2) additional days for outside school routes and one (1) day for route selection and orientation. Days outside of the 183 day Central Regional Calendar will be compensated at the individual hourly rate.

ARTICLE VII DAILY WORK DAY AND WORK LOAD

- A. Original destination shall be where buses have been parked by practice, subject to Board approval.
- B. The work day for personnel covered herewith shall not exceed twelve (12) hours, however, the Board reserves the right to assign personnel to any twelve (12) hour period as it deems appropriate provided such assignment of individual personnel is in accordance with the seniority provisions of this Agreement. All time spent between shall be considered break time and driver shall not be required to remain on school property, except for first echelon maintenance.
- C. Bus drivers will be required to attend twelve (12) hours per school year of in-service programs to be conducted within the twelve (12) hour work day.
- D. Bus drivers will be required to complete a Defensive Driving Course (D.D.C.) within two (2) years of date of employment.
- E. Bus drivers shall be required to take refresher course in Defensive Driving at least every three years or as may be required by state laws. . The cost of which shall be paid by the Board of Education, after completion of the Defensive Driving Course (D.D.C) in "D" above.

During the years when defensive driving is not offered, the Board shall provide CPR training at the Board's expense. Certifications in each will be provided.

F. Drivers who use spare busses shall be responsible that the bus is clean (Swept and garbage Containers emptied), seat belts positioned over the rear of the seats, and the fuel tank is full when the bus is returned at the end of the day.

ARTICLE VIII
ADDITIONAL TIME

A. Definitions

1. Additional Time – Additional time defined as any time spent at regular duties or other assigned duties, consistent with this Agreement, either before/after regular work day or any day other than provided in the regular work year.

2. Bus Stop – A bus stop shall be a site where students are picked up and dropped off on a designated route. Bus stops may be added/deleted (by the Transportation Coordinator) to/from a route so that buses are used in a most efficient manner.

3. Run – A run shall be that which transports students to/from school to assigned bus stops or locations.

4. Athletic/Activity Run – An athletic/activity run shall be that which transports students to/from school to various or multiple event locations.

5. Trip – A trip shall originate at a school and transport students and/or faculty to and/or from an activity.

6. On Campus Transportation – On campus transportation shall be where buses will transport students between schools located on the school campus (high school, middle school Kraig House).

B. All additional time spent must be voluntary and mutually agreed to by the employee and immediate superior.

C. Extra Work Rate: \$21.00 per hour (extra runs, trips, summer work)

D. Charter Bus Rate: \$21.00 per hour and \$8.00 per hour resting time

E. Drivers will be reimbursed for reasonable expenses for meals and lodgings on trips that require the driver to remain overnight in accordance with State regulations and OMB regulations for travel. To be reimbursed, a driver must submit to the Board Office an appropriate voucher supported by paid receipts within ten (10) days following the date that expenses were incurred. Drivers shall be reimbursed for meals (as per Board Policy) for trips in excess of five (5) hours duration.

1. Overnight Trip – Drivers will be reimbursed for reasonable expenses for meals and lodging on trips that require the driver remain overnight. Subsistence will be paid for breakfast, lunch, dinner and snack. A copy of the Trip Report with the Meal Voucher (approved by the teacher, coach or administrator) will be submitted to the Transportation Coordinator for final approval.

2. Day Time Trips – When day trips occur, the Trip Report will support the time away from home. When the trip hours exceed five hours, subsistence will be paid as follows: more than five hours one (1) meal; more than eight hours two (2) meals and over twelve hours three (3) meals. A copy of the Trip Report with the Meal Voucher (approved by the teacher, coach or administrator) will be submitted to the Transportation Coordinator for final approval.

3. To be reimbursed, the Transportation Coordinator must submit to the Board Office as required paperwork. All vouchers will be supported by paid receipts and due in by the pay period following when the

expenses occurred. Drivers shall be reimbursed for meals, lodging and travel as agreed herein for all approved trips within fourteen (14) days after the most recent Board Meeting. Food must be purchased before or during trip hours, not after.

- Breakfast: \$7.00
- Lunch: \$10.00
- Dinner: \$15.00

F. Extra work shall be given out on a seniority rotating basis. Extra work may be split if a senior driver can only drive one way. If a driver has extra work, that driver must be skipped if the chart rotates past the driver again, until every driver that can do extra work, and selects to do so, has one.

