

AGREEMENT  
BETWEEN  
BURLINGTON BOARD OF SCHOOL COMMISSIONERS

AND  
BUS SERVICES EMPLOYEES  
OF THE  
BURLINGTON SCHOOL DISTRICT

Represented by Local 1343

AFSCME  
(AFL-CIO)

July 1, 2017 - June 30, 2019

SCHOOL BUS DRIVER AND SCHOOL BUS AIDE AGREEMENT

TABLE OF CONTENTS

ARTICLE I – GENERAL PROVISIONS .....4  
    Section 101 – Recognition .....4  
    Section 102 – Rights to Join Union & Obligation to Represent .....4  
    Section 103 – Definitions .....4  
    Section 104 – Negotiations Procedures .....5  
    Section 105 – Responsibilities of the Parties .....5  
    Section 106 – Notice Under Agreement .....6  
    Section 107 – No Strike No Lockout .....6  
    Section 108 – Savings Clause .....7  
    Section 109 – Non-Discrimination .....7  
    Section 110 – Duration of Agreement .....7  
    Section 111 – Final Resolution .....7  
ARTICLE 2 – UNION RIGHTS .....7  
    Section 201 – Notice of New Employees .....8  
    Section 202 – Union Service Charge .....8  
    Section 203 – Use of Bulletin Boards .....8  
    Section 204 – Union Access to Premises .....8  
ARTICLE 3 – MANAGEMENT RIGHTS .....8  
    Section 301 – Management Rights .....9  
    Section 302 – Notice of Union Representatives .....9  
ARTICLE 4 – WORKING CONDITIONS .....9  
    Section 401 – Hours of Work .....9  
    Section 402 – Work Day, Work Shift .....9  
    Section 403 – Work Week .....10  
    Section 404 – Meals .....10  
    Section 405 – Uniforms and Safety Equipment .....10  
    Section 406 – CDL and Job Requirements .....10  
ARTICLE 5 – LEAVES AND FRINGS BENEFITS .....11  
    Section 501 – Military Leave .....11  
    Section 502 – Unpaid Leave .....11  
    Section 503 – Paid Medical Leave (Sick Leave) .....12  
    Section 504 – Unpaid Medical Leave .....12  
    Section 505 – Severance Pay .....13  
    Section 506 – Bereavement Leave .....13  
    Section 507 – Family and Medical Leave .....13  
    Section 508 – Personal Leave .....15  
    Section 509 – Holidays .....15  
    Section 510 – Insurances .....15  
    Section 511 – Health Insurance Buy-Out .....16  
    Section 512 – Life Insurance .....16  
    Section 513 – Health Insurance .....16  
    Section 514 – Dental Insurance .....17

Section 515 – 125 Basic Plan.....	17
Section 516 – Retirement.....	18
Section 517 – Vacation Leave .....	18
ARTICLE 6 – COMPENSATION .....	18
Section 601 – Overtime .....	18
Section 602 – Rates of Pay .....	18
Section 603 – Workers Compensation.....	19
Section 604 – Bi-Weekly Pay .....	19
Section 605 – Direct Deposit .....	19
ARTICLE 7 – PERSONNEL ACTIONS .....	19
Section 701 – Seniority .....	19
Section 702 – Layoff and Recall.....	20
Section 703 – Probationary Period .....	21
Section 704 – Vacancies .....	21
Section 705 – Grievance Procedures .....	21
Section 706 – Grievance Hearings.....	22
Section 707 – Arbitration.....	22
Section 708 – Discipline and Discharge .....	23
Section 709 – Resignation Notice.....	23
Section 710 – Snow Day Grievance .....	24
APPENDIX 1 .....	26
Check-Off Authorization .....	26
APPENDIX 2.....	27
Acknowledgement of Arbitration .....	27

## AGREEMENT

This AGREEMENT, entered into as of this \_\_\_\_\_ day of \_\_\_\_\_ by and between the Burlington Board of School Commissioners, Burlington, Vermont (hereinafter the Board) and the School Bus Employees of the Burlington School District represented by the American Federation of State, County and Municipal Employees, AFL-CIO and its affiliated Local 1343 (hereinafter the Union) (collectively referred to herein as the "Parties").

### ARTICLE I GENERAL PROVISIONS

#### **Section 101 - Recognition**

The Board hereby recognizes the Union as the sole and exclusive representative of its employees (as defined below) for the purpose of collective bargaining with respect to rates of pay, hours of employment, and other conditions of employment, in accordance with laws of the State of Vermont (T.21 V.S.A., Chapter 22) respecting labor relations for public employees.

#### **Section 102 - Rights to Join Union & Obligation to Represent**

Neither the Board nor the Union shall interfere with the right of employees covered by this Agreement to become or not become members of the Union, and there shall be no discrimination against any such employees because of lawful Union membership or non-membership activity or status.

The Union recognizes its responsibility as bargaining agent and agrees fairly to represent all employees in the bargaining unit.

#### **Section 103 - Definitions**

- A. The term "employees" as used in this Agreement shall mean all permanent School Bus Employees of the Burlington School District.
- B. The term "days" when used in this Agreement shall mean workdays Monday through Friday exclusive of holidays, unless otherwise indicated.
- C. The term "Board," "District", or "Department" shall mean the Burlington School District acting by and through its duly authorized administrators.
- D. The term "Director" shall mean the Director of Property Services or the person assigned by the Superintendent to supervise and evaluate the employees covered by this Agreement, or if no person is assigned, the Superintendent.

