

# **NOVI COMMUNITY SCHOOL DISTRICT**

*Tentative Agreement*

*with the*

# **NOVI TRANSPORTATION ASSOCIATION**

**NTA**

**June 9, 2025**



## 1. AGREEMENT

This Agreement entered into this first day of July, 2023, 2025 ...

Any previously executed Letter of Agreement (LOA) associated with a prior collective bargaining agreement shall be considered null and void unless the specific terms and conditions of that LOA have been explicitly renegotiated and incorporated into this current agreement. No past LOA shall remain in effect unless reaffirmed in writing by mutual agreement of the District and the Novi Transportation Association (NTA) as part of this contract.

## 2. ARTICLE 1 RECOGNITION

... excluding the ~~Director-administrator in the~~ Transportation department, ... and ~~substitutes-~~retired drivers.

## 3. ARTICLE 2 MANAGEMENT RIGHTS

- A3. The right to direct the working forces, including the right to hire, promote, **suspend**, and discharge Employees, transfer Employees, assign work or duties to Employees, determine the size of the work force and to layoff Employees, but ~~no~~**not** conflict with the provisions of this Agreement.
4. Determine the services, **supplies**, and equipment necessary to continue its operations and to determine all methods and means of distributing, **disseminating**, and/or selling its services, methods, schedules and standards of operation, the means, methods and processes of carrying on the work including automation or contracting thereof or changes therein, the institution of new and/or improved methods or changes therein.

## 4. ARTICLE 3 ASSOCIATION RIGHTS

F. ...

Applications for the use of the time shall be processed through the regular conference attendance procedure and shall be signed by the Association President and Superintendent or his/her designee signifying the Association's and Board's approval of the request. There shall be no deduction from the individual's leave allowance accumulation for approved use of **Association business time outside the District. (spacing)**

## 5. ARTICLE 5 EMPLOYEE RIGHTS

B1. Should the Employee suffer any loss, **damage**, or destruction of clothing or personal property as a result of an assault and/or battery while on duty on District property, the District will reimburse the Employee excluding any areas under insurance coverage for any loss up to a maximum of \$200 per incident.

- F. The ~~Director~~ **Employee's immediate supervisor** shall have the authority to review video surveillance footage from buses when there is reasonable cause to believe that a student or staff concern exists. Reasonable cause may include, but is not limited to, complaints or allegations of bullying, harassment, or other misconduct occurring on the bus involving students or staff members, safety concerns related to student behavior or non-compliance with transportation rules, accidents, incidents, or emergencies occurring on the bus, or any other circumstance deemed necessary by the ~~Director~~ **Employee's immediate supervisor** to ensure the safety and well-being of students and staff. If the ~~Director~~ **Employee's immediate supervisor** has a concern about a staff member after viewing video surveillance footage, he/she will notify the employee and the Association of the concern within 2 business days.

## 6. **ARTICLE 8 GRIEVANCE PROCEDURE**

### A. **Definitions**

A grievance is a complaint by a bargaining unit Employee, or by the Association on its own behalf, concerning 1) any alleged violation, **misinterpretation**, or misapplication of this Agreement; or 2) any disciplinary action.

### 2. **Remain as is in current contract**

### **2. Level Two**

- a. Within fourteen (14) days, if the grievance is not resolved informally at Level One, it shall be reduced to writing, using the form provided (Appendix B), and presented to the ~~Director~~ **Employee's immediate supervisor** ~~of Transportation~~.

The form shall be presented to the ~~Director~~ **Employee's immediate supervisor** by the Grievant.

The Grievant may request Association representation.

### **3. Level Three**

- a. Within fourteen (14) days after the delivery of the ~~Director~~ **Employee's immediate supervisor's** ~~of Transportation's~~ decision, the grievance may be appealed in writing to the Superintendent, or his/her designee. Either party may request a meeting to discuss the grievance prior to a decision being made.

### E. **Time Limits**

Failure at any step of the grievance procedure to communicate the decision on a grievance within the specified time limit shall permit lodging an appeal at the next ~~Step~~ **step** ...