G. Bus drivers who are unable to do scheduled hours because of work related court appearance shall be compensated at the hourly rate.

H. Voluntary Trip Schedule

A driver who volunteers for extra work or trips and for any reason, other than serious personal illness of the driver, returns the trip to the Transportation Coordinator with less than five (5) working days notice of the scheduled trip, shall not be considered for future trips for a period of fourteen (14) calendar days (including weekend and holiday periods). This provision shall not apply in instances when the driver has not received approval of the volunteer assignment five (5) calendar days prior to the date of the assignment.

I. A driver who volunteers for extra work or for any reason other than serious personal illness of the driver and turns it back with less than seventy-two hours notice of the run or forgets/does not report at the pickup/drop off location of the run shall be removed from all voluntary run assignments for a period of seven (7) calendar days.

J. Any driver not on a rotation/run list may request to be added to said list within five (5) days. Drivers that turn down work more than three (3) times may be removed from the list at the discretion of the Transportation Coordinator.

K. Trips, extra work and other driving assignment compensation shall be paid a minimum of one (1) hour and will be paid in fifteen (15) minute increments thereafter.

L. Drivers shall be paid a minimum of two (2) hours for any trip canceled with less than two (2) hours notice, subject to acts of God.

M. Any downtime due to equipment failure over a driver's regular hourly day will be compensated at the extra work rate. In the event of unforeseen circumstances (i.e. parent pick up, major roadways closed due to accident, or an act of God), driver shall call the transportation office for approval. The driver will be compensated at the extra work rate.

N. Drivers who work over forty (40) hours in any one week, will be paid for hours in excess of the forty (40) hours at the rate of one and one-half (1 ½) times the hourly rate. The aggregate forty (40) hours will not include sick or personal days.

O. Holidays will be considered overtime and will be compensated at the rate of one and one-half (1 ½) times the hourly rate. The approved holidays are: Thanksgiving, Christmas, New Years, Memorial Day, 4th of July, Labor Day.

P. In the event that a bus aide is absent, an available contracted driver, chosen by seniority, may fill in at the aid hourly rate.

ARTICLE IX
EMPLOYMENT PROCEDURES

A. No Reduction

The Board agrees, based upon run packages developed, to maintain personnel employed on a full-time basis as of May 1, 1983, and are covered herewith in their positions for the term of this Agreement. No such protection, however, shall extend to personnel employed as a result of attrition or dismissal.

Except in the absence of a qualified volunteer from those covered herewith or in a case of emergency, no other persons aside from those in the negotiating unit should be utilized to transport students for scheduled runs or trips, except as provided by Chapter 51 of the Laws of 1981 approved on February 25, 1981 as follows:

"AN ACT concerning the transportation of school children and supplementing Chapter 39 of Title 18A of the New Jersey Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

1. Notwithstanding any statute or regulation to the contrary, any board of education, governing body of a non-public school or State agency may authorize qualified school personnel, State employees or parents, to transport school children to and from related school activities in a private vehicle with a capacity of eight or less. Any person authorized by a board, body or agency to provide such transportation services shall not be required to be licensed or regulated as a school bus driver. Such transportation shall be exempt from all registration, equipment inspection and maintenance requirements imposed on the transportation of pupils by school bus.

2. This act shall take effect "immediately."

B. New Employee

All drivers shall be fully qualified in accordance with State and Federal laws (on the date of employment) to operate a school bus or other school vehicle designed to transport students.

C. Placement on Salary Schedule - Adjustment to Salary Schedule

Each employee shall be placed on his proper step of the new salary schedule. Any employee employed prior to February 1st of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year. (July 1 to June 30)

D. Employee Termination

A terminated employee shall receive two (2) weeks written notice of termination. A copy of such a notice shall be filed in the Board of Education office.

E. Resignation

An employee who is resigning from his position shall provide thirty (30) days written notice to the coordinator with a copy to the Board of Education.

F. Notification of Contract and Salary

Employees shall be notified of their contract and salary status for ensuing year not later than May 16th .