#### **Section 104 - Negotiations Procedures**

- A. The Board and the Union agree to meet not later than October 1 of the expiration year for the purpose of negotiations, in a good faith effort to reach agreement for the year beginning July 1 of that year on any proposals submitted with respect to Negotiable Subjects if either party gives written notice to the other of desire to modify this Agreement on or before August 15 prior to the expiration year. The Board and the Union agree to meet for the purpose of negotiations in a good faith effort to reach agreement for the year beginning July 1 on any proposal submitted with respect to rates of pay and only such other matters as this Agreement specifically indicates shall be subject to renegotiation.
- B. If upon passage of at least sixty (60) days from the commencement of negotiations, the Board and the Union, though both bargaining in good faith, are unable to reach agreement on the matter open for negotiations, either party may invoke the impasse procedure available under the provisions of T.21 V.S.A., Chapter 22.
- C. It is the stated policy of both the Board and the Union to conclude negotiations if at all possible through good faith bargaining within sixty (60) days from the date of commencement.
- D. All written notices to the Board or Union referred to above will be deemed to have been properly given if delivered to the Superintendent of Schools and/or the President of the Local Union, respectively, by certified mail return receipt requested.

#### **Section 105 - Responsibilities of the Parties**

- A. This Agreement is intended to set forth rates of pay, hours of work, and other mutually agreed upon conditions of employment so as to promote orderly and peaceful relations with the Board personnel, and to achieve the highest level of performance consistent with safety, good health, and employee effort, and promote the general welfare of the Burlington School District and its employees.
- B. An action by the Board or its administration affecting wages, hours, or other mutually agreed upon conditions of employment in accordance with the negotiated agreement, shall be subject to the right of the Union to represent the employee(s) and to the grievance and arbitration procedures of this Agreement on the issue of whether the Agreement has been violated by the Board.
- C. An employee shall have the right to have a Union representative present with him/her at any meeting with the Board or its administrative staff at any meeting that could result in the imposition of discipline. The preceding sentence shall not be read so as to prohibit the right of an employee's immediate supervisor to order him/her to leave the job site for an alleged infraction pending review thereof.

### **Section 106 - Notice Under Agreement**

Whenever written notice to the Board is provided for in this Agreement such notice shall be addressed to the Office of the Superintendent, Superintendent of Schools, Ira Allen Building, 150 Colchester Avenue, Suite 2, Burlington, Vermont 05401. Said notice may also be hand delivered to the Superintendent of Schools/receipt required.

Whenever written notice to the American Federation of State, County, and Municipal Employees, A.F.L.- C.I.O. Local 1343, is provided for in this Agreement, such notice shall be addressed to Vermont AFSCME Council 93, 734G U.S. Route 4E, Rutland, VT. 05701, or hand delivered to the shop steward responsible for handling the grievance/receipt required.

Either party by written notice may change the address at which future written notices to it shall be given.

Communications regarding "Negotiating Procedure" are governed by Section 104.

### **Section 107 - No Strike No Lockout**

The Board and the Union subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of work. The Union agrees, therefore, that there shall be no strikes, work stoppages or other concerted refusals to perform work by the employees covered by this Agreement, nor any instigation thereof during the term of this agreement.

Any disciplinary measures taken by the Board against employees who violate this Article shall not be reviewable through the grievance procedure, except on the basis that the employee did not in fact violate this Article.

In the event of any violation of paragraph one of this Section, there shall be no financial liability on the part of the Signatory International Union, Local and/or the officers thereof, provided that the Signatory International and Local Union involved promptly, after notice of the beginning of such action shall (1) publicly and privately declare such action to be a violation of this Agreement and promptly order their members to return to work, and (2) take other prompt and vigorous steps to end the strike, work stoppage or other concerted efforts by the employees.

### **Section 108 - Savings Clause**

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.

### **Section 109 - Non-Discrimination**

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to race, color, age, religion, creed, national origin, marital status, gender, sex (including but not limited to pregnancy and parental status), sexual orientation, gender expression, gender identity, disability or political affiliation. The Union shall share equally with the employer the responsibility for applying this provision of the Agreement.

All reference to employees in this Agreement designate both sexes, and whenever the male gender is used it shall be construed to include male and female employees.

The employer agrees there shall be no discrimination and further agrees not to interfere with the rights of employees to become members of the Union, and there shall be no discrimination, interference, restraint, or coercion because of Union membership or because of any employee activity in an official capacity on behalf of the Union.

### **Section 110 - Duration of Agreement**

This Agreement shall be effective as of the 1st day of July 2017 and shall remain in full force and effect until the 30th day of June 2019. This Agreement is retro-active with regard to salary and benefits contribution portion otherwise effective upon execution. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing, as set forth in Section 104 that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin as set forth in Section 104 and this Agreement shall remain in full force and be effective during the period of negotiations and until the new Agreement is signed by the parties.

### **Section 111 - Final Resolution**

This agreement represents the final resolution of all matters in dispute between the parties, and shall not be changed or altered unless the change or alteration has been agreed to in writing by the parties hereto.

## **ARTICLE 2 UNION RIGHTS**

### **Section 201 - Notice of New Employees**

The Central Office shall provide to the Union Treasurer, within fifteen (15) workdays of hiring, the name date of hire, job title and department of a new employee in a bargaining unit position.

### **Section 202 - Union Service Charge**

All employees covered by this Agreement who fail voluntarily to acquire or maintain membership in the Union shall be required as a condition of employment, beginning on the 91st day following the beginning of such employment, to pay to the Union a service charge in an amount not to exceed 50% of the Union's regular dues as a contribution toward the negotiation and administration of this Agreement and the representation of such employees. The Board shall automatically deduct this amount from the employee's pay commencing on the second pay day following completion of the probationary period. The Union agrees to indemnify the Board and hold same harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any action taken by the Board for the purpose of complying with the provisions of this Article.