## 7. **ARTICLE 10 EMPLOYEE EVALUATION**

- A. Permanent Employees shall be evaluated annually by the ~~Director~~ **Employee's immediate supervisor and/or his/her designee**.
- C. The Driving Performance Observation form shall be completed by the last day of May. The Performance Evaluation for drivers and assistants shall be completed by the last day of May. An official copy of the evaluation form shall be given to the Employee by the ~~Director~~ **Employee's immediate supervisor** during the evaluation review conference.

- D. Should an Employee receive a Minimally Effective or Ineffective rating, the ~~Director~~ **Employee's immediate supervisor** shall provide, in writing, a Plan of Improvement which will contain specific recommendation(s) for his/her improvement, including the length of time the Employee has to improve. The Association shall be notified in the event an Employee receives a Minimally Effective or Ineffective rating and shall be included in the development of a Plan of Improvement.

## **8. ARTICLE 11 DISCHARGE AND SUSPENSION OF NON-PROBATIONARY EMPLOYEES**

- B. ... the grievance procedure beginning with ~~STEP~~ **step** 4.

## **9. ARTICLE 12 PROBATIONARY EMPLOYEES**

- C. ... right to layoff, **discharge**, and discipline probationary Employees ...
- D. An Employee shall lose his/her seniority for the following reasons:
1. He/she ~~quits~~; **resigns**,
- E. Failure to return from a leave of absence without notification to ~~the~~ Employer will be treated the same as (3) above.

## **10. ARTICLE 15 LAYOFF**

- C2. Employees ... of ~~lay-off~~. **Layoff**

## **11. ARTICLE 17 NORMAL HOURS OF EMPLOYMENT - REGULAR SCHOOL YEAR**

- ~~B. Drivers shall be paid for actual hours worked in transporting students to and from school, authorized field trips, extra runs and shuttle runs. However, in circumstances where schools schedule a take-home of students for reasons other than a scheduled half day for all schools, drivers shall be paid an additional one half (1/2) hour pay. In circumstances where an unscheduled take-home of students is necessitated, drivers shall be compensated one (1) hour of pay. Any field trip or extra run that is greater than one half (1/2) hour driving time, but less than one (1) hour driving time, that is not connected to a regular run, will be compensated (1) hour of pay.~~

- B. Drivers shall be paid for the actual hours they work when transporting students to and from school, on authorized field trips, for extra runs, and for shuttle runs.**

- **When drivers are required to transport students home due to an early release that applies only to one (1) school or a subset of schools, and not the entire district, those drivers shall receive an additional one-half (½) hour of pay.**
- **If an unscheduled early dismissal requires students to be taken home, drivers will be paid an additional one (1) hour of pay.**
- **For any field trip or extra run that takes more than thirty (30) minutes but less than one (1) hour of driving time, and is not connected to a regular run, drivers will receive one (1) hour of pay.**

Drivers shall be paid for time spent on maps, **routes, and** student lists, and other duties required as directed and approved by the ~~Director of Transportation~~ **Employee's immediate supervisor**. This time is currently built into the 5-hour day. **When deemed necessary by the Supervisor of Transportation with communication the evening before, Drivers will be paid for fifteen (15)-minute warm-ups. Late driver arrivals would negate this pre-trip clause, to ensure that routes remain on time.**

D. ....

When the Superintendent, or his/her designee, declares that the entire District is closed due to inclement weather, all Transportation employees shall not report to work and shall receive their normal compensation. **This compensation will be at the equivalent rate of their work hours that were originally scheduled for that particular day.** Any employee who had previously arranged an absence, shall not be charged for the day. Employees will be compensated if they report to work on rescheduled days/hours.

E. The driver shall be paid thirty (30) minutes per day for **Employer-required** inspection, bus washing, gassing, oiling, warming engines, cleaning windows, **tires**, and mirrors.

