

MORRIS HILLS REGIONAL DISTRICT

BOARD OF EDUCATION

AND

MORRIS HILLS REGIONAL DISTRICT

SCHOOL BUS DRIVER'S ASSOCIATION

July 1, 2003 through June 30, 2006

PREAMBLE

This agreement entered into this seventeenth day of November 2003 by the Morris Hills Regional District, in the County of Morris, New Jersey, hereinafter called the Board and Morris Hills Regional District School Bus Driver's Association.

**ARTICLE I
RECOGNITION**

- A. The Board hereby recognizes the Association as the exclusive and sole representative for the collective negotiations concerning the terms and conditions of employment of the following bus driver personnel:

A.M. run = five days a week
P.M. run = five days a week
A.M./P.M. run = five days a week

- B. The Board agrees not to negotiate concerning said employees in the negotiation unit defined in A, above, with any organization other than the Association for the duration of this contract.

**ARTICLE II
NEGOTIATION PROCEDURE**

- A. Pursuant to Public Law 123, 1974, the Board and Association agree to enter into collective negotiations in a good faith effort to reach agreement on terms and conditions of employment.
- B. The Board and the Association shall exchange proposals in writing two (2) weeks prior to the start of negotiations. The time and place of meeting shall be set by mutual consent.
- C. The parties agree to enter collective negotiation over a successor agreement according to the timetable established by the Public Employment Relations Commission.

**ARTICLE III
BOARD RIGHTS**

- A. The Board of Education, subject only to the express provisions of this agreement, reserves to itself all rights and authority over matters of policy, rules, regulations and practices in furtherance thereof and reserves, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the constitution and laws of the State of New Jersey and of the United States.

- B. By way of illustration and not by way of limitation of the rights, reserved to the Board, are the rights:
1. To direct employees of the School District;
 2. To hire, assign, promote, and retain employees covered by this agreement within the School District, or to suspend, until a hearing is held, and discharge.
 3. To relieve employees from duties because of lack of work or other legitimate reasons.
 4. To maintain the thoroughness and efficiency of the School District operations entrusted to it.
 5. To determine the methods, means and personnel by which such operations are to be conducted and to sub-contract for goods and services.
 6. To take whatever other actions may be necessary to accomplish the mission of the School District in any situation.

ARTICLE IV SALARIES

- A. Salaries of all Bus Driver personnel are set forth in Exhibit A.
- B. The rate guide for all Bus Driver personnel is set forth in Exhibit B.
- C. All time sheets must be turned in, prior to the p.m. run on Monday of each week, to assure payment on date due. Driver must be informed when time sheet is changed or altered by the office staff other than the way it was handed in. Time sheets will be given back to the driver if they are not filled out properly or are not legible.
- D. Time and one-half will be paid for weekend trips (the Saturday and Sunday following the Monday through Friday), when weekly hours (Monday through Friday to 12 midnight) equals or exceeds 35 hours. Driver will be credited 15 hours for a full run and 7½ hours for a half-run.
- E. Time and one-half will be paid for legal holidays (example - Postal Holidays) when school is not in session.

**ARTICLE V
INCREMENTS AND ROUTE ASSIGNMENTS**

- A. All contracted drivers shall be eligible for yearly increments provided they come under contract and started on or before January 31 of the preceding school year and receive a satisfactory evaluation.
- B. Contract renewal and run assignments shall be issued each year by the Transportation Coordinator and Administration with the driver performance and safety records as guidelines, except for good reason, contracted drivers will have preference in retaining their current run for the next school year. All full contracted bus driver's runs that become available because of termination, retirement or resignation, between July 1 and June 30 will be posted for assignment and given on a seniority basis for the next school year.
- C. If a driver's contracted bus route has been changed from the previous school year, the driver will receive a copy of the new route (to be included in the extra work letter) and this will be postmarked at least one week prior to the Bus Driver's meeting in August.

