



CONTRACT BETWEEN

RSU NO. 38 BOARD OF DIRECTORS

AND

RSU NO. 38 SCHOOL BUS DRIVERS

SEPTEMBER 1, 2023 – AUGUST 31, 2026

Adopted: June 14, 2023

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ARTICLE I CONTRACT

This contract shall be binding by all parties to include the RSU 38 School Board and RSU 38 School Bus Drivers from September 1, 2023 through August 31, 2026. In the event of a change in the yearly school calendar during the course of this contract, all benefits and articles contained within this contract shall remain in effect.

ARTICLE II DEFINITIONS

For the purpose of this contract, the following positions are defined as follows:

Full Time Driver: works 20 hours per week during the school year with an assigned route.

Permanent Full Time Spare Driver: works 20 hours per week during the school year; will fill in on routes and other transportation duties as needed.

Substitute Driver: works on an as-needed basis during the school year.

Co & Extra Curricular Run Driver: works only sports/field trips paid as worked with no benefits.

Van Driver: works 20 hours per week during the school year and operates district passenger vehicles with a Class C license.

ARTICLE III SUBCONTRACTING

The parties recognize that nothing in this Agreement limits the authority of the Board, as representatives of the public, to subcontract or contract out for any services covered by this Agreement. However, the parties agree that in the event that the Board wishes to consider subcontracting or contracting out of workers services, it will notify the RSU #38 School Bus Drivers in advance and refer the matter to a transportation committee (on which the RSU #38 School Bus Drivers have a representative) or another appropriate committee, for a recommendation to the Board. The RSU #38 School Bus Drivers will also be given the opportunity to provide the Board with information that the RSU #38 School Bus Drivers believe is relevant to any such Board decision. Additionally, the parties agree that, if the Board determines at its discretion to subcontract or contract out for workers services, and any bargaining unit members are laid off as a result, it will bargain with RSU #38 School Bus Drivers regarding the impact of any such decision on such unit employees. A change to contracted workers services can only take effect at the end of a negotiated contract.

ARTICLE IV ORIENTATION

Upon his or her date of hire each new driver (regular route driver, co and extra-curricular driver and bus driver will receive the following information: Driver Package containing:

1. Policies and Procedures
2. Contract
3. Map of Route (if applicable)

4. Directions for Trips
5. Diesel Fuel Number for Bus (if applicable)
6. Information on our buses (bus manuals, needed confidential student information)
7. Job Description

The above package will be provided to each employee within thirty (30) days of the execution of this contract. This would include the creation or modification of jobs.

All bus drivers must hold a valid Maine School Bus License with a P+S and CDL endorsement, and have no convictions within three (3) previous years or motor vehicle violations that carried a point penalty of 10 as established by the Secretary of State.

All drivers must pass an annual physical examination according to state law, through a district approved health provider. The district will pay the cost of the physical once per school year.

All drivers must conform to all federal and state statutes relating to school bus drivers and all rules and regulations put into effect at the time of this contract by the Department of Education and RSU 38. All drivers are subject to random testing for alcohol and controlled substances at rates determined by the Federal Motor Carrier Safety Administrator. These random tests will be unannounced and will be spread throughout the calendar year. The district pays the cost of these mandate tests.

No individual will be allowed to apply for a bus driving position if he/she has been convicted of operating under the influence of drugs and/or alcohol within the past 10 year period prior to application.

ARTICLE V DRIVER CATEGORY AND WORK HOURS

- A. Full time route drivers who drive morning and afternoon runs shall be compensated a minimum of four (4) hours per day. Runs and assignments will be combined to best maximize driver time. The expectation is that drivers will actually work the minimum four (4) hour day. If the driver's morning and afternoon runs and bus duties (fuel up, clean their own bus, disciplinary issues, seating plans, bus driver meetings, communication with transportation director, communication with mechanic) do not total the minimum 4 hours, then the driver can complete other duties as posted by the Transportation Director.
- B. Runs that are between the AM and PM runs and not a continuum with the morning or afternoon run will be paid a minimum of 2 hours.
- C. Driver's start time will commence fifteen (15) minutes prior to their departure time from the bus garage. The driver will conduct a pre-trip inspection during this time. The start and end time can be adjusted for extenuating circumstances such as weather, emergencies, co & extra curricular, field trips, etc. as approved by the transportation director.
- D. Driver's end time will conclude upon completion of their bus route, post-trip inspection and any other duties listed in paragraph A.
- E. In the event that a driver's time for assigned runs is over four (4) hours per day, the driver will be paid actual time over the four (4) hours.
- F. There will be no overlapping of work time. If a driver's minimum route time is not completed

- prior to taking an additional trip (field trip/athletic trip/vocational run), their start time of the additional trip will commence after completion of their minimum route time.
- G. Drivers will not be penalized any loss of time if they are within a fifteen (15) minute time increment of the four (4) hour work day period.
 - H. Permanent full time spare(s) will be available four (4) hours a day to cover routes during the school year and will receive the same compensation and benefits as the route drivers. When not covering routes, the full time spare(s) may be asked to cover other transportation duties within their four (4) hour time frame.
 - I. Substitute drivers are drivers who drive morning and afternoon runs, sports runs, field trips and other trips that full time drivers are unable to cover.
 - J. Sports, field, and co & extra curricular trip drivers will be available for only the duration of the trip.
 - K. Van drivers will work 4 hours per day.

When it appears that a full time driver(s) will be absent for a period of one month or more, a substitute driver will be assigned that route(s) for the durations of absence. Upon completion of 20 consecutive working days the substitute driver will be placed on the bottom of the Seniority List for trips and will be given holiday pay without any other benefits for the duration of the absence.

Summer runs will be given out on a seniority basis to those interested in summer work.

ARTICLE VI PROBATIONARY PERIOD

There will be a probationary period of one year from the date of hire for all new drivers. The Transportation Director will evaluate new drivers at least twice during the first nine (9) months of employment. Anytime during this initial period a decision will be made to:

- 1. Retain the driver
- 2. Discharge the driver
- 3. Extend the probation six months (for a total of 18 months), provided the Transportation Director provides justification for the extension and proof of notice to employee.

The decision with respect to employment beyond the probationary period is not subject to the grievance procedure of this contract.

ARTICLE VII SENIORITY AND REDUCTION IN FORCE

A seniority list shall be maintained for all employees covered by this contract. Seniority shall be based on the employee's continuous, uninterrupted employment, excluding summer breaks, from date of hire for RSU 38 as a full time School Bus Driver. When two or more employees have the same date of employment, the employee having the longest total experience driving a school bus will be listed first. In the case of a tie, earliest Date of Birth shall determine seniority.

In the event that a route is eliminated the driver of the affected route will be allowed to bump the least senior driver and the least senior driver will be offered the next available route over anyone else. Bus drivers will be reinstated at their previous wage step and benefits if recalled within an 18 month recall period.

If a route becomes available, it shall be posted immediately for a period of no less than one week and no more than two weeks at which time it is to be offered to a full time driver according to seniority, then to substitutes according to seniority.

If a driver has a certain run and gives it up, he/she cannot get it back until it becomes available again and then only by seniority.

Only in the event of extreme circumstances, and at the request of the superintendent, and after consulting with the affected driver (s) and the Transportation Director, will drivers be asked to change their runs. (This does not pertain to Article VII, paragraph 2.)

ARTICLE VIII RUNS AND TRIPS

Runs are classified as follows:

- Morning
- Afternoon
- Pre-Kindergarten
- Sports/Field Trips
- Vocational
- Physical Education Alternative Trips
- Summer Extended School Year Program
- Special Needs Van

The vocational run will consist of a run to take students to the vocational center and a run to bring students back from the vocational center and will be treated as two (2) separate runs. Vocational runs will be given to route drivers according to seniority, but only one run per person. If no driver elects to drive the Pre-K or Vocational run(s), these runs will be assigned as follows: least senior driver to most senior driver, then to full time spare driver.

All runs and trips will be compensated at the driver's regular rate of pay.

Full time drivers will be offered all extra trips and sports runs. A sports meeting will be held at the start of each sport season. Each month thereafter at a scheduled staff meeting an opportunity will be provided to adjust to changes in the sport trips. The Transportation Director will offer all extra trips and sports/field trip runs on a seniority basis. Seniority will not apply if the extra trips/sports run would cause the driver to reach overtime status. If a full time driver or spare is not available, then a sport/field trip driver will be offered the trip. As a last resort, an outside contractor may be obtained.

If coverage is needed for a vocational run, the time needed will be treated as a trip at regular pay and placed on the sign-up sheet, if enough notice time was given for this need.

If a scheduled trip is cancelled with less than one-hour notification, the driver will receive two (2) hours pay as compensation. Should this cancellation occur on a weekend, holiday, or vacation day, the driver will receive four (4) hours pay as compensation.

If a driver is not notified that a trip is a drop off at time of sign up, then that driver is entitled to a minimum of four (4) hours compensation.

Overnight trips - Drivers will be compensated actual driving time from pre-trip to post trip plus an on-call stipend in the amount which, when added to the hourly compensation, will equal a minimum of \$250.00 per day for overnight trips. If a waiver is needed to satisfy state or federal rules for work breaks, a form will be provided. Drivers will also be provided with the following:

1. A separate room (at school or teams expense).
2. Meal allowance of \$50.00 per day.

If a trip is more than 300 miles the Transportation Director may request a cash advance to be used for "road expense." Allowable expenses are fuel, tolls, or minor repairs. Cash will be provided for meal allowance and road expense advances and will be picked up at the Central Office. Upon return the driver will provide receipts for meal and road expenses, in a timely manner, to the Central Office.

ARTICLE IX COMPENSATION

	2023 - 2024	2024 - 2025	2025 - 2026
Bus Driver			
0 - 1	21.76	23.06	24.22
2 +	24.52	25.99	27.29
Van Driver			
0-1	19.31	20.47	21.29
2+	22.07	23.39	24.33
Bus Monitor			
0 - 1	16.85	17.86	18.58
2 +	19.61	20.79	21.62

A starting level is defined as years of experience as a licensed, full time school bus driver as defined by this contract.

When a substitute driver does a morning or afternoon run, they will receive base pay for a minimum of two (2) hours pay.

Any driver hired into our system with driving experience will be placed in the appropriate salary lane based on bus driver experience.

Employees who elect to receive their pay over 22 or 26 pay periods, in equal installments, must make the election on the individual's fringe benefit form during open enrollment or upon hire date prior to September 1. Any employee who does not choose an election by September 1 will be "paid as earned" for the duration of that school year.

If employment is terminated earlier than hours compensated the employee is expected to pay back the difference.

ARTICLE X INSURANCE BENEFITS AND TAX SHELTERED ANNUITY

The District provides an IRS Section 125B Plan for all full time drivers. Annually in May, staff members shall inform the Superintendent in writing of the option they wish to select for the succeeding school year. No changes in benefits will be made unless this written notification is received.

The District agrees to provide each full time driver the benefits in Option I or Option II:

Option I- MEA Choice Plan BC/BS single group insurance coverage, MEA Standard Plan can be elected, but the Board will only pay the MEA Choice Plan rate.

Option II- Cash in Lieu of Benefits of \$4,500 each year in taxable cash. No cash in lieu will be paid unless the employee can offer proof of medical insurance under another employer's plan.

The district shall provide each full time driver with single dental coverage without employee contributions.

Under IRS Section 403 (B), a driver may elect to participate in a tax-sheltered annuity (TSA) pursuant to employer's tax sheltered annuity plan from any company authorized to do business with the district.

The District does not provide investment advice. It is the responsibility of each employee to determine the option that best meets the employee's needs.

Cash in lieu of benefits will be paid in equal installments, beginning with the first payroll in September. Any full time driver not utilizing medical insurance must show proof of insurance from another employer as a condition of receiving the cash in lieu option. Full time drivers must be employed on a continual status throughout the entire pay period in order to receive this benefit.

The District shall have the option to acquire a different insurance carrier provided that all benefits are substantially equal to and the cost does not exceed that of the current plan. The same option shall be available to the District for the dental insurance plan.

ARTICLE XI HOLIDAYS

Each full time driver will receive ten (10) paid holidays per year as follows:

- Labor Day
- New Year's Day
- Indigenous Peoples' Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day
- Martin Luther King Day
- Presidents' Day
- Patriots' Day
- Memorial Day

Extended school-year program employees shall receive holiday pay for any holiday that occurs on their scheduled work day beyond the regular school year.

ARTICLE XII EARNED PAID LEAVE

1. Except for emergencies all leave must receive prior approval at least three days before leave can be taken.
2. A full-time employee may be granted up to five (5) days earned paid leave each year as of the first official day of the school year. This leave may be taken in increments of one (1) hour. Part-time employees' earned paid leave time shall be prorated.
3. Except for emergencies, earned paid leave shall not be used during in-service days or the first and last week that pupils are in attendance, the week before and after the following school breaks: Christmas break, February break, and April break, unless approved in advance by the Superintendent.
4. All earned paid leave, and exceptions to earned paid leave provisions, MUST be approved by the Superintendent of Schools. Any unauthorized days absent may be subject to disciplinary action.
5. A completed request shall be submitted to the employee's immediate supervisor using absence software. The immediate supervisor shall forward the request to the Superintendent. In emergency situations this notification may be ex-post facto.
6. Employees may choose to roll over their unused earned paid leave time into sick leave at the end of the school year.

ARTICLE XIII VACATION

Full Time drivers will earn vacation time based on the following schedule:

<u>Completed Years at the District</u>	<u>Vacation Days Earned</u>
1	4
2	8
5	11
9	16

For every two years of service completed with the district beyond nine (9) years, one additional paid vacation day will be accumulated up to an amount not to exceed 21 days total vacation time. Vacation time can only be used during non-student days, with the exception being if the employee has exhausted all personal sick time.

Rate of vacation pay will be regular pay including any run done on a regular basis within that quarter, but exclusive of extra trips.

Full time drivers will be granted their vacation days on September 1 of every year. In the event that a driver has not completed one full year of employment on September 1, his/her vacation time will be prorated the first year.

A full time driver may be granted without compensation, a leave of absence. The request must be in writing to the Superintendent no later than 30 working days prior to leave of absence unless it is a documented family medical emergency. Leaves will be considered on a first come first served basis. The Superintendent will approve or deny the leave of absence within 72 hours of the request.

ARTICLE XIV SICK LEAVE

Each full time driver will receive sick leave at the following rate: 10 days per year, pro-rated, based upon the number of student days per school year driven. The days may be used for personal illness, or illness in the immediate family (defined as spouse, significant other, parents, stepparents, foster parents, siblings, children, grandchildren, parents-in-law, grandparents, or other exceptions). Pay for each sick day will be the regular rate per hour times the number of hours routinely driven (regular routes including any run done on a regular basis, but exclusive of extra trips). It will be pro-rated for those employees who work less than a full school year. Sick leave may be used in actual increments of that employee's work schedule. Sick leave can be accumulated to 125 days.

ARTICLE XV SICK BANK

The School Board will cooperate in the establishment of a sick leave bank on a voluntary basis administered by the Superintendent of Schools. The purpose of the bank is to provide additional sick leave days for extended illness, disability, or catastrophic illness.

Each full time driver wishing to be a member of the sick leave bank will contribute two (2) sick days to join and one (1) day thereafter for each year of membership and such time will be reflected as donated days not affecting time determining incentives. Full time drivers wishing to enroll must indicate their contribution of the required days to the Central Office during the first week of school. A driver must be a member of the bank in order to withdraw days from the bank. When a driver decides to withdraw from membership in the bank, it must be in writing and they will not be able to withdraw the contributed days. Upon leaving the school system, a full time driver may donate any accumulated sick days to the sick leave bank after his/her initial sell back.

Full time drivers wishing to use days from the sick bank must have used all of their personal days, vacation days and sick days before going to the sick bank. Full time drivers withdrawing sick leave days from the bank will not have to replace these days except as a regular contributing member. A maximum of thirty (30) working days per full time driver per year will be allowed.

A doctor's certificate shall be required as a prerequisite to withdrawing sick leave bank days indicating either extended illness, disability or a catastrophic illness. A committee consisting of an Administrator, Human Resource Director, and a bus driver appointed by the drivers who is a member of the sick bank will review and determine if the days are approved. The decision of the committee is non-grievable. The Human Resource Director will be the committee contact person.

The maximum number of sick leave days to be accumulated in the bank shall not exceed two hundred fifty (250) days in any given year.

ARTICLE XVI UNUSED SICK LEAVE

Upon voluntary leave from service, or route elimination, after serving RSU #38 for a minimum of ten (10) years, a full time driver will be allowed to sell back up to 30 days of his/her accumulated sick leave at the individual's per diem rate of pay, not to exceed \$2,500, if the driver completes work requirements for the entire school year in which the request is made. If the driver feels during that last year that they need to cut back on their work load, they can be a sub driver or a sports trip only driver. The Central Office requests notification by January 30th of Bus Driver's intention of sell back, unless there are unusual circumstances. Any unused sick leave left after sell back may be donated by the employee who is leaving to the Sick Bank.

ARTICLE XVII BEREAVEMENT LEAVE

Up to five (5) days per instance without loss of salary or personal sick leave will be allowed for a death in the immediate family (defined as spouse, significant other, parents, stepparents, foster parents, siblings, children, grandchildren, parents-in-law, grandparents, or other exceptions) as granted by the Superintendent.

ARTICLE XVIII LEGAL PROCEEDINGS

Whenever a driver is required to testify on behalf or at the request of the district they are to be compensated at their regular rate of pay and for actual expenses incurred.

ARTICLE XIX JURY DUTY

When a full time driver is called upon to serve on jury duty, he/she must notify the transportation director at least five (5) days before time of jury duty. The full time driver will receive regular pay less any amount received from the court for such jury duty excluding any stipend for transportation.

ARTICLE XX CLOTHING

The district will provide each full time driver with a summer and winter jacket, and a summer and winter cap with the school logo. (Gloves or mittens may be substituted in place of the 2 caps). Jacket, cap, mittens or gloves will be replaced as needed due to routine wear and tear. In selecting the jacket the driver will have the choice of a short or a long style. Any replacement requests must be submitted to and approved by the Transportation Director. Reimbursement for mittens, gloves, or hats will be up to \$30.00.

A maximum of six (6) jackets per year will be allowed and if all six (6) are not used in any given year they are to be rolled over for the next year.

Jacket colors will be black with gold trim, which will reflect Maranacook Area Schools' colors.

ARTICLE XXI STAFF MEETING

Each driver attending Staff Meetings shall be compensated at their regular route pay for time allotted for meeting, which includes scheduling trips, for time in excess of their minimum four (4) hour day.

ARTICLE XXII DRUG AND ALCOHOL TESTING

Upon notification by the Transportation Director that he/she is going for drug or alcohol testing, the driver will be compensated his/her regular rate of pay from notification until return.

ARTICLE XXIII PHYSICALS

Drivers shall be compensated two (2) hours for their annual physicals.

ARTICLE XXIV DELAYS AND CANCELLATIONS

Notification by 5:30 a.m. by the district alert system if school is being cancelled. If by telephone call, the drivers living the greatest distance from the district will be called first.

If this is not possible and drivers arrive ready for work, two (2) hours regular pay will be paid to each driver reporting for duty.

If a driver reports for work and school is delayed, that driver will be compensated for their time of delay.

ARTICLE XXV WORKSHOPS

It is the district's intention to provide continuing training opportunities for all drivers including substitutes. In meeting this goal annually, the district will provide a minimum of six (6) mandatory workshop days. Drivers will be paid on an hourly basis for attending the two MAPT Annual Safety Conferences, attendance is optional. The district will pay any registration fees for all conferences.

Each driver attending the workshops shall be compensated. Travel time, as calculated by the Central Office, will be paid if workshops are held outside the district.

Workshops days will consist of a minimum of four (4) hours each on non-student days. Except for the MAPT Annual Safety Conferences, these workshop days will be held on scheduled teacher workshop or early release days. Except for the two workshop days prior to the beginning of the school year, workshops will be held on student early release days. Notification of dates for mandatory workshops will be provided to the drivers at the beginning of the work year.

ARTICLE XXVI PERSONNEL FILE

The District shall maintain, for official purposes, one (1) personnel file for each employee. This file shall be kept under conditions that insure its integrity and safekeeping and shall contain copies of personnel forms, official correspondence to and/or from the employee, written evaluations and other appropriate material relating to the individual's employment.

Employees shall receive a copy of all material prior to it being placed in their personnel file. Anonymous material shall not be placed in the file. Any employee shall have the right to submit a written response to any material placed in their personnel file. This written response shall then be filed and attached to the appropriate material.

Any formal written complaints regarding a driver by any parent, student, or other persons that warrant further action shall be called to the attention of the employee and investigated. The driver shall be given an opportunity to respond to and/or rebut such complaints, and shall have the right to be represented by a person of his/her choice at any meeting regarding such complaints.

Upon advance notice, an employee or designated representative shall have the right to examine their file during normal business hours of the office in which the file is kept. If additional copies of any material is requested by the employee or designated representative, a fee at the district's cost will be assessed to the employee.

No person other than the employee, the employee's representative, the superintendent, the superintendent's representative, or the transportation director shall have access to the employee's personnel file unless specific written authorization is granted by the employee.

ARTICLE XXVII GRIEVANCE PROCEDURE

Purpose

For the purpose of this contract, the following procedure is to secure, at the lowest possible level, solutions to disagreements or disputes between the RSU 38 and any employees or group of employees.

Definitions

A. The "grievance committee" will be comprised of three (3) elected drivers; two (2) to serve on the committee, and one (1) as an alternate.

B. A "grievance" is a complaint between the RSU 38 and the aggrieved person involving an alleged violation of a provision(s), concerns about safety or concerns regarding working conditions of this contract.

C. An "aggrieved person" is the person or persons making the claim.

D. "Days" shall mean all regular working days when school is in session, except that after June

1 of each year all days Monday through Friday shall be counted when counting the time limits in order to expedite the resolution of grievances as soon as possible.

Grievance Procedure

A. Prior to submitting a formal grievance, an employee shall discuss the grievance with the Transportation Director. If no satisfactory resolution can be agreed to, the employee may file a written grievance within fifteen (15) days.

B. A grievance must be submitted in writing within fifteen (15) days after the aggrieved person knew of the events or conditions constituting the alleged grievance.

C. A grievance shall be presented on the form incorporated as part of this contract. Grievances not filed on the prescribed form shall be put in the prescribed form within ten (10) days after notice of the defect. A copy of the grievance will be sent to the Superintendent of Schools upon submitting any grievance.

D. Upon receipt of the grievance, the Transportation Director shall meet with the aggrieved person within ten (10) days and shall submit in writing his/her answer to the grievance within five (5) days following the meeting.

E. If the aggrieved person is not satisfied with the Transportation Director's answer, then he/she may file the grievance at the superintendent's level within ten (10) days after the receipt of the Transportation Director's answer. The Superintendent shall meet with the aggrieved person within ten (10) days and shall submit in writing his/her answer to the grievance within five (5) days following the meeting.

F. If the aggrieved person is not satisfied with the Superintendent's answer, then he/she may file the grievance at the RSU 38 Board of Directors level within ten (10) days after receipt of the Superintendent's answer. A date for a hearing with the RSU 38 Board of Directors shall be scheduled within ten (10) days and the RSU 38 Board of Directors shall give their written answer to the grievance within five (5) days following the hearing. If aggrieved person is still not satisfied with RSU 38 Board of Directors' answer then further action is at their own discretion and expense.

Miscellaneous

A. Although time is of the essence in the filing and processing of all grievances under this Article, the time limits may be extended by mutual agreement of the parties to this contract at any step of the grievance procedure. A mutual agreement must be in writing and executed prior to the expiration of the time period, which is being extended.

B. No reprisals of any kind will be taken by the RSU 38 Board of Directors or the school administration against any employee because of their participation or non-participation in the grievance procedure.

C. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants, except for the final determination. However, all original documents (unless copies of said documents are available) obtained from the personnel files of the grievor(s) used in processing of a grievance shall be

returned to the personnel file(s) of the grievor(s) once the grievance process has been completed unless the grievance is ruled in favor of the grievor then all grievance material shall be purged from their personnel file, except for the final determination.

D. Any member of the grievance committee may represent an employee at any level of the grievance procedure.

SIGNED:

DATED: 6/15/23

BUS DRIVER CONTRACT COMMITTEE

RSU 38 BOARD OF DIRECTORS

Joel Swimm
Member

Betty J. Morrell
Member

Emily Walker
Member

Steve Roderick
Member

Dwaine Loh
Member

James Chuetto
Superintendent of School

Cathy Jacobs
RSU 38 School Board Chair

GRIEVANCE FORM

Griever _____

Contract Provision(s) or Safety Issue(s) Allegedly Violated: _____

Date of Alleged Violation: _____

Statement of the Grievance: _____

Redress Sought: _____

Date Received by Transportation Director: _____

Transportation Director's Response: _____

By: _____

Signature

Date Returned to Griever: _____

Date Received by Superintendent's Office: _____