H. The ~~Director~~ **Employee's immediate supervisor** shall assign all regular day runs including field trips on the basis of seniority. A driver with less service in the employ of the Board shall not be assigned a regular day run unless his/her qualifications shall be determined to be substantially superior. In the event the senior driver shall not be given the regular day run request, reasons for the denial shall be given to the Employee in writing.

I. It is expressly understood that, ~~as a requirement, the special education driver~~ **a any driver assigned to a dedicated** ~~with a fully special education route shall either enroll in and successfully complete a special education driver's class~~ **driver training course, or have previously successfully completed said class, if offered and available by through Oakland Schools, or have previously successfully completed said class** **such training.** ~~If said class~~ **In the event the course is not offered, information will be shared by the NCSD Special Education Department will provide relevant information related to regarding accommodations, strategies, and best practices for serving our students with special-unique needs.** **The Supervisor of Transportation will work with the Supervisor of Safety & Security to coordinate annual training on emergency evacuations.**

K. If any run passes completely through the seniority list twice and apparently is undesirable by all of the drivers, the ~~Director~~ **Employee's immediate supervisor** will assign it to the person last hired by the Employer. However, the ~~Director~~ **Employee's immediate supervisor** may use his/her discretion in omitting drivers with one (1) or more extra runs.

N. **Remain as is in current contract**

**P. Van use during daily transportation hours (During and/or between morning and afternoon runs of daily transportation schedule)**

**The designated van driver would assume this route.**

**Van use during non-transportation hours (Between morning and afternoon runs of daily transportation schedule)**

### **Field Trip Bid Process:**

**During non-school bus transportation hours between the morning and afternoon runs, the field trip bid process will be followed to assign van drivers.**

Eligible transportation staff will have the first opportunity to bid for the route.

Standard field trip procedures will be observed, including pre-trip inspections, documentation, and post-trip reporting.

### **Alternate Staff Member Assignment:**

For routes during regular transportation schedules, an alternate staff member may be selected to drive the electric vans if a van driver is not available. **An alternate staff member may be selected if the trip will return after the afternoon runs.** The field trip bid process will not be applied for these assignments, mirroring procedures used for athletic runs that occur outside standard transportation operations.

The Employee's immediate supervisor will determine the assignment based on availability and operational needs.

## **12. ARTICLE 18 SUMMER DRIVING**

- F. **Once the time of the summer run has been determined and posted,** the process used for selecting Transportation Assistants for summer runs will be as follows:

1. Award ~~first~~ to Transportation Assistants by reviewing of seniority;
2. Award ~~second~~ to bus drivers in order of seniority; **and**
3. ~~Award third to sub bus drivers; and~~
4. If no volunteers, assign ~~finally~~ to Transportation Assistants in reverse order of seniority.

## **13. ARTICLE 19 FIELD TRIPS**

- B. Field trips shall be bid on or assigned on a continual year round basis for regular drivers. If a driver declines a field trip, he/she shall be passed by on the rotation list. A special event is a school event such as an Open House. Transportation staff will be required to attend K-4 Open Houses at their assigned building to meet with parents/**guardians**.
- C. Field trips shall be cancelled if the ~~Director~~ **Employee's immediate supervisor** considers roads to be hazardous.
- D. Field trips shall not be scheduled unless supervised by a teacher-sponsor or other adult as designated by the Building Principal. Occasional exceptions may be made upon approval of the ~~Director~~ **Employee's immediate supervisor** when another adult is not available.
- G. If trips are cancelled, the ~~Director~~ **Employee's immediate supervisor** shall be notified immediately by The sponsor. If a trip is cancelled during the academic school year, the driver shall not lose any forfeited regular time. On extended trips (over two (2) hours) drivers may stop for a ten (10) minute rest period every hour.
- J. If a driver calls in for any reason for any portion of a day on the day of or the day before a Field Trip, that driver will lose the Field Trip scheduled for that day or the next day. In the event of extenuating

circumstances, the ~~Director~~**Employee's immediate supervisor** will work with the Employee and Association to develop a plan related to the upcoming assigned field trip.

K1. ... documentation to **the** Employer for ...