G. Assigned Duties

At no time shall the Board or any Agent thereof, assign or direct any employee covered by this contract, to any other duties outside of the duties appropriate to their position and consistent with their general job description. However, first echelon maintenance shall be deemed appropriate to their position.

H. Recall of Terminated Employees

Those drivers who are caused to be laid off as a result of this contract shall have the right to recall for such a time as to give all the opportunity for employment. Any said driver refusing an offer of employment shall have waived any rights herein.

I. Increment

The Board of Education may withhold increments or any part thereof from employees as a part of progress discipline subject to the grievance procedure.

ARTICLE X
SENIORITY AND JOB SECURITY

A. School district seniority is defined as service by appointed employees in the school district. An appointed employee shall lose accumulated school district seniority only if he:

1. Resigns or is discharged for cause, irrespective of whether he is subsequently rehired by the school district.

2. Any anticipated or planned reduction in force shall not be implemented or take effect without sixty (60) days prior notice to the Association. Any layoffs shall be in accordance with seniority. Laid off regular drivers will have seniority as substitutes.

B. In the event that within three (3) years from the date of his lay off, a vacancy occurs in the classification of his last appointment, a laid off employee shall be entitled to recall thereto in the order of his seniority.

1. It is the responsibility of the driver to notify the Board of Education of any change in his/her address.

C. Notice of recall to work shall be addressed to the employee's last address appearing on the records of the school district, by certified mail, return receipt requested. Within fifteen (15) days from receipt of such notice of recall, the employee shall notify the Transportation Coordinator, in writing, whether or not he desires to return to the work involved in the recall. If he fails to reply or if he indicates that he does not desire to return to such work, he shall forfeit all of his seniority and all rights to recall. If he indicates that he desires to return to the work involved in the recall notice, then he shall report for such work within five (5)

days from the date he received the recall notice or within such period of time as is set forth in a written extension of time signed by the Transportation Coordinator of the department or his designee. In the event he shall fail to report to work he shall forfeit all of his seniority and all rights to recall.

D. Seniority shall not be accumulated during the period of layoff. An employee, if RIF'd by the district and is recalled within the year, shall be entitled to their unused sick leave and seniority which was accumulated at time of RIF.

E. Thirty (30) days notice of lay off shall be given to appointed employees involved, except where the appointed employee with least seniority is displaced under Article X, Section C hereof.

F. All notices of examinations for job opportunities for bus drivers shall be posted in all departmental work locations on the official bulletin board at least thirty (30) days before the closing date for applications. A copy of each such examination notice shall be sent to the Association.

G. Employee Security - After completion of five (5) months of consecutive employment, no employee shall be dismissed or be subject to a reduction in salary except for inefficiency, incapacity, conduct unbecoming an employee or other just cause. This section is not to be construed as tenure.

H. All packages in the unit shall be selected by drivers in accordance with their seniority

I. Drivers will select packages and positions according to seniority before each school year. Packages shall be posted before the school year begins and selection of packages shall be made at a meeting of ALL DRIVERS before the opening of school in August.

J. Trips and unassigned athletic runs shall be handled on a rotating basis beginning with the most senior employee. Drivers may or may not accept said trips or unassigned athletic runs.

1. Trip Posting and Notification – All trips and extra runs shall be posted. The posting shall be on a two (2) part form and shall contain the date of posting, city and state. The address and directions will be available upon request. A copy of each posting shall be provided to the Association President.

K. On or before September 1st the Board will make available to the Association a list and description of all packages and bus assignments.

1. The Transportation Coordinator is able to assign buses to routes.

2. The Board of Education shall make good faith effort to create as many five (5) hours or more packages from which drivers shall pick.

L. A proper seniority list shall be established by the Association and submitted to the Superintendent of Schools for approval. Subject to the approval of the Association and the Board, the official seniority list shall be maintained by the Superintendent of Schools and shall be modified only as may be agreed by the parties.

M. As new employees are hired, they shall be placed on said list.

N. The President of the Association shall have the greatest seniority during his/her term in office, but shall

return to his proper position on the seniority list in accordance with years of consecutive employment in the school district.

O. The Transportation Coordinator, in emergency situations given twenty-four (24) hours or less notice, may assign extra work without respect to seniority.

