

Pinellas County Schools and SEIU/Florida Public Services Union  
2016-2017 Negotiations

The Tentative Agreement between the School Board of Pinellas County and the SEIU/Florida Public Services Union is comprised of the following attached sections:

1. 2016-2017 2.3% Salary Increase
2. Article 10 Salaries (Sections 1 – 13)
3. Article 10 Salaries - Section 14. Shift Differential
4. Article 12 Hours of Work and Overtime - Section 14. Facility Lease Hours
5. Article 14 – Section 2. Sick Leave
6. Article 19 Transfer – Section 1. Procedures for Voluntary Lateral Transfer
7. Article 22 - Transportation *AC 9/26/16*

The parties have caused this tentative agreement to be executed by their undersigned officers, duly authorized this \_\_\_\_\_ day of September, 2016.

The School Board of Pinellas County,  
Florida

By: *William Corbett*  
William Corbett, Ed.D.  
Deputy Superintendent

Date: 9/26/16

SEIU/Florida Public Services Union

By: *Sonya Roundtree*  
Sonya Roundtree, 9-26-2016

By: *Joseph Brenner*  
Joseph Brenner, Joseph E Brenner

Date: 9/26/16

**2016-2017 proposed 2.3% increase moved one cell to the right (leave A the same)**

SEIU, PBA, and PESPA salary proposal (PCS - 09-21-2016)

Pay Grade	Minimum A	Level B	Level C	Level D	Level E	Level F	Level G	Level H	Level I	Level J	Level K	Level L	Level M	Level N	Level O
5	\$10.11	\$10.34	\$10.68	\$11.02	\$11.38	\$11.75	\$12.13	\$12.53	\$12.94	\$13.36	\$13.79	\$14.24	\$14.70	\$15.18	\$15.67
6	\$11.12	\$11.38	\$11.75	\$12.13	\$12.52	\$12.93	\$13.35	\$13.78	\$14.23	\$14.69	\$15.17	\$15.66	\$16.17	\$16.70	\$17.24
7	\$12.23	\$12.51	\$12.92	\$13.34	\$13.77	\$14.22	\$14.68	\$15.16	\$15.65	\$16.16	\$16.69	\$17.23	\$17.79	\$18.37	\$18.96
8	\$13.46	\$13.76	\$14.21	\$14.67	\$15.15	\$15.64	\$16.15	\$16.68	\$17.22	\$17.78	\$18.36	\$18.95	\$19.57	\$20.20	\$20.86
9	\$14.80	\$15.14	\$15.63	\$16.14	\$16.67	\$17.21	\$17.77	\$18.34	\$18.94	\$19.56	\$20.19	\$20.85	\$21.53	\$22.22	\$22.95
10	\$16.29	\$16.66	\$17.20	\$17.76	\$18.33	\$18.93	\$19.54	\$20.18	\$20.83	\$21.51	\$22.21	\$22.93	\$23.68	\$24.45	\$25.24
11	\$17.91	\$18.32	\$18.92	\$19.53	\$20.17	\$20.82	\$21.50	\$22.20	\$22.92	\$23.66	\$24.43	\$25.23	\$26.05	\$26.89	\$27.77
12	\$19.70	\$20.15	\$20.81	\$21.48	\$22.18	\$22.90	\$23.65	\$24.42	\$25.21	\$26.03	\$26.87	\$27.75	\$28.65	\$29.58	\$30.54
13	\$21.67	\$22.17	\$22.89	\$23.63	\$24.40	\$25.19	\$26.01	\$26.86	\$27.73	\$28.63	\$29.56	\$30.52	\$31.51	\$32.54	\$33.60
14	\$23.83	\$24.38	\$25.18	\$26.00	\$26.84	\$27.71	\$28.61	\$29.54	\$30.50	\$31.49	\$32.52	\$33.58	\$34.67	\$35.79	\$36.96

Initial/Date: Re 9/26/16

Initial/Date: Per 9/26/16

## ARTICLE 10 SALARIES

### Section 1. Salary Schedule

The salary schedule is reflected in Appendix B, ~~effective November 1, 2012~~ of this agreement.

### Section 2. Method of Payment

A. The Board and the Union agree to continue to provide a payroll system which will equalize the distribution of salary payments based upon annualized salaries within the assigned work year. Employees shall be paid every two (2) weeks according to the applicable payroll calendar:

Twelve (12) month employees - 247 days

Eleven (11) month employees - 218 days

Ten (10) month employees - 196 days

Bus Drivers - 192 days

Food Service - 192 days

B. The current pay period practice will be maintained for the term of this Agreement. However, in the event any change affecting a major segment of the bargaining unit is necessary, it will be a matter appropriate for consultation.