### **Section 203 - Use of Bulletin Boards**

Announcements shall be posted in conspicuous places where employees leave or enter the premises. Parties to this Agreement, both of whom may use the bulletin boards for notices of routine nature, agree that denunciatory or inflammatory written material shall not be posted. Provided that adequate space is available, the Property Services Department shall allow the Union to place a Union bulletin board on such space. The Union will construct and maintain the Union bulletin board at its own expense. All materials pertinent to their Union may be placed thereon, it being understood that denunciatory or inflammatory written materials shall not be posted.

### **Section 204 - Union Access to Premises**

Representatives of the Union shall, upon prior request and approval from the Director of Property Services, be admitted to the premises during working hours provided that such visits are not abused and do not interfere with the performance of duties assigned to the employees. The International Union representative shall likewise have access to the premises upon the above conditions provided that the Board is given written notice as to the name of such International representative and is further notified with respect to any change in the individual serving in such category.

## **ARTICLE 3 MANAGEMENT RIGHTS**

### **Section 301 - Management Rights**

Except as otherwise specifically provided in this Agreement, or otherwise specifically agreed to in writing between the parties, the operation of the Board departments and the direction of the working force, including the right to plan, assign work to employees; to determine the means, methods, processes, materials and equipment; to maintain the efficiency of the departments and their materials and equipment; to maintain the efficiency of the departments and their employees; to determine the staffing of jobs; to create, revise and eliminate jobs, formulate or



promulgate ordinance or other regulations incidental to the management of the Board affecting the public health, safety, and welfare; to hire and terminate; to maintain order, to evaluate, and to suspend, demote, discipline, and discharge employees for just cause are rights solely of the Board.

### **Section 302 - Notice of Union Representatives**

A list of Union Stewards or other representatives shall be furnished to the Board and the Director of Property Services immediately after their designation, and the Union shall notify the Board of any changes.

## **ARTICLE 4 WORKING CONDITIONS**

### **Section 401 – Hours of Work**

- A. It is recognized that employees daily and weekly schedules and work assignments are based on District operating requirements and subject to change. The Board necessarily retains the right to schedule straight time and overtime hours and number of shifts and shift assignments, and that it is the obligation of the employees to work as scheduled.
- B. The Board reserves the right to alter the starting and ending time of work schedules. The work year is defined as not less than 177 workdays during the student school year plus additional workdays scheduled at the discretion of the Director of Property Services. Additional workdays will be paid on a per diem basis.
- C. Summer school schedules will be determined and communicated to the Union by May 15 of each school year. Upon receiving notice of summer school schedule, employees will indicate availability to work during the summer school schedule no later than May 20. The District shall notify such employees of the date on which they will be expected to return to work at the end of summer recess. Employees reserve the right of first refusal for such summer work.
- D. In the event that school is cancelled prior to an employee being punched-in, that day shall not count as a workday and the employee shall not work or be paid. In the event that school is cancelled after an employee has punched in, the employee shall work a normal workday.

### **Section 402 – Work Day, Work Shift**

The workday is defined as eight (8) hours of work, excluding lunch periods, with a maximum spread time of any split shift limited to 12 hours, within a twenty-four (24) hour period. The twenty-four (24) hour period shall commence at 12:01 a.m. and end at midnight. The District reserves the right to employ hourly employees should the need arise for less than an eight (8) hour shift.

### **Section 403 – Work Week**

The workweek will consist of five (5) consecutive days beginning at the start of the workday on Monday and ending at the close of the workday on Friday.

### **Section 404 – Meals**

A thirty minute unpaid, duty free lunch period shall be scheduled by the Director of Property Services for any employee scheduled to work for eight (8) consecutive hours.

### **Section 405 – Uniforms and Safety Equipment**

- A. The District agrees to provide approved safety glasses, not to exceed \$200 per employee, when it is determined that safety goggles are not sufficient. The District agrees to replace eyeglasses damaged or destroyed in the course of duty. Employees will exercise proper care and treatment of eyeglasses. Eye examinations are at the employee's expense.
- B. The School District shall provide one winter and one spring/fall coat per bus services employee. Employees must wear the District issued coat during work hours when wearing a coat is necessary. The District shall order all coats.
- C. Proper care and use of these coats shall be the responsibility of the employee. Work coats damaged or ruined in the normal of performance of ones job shall be replaced upon appropriate proof of damage/ruin when accompanied with a written explanation of causal factors. To receive a replacement coat the employee must bring the old coat to the office of the Director of Property Services.

### **Section 406 – CDL and Job Requirements**

- A. Where the District requires an employee to maintain a commercial drivers license (CDL) to perform his or her position, it will pay the cost of the CDL. This cost will include paying for the physical exams associated with obtaining bus endorsement. If the Department of Motor Vehicles is unable to schedule CDL renewal during non-work hours, employees will be released with pay for a maximum of two hours to complete the license renewal. The District will also either provide the training necessary to obtain the license or pay for the necessary training if deemed reasonable by and approved in advance by the Director. Employees will be paid at their regular rate for attending trainings during working hours and time and a half for attending approved trainings during overtime hours. If the District offers a training during working hours and an employee does not attend the training offered by the District, the employee will not be paid for attending a training outside of regular working hours unless approved in advance by the Director.

- B. Each employee shall meet the requirements of 23 V.S.A Chapter 39, including but not limited to obtaining and maintaining the appropriate Class and Type commercial driver license in order to legally operate all type school buses owned and/or leased by the District for the entirety of the employee's employment with the District under this Agreement.
- C. Failure to obtain and/or maintain the appropriate commercial driver license Class and Type as required in Section 406(A) shall result in the employee's suspension without pay until such time as the employee becomes appropriately licensed.
- D. Any and all bus drivers may be required to perform student supervision and assistance duties at the direction of the Director of Property Services.
- E. All employees are required to obtain and maintain current Cardio Pulmonary Resuscitation (CPR) Certification.

