## OPERATIONAL SUPPORT



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TO: **Transportation Department** 

FROM: James S. Burns, Executive Manager

**DATE: Pending Approval** 

**SUBJECT: Attendance Bonus Pilot Program** 

Punctuality and regular attendance are essential to providing safe, on-time bus transportation for students.

The goal of this Attendance Bonus Program is to realize significant reductions in sick leave, personal leave, and unpaid time off during the school year. Driver absences on school days create a burden on your team members and negatively impact morale and the ability to efficiently and effectively transport students.

We understand there may be circumstances requiring the use of sick or personal leave that are beyond your control. Employees eligible to accrue paid sick leave or personal leave may request time off from work for a personal reason, illness, or to care for a qualifying family member, according to leave policy.

We encourage you to consider scheduling medical appointments or procedures on non-school days or during breaks between school quarters. You may also consider making appointments during the school day when you are not scheduled to work, in between scheduled routes, for example – you would not have to take sick leave and you would be eligible to participate in the Attendance Incentive Program.

## Attendance Incentive Program eligibility and \$150 payment (up to \$600 per year):

- 1. Attendance Bonus Program \$150 per school quarter, paid four times per SY 2018/19 school year. Employees may use sick or personal leave without losing eligibility for the Attendance Incentive Program on any non-school day in any school quarter, except for days set aside for mandatory training and routing. The quarterly Attendance Incentive Program payment will be made on the employee's regular paycheck within 3-5 weeks following the end of the school quarter, depending on the payroll processing cycle.
- 2. Returning staff in a board approved bus driver position and new bus drivers hired or who transition from a bus driver trainee after July 1, 2018 are eligible to participate in the

Attendance Incentive Program. Bus drivers must be board approved to work a minimum of .60 FTE (24 hours per week).

- 3. Absences for approved bereavement leave or jury duty will not count against the employee for purposes of the Attendance Bonus Program. The use of sick or personal leave during a non-school day does not count against the employee for purposes of the Attendance Incentive Program. Any sick or personal leave, paid or unpaid, taken on a school day may disqualify the employee for the Attendance Bonus Program for the current school quarter, regardless of the circumstances. There may however be exceptions, depending on federal or state law, including, but not limited to Family Medical Leave Act or Americans with Disabilities Act provisions.
- 4. Drivers must be employed for the entire school quarter to be eligible for the attendance portion of the incentive. Drivers hired or who transition to a bus driver position after the beginning of the current quarter will become eligible to participate at the beginning of the subsequent school quarter. Drivers who separate employment or who transfer from a bus driver position prior to the end of the quarter will not receive an Attendance Bonus Program payment for the quarter.
- 5. Eligibility: Employees are eligible for participation in the Attendance Bonus Program as long as they have not had any preventable accident or driving violation in the current school year. The employee must maintain satisfactory performance, and not be on a plan of improvement or have disciplinary action issued in the current school year.
- 6. If the Arizona Legislature or any other funding source does not appropriate or make funds available to the District, or reduces, delays, or requires repayment of funding, the Attendance Bonus Program may be discontinued or modified at any time during the 2018/19 school year, at the discretion of the Administration.