### Section 3. Effective Date

The effective date of the provisions set forth in the following procedures shall be July 1 of the fiscal year. ~~The salary increase of 2.3% 1.5% is effective November 1, 2016.12.~~ Only employees on the active payroll, or on approved leave of absence at the time the annual increases are ratified and are approved by the Board, ~~are~~would be eligible to receive any new salary adjustments.

A. Base salary/rate is defined as an employee's un-equalized hourly rate of pay, exclusive of shift differential or any other applicable bonus.

B. An individual's base rate of pay will not be less than the minimum of the salary range or over maximum, except when the intern procedure is recommended or in the case of temporary promotions.

C. For consistency in administration, base hourly rates are used for calculation purposes in applying the following procedures.

### Section 4. Placement On Salary Schedule

A. A newly-hired individual may be placed on the applicable salary schedule as follows:

1. At ~~Level A of the Pay Grade for the position~~ the minimum of the applicable salary range unless it is determined by the supervisor and ~~approved by Human Resources Personnel~~ that credit for outside experience ~~warrants initial placement at a higher pay level. is necessary to obtain the most qualified candidate.~~

Initial: DL 9/26/16

Date: JEB 9/26/16

2. If outside experience credit is deemed appropriate based on comparable work experience, necessary an additional Level for each five years of comparable experience may be granted. one percent (1.0%) above minimum may be granted for each year of related job experience in excess of the minimum qualifications up to a maximum of ten percent (10%). When salary credit is granted for outside experience, it is the supervisor's responsibility in conjunction with Personnel Human Resources to review the salaries of current incumbents of the same job within the department to ascertain the impact on internal equity. The specific related experience must be indicated when applying for the job. After the job offer has been made, the related experience submitted may not be altered.

B. **Intern procedures:** An applicant who does not meet all minimum qualifications for a job may be hired as or promoted to an intern at a rate of pay ten percent (10%) below the applicable rate of pay for that position. Payment at the intern rate is not to exceed one (1) year.

#### Section 5. Procedures For Salary Incremental/Structural Increases

A. **Movement within the salary structure range (incremental):** Each year a portion of the total salary increase may be designated for movement within the salary schedulorange. Each employee eligible for this an incremental increase will move to the next higher pay Level if funds are designated for this purpose. within the salary range by the approved percentage. In order to be eligible this for an incremental increase, an employee must have been hired on or before February 1 and. In order to receive an incremental increase, an employee must also be in an active pay status or on an approved leave of absence at the time the annual increases are approved by the Board.

B. **Cost of Living (COLA) Increase Movement of the salary schedule (structural):** Each year a portion or all of the total salary increase may be designated for a COLA increase. A COLA increase (whether a flat amount or a percentage increase, will be applied equally throughout the salary schedule. movement of the salary (range) schedule. Any employee within the salary range is eligible for this increase provided the base rate of pay does not fall above the salary range maximum.

C. **Part-Time Regular Employees:** Employees hired on or before February 1 and in an active pay status or on an approved leave of absence at the time the annual increases are approved by the Board shall be eligible for increases at the same hourly rate as full-time employees. placed at the amount which provides the same percent increase granted to full time employees on the same salary schedule.

#### D. Retroactive Pay:

1. The above increases will would be retroactive to the beginning date of the employee's annual payroll calendar, unless otherwise indicated. Part-time regular employees are included in the receipt of retroactive pay.

Initial: MC

9/26/16

2

Date: JEF

9/26/16

2. ~~An employee who is required to return to a regular full time job classification immediately prior to the beginning of their normal work year will receive retroactive salary adjustments on all hours paid where such employment is approved by the Board.~~

3. ~~Part time temporary employees and substitutes are not eligible for retroactive pay.~~

## Section 6. Promotional Salary Increases

### A. All Other Salary Schedules:

A.1. ~~Promotion to a Higher Pay Grade~~ ~~Exempt or Non-Exempt Salary Schedules:~~ When an employee currently paid on the ~~Exempt or Non-Exempt Salary Schedule~~ is promoted to a position assigned a higher Pay Grade, the following will apply: ~~from or within either schedule with a higher hourly midpoint, the employee shall receive an increase equal to the percent difference between the midpoints of the old and new pay grade. Any increase shall not be more than twelve percent (12%) or less than minimum.~~