P. The Board will provide each contract driver covered under this agreement a clothing allowance of \$100.00 during the term of this agreement. In addition, the Board will provide drivers with four (4) shirts to be worn while driving the bus and drivers must adhere to the district's dress code.

ARTICLE XI SALARIES

A. Salary Guide

The salary of each employee covered by this Agreement is set forth in the salary guides which are attached hereto and made a part hereof.

B. Method of Payment

1. Each employee on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments except the last installment of the annual contract will be paid on the last working day in June. Beginning July 1, 2012 the standard payment method for all members shall be via direct deposit. Employees may have the option to be paid in twenty-four (24) semi-monthly installments. Employee must sign a form agreeing to have the money placed in an escrow account. Interest earned will be surrendered to the Board of Education.

2. Exceptions- When a pay day falls on or during a school holiday, vacation or weekend, employees shall receive their pay checks on the last previous working day.

3. Longevity shall be fully implemented as of the date of this Agreement and shall accrue only for full contract years of employment.

(Longevity pay shall be frozen at the 1982-83 school year level for the duration of this Agreement. Individuals employed subsequent to August 31, 1983 will not accrue longevity.

Effective July 1, 2019 and for the duration of this Agreement, members on the top step of the salary guide shall receive an additional compensation of five hundred dollars (\$500). The additional compensation will be equally divided amongst their paychecks and will count towards base salary.

4. Military Pay: All existing unit members as of the ratification of this agreement shall be compensated for military service at a \$1,000.00 per year stipend starting July 1, 2014. New employees hired subsequent to July 1, 2014 are excluded from this clause.

ARTICLE XII
SALARY GUIDE

STEP	2019/2020
1	\$20.80
2	21.02
3-4	21.27
5	21.67
6	22.02
7	22.37
8	22.67
9	22.92
10	23.32
11	23.92
12	24.95
13	26.55
14	28.75
15	30.95
16	33.15

ARTICLE XII
EMPLOYEE EQUIPMENT

1. Broom
2. De-icer
3. Squeegee and sponge combination
4. Window cleaner
5. Scrub brush
6. Sponge
7. Soap
8. Waste basket
9. Driver's Manual - Furnished by the Transportation Coordinator's office, to which each and every driver shall refer, review and familiarize themselves each year and sign that they have read the procedures of the Transportation Department.
10. Personal expenses incurred by the driver in the course of a trip (that are reimbursable) shall be reimbursed to the driver upon submission of receipts and voucher. Transportation related expenses (such as parkway tokens, turnpike, expressway or bridge tolls, etc.) shall be provided to the driver in advance of the scheduled trip that require such expenses.

ARTICLE XIV
SICK LEAVE

- A. 1. Bus drivers shall be allowed a maximum of ten (10) days each year for leave because of personal illness. The unused days of sick leave each year shall be cumulative.
2. Sick leave shall be defined in accordance with applicable sections of N.J.S.A. Title 18A.
3. Sick leave shall be taken only in one-half or full day increments.

B. Notification of Accumulation

Employees shall be given a written accounting of accumulated sick leave once each year no later than September 30th of each school year.

C. Sick Leave/Retirement

Employees covered under this contract shall be eligible for retirement credit for unused sick days, contingent upon the following conditions:

1. Said employee must have at least ten (10) consecutive years of service with the district.
2. Said employee must give written notice to the Superintendent of Schools of his request for retirement, setting forth the requested date of retirement and his claim for credit for unused sick days. Said written notice must be received no later than October 31st preceding the June retiring date.
3. The effective date for written notice may be waived, in case of an emergency, with approval of the Superintendent of Schools and at the sole discretion of the Board of Education.
4. Employees hired shall be compensated at 50% of their per diem rate for all sick days not to exceed 125 days with a maximum payout of \$15,000.

ARTICLE XV
TEMPORARY LEAVES OF ABSENCES

A. Types of Leave

As of the beginning of the school year, employees shall be entitled to the following temporary non-accumulative leaves of absences with full pay each school day.