3. Multiple Day Trips:

- a. The driver will be paid for up to **eight (8)** hours which includes wait time and driving time. If driving time exceeds **eight (8)** hours, the driver will be paid for the driving time hours.

4. On overnight **trips**, drivers shall not be required to act as student chaperones and, if possible, drivers will be provided sleeping accommodations apart from the students.

14. **ARTICLE 20 HOLIDAYS**

A. **10. Good Friday**

- E. An employee using documented death-in-the-immediate family days, or who is on documented sick leave extending over **thirty (30)** calendar days, may use days from their sick bank to compensate for loss of holiday pay when the holiday falls within the absence period.

**15. \*\* NEW ARTICLE\*\* VACATIONS**

All transportation employees working in an NTA bargaining unit position will be paid a vacation allowance, added to the last pay of their work year each June. An Employee may opt to have their paid vacation allowance spread out during the negotiated break times in the District calendar in lieu of receiving the allowance in their last pay of their work year in June. An Employee who works a portion of the year shall have their vacation days prorated. If the Employee terminates their employment prior to the end of the school year and has already been paid for their vacation days during negotiated break times, the Employee shall have the overage deducted from their final paycheck. The Employees shall be paid as follows:

**First year allowance: Up to five (5) days (based on days worked)**

**Second through eighth year allowance: Ten (10) days**

**Ninth, and all subsequent year allowance: Fifteen (15) days**

The Employee will be responsible for requesting their vacation absences through the process shared by the Supervisor of Transportation, subject to approval by the Supervisor of Transportation.

16. **ARTICLE 21 LEAVE PLAN**

A b. ... Prearranged Personal Business Days shall not be taken in the first or last week of the school year or within ~~three (3)~~ **two (2)** days before or after a break/recess period. Employees planning to use a Personal Business Day(s) shall make a request to the ~~Director~~**Employee's immediate supervisor** at least three (3) days in advance, except in cases of emergency. No more than two employees per day may be off for personal business reasons unless approved by the Supervisor.



2. ...

Regular and reliable attendance is an essential function of employment and is expected of all staff. Unpaid leave days are not permitted except in cases of extreme emergency and must be approved in advance by the Assistant Superintendent of Talent Management & Development or his/her designee. Requests for such leave must be submitted in writing, detailing the nature of the emergency, and will be reviewed on a case-by-case basis. **The President of the NTA should be notified of each request and subsequent decision.** Approval is not guaranteed and will be granted only under exceptional circumstances. Failure to adhere to attendance expectations or to obtain prior approval for unpaid leave may result in disciplinary action, up to and including termination of employment.

4. In addition to the above leave days, a death in **the** immediate family may be granted up to three (3) days for any occurrence with no limitation as to number of occurrences. Additional leave time may be granted in extenuating circumstances.

5. Up to three (3) .... **upon submission of a written request to the Assistant Superintendent of Talent Management & Development by the first day of the school year.**

7a2. The employee shall provide medical certification for illness upon request of the employer or for absences expecting to last 3 consecutive days or more because of illness or injury. Upon his/her return and before resuming his/her duties, the absent employee shall submit to the **Assistant Superintendent of Talent Management & Development** or his/her designee with a statement signed by a competent physician indicating the nature of the illness or injury and a certification of fitness for the Employee to resume his or her normal duties.

7b. Critical illness or death in **the** immediate family or other-personal business, description and the requirements:

3. All requests for personal **business** leave shall be in writing, shall state the circumstances, and shall be initiated with the ~~Director of Transportation.~~ **Employee's immediate supervisor.** Except in cases where extreme circumstances prevent, approval of the Employee request for personal business leave must be obtained from the ~~Director~~ **Employee's immediate supervisor** or the Superintendent or his/her designee in advance of the absence. A denial at any level of a request for personal business leave shall include a written reason for denial, in which event the Employee shall have the right to appeal directly to the Superintendent, or his/her designee, for approval or disapproval.