- i) ~~if the new position is one Pay Grade higher, the employee shall be placed at the same pay Level at the higher Pay Grade;~~
- ii) ~~if the new position is two (2) or more Pay Grades higher, the employee will be placed at the higher of the minimum for the new Pay Grade or the Level which is closest to but does not exceed a 15% increase.~~

2. ~~Exempt or Non-Exempt Salary Schedules – In-Grade or Lateral Adjustments~~ ~~Promotions:~~ When an employee currently paid on the ~~Exempt or Non-Exempt Salary Schedule~~ is transferred to a position within the same ~~Pay Grade~~, the employee shall be paid at the same Pay Grade and Level of the prior position, which is determined to be a promotion by Compensation and approved by the Chief of Human Resources Services the employee shall receive a five percent (5%) increase (calculated on an hourly rate).

B. ~~Temporary Assignment to a Higher Job Pay Grade~~ ~~Classification on the Exempt and Non-Exempt Salary Schedules:~~ Employees temporarily assigned to assume the duties of an absent employee in a higher Pay Grade, level job classification shall receive whichever is less: an increase of ten percent (10%) of their base salary (calculated on the hourly rate) or the amount he/she would have received had the employee actually been promoted to the position on a regular basis. ~~Employees who do not meet eligibility requirements for the position shall receive an increase of five percent (5%) of their base salary (calculated on an hourly rate).~~ The duration of a temporary assignment shall be an assignment lasting between ~~not be less than sixty (60) working days for classifications on the exempt salary schedule or ten (10) and working days, not to exceed ninety (90) calendar days, for classifications on the non-exempt salary schedule~~ and will require approval of the appropriate Cabinet member or his/her designee.

Initial: pu 9/26/16

Date: JSB 9/26/16

**Section 7. Reclassifications**

A. **Reclassification to a Higher Pay Grade:** When a position is reclassified to a higher Pay Grade, the incumbent's current rate of pay shall be increased in accordance with the promotion guidelines.

B. **Reclassification to a Lower Pay Grade:** Procedures for downgrade will apply.

**Section 8. Procedures For Downgrade**

A. ~~When aAny employee is moved to a lower Pay Grade, the following procedures shall apply: shall have the current base rate of pay decreased by the percent difference between the old and new pay grade midpoints (calculated on the hourly rate) effective on the date of entry into the new position.~~

~~i) if the new position is one Pay Grade lower, the employee shall be placed at the same pay Level at the lower Pay Grade;~~

~~ii) if the new position is two (2) or more Pay Grades lower, the employee will be placed at the higher of either the same Level in the new Pay Grade or the Level which is closest to but does not exceed a 15% decrease, but in no case will they be paid more than Level X.~~

MC 9/26/16

Form stops  
Form

B. If an employee is promoted then returns to the previous job within one (1) year, the employee will revert to his/her previous rate of pay.

~~C. If any employee due to a special cause was downgraded to a lower pay grade and allowed to keep his/her hourly rate of pay, the employee will not be eligible for any re-promotional salary increase until he/she exceeds the highest pay grade previously held.~~

**Section 9. Lateral Move**

~~When an employee is moved laterally from one salary schedule or job title to another, in a pay grade which has approximately the same midpoint (a midpoint difference of less than one (1) percent), the employee shall retain the current base rate of pay, provided the current base rate of pay is equal to or between the pay grade minimum and maximum. If the employee's current base rate of pay exceeds the new pay grade maximum, it will be reduced to the new pay grade maximum on the effective date of the lateral move.~~

**Section 9.10. Termination And Reinstatement** An employee who terminates employment and is rehired within one (1) year in the same job classification may receive the previous rate of pay. In all other instances the procedures for regular employment shall apply.

A. **Two or More Jobs at Different Rates of Pay:** An ~~non-exempt~~ employee who works over forty (40) hours in a work week with two (2) or more jobs at different rates of pay will receive the overtime rate of pay in accordance with applicable Fair Labor Standards Act (FLSA) regulations.