1. Personal Business

a. Three (3) days shall be allowed each year for personal business that cannot be conducted outside of school hours. Personal days shall be approved in advance by the Superintendent. Personal business shall include observance of religious holidays, court subpoena, marriage in the immediate family, personal business that can only be conducted during school hours or emergencies not included in the above.

b. No more than three (3) drivers will be permitted personal day leave on any given day. Priority will be based on date of submission of request and approval.

c. Any unused personal days will be converted on a one for one ratio to sick leave days and added to the driver's accumulated sick leave at the beginning of the next contract year.

d. No personal days will be permitted on the day immediately preceding and the day immediately following school calendar holidays. Extreme cases may be considered by the Superintendent of Schools if the request is specific and/or emergency in nature.

e. Personal leave days shall be taken only in one half or full day increments.

2. Death in the Immediate Family

a. Employees shall be allowed up to five (5) days, without loss of pay, in the event of death in the immediate family. The immediate family shall include father, mother, spouse, child, brother, sister, father-in-law, mother-in-law, grandparent, grandchild, step child, domestic partner or a relative living as a member of the immediate household.

b. Up to two (2) days without loss of pay shall be allowed to all full time staff in the event of the death of a spouses' grandparent, brother-in-law, sister-in-law, niece, nephew, uncle, aunt or significant person at the discretion of the Superintendent.

3. Military - Time necessary for persons called into temporary active duty of any unit of the U.S. Reserves or the States National Guard, so long as call up is not punitive in nature. An employee shall be paid the difference between his regular pay and any pay which he receives from the State or Federal Government.

4. Other leaves of absence with pay may be granted by the Board.

5. Time necessary for appearance in any legal proceeding connected with the employee's employment or with the school system.

6. Drivers shall notify the Transportation Coordinator no later than 72 hours (3 working days) prior to the requested leave. Drivers who fail to notify the Transportation Coordinator 72 hours prior to the requested leave shall be charged for a full day.

7. Employees maintaining perfect attendance from September 1st to January 31st shall receive a stipend of \$250.00 on February 15th. Employees maintaining perfect attendance from February 1st to June 30th shall receive a stipend of \$250.00 on July 1st. Absences based upon jury duty, personal days, or bereavement days will not count against a perfect attendance stipend. Leave without pay will disqualify an employee for being eligible for a stipend.

ARTICLE XVI
EXTENDED LEAVES OF ABSENCE

A. Association

The Board agrees that up to one (1) employee designated by the Association shall, upon request, be granted a leave of absence without pay for up to two (2) years for the purpose of engaging in activities of the Association or its affiliates.

B. Military

Military leave without pay shall be granted to any employee who is inducted or enlists in any branch of the armed forces of the United States for the period of said service and three (3) months thereafter, or three (3) months after recovery of any wound or sickness at time of discharge, provided:

1. The individual applies before the expiration of his leave of absence.
2. Receives an honorable discharge.

A similar leave shall be granted to the spouse of any employee who is so inducted or who enlists to join him for the period of special training in preparation for duty overseas in combat zones.

C. Maternity

The Board shall grant maternity leave without pay to any employee upon request subject to the following stipulations and limitations.

1. Maternity leave shall commence on the date requested by the employee. The employee shall give four (4) months notice prior to commencement of said leave.

2. Any employee granted maternity leave without pay according to the provision of this section may at her discretion select to substitute all or any part of her accumulated sick leave in lieu therefore and receive full-time pay and benefits for the same.

3. Any employee granted maternity leave shall at her request be restored to the similar position vacated at the commencement of said leave.

4. No employee shall be prevented from returning to work after childbirth solely on the ground that there has not been a time lapse between childbirth and the desired date of return.

5. The Board shall not remove any employee from her duties during pregnancy unless the employee cannot produce a certificate from her physician that she is medically and physically able to continue.

6. The Board shall not discriminate against any person in violation of N.J.S.A. 10, 5-1 et seq., the law against discrimination nor in violation of the constitution of the State of New Jersey and of the United States.

D. Extended Leaves of Absence - Adoption

Any employee adopting an infant child shall receive similar leave which shall commence upon her receiving de facto custody of said child, or earlier if necessary to fulfill the requirements for the adoption. No

employee on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute as a driver in the Central Regional School District.