**ARTICLE VI
CONTRACT**

- A. No driver shall obtain tenure.
- B. A driver who starts, completes, or partially completes his/her run without being notified that school is terminated, and in the event school is terminated for any reason whatsoever will be paid:
 - 1. An a.m. regular run shall mean picking up the assigned students at designated stops, transporting them to their assigned schools, by following the prescribed route.
 - 2. A p.m. regular run shall mean picking up designated students at their assigned school and transporting them along the prescribed route to their assigned stops.
- C. It is the driver's responsibility to notify the Transportation Office of any change in address or telephone number. If the employee cannot be contacted due to the fault of the driver, the provisions of this article become void.
- D. Regular runs (contracted to and from school) must be run as assigned by the prescribed route until such time as changed by the Transportation Coordinator. Drivers are not permitted to change route times or prescribed routes on their own. Safety hazards or time problems must be brought to the attention of the Transportation Office as soon as possible.

**ARTICLE VII
FRINGE BENEFITS**

- A. Personal, sick leave and pension benefits shall be provided to all contracted employees, as follows:
1. Pension, as required by state statute - all drivers earning over \$1,500.00 must enroll in the Public Employees Retirement System.
 2. Sick leave and personal leave, as outlined in Article XIV and Article XV, to all employees.
 3. Additional leave days, without pay for illness of driver's children, may be granted by using the Request For Temporary Leave form. This form must be submitted to the Transportation Coordinator.
- B. The Board will provide free medical examinations by the Board-approved physician for the yearly examinations required to obtain a valid school bus driver's license. Any driver who so desires shall be afforded the privilege to utilize his/her own physician at his/her own expense; however, the Board requires the driver to be examined by the Board Physician if so determined. In case of disagreement, a third physician will be consulted and his/her decision will be binding and expenses shared on a 50-50 basis. If the employee is examined for a bus driver's physical by their own physician, the Transportation Office must be supplied with a copy of said physical.
- C. The Board shall provide and pay for both hospitalization, major medical and dental care insurance protection plan premiums for single employee coverage and family coverage for drivers who average 20 or more hours per week. Drivers will be credited 15 hours for a full run and 7½ hours for a half-run.
1. Employees whose first day of employment is after June 30, 1997, shall be enrolled in the designated provider program of the medical insurance program. Employees whose first day of employment is after June 30, 1997, and choose traditional indemnity medical coverage shall pay the difference in the premium cost between the designated provider program and the traditional indemnity program through a payroll deduction plan. The cost differential shall be deducted on a monthly basis.

The Board shall provide and pay the full premium for the New Jersey State Health Benefits Program, modified to include mandatory second surgical opinion and pre-admission certification.

2. Employees hired on or after September 18, 1995 will only be eligible for Board paid single employee dental insurance until the completion of three (3) complete school years of service. During the three (3) year waiting period the employee may purchase family benefits.

It is the responsibility of the employee to notify the Board Secretary of any changes in marital or dependent status in accordance with the master plan(s).

Drivers must qualify for hospitalization/major medical coverage to be eligible for dental coverage. Also, bus drivers who are employed in another position and eligible for hospitalization, major medical and dental coverage in that position are not eligible for additional coverage under this provision as a bus driver.

3. Drivers who are employed in other capacities and are eligible for health-care insurance shall receive one policy and not separate policies for each position.
4. After fifteen (15) years of service and upon retirement under the Pension Plan (P.E.R.S.), a sick leave retirement allowance shall be paid in a lump sum payment within thirty (30) days after the retirement or later if requested by the retiree. The sick leave shall be compiled as follows:

One (1) day pay for every four (4) days of accumulated unused sick leave at the time of retirement. Such allowance shall not exceed two thousand dollars (\$2,000) per retiree.

- D. Bus drivers who are employed in another position and eligible for a retirement allowance in said capacity, shall not qualify for an additional retirement allowance under this provision.
- E. The Board of Education shall accept requests for unpaid, extended leaves of absence and shall comply with statutes, court decisions and agency rulings regarding such leaves of absence.
 1. Drivers who return from an unpaid, extended leave of absence shall retain his/her seniority rights; however, the time of leave shall not be computed in determining seniority.

ARTICLE VIII SENIORITY

- A. The seniority of each contracted bus driver will be considered and used by the Transportation Coordinator and Administration for the following assignments or decisions:
 1. Cut back in size of driver force;
 2. Field Trip Assignments - rosters shall be kept on field trip assignments and any driver who is assigned a trip and refuses to take his/her proper turn will be charged as having taken it, and the roster will continue, EXCEPT when the trip is offered at the last minute or on the same day. Driver will not be charged and will remain in the same position.