## **ARTICLE 5 LEAVES AND FRINGE BENEFITS**

### **Section 501 - Military Leave**

The Board will comply with its statutory responsibilities with regard to an employee's service in the armed forces.

### **Section 502 - Unpaid Leave**

An employee's request for unpaid leave may be granted at the discretion of the Superintendent. In no instance, however, will leave be granted for the purpose of taking other employment. Leaves of absence will not be granted for periods longer than one year. For leave requests based on medical, medical related, and/or birth, adoption, or foster care of a child, refer first to section 507 of this Agreement.

- A. A leave of absence will be without pay, without accrual of paid leave, and without the District's contributions to benefits. The employee may, however, participate in his/her group insurance plan by contributing to the full cost of their insurances during the period of their leave. An employee who returns from an unpaid leave will be allowed to return to his/her previous position or to a comparable position.
- B. Employees who, without notice to the Director within 3 work days from the cessation of their unpaid leave, do not return to work will be considered as having voluntarily quit from their employment with the District. Extensions to unpaid leaves may be granted with Superintendent approval, but in no case for more than one year total.

- C. The Superintendent may hire a temporary employee to fulfill the duties of the employee while on leave. Upon the conclusion of the employee's leave the temporary employment shall be terminated.

#### **Section 503 - Paid Medical Leave (Sick Leave)**

- A. Eight (8) days of medical leave days shall be earned per fiscal year to be accrued on a pro-rated basis per pay period.
- B. Employees who are scheduled to work during the entire summer recess shall have an additional three (3) sick leave days available.
- C. Sick leave days may be accrued to a maximum of 60 days.
- D. Medical leave is intended to cover the employee's own incapacitation due to illness or physical injury. Medical leave may only be used for regularly scheduled workdays. In the case where there has been a personal absence for three (3) consecutive days or five (5) days in the fiscal year, the employee shall provide a physician's certificate for each subsequent period of absence not worked as a result of illness.
- E. Abuses of medical leave will be treated as individual disciplinary cases by the Director of Property Services. The Director of Property Services may require a doctor's certificate for illness at any time for habitual absenteeism.
- F. Employees shall be allowed to use a maximum of 5 days medical leave per year when a member of their immediate family is ill.
- G. Bus service employees shall be a part of the Section 507 Medical Leave Bank established for property service employees under the same terms and conditions applicable to such property services employees.

#### **Section 504 - Unpaid Medical Leave**

An employee who is ill or injured will be guaranteed his/her position or an equivalent position by the Board for a period not to exceed (12) twelve months. Said guarantee is contingent upon medical verification that the employee may resume the duties as required in the job description for the position or equivalent position.

In the event that a period of the twelve (12) month medical leave cannot be covered by accrued medical leave or days from the medical leave bank, the employee will continue to receive the District's contributions toward their insurance benefits for the remainder of the twelve (12) month medical leave. An employee on unpaid medical leave shall continue to accrue seniority during the period of the leave.

### **Section 505 - Severance Pay**

Upon completion of ten (10) continuous years of employment with the Board, thereafter upon separation of employment, except for termination for just cause, a separated employee shall receive compensation payable at his current rate of pay in an amount equal to one-third (1/3) of his/her unused accumulated medical leave.

### **Section 506 - Bereavement Leave**

In the case of necessary absence due to death of a member of the employee's family (as indicated below), she/he will be granted up to the maximum number of days with pay as indicated below for the purpose of attending the funeral, arranging for burial or attending the interment. In addition, the Director (or designee), may, upon written request by an employee, allow the employee to use up to one (1) day of available paid leave or may grant one (1) unpaid leave day to attend the funeral of a personal friend or member of the employee's family not mentioned below.

Immediate family for purposes of this section of the Agreement shall be defined as:

#### **Five Days**

Spouse  
Domestic Partner  
Children and Step-Children  
Parents  
Brothers  
Sisters  
Mother-in-law  
Father-in-law

#### **Three Days**

Sister/Brother-in-law  
Grandparents  
Son-in-law  
Daughter-in-law  
Grandchildren

### **Section 507 - Family and Medical Leave**

To the extent that the following statutory provisions are applicable, the Board will comply with the requirements of the federal Family and Medical Leave Act ("FMLA") and the Vermont Parental and Family Leave Act ("PFLA"). Leave pursuant to each of these acts shall be provided according to the laws and the Employer's policies and practices except as modified herein. FMLA and PFLA leave will run concurrently with Workers' Compensation benefits and/or short or long term disability leave benefits.

Any eligible employee\*\* shall be entitled to take unpaid leave for a period not to exceed twelve (12) weeks during a twelve month period for the employee's pregnancy and following the birth, adoption or foster care of his or her child.

Any eligible employee\*\* shall be entitled to take unpaid leave for a period not to exceed twelve (12) weeks during a twelve month period to care for a seriously ill spouse, child,

stepchild, ward, foster child, parent, or parent of the employee's spouse, or for the employee's serious medical health condition.

For the purposes of the FMLA and the PFLA, the twelve (12) month period shall be on a rolling forward basis and an approved leave shall begin on the first day of the absence. It shall be the Board's responsibility in all circumstances for designating leave as FMLA/PFLA qualifying.

At the option of the Employee, accrued sick leave or vacation leave may be used during an approved FMLA/PFLA leave under the provisions of the FMLA/PFLA, not to exceed six (6) weeks. The combination of paid and unpaid leave shall not extend the leave taken beyond a total of twelve (12) weeks.