4. In unusual cases involving particularly private or confidential circumstances, the ~~Director~~ **Employee's immediate supervisor** or Superintendent or his/her designee may act on the basis of a verbal rather than a written statement of circumstances. However, the request for personal business leave shall be in writing.

### B3. Health Leave

~~Personnel~~ **Employee** may be granted a health leave when his/her health or the health of a member of the immediate family, which shall be interpreted as parents, spouse, child(ren), siblings, in-laws or dependent of the immediate household residence, warrants it, after one (1) year of service, and up to a maximum of one (1) year plus an unfinished year, at the end of which leave, the ~~personnel~~ **Employee** must either return or resign unless a special extension is



recommended by the Superintendent, or his/her designee. When the health of a person or that of the member of his/her immediate family, as defined above, permits his/her return, he/she shall so request the Superintendent, or his/her designee, in writing and submit a statement from a physician certifying his/her fitness to return.

#### 4. Personal Leave

... Confirmation or denial of **the** request shall be given in writing fifteen (15) days before **the** requested date of leave.

#### 5. Child Care Leave

a. A request for a Child Care Leave ...

e. An Employee who suffers a still-birth or the death of any child for whom she was granted a child care leave may, upon approval of the Assistant Superintendent **of Talent Management & Development**, be returned to service after appropriate medical certification by her attending physician and/or the school physician.

#### 6. Family and Medical Leave Act (FMLA)

a. Pursuant to the Family and Medical Leave Act ....

**An Employee must apply for leave under FMLA if an absence exceeds 5 consecutive workdays, provided they meet FMLA eligibility requirements. The Employee is responsible for submitting the necessary documentation to the Employer in a timely manner. Approval and continuation of leave will be subject to FMLA guidelines and district policies.**

6c. The Board of Education will continue premium payments for health care benefits for up to twelve (12) weeks for an employee who has been granted a leave for his/her own illness, to care for a seriously ill family member, or for the birth, ~~or~~ **adoption, or foster care placement** of a child pursuant to the Federal Family and Medical Leave Act. If the employee voluntarily terminates employment, the Board shall have the right to recover all premium payments made during the unpaid leave interval. These amounts may permissibly be deducted from any wage or other payments due to the employee, with any deficiency to be remitted by the employee to the Board within ninety (90) days of demand.

7c. Upon return from a leave of absence without pay (excluding FMLA and Personal Leave With Pay), the Employee shall be placed on the Salary Schedule (Appendix A) **step pay level** and retain the seniority status for which he/she was eligible when he/she left for the leave.

## 17. **ARTICLE 22 COMPENSATION**

A. Down Time shall be paid at the rate of ~~\$15.00~~ **\$18.00** per hour. Down Time is defined as the period of time when a driver is not driving during a trip after students are dropped off and prior to student pickup.

**\*\*Language will remain the same at this time, as we need the new Supervisor of Transportation to have the opportunity to assess the down time provisions. We are committed to discussing this again in the winter with the potential for an LOA related to this topic if mutually agreed to by the District and the NTA leadership. \*\***

- F. A non-probationary Transportation Employee shall receive attendance incentive pay as follows:  
0 absences during each pay period beginning with the first day of school through the last day of school - \$50.00 each pay period for a total of \$1,000 per year.

**To be eligible for the incentive during any given pay period:**

- The employee must not have any full or partial absences during their scheduled run times. Missing any portion of a run, including late arrivals that result in a missed segment, will disqualify the employee from earning the incentive for that pay period.**
- One (1) late punch-in per semester will be permitted without penalty, provided it does not result in a missed portion of the run or require coverage by another driver.**

~~When properly and timely submitted, all pay shall be remunerated no later than the following pay period after submission.~~ Attendance incentives earned in each pay period will be consolidated and paid on the second pay of each month beginning in October.

**18. ARTICLE 23 OVERTIME**

- D. Every effort will be made to have regular drivers receive overtime before any sub **unassigned** driver receives overtime.