3. A field trip control board will be maintained in the drivers room for the duration of the contract year and will show the trip schedule five days in advance of all field trips and also display a permanent seniority roster. Whenever possible, all New York City and Philadelphia trips will be issued prior to the issuance of all other roster trips.
4. Only the Transportation Coordinator or Transportation Secretary shall be authorized to make any changes on the board.
5. Athletic runs, activity runs and all extra non-contracted and contracted van and bus runs shall be forwarded to the drivers. Said work shall be selected on a seniority basis, one driver at a time and assigned by the Transportation Coordinator. If the roster is exhausted and work remains it will again return to the top of the list and continue until all work has been assigned. A driver may hold only two extra runs unless, all other drivers have refused said run. Any extra work that becomes available during the school year shall be posted. If a driver holding two extra runs wishes to sign for a more lucrative run, they must relinquish one of the presently held runs as long as it is not an extra contracted run.
6. On three (3) days notice, drivers assigned to permanent athletic, activity and van runs shall have the option to take a field trip, providing the Transportation Coordinator can secure a qualified substitute.
7. The Transportation Coordinator shall develop separate trip rosters for: 1) New York City (includes all five (5) boroughs) and Philadelphia, 2) evening trips departing on or after 9:00 p.m. with a four (4) hour minimum, 3) weekdays, 4) weekends and (5) wheelchair.
8. Errors made by the Board of Education whereby requiring a greater number of drivers than are necessary for a trip, the drivers who are not needed shall be paid as though they actually drove the trip.
9. The Transportation Coordinator shall strictly adhere to the trip roster rotation.
10. Any driver who cannot fulfill an assignment after acceptance must notify the Transportation Coordinator at least 24 hours before the trip is scheduled to depart. Any driver who has been assigned to a field trip on the roster and who does not keep his/her assignment without prior notification, will miss a turn. The first offense will constitute one (1) turn missed on the roster, the second offense will constitute a driver being skipped for the week on the roster. In the event of an emergency, the driver must notify the Transportation Office as soon as possible. The Business Administrator and/or Transportation Coordinator will review the nature of the emergency and determine whether adequate reason exists. Trips which are assigned within 24 hours of departure time are exempt from this provision.
11. Any field or athletic trip which is canceled through the Transportation Office after a driver starts for the assignment will cause the driver to receive show-up pay.

12. Drivers assigned to field trips or athletic trips, other than those which immediately follow regularly contracted runs, must arrive at the designated loading area at least five (5) minutes prior to the posted departure time. Drivers who arrive late will also be docked on the 10-minute interval schedule.
13. An extra duty roster will be maintained and available, setting forth extra runs (athletic and activity, Vo-Tech, Flex, etc.). The same shall be on a seniority rotation as the extra work becomes available. Time frames will be considered by the Transportation Coordinator when assigning said work. Those drivers interested in working such extra duty shall advise the Transportation Coordinator, or designee, of their availability. The Transportation Coordinator, or designee, shall place a telephone call to the most senior person on a rotating basis who has indicated availability.
14. All posted extra work shall indicate rate of pay.

ARTICLE IX SAFETY AND HEALTH

- A. The Board of Education and its Transportation Employees shall take all reasonable and necessary precautions for the safety of our students.
- B. The driver shall be responsible to see that there is unimpaired vision for the driver of the bus or van, seeing the front and rear windows are clean, as well as the flashers. Drivers will use supplies provided by the Board.
- C. All drivers, as part of their contractual obligation, shall attend at least two (2) safety meetings per year.

Safety meeting shall be scheduled at various times and dates throughout the year.

- D. The driver shall be responsible for the cleanliness of the interior of the vehicle. The vehicle must be swept after each run or trip by the driver.
- E. The driver must use a lap belt at all times while operating a District vehicle as per New Jersey Administrative Code 6:21-11.5, and shall not leave keys in the ignition of an unattended vehicle and shall obey all Motor Vehicle laws. Non-compliance with rules after a warning shall subject drivers to disciplinary action up to and including dismissal.
- F. Accident Reporting - all accidents must be reported to the Transportation Office and local Police Department, as per New Jersey Administrative Code 6A:27-12.2 and Motor Vehicle Traffic Laws 39:4-130. Non compliance with rules after a warning shall subject drivers to disciplinary action up to and including dismissal.

