

TOWNSHIP HIGH SCHOOL DISTRICT NO. 113

**2022-2025
BUS DRIVERS
SALARY/BENEFITS
AGREEMENT**

I. STARTING PAYRATE

The starting hourly rate for new drivers holding a valid CDL and school bus driver's permit shall be:

2022-2023	\$23.00/hour
2023-2024	\$23.00/hour
2024-2025	\$23.00/hour

II. ANNUAL SALARY INCREASES

The Annual salary increases for all drivers are as follows:

2022-2023:	2.0%
2023-2024:	December 2021 CPI (floor of 2%, ceiling of 3%)
2024-2025:	December 2022 CPI (floor of 2%, ceiling of 3%)

Any bus driver who reaches 11 years of service during the 2022-2025 Agreement, and who is not otherwise already earning at least \$25.00 per hour, shall have his/her hourly rate increased to \$25.00 immediately upon their 11-year work anniversary. Thereafter, such bus driver shall receive annual salary increases in accordance with the above.

III. SENATE BILL 1947

The following sentence will become effective on the date that the same or a substantially similar sentence (as the following sentence) is included in the salary and benefits agreements between District 113 and the Educational Support Personnel labor group, the CMEC labor group, and the Teachers labor group (DEA). "Notwithstanding any provision to the contrary in the Agreement, the salary increase for employees shall be 0% over the prior year's base salary for any fiscal year covered by the term of this agreement that is impacted by a state imposed property tax "freeze" or upon a successful voter initiated referendum pursuant to S.B. 1947."

IV. SICK DAYS

New Drivers

Drivers shall not be eligible for any sick days during their first 3 months of employment with the District. At 3 months, the Driver will be provided a full annual allotment of sick leave days provided they began employment within the first month of the school year. Drivers who start employment after the first month of the school year will have their first year's sick leave prorated accordingly.

Annual allotment of Sick Days

Subject to the limitations set forth in the above paragraph for new drivers, drivers will be granted sick days in accordance with their election to either be paid for their unused sick days pursuant to paragraph 1 below or their election to accumulate unused sick days in accordance with paragraph 2 below. Such election must be submitted to the Director of Transportation and Human Resources Specialist via electronic form as provided by the Human Resource Department annually in March, and must be made by the date specified the year prior to the implementation of such election. Failure to submit an election by the date specified will result in the previous year's election (to be paid out or accumulated) being imposed for the upcoming school year. Drivers who change election from accumulating (paragraph 2) to paid days (paragraph 1) shall only be paid for the days allotted in the year of the change. All days accumulated prior to the election to be paid shall remain as accumulated days.

1. Allotment for Drivers Who Are Paid for Unused Sick Days

Drivers who work a.m. and p.m. routes and who have indicated their intent to cash in days will be awarded **10 sick days** (at 7 hours per sick day) per school year. Up to 10 unused sick days will be paid out at the end of the school year. Sick days cannot accumulate from year to year when unused days are paid to drivers in the final paycheck for each school year.

2. Allotment for Drivers Who Accumulate Unused Sick Days

Drivers who elect to accumulate unused sick leave shall be awarded sick days in accordance with the below chart. Drivers can only accumulate a maximum of 280 days to carry over to the next year. A driver who has accumulated 280 days will still be awarded a new allotment of sick leave days; however, if not used by June 30th, all days over 280 will be forfeited. All drivers converting to accumulating/banking of sick days for the first time must start at Year 1 on the below chart. Drivers who go from accumulating/banking of sick days to paid days and back to accumulating will be placed back on the below chart at the year following the year from where they left off. (For example, a driver who was on year four in a particular year at 15 sick days and elects to be paid for unpaid sick days the following year (awarded 10 days that year), and then elects to go back to accumulating sick days after 2 years, will be placed on the chart at year five in the year in which they go back to accumulating sick days, and will again be awarded 15 days). Under no circumstance will a driver accumulate years on the chart below for any year that the driver elects to get paid for unused sick days.

Upon written notification to the Director of Transportation and the Human Resource Specialist as described above, accumulation of sick leave will commence. Upon retirement or resignation, the balance of accumulated sick leave shall then be reported to IMRF for retirement credit purposes. Under no circumstance may a driver be paid for accumulated sick days.