E. Extensions and Renewals

All extensions or renewals of leaves shall be applied for and granted or rejected in writing. A bus driver on leave shall report to the Transportation Coordinator on or before April 15 of the year, his/her intentions with respect to resuming regular work at the start of the following school year. Failure to comply with this stipulation may be construed as a resignation.

During a leave, the bus driver will not be eligible for credit on the salary guide, or for pension and annuity, or any other benefits provided in this Agreement.

ARTICLE XVII
PROTECTION OF EMPLOYEES

A. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.

B. An employee may use reasonable force as is necessary to protect himself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within control of a pupil -- in absence of a certified person.

C. 1. Civil Action

Whenever any civil action shall be brought against a bus driver for any act or omission arising out of and in the course of the performance of the duties of their employment as a bus driver, the Board shall defray all cost of defending such action.

2. Criminal Action

Whenever any criminal action is instituted against a bus driver for any act or omission arising out of and in the course of the performance of the duties of their employment as a bus driver and shall such proceedings be dismissed or result in a final disposition in favor of the bus driver, the Board of Education shall reimburse the bus driver for the cost of the defense.

a. It shall be the responsibility of the bus driver to report in writing any civil or criminal action against him/her to his/her immediate superior, or in the event of his/her absence, to the Superintendent of Schools within twenty-four (24) hours of notice or receipt that such has been instituted.

b. Within a reasonable time after notice or receipt of civil or criminal action against him/her, a bus driver shall report to the Board through the office of the Superintendent of Schools, his/her selection of counsel, without disclosure of confidential information.

c. Failure to comply with this Article may result in the loss of the cost reimbursement as provided in Paragraphs 1 and 2 of this Article.

d. For civil and criminal action - any and all fines resulting from improper operation of the school vehicle, any type of moving violation or any other type of motor vehicle offense, with exception of equipment deficiencies, will be paid by the driver.

D. 1. Employees shall immediately report cases of assault suffered by them in connection with their employment to the Transportation Coordinator and Secretary of the Board of Education.

2. Such notification shall be immediately forwarded to the Superintendent who shall comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the employee, the police, and the courts.

ARTICLE XVIII
HOSPITAL AND MEDICAL COVERAGE

A. The District shall provide to the members represented by the Association a full hospital and surgical plan coverage as provided. **Costs for such program shall be shared between the members and Board in accordance with applicable state law, including the Pension and Health Benefits reform law of 2011 (P.L. 2011, c. 78) and the "1.5 & Law" of 2010 (P.L. 2010, c 2).**

Note: Drivers employed by the district shall be grandfathered into the district's insurance.

1. **Medical and Prescription Coverage** shall be at full family coverage including dependent children until age **26**. Optical payment and dental with orthodontics rider **shall be at full family coverage including dependent children until age 23**.
 - a. The base medical plan offered to the members shall be the Direct 15/25 PPO Plan. Members shall have the option to choose any other plans available. Members choosing more expensive Plans than the Direct 15/25 PPO Plan shall bear 100% of the cost difference.
 - b. Members choosing to enroll in the Direct 20/30 PPO Plan shall receive a Board contribution of \$150.00 per year to be deposited into a Flexible Spending Account (FSA).
2. The prescription plan shall be as follows: The co-pay will be \$10.00 generic and \$20.00 brand name. The mail order co-pay shall be \$10.00 generic / \$20.00 brand name. Prescription co-pay cannot be submitted to Major Medical for reimbursement. RX Plan shall have mandatory mail order for specialty and maintenance options as well as Step-Therapy option.
3. Each member shall be entitled with his or her spouse and dependent children to a physical examination as provided annually by the School Employees' Health Benefits Program.
4. Any Staff member who opts out of any Medical Plan, Prescription Plan, Dental Plan and/or Optical Plan provided by the Board of Education for any full calendar year shall receive a cash payment as listed below. Members shall notify the Business Administrator at least thirty (30) days in advance. The member will be compensated in two equal payments disbursed on June 30 and December 31 and will be able to re-enroll annually.

Medical Plan Opt-Out Payments: 25% of savings or \$5,000, whichever is less as per State Law.