**ARTICLE X
GRIEVANCE PROCEDURE**

All contractual employees shall be eligible for the provisions as outlined in grievance procedures as outlined below:

A. Definitions

1. A Grievance is a claim by a bus driver and/or the Association based upon the interpretation, application, or alleged violation of this agreement and the Association shall grieve only in cases where the interpretation of the contract has adversely violated the original intent of the agreement.
2. The grievant is the person, or persons, making the claim.
3. The grievant shall have the right to be represented by a member of the grievance committee, the whole committee, designated person of his/her own choosing, or present his/her own appeal in any or every step of the procedure.

B. Purpose

The purpose of this procedure is to secure at the lowest possible level, equitable solutions to the problems which may arise from time to time affecting the drivers. Both parties agree that these procedures will be kept informal at any level in the procedure.

C. Procedure

1. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum and every effort shall be made to expedite the process. The time limits specified at any level may be extended by mutual consent.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be exhausted prior to the end of the school year or a mutually determined time thereafter.
3. Step one - Step one shall be an informal discussion between the grievant and the Transportation Coordinator on an attempt to resolve the issue.
4. Step two - In the event the result of the informal discussion is unsatisfactory to the grievant, a formal written grievance, using the prescribed form for such purposes, shall be submitted within seven (7) school days of the alleged occurrence to the School Business Administrator.

5. Step three - If the aggrieved driver is not satisfied with the disposition of his/her grievance at step two, or if no decision has been rendered within seven (7) school days after presentation of the grievance, he/she may, within seven (7) school days, refer it to the Chief School Administrator.
6. Step four - If the aggrieved driver is not satisfied with the disposition of his/her grievance at step three, or if no decision has been rendered within seven (7) school days after the grievance was received by the Chief School Administrator, the aggrieved may, within seven (7) school days, submit the grievance to the Board of Education.
7. Step five - If the aggrieved is not satisfied with the disposition of his/her grievance at step four, or if no decision has been rendered within twenty (20) school days, the grievance may be submitted to arbitration. It must be submitted to the P.E.R.C. within twenty (20) school days of the Board of Education decision. The parties shall be bound by the rules and procedures of the P.E.R.C. in the selection of an arbitrator.

The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.

The cost for the arbitrator's services shall be borne equally by both parties. Any other expenses shall be paid by the party incurring the same.

D. Miscellaneous

1. No meetings or hearing under this procedure shall be conducted in public and shall include only such parties of interest.
2. Neither the grievant, the Association, nor the Board shall issue public statements during the grievance procedure.
3. Variations from these procedures may be made only by mutual consent of the parties involved.
4. After a grievance has been resolved or finalized, the Association will, upon written request, be notified of the findings in that particular grievance in which they did not represent the grievant and only when the solution affects the contract.

ARTICLE XI MEETINGS

The bus driver's association will be afforded use of the school buildings for association meetings at a time when a custodian is on duty, provided time has been cleared with the Transportation Coordinator.

**ARTICLE XII
MISCELLANEOUS**

- A. Summer route pay shall be at the same guide level as the driver was entitled to receive during the preceding school year.
- B. If the drivers are requested to stand by, when emergencies occur, they will be paid at the layover pay rate.
- C. When a bus driver is assigned a field trip and such assignment causes a conflict with normal runs, the bus driver will receive the difference between the field trip rate and his/her normal contracted daily salary.
- D. Contracted drivers, a.m. or p.m.; or a.m. and p.m.; (to include early dismissals or emergency closings), will not be allowed to book off in order to drive for another carrier.
- E. The Transportation Coordinator shall select a qualified individual for the purpose of driver training. The trainer will be paid at the approved rate.
- F. When the Transportation Office has exhausted the District drivers availability to fill a field trip, athletic or activity run, the Coordinator shall have the right to cover the trip with an out-of-district driver.
- G. All contracted a.m. substitute drivers must report to the Transportation Office no later than 6:00 a.m. or be docked for the a.m. run. All contracted drivers must report prior to the assigned departure time of run to perform pretrip inspection.
- H. The final decision for aborting a field trip or athletic trip due to weather conditions shall rest with the Transportation Coordinator or School Business Administrator.
- I. With the aid and assistance of drivers, a narrative is to be written for each field trip. This narrative will be typed and put in a field trip folder for the use of all drivers.
- J. The Transportation Secretary must post layover pay on the bulletin board when one school closes earlier than another.
- K. All drivers are to have a blood pressure check administered by the School Nurse, once during the school year, or more frequently as determined by the School Nurse.
- L. When a problem arises on a bus, the driver is to obtain the name of the student(s), the school name and complete in its entirety a Bus Conduct Report. The Bus Conduct Report is to be turned in promptly to the Transportation Coordinator. The Transportation Coordinator will forward the report to the building administrator.