Initial: MC 9/26/16

Date: JRB 9/26/16

B. Compensatory Time:

1. Compensatory time is defined as time required by management beyond an employee's normally scheduled hours to accomplish a specific task or to provide supervision under specific conditions. A non-exempt employee will be eligible for compensatory time off for hours worked in excess of the assigned workweek as approved in advance by his/her director/supervisor. Compensatory time may be offered in lieu of overtime especially where overtime pay is not available due to financial restrictions. In this regard, it shall be the employee's choice to work offered overtime or additional hours beyond his/her regular shift for compensatory time as an alternative to overtime pay. The employee and the supervisor must mutually agree to how the time is to be earned and used within a six month prescribed time frame.
2. Hours worked over the normal workweek schedule up to and including forty (40) hours will taken on an "hour-for-hour" basis. Hours worked over forty (40) hours in a workweek must be taken at "one-and one-half (1-1/2) hours for each hour of overtime worked.
3. Management approved compensatory time will be part of the payroll reporting process. Employees are responsible for providing written documentation at compensatory time approved by the appropriate administrator to the person responsible for departmental payroll administration. Compensatory time will be tracked using the TERMS system unless the compensatory time earned and used within a single pay period.
4. Employees who have requested the use of compensatory time shall be permitted to use the time within a reasonable period after making the request if the use of time does not unduly disrupt operations. An employee may use a full day as compensatory time if approved by his/her supervisor.
5. Compensatory time for all employees must be used within six (6) months from the date on which the time is earned. It will be the supervisor's responsibility to keep track of this time limit. Compensatory time not used within six (6) months will be paid.
6. Employees can accrue up to 240 hours of compensatory time (160 hours of overtime work). Any work performed over the 240 hours maximum must be paid overtime compensation.

C. **Child Care Programs Before and After School:** Plant Operations personnel required to staff before and after school child care program facilities during the district's normal holiday periods (spring break, Thanksgiving, winter break) when other employees are off duty shall be paid one and one-half (1-1/2) for hours worked regardless of time worked that week. 17

Initial: MC 9/26/16

5

Date: GEB 9/26/16

**Section 13. Procedures For Payment Of Additional Or Temporary Positions**

~~A. If the additional or temporary position to which the employee is assigned has a non-exempt job title, the employee will be paid at the minimum of the appropriate pay grade.~~

~~B. When an employee is paid from funds outside of the primary budgeted position and in the same job classification as the primary job, the employee will receive the same rate of pay.~~

~~C. When an employee is paid from funds outside of the primary budgeted position and in a different job classification from the primary job, the employee will receive the minimum rate of pay in the appropriate salary range for that job classification.~~

~~D. Full-time regular supporting services personnel will be permitted to work two or more jobs only in those instances where prior approval has been granted through the Chief of Human Resources Services or designee. Except where expressly approved by Human Resources, full-time regular supporting services employees shall not be permitted to work in two or more jobs where the total number of hours worked exceeds forty (40) hours per week.~~

(Balance of article 10 is unchanged)

Form

Initial: BC 9/26/16

Date: JSB 9/26/16

**Article 10 Salaries**

**Section 14. Shift Differential** ~~(Non-exempt)~~

A. Any full-time or part-time ~~non-exempt~~ employee (including bus drivers), whose regularly assigned shift ends at 7 p.m. or after shall receive a shift differential of thirty-five cents (\$.35) per hour for all hours worked.

B. Any full-time or part-time ~~non-exempt~~ employee (including bus drivers), whose regularly assigned shift begins on or after 10 p.m. but before 5:00 a.m. shall receive a shift differential of forty-five cents (\$.45) per hour for all hours worked. Employees assigned to relocatable crews shall receive an additional fifteen cents (\$.15) per hour for all hours worked during the moving of relocatables during the year.

C. Any hourly shift differential received by an employee shall be paid only on actual hours worked in any pay period and shall be excluded from holiday, vacation, and sick leave pay

Initial: MC 9/26/16

Date: GFB 9/26/16

**Article 12 Hours of Work and Overtime**

**Section 14. Facility Lease Hours (Excluding Administrative)**

When an organization leases School Board facilities which require the services of Bargaining Unit employees and said functions are conducted in a school facility on a Saturday, Sunday, holiday or any other nonscheduled workday, the employee assigned to said function shall ~~be compensated as follows:~~

*As* ~~A. An affected employee (non-exempts only) shall~~ receive time and one-half and appropriate shift differential for all hours worked regardless of the total number of hours worked during the work week whenever the employee has not had the opportunity (excluding the use of sick, personal, or vacation hours) to accomplish the normal forty "sweat" hour requirement for the computation of overtime, i.e., spring break, Thanksgiving, winter holiday period.