**19. ARTICLE 24 SPECIAL CONDITIONS RELATING TO WAGE SCALE**

- A. All Transportation Employees hired on/or before December 31 of any school year will be placed on Pay Level A of the Salary Schedule and will move to Pay Level B ~~on July 1 at the start~~ of the next school year if eligible in accordance with the requirements in Appendix A – Salary Schedule.
- B. All Transportation Employees hired and assigned to a regular run on/or after January 1 of any school year will be placed on Pay Level A and will move to Pay Level B ~~at the~~ **after** completion of the next full school year if eligible in accordance with the requirements in Appendix A – Salary Schedule.

**20. ARTICLE 25 INSURANCE PROTECTION**

**1.....**

**In the event that premium rates for the MESSA health insurance plans increase, the District and the NTA agree to reconvene promptly to review the impact of such changes. Together, the parties will explore plan adjustments and alternative options that maintain quality coverage while potentially reducing premium costs for employees. Any modifications will be mutually agreed upon prior to implementation and communicated clearly to all affected employees.**

2. Plan II: For employees electing not to take the Employer medical plan, they shall receive the following monthly sum payments in cash:

1 – 4 Employees	\$100-200 each, per month
5 - 7 Employees	\$150 250 each, per month
8 or more Employees	\$200-300 each, per month

## 21. ARTICLE 27 RESPONSIBILITIES

- C. Drivers shall not allow any student to exit a bus other than at school or his/her regular stop, except in an emergency and under the direction of the ~~Director~~ **Employee's immediate supervisor** or his/her designee.
- D. Any student may be suspended from riding the bus, with the approval of his/her principal and/or the Superintendent, or his/her designee. Any student who has been suspended from riding the bus shall be reinstated on the bus only by written approval of the ~~Director of Transportation~~. **Employee's immediate supervisor.**
- F. All instructional hours and routes shall be approved by the ~~Director of Transportation~~. **Employee's immediate supervisor.**
- E. After consulting with the drivers, responsibility for locating, determining, etc., of each bus stop, and run, shall rest solely with the ~~Director of Transportation~~. **Employee's immediate supervisor.** However, the ~~Director~~ **Employee's immediate supervisor** will notify each driver when making a change of stops or the run. If, during the school year, the driver believes a stop or run should be changed for any reason, the driver shall notify the ~~Director~~ **Employee's immediate supervisor** in writing. In all instances, the final decision shall be the responsibility of the ~~Director of Transportation~~. **Employee's immediate supervisor.**
- F. When run sheets are finalized in the beginning of the year, drivers shall be provided a copy of same. Drivers shall keep said run sheets in a place provided in the Transportation Center and on their bus and shall be responsible to keep them up-to-date according to information provided to them by the ~~Director of Transportation~~. **Employee's immediate supervisor.**
- N. To the extent permitted by law and that the information is available to the Employer, the district shall inform transportation personnel of identified unique individual **needs and** characteristics of students relevant to behavioral handling techniques, **strategies and accommodations, health alerts**, and other inherent characteristics which might occur or manifest themselves during the students use of district transportation services. Employees shall not disclose a student's personally identifiable information to a third party before the Employer acquires written consent from a student's parent or an eligible student (18 years of age or older.)

## 22. ARTICLE 31 SCOPE, WAIVER AND ALTERATION OF AGREEMENT

### Section 1

No Agreement, alteration, understanding, variation, **waiver**, or modification of any of the terms or conditions contained herein shall be made by any Employee or group of Employees with the Employer unless executed in writing between the parties hereto and the same has been ratified by the Association.

### 23. ARTICLE 32 DURATION

This Agreement shall be effective as of July 1, ~~2023~~ **2025** and shall continue in effect until the end of the day on June 30, ~~2025~~ **2028**.

In Witness whereof, the parties hereto have caused this Agreement to be executed.

Dated this ~~first day of July 1, 2023~~ **June 26, 2025**.