- M. Each driver is to conduct a walk-through inspection of his/her bus/van at the end of each run to check for vandalism and students/articles left behind. Any signs of vandalism, articles or students left behind must be reported verbally to the Transportation Coordinator. Vandalism must also be written up on a Vehicle Service Request and noted on the Vehicle Service Condition Report.
- N. If the schools have issued I.D. cards, the driver is to periodically ask each student boarding the bus to show his/her I.D. card. Students who do not have an I.D. card or refuse to show his/her card will not be permitted to board the bus.
- O. The Board of Education reserves the right to use coaches with a valid driver's license to transport students to and from athletic events when the supply of other drivers is exhausted.
- P. Gas money, toll money and parking money shall be advanced to drivers before a trip departs and receipts returned thereafter.
- Q. For trips between local schools or fields within the four (4) municipalities of the District, and the three (3) surrounding municipalities of Mountain Lakes, Dover, Mine Hill and County College of Morris, no driver will remain with the group but will return the bus to the garage. The students will be picked up at the time of return for that trip. If the coach on said trips requests that the bus remain due to inclement weather, permission will be granted and the driver will be paid at the standard rate of pay. The District will have the option to consider any trip a possible drop off and pick up in order to meet the needs of the students when school is in session.
- R. If a driver returns after 2:00 a.m. following a run, he/she will be paid for their a.m. contracted run which will be handled by another driver, providing proper notification has been given to the Transportation Office, prior to the a.m. run.
- S. Drivers shall retain a postponed field trip if the trip takes place the day before or the day after the scheduled date and the driver does not have another conflicting assignment.
- T. It will be the decision of the Transportation Coordinator in assigning two trips within one day that may conflict.
- U. All bus drivers are required to wear district provided identification badges at all times.
- V. Driver must notify the Transportation Coordinator the first work day after receiving notice of a conviction for any traffic violation (except parking), suspended, revoked or cancelled license or disqualification in any state.

**ARTICLE XIII
DURATION**

- A. This agreement shall not be extended orally, and it is expressly understood that it shall become effective on the date indicated.
- B. This agreement shall be from July 1, 2003 through June 30, 2006.

**ARTICLE XIV
SICK LEAVE**

- A. Any person who is steadily employed on a full-run basis by the School District shall be allowed ten (10) sick days leave in any school year. Any person who is steadily employed on less than a full-run basis shall be allowed to accrue sick leave at the proportionate rate which his/her service bears to the total allotment of ten (10) sick days per year.
- B. Any a.m. driver must notify the Transportation Coordinator between 6:00 a.m. to report absence due to illness.

Any p.m. driver must notify the Transportation Coordinator one and one half-hour (1½) before pullout time to report absences due to illness.

Any driver who fails to give proper notification will not be eligible to charge his/her sick time for such absence and the daily contract rate will be deducted from his/her pay.

- C. When an employee returns to work following sick leave, he/she will complete and sign a form which states: "This report will verify my absence of (dates) was as reported and my sick days shall be charged accordingly."

**ARTICLE XV
PERSONAL DAYS WITH PAY**

- A. Upon approval of the Chief School Administrator, up to a maximum of three (3) days per bereavement (noncumulative) for the death of a spouse or near relative (parents, children, brothers, sisters, uncles, aunts and grandparents of employee or spouse), or one (1) day for death of relative. An additional two (2) days may be granted in the event of death to employee's spouse, or the employees's/spouse's parent for postmortem arrangements when the responsibility falls upon the employee.
- B. Two (2) days may be requested for approved religious holidays.

