

Professional Development Prior to Start of School:

The District agrees to provide up to four (4) hours for Para educators and two (2) hours for Yard Supervisors prior to the start of school. These hours are to be used for professional development, meeting and organization. These hours will commence with the 2015-2016 School Year.

- A. Normal Hours: All new employees to the District are required to serve an orientation day prior to their first day of employment. The normal number of hours of regular employment of an employee is eight (8) hours a day, and forty (40) hours a week. However, the Governing Board may employ persons for lesser periods of time and may, through authorized administrators, order and authorize employees to work in excess of eight (8) hours in one day or forty (40) hours in one week.
- B. Assignment: Each employee shall be assigned a fixed, regular, and ascertainable minimum number of hours, which shall not be changed without prior notice. Exception:
1. Transportation -
 - a. Bus Drivers hours will be fixed after route bidding and one (1) full pay period has lapsed; however, no employee shall lose hours which have been fixed annually as a result of this adjustment period except where a reduction of hours is necessary because of lack of work or lack of funds. Daily bus routes shall be assigned to employees on the basis of length of service, driving skills, and in-service training on hazardous routes, and field trips.
 - b. Daily bus routes shall be bid by employees on the basis of a driver's qualifications as determined by the Transportation Supervisor and seniority. Summer School bus route will be rotated by seniority from year to year and is subject to the terms of this Agreement, when the program is offered. The Bus Driver who is assigned to the Swansboro route will receive a one hundred dollar (\$100) per month stipend beyond their regular pay if the District services this route. Bus Drivers shall be paid driving time plus:
 1. Time to perform required vehicle inspection as define below:
 - Bus with Dual Air Brake System: THIRTY MINUTES
 - Bus with Brake System other than Dual Air: FIFTEEN MINUTES
 - c. Forty-five minutes per day for required other duties performed periodically, including public relations, refueling, checking and refilling fluids, sweeping bus (minimum of two times per week), keeping route sheet current, cleaning bus after a student has been ill, writing repair requests, completing vehicle inspection/mileage sheet, and securing the bus; washing the bus exterior at least once every two weeks (minimum of two times per month); washing and disinfecting seats, ceilings and windows in order to maintain a clean and healthy bus environment; activities related to student discipline control, such as video cameras, checking student I.D.'s, telephone contacts with parents; drivers will maintain daily logs and other related work as required.

Bus Drivers shall notify Transportation Supervisor or designee no later than 1 2 hours prior to bus checkout on the day of their absences when unable to report for work in the morning, and shall provide a minimum of one hour notice when unable to report for work if at a later part in the day (exception would be for an emergency, i.e., Acts of God). When absent from work, Bus Drivers shall notify Transportation Supervisor or designee by 4:00 p.m. whether they will be returning or not the following day. If notification is not received by 4:00 p.m., a substitute will be scheduled.

- d. Field trips/special trips shall be assigned to employees on the basis of driver's qualifications as determined by the Transportation Supervisor and in keeping each employee's extra hours as equal as possible. Rejection of a field trip/special trip will result in the rejected trips scheduled time charged against the employee and posted by the Transportation Supervisor on the extra hours chart.
- e. Field trips/special trips scheduled in excess of 8 hours shall be bid by the employees on the basis of driver's qualifications as determined by the Transportation Supervisor and seniority, then rotated. Acceptance of a field trip/special trip scheduled in excess of eight (8) hours will rotate the employee to the bottom of the rotation list. Rejection of a field trip/special trip scheduled in excess of eight (8) hours would not rotate the employee to the bottom of the rotation list. Summer School field trips shall be offered to the Summer School driver first. If the Summer School driver rejects a Summer School field trip, the rejected trip will then be offered to other regular drivers based on driver's qualifications as determined by the Transportation Supervisor and seniority.
- f. A Bus Driver shall be notified of any trip cancellation at least one (1) hour prior to the time the driver is required to report to the bus yard for his/her trip. If the driver is not notified and the trip is canceled, the driver shall be paid for minimum call-in time as provided in Article VI, Section I.
- g. All time on any field trip, excluding mandatory eight (8) hours rest periods, shall be paid at the appropriate rate whether the driver is driving or on standby. Meals during any field trip outside El Dorado County shall be reimbursed by the District. Necessary parking fees and all bridge tolls shall be either paid in advance when possible or reimbursed. All lodging expenses for any overnight field trip shall be paid in advance when possible or reimbursed by the District. All meals, parking fees, bridge tolls, and lodging expenses will be accounted for by each driver at the conclusion of the trip with a complete expense report and itemized receipts.

