

**CLARKSVILLE COMMUNITY SCHOOLS
STATEMENT OF BENEFITS AND COMPENSATION FOR
TRANSPORTATION EMPLOYEES
July 1, 2023 – June 30, 2024**

2.000 INSURANCE

2.050 Eligibility

All full-time members of this employee group are eligible for the benefits described in Section 2.000.

2.100 Medical Insurance

A. Employees may participate in the prevailing group major medical, health and hospitalization insurance.

The Board of School Trustees shall contribute the following amounts to the insurance plan of employee choice:

HDP Plan (effective 1/1/2023)

Board Contribution – \$5,700 towards Annual Premium

Board Contribution – \$9,550 towards Annual Premium

2.150 Dental/Vision Insurance

Employees are eligible for participation in the single and family dental/vision insurance programs with the total premium to be paid by the employee.

2.200 Life Insurance

Employees may participate in the Group Policy Insurance Program equal to \$50,000 coverage. The Board of School Trustees will pay the total premium except for \$.72 per year.

2.250 Long-Term Disability Insurance

Employees may participate in the Long-Term Disability Insurance program at an amount equal to their annual salary. The Board of School Trustees will pay the total premium except for \$.72 per year.

3.000 PAID BENEFIT DAYS

3.050 Eligibility

All full-time employees in this employee group shall be eligible for the benefits outlined below after satisfying the 90-day probationary period.

3.100 Personal Leave

The following days are awarded to transportation staff effective July 1 of each school year:

- School bus drivers and monitors who work 182 days shall receive 3 personal days
- Transportation Mechanic who works 200 days shall receive 3 personal days

Unused personal days are added to sick days at the end of each school year. Personal leave days may not be used to extend a school holiday without prior approval from Supervisor. In the event the employee does not receive prior approval, he/she will be charged 2 days per each day taken.

3.150 Family Illness Leave (Sick Days)

These days are allotted for illness of the employee or the employee's immediate family. The Corporation does not condone falsification of these days. A Supervisor can request a doctor's note at any time. In the event the employee uses a sick day to extend a school holiday, he/she will be charged 2 days per each day taken without a doctor's note.

The following days are awarded to transportation staff effective July 1 of each school year:

- School bus drivers and monitors (hired prior to 7/1/19) who work 180 days are awarded 9 days for illness.
- School bus drivers and monitors (hired after 7/1/19) who work 180 days are awarded 6-days for illness after satisfying the 90 day probationary period noted in the Classified Handbook.
- Transportation Mechanic who works 200 days is awarded 9 days for illness.

Days will be pro-rated for those individuals hired after July 1.

Employees may accumulate up to 30 illness days. Employees with more than 30 days accumulated shall be paid \$30.00 per day for each day over 30 at the end of each school year. This will be added to the employee's payroll check at the end of the year.

3.155 Unused Benefits

Upon retirement or resignation, any employee who has been with the Corporation a minimum of 10 years with unused benefit days up to 30 shall be compensated \$60.00 per day. This will be added to the employee's final payroll check.

3.330 Bereavement Leave

Each full-time employee shall be entitled to bereavement leave with full salary and benefits for a period not exceeding five (5) school days, for a death in the immediate family. Up to a maximum of two (2) of the five (5) days may be reserved for bereavement-related matters to be taken, if needed, within thirty (30) calendar days of the date of death.

Immediate family is defined as:

Spouse, child, stepchild, parent, sibling, grandparent, great grandparents, grandchild and similar relationships by marriage or step, significant other, life partner and others living in the household and other family members who is/are dependent on the employee. If an employee or employee's partner has a miscarriage than the unborn child will be deemed an immediate family member of the employee and the employee may use bereavement leave under this provision.

In the event of the death of an aunt, uncle, nephew, niece or in similar relationships, bereavement leave with full salary and benefits for up to two (2) days shall be granted. In the event of the death of a cousin bereavement leave with full pay and benefits of one (1) day shall be granted.

5.000 COMPENSATION

5.050 Hours, Work Day and Work Week

A. The regular workday for all bus drivers and bus monitors is a 4-8 hour day. Daily starting and ending times may vary according to assignment. The workweek shall begin with Sunday and end with Saturday of the same week. Employees in this group work a 182-day assignment.

Begin/end dates for 2023-2024 school year are noted below:

	Start Date	End Date
Bus driver	August 3, 2023	*May 22, 2024
Bus monitor	August 3, 2023	*May 22, 2024

*End dates may change pending snow-make up days.

*End date may change if driver transports students to a neighboring corporation.

*** remaining two (2) days to be determined by the Transportation Director.

All employees will receive their pay in 26 biweekly pays per year.

B. Pay beyond the normal eight (8) hour workday must be approved by a supervisor. If such compensation is to be considered (overtime), this compensation cannot include pay inclusive of lunch.