- C. Two (2) personal days shall be allowed, as approved by the superintendent. Personal days can not be used to extend a vacation or a holiday weekend. Unused personal days as of June 30 shall be added to the number of accumulated sick leave days.
- D. Unpaid extensions of personal leave may be applied for through the Chief School Administrator, whose decision shall be final and binding and not subject to grievance.
- E. Drivers out on a personal day will be permitted to cover his/her extra work on day of said leave. However, the driver should indicate at the time of submitting application for personal leave whether or not he/she will cover his/her extra work.

**ARTICLE XVI
LONGEVITY**

For the 2003/2004 school year a \$300 stipend is granted on the following July 1 whenever an employee completes ten (10) years. For the 2004/2005 school year an additional \$300 stipend is granted on the following July 1 whenever an employee completes fifteen (15) years. For the 2005/2006 school year an additional \$300 stipend is granted on the following July 1 whenever an employee completes twenty (20) years.

**EXHIBIT A
SALARY GUIDE**

Any driver with at least three (3) or more complete school years with the Morris Hills Regional District will automatically move to the top of the salary guide.

	<u>2003/2004</u>	<u>2004/2005</u>	<u>2005/2006</u>
1	\$14,600	\$15,300	\$16,000
2	\$14,800	\$15,500	\$16,200
3	\$15,000	\$15,700	\$16,400
4	\$15,200	\$15,900	\$16,600

Full run - a.m. and p.m. runs

Half run - a.m. or p.m. run; half full rate

**EXHIBIT B
CONTRACT PAY FOR EXTRA WORK**

	<u>2004/2005</u>	<u>2005/2006</u>
Shuttle	\$6,900	\$7,200
PM Flex	\$4,400	\$4,570
Block Run	\$4,400	\$4,570
Vo Tech	\$4,400	\$4,570

**EXHIBIT C
BUS DRIVERS TRIP RATE GUIDE**

	<u>2003/2004</u>	<u>2004/2005</u>	<u>2005/2006</u>
Field trips and Trainer hourly rate	\$17.75	\$18.75	\$19.75
N.Y.C./Philadelphia hourly rate	\$20.00	\$21.00	\$22.00
Activity and Athletic flat rate	\$24.00	\$25.00	\$26.00
Round trip between schools flat rate including Shuttle	\$37.50	\$39.25	\$41.00
Special runs * flat rate	\$24.00	\$25.00	\$26.00
Show-up flat rate	\$10.50	\$11.00	\$11.50
Court Appearance, Mechanical Breakdown, Lay-Over flat rate	\$9.50	\$10.00	\$10.50

* Vo-Tech, Flex, Shuttle, Work Study, Etc.

Hourly rates for field trips to be computed on ten-minute intervals based on the following fractional schedule:

1 hr. 1 min. to 1 hr. 10 min.	1.166/hours
1 hr. 11 min. to 1 hr. 20 min.	1.333/hours
1 hr. 21 min. to 1 hr. 30 min.	1.5/hours
1 hr. 31 min. to 1 hr. 40 min.	1.666/hours
1 hr. 41 min. to 1 hr. 50 min.	1.833/hours
1 hr. 51 min. to 2 hr.	2.0/hours
2 hr. 1 min. to 2 hr. 10 min.	2.166/hours
2 hr. 11 min. to 2 hr. 20 min.	2.333/hours
2 hr. 21 min. to 2 hr. 30 min.	2.5/hours
2 hr. 31 min. to 2 hr. 40 min.	2.666/hours (and so forth).

This agreement has been ratified by the Morris Hills Regional District Board of Education and the Morris Hills Bus Drivers Association.

For the Morris Hills Board of Education

Board President

Board Secretary

For the Morris Hills Bus Drivers Association

Association President

Association Secretary

INDEX

<u>ARTICLE</u>		<u>PAGE</u>
Preamble	1
I	Recognition	1
II	Negotiation Procedure	1
III	Board Rights	1
IV	Salaries	2
V	Increments and Route Assignments	3
VI	Contract	3
VII	Fringe Benefits	4
VIII	Seniority	5
IX	Safety and Health	7
X	Grievance Procedure	8
XI	Meetings	9
XII	Miscellaneous	10
XIII	Duration	12
XIV	Sick Leave	12
XV	Personal Days With Pay	12
XVI	Longevity	13
Schedules:		
Exhibit A	Salary Guides	14
Exhibit B	Contract Pay for Extra Work	14
Exhibit C	Trip Rate Guide	15
Ratification	16