During the time when FMLA/PFLA leave is in use, the Board will continue the health insurance coverage customarily afforded to the employee, however, the employee will continue to be responsible for any co-payments to the extent required elsewhere in this Agreement.

Written notice of an employee's intent to take FMLA/PFLA leave shall be made in writing to the employer, including the dates leave is expected to commence, the duration of leave expected. Such notice will be made at least six (6) weeks in advance of the actual leave or as soon thereafter as practical.

Prior to return to work, employee must provide his or her health care provider's certification (relating to the condition that the leave was designated for) that he/she is fit to return to full duty.

Upon the employees return from FMLA/PFLA leave, the employee shall be offered the same or comparable position at the same level of compensation, employment benefits, or other terms or conditions of employment existing on the day the leave began.

In the event that an employee is not eligible for FMLA/PFLA leave or has exhausted their twelve (12) week FMLA/PFLA leave in a twelve (12) month period, an employee may then, and only then, apply to the Superintendent for unpaid leave in accordance with Section 502 of this Agreement, above, on the basis of circumstances that would otherwise have qualified them for FMLA/PFLA leave, provided that any leave granted shall not exceed a total of twelve (12) months including any FMLA/PFLA leave. Applicants for unpaid leave pursuant to this paragraph may be required to provide the Superintendent with medical verification that justifies the need for such leave prior to the granting of such leave. In addition, the obligation of the Superintendent to allow the employee to return to his/her previous position or comparable position is contingent upon the employee providing medical verification that the employee may resume the duties as required in the job description for the position or equivalent position unless it is a matter of reasonable accommodation in accordance with the Americans with Disabilities Act.

\*\*The term "eligible employee" as used in this section shall be as outlined by 21 V.S.A. Subchapter 4A and Burlington School Board Policy GCBDC Parental, Medical & Family Care Leave Policy.

### **Section 508 - Personal Leave**

- A. Employees shall be entitled to personal days for the purposed of legal and business matters unable to be conducted outside of normal work hours. Permission must be requested 48 hours in advance indicating the specific reason for the request. In the case of an emergency, an employee shall notify their supervisor as soon as is reasonably possible. Employees shall be entitled to three (3) personal days per fiscal year for business unable to be conducted at other times. Said personal days will not be used in lieu of medical leave. Permission will not be denied without reason. Said personal days are not cumulative.
- B. Employees who are scheduled to work during the entire summer recess shall be entitled to one (1) additional personal day.
- C. Current employees, those employed as of December 1, 2003, see Appendix B, are entitled to four (4) personal days per fiscal year during such time as they are subject to this Agreement.

### **Section 509 - Holidays**

- A. With the exception of those employee(s) covered under Section 509(B), below, Bus Services employees shall be entitled to the following four (4) paid holidays per fiscal year: Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day.
- B. Bus Services Employees employed as of December 1, 2003, are entitled to 12 paid holidays days per fiscal year during such time as they are subject to this Article.
- C. For the purposes of Section 509(B), above, the following shall be recognized as paid holidays:

New Year's Day	Town Meeting Day	Veteran's Day
Memorial Day	Independence Day	Columbus Day
Bennington Battle Day	Labor Day	President's Day
Christmas Day	Thanksgiving Day	Martin Luther King Day

### **Section 510 -- Insurances**

- A. The Board agrees to maintain in effect an insurance plan for eligible permanent employees, so long as they remain on the Burlington School District payroll. A summary of benefits to be provided under said plan are set forth in Sections 511 - 515.

The Board will not itself pay the insurance benefits referred to in this Section 510, but will obtain policies or contracts from insurance companies which will administer said benefits. The

Board shall have the right to change carriers from time to time so long as the level of benefits afforded to employees covered by this Agreement is not reduced.

- B. Grievance of employees under this Article shall be adjusted in accordance with the provision of the applicable insurance contract and law.
- C. Should any Federal or State legislation become effective during the term of this Agreement providing benefits paralleling any of those referred to above and imposing the cost thereof on the Board, the disposition hereunder shall be subject to negotiation and mutual agreement and to the grievance and arbitration procedures of this Agreement.
- D. All changes in the insurance plans outlined above during the life of this Agreement shall be subject to negotiations and mutual agreement before implementation. Any and all changes implemented by the insurance carrier(s) shall not be responsibility of the Board.

**Section 511 - Health Insurance Buy-Out**

Employees covered by this agreement who are entitled to health insurance benefits as provided by the Board shall on or before July 1 (of the year following) be paid 25% of the amount that is not paid by the Board for health insurance for which said employee is eligible.

**Section 512 - Life Insurance**

The following life insurance benefits are provided for permanent Property Services employees upon application by the School District:

	Accidental Death or Dismemberment
<u>Life Insurance</u>	<u>\$50,000</u>
\$50,000	\$50,000

Employees may purchase an additional \$37,500.00 of coverage at their own expense through payroll deduction.

Enrollment for the life insurance benefits described above is only available to covered employees immediately following the successful completion of the probationary period or thereafter, during the open enrollment period and is subject to the carrier's regulations and conditions, which could include a health questionnaire, physical exam, or other necessary actions as determined by the carrier.

**Section 513 - Health Insurance**

- A. From July 1, 2017 to December 31, 2017, the Board will contribute for each Bus Services employee the same monthly dollar amount that the Board paid during the 2016-2017 contract year toward the cost of health insurance coverage for the same medical insurance plans that were provided to Bus Services employees during the 2016-2017 contract year.