**NOVI COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION**

**NOVI TRANSPORTATION ASSOCIATION**

\_\_\_\_\_  
Dr. Danielle Ruskin  
President

\_\_\_\_\_  
David Viet  
President

\_\_\_\_\_  
~~Willy Mena~~ **Jason Michener**  
Secretary

\_\_\_\_\_  
Grat Dalton  
Executive Director, MEA

#### **Novi Community School District Board of Education**

Betsy Beaudoin	Jason Michener
Paul Cook	Mary Ann Roney
<b>Jamie Kliebert</b>	Dr. Danielle Ruskin
Willy Mena	<del>Tom Smith</del>

#### **Negotiation Teams**

##### **Novi Transportation Association**

David Viet, President  
Steven Pawley, Vice-President  
Grat Dalton, MEA

##### **Novi Community School District**

Dr. Laura Carino  
Jeff Dinkelmann  
~~Devin Kling~~  
Benjamin Mainka  
**Becca Scicluna**  
**Amanda Squires**  
~~Cynthia Valentine~~

## HOURLY WAGE SALARY SCHEDULE

### SALARY SCHEDULE CLASSIFICATIONS

Classification 1 - Bus Driver

**Classification 1A – Van Driver \*\*Requires Michigan Chauffeur’s License**

Classification 2A - Transportation Assistant A – Assistant who rides Wing Lake Route

Classification 2B – Assistant who does not ride Wing Lake Route

### Financial Proposal

Length: **3** Years (2025-2026, 2026-2027, 2027-2028)

### Compensation Structure

**Current Employees will remain on their current Pay Level for the 2025-2026 school year.**

**Current Employees will have the option to make a change each annual enrollment period and will transition to their new scale based on their insurance benefit selection, ultimately taking effect upon the start of the insurance benefit year on January 1. A newly hired Employee will be placed on the Option I scale. At the conclusion of his/her probationary period, the Employee will be able to make his/her benefits selection and will then be placed accordingly on either Option I if selecting full family or two (2)-person medical insurance or Option II if they selected single subscriber or waived insurance benefits.**

### OPTION I - FULL FAMILY OR 2-PERSON INSURANCE BENEFITS

OPTION I - FULL FAMILY OR 2-PERSON INSURANCE BENEFITS								
Group	Pay Level							
	A	B	C	D	E	F	G	H
Bus Driver	\$23.50	\$23.75	\$24.00	\$24.25	\$24.50	\$25.00	\$25.50	\$26.00
Van Driver	\$21.13	\$21.50	\$21.88	\$22.25	\$22.63	\$23.13	\$23.63	\$24.13
Transportation Assistant A	\$18.75	\$19.25	\$19.75	\$20.25	\$20.75	\$21.25	\$21.75	\$22.25
Transportation Assistant B	\$18.00	\$18.50	\$19.00	\$19.50	\$20.00	\$20.50	\$21.00	\$21.50
OPTION II - SINGLE SUBSCRIBER OR LESS INSURANCE BENEFITS								
Group	Pay Level							
	A	B	C	D	E	F	G	H
Bus Driver	\$26.00	\$26.50	\$27.00	\$27.50	\$28.00	\$28.50	\$29.00	\$29.50

<b>Van Driver</b>	<b>\$23.88</b>	<b>\$24.38</b>	<b>\$24.88</b>	<b>\$25.38</b>	<b>\$25.88</b>	<b>\$26.38</b>	<b>\$26.88</b>	<b>\$27.38</b>
<b>Transportation Assistant A</b>	<b>\$21.75</b>	<b>\$22.25</b>	<b>\$22.75</b>	<b>\$23.25</b>	<b>\$23.75</b>	<b>\$24.25</b>	<b>\$24.75</b>	<b>\$25.25</b>
<b>Transportation Assistant B</b>	<b>\$20.75</b>	<b>\$21.25</b>	<b>\$21.75</b>	<b>\$22.25</b>	<b>\$22.75</b>	<b>\$23.25</b>	<b>\$23.75</b>	<b>\$24.25</b>

## Longevity

<b>Years of Service</b>	<b>Additional Compensation</b>
<b>10-14 years</b>	<b>\$1.50 per hour</b>
<b>15-19 years</b>	<b>\$1.75 per hour</b>
<b>20+ years</b>	<b>\$2.00 per hour</b>

## Novi Transportation Association Financial Trigger Language

For the 2026-27 and 2027-28 school years, Employees will progress one pay level (if eligible), and will also receive an increase to the entire salary structure based on the final approved foundation allowance figure provided by the State of Michigan to the NCSD according to the Financial Trigger Language chart. The increase will be applied for the first pay in September going forward for the remainder of the contract year beginning in 2026.