5.100 Salary/Wage Schedule

A. Wage Scale for Hourly Bus Drivers

Years of Experience	Hourly Pay Rate
0-5	\$24.00
6 and over	\$25.00
Substitute driver	\$24.00

*year of experience is granted after 120 days worked in a school year

**new hires may be granted years of experience if previous years of experience is commensurate with current position (i.e.: school) and is approved by the Superintendent

B. Wage Scale for Other Trips/Compensation

Type of Activity	Pay Rate
Extra Run (Examples: Prosser, Ivy Tech, late bus, homebound, Out of District, Shuttle, Training)	Route Pay 1 hour minimum for trip, if the total drive time is less than 1 hour (after 1 hour round to nearest quarter hour)
*Field Trip – Drive Time	\$20.00 per hour 2 hour minimum for entire trip, if the total drive time is less than 2 hours (after 2 hours round to quarter hour) *Field Trip hours that overlap to daily route will be paid at route pay
Field Trip - Layover	\$9.00 per hour Round to nearest quarter hour
Cleaning of SPV bus	\$10.00 per hour, to be approved by supervisor and charged to last group using vehicle
Washing of Buses	\$12.50 per hour Maximum 6 hours for a large bus. Maximum 4 hours for a small bus.
Cancellation of activity/trip without notification	\$20.00 per hour
Maintenance Runs Bus Repair drop off and pick up bus rescue	\$14.50 One-Way

*Field Trip Selection:

- Trips will be selected in 2 rounds. Driver seniority list will be used for selection. Drivers may zero out of one round only.
- Upon completion of the second round, trips are open to anyone.
- When necessary, after 2 rounds, trips will be assigned by director by seniority. If drivers are assigned once, driver moves to end of line for the next assignment.

C. Wage Scale for Bus Monitor

Years of Experience	Hourly Rate
0	13.00
1	13.50
2+	14.00
Substitute Monitor	13.00

* Monitors who are employed in another capacity with CCSC shall be compensated at their highest hourly rate when serving as a bus monitor.

*year of experience is granted after 120 days worked in a school year

D. Lead Driver/Transportation Assistant

This position is an 8-hour position, inclusive of lunch. The daily starting and end times may vary according to assignment. The workweek shall begin with Sunday and end with Saturday of the same week.

Begin Date	End Date	Hourly Rate	Days Worked
August 3, 2022	*May 25, 2023	\$25.00/hr.	182 days

*end dates may change pending snow-make up days

E. Wage Scale for Transportation Mechanic/Maintenance

This position is a 4-hour position. The daily starting and end times may vary according to assignment. The workweek shall begin with Sunday and end with Saturday of the same week.

Begin Date	End Date	Hourly Rate	Days Worked
July 1, 2023	June 30, 2024	\$19.35/hr	*200 days

*workdays follow the student calendar plus 20 days to be determined by supervisor

5.250 Adjustments to Salary/Wages

- A. The mandatory employee contribution to the State Public Employees Retirement Fund (PERF) will be paid by Clarksville Community Schools for each member of PERF.
- B. Drivers/Monitors shall be compensated at their hourly rate, rounded to the nearest half hour, for attending required meetings. Examples include but not limited to bus inspections, staff meetings, training, Department of Transportation (DOT) meetings, etc.

5.350 Hazardous Weather Days

- A. When schools are closed and there is no remote learning for hazardous weather (by official notification), drivers do not report to work. These employees will be paid for the day. **However, the workdays will be made-up without additional compensation.**
- B. When schools experience early dismissals due to hazardous weather, employees will work until dismissed by their supervisor and will be paid for hours worked.
- C. When the opening of school is delayed due to hazardous weather, employees will report to work, within the first hour of the two hour period of delay with no deduction in pay unless otherwise excused by their supervisor.

5.355 Remote Learning Days

Employees have four options for remote learning days:

- A. Employees may report to work, provided they have approval from the building principal or supervisor and have been assigned specific duties for the day. These duties may not be typical workday responsibilities.
- B. Employees may use a personal day.
- C. Employees may take an unpaid leave day.
- D. Employees may elect to make up the day at the end of the year. Duties will be assigned by the building principal or supervisor. The day(s) is to be made up prior to June 30. If this option is chosen, they must notify the building principal or supervisor in writing, via email or text, by 8:00 a.m. that day.

5.420 403B and 457

- A. Employees are eligible to contribute in the corporation 403B and 457 Plans.

6.00 Insurance Retirement Option

Classified Employees/Insurance upon retirement:

Any employee who (a) has reached the age of Sixty (60), and (b) has been employed ten (10) continuous years in the Clarksville Community School Corporation shall have the right to remain in the group health insurance plan until the employee becomes eligible for Medicare, by paying the full applicable premium.

Approved by the Board of School Trustees on June 20, 2023