- B. Eligible employees shall be entitled to a single, two-adult, parent/child, or family membership in the health care plan carried by the teachers or the majority of the employees, inclusive of any riders to such plans. For eligible employees who choose to access health care insurance, the Board shall contribute to the premium cost of the health care insurance in the amounts as described in 513(C), below. The employee shall pay the remainder of the health care premium.
- C. An eligible employee is defined as regularly scheduled to work thirty (30) hours per week or more.
- D. For eligible employees who choose to access health care insurance, the Board will contribute towards the employee's plan selection an amount equal to 80% of the Gold CDHP plan for 2017-2018 and 2018-2019 school years and the employee shall pay the remainder.

For eligible employees who choose access to health care insurance, a Health Reimbursement Arrangement will be available where Board contributions to HRA shall be:

- Single: Up to \$2,100.00 after employee pays first \$400.00 of out of pocket costs.
- Two Adult: Up to \$4,200.00 after employee pays first \$800.00 of out of pocket costs.
- Parent/Child: Up to \$4,200.00 after employee pays first \$800.00 of out of pocket costs.
- Family: Up to \$3,800.00 after employee pays first \$1,200.00 of out of pocket costs.

District will pay administrative costs associated with the provision of the HRA and all administrative decisions not specified in contract will be the responsibility of the Board. The above health care contribution schedule is subject to applicable laws and regulations.

#### **Section 514 - Dental Insurance**

- A. Eligible employees shall be entitled to single dental insurance coverage carried by the teachers or the majority of the employees. Eligible employees may purchase, at their own expense, two-person or family coverage. The employee's portion must be paid through payroll deduction.
- B. An eligible employee is defined as regularly scheduled to work thirty (30) hours per week or more.

#### **Section 515- 125 Basic Plan**

A basic plan will be in effect at Board expense to protect the tax exempt status of health care insurance benefits. Any pay back for waived health insurance coverage per Section 511 remains taxable.

### **Section 516 – Retirement**

The Board agrees to offer a retirement plan in accordance with the Retirement Plan offered by the City of Burlington described in the Collective Bargaining Agreement between the City of Burlington and AFSCME 93 signed on October 30, 2015 in effect from July 1, 2014 to June 30, 2018, as amended, including the same benefits and employee contributions.

### **Section 517 – Vacation Leave**

Vacation shall available for all covered employees who worked 220 days, including sick days, or more in the previous fiscal year in accordance with the following schedule. (July 1 to June 30) Effective 7/1/2008.

- 5 Years or less – 5 days (prorated for start date)
- 6 to 15 years –10 days
- More than 15 years – 15 days

This vacation cannot be taken when students are in school, either during the regular school year or summer session.

## **ARTICLE 6 COMPENSATION**

### **Section 601 - Overtime**

- A. Time and one-half (1½) hours pay for each overtime hour worked shall constitute the only compensation for overtime. Other arrangements such as compensation time will not be permitted.
- B. Time and one-half (1½) shall be paid for all hours worked in excess of forty (40) hours in a workweek. Sick time, personal days (until exhausted) and paid holidays (if applicable) shall be counted as hours worked.

### **Section 602 - Rates of Pay**

- A. Compensation for covered bus services employees who remain on the payroll as of the date of execution of the Agreement shall be increased by \$1.00 per hour in consideration for the changes to the work day / work shift outlined in Section 402 of this Agreement.
- B. In addition to the \$1.00 / hr. increase outlined above in subsection A, compensation for covered bus services employees who remain on the payroll as of the date of execution of this Agreement shall be increased 2.25% on an across-the-board basis, retroactive to July 1, 2017. As of the first full payroll period in July, 2018, there shall be an additional across-the-board increase of 2.25%. No annual step movement shall occur throughout the duration of the new Agreement.

B. Newly hired bus drivers may be hired into a step rate up to step 5 commensurate with their years of experience on the following grid:

Step	2017/19
1	\$16.79
2	\$17.13
3	\$17.48
4	\$17.83
5	\$18.18
6	\$18.55
7	\$18.91
8	\$19.29

C. Newly hired bus aides shall, at the discretion of the director, be paid at a rate commensurate with their experience and licensure, but not less than the City of Burlington Livable Wage. If a bus aide is licensed and required to drive a bus, he or she shall be paid the greater of the Step 1 bus driver rate or his or her current bus aide rate for the hours spent driving the bus.

D. Employees who voluntarily accept summer work per Section 401(C) will be compensated at their regular hourly rate.

**Section 603 – Workers’ Compensation**

The Board will comply with its statutory responsibilities with regard to an employee who is absent due to a work connected illness or accident (workers’ compensation).

**Section 604 – Bi-Weekly Pay**

All employees shall be paid bi-weekly.

**Section 605 – Direct Deposit**

All employees shall be paid by direct deposit. All employees shall provide the appropriate paperwork and banking documentation to the Business Department.

**ARTICLE 7  
PERSONNEL ACTIONS**

**Section 701 - Seniority**

A. An employee's seniority shall be equal to his/her years of service or employment with the Board unbroken by any of the reasons for termination of seniority specified in paragraph B, below. Provided, however, that all employees entering the bargaining unit covered by this

Agreement from any other department of the District will be considered new employees for the purpose of seniority in regards to layoff, recall, promotion, transfer and vacation selections.

- B. Seniority for all purposes shall be terminated for any of the following reasons:
1. Voluntarily quit
  2. Discharge for just cause
  3. Failure to report for work within four (4) working days after notice of recall is given; however, if the Board is advised by the recalled employee, either in person or in writing, within said period that he will report for work within two (2) weeks after notice of recall, this extension of time will be granted. Reasonable exceptions to these limits may be agreed to in case of proven sickness or injury to the employee or death in his/her immediate family.
  4. Absence for three (3) consecutive working days without reporting to the Board unless impossible to do so.
  5. Failure to return to work due to any non-occupational connected illness or accident for a period of twelve (12) months.
  6. Retirement
  7. Failure to be recalled from layoff after twenty-four (24) months
- C. Annually the Board shall provide a Seniority List, effective July 1, to union officials not later than August 1. The union shall have 30 days to respond, no response shall be an acceptance.