Prescription Plans: Single Plan (\$843.84) Husband/Wife Plan (\$1977.60) Spouse/Child (\$1126.02) Family Plan (\$1997.10)

Dental Plans: Single Plan (\$223.92) Husband/Wife Plan (\$591.12) Spouse/Child Plan (\$581.12) Family Plan (\$62.28)

Optical Plans: Single Plan (\$24.90) Husband/Wife Plan (\$37.38) Spouse/Child Plan (\$43.62) Family Plan (\$62.28)

5. The Board will set up at least two (2) meetings per school year with School Employees' Health Benefits Program or Medical Plan representatives to explain the School Employees' Health Benefits Program, Dental Plan, BeneVision and BeneRx Plans.
6. All drivers hired shall receive single coverage for the first year of employee. After one (1) year and one (1) day after which the employee is eligible for family coverage.
 - B. Nothing contained herein shall be construed to deny or restrict the Board in making sole determination of the carrier(s) provided it can demonstrate to the Association that any change in carrier(s) results in no reduction in benefits and services.
 - C. Bus Drivers Association shall participate in the district's Health Care Committee.

ARTICLE XIX DEDUCTION FROM SALARY

A. Association Payroll Dues Deduction

1. The Board agrees to deduct, from the salaries of its employees, dues for the Central Regional Bus Drivers Association, Inc., the New Jersey Education Association or the National Education Association, or any one or any combination of such Associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 New Jersey Public Laws of 1969 (N.J.S.A. 52:14-15.9e) and as an Agency Shop fee pursuant to Chapter 477, P.H. 1979, at the rate of 85% of the professional dues. Said monies together with current records of any corrections shall be transmitted to the New Jersey Education Association at the end of the month. The NJEA will notify the Association Treasurer of all transactions.

2. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

B. The Association will indemnify, defend and save harmless, the Board against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Board in reliance upon salary deduction authorization cards submitted by the Association to the Board when the

Board submits tangible evidence that the monies were in fact submitted to and accepted by the Association as its authorized representative.

ARTICLE XX
MANAGEMENT RIGHTS

A. The right of the Board of Education in all respects to manage its business, operations and affairs; to establish wages, hours and other terms and conditions of employment; and to change, combine, establish or discontinue jobs or operations, shall be unimpaired except insofar as specifically limited by this Agreement, and then only insofar as such limitations are legal. The Board of Education's not exercising any right hereby reserved to it, or its exercising any right in a particular way, shall not be deemed a waiver of any such right or preclude the Board of Education from exercising the same in some other way not in conflict with the expressed terms of this Agreement.

B. Management shall have the right to assign both activity and athletic runs in reverse order of seniority provided that all drivers in order of seniority have voluntarily refused the additional said assignments.

ARTICLE XXI
MISCELLANEOUS PROVISIONS

A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

B. Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If any individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

C. Notice

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or registered letter.

D. For the duration of this Agreement the Association recognizes that it should not call, sanction, or engage in any strike, slow down or stoppage of work; and the Board agrees that it shall not cause or engage in any lockout.

ARTICLE XXII
DURATION OF AGREEMENT

A. Duration Period - This Agreement shall be effective as of July 1, 2019 and shall continue in effect until June 30, 2020 subject to the Association's right to negotiate over successor Agreement as provided in Article II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

B. Printing of Agreement - Copies of this Agreement shall be printed and the expense shall be equally shared by the Board and the Association as soon as possible after the Agreement is signed.

C. Status of Incorporation - In witness whereof the parties hereto have caused this Agreement to be signed by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

C.R.H.S. BOARD OF EDUCATION



By: President

Date:


By: Board Secretary

Date:

C.R.H.S. BUS DRIVERS ASSOCIATION


By: President

Date:


By: Secretary

Date:

SENIORITY LIST

Sandra Bycroft, President

Michelle Hawkins

Carolyn Jensen

William Cooley

Colleen Yost

Cynthia Lynch

Patricia Hoopengardner

Carrie Stine

Harold Gallaway

Denise Alvino

Anthony Delprioro

Heidi Dirnbauer

Christine Caladie

Joseph Nich

Domenic Mascola

Joseph Smith

Wayne Lee

Frank Barillas

Juan Mejias

Matthew Gurczynski

Michael Venezio

Anthony Pulizzano

Richard Greene

Elisabeth Rojas