B. Bargaining unit personnel required to staff before and after school child care programs during the district's normal holiday periods (spring break, Thanksgiving, winter break) when they would customarily be off duty shall be paid one and one half (1-1/2) times their base rate of pay for all hours worked.

C. No employee or group of employees shall be required to adjust their usual and customary hours of work to meet the staffing needs of any outside organization using district facilities.

Initial: PC 9/26/16

Date: JEB 9/26/16

ARTICLE 14

Section 2. Sick Leave

A. Employees who work two and one-half (2 1/2) or more hours per day in regular positions shall accrue sick leave at the rate of one paid day for each month of service. A month of service for this purpose shall be defined as employment in a paid status for eleven (11) or more days during the same month. With the exception of bus drivers, one paid day is defined as the number of hours the employee is scheduled to work times his/her base rate. A paid day for bus drivers is equal to eight hours per day regardless of the number of hours worked in excess of two and one half hours.

B. Pursuant to Section 1012.61 Florida Statutes, sick leave may be used on a regularly scheduled workday, including regular scheduled summer work days, for bona fide illness of the employee, illness and/or death in the immediate family, to attend a funeral, or for a medical or dental appointment. Immediate family is defined as spouse, father, mother, sister, brother, brother-in-law, sister-in-law, child, step-child, foster child, mother-in-law or father-in-law, other close relative or any person who is a member of the employee's immediate household. An obituary notice or other suitable document may be required prior to the payment of funeral leave.

C. An employee suspected of abusing sick leave may be required to provide medical proof of ability to return to work after each absence. Employees who are absent five (5) or more consecutive workdays may be required to pass a physical examination and obtain written clearance before returning to work. Should a physical examination reveal a physical defect that cannot be reasonably accommodated in order for the employee to continue his/her assigned duties, the following procedure will apply:

1. The employee will be relieved of his/her duties immediately without prejudice. If he/she has accrued sick leave time, he/she may request and be granted sick leave.

2. He/she will remain in off-duty status or on sick leave for a period of five (5) working days in order to give him/her time to determine whether or not he/she can be reasonably accommodated.

3. Not later than the end of the five-day period, he/she will notify the administrator/supervisor concerned in writing what action he/she plans to take.

4. If corrective action causes continued absence, accrued sick leave may be used. Absence beyond the time allowable as sick leave may be authorized under temporary inactive status.

5. Should he/she notify the administrator/supervisor that he/she refuses a reasonable accommodation, his/her employment may be terminated without prejudice.

Initial: MC 9/26/16

Date: JEB 9/29/16

6. Prior to his/her return to employment, it will be necessary for him/her to be cleared by his/her personal physician. Written clearance will be submitted to the administrator/supervisor.

7. If the personal physician recommends further treatment, the employee will be notified to secure treatment of the condition and to provide notification to his/her supervisor within sixty (60) days by the personal physician that the employee is under his/her care for the condition noted. If the supervisor does not receive this notification, the employee will be terminated.

D. Employees who cannot report for work for any reason (illness, tardy, emergency, etc.) shall contact their administrator/supervisor no later than the scheduled start of their workday, or as otherwise specified by the school or department. Failure to call and report absence without good and sufficient cause as determined by the administrator/supervisor will be charged as an unexcused absence and may be cause for disciplinary action. The Board shall provide recording procedures for the purpose of receiving report-offs.

E. The administrator/supervisor may approve the use of accrued sick leave for the employee's personal reason(s) up to a maximum of four (4) days non-cumulative (Section 1012.61, Florida Statutes) in any fiscal year. Planned non-emergency use of sick leave for personal reasons shall normally be requested at least two (2) workdays in advance and may be used in increments of one-half hour or more.

F. Sick leave may be accumulated without limit and shall be charged by actual hours used, except for bus drivers who will be charged the actual hours used or eight hours, whichever is less. An employee shall not be entitled to sick leave in excess of the amount accumulated to his credit.