Years in District 113 after claiming Banking	Transition to accumulated leave	Maximum days available
1	15	15
2	15	30
3	15	45
4	15	60
5	15	75
6	20	95
7	20	115
8	20	135
9	20	155
10	20	175
11	20	195
12	20	215
13	20	235
14	20	255
15	20	270
16+	20	280

V. ATTENDANCE BONUS

All drivers qualify for the perfect on-time-attendance bonus each month. A driver performing both a.m. and p.m. routes receives \$50.00 per month. A driver performing a.m. or p.m. routes receives \$25.00 per month. (Personal days taken do not disqualify drivers for perfect attendance.)

VI. JURY DUTY

Drivers will sustain no loss of pay (seven hours per day). Jury pay is turned over to the District, less expenses incurred while performing jury duty for which they have not been reimbursed.

VII. EMPLOYEE PHYSICAL

State required bus drivers physical and drug screening is paid by the District annually. Payment will be made upon receipt of completed physical form. All employee physicals shall be done through a District-designated provider. Please see the Transportation Director for details.

VIII. PERMIT RENEWAL FEE AND CLASS FEE

Paid by the District.

IX. COMMERCIAL DRIVERS LICENSE FEE

The District shall reimburse drivers for the difference between the commercial driver's license fee and the basic driver's license fee.

X. MEDICAL AND DENTAL INSURANCE

Drivers eligible for IMRF benefits and/or work four hours or more per day receive single coverage for twelve months at no cost to driver. Family coverage is available to qualifying drivers at additional cost to them. For the 2022-2023 school year through the 2024-2025 school year, the Board will pay 76% of the premium toward family medical and dental insurance premiums.

Each year, a driver may choose to opt-out of the District's medical insurance plan in exchange for an annual stipend of \$1,500. To be eligible for the stipend, the driver must be eligible to receive medical insurance from the District and must present to the Personnel Office proof that the driver has primary medical insurance from another source; however, such other source cannot be Medicare. The decision to opt-out or opt back-in must be done during open enrollment or upon the occurrence of a "qualifying event" as that term is defined by the District health insurance provider.

IMPORTANT

- *Make sure you fill out the initial registration form for health and dental insurance in the Benefits office.*
- *Prescription by mail service is available through Drug Card, Inc. If your prescription is for ninety days or more, you qualify for this low-cost option. See the Benefits Office for details.*
- *Anticipated out-of-pocket medical expenses for the coming year may be earmarked tax free from your wages through the Flex Plan program. See the Benefits office for details and forms.*

XI. LIFE INSURANCE

Regular status drivers eligible for IMRF benefits and/or work four hours or more per day shall receive life insurance at no additional cost. There are some age stipulations. Please consult insurance coordinator for these variants. Life insurance amount is \$50,000. Additional life insurance is available through the Illinois Municipal Retirement Fund through payroll deduction.

XII. INSURANCE SUPPLEMENT FOR RETIREES

The Board of Education will supplement the cost of medical insurance premiums for full-time transportation staff that retire from the District and meet the following qualifications:

- a. IMRF retirement annuitant (minimum age - 55 or enhanced age under IMRF 5+ 5)
- b. Ten years of service in District #113.
- c. Full-time (over 600 hours per year)
- d. Are enrolled in the DistrictHMO plan one (1) year prior to retirement and continuing their coverage with the HMO plan after retirement. (not District PPO)

The supplemental insurance amount shall be:

- 10-15 years in District No. 113 = \$3,000 per year
- 16+ years in District No. 113 = \$4,000 per year

The supplement shall be paid for a maximum of five years or until the end of the fiscal year in which the annuitant turns age 65, whichever occurs first.

XIII. RETIREMENT STIPEND

The retirement stipend will be paid to retirees (retiring and qualifying for IMRF retirement) who have a minimum of 10 years' experience in District No. 113. Retirement stipends will be calculated as follows and paid to the retiree in the retiree's final four (4) months' paychecks in equal installments.