<b>2026-2027 &amp; 2027-2028 Pupil Foundation Allowance</b>	<b>2026-2027 &amp; 2027-2028 Salary Scale Increase</b>
<b>Less than \$200 per student</b>	<b>0.0%</b>
<b>\$200 - \$260 per student</b>	<b>0.5%</b>
<b>\$261 - \$320 per student</b>	<b>1.0%</b>
<b>\$321 - \$380 per student</b>	<b>1.5%</b>
<b>\$381 - \$440 per student</b>	<b>2.0%</b>
<b>\$441 - \$540 per student</b>	<b>2.5%</b>
<b>More than \$540 per student</b>	<b>3.0%</b>

In the event that the foundation allowance would result in a 0% increase or the above \$540 per student, the District and Union will agree to come back together to review the increase and ensure financial stability and/or employee compensation improvement.

Any Transportation Assistant who is awarded the Wing Lake Route on Bid Day will receive compensation at that rate for their entire day.

~~Current~~ **Previous** sub drivers will be ~~transitioned to~~ **designated as** unassigned bus **drivers** positions at the

rate indicated on the chart, as opposed to serving as a sub driver. Their routes and runs will be determined by the ~~Director~~ **Supervisor** of Transportation each day. **They will be placed accordingly on the above salary scale based upon their previous driving experience upon their assignment as an unassigned driver.**

The retired sub driver hourly wage will be ~~\$20.00~~ **24.00** per hour.

## APPENDIX C

### TRIP BOARD RULES

#### POSTING

C. All trips will be given to full time drivers whenever possible and ~~sub-unassigned~~ drivers used only when there are no full-time drivers to take the trip.

F. All trips not covered by a **full-time** driver during rotation will be filled by **an sub-unassigned** driver.

#### CANCELLATION

B. If a driver needs to cancel a signed trip when school is in recess, they are expected to contact the **Director, Employee's immediate supervisor**, Secretary/Dispatcher, Union President or Vice President in that order.

#### EMERGENCY PROCEDURES

C. In the event of an emergency, call the ~~Transportation Director~~ **Employee's immediate supervisor** or designated person in charge.

These procedures .... **management-District leadership.**

#### **APPENDIX D: Novi Community School District Bus Driver Performance and Observation Evaluation**

Point Range			
Ineffective	Minimally Effective	Effective	<b>Highly Effective</b>
<70.00	70.00 – 79.99	>=80.00	<b>&gt;=90.00</b>

I have discussed this performance evaluation with the employee.

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date



I have reviewed this evaluation of my performance and discussed it with my evaluator.

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

\_\_\_\_\_  
Date

**Novi Community School District Transportation Assistant Performance Evaluation**

Ineffective	Minimally Effective	Effective	Highly Effective
<70.00	70.00 – 79.99	>=80.00	>=90.00

I have discussed this performance evaluation with the employee.

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

I have reviewed this evaluation of my performance and discussed it with my evaluator.

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

\_\_\_\_\_  
Date

This Tentative Agreement has been reviewed and signed on June 9, 2025. A ratification vote will occur with the Novi Transportation Association. Pending approval of that ratification vote, this 2025 – 2028 comprehensive Agreement will be presented to the Board of Education later in June 2025.

Dated this ninth day of June, 2025,

**NOVI COMMUNITY SCHOOL DISTRICT**

**NOVI TRANSPORTATION ASSOCIATION**

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**Benjamin Mainka, Superintendent**

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**Grat Dalton, Executive Director, MEA**

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**Dr. Laura Carino, Asst. Superintendent  
of Talent Management & Development**

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**David Viet, NTA President**