(Remainder of Article 14 stays the same)

Initial: ME 9/26/16

Date: JEB 9/26/16

G. Employees who are laid off and recalled will retain sick leave that is unused at the time of layoff. Employees who transfer within the school district will retain sick leave credit. Similarly, employees who resign and are rehired will have unused sick leave restored to their credit. H. An administrator/supervisor may refer an employee to his or her primary care physician for verification of fitness. Placement shall be consistent with any restrictions included in the attending physician's release at the time of return. Failure to comply with this provision shall result in the employee's suspension without pay until such time as he/she complies with the provisions of this subsection. I. Employees may contribute to the Supporting Services Sick Leave Bank, as long as members (appointed by FPSU), are part of the committee that shall administer the Sick Leave Bank. Also, FPSU shall have the right to review the Sick Leave Bank Guidelines and request changes to the committee. J. Terminal pay shall be granted to an employee at retirement or to his/her beneficiary if service is terminated by death. "Retirement" shall mean eligibility for retirement benefits under the Florida Retirement System (FRS), at normal retirement or disability retirement as provided by law. Evidence of service retirement shall be determined by a signed copy of the "Application for Service Retirement." Evidence of disability retirement shall be determined by a statement of disability from the retirement office. Payment for such terminal pay benefits shall be as follows: 1. **Retirement:** Subsequent to six (6) years of service in the Pinellas County School District, the employee shall receive payment for unused accrued sick leave under the following formula: Subsequent to six (6) years - 40% Subsequent to ten (10) years - 65% Subsequent to fifteen (15) years - 70% Subsequent to twenty (20) years - 80% Subsequent to twenty-five (25) years - 90% Subsequent to thirty (30) years - 100% 2. **Termination by Death:** The employee's beneficiary shall receive payment based upon the following formula: (Section 1012.61 (2)(a)(4)) 26

Initial: Mc 9/26/16

Date: JEB 9/26/16

**ARTICLE 19**

**TRANSFER**

**Section 1. Procedures for Voluntary Lateral Transfer**

Voluntary transfers shall be made based on the needs of the position to be filled, the personal qualifications of the applicants, location of the job and the best interests of the District.

Lateral Transfer

A. Before a lateral transfer opportunity can be made available for other employees, the School or work center may consider reassignments of qualified employees from within their own work location,

If the union can provide evidence that a transfer was denied for arbitrary reasons, the transfer may be pursued through the grievance procedure.

**Section 2. Involuntary Transfers and Reassignment**

A. Involuntary transfers are those transfers instituted by Management. B. Such transfers or reassignments shall be made in the best interests of the District.

C. Under no circumstances will an employee be involuntarily transferred for arbitrary or capricious reasons.

D. Involuntary transfers or reassignments may be used as a disciplinary remedy or to resolve internal conflicts between members of a department or school center in the best interests of efficient operation.

E. Should the district need to transfer an employee to another location due to changes in the staffing model or staff realignment, the district will first ask the employees at the site for a volunteer. If there is no volunteer, the least senior employee will be chosen to be transferred. The district will consider the employee's home location in consideration of where the employee will be transferred in order to decrease the burden on the affected employee.

F.E. When an employee is involuntarily assigned to a lower level position for a reason other than a reduction in force, job preference or as a result of a disciplinary action, the employee's hourly rate of pay shall remain the same provided the employee's rate of pay does not exceed the maximum rate of pay of the lower level position. In the event an employee is reinstated to his/her previous higher level position within a period of twelve (12) months, the employee's hourly pay will not be less than the hourly pay rate the employee received in the previous higher level position at the time the employee was involuntarily changed to the lower level position.

Initial: AK 9/26/16

Date: JEB 9/26/16

Article 22

Section 3. Transportation

P. In addition to As a part of the routine daily run, each bus driver has additional duties which must be performed and will be compensated for the time required to perform such duties. In order to account for such time, each driver will clock in and clock out to record the actual time spent performing the required duties. For drivers who do not return the bus to the compound, dispatch will be notified of the completion time of such duties. Those duties include:

~~shall be required to make a~~ a pre-trip inspection of the bus his/her bus and to report any defect affecting safety or economy immediately to appropriate transportation personnel.

1. Compound Time/Administrative time:

- ~~a) Drivers assigned a regular bus — 45 minutes a day.~~
- ~~b) Drivers assigned a lift bus — 50 minutes a day.~~
- ~~b)e) Bus Drivers are only required to sweep their bus and empty trash twice a day.~~
- ~~d) Drivers check in and check out (a.m. and p.m.)~~
- ~~e) Pre-trip inspection of bus (before departure)~~
- ~~c)f) Post-trip inspection of bus (at end of each run)~~
- ~~g) Non-driving activities to include:~~

2.d) Preparation of reports.

e)3. Meetings with & phone calls to/from transportation staff, etc.(dispatchers/supervisors/administrators) not to exceed 15 minutes duration, per issue.

f)h) Drivers will be paid for fueling of their buses if there is not sufficient time between schools.

initial/date: UC 9/26/16

initial/date: JGB 9/26/16