- \$1,500 10 - 15 years in District No. 113
- \$3,000 16+ years in District No. 113

XIV. PAID HOLIDAYS

There are paid holidays (seven hours each) for each driver with regular status who works a minimum of four hours and has been with the District for three months. The holidays are:

- Labor Day
- Columbus Day
- Thanksgiving Day
- Friday after Thanksgiving
- Veterans Day
- Christmas Day
- July 4 (Summer School Drivers only)
- New Year's Day
- Martin Luther King's Day
- Presidents Day
- Good Friday
- Memorial Day

XV. PERSONAL LEAVEDAY

Full-time bus drivers having one (1) year or more experience with District No. 113 shall be entitled to two personal leave days per year for matters which cannot be handled during non-school days or hours. Written request for the use of a personal leave day must be made in writing to the Director of Transportation at least seven (7) employment days in advance of the onset of such leave, provided that in an emergency such request may be made at a later time with an explanation of such emergency. Personal leave is to be approved in advance by the Director of Transportation. No more than two bus drivers will be allowed to be absent for personal leave on a given day, and in the case of a request of more than two people in a given day, such approval will be granted on a first-come, first-served basis. Personal leave days may not be taken during the first week or last week of the school year, nor the day prior to or immediately following holidays, or a school vacation (Winter Break, Spring Break, Summer Break, Thanksgiving Break) provided this restriction shall not apply to the very last day of the school year if the last day is a non-student attendance day, recognized religious holidays of the bus driver's faith, attendance at a wedding or graduation of a member of the immediate family or an emergency which shall be

explained. In any event, personal leave days may not be used for personal gain. Personal leave is non-cumulative and shall be clocked as a seven-hour work day. Full-time bus drivers shall be entitled to one additional personal day taken the year following driving for both overnight graduation trips.

XVI. BEREAVEMENT

Per Board policy, up to five days paid for drivers normally performing a.m. and p.m. routes (seven hours per day) those driving a.m. or p.m. will be paid two hours for each day off (this is only for death in immediate family) for all drivers. "Immediate family" includes parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, and significant other.

XVII. GRANDPARENT LEAVE

Paid leave taken for the birth or adoption of an employee's grandchild shall be limited to two (2) days (seven hours each day) per occurrence. The intent of the leave is to allow the grandparent the opportunity to be present for the birth/adoption or to provide support for the family members. The approved days off are to be used within 30 days of the birth/adoption.

XVIII. FINDER'S FEE

Bus drivers will receive a \$500 check as reward for recruiting new bus drivers after a six (6) month waiting period.

XIX. ASSIGNMENT OF TRIP/HOURS

The current system for assigning trips/hours will continue for the duration of this agreement. For example, currently trips/hours are assigned/spread so that drivers are averaging between 30-40 hours per week. Unless trips/hours decline, the current system of assigning and spreading the available trips/hours will continue.

XX. IMRF

All drivers expected to work at least 600 hours a year participate by law in the Illinois Municipal Retirement Fund (IMRF). Employees are responsible for their required contribution to IMRF which is done by way of a mandatory payroll deduction. The Board of Education shall make its required contributions to the IMRF. For details about IMRF or its rules, eligibility requirements or procedures, please contact the Human Resources Office.

XXI. EMERGENCY DAYS

In the event that the District closes during an emergency and drivers are not required to report to work, drivers will be paid at 4 hours per emergency closing day up to a maximum of 2 days per school year. All emergency closings after 2 days in a school year shall be unpaid.

XXII. BIOMETRIC TIME CLOCKS

The District is interested in exploring the use of biometric time clocks as a means of calculating pay and recording employee attendance. The administration will meet with the bus driver's salary committee when it is ready to discuss implementation of biometric time clocks.

XXIII. DURATION

This Agreement shall be effective from July 1, 2022 until June 30, 2025.

IN WITNESS WHEREOF, the Parties have executed and adopted this Agreement this 23rd day of November 2021.

**FOR THE BUS DRIVERS
SALARY COMMITTEE**

DocuSigned by:

[Redacted signature]

Warren Karsberg

[Redacted signature]

Peter Nathan

[Redacted signature]

Fred Zimmerman

**FOR TOWNSHIP HIGH SCHOOL
DISTRICT NO. 113, LAKE COUNTY, IL**

DocuSigned by:

[Redacted signature]

Board President, Jodi Shapira

DocuSigned by:

[Redacted signature]

Superintendent of Schools, Dr. Bruce Law