### **Section 702 - Layoff and Recall**

Whenever the employer reduces the size of the workforce, employees shall be laid off on the basis of inverse seniority. The employer shall notify the Union of such reduction as far in advance as is reasonably possible.

Recall shall be in the reverse order of layoff. Employees subject to recall shall be notified by the Board by certified mail, return receipt requested. A copy of such recall letter shall be given to the local Union president. However, a failure to give such letter to the Union president shall not in any way enlarge the rights of an affected individual. The laid off employee shall have seven (7) working days from the date the letter is posted to notify the Board that he/she will return to work. Such certified letter shall be mailed to the employee's last known address. In the event an opening occurs at a time when one or more employees are laid off, the senior employee on layoff will be recalled to fill such opening. Refusal of an opportunity of recall shall be deemed to waive all recall rights under this Section 702, and the employee's refusal shall terminate his/her seniority under Section 701, above.

Seniority shall not continue to accrue during lay off.

### **Section 703 – Probationary Period**

The first ninety (90) days of work with the Board shall be considered a trial period to permit the Board to determine a new employee's fitness and adaptability for the work required. During this time or any (mutually agreed) extension of the probationary period, the Board may discharge a new employee without such discharge being subject to the grievance and arbitration procedures of this Agreement. Unless otherwise expressly provided herein, a probationary employee will not be entitled to any of the fringe benefits provided for in this Agreement except holiday pay, which shall be credited to "days worked."

### **Section 704 - Vacancies**

Whenever a Union job becomes vacant, the Board agrees to either post the job vacancy or notify the Union in writing that the position is being abolished within thirty (30) workdays from the date the vacancy commenced.

### **Section 705 - Grievance Procedures**

- A. A grievance is defined as being a dispute between the parties as to the meaning or application of a specific provision of this Agreement or a claim that the Board has taken disciplinary action without just cause. It is the intention of the parties that grievances be settled at the lowest step possible.
- B. Definition: For the purpose of this procedure, one (1) day shall mean twenty-four (24) hours, following the receipt of grievance or answer to a grievance. All days shall be workdays unless otherwise indicated.
- C. Procedure:

STEP 1: Grievance shall be made in writing directly to the Director of Property Services within ten (10) workdays of the alleged occurrence or reoccurrence. The grievance shall specify the section(s) of the contract that are alleged to have been violated and a detailed description of the alleged violation. After meeting with the appropriate parties within ten (10) workdays, the Director shall give his written answer to the grievance within fifteen (15) workdays after this meeting.

STEP 2: If the grievance is not settled at STEP 1, it may within fifteen (15) workdays of the receipt of the STEP 1 answer, be appealed by written notice by the Union representative to the Superintendent of Schools. The Superintendent (or designee) shall hear the Grievance at STEP 2 within ten (10) workdays, and shall provide a written response to the grievance within fifteen (15) workdays of the Step 2 hearing. Failure by Management to respond within the required fifteen (15) workdays at Step 2 will result in an automatic appeal by the Union to Step 3.

STEP 3: If no satisfactory settlement is reached in STEP 2, then the Union may submit the grievance to arbitration in accordance with Section 706 of this Agreement.

D. No grievance shall be considered under the foregoing procedure unless it is presented in the manner set forth herein within ten (10) workdays after the occurrence (s) or reoccurrence(s) of the basis of the grievance, and in order to be considered further such grievance must also be advanced to each STEP within the time limits of this Article. A grievance based upon a suspension or dismissal may be initiated at STEP 2 if the suspension or dismissal action was enacted by the Director of Property Services, or at Step 3 if said action was enacted by the Superintendent (or designee). A grievance may be withdrawn at any time without prejudice.

E. A grievance shall be subject to this procedure only if action is taken within the time limit set out for each STEP and shall only be subject to this procedure by or in conjunction with the Union representative. The settlement of a grievance in any case shall not be made retroactive for a period exceeding the date of commencement of the grievance procedure as above outlined.

#### **Section 706 - Grievance Hearings**

Union representatives shall not be compensated for time spent in grievance and adjustment meetings outside their regular working hours.

Union grievance adjustment meetings at Step 1 and Step 2 will be scheduled by the School Administration at a time that is reasonable for both parties and that minimizes or avoids lost working time. Grievance meetings for Step 3 will be scheduled at a time reasonable for both parties [the Board (or designated committee) and the Union] with the intent of minimizing lost work time.

#### **Section 707 - Arbitration**

The Union, upon written notice to the Superintendent or designee within fifteen (15) workdays following the unsuccessful consideration of the grievance by the Superintendent as provided in Step 2 of Section 704, may request arbitration of any grievance which involves the interpretation or application of a specific term or provision of this Agreement. Arbitration is possible only if such grievance has not been settled after being fully processed through the grievance procedure in accordance with the time limits and provisions of Section 704, and arbitration is timely requested. If the Superintendent and the Union are not able to agree on the selection of an arbitrator within a period of ten (10) workdays of the date of such written request, such grievance may be referred by either party to the Federal Mediation and Conciliation Service for the selection of an arbitrator, in accordance with the rules of the service. If the grievance is not so referred within thirty (30) calendar days after the request for arbitration, it shall be considered settled and shall no longer be subject to the grievance or arbitration provisions of this Agreement.

The parties shall share equally in the compensation and expense of the arbitrator. The decision of the arbitrator shall be final and binding upon the parties.

The arbitrator's authority shall be limited to interpreting and applying the provisions of this Agreement, and shall have no power to add or subtract from, alter or modify any of its provisions.

#### **Section 708 - Discipline and Discharge**

- A. An employee shall not be suspended or discharged except for just cause. Such action by the Superintendent or Board shall be subject to the grievance and arbitration procedures of this Agreement.
- B. In the event a suspension or discharge is determined to be without just cause, the employee shall be reinstated in good standing with restoration of seniority rights and pay for the time lost.
- C. Disciplinary action or measures shall include: oral reprimand, written reprimand, suspension (notice in writing) or discharge. Said disciplinary action shall be imposed by the Director of Property Services and/or the Superintendent based upon the nature of the infraction. If an employer has reason to reprimand an employee, it shall, whenever possible, be done in a manner that will not embarrass the employee before other employees or the public.
- D. No written derogatory material regarding an employee's conduct, service, character or personality shall be placed in the employee's personnel file unless he/she has had an opportunity to read the material. The employee shall acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed with the understanding that such signature merely signifies that he/she has read the material to be filed, and does in no way indicate agreement with its contents. The employee shall have the right to answer any material filed and his/her answer shall be attached to the file copy. The employee shall have the right to see and/or request reproduction any documents in his/her personnel file.
- E. Failure to affix one's signature in accordance with this article will be sufficient grounds for discipline.
- F. Records of disciplinary action or written complaints may only be removed if requested by the employee and the removal is agreed upon in a meeting between the Union Steward, employee and the Superintendent or designee.

#### **Section 709 - Resignation Notice**

Bus services employees shall provide written notice of their intent to resign from their position a minimum of ten (10) workdays prior to their last day of work. With the exception of instances of medical incapacity, an employee who fails to provide such notice shall forfeit any accrued leave payouts.

**Section 710 – Snow Day Grievance**

The Union agrees to dismiss the so called “snow-day” grievance relating to the claim made by employees that they were entitled to daily payment for snow days when school was cancelled and no bus services work was performed and on any make up day. Any and all issues that were or could have been raised during this grievance and any related grievances based on similar facts arising prior to the date of execution of this 2017-2019 Agreement are hereby released by the union and shall not be raised again against the District.



IN WITNESS THEREOF, the parties hereto have hereunto set their hands and seals  
this 6 day of January 2018 by their duly authorized representatives.

In Presence of:

BURLINGTON BOARD OF SCHOOL  
COMMISSIONERS

[Signature]  
\_\_\_\_\_

by: Mark P. Pade  
\_\_\_\_\_

In Presence of:

AMERICAN FEDERATION OF STATE, COUNTY  
AND MUNICIPAL EMPLOYEES AFL - CIO

\_\_\_\_\_  
\_\_\_\_\_

by: D. Va. [Signature]  
Karl [Signature]  
\_\_\_\_\_

FOR THE BARGAINING COMMITTEE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPENDIX 1

CHECK-OFF AUTHORIZATION

Upon receipt of a signed voluntary American Federation of State, County and Municipal Employees, AFL-CIO, Authorization for Payroll Deduction Card by an employee, the Board shall deduct from the employee's wages the weekly union membership dues and initiation fees payable by him/her to the Union during the period provided for in said card.

The Check-off Authorization Card shall be in the following form:

BY: \_\_\_\_\_  
Please Print    Last Name                      First Name    Middle

TO: \_\_\_\_\_  
Name of Employer                      Department

Effective \_\_\_\_\_ I hereby request and authorize you to deduct from my earnings each \_\_\_\_\_ an amount sufficient to provide for the regular payment of the current rate of monthly dues established by AFSCME Local No. \_\_\_\_\_, Council No, \_\_\_\_\_ and any changes in such amount shall be so certified. The amount deducted shall be paid to the treasurer of Local Union No. \_\_\_\_\_, Council No \_\_\_\_\_ AFSCME. This authorization shall remain in effect unless terminated by me during the thirty (30) day period following the expiration of any existing or signing of a new Agreement between the parties.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City and State

The Board will deduct the foregoing authorized amounts on the day in the week for the preceding week. When an employee quits, is discharged, or is laid off, any of the foregoing amounts due for either the preceding or current week will be deducted from the last payable. The Board shall furnish the treasurer of the Union monthly with a record of those employees for whom deductions have been made and the amounts of the deductions.

The Union shall indemnify and save the Board harmless against any claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken or not taken by the Board in reliance upon signed authorization cards furnished to the Board by the Union or for the purpose of complying with any of the provisions of this Article.

**APPENDIX 2  
ACKNOWLEDGMENT OF ARBITRATION**

We understand that this agreement between the Burlington Board of School Commissioners and AFSCME Local 1343 contains an agreement to arbitrate. After signing this document, we understand that we will not be able to bring a lawsuit concerning any dispute that may arise which is covered by the Arbitration Agreement, unless it involves a question of constitutional or civil rights. Instead, we agree to submit any such dispute to an impartial arbitrator.

In Presence of:

BURLINGTON BOARD OF SCHOOL  
COMMISSIONERS



  
\_\_\_\_\_

by:   
\_\_\_\_\_

In Presence of:

AMERICAN FEDERATION OF STATE,  
COUNTY AND MUNICIPAL EMPLOYEES,  
AND MUNICIPAL EMPLOYEES,  
AFL-CIO

\_\_\_\_\_  
\_\_\_\_\_

by:   
  
\_\_\_\_\_

FOR THE BARGAINING COMMITTEE:

  
\_\_\_\_\_