

**TOWNSHIP HIGH SCHOOL DISTRICT NO. 113**

**2018-2022  
BUS DRIVERS  
SALARY/BENEFITS  
AGREEMENT**

**I. STARTING PAY RATE**

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

2018-2019	\$16.75/hour
2019-2020	\$17.00/hour
2020-2021	\$17.00/hour
2021-2022	\$17.00/hour

**II. ANNUAL SALARY INCREASES**

The Annual salary increases for all drivers are as follows:

2018-2019:	3.0%
2019-2020:	2.5%
2020-2021:	December 2018 CPI (floor of 1.75%, ceiling of 3.5%)
2021-2022:	December 2019 CPI (floor of 1.75%, ceiling of 3.5%)

Effective July 1, 2018, drivers who are not yet at \$16.75 per hour after their raises are calculated will have their hourly rate increased to \$16.75 per hour.

In years three and four of this agreement (I. Starting Pay Rate), the administration will have the discretion to review the starting hourly rates and adjust upwards if warranted. Should an upward adjustment be made, the administration will notify, in writing, the bus driver's salary committee.

**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.

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. 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.

Allotment for Drivers Who Accumulate Unused Sick Days

Drivers who forgo payment for unused sick leave shall be awarded sick days in accordance with the below chart. Employees 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 30<sup>th</sup>, all days over 280 will be forfeited. All employees converting to accumulating/banking of sick days must start at Year 1 on the below chart.

Upon written notification to the Director of Transportation and the Personnel Office, 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

The decision to be paid out for unused sick days at the end of each year or to accumulate the unused sick days can only be made by July 1 of the first year of a multi-year contract if/when proper written notice is provided. The previous choice (to be paid out or accumulated) will

continue unless the employee elects to change their choice by July 1 of the first contract year of a multi-year contract.

**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 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. Maximum fee paid is \$125 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.

**VIII. 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 2018-2019 school year through the 2021-2022 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:

- IMRF retirement annuitant (minimum age – 55 or enhanced age under IMRF 5+ 5)
- Ten years of service in District #113.
- Full-time (over 600 hours per year)
- Are enrolled in the HMO 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

### **XIII. 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	New Year's Day
Columbus Day	Martin Luther King's Day
Thanksgiving Day	Presidents Day
Friday after Thanksgiving	Good Friday
Veterans Day	Memorial Day
Christmas Day	
July 4 (Summer School Drivers only,)	

### **XV. PERSONAL LEAVE DAY**

Full-time bus drivers having one (1) year or more experience with District No. 113 shall be entitled to one personal leave day per year. Personal leave is to be approved in advance by a supervisor and is not to be used to extend a holiday or a school vacation and 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.

### **XVIII. 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, 2018 until June 30, 2022.

IN WITNESS WHEREOF, the Parties have executed and adopted this Agreement this \_\_\_\_\_ day of July 2018.

**SALARY COMMITTEE**

[Redacted Signature]

Michael McComb

[Redacted Signature]

Warren Karberg

[Redacted Signature]

George Mandas

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

[Redacted Signature]

Board President

[Redacted Signature]

Dr. Benjamin Martindale, Interim Superintendent

[Redacted Signature]

Dr. Linda Yonke, Interim Superintendent



**MEMORANDUM OF UNDERSTANDING**  
to  
**THE 2018-2022 BUS DRIVERS SALARY/BENEFITS AGREEMENT**  
regarding

**HOURLY WAGE RATES**

The Board of Education of Township High School District No. 113 (the "Board") and the Bus Drivers Salary Committee (the "Committee") (collectively referred to as the "Parties") are party to the 2018-2022 Bus Drivers Salary/Benefits Agreement (the "Agreement"). Pursuant to the Board's discretionary authority provided in Article II of the Agreement and notwithstanding any provision of the Agreement to the contrary, this Memorandum of Understanding memorializes the Parties' mutual agreement concerning an adjustment to the hourly wage rates for bus drivers as established in the Agreement.

The Parties hereby agree that, effective immediately and retroactive to July 1, 2019, the starting hourly wage rate for the position of bus driver shall be \$18.50. The Parties further agree that, effective immediately and retroactive to July 1, 2019, any currently employed bus drivers who are not yet receiving an hourly wage rate of at least \$18.50 after any applicable annual salary increases for the 2019-2020 school year pursuant to Article II of the Agreement shall have their hourly wage increased to \$18.50.

The new hourly wage rates established in this Memorandum of Understanding will remain in effect until the Parties agree to further changes by express written agreement.

This Agreement is effective this 19<sup>th</sup> day of August, 2019.

**IN WITNESS WHEREOF:**

**For the Salary Committee**

[Redacted Signature]

Michael McComb

[Redacted Signature]

Warren Karberg

[Redacted Signature]

George Mandas

**For the Board of Education of Township  
High School District No. 113**

[Redacted Signature]

Board President

[Redacted Signature]

Dr. Bruce Law,  
Superintendent of Schools