ARTICLE 6
WORKDAY AND WORKWEEK - Continued

- h. Work which has been customarily and routinely performed by the bargaining unit members covered by this Agreement, including but not limited to, any field trip will not be contracted out unless first refused by members of the bargaining unit.
 - i. The Mechanic will be used in the capacity of Substitute Bus Driver only when no other Substitute Driver is available.
- C. Lunch Period: All employees assigned to work more than four (4) hours per day covered by this Agreement shall be entitled to an uninterrupted lunch period not to exceed one (1) hour and not less than one-half (1/2) hour, as assigned by the employee's immediate supervisor.
- D. Guaranteed Hours: Nothing in this article shall be construed to guarantee any employee a certain number of working hours per day, days per week, weeks per month, or months per year.
- E. Voting Time Off: If an employee's work assignment is such that such assignment encompasses the entire time the polls are open and thereby denies the employee the opportunity to vote in any federal, state, or governmental election in which the employee is entitled to vote, the supervisor shall arrange to allow sufficient time for voting by the employee without loss of pay.
- F. Rest Period: All bargaining unit employees shall be granted rest periods which, insofar as practicable, shall normally be in the middle of each work period of 4 hours or more at the rate of fifteen minutes per period.
- G. Rest Facilities: The District shall continue to make available lunch area, restroom, and lavatory facilities for classified employee use at District work sites.
- H. Minimum Call-In Time: Any employee called in to work on a day when the employee is not scheduled to work, shall receive a minimum of two (2) hours pay at the appropriate rate of pay under this Agreement.
- I. Minimum Call-Back Time: Any employee called back to work after completion of his/her regular assignment, shall be compensated for at least two (2) hours pay at the appropriate rate of pay, irrespective of the actual time worked. This shall not apply to extension of usual work shifts.
- J. Adjustment of Assigned Time: Any employee in the bargaining unit who works an average of fifteen (15) minutes or more per day in excess of his/her regular assignment for a period of twenty (20) consecutive working days shall have his/her regular assignment adjusted upward to reflect the longer hours, effective with the beginning of the next payroll period.

- K. Training Time: The District shall provide paid time and required fees for a Bus Driver's normal recertification training. Likewise, any required first aid course shall be provided at District cost for minimum required time. Should it be necessary for an employee to repeat the training or any portion of it, the District may opt not to reimburse that employee for the repeated time or any associated costs. The District retains the right to approve and authorize any required training.
- L. Bus Driver DMV Physicals: If deductible has been met for insurance provider, submit doctor bill to insurance provider for payment. If deductible has not been met, District will pay directly to employee up to \$125.00. An hour additional time would be allowed if drug testing is conducted in Placerville.
- M. Personal Property - Reimbursement: When a non-probationary mechanic, as a condition of employment, is required to furnish tools or equipment in the carrying out of the employment, said employee will be reimbursed up to eight hundred dollars (\$800) per year, upon submission of receipts. All receipts must be approved and signed by supervisor prior to submission for reimbursement.
- N. Emergency Closure Days: In the event an "emergency closure day" is declared by the District, each 12 month employee shall be required to report to the District per his or her normal work schedule, unless instructed by his/her supervisor not to report or to report to work at a different hour.
- In the event an employee who works less than 12 months reports for work prior to being notified of an "emergency closure day", that employee shall receive two hours minimum show-up pay at his/her regular base rate. Should an "emergency closure day" be declared midway through the employees work day or later, employees shall not lose normally assigned hours for that day.
- Less than 12 month employees: If the district/school makes up the day with students, employees that work less than 12 months will be required to work the scheduled student emergency make up day on the school calendar. The school calendar designates [DATES] as potential "emergency closure make up days".

All less than 12 month classified employees will be given an opportunity to earn Emergency Closure Day Compensatory time ("ECD Comp time"). ECD Comp time will be offered during non-contracted hours and approved by the employee's supervisor and/or the Superintendent.

ECD comp time can be used during Emergency Closure Days instead of Personal Necessity, Vacation, No Tell or Sick leave.

Each less than 12 month classified employee will be offered the opportunity to earn no more than two (2) work days of ECD Comp time each school year. Less than 1.0 FTE employees will be offered the opportunity to earn a pro-rated amount of ECD Comp time.

If additional hours are needed an MOU will be developed between CSEA and the Superintendent or designee. The offered ECD comp time could be work out of classification.

An ECD time form will be filled out and turned into the employee's direct supervisor. In addition to the ECD time form, hours will need to be recorded on the monthly time sheet.

The employee must put either PN, Vacation, NT, Sick or ECD Comp time on the timesheet of the month the ECD occurs. If an employee chooses not to participate in the ECD Comp time that selection will not be an option. The compensation rate of ECD Comp time for out-of-classification will be determined accordingly based on California Education Code and all other provisions of this agreement.

Any unused ECD Comp time will be paid out to the employee at the end of the fiscal year.

12 month employees:

If the employee was instructed not to report for work for any part of the "emergency closure day", the employee will have the following options for the hours not worked:

- Use a vacation day, Personal Necessity (PN), or No-Tell (NT)
- Take the day with no pay (dock in pay)

DEFINITIONS FOR TRANSPORTATION ONLY

Daily Bus Route: A regular home-to-school (a.m.) run/school-to-home (p.m.) run combination.

Bus Run: One (1) portion of a bus route such as a home-to-school (a.m.) run, a school-to-home (p.m.) run.

Seniority: For the purpose of route bidding, field trip-special trip in excess of eight (8) hours, and Summer School, seniority will be based upon the employee's original date of hire as a regular Bus Driver. In the event of equal hire dates, the driver with the greatest number of hours in paid status with the District shall be designated as senior.

Field Trip/Special Trip: Any trip requiring the use of a bus and driver with or without students.

Field Trip/Special Trip in excess of eight (8) hours: Any trip requiring the use of a bus and driver scheduled in excess of eight (8) hours with or without students.

Rotation List: A list of all regular drivers using the order of seniority. Once a driver's job assignment has been selected or assigned that driver will rotate to the bottom of the list and begin rotating toward the top as other drivers rotate to the bottom.

Extra Hours Chart: A chart posted in the Transportation Department, developed by the Transportation Supervisor, keeping each driver's field trip/special trip